

MINUTES OF KERSEY PARISH COUNCIL ANNUAL MEETING HELD ON MONDAY 9 MAY 2016 IN KERSEY VILLAGE HALL AT 7.30 PM

PRESENT

John Hume – Chair, Giles Hollingworth, Yvonne Martin, Veronica Partridge, Iqbal Alam, 14 members of the public plus 1 member of the public who arrived during the meeting and the Clerk – Sarah Partridge

62/16 ELECTION OF CHAIRMAN

The Kersey Parish Council Standing Order 2k states '*Councillors who are willing to be elected to Chair the Parish Council for more than one year may only be elected as Parish Council Chairman for up to 3 successive years, after which there must be a break of 1 year before they can be considered for election to the chair again.*' It was unanimously agreed to suspend standing order 2k for this item.

John Hume was proposed, seconded and elected as Chair of the Council. This will be his fourth year as chair; a Declaration of Acceptance of Office of Chairperson was completed and signed.

63/16 ELECTION OF VICE CHAIRMAN

Yvonne Martin was proposed, seconded and elected as Vice Chairman.

All Councillors were reminded to check their Register of Interests, update them if necessary and inform the Clerk if they have made any amendments.

64/16 APOLOGIES were received and accepted from John Maltby and Ian Fidell, apologies were also received from Jenny Antill and Alan Ferguson.

65/16 ACCEPT MEMBERS DECLARATION OF INTEREST

Although not a member, the Clerk, Sarah Partridge, declared an interest in agenda item 12b the planning application for Bridges Farm, The Tye B/16/00545 because her husband is the applicant.

66/16 CONSIDER ANY DISPENSATION REQUESTS FOR PECUNIARY INTERESTS RECEIVED FROM COUNCILLORS – None received

67/16 OTHER APPOINTMENTS

The following appointments were made and confirmed

- a) **Footpath Working Group** – John Maltby, Giles Hollingworth and Ian Fidell
- b) **KCPC Working Group** – Giles Hollingworth and Ian Fidell
- c) **Millennium Book Fund** – all Councillors
- d) **SALC** – to be agreed, may be circulated round all Councillors
- e) **Neighbourhood Watch** – Giles Hollingworth
- f) **Village Hall** – John Maltby and Veronica Partridge
- g) **Kersey Playing Field Association** – (Ex-officio, Chair of the PC) John Hume

Long Term Appointments

Nora Ryde has been the Parish Council representative for the Franey and Rand Charities for many years, she is willing to continue and was duly elected. She was thanked for carrying out this role.

- a) **Franey & Rand Charities** – Mrs Nora Ryde (4 year term ending May 2020)
- b) **Nightingale Trust** – Jill Harbinson (4 year term ends May 2017)
Natalie Byth (4 year term ends May 2019)

The members of Kersey Parish Council working groups were all confirmed as below:

Footpath Working Group:

Councillors: John Maltby (Chair of Working Group), Giles Hollingworth and Ian Fidell

Volunteers: Rob Wheeler, Jill Line, Natalie Blyth, Ian Hattrick

Land Owner representatives: Clive Arthey and Sarah Partridge

KCPC Working Group:

Councillors: Giles Hollingworth and Ian Fidell

Volunteers: Jonathan Marsh (Chair of Working Group), Dominique Young (secretary), Pascoe Gibbons and Mark Pertwee

Vale Lane Footpath Link Working Group

Councillors: Giles Hollingworth (Chair of the Working Group), Yvonne Martin and John Maltby

Volunteers: Natalie Blyth and Andrew Hazell

68/16 REPORTS -*The meeting was adjourned to receive reports.*

a) **Suffolk County Councillor** – A report from Jenny Antill was read; her report is appended to these minutes.

b) **Babergh District Councillor** – A report from Alan Ferguson was read; his report is appended to these minutes.

c) **Kersey CEVC Primary School annual report** – This report was omitted from the Annual Parish meeting. The Clerk read the report from the Headteacher; the report is appended to these minutes. *The meeting was reconvened.*

69/16 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 12 April 2016 were signed and dated as being correct.

70/16 CLERK'S REPORT

The Clerk thanked Giles Hollingworth for finishing off repairs to the Bildeston Road bench and giving it a coat of preservative. The litter collection had taken place in early March with a disappointing number of volunteers from the parish taking part. The school Eco Committee have been thanked for joining in with this initiative, their support was much appreciated.

71/16 CORRESPONDENCE

All correspondence for the Parish Council had been circulated to Councillors. Items to note are:

a) Launch events have been organised to promote the new Connecting Communities transport services which will start on the 13 June 2016. Area launch events have been organised so local people can meet the service operator teams and find out more about how services will be provided in their area. They are open to Councillors, stakeholders and the public. There is a Babergh event on Friday 27 May in Hadleigh Town Hall, drop in between 10.30 am and 11.30am.

b) The Clerk has received information about the Transparency Fund Grant for 2016/17 which will help with the financial burden of complying with the Transparency Code for this year. The Parish Council will need to complete and approve an application form.

c) Inspector Horton, locality police inspector for Ipswich West and Hadleigh has written regarding attendance at future Annual Parish Assemblies and how the police will liaise with Parish Councils in future. This will include regular contact via the Clerk with the SNT team to ensure a two-way flow of information. Police will try to attend meetings if there is a specific issue or concern. Police will endeavour to attend the Annual Parish Assembly and written reports will be prepared by SNT for each month and will be posted on the constabulary website. Inspector Horton also encourages Parishes to send a representative to Police and Parish Forums.

d) From Wednesday 1 June 2016, the opening hours at Suffolk's Household Waste Recycling Centres (HWRCs) will be changing to offer site users extended hours on Sundays, Bank Holidays, and on a Thursday evening during the summer months, reflecting the times when the sites are most used and needed by residents. The busiest times of the week for these sites are the weekend and bank

holidays. The quietest day of the week is consistently a Wednesday. As a result of this, all sites will be closed on a Wednesday. April to September 9am to 5pm every day except closed on Wednesdays. October to March 9am to 4pm every day except closed on Wednesdays. Late night opening until 7pm on Thursdays between May and August.

e) Following the Suffolk Fire Service consultation one of the recommendations, informed by the consultation and the professional view of the Chief Fire Officer, is to remove the proposal to replace the second fire engine at Sudbury fire station with a smaller rapid response fire engine and, instead, to maintain the current two standard fire engines and on-call firefighter establishment. There were no other items of note which are not already on the agenda to discuss later in the meeting.

72/16 FINANCE

a) It was confirmed that the Clerk, Sarah Partridge, would continue as the Responsible Financial Officer, Natalie Blyth was reappointed as Internal Auditor. The Councillor as the Council's Financial Controller was agreed as Giles Hollingworth.

b) The Terms of Reference for Internal Audit and Annual Internal Audit Plan were approved and adopted by Councillors, copy appended to these minutes.

One member of the public joined the meeting.

c) The Council reviewed the bank mandate arrangements and agreed they are appropriate and should remain the same. Any two of John Hume, Yvonne Martin or John Maltby are to sign cheques. The Clerk has telephone access to the Barclays bank accounts to transfer money between the two Parish Council accounts.

d) Councillors all had a copy of the Parish Council accounts for the year ending 31 March 2016, these were considered and it was resolved to approve and sign these; a copy of the accounts is appended to these minutes. Councillors reviewed the sheet showing the significant variances between the year ending 2015 and the year ending 2016 and agreed this gave a clear explanation for the variances.

e) Section 1 and 2 on the Annual Return for the Year Ending 31 March 2016 were reviewed and it was resolved to approve this document, it was duly signed by the Chair and the Clerk. The notice to advise electors of their rights to see the Parish Council accounts will be displayed on the notice board. Natalie Blyth will complete her internal audit of the accounts on 27 May and complete section 4 of the external audit papers.

f) A financial statement was tabled by the Clerk, which is appended to these minutes. Payments were all agreed. The Clerk confirmed that the Parish Council has received the first instalment of the precept £3,393 plus the council tax support grant of £43.08 from Babergh. Community Action Suffolk are now offering free membership to various organisations including Parish Councils, therefore, no subscription payment is due this year.

73/16 PLANNING APPLICATIONS

Councillors discussed site visits for planning applications. Site visits can be a useful aid when considering applications. It is not necessary for all Councillors to attend site visits because the information gained from the visit can be passed on to the whole Council when the application is considered at the Parish Council meeting. It was agreed the Chair would review as to whether a site visit was necessary on a case by case basis.

B/15/01196 Land to the rear of 1-6 The Street for the erection of 6 two storey dwellings. Discussions are still taking place between the applicant and planning officers at Babergh.

B/16/00162 Green Acres, Wickerstreet Green – Erection of two-storey side extension, single-storey side extension and erection of double garage (following demolition of existing garage and garden room). Insertion of 2 dormer windows. Babergh has granted permission for this application.

B/16/00414 5 Vale Lane – Erection of conservatory on rear elevation. Some Councillors had carried out a site visit. *The chair opened the meeting to the public for comments.* The applicant said they hoped the application was fairly straight forward and had no further comments to add to the documentation presented in the application. *The meeting was reconvened.* Councillors looked at all the documentation and discussed the application and relevant material considerations. It was agreed to fully support the application.

B/16/00507 Land to North East of 2 Vale Corner, Vale Lane – Erection of 1 two storey dwelling, new access driveway and associated landscaping for the improved use of the small holding. Some Councillors had carried out a site visit. *The chair opened the meeting to the public for comments.* A concern was put forward that if this proposal was approved it might set a precedent for further development nearby. It was then commented that all applications should be considered on their own merit. The applicant said that they have a young family with children at Kersey School and are involved in community life in Kersey and the local area and wish to continue contributing village life. They have put together the plans for this new home based on a land impact study. The proposal is for a ‘long-barn’ house mostly on one level to decrease the visual impact and would be mostly hidden from surrounding views by the hedges, trees and the topography. It has been designed to the highest levels of energy efficiency. It is vital they live on site to maintain their organic small holding. They have spoken to near neighbours who all seem happy with the proposal. One neighbour commented they would not be able to see the proposal and had no concerns. There being no further comments *The meeting was reconvened.* Councillors then looked at all the documentation and discussed the application in some detail. There were some concerns raised that this application may not meet the criteria set out in CS11 of the Babergh Core Strategy, as this proposal is outside the built up area boundary. The Design and Access Statement in the planning application clearly sets out how the applicant feels the criteria in CS11 is met. It was stated that when the Parish Council consider planning applications they take into account material considerations, national and local planning policy and local opinions before coming to any decision. After some discussion it was agreed the Parish Council would support the application but it would be noted that the application may not meet all the criteria set out in CS11.

B/16/00545 Bridges Farm, The Tye – Notification under Part 6 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 – Erection of agricultural building for cattle. *The Clerk, Sarah Partridge declared a Disclosable Pecuniary Interest and left the meeting room as the applicant is her husband. The Chair opened the meeting to the public for comments.* The applicant said the proposal was for a cattle shed which was needed due to an increase in cattle numbers on the farm. There were no further comments so *the meeting was reconvened.* Some Councillors had carried out a site visit. The application was discussed; it was noted that it was a permitted development application. Councillors agreed to support the application. *The Clerk, Sarah Partridge re-joined the meeting.*

74/16 KCPC WORKING GROUP - Nothing to report

75/16 FOOTPATH WORKING GROUP

SCC has sent a cutting schedule for mowing footpaths this year. The contract is the same as last year, SCC will pay 5p/m to mow category one paths twice during the growing season. The Footpath Working Group will cut category one and two paths in the parish as usual, this had been agreed with SCC.

76/16 TO DISCUSS THE IDEA OF ORGANISING A DROP-IN EVENT TO PUBLICISE ALL VILLAGE ORGANISATIONS IN KERSEY

A proposal was put forward to hold a drop in event at the village hall to publicise all the village organisations. All the village organisations would be invited to set up a table to showcase their events and what they do. It would also be a sociable event and an opportunity to get ideas for new events or organisations residents would like. It was agreed this was a very good idea and a date was set for Saturday 24 September. Yvonne Martin and Veronica Partridge will meet to organise the event, other Councillors agreed to help on the day. *Power: Local Government Act 1972 s142*

77/16 TO DISCUSS IDEAS FOR THE QUEEN’S 90TH BIRTHDAY CELEBRATIONS IN KERSEY

There was a lack of enthusiasm and not much time to organise a community event to celebrate the Queen’s 90th birthday on Sunday 12 June. St Mary’s Church is going to hold a special service and John Hume will talk to The Bell to find out if they have any plans to celebrate this special occasion.

78/16 TO DISCUSS THE TELEPHONE KIOSK IN KERSEY

In July, September and November 2015 the Parish Council discussed other uses for the telephone kiosk since the public telephone is rarely used. A consultation was carried out with parishioners to find other suitable uses for the kiosk. Ideas put forward were a book exchange, tourist information or to house a defibrillator. However, the Church already provides tourist information and has a book stall. It was recently agreed that the kiosk was not a suitable location for a defibrillator. Several consultation responses asked for the kiosk to be removed. Councillors agreed that since no suitable alternative use had been identified and that it would become a financial burden to the Parish Council the kiosk should not be retained. The Clerk will contact BT to inform them of this decision.

79/16 TO RECEIVE A REPORT ON THE POSSIBILITY OF INSTALLING A DEFIBRILLATOR IN KERSEY

Iqbal Alam had met the Chair of the Community Heart Beat Trust. They discussed options for a defibrillator for Kersey and geographical locations. It was suggested that Kersey could have two units, one located in the centre of the village and one in Vale Lane, the cost for the two units would be £3995 but this could all be covered by a lottery grant. In an emergency, time is crucial so having two units, in different areas of the village would be valuable. Training sessions would be offered to everyone in the community. There would be on-going costs to maintain the defibrillators but these had not been identified. The lottery funding application would have to be submitted by the Clerk and applications usually take four months to process. It was agreed that the Parish Council should apply for lottery funding for two defibrillators and if in the meantime it was found that we didn't need the funding the money can be returned. The Community Heart Beat Trust can help with the completion of lottery applications. Iqbal was thanked for his research. *Power: Local Government Act 1972 s137*

80/16 TO DISCUSS ROAD SAFETY IN THE VILLAGE, INCLUDING PARKING, SPEED LIMITS AND PEDESTRIAN ROUTES

Traffic survey data had been received from SCC. Survey equipment had been set up half way down Cherry Hill from 3 to 9 March 2016. The data showed that average speeds were 25 mph southbound and 22 mph northbound. The Clerk reported that the Highways Officer had stated that these figures were quite low and this indicated that there is not a speeding issue. However, he did say that there may be an anxiety issue, particular in this location on a bend, on a hill and because the road is a shared space, used by vehicles, cyclists, pedestrians and horse riders. He said that alternatives to lower the speed limit would all involve more signs or engineering works. Councillors discussed this information; they did not wish for more signs or engineering works. There are still concerns about traffic speed in this location, further down Church Hill, in The Street and on The Row, and both approaches to the village. It was also commented that poor parking, particularly by school parents was a big concern as sometimes this endangered road users and pedestrians. It was a concern that it may take an accident to change attitudes to road safety in the village. The Clerk was asked to contact the school and police again to highlight these concerns and to ask for their support. It was commented that it would also help if residents used their off road parking, rather than parking on the road. It was agreed that for now there was nothing further that could be done about traffic management. The pedestrian route from Vale Lane to Church Walk was briefly discussed but without the support of the landowner no further progress could be made.

81/16 TO RECEIVE A REPORT ON THE BENEFITS, COSTS AND WORK INVOLVED TO CREATE A NEIGHBOURHOOD PLAN FOR KERSEY

It was commented that to create a Neighbourhood Plan (NP) for Kersey was a good concept but would involve a great deal of work. Iqbal Alam had been investigating the benefits, costs and work involved to create a NP. He had spoken to Nick Ward an officer at Babergh and it seems he is the only person at Babergh who can tell us about NPs. He is happy to come to a Parish Council meeting to discuss the idea. A 64-page document had been circulated to all Councillors setting out how to create a NP. Some of the main points to note are:

- A NP doesn't have to encompass the whole parish but can cover a smaller area or it could be created jointly with neighbouring parishes covering a much larger area. The area to be covered has to be approved by Babergh.
- A Neighbourhood Forum can be established to develop a NP instead of a Parish Council but this is more complicated.
- To help with the creation of a NP it is useful to utilise all the expertise of local residents.
- The NP can focus on a single issue or multiple issues.
- A NP must fit with the District Council Local Development Plan.
- Once completed a NP, which usually takes 18-24 months, is submitted to the District Council for inspection and finally a parish referendum, which is paid for by the District Council.
- All the other costs to produce a NP are borne by the Parish Council.
- A NP is all evidence based.

The benefit of a NP is that it becomes a statutory document. If it covers development it will have set out where development can happen. Any planning applications within this area will be approved and those outside will fail.

It was agreed that Nick Ward should be invited to talk to the Parish Council and any interested residents. It would be an extraordinary meeting, rather than an ordinary meeting of the Parish Council, where there is usually plenty of Council business to transact. The Clerk will check Councillor availability and come up with some dates.

82/16 TRAINING

Information about training courses is regularly circulated to all Councillors. The Clerk will be attending a standing orders workshop in May. John Hume and Veronica Partridge will be attending the Suffolk Preservation Society heritage training event on 19 June, places are limited to two delegates per council.

83/16 REPORTS FROM MEETINGS - None

84/16 FORTHCOMING MEETINGS

25 May Babergh Police and Parish Forum at Hadleigh Guildhall 7.30, Giles Hollingworth will attend.

Monday 6 June SALC/Babergh Area 7pm

Tuesday 7 June Babergh Parish Liaison meeting 10am or 6.30pm, information will be circulated to see who would like to attend this meeting.

Tuesday 14 June Kersey Footpath Working Group 7.30pm The Bell

85/16 ANY OTHER BUSINESS - None

The meeting was adjourned for 'Parish Time'

It was reported that the pot hole near the back entrance to Kersey Mill, near Cosford Bridge was becoming a problem again. It had been repaired but the shingle in the entrance seems to cause the road to flood and then break up again. The Clerk will report this to Highways.

The meeting was reconvened.

There being no further business the meeting closed at 9.50 pm.

Appended to these minutes are 10 sheets:

SCC Report from Jenny Antill

Babergh District Council Report from Alan Ferguson

Kersey CEVC Primary School Annual Report

Terms of Reference for Internal Audit and Annual Internal Audit Plan (2 sheets)

Kersey Parish Council Accounts for the Year Ending 31 March 2016 (4 sheets)

Kersey Parish Council Finance Sheet for 9 May 2016

Report to Kersey Parish Council, Monday 9th May 2016.

Control of the County Council

Having lost the Haverhill Cangle seat to UKIP in a by-election last week, the Conservatives no longer have control of Suffolk County Council. The Annual Council meeting takes place on May 26th and it remains to be seen whether the opposition will use its majority to bring about changes.

Devolution

There is no sign of a devolution deal being finalised for Suffolk at present. The Government has told Cambridgeshire CC and Cambridge City Council that no deal will be struck unless they join with Norfolk and Suffolk but the Leader of Cambridgeshire Council interviewed last week on Look East continues to resist the Government's preferred option.

Extended weekend hours at Suffolk's Household Waste Recycling Centres

From Wednesday 1 June 2016, the opening hours at Suffolk's Household Waste Recycling Centres (HWRCs) will be changing to offer site users extended hours on Sundays, Bank Holidays, and on a Thursday evening during the summer months, reflecting the times when the sites are most used and needed by residents.

The busiest times of the week for these sites are the weekend and bank holidays. The quietest day of the week is consistently a Wednesday. As a result of this, all sites will be closed on a Wednesday.

Community Transport

Newly reorganised community transport services will start on the **13th June 2016**.

Area launch events have been organised so local people can meet the service operator teams and find out more about how services will be provided in their area. The Babergh meeting will be at Hadleigh Town Hall on Friday 27th May between 10.30 and 11.30 a.m.

I would be interested to hear from any resident using the new service who is dissatisfied with it. There is now a councillor with special responsibility for this area and I will forward any complaints to her.

Jenny Antill

May 2016

**DISTRICT COUNCILLOR'S REPORT FOR KERSEY ANNUAL PARISH MEETING MONDAY 9th
MAY 2016**

KEY POINTS IN THE FIRST YEAR OF BABERGH CONSERVATIVE ADMINISTRATION

As we reach the end of the first year in its history with a Conservative majority in Babergh I can report that the year has been challenging. In the year, Babergh (and Mid Suffolk) have had to address some key issues:

- A cut in support staff of about 50% following the decision to merge the back office support functions for the 2 Councils. The process is on-going with staff reorganisation at the highest levels in the Council.
- Linked to the reorganisation has been a refresh the Joint Strategic Plan that describes how Councillors and Officers will deliver the aspirations of the two independent Councils. The process is ongoing but the refreshed Joint Strategic was completed late last month and approved at the AGM in April 16.
- One of the greatest challenges for Babergh in the last year has been achieving a balanced budget for 2016/17. Central Government has fundamentally changed the ground rules for funding Councils with the reducing levels of Revenue Support Grants (RSG), meaning that we are required to consider fundamentally different funding arrangements from the past. The new arrangements for retention of Business Rates helps, but without the New Homes Bonus (contentious because it can be seen as a driver in planning) and year by year Council Tax revenue that new houses generate, the budget would not balance and this is unacceptable.
- For the first time in 4 years, Council tax has had to rise to help meet the challenge of retaining a level of service currently provided to Babergh residents. Put simply, there are no easy options and in the next two years every avenue must be explored to close the funding gap that we expect to see in FY 2017/18 onwards.
- The issue of two separate (half empty) locations for Babergh and Mid Suffolk Councils has yet to be resolved but work is in hand to recommend a way forward in June 16. Whatever the outcome, I would not expect to see any changes before the end of this calendar year.
- Housing, both private and public sectors is emotive and challenging. In the private context growth is essential but growth of the right sort of houses is a critical part of the equation. You may have seen the recent protests over developments on the outskirts of Ipswich, at East Bergholt, and closer to home at Billdeston. These are not easy matters to resolve but housing growth is a core part of our growth strategy and some hard decisions must be taken if we are to grow Babergh as a District where people want to live. In the context of public sector housing, we are building new Council Houses but again the challenge here should not be underestimated. Right to Buy is a good concept but it reduces our housing stock and we are only permitted to use 30% of receipts for building new homes. The other 70% has to be funded from other resources.
- Finally, I should record that Devolution has entered Phase 2 in that Norfolk, Suffolk, Cambridge County Council (not the city) and Peterborough have reached agreement in principle with the Government to take Devolution forward. That said, there are significant differences that will have to be resolved if Devolution is to become a reality in our area of interest. If agreement can be reached, this will give us much greater control over funding challenges and outcomes for the residents in Babergh.

YOUR DISTRICT COUNCILLOR

Finally Ward Members may wish to be aware that I have now been appointed with Portfolio responsibility for "Housing Delivery" in Babergh, which I understand comprises both the private and public sectors. I can only say watch this space.

Alan Ferguson
9th May 2016

Kersey CEVCP School Annual Report to Kersey Parish Council – April 2016

We pride ourselves on being a small, friendly school where individual needs are met and all involved in our school are listened to and respected. On a daily basis this ethos is seen through an active learning atmosphere that gives all children the opportunities to succeed.

The children are fundamental to our school and throughout the year the learning council continues to meet regularly, the children facilitate and clerk the meeting, with the help of a teacher, very effectively taking into account the views of the rest of the school. The School council lead an assembly each week where all pupils can contribute, ask questions and discuss important issues.

The children have also begun a Worship Council, supported by a member of staff and a Governor, to discuss our Spiritual ethos and development. We pride ourselves on our Christian values and work hard to embed respect, responsibility, resilience, resourcefulness, readiness and reflectiveness in everything we do.

We enjoy celebrating achievements, both in and out of school and weekly assemblies allow the children to share their skills and knowledge. The children have had opportunities this year, to share their learning with their parents and the community during Discovery cafes, class assemblies, two Eucharist services; a Christmas and Easter performance, which were very well received.

Our school roll is currently at 76. Our school continues to enjoy great popularity and we currently have a full quota of reception children registered to begin next September.

The pupils have enjoyed several educational visits this year including a trip to Hollow Trees; whole school visits to Pipers Vale Gymnastics Centre, Duxford; the rock and roll Panto, and a 'night at the museum' – Egyptian workshop and sleepover at school! There are several other visits planned for the summer term. All classes participated in a local area litter pick, supporting the community and our eco-status. The Eco-team are constantly developing the school grounds and gardens, and have almost completed the building of their bottle greenhouse. The Friends of Kersey continue to support the school purchasing educational equipment and providing transport to and from events. They organised a very enjoyable and successful Pumpkin event, provided refreshments at the Christmas Fayre, and presents for all pupils, and an Easter egg hunt on the last day of the Spring term.

As well as individual music and drama lessons, all Keystage two pupils have instrument lessons and the whole school will be participating in our first 'Celebration of Music' on May 20th, in St Mary's Church. We hope the whole community will join us to celebrate.

A number of children have represented our school this term in Able, Gifted and Talented events, a swimming gala, futsal tournament, handball event, multiskills festival, hockey tournament, a cross country tournament and a basketball event. We are very proud of their performances and achievements.

We continue to discuss with our families the parking situation in the morning and at afternoon collection and we thank the Bell Inn for their support and continued offer to use their car park allowing parents and pupils to walk up to school and help to reduce the congestion problems. We are still keen to develop our facilities by building a school hall. This would hugely improve and extend the learning environment for our pupils. The Hall committee are investigating all possible options, and have met with English Heritage and Babergh representatives.

The school continues to have a committed team of individual staff and other stakeholders working hard to do the very best for all pupils, so that we can all work together and learn to achieve our potential.

Thank you to all those regularly involved with the school. Please let us know if we can support the community further. Thank you all for your continued support, in making this another successful year for our school.

Linda Bowman (Headteacher)

Kersey Parish Council Internal Audit Terms of Reference and Internal Audit Plan

It is the council as a whole that is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk. - Governance and Accountability for Local Councils: A Practitioners' Guide 2014

To safeguard Kersey Parish Council finances there are 3 systems of control:

- **Internal control**
- **Internal Audit**

Internal audit is a key component of the system of internal control. Its purpose is to review whether the systems of financial control and other controls over the activities of the council are adequate, effective, and in line with current regulations. Internal audit does not actively seek evidence of fraud, corruption, error or mistakes, but can assist the council in its responsibility for the prevention and detection of such occurrences.

- **External Audit**

The Internal Auditor is independent of the operations (financial control/management) of the Council and competent in the understanding of the law as applicable to Local Councils, of simple accounting and basic PAYE and VAT requirements. Any change in personal circumstances that may cause a question over the independence requirement must be reported to the Council.

The Internal Auditor will carry out under the direction and management of the Council (or as may be delegated to a Committee or to the Clerk) the following tasks:

- To review twice during the year the accounting and internal control systems noting that their establishment and alteration is the responsibility of the Council. One interim review midway through the year and one after the year end accounts have been completed.
- To report in writing to Council twice each year on the results of such tests of the system that are carried out;
- To complete the Internal Audit section of the Annual Return each year;
- To carry out test checking of the books accounts and vouchers as required.

These Tasks will be carried out using the guidance taken from *Governance and Accountability for Local Councils: A Practitioners Guide 2014*:

The council will determine the scope and coverage of the work to be carried out by internal audit in accordance with proper practices guidance. Internal audit testing of internal controls will be sufficient for the proper completion of the annual internal audit report. The annual internal audit report should provide an adequate level of assurance for the council to complete assertion 6 in its annual governance statement. In completing the annual report at Section 4 of the annual return, internal audit will have planned and carried out the work necessary to give the assurances called for. The key control tests in the annual report represent the minimum level of internal audit coverage required. Additional testing and reporting should be tailored to local circumstances. Internal audit work always requires the application of judgement and should only be carried out following risk assessment. The scope and frequency of testing should reflect that assessment, and therefore should always be in proportion to the likelihood of fraud, error or misstatement that could occur. It should be directly related to the size and level of business activity of the council. The following schedule suggests an approach to the testing of key controls and provides assurance that the minimum level of coverage has been met.

Kersey Parish Council Internal Audit Terms of Reference and Internal Audit Plan

Internal Control	Scope of Internal Audit	Internal Auditor Comments
Proper bookkeeping	<ul style="list-style-type: none"> • Is the cashbook maintained and up to date? • Is the cashbook arithmetic correct? • Is the cashbook regularly balanced? 	
a) Standing Orders and Financial Regulations adopted and applied; and b) payments controls	<ul style="list-style-type: none"> • Has the council formally adopted Standing Orders and Financial Regulations? And when were these last reviewed? • Has a Responsible Financial Officer been appointed with specific duties? • Have items or services above the de minimus amount been competitively purchased? • Are payments in the cashbook supported by invoices, authorised and minuted? • Has VAT on payments been identified, recorded and reclaimed? • Is S 137 expenditure minuted, separately recorded in the accounts and within statutory limits? 	
Risk management arrangements	<ul style="list-style-type: none"> • Does a review of the minutes identify any unusual financial activity? • Do minutes record the council carrying out an annual risk assessment? • Is insurance cover appropriate and adequate? • Is the fidelity guarantee appropriate and has it been reviewed? • Are internal control systems documented and regularly reviewed? • Has the council carried out a Review of the Effectiveness of Internal Audit during the year? • Has appropriate action been taken regarding matters raised in reports from Internal Audit? 	
Budgetary Controls	<ul style="list-style-type: none"> • Has the council prepared an annual budget in support of the precept? • Is actual expenditure against the budget regularly reported to the council? • Are there any significant unexplained variances from budget? 	
Income Controls	<ul style="list-style-type: none"> • Is income properly recorded and promptly banked? • Does the precept recorded agree to the Council Tax authority's notification? • Are security controls over cash & near-cash adequate & effective? 	
Payroll Controls	<ul style="list-style-type: none"> • Do all employees have contracts of employment with clear terms and conditions? • Do salaries paid agree with those approved by the council? • Are other payments to employees reasonable and approved by the council • Have PAYE/NIC been properly operated by the council as an employer? 	
Assets controls	<ul style="list-style-type: none"> • Does the council maintain a register of all material assets owned or in its care? • Are the assets and investments registers up to date? • Do asset insurance valuations agree with those in the asset register? 	
Bank Reconciliation	<ul style="list-style-type: none"> • Is there a bank reconciliation for each account? • Is bank reconciliation carried out regularly and in a timely fashion? • Are there any unexplained balancing entries in any reconciliation? 	
Year-end procedures	<ul style="list-style-type: none"> • Are year-end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure) • Do accounts agree with the cashbook? • Is there an audit trail from underlying financial records to the accounts? • Where appropriate, have debtors & creditors been properly recorded? • Have the external audit papers been completed and has appropriate action been taken regarding matters raised in reports from external audit? 	

KERSEY PARISH COUNCIL RECEIPTS AND PAYMENTS END OF YEAR ACCOUNT

31-Mar-15		31-Mar-16
£ 6,604.00	Precept	£ 6,700.00
£ 3,042.00	KCPC	£ 1,178.50
£ 415.40	Footpath	£ 415.40
£ 560.00	Jubilee Steps	£ -
£ 2.84	Millennium Book Fund	£ 2.84
£ 6.25	Bank Interest	£ 7.97
£ 129.25	Council Tax Support Grant	£ 86.17
	Transparency Fund Grant	£ 1,091.01
£ 100.00	Other income	£ -
£ 298.56	VAT Repayment	£ 1,003.61
£11,158.30	TOTAL RECEIPTS	£10,485.50

£ 475.43	Administration	£ 629.73
£ 3,616.33	Clerk's Salary	£ 4,416.77
£ 33.22	Training and external meetings	£ 352.49
£ 169.44	Street Lighting	£ 169.94
£ 3,700.38	KCPC	£ 724.74
£ 134.44	Footpath	£ 10.96
£ -	Jubilee Steps	£ -
£ -	Millennium Book Fund	£ -
£ -	Footpath Map Printing	£ 136.50
£ -	Section 137	£ -
£ 503.00	Insurance	£ 503.01
£ 70.00	Glebe Hedgecut	£ 75.00
£ 80.00	RoSPA Inspection	£ 80.00
£ 380.00	St Mary's Church	£ 400.00
£ 41.29	Dog bin emptying charge	£ 41.29
£ -	Construction of grit box	£ -
£ -	Fixed Asset repairs	
	Laptop for Parish Clerk	£ 429.18
£ -	Parish Council Election costs	£ 87.50
£ 1,003.61	VAT on Payments	£ 240.70
£10,207.14	TOTAL PAYMENTS	£ 8,297.81

RECEIPTS & PAYMENT SUMMARY

£15,529.70	Balance as at 1st April	£16,480.86
£11,158.30	Total Receipts	£10,485.50
£10,207.14	Less Payments	£ 8,297.81
£16,480.86		£18,668.55

CUMULATIVE FUNDS IN THE BANK AT 31 MARCH

£12,408.50	Barclays Business Saver a/c	£15,006.25
£ 1,233.29	Barclays Current a/c	£ 820.39
£ 2,839.07	Ipswich Building Society	£ 2,841.91
£16,480.86		£18,668.55
£ -	Less Unpresented Cheque	£ -
£16,480.86	Balance c/f	£18,668.55

The Accounts represent fairly the financial position of Kersey Parish Council as at 31 March 2016 and reflect its receipts and payments during the year.

Signed
Responsible Finance Officer

Date

I certify that the accounts were formally approved at the Council Meeting on 9 May 2016

Signed
Chair of Kersey Parish Council

Date

**KERSEY PARISH COUNCIL
YEAR END ACCOUNTS
1 April 2015 - 31 March 2016**

**Kersey Parish Council Consolidated Accounts
Year End Bank Reconciliation as at 31 March 2016**

Funds at the Bank

Barclays

Business Saver Account	£15,006.25
Current Account	£820.39
	£15,826.64

Ipswich Building Society

Millennium Book Fund Account	£2,841.91
	£18,668.55

Balances as per Cashbooks

Kersey Parish Council balance b/f 1 April 2015	£13,641.79
Millennium Book Fund balance b/f 1 April 2015	£2,839.07
	£16,480.86
Plus total Receipts	£10,485.50
	£26,966.36
Total payments	£8,297.81
	£8,297.81
Total Receipts plus balances at 1 April	£26,966.36
Less Total Payments	£8,297.81
	£18,668.55

Allocated reserves held in bank

Millennium Book Fund (Ring Fenced)	£2,841.91
KCPC Working Group (Ring Fenced)	£4,479.47
Footpath Working Group	£1,654.87
Jubilee Steps	£771.56
Election Provision	£787.50
Church Walk Future Maintenance	£1,300.00
Admin photocopier reserve	£35.00
Training reserve	£217.97
Footpath Map printing reserve	£38.50
Fixed Asset reserve	£564.63
Council Tax Support Grant	£686.42
Parish Council General Reserves	£5,290.72
	£18,668.55

KERSEY PARISH COUNCIL
Budget to 31 Mar 2016 and Precept for 2016/2017

Printed on 04/05/2016

	2015/16	2015/16	2016/17	
VAT not included in budget figures	Budget/ Precept 2015/2016	Actual to 31 March 2016	Budget/ Precept 2016/2017	Notes:
Post/Tel/Stationery/copier cartridge	£100.00	£74.73	£135.00	16/17 inc photocopier cartridge
Allow £70.00 for copier cartridge	£35.00	£35.00	£0.00	Biannual replacement usually sufficient, put 50% in each year (15/16 added to reserve)
Clerk's computer/working from home	£156.00	£208.00	£208.00	£4/week agreed Oct 15 at appraisal & review overspend funded from Transparency Fund grant £52
Hall Hire:Parish Council 10 @ £5	£50.00	£45.00	£50.00	
Annual Parish Meeting @ £10	£10.00	£10.00	£10.00	
SALC subscription	£162.00	£162.00	£166.00	16/17 estimate (actual notified 1 Feb 16 as £168.54)
Community Action Suffolk subs	£30.00	£30.00	£30.00	
Audit	£0.00	£100.00	£100.00	14/15 to 16/17 no fee if income/exp below £10,000 15/16 £100 from contingency
ICO Data Protection registration	£35.00	£0.00	£35.00	15/16 investigate and clarify need to register
Sub total for Admin	£578.00	£664.73	£734.00	
Clerks Salary	£3,845.00	£4,416.77	£3,920.00	15/16 SCP27 £12.317/hour 16/17 est 2% inc Overspend funded from Transparency Fund grant £572.71
Training/External Meetings	£250.00	£352.49	£250.00	LCPAS whole cl £120 Clerk netwk x2 £20+mileage 15/16 + £200 from last yr (14/15) budget
Street Lighting	£210.00	£169.94	£210.00	
CAS Suffolk Insurance	£480.00	£465.24	£480.00	3 year long term undertaking from Oct 2014
Glebe Insurance	£50.00	£37.77	£50.00	
Hedge Cut - The Glebe	£83.00	£75.00	£83.00	
Playground Safety Inspection	£85.00	£80.00	£85.00	
Dog Litter Bin emptying charge	£43.00	£41.29	£44.00	
St Mary's Church	£400.00	£400.00	£400.00	15/16 split £245 Churchyd £110 Nletter £45 Clock (last increased Nov 2014)
Chairman's Allowance	£0.00	£0.00	£0.00	
Election costs	£25.00	£25.00	£25.00	Routine elections every 4 years, election in May 2015 so some reserves used
Church Walk future maintenance	£130.00	£130.00	£130.00	
Footpath Map printing reserve	£75.00	£75.00	£75.00	Build up reserve for reprint £75/year (approx 1,000 maps/yr)
Contingencies: software for laptop	£300.00	£83.34	£300.00	15/16 £100 to audit budget
Tax base fluctuation allowance	£146.00	£146.00	£0.00	Introduced to protect the PC from having to increase council tax due to tax base changes.
Precept	£6,700.00	£7,162.57	£6,786.00	In recent years changes to the way tax bases are calculated has impacted council tax with the potential of precept capping it was felt best to keep council tax at the same level
<i>Transparency Fund Grant</i>	<i>£1,091.01</i>			
Laptop for Parish Council		£345.84	£0.00	Funded from the Transparency Fund grant
Agreed spending from reserves:				
Election provision reserve		£62.50		Uncontested election total cost £87.50 (£62.50 from reserve & £25 from current budget)
Footpath map printing reserve		£61.50		Map reprint, received 2,000 maps total cost £136.50 (£61.50 from reserve £75 current budget)
	£7,791.01	£7,632.41	£6,786.00	Precept for 2016/17 £6,786 plus Council Tax Support Grant from Babergh £43.08
				Tax Base 181.25 = £37.44 for a band D property
Reserves (Cash at Bank)	As at 1.4.15	at 31.3.16		Precept for 2015/16 £6,700 plus a Council Tax Support Grant from Babergh £86.17
Footpath Working Group	£1,250.43	£1,654.87		Tax Base 180.31 = £37.16 for a band D property
KCPC Working Group (Ring fenced)	£4,025.71	£4,479.47		
Jubilee Steps	£771.56	£771.56		Precept for 2014/15 £6604 plus a Council Tax support grant from Babergh £129.25
Election provision	£850.00	£787.50		Tax Base 177.72 = £37.16 for a Band D property
Church Walk Maintenance Fund	£1,170.00	£1,300.00		
Admin photocopier reserve	£0.00	£35.00		
Training reserve	£0.00	£217.97		Underspend on budget allocated to fixed asset reserve agreed min ref 30/16 and 17/15.
Footpath Map printing reserve	£100.00	£38.50		£7791.01-(£7162.57+£345.84)+14/15 training£200 =£482.60
Fixed Asset Reserve	£300.00	£564.63		Total surplus £482.60 -training surplus £217.97= £264.63
Council Tax Support grant money	£600.25	£686.42		
General Parish Council Reserve	£4,573.84	£5,290.72		
	£13,641.79	£15,826.64		Note: General PC reserve has increased mainly due to VAT
Reserves should be between 3-12 months gross expenditure (£2,250 - £9,000)				

Estimated PC Income 2015/16

Precept £6,700 rec'd
 Babergh Tax grant £86.17 rec'd
 VAT repayment £1,003.61 rec'd
 Bank Interest £5

Total £7794.78

KERSEY PARISH COUNCIL SIGNIFICANT VARIANCES FOR YEAR ENDING 31 MARCH 2016

31-Mar-15		31-Mar-16	Variance	% Variance	Reason for variance
£ 6,604.00	Precept	£ 6,700.00	£ 96.00	1.5%	Increased to cover budgeted expenses
£ 3,042.00	KCPC	£ 1,178.50	-£ 1,863.50	-61.3%	Decreased as slide replaced and received insurance money £3014 plus metal recycling for old damaged slide £28 in ye15. Fundraising event held ye16 income £1178
£ 415.40	Footpath	£ 415.40	£ -	0.0%	
£ 560.00	Jubilee Steps	£ -	-£ 560.00	100.0%	Ye 15 one off fund raising dance held, income £560
£ 2.84	Millennium Book Fund	£ 2.84	£ -	0.0%	
£ 6.25	Bank Interest	£ 7.97	£ 1.72	27.5%	
£ 129.25	Council Tax Support Grant	£ 86.17	-£ 43.08	-33.3%	Grant £86.17 received from District Council due to tax base changes (reduced from £129.25 ye 2015)
£ -	Transparency Fund Grant	£ 1,091.01	£ 1,091.01	100.0%	Grant £1091 received to help with costs of complying with Transparency Code, spent during the year
£ 100.00	Other income	£ -	-£ 100.00	100.0%	Ye 15 Donation from film company £50 and bank apology £50
£ 298.56	VAT Repayment	£ 1,003.61	£ 705.05	236.2%	More VAT reclaimed due to higher VAT paid ye 2015.
£11,158.30	TOTAL RECEIPTS	£10,485.50			
£ 475.43	Administration	£ 629.73	£ 154.30	32.5%	Ye 16 increased as external audit fee £100 (no fee ye15) Clerk's home working exp increased by £52 for internet access
£ 3,616.33	Clerk's Salary	£ 4,416.77	£ 800.44	22.1%	Contracted hours increased part way through ye15, extra 15 hours in ye16 compared to ye15 £185. Also small payrise part way through ye15. Increased hours ye16 due to new Transparency code £572.71
£ 33.22	Training	£ 352.49	£ 319.27	961.1%	Increased training ye 16 whole council training £220 & Clerk transparency training £120.46
£ 169.44	Street Lighting	£ 169.94	£ 0.50	0.3%	
£ 3,700.38	KCPC	£ 724.74	-£ 2,975.64	-80.4%	Decreased as no spending on equipment (ye 15 replacement slide, swings and fitting mats under equipment and cricket net £3666). Ye 16 fundraising event held expenses £585 and mower serviced £114
£ 134.44	Footpath	£ 10.96	-£ 123.48	-91.8%	Decreased as no mower repairs (Ye 15 spent £112 on mower parts)
£ -	Jubilee Steps	£ -	£ -	0.0%	
	Millennium Book Fund	£ -	£ -	0.0%	
£ -	Footpath Map Printing	£ 136.50	£ 136.50	100.0%	New footpath maps printed cost £136.50
£ -	Section 137	£ -	£ -	0.0%	
£ 503.00	Insurance	£ 503.01	£ 0.01	0.0%	
£ 70.00	Glebe Hedgecut	£ 75.00	£ 5.00	7.1%	
£ 80.00	RoSPA Inspection	£ 80.00	£ -	0.0%	
£ 380.00	St Mary's Church	£ 400.00	£ 20.00	5.3%	
£ 41.29	Dog bin emptying charge	£ 41.29	£ -	0.0%	
£ -	Fixed Asset repairs	£ -	£ -	0.0%	No fixed asset repairs
£ -	Laptop for Parish Clerk	£ 429.18	£ 429.18	100.0%	Laptop purchased £429.18 partly funded by Transparency grant
£ -	Parish Council Election costs	£ 87.50	£ 87.50	100.0%	Parish Council Elections held May 15 charges invoiced July 15
£ 1,003.61	VAT on Payments	£ 240.70	-£ 762.91	-76.0%	Decreased as in Ye 15 higher VAT paid due to KCPC spending on equipment £865. Ye 16 VAT paid on laptop £85
£10,207.14	TOTAL PAYMENTS	£ 8,297.81			
£30,161.00	Fixed Assets	£30,161.00	£ -	0.0%	

**KERSEY PARISH COUNCIL
FINANCE**

Details for Parish Council Meeting, 9 May 2016

Bank Balances At 30 April 2016

Business Saver Account	£18,442.33
Current Account	£820.39
	<u>£19,262.72</u>

Payments made since the last meeting

	<u>Chq no.</u>		
7-Mar-16	101087	S Partridge - Transparency related itesm	£602.71
7-Mar-16	101088	J Maltby - Footpath exp	£13.15
			<u>£615.86</u>

Payments Due

	<u>Chq no.</u>		
	101089	SALC - Annual subscription	£168.21
	101090	Suffolk Preservation Society - Heritage training	£40.00
			<u>£208.21</u>

Expenditure Agreed

Prepared by the Clerk for Kersey Parish Council