

MINUTES OF KERSEY PARISH COUNCIL ORDINARY MEETING HELD ON MONDAY 5 MARCH 2018 IN KERSEY VILLAGE HALL AT 7.30 PM

PRESENT

John Hume – Chair, Yvonne Martin, Veronica Partridge, Giles Hollingworth, Andrew Rogers (arrived late), 5 members of the public, and the Clerk – Sarah Partridge. Robert Lindsay and Alan Ferguson attended for part of the meeting.

23/18 APOLOGIES – Apologies for absence were received and accepted from Kevin Pratt and Iqbal Alam. Andrew Rogers gave apologies that he would be arriving late, these were accepted. Ann Baker, the Neighbourhood Watch coordinator gave her apologies.

24/18 ACCEPT MEMBERS' DECLARATIONS OF INTEREST - None

25/18 CONSIDER ANY DISPENSATION REQUESTS FOR PECUNIARY INTERESTS RECEIVED FROM COUNCILLORS – None received

26/18 REPORTS

a) **Suffolk County Councillor** - Robert Lindsay gave his report. It is appended to the minutes of this meeting. Robert spoke about the SCC highways community self-help consultation. They are trying to identify what work parishes and volunteers currently carry out and what work they might like to carry out. There is the possibility that some funding may be found so volunteers can be trained and accredited to carry out some highways work.

b) **Babergh District Councillor** – Alan Ferguson gave his report. It is appended to the minutes of this meeting. Alan answered questions from the floor.
Robert and Alan then gave their apologies and left the meeting.

c) **Neighbourhood Watch coordinator** – Ann Baker had given her apologies. It is hope she will be able to give a report to the Annual Parish Assembly.

27/18 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 22 January 2018 were signed and dated as being correct.

28/18 CLERK'S REPORT

After concerns raised at the last meeting about the muddy state of verges in Wickerstreet Green due to building works, the Chair had inspected the area. It is a bit messy, but not dangerous so there is nothing the Parish Council can do. Hopefully, once the building work is completed the owner will repair the verges. A letter of complaint was sent to SCC Highways about the various missing and damaged road signs in the parish. Highways have now replaced the missing 30 mph signs as this was a safety issue. The other signs are information signs giving directions and distances and are not considered by Highways as a priority. They will be attended to as and when any money is available. A note was put in the March Kersey Newsletter asking for potential volunteers and interest for setting up a volunteer driver scheme; responses will be reviewed ready for the next meeting. Pedestrian Footbridge repair work at the Splash is scheduled to be undertaken between 15 and 25 May 2018. The road will be closed to vehicles with diversion signs in place. A temporary pedestrian bridge will be in place. The Clerk is keeping up to date with information out about the new Data Protection requirements. SALC has recently issued some new guidance and model documents which the Clerk will be working through. Due to the snow the annual spring litter collection was cancelled on Saturday. Those people who kindly volunteered to help have now been allocated an area to clear at their convenience. The school also agreed to join in with this initiative and will be tidying some areas of the parish.

The Chair and Clerk have been working on a Community Emergency Plan for Kersey. Feedback on the draft plan has been received from the Suffolk Emergency Planning Team. The Chair will check the volunteers mentioned in the plan are happy to be included and that their contact information is correct. Once this has been completed the plan will be finalised and shared with the Suffolk Emergency Planning Team. A reduced version of the plan with confidential information removed will be published on the Kersey website. The Parish Council needs to give the Suffolk Team details of three contacts from the plan. They will be recorded in the Emergency Planning Alerting Directory should any of the Emergency Services need to request that the plan be activated. The alerting Directory is only accessible to the emergency services, local authorities and other category one responders. It is not accessible by the public. It was agreed the three contacts should be The Chair, John Hume, Veronica Partridge and the Clerk, Sarah Partridge.

29/18 CORRESPONDENCE

All correspondence for the Parish Council had been circulated to Councillors. There were two items to note.

Suffolk Tree Warden Network has invited a representative from Kersey to attend the spring forum & AGM - a celebration - held at Denham on 14 April. No Councillors expressed an interest in attending.

The Lord Lieutenant's Armistice Centenary Committee are currently planning a number of events to mark the centenary of the 1918 Armistice. These events will be in addition to the Remembrance Sunday activities which will go ahead as usual. One of the planned events, which is being organised by the Suffolk RBL, will invite local primary school children to lay poppies on the 1,332 Great War graves that lie in 248 cemeteries and churchyards across the county. The event will take place on Thursday 8 Nov 18, concluding with a collective (county-wide) Act of Remembrance at 11:00hrs. Kevin Pratt has offered to talk to the school on behalf of the Parish Council to see if they would join in with this initiative. It was agreed to ask Kevin to talk to the school and progress this initiative.

30/18 FINANCE

- a) A copy of the accounts to date and a financial statement, showing bank balances, income and expenditure for approval were tabled by the Clerk; these are appended to the minutes. Payments were all approved.
- b) Councillors all had a copy of the budget which shows the actual spending against the budget, copy appended. It shows that at the end of the financial year it is likely that the Parish Council will be within budget. Councillors also discussed the reserves. It was agreed to put any unspent training/external meeting budget into the training reserve and to put any unspent defibrillator/VETS budget into the defibrillator/VETS reserve. It was also agreed that any further Parish Council budget surplus at the end of the financial year would be put into the fixed asset reserve. This should leave a general Parish Council reserve of approx. £5,000 which is an appropriate level of general reserves.
- c) Giles Hollingworth checked the bank reconciliations had been completed and verified them against the cash book. Giles signed to confirm they had been completed correctly.
- d) It was confirmed that the Parish Council has an Insurance Fidelity Guarantee of £150,000. Current Parish Council funds held at the bank are just over £20,000. The first instalment of the precept will be £3,976.50. This shows that the fidelity guarantee cover is adequate.
- e) The Clerk outlined the new external audit arrangements. She had recently attended an external audit briefing by PKF Littlejohn, who are the appointed external auditors. All communication will be via email this year. Under the new arrangements, if the Parish Council has gross income and gross expenditure which are both £25,000 or less and the Parish Council meets the qualifying criteria then the Parish Council may wish to certify itself as exempt from a limited assurance review. Internal audit work will continue as normal. It is likely that the Parish Council will meet the requirements to certify itself as exempt but this cannot be confirmed until after the financial year end. The Parish Council will need to complete the Annual Governance and Accountability Return, bank reconciliation, and explain any significant variances in the accounts from the previous year.

All this information will be published on the Kersey website along with the notice for the exercise of public rights. As usual the public will be given the opportunity to inspect the accounts and have the right to ask questions of the Parish Council and the external auditor. If the Parish Council wishes to exempt itself from a limited assurance review then the Parish Council will just send a Certificate of Exemption instead of the Annual Governance and Accountability Return to the external auditors. The cost of a limited assurance review is £200. It was agreed that assuming the Parish Council qualifies to exempt itself from external audit it will do so. The Clerk will prepare the necessary paperwork for approval at the Annual Parish Council meeting in May.

It was noted that although the Hadleigh branch of Barclays Bank will be closing in June, it should not affect the banking arrangements for the Parish Council.

31/18 PLANNING APPLICATIONS

a) Progress

DC/17/06316 Householder Planning Application - White House, The Tye - Erection of two storey and single storey rear extension. Planning Permission has been granted by Babergh.

b) There were no new planning applications to consider.

32/18 PLANNING - PRE-APPLICATION ADVICE: TO CONSIDER A PROPOSAL TO ERECT A PAIR OF DETACHED COTTAGES ON THE KERSEY MILL SITE

The Parish Council are following the protocol for pre-application planning advice in regard to this enquiry. Any comments or feedback given by the Parish Council will not be binding. The Parish Council had been sent information about this proposal for two cottages on the Kersey Mill site including indicative floor plans and elevations. Councillors had all seen this information. The landowner spoke, on behalf of his sons who would like to build and live in the proposed cottages. They would welcome any feedback and comments on their proposal before making any amendments and submitting a pre-application advice request from Babergh. Councillors asked a number of questions about the proposal which were answered. The choice of location on the Kersey Mill site for the proposed 3 bed cottages was decided upon so that they would not block views of the listed Mill buildings and would not impact on the setting. The cottages would be on higher ground which is not in a flood risk zone.

Andrew Rogers joined the meeting.

The proposal is for the houses to be clad with vertical boarding to be consistent with other nearby buildings at Rushes Farm but to be distinct from the Mill buildings which are clad with horizontal boarding. Councillors were in principle sympathetic to the proposal.

Two members of the public left the meeting.

33/18 KCPC WORKING GROUP

a) General Report

KCPC Quarterly inspection will be completed in March and the mowing rota and risk assessments will be emailed to mowing volunteers shortly.

b) To approve the budget

Councillors all had a copy of the proposed budget. After discussion it was agreed to approve this budget. A copy of the approved budget is appended to the minutes.

34/18 FOOTPATH WORKING GROUP

a) General report

Giles Hollingworth reported that all paths were walkable. The SCC Rights of Way department have agreed to add some more of the footpaths in Kersey to our mowing contract. The working group are already mowing these paths so it will not increase the work but will increase the income. The exact details will be included in the 2018 cutting schedule which will arrive shortly. Giles and Sarah have discussed with the Rights of Way department responsibilities and maintenance options for the footpaths. The Rights of Way officer is going to visit Kersey to assess the need for earth steps near the allotments on path 12 and the steps on path 16 to see what work is needed. The next Footpath Working Group meeting is on Tuesday 27 March at 7.30pm at The Bell.

b) To agree repairs to the old DR strimmer/mower

WJ Green have quoted for repairs and service of the old electric start DR Trimmer. The engine side of the mower seems to be running fine, however the underside of the machine needs some work such as the pulleys, bearings and the belt. Green's opinion is that this mower is a simple machine that once repaired and if serviced regularly will provide many more years of service. They have quoted £201.80 plus VAT for the repairs and a full service. The footpath group have funds in the bank to cover this work. It was agreed to go ahead and get the mower repaired and serviced.

c) To approve the budget

Councillors all had a copy of the proposed budget and after discussion it was agreed to approve it. A copy of the approved budget is appended to the minutes.

35/18 TO DISCUSS SETTING UP THE VILLAGE EMERGENCY TELEPHONE SYSTEM

The defibrillator is available should it be required in an emergency and is being regularly checked to ensure it is always ready. In an emergency an ambulance should always be called first before getting the defibrillator. Martin Render from the Community Heartbeat Trust came to Kersey and spoke to potential volunteers about the Village Emergency Telephone System (VETS). Minutes matter in the event of a sudden cardiac arrest so VETS is a system to assist in the lone rescuer situation where the rescuer must stay with the patient. In this situation, help needs to be found in collecting the community defibrillator. By using a single memorable telephone number, this will ring up to 10 lines at the same time, until a helper is found to assist. VETS uses 'hunting group' technology and is not a telephone tree, ie. all telephones are polled at the same time, not one after the other. The first volunteer who confirms they can help receives the call and then responds as appropriate. The first volunteer can ring the number again and then another volunteer can also respond and support as necessary. Martin outlined what is expected of volunteers, which is that they will be contacted by telephone and asked to collect the defibrillator from The Bell and take it to the patient who could be anywhere in the Parish of Kersey. It would then be up to the volunteer if they would like to get any further involved in the situation, there is no obligation. Community Heartbeat Trust will run training sessions for all volunteers to learn how to use the defibrillator, CPR and basic life support skills. There are two different systems which can be set up either VETS just one memorable number with a single option for medical emergency sudden cardiac arrest assistance to contact all volunteers to get the defibrillator. The other option VETS 3 is to have one memorable number with 3 options which could be 1 Medical Emergency, sudden cardiac arrest, 2 Help the elderly/neighbourhood watch 3 Community resilience ie flooding/snow or another issue relevant to Kersey. Martin suggested that it is probably cost effective for Kersey to set up a 3-option system but initially only use one option for medical emergencies only and then expand the scheme later. The Councillors and volunteers at the information evening all agreed the system is a good idea and something that Kersey should pursue and set up. The Parish Council has already put some funding in the budget for this project. CHT have secured grant funding through the Suffolk Foundation so that there will be no set up or annual charges in year one or two.

VETS - year 3 onwards the annual charge is £100

VETS 3 – year 3 onwards the annual charge is £225

VETS volunteer training is included for no charge

There are one or two limitations with the scheme which hopefully over time will be resolved. The main one being that only landline telephone numbers can be used to contact volunteers. The Community Heartbeat Trust are working on a mobile phone app to support the scheme.

The main points people would need to understand before becoming a VETS volunteer are:

- Volunteers must have a landline telephone number to receive VETS calls.
- If a volunteer accepts an emergency call they would be expected to collect the defibrillator from The Bell and take it to the casualty as fast as possible. The casualty could be anywhere in the Parish of Kersey so the volunteer would need immediate access to a vehicle.
- There would be no obligation to help with CPR or any other emergency treatment, it would be up to each volunteer as to how much they help.

Volunteers would be using the Social Action, Responsibility and Heroism (SARAH) Act 2015 which means there is no need for insurance. This Act provides a greater degree of reassurance and

protection to good samaritans, volunteers and those who may be deterred from participating in socially useful activities due to worries about risk or liability. Councillors discussed the scheme and options and it was agreed to set up a VETS 3 system for Kersey and evaluate it after 12 months. The exact nature of the three options will need further consideration but ideas so far are for:

1. Defibrillator needed - sudden cardiac arrest
2. Other medical emergency
3. Emergency community support

Once the system is set up for Kersey a note will be put in the newsletter explaining the system and how volunteers will help when called in an emergency via VETS. Anyone else who would like to help provide emergency support and lives in the Parish should contact the Clerk.

36/18 TO AGREE A RESPONSE TO THE SCC HIGHWAYS COMMUNITY SELF-HELP CONSULTATION

SCC Highways is looking to develop its Community Self Help offer. The scheme will enable local community groups, including town and parish councils, to undertake work that Suffolk Highways does not have the budget to undertake since they are facing financial challenges. Currently Suffolk Highways is simply unable to deliver everything that communities would like. SCC Highways deliver their service by adhering to the Highway Maintenance Operational Plan (HMOP), which sets out the standards that Suffolk Highways will meet for safety inspections and reactive maintenance (works that have been triggered by defects or safety concerns such as potholes). This plan aims to provide the standards and methodology to use when maintaining the county's highways; with limited budget and resource. Funding in the last 8 years has been reduced by 40%. The consultation asks questions to find out what work communities are currently doing and what they would like to help with. Kersey currently helps with grass cutting of some public areas, carried out by nearby residents on a completely ad-hoc voluntary basis. The Footpath Working Group is contracted to carry out surface clearance of the category one footpaths in the parish. This work is carried out by volunteers. The Parish Council also organises volunteers to carry out the annual spring litter collection. It was agreed that Kersey would be interested in undertaking some additional works related to the highway. In addition to the current work it was agreed there are probably volunteers in the Parish who would be happy to carry out sign cleaning. It was estimated that over 50% of this work would be within the 30 mph zone. The Council agreed that if the Parish Council is to take on some of SCC highways contractual obligations then some funding should be made available. It was agreed the Parish Council would be happy to help support the management of overgrown vegetation by taking on some responsibility for issuing hedge notices to landowners. It was agreed these letters should be from SCC but issued by the Parish Council using their local knowledge of landowners.

37/18 TO AGREE A RESPONSE TO THE WASTE CRIME AND POOR PERFORMANCE IN THE WASTE SECTOR CONSULTATION

Parish Councillors had seen this consultation and it was agreed to respond to the relevant questions: Question 22: Have you experienced an increase or a decrease in criminality and poor performance in the waste sector over the last few years?

Kersey has seen an increase in fly-tipping, not only household waste but building waste, dangerous substances (paint and oil tins) washing machines etc. There has also been a rise in casual littering of fast food packaging, bottles and coffee cups

Question 83: What more could be done to improve householder awareness of their duty of care and prevent fly-tipping of household waste?

More publicity to improve higher public awareness such as advertising in local parish magazines, newspapers etc. Stronger pursuit of miscreants, high penalties and a name and shame policy. Local waste centres should accept private citizens building waste with no charge and accept all waste at all centres. In our county you can only take paint tins to one centre and plasterboard to another. They should all take all waste as making it difficult and complicated means some people are more likely to fly-tip than drive miles out of their way to several different centres when completing a home DIY project.

Question 86: Do you think that the introduction of a Fixed Penalty Notice for the offence of a householder passing their waste to an unauthorised person would help tackle fly-tipping?

This may help if it was well publicised.

Question 89. Following the implementation of the Fixed Penalty Notice, do you think that local authorities should communicate how frequently they use these penalties, and the impact on fly-tipping?

Yes. All fly-tippers that are caught and prosecuted should be communicated to the wider community.

38/18 REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT AND INTERNAL CONTROL SYSTEMS

Parish Councillors all had copies of a number of important Parish Council documents: Kersey PC Internal Audit Terms of Reference and Internal Audit Plan, approved at the Parish Council meeting on 20 November 2017, Internal Control Systems for Kersey PC and the Review of Effectiveness of Internal Audit Checklist. The following areas were considered as part of the review:

- Scope of the internal audit – is it covering all of the relevant risks?
- Independence – is the internal auditor sufficiently independent, unbiased and objective?
- Competence – are they knowledgeable enough to do the job well?
- Relationships – responsibilities of members, clerk/RFO and internal auditor are defined?
- Internal Audit planning and reporting – are reports given so that action plans can be developed and improvements made?

It was agreed that Kersey Parish Council has effective arrangements for internal audit and internal control systems. The completed review of effectiveness checklist is appended to these minutes.

39/18 REVIEW OF RISK ASSESSMENTS

Councillors all had copies of updated risk assessments for:

- Mowing, Strimming and Hedge Trimming
- Parish Council Office
- Playground
- Kersey Parish Council Business Risk Assessment

It was agreed all of these assessments covered the risks exposed to the Parish Council and volunteers carrying any work. They were all approved and will be distributed to the relevant volunteers. Copies are all appended to the minutes.

40/18 TRAINING

Information about training courses is regularly circulated to all Councillors. The new SALC annual training programme will be announced shortly. The Chair stressed the importance of their training for new Councillors.

The Clerk attended an informative briefing session about external audit arrangements.

41/18 REPORTS FROM MEETINGS

Police and Parish Forum 14 February – the minutes will be circulated.

42/18 FORTHCOMING MEETINGS

5 March SALC/Babergh area meeting – apologies given

27 March Footpath Working Group meeting 7.30pm The Bell

11 April Police and Parish Forum at Hadleigh - The Neighbourhood Watch co-ordinator will be notified of this meeting.

43/18 ANY OTHER BUSINESS

On 9 June 2018 a group of Kersey residents are organising an Open Gardens event. An enquiry was made to see if the Parish Council insurance could cover this event but this was not possible.

Yvonne Martin was congratulated and thanked for her work on the Kersey Website. She has created a new Local History page with many new photos and lots of interesting information.

44/18 PARISH TIME

A comment was made about waste recycling centres. It was felt that they needed to be more helpful in terms of taking all rubbish. At the moment they will not take certain items and charge for rubble which probably encourages fly tipping.

There being no further business, the meeting closed at 9.27pm.

Appended to these minutes are 8 sheets:

- Suffolk County Council report from Robert Lindsay (2 pages)

- Babergh report from Alan Ferguson (2 pages)

- Kersey Parish Council receipts and payments to date (2 pages)

- Kersey Parish Council finance sheet for 5 March 2018

- Kersey Parish Council Budget sheet

- KCPC Working Group budget for 2018/19

- Footpath Working Group budget for 2018/19

- Review of effectiveness of internal audit for Kersey Parish Council March 18

- Risk Assessments:

 - Mowing, Strimming and Hedge Trimming (2 pages)

 - Parish Council Office (2 pages)

 - Playground (2 pages)

 - Kersey Parish Council Business Risk Assessment (4 pages)

Report for Kersey PC 5 March 2018 Robert Lindsay County councillor

Budget for 2018-19 confirmed

On Thursday 8 February, the Council met to debate the budget proposals for 2018-19. As I explained in my previous report, the Liberal Democrat, Green and Independent Group were concerned by a number of the proposed cuts. These included a £12m cut to adult care, funding reductions for Citizens Advice and Trading Standards, and cuts to rural bus services. Therefore, we were unable to support the budget.

An amendment by the Labour group, which focused on reversing minor cuts, was voted down by the Conservative administration. The budget proposals were subsequently passed in full, but were not supported by any opposition councillors.

The budget for 2018-19 includes a 4.99% increase in council tax.

Concerns raised over accountability and transparency of Suffolk Public Sector Leaders

The Suffolk Public Sector Leaders (SPSL) is made up of council leaders and chief executives from across Suffolk, as well as the PCC, chief fire officer and representatives from Suffolk's Clinical Commissioning Groups. This group controls a large pot of money, made up of £7.447m from the Suffolk business rates pool and £3.23m of central government funding received as part of the Transformation Challenge Award.

I and the rest of the Liberal Democrat, Green and Independent Group are very concerned about the accountability and transparency of this group. Their meetings are held in private with no minutes and neither residents nor councillors are made aware of the group's decisions, financial or otherwise. Given the vast amount of money they control, this secrecy is very concerning.

At the end of January, I and my group met with the Interim Chief Executive at Suffolk County Council to query why there is so little accountability within the leaders' group. I have been informed that, on the basis of our queries, the group will be reconsidering its governance arrangements. I will keep you informed of any further updates.

Next phase of "Raising the Bar" strategy announced

The Cabinet has approved the Raising the Bar 2018-20 strategy. This is the third phase of the programme, which began in 2012 and is focused on improving educational standards throughout Suffolk.

The strategy includes the very ambitious goal to place the education system in Suffolk among the top 25% nationally. No other "shire" authority has achieved this, and the report acknowledges that it would likely take several years to reach this goal.

I am concerned that no new funding has been allocated to this phase of the Raising the Bar programme. The goals of the strategy are ambitious and will not be achievable without adequate investment, and so I question whether the Cabinet are fully committed to improving educational outcomes in Suffolk.

Suffolk to set up an outcomes-based contract to support adolescents on the edge of care

Suffolk's Cabinet has agreed to set up a new outcomes-based contract, to provide intensive therapeutic support for adolescents at the edge of care via a private service provider. The idea is to reduce the need for and costs of adolescents coming into the care of Suffolk County Council, by providing intervention services that seek to keep children safely with their families. Payments will only be made if children are not taken into care, or are returned to their families.

The contract will be funded by a Social Impact Bond: this means that private investors will provide the start-up capital and running costs for the service, and will receive a return on investment if the service is successful at keeping children out of care. A similar contract and service exists in Essex, and a small number of local authorities across the UK are beginning to implement similar contracts

I am concerned about the use of a payment by results contract when vulnerable children are involved, given the risk of putting profit ahead of the wellbeing of these children. Suffolk County Council have assured me that the authority's team of social workers will oversee the service and prevent this from happening, but the administrative costs of doing this properly could be substantial.

The contract is due to be awarded in Summer 2018 with an autumn start date.

New drones for managing blue light service incidents

On 15 February, it was announced that emergency services across Suffolk would have access to two Small Unmanned Surveillance Aircrafts. The technology, commonly referred to as drones, has been developed and funded by Suffolk Resilience Forum for use across the county.

As part of a multi-agency Air Support Unit, the drones will be used by Suffolk Fire and Rescue Service, Suffolk Constabulary, Suffolk County Council and Suffolk Lowland Search and Rescue and Norfolk & Suffolk 4x4 Response. The drones will provide a range of aerial surveillance options to support these emergency services and voluntary organisations.

“Community self-help”

I am meeting the senior officers involved with this today, before your meeting and may (or may not!) have a bit more clarity when we meet tonight.

DISTRICT COUNCILLOR'S REPORT FOR KERSEY PARISH COUNCIL

5th MARCH 2018

Introduction

Mainly updates on current issues. Under Cllr John Ward's leadership Babergh DC approved the 2018/19 budget at the full council meeting on 20th Feb 18. Council tax will increase next year (FY 18/19) by an average of 3.25% (equivalent to £5 for a band D house). We are under no illusion about the financial challenges that we face and unless services are cut, council tax will continue to rise (your bill comprises 3 parts namely Suffolk CC with care provision + Police & Crime Commissioner + Babergh). In the case of Babergh DC, this has been required primarily to fill the gap left by the cuts in direct revenue support grants from Central Govt plus the fact that we still need to deliver more houses in the District.

Public Access

There are some moves to have an additional location provided in Hadleigh to meet with Council Officers and this was discussed at the Council meeting. A motion was moved by a Labour Member at that Council Meeting demanding this additional facility. I supported the motion. It's early days and it would be wrong to offer any assurances that this will happen, but I am still keen to see some form of public access support provided in Hadleigh even if it's not 5 days a week.

Leisure

Some good news! I am pleased to report that the Council Meeting on 20th February approved in principle the expenditure of £3.8 millions to replace the Hadleigh Leisure Centre Pool and to redevelop the Kingfisher Leisure Centre in Sudbury. Tenders will be sent out shortly with target completion dates of Sept 19 for the Sudbury facility and Jan 20 for the Hadleigh Pool.

Boundary Commission

The Boundary Commission for restructuring the current Babergh Ward pattern was due to produce its final recommendations on 6th February 18. However, this was delayed to 20th February 18. As expected, the Boundary Commission has now produced another set of recommendations for further consultation that will end 30th April 18. Their final recommendations are now expected on 24th July 18 for presentation to the Sec of State on 11 Sept 18 for implementation at the next local elections in May 2019 – getting time critical.

I still expect the number of District Councillors to come down from 43 to 32. PS If the initially proposed Ward structure goes ahead, I expect the new Ward to be renamed Elmsett, **not** Whatfield as per the last Boundary Commission report – Elmsett, Aldham, Whatfield, Nedging & Naughton, Semer, Wattisham, Chelsworth and Monks Eleigh.

Public Sector Housing - Correction

Further to the information that I provided previously, it has now become clear that the number of Council owned affordable flats that will be provided in Hadleigh following the refurbishment of Angel Court will be closer to 20 rather than the 34, a number that was previously suggested by the new Leader of Babergh DC. Frustratingly, I am currently not able to provide any further detail but it is evident that work on this project will not start in the timeframe that was originally anticipated, and it could be 2021 before we see a result – unsatisfactory from my perspective. Babergh also continues to buy suitable properties on the open market to increase the supply of Council owned houses.

Private Sector Housing

The Sec of State (Javid) has today issued new guidance to help facilitate the building of more private sector houses. The challenge for Babergh DC has been seriously complicated by the absence of a 5-year land supply and I suspect that the introduction of new regulations will only slow/complicate the process. Theresa May appears to believe that we're at fault for not approving applications and has threatened to send in government agents if we don't meet our targets. What we actually need is to ensure that the approvals are turned into completions and suitable infrastructure funds are provided to support developments – that's where the Government could drive meaningful change. Worryingly, we were informed in a Members briefing on 9th Feb 18, that Babergh's target for completions (currently 355 per annum) is likely increase to about 440 per annum under new government planning criteria.

Personally, I would far rather the government legislated to make developers start building (eg graduated Council Tax implementation) rather than allow them to sit on approved developments for commercial benefits that are driven by the market. This is already a major issue for Babergh & other Councils – my expectation is that it will get worse.

Brett Works – McCarthy Stone

The McCarthy Stone development for over 55s, located behind the High Street in Hadleigh, is well underway. The cottages will now be built first and sold off plan in August 18 for occupation on Nov 18. Local people will be invited to a presentation by the developer in April 18. Details tbc. Phase 2 will now be for the flats in the replica "Maltings" development.

Merger of Babergh & MSDCs

The telephone poll on the referendum was completed on 5th February 18. No announcements have been made re the outcome, but a Members briefing will now take place on 20th March 18 – slipped due to recent weather. As I have reported previously, my concern centred around the questions that were asked of voters, which from my perspective, failed to provide an objective and balanced picture and led people towards approval of a merger without a full understanding of the issues. The absence of a full business case to support the merger is a prime example of this. The Chief Executive and his staff are now completing the business plan that will be shared with the Babergh electorate before the merger referendum takes place. This is now expected to be in the summer of 2018, possibly in June. If the vote is in favour of merger, the decision must be agreed by a majority of Babergh Councillors and Mid Suffolk before it can be submitted to the Secretary of State as a **recommendation**. Only he can take the final decision and I would not now expect this to happen before 2020/21.

Disposal of Corks Lane Buildings

Members were briefed on the disposal **recommendation** for the Corks Lane facility on Friday 12th January 18. In a nutshell there is no appetite/interest for an office or hotel commercial solution for the Corks Lane site. This leaves the single option of a housing development. Assuming that it happens, the listed buildings will be retained, and some of the 1980s extension (including the Council Chamber) will probably be recommended for demolition. If the current outline plan is approved (lot of water to go under the bridge before that happens) we are likely to have 50+ flats/houses built there. As part of that process, the Council will have to decide if it is prepared to take the risk and develop the site itself with the expectation of profit, or whether it should just be sold off. The key is to ensure that whatever solution is finally approved, it is viable in terms of a suitable return for Babergh DC. That is our responsibility to Babergh residents.

Alan Ferguson

tel: 01449 741542 or 0797 407 5430

KERSEY PARISH COUNCIL
1 April 2017 - 31 March 2018

Printed on 05/03/2018

RECEIPTS

Date	Credit ref	Detail	Precept	KCPC	Footpath	Other Receipts	VAT	Total Receipts	Sub total
1-Apr-17		Balance brought forward		£ 2,453.66	£ 2,035.35	£ 9,520.72		£ 14,009.73	
3-Apr-17	Direct C	Babergh 50% Precept	£ 3,670.00					£ 3,670.00	£ 17,679.73
16-May-17	Direct C	Screen Suffolk - photo shoot				£ 50.00		£ 50.00	£ 17,729.73
22-Sep-17	Direct C	SCC - Footpath mowing			£ 207.70			£ 207.70	
25-Sep-17	Direct C	Babergh 50% Precept	£ 3,670.00					£ 3,670.00	£ 21,607.43
2-Nov-17	Direct C	SALC - Transparency Grant				£ 311.04		£ 311.04	
13-Nov-17	Direct C	Kersey Mill - donation				£ 500.00		£ 500.00	
13-Nov-17	100107	KCPC quiz income		£ 1,001.00				£ 1,001.00	£ 23,419.47
1-Dec-17	100108	Footpath sale of old DR mower			£ 20.00			£ 20.00	
4-Dec-17	Bank	Bank interest 4 Sept-3 Dec				£ 2.98		£ 2.98	
27-Dec-17	Direct C	HMRC VAT repayment					£ 608.62	£ 608.62	£ 24,051.07
16-Jan-18	Direct C	SCC - Footpath mowing			£ 207.70			£ 207.70	£ 24,258.77
			£ 7,340.00	£ 3,454.66	£ 2,470.75	£ 10,384.74	£ 608.62	£ 24,258.77	

KERSEY PARISH COUNCIL
1 April 2017- 31 March 2018

Printed on 05/03/2018

PAYMENTS

Date	Cheque No	Detail	General Admin	Clerk's Salary & Staff Costs	Training/ external meetings	Street Lighting	KCPC	Footpath	S137	Other Payments	VAT	Total Payments	Sub total
15-May-17	101131	c SALC - Annual Subscription	£ 173.71									£ 173.71	
15-May-17	101132	c Suffolk.cloud - website hosting	£ 100.00									£ 100.00	
15-May-17	101133	c WJ Green - KCPC					£ 46.50				£ 9.30	£ 55.80	£ 329.51
10-Jul-17	101134	c N Blyth - Footpath exp						£ 4.83			£ 0.97	£ 5.80	
10-Jul-17	101135	c S Partridge - Clerk's salary		£ 1,036.53								£ 1,036.53	
10-Jul-17	101136	c S Partridge - Home working exp	£ 52.00									£ 52.00	
	101137	x cheque cancelled										£ -	
24-Jul-17	101138	c Kersey Playing Field Assoc								£ 42.00		£ 42.00	
24-Jul-17	101139	c Ernest Doe - Footpath mower						£ 729.17			£ 145.83	£ 875.00	£ 2,340.84
21-Aug-17	101140	c BDO - External audit	£ 100.00								£ 20.00	£ 120.00	£ 2,460.84
11-Sep-17	101141	c MR Sargeant - Glebe hedgecut								£ 70.00	£ 14.00	£ 84.00	
11-Sep-17	101142	c S Partridge - Clerk's salary		£ 1,036.53								£ 1,036.53	
11-Sep-17	101143	c S Partridge - Home working exp	£ 52.00									£ 52.00	
11-Sep-17	101144	c S Partridge - Clerk's exp	£ 7.09								£ 1.41	£ 8.50	
11-Sep-17	101145	c Kersey Village Hall - hire	£ 45.00									£ 45.00	
11-Sep-17	101146	c Came & Company - insurance								£ 331.76		£ 331.76	£ 4,018.63
11-Oct-17	101147	c Playsafety Ltd - RoSPA insp								£ 84.00	£ 16.80	£ 100.80	
11-Oct-17	101148	c SALC - Training Clerk			£ 16.00						£ 3.20	£ 19.20	£ 4,138.63
13-Nov-17	101149	c Lennys - KCPC quiz food					£ 405.81					£ 405.81	
13-Nov-17	101150	c Kersey Village Hall - KCPC quiz					£ 40.00					£ 40.00	
20-Nov-17	101151	c St Mary's Church PCC								£ 400.00		£ 400.00	
20-Nov-17	101152	c SALC - Training Clerk			£ 22.00						£ 4.40	£ 26.40	
20-Nov-17	101153	c S Partridge - Clerk's exp		£ 31.71								£ 31.71	£ 5,042.55
22-Jan-18	101154	WJ Green - KCPC					£ 103.02				£ 20.61	£ 123.63	
22-Jan-18	101155	S Partridge - Clerk's salary		£ 1,036.53								£ 1,036.53	
22-Jan-18	101156	S Partridge - Home working exp	£ 52.00									£ 52.00	£ 6,254.71
			£ 581.80	£ 3,141.30	£ 38.00	£ -	£ 595.33	£ 734.00	£ -	£ 927.76	£ 236.52	£ 6,254.71	

**KERSEY PARISH COUNCIL
FINANCE**

Details for Parish Council Meeting, 5 March 2018

Bank Balances At 28 February 2018

Business Premium Account	£17,633.89
Current Account	£400.17
	<u>£18,034.06</u>

Transfers between Business Premium and Current account since the last meeting

None

Income received in December 2017 and omitted from the 22 January 2018 finance sheet

01-Dec-17 Footpath Working Group sale of old DR mower	£20.00
04-Dec-17 Bank interest	£2.98
27-Dec-17 HMRC VAT repayment	£608.62
	<u>£631.60</u>

Income received since the last meeting

07-Feb-18 Donation to KCPC for quiz questions	£30.00
	<u>£30.00</u>

Payments made since the last meeting

<u>Date</u>	<u>Chq no.</u>	
	None	
		<u>£0.00</u>

Payments Due

<u>Chq no.</u>		
101157	Kersey Village Hall - Hire	£30.00
101158	SCC- Street Lighting April 17 to March 18	£245.34
101159	Community Heartbeat Trust - Defib annual support charge	£126.00
101160	Babergh - Annual Dog Bin emptying charge	£49.55
101161	S Partridge - Clerk's Salary	£1,143.32
101162	S Partridge - Clerk's home working exp	£52.00
101163	S Partridge - Clerk's expenses	£37.17
		<u>£1,683.38</u>

Expenditure Agreed

Prepared by the Clerk for Kersey Parish Council

Final agreed budget/precept for 2018/2019
Agreed 22 Jan 18, minute ref 17/18

KERSEY PARISH COUNCIL
Budget to 31 Mar 2018 and Precept for 2018/2019

VAT not included in budget figures	2017/18	2017/18	2017/18	2017/18	2018/19	
	Budget/ Precept 2017/2018	Actual to 27 Feb 2018	Estimated balance to 31 March 2018	Estimated total to 31 March 2018	Budget/ Precept 2018/2019	Notes: Assume 3% increase unless known budget estimate amount
Parish Council						
Post/Tel/Stationery/copier cartridge	£135.00	£7.09	£30.00	£37.09	£135.00	
Clerk's working from home exp	£208.00	£156.00	£52.00	£208.00	£208.00	£4/week
Hall Hire:Parish Council 11 @ £5	£50.00	£35.00	£30.00	£65.00	£55.00	
Annual Parish Assembly @ £10	£10.00	£10.00	£0.00	£10.00	£10.00	
SALC subscription	£172.98	£173.71	£0.00	£173.71	£180.00	
External Audit	£100.00	£100.00	£0.00	£100.00	£100.00	External audit fees for 17/18 to 21/22 £200 unless exempt
Data Protection	£35.00		£35.00	£35.00	£188.00	ICO reg £38, new GDPR enforced May 2018 DPO Yr 1 £150, Yr 2 £50
Website hosting	£100.00	£100.00	£0.00	£100.00	£100.00	Used to be free with SCC, SCC withdrew service, now with Suffolk.cloud
Sub total for Admin	£810.98	£581.80	£147.00	£728.80	£976.00	
Clerk's Salary & Staff Costs	£4,150.00	£3,141.30	£1,157.49	£4,298.79	£4,915.00	Heading amended Oct 17 to inc staff costs ie mileage, overspend to come from training/external mtgs budget. SCP27 17/18 £12.564/hr. 18/19 Clerk Salary £4665, GDPR hours 12 approx £150, mileage £100
Training/External Meetings	£250.00	£38.00	£212.00	£250.00	£250.00	LCPAS whole cl £120, Cllr £110, Clerk netwk x2 £20, others £50
Street Lighting	£210.00	£0.00	£204.45	£204.45	£225.00	
Parish Council Insurance	£500.00	£331.76	£0.00	£331.76	£340.00	Oct 17 new 3 year Long term agreement with Came & Co
Glebe Insurance	£50.00	£42.00	£0.00	£42.00	£50.00	
Hedge Cut - The Glebe	£83.00	£70.00	£0.00	£70.00	£80.00	
Playground Safety Inspection	£85.00	£84.00	£0.00	£84.00	£87.00	
Dog Litter Bin emptying charge	£45.00		£45.00	£45.00	£45.00	
St Mary's Church	£400.00	£400.00	£0.00	£400.00	£420.00	18/19 split £265 Churchyd £110 Nletter £45 Clock (last increased Nov 2017)
Defibrillator & Village Emergency Tel	£226.00		£226.00	£226.00	£135.00	CHT memb'shp inc Defib managed solution £135, VETS £100 (18/19 reduced by £100 funded from Defib & VETS reserve)
Chairman's Allowance	£0.00		£0.00	£0.00	£0.00	
Election costs	£25.00		£25.00	£25.00	£25.00	Routine elections every 4 years, next election in May 2019
Church Walk future maintenance	£130.00		£130.00	£130.00	£130.00	
Footpath Map printing reserve	£75.00		£75.00	£75.00	£75.00	Build up reserve for reprint £75/year (approx 1,000 maps/yr)
Contingencies	£300.00		£300.00	£0.00	£200.00	18/19 Reduced by £100 to cover GDPR additional cost for year 1.
Adjustment to round precept	£0.02		£0.00	£0.00		
Precept	£7,340.00	£4,688.86	£2,521.94	£6,910.80	£7,953.00	Precept for 2018/19 £7953 / Tax base 180.98 = £43.94 for a band D property. Budget approved 22 Jan 18 minute ref 17/18
Transparency Fund Grant	£311.04					£211.08 staff hours, £99.96 website hosting
Other PC income	£552.98					£50 Filming donation, £500 Kersey Mill donation (added to Defib & VETS reserve), £2.98 Bank interest
PC Income	£8,204.02					
Agreed spending from PC reserves:		£729.17			£100.00	Defibrillator costs funded from Defib and VETS reserve FP reserve - new mower
	£8,204.02	£5,418.03	£2,521.94	£6,910.80	£8,053.00	Total Budget
KCPC	£967.00	£595.33	£0.00	£595.33		KCPC Income 17/18 - Estimated £820.00. Actual £1001.00 Footpath Income 17/18 - Estimated £415.40. Actual £435.40 Millennium Book Fund Income 17/18 - Est £2.80. Actual £
Footpath	£282.00	£4.83	£201.80	£206.63		
Millennium Book Fund	£0.00		£0.00	£0.00		
Total actual spend		£6,018.19				
Reserves (Cash at Bank)	At 1.4.17			Estimated at 31.3.18		
KCPC Working Group (Ring fenced)	£2,453.66			£2,859.33		VAT repayment 2017/18 £611.77 Actual £608.62 Couldn't claim £3.15 as no VAT number/supplier address.
Footpath Working Group	£2,035.35			£1,534.95		
Defib & VETS reserve	49.06			£549.06		
Election costs reserve	£812.50			£837.50		
Church Walk Maintenance Reserve	£1,430.00			£1,560.00		
Training reserve	£285.69					
Footpath Map printing reserve	£113.50			£188.50		
Fixed Asset Reserve	£1,145.82					
Council Tax Support grant money	£729.50			£729.50		
General Parish Council Reserve	£4,954.65					
	£14,009.73					
Millennium Book Fund Account	£2,844.75					Precept for 2015/16 £6,700 plus a CTax Support Grant £86.17 Tax Base 180.31 = £37.16 for a band D property

General PC reserves - advice is to hold between 6-12 months gross expenditure (£5,000 - £10,000) General PC reserves vary from year to year partly due to VAT being paid one year and reclaimed the following year.

**Kersey Parish Council KCPC Working Group Budget
for Years ending 31 March 2018 & 2019**

Actual for 2015/16	Actual for 2016/17		Budget for 2017/18	Actual to 26 Feb 18 for 2017/18	Budget for 2018/19
£4,025.71	£4,479.47	Estimated Reserve as at 1 April	£2,453.66	£2,453.66	£2,859.33
		Estimated Income			
£1,178.50	£773.00	Quiz		£1,001.00	
		Income	£720.00		£720.00
		Raffle	£100.00		£100.00
		Other quiz income			
£1,178.50	£773.00	Total estimated Income	£820.00	£1,001.00	£820.00
		Estimated Expenses			
		General KCPC running expenses			
£21.50	£15.73	General maint & safety equip	£50.00		£50.00
£114.07	£110.80	Mower maint/service	£150.00	£149.52	£200.00
£4.17	£6.02	Mower fuel	£50.00		£50.00
		Rubber chippings top up			
		Rubbish sacks	£2.00		£2.00
		Printer Ink for KCPC secretary	£20.00		£20.00
		Quiz			
£40.00	£40.00	Hall hire	£40.00	£40.00	£40.00
£545.00	£325.17	food	£600.00	£405.81	£600.00
		prizes	£35.00		£35.00
		Other quiz expenses	£20.00		£20.00
£724.74	£497.72	<i>sub total of general KCPC running expenses</i>	£967.00	£595.33	£1,017.00
		One off additional expenses			
	£2,301.09	Replace bark with rubber chippings			
£724.74	£2,798.81	Total Estimated Expenses	£967.00	£595.33	£1,017.00
£4,479.47	£2,453.66	Estimated Reserve at 31 March	£2,306.66	£2,859.33	£2,662.33

Budget for 2017/18 approved 6 March 2017 minute ref 29/17
Budget for 2018/19 approved 5 March 2018 minute ref 33/18

**Kersey Parish Council
Footpath Working Group Budget
Years ending 31 March 2018 & 2019**

Actual figures 2014/15	Actual figures 2015/16	Actual figures 2016/17		Budget for 2017/18	Actual figures to 26 Feb 18 2017/18	Budget for 2018/19
£969.47	£1,250.43	£1,654.87	Reserve as at 1 April	£2,035.35	£2,035.35	£1,736.75
Estimated Income						
			Mowing Category 1 paths for SCC			
£415.40	£415.40	£415.40	4154 m @ 5p/m x 2 cuts	£415.40	£415.40	£415.40
			Sale of very old mower		£20.00	
£415.40	£415.40	£415.40	Total estimated Income	£415.40	£435.40	£415.40
Estimated Expenditure						
£15.44	£10.96	£8.33	Fuel - Est petrol 30 L @ £1.20/L	£36.00	£4.83	£36.00
£6.66	£0.00	£0.00	Oil 2 L	£15.00	£0.00	£15.00
£0.00	£0.00	£0.00	New drive belt for mower	£26.00	£0.00	£26.00
£112.34	£0.00	£26.59	Mower parts, repairs, service	£200.00	£0.00	£300.00
£0.00	£0.00	£0.00	Safety equipment	£5.00	£0.00	£5.00
			New TR4 mower/wheeled strimmer		£729.17	
£134.44	£10.96	£34.92	Total estimated Expenditure	£282.00	£734.00	£382.00
£1,250.43	£1,654.87	£2,035.35	Estimated Reserve as at 31 March	£2,168.75	£1,736.75	£1,770.15

SCC pays the Parish Council as a contractor, reserves are built up to pay for replacement equipment as necessary.

Insurance for volunteers is included in the PC insurance package.

Budget for 2017/18 approved 6 March 2017 minute ref 30/17
Purchase of new TR4 mower approved min ref 87/17
Budget for 2018/19 approved 5 March 2018 minute ref 34/18

Review of effectiveness of Internal Audit for Kersey Parish Council March 2018

Meeting the Standards

Expected Standard	Evidence of Achievement	Yes or No	Additional comments or action to be taken
Scope of internal audit	<p>Terms of reference were (re)approved by full Council (give date).</p> <p>Scope of audit work takes into account both the council's risk assessment and wider internal control arrangements.</p> <p>Internal audit work covers the council's anti-fraud and corruption arrangements.</p> <p>Is the Council satisfied with what the internal audit work covers?</p> <p>Is any additional internal audit work required?</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p>	20 Nov 17 Minute ref 151/17
Independence	<p>Internal Auditor has direct access to those charged with governance.</p> <p>Reports are made in own name to the council.</p> <p>Does the Internal Auditor have any other role within the council?</p>	<p>Yes</p> <p>Yes</p> <p>No</p>	Reports received 23 May 2017 min ref 84/17 and 12 October 17 min ref 151/17. Reports tabled at Council meetings.
Competence	<p>Is the internal audit work carried out ethically, with integrity, objectivity and a good understanding of local council legislation and procedures?</p>	Yes	
Relationships	<p>Clerk/RFO is consulted on the internal audit plan and on the scope of each audit. (Evidence is on audit files).</p> <p>The responsibilities for Clerk/RFO and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (see risk assessments, job descriptions, terms of reference, Standing Orders and Financial Regulations).</p> <p>The responsibilities of council members for financial management are understood; training of members is carried out as necessary. (See Councillor training record).</p> <p><i>Note: 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.</i></p>	Yes	Correspondence 8 March 2017 November 2017, and 27 Feb 18
Audit Planning and reporting	<p>Does the internal audit plan take account of all the risks facing the council?</p> <p>The Internal Audit Plan has been approved by the council (give date).</p> <p>Internal Audit has reported in accordance with the plan (give date).</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	20 Nov 17 Minute ref 151/17 As above (23/5/17 & 12/10/17)

Reviewed and adopted on: 5 March 2018 minute reference 38/18

Note: Review of effectiveness of internal audit must be reviewed and adopted by council annually during the financial year and before 31 March.

Kersey Parish Council Risk Assessment for Mowing, Strimming and Hedge Trimming (using hand held tool)

Hazard	Who and how harmed?	Risk <small>Low Med High</small>	Actions already taken to reduce the Risk	Action
Use of equipment Moving blades, Vibration, Noise, Hot engine, Sharp blades	Volunteer Cuts & serious injury Hearing damage Burns	Medium	All operatives to wear suitable protective clothing, ie stout or steel toe capped boots, ear defenders, visors, protective gloves, long sleeves and long trousers. Volunteers made aware of safe handling and use of tools and equipment, training offered where necessary. Tools carried below waist level, sharp points downwards. Equipment inspected by operative prior to each use. Equipment fitted with appropriate safety cut-off switches. Time period of actually using strimmer/trimmer limited to 1 hr prolonged use. Take care near hot engine parts. Ensure there is 5 metres space between volunteers using a swinging tool.	Remind operatives of precautions when issuing mowing rota. Volunteers to acknowledge they have received and read the risk assessment.
Inadequate Maintenance	Volunteer Injury	Low	Maintained in accordance with manufacturers' instructions, carried out by suitably qualified/competent person. Maintenance records retained. Equipment inspected by operative prior to each use.	Operatives to report damage or mechanical issues to be rectified.
Clearing blockages	Volunteer Cuts & serious injury	Low	Mowers/strimmers/trimmers fitted with safety cut off devices. Operatives to wear safety gloves/goggles. Equipment is switched off and safe before clearing blockage.	
Stones/glass thrown up	Volunteer/Public Cuts & wounds	Low	Operatives to check area for glass/stones before cutting grass and remove as necessary. Ensure no members of public are within 9 metres when using equipment.	
Manual Handling	Volunteer Muscle strain	Low	The need for manual handling tasks kept to a minimum. Assistance from others is sought were necessary. Good manual handling techniques used when lifting and carrying – keep back straight, bend knees, keep object close and don't twist back.	
Dog faeces disturbed by equipment	Volunteer Ill health	Low	Operatives instructed to check area for dog faeces before cutting grass and carefully remove as necessary. Wash contaminated equipment and hands as necessary.	Operatives to wear disposable gloves.
Vegetation and plants	Volunteer Infection, ill health, splinter, allergy, eye injury	Low	Use gloves and eye protection. Do not cut anything above 4m in height. Do not use cutting tools above your shoulder height. Ensure the area is clear of other volunteers when cutting taller vegetation. Be aware that blackthorn can cause wounds to go septic. Be aware of common poisonous plants such as giant hogweed and hemlock – if in doubt leave alone. Do not cut bracken the spores should not be breathed in; a respirator must be used when cutting bracken.	

Kersey Parish Council Risk Assessment for Mowing, Strimming and Hedge Trimming (using hand held tool)

Hazard	Who and how harmed?	Risk <small>Low Med High</small>	Actions already taken to reduce the Risk	Action
Working near public highway or right of way	Volunteer/Public/ animals Injury/death	Low	High visibility clothing worn. Work only carried out during daylight hours. Stop work if public are present. Do not leave tools/equipment unattended. Be careful near dogs & livestock – stop work if necessary to avoid spooking animals	
Refilling equipment with fuel mixture	Volunteer Fire/ Spillage/ Inhalation of fumes	Medium	Re-fuel when engine is cool in a well-ventilated area. No smoking observed. Fuel kept and transported in approved containers. Funnel or spout used for decanting the fuel. Caps replaced carefully after refill. Fuel stored away from ignition sources, in a cool, dark place. Mower/trimmer/trimmer stored and used away from ignition sources. Spilt fuel cleared immediately, cloth stored away from ignition sources before disposal Rubber gloves provided. Operative instructed to wash hands after completing job.	Remind operatives of precautions when issuing mowing rota.
Storing Petrol	Volunteer/Public Fire hazard/ Spillage/ Fume inhalation	Low	No smoking observed. Area is properly ventilated. Fuel kept and transported in approved containers. Appropriate safety signs e.g. ‘no smoking’ and ‘Petroleum Spirit’ ‘Highly Flammable’ in place. Overall security of the storage area assessed.	
Environment Uneven surface, Extreme weather	Volunteer Slips, trips, falls Other injury	Low	Operative to visually inspect work areas to minimise slip and trip hazards, removing any hazards as appropriate. Keep tools and equipment tidy. Work suspended in extreme weather conditions. Stop work in an electrical storm. Wear clothing appropriate for weather. Work only carried out during daylight hours.	
Environmental risks Ticks & snakes	Volunteers Bites	Low	Ticks can carry Lymes disease – cover exposed skin by wearing long sleeves and trousers. Check for ticks and remove carefully – seek medical advice. Be able to identify adders; keep away, seek medical advice in unlikely event of bite.	
Lone Working	Operative	Low	Work with another person if possible. Take a mobile telephone with you. Tell someone where you are going & when you expect to return.	

Volunteers are covered by Parish Council insurance when they are acting under the instruction of the Parish Council using Parish Council owned equipment. Volunteers may use their own equipment, which is suitable for the task, but damage to their equipment will not be covered by the Parish Council insurance.

Risk Assessment carried out by: Sarah Partridge

on: 27 February 2018

Review of Risk Assessment to be carried out annually.

Kersey Parish Council Risk Assessment for the Parish Council Office

Hazard	Who and how harmed?	Risk <small>Low Med High</small>	Actions already taken to reduce the Risk	Further action required & by who?
Working in home office	Operative/Clerk Personal injury, trips and falls	Low	Cables not left trailing, all kept tidily out of the way. Documents and files stored neatly on shelves/desk or in filing cabinet. No items left on the floor creating trip hazards. Steps used to reach high shelves.	
Use of office equipment ie computer, printer, photocopier	Operative/Clerk Electric shock Dust inhalation	Low	Equipment regularly inspected to check that it is good working order. The plugs and cables are checked to ensure they are secure and no wires are exposed. Ensure cables are not left trailing. Ensure all equipment is fully maintained as appropriate. Follow manufacturer's instructions when replacing toner and ink cartridges.	Remind operatives to check equipment regularly.
Use of office equipment ie computer, and screen/monitor	Operative/Clerk Back problems, repetitive strain, eye strain	Low	A suitable chair which can be adjusted to the appropriate height is used. Operative to take regular breaks to reduce the risk of repetitive strain and eye strain.	
Cash handling	The Parish Council through potential loss. Clerk and Volunteers Threat to personal safety, stealing, dishonesty	Low	Cash handling is avoided, but where necessary appropriate controls are in place. The Parish Council does not hold petty cash. No cash payments are made from cash received, all cash is banked intact. Cash receipts from fundraising events are counted by two people and the money prepared for banking and the paying in slip completed by two people. Cash is promptly banked and carried to the bank discretely. Appropriate fidelity guarantee insurance cover in place.	Review annually, agenda July
Payment of small/sundry expenses	Parish Council/ Clerk/Volunteers Fraud, stealing, dishonesty	Low	Small items of expenditure for Clerk's expenses or other small sundry items purchased as agreed in the budget or at a meeting which cannot be purchased with an invoice made out to the Parish Council for payment by cheque, should be purchased and a VAT receipt given to the Clerk. The payment will be authorised in the usual way, as for all payments, with 2 councillors signing the receipt, cheque and cheque stub. Repayment to individuals for expenses should be made on a regular basis. All payments are made by cheque.	

Kersey Parish Council Risk Assessment for the Parish Council Office

Hazard	Who and how harmed?	Risk <small>Low Med High</small>	Actions already taken to reduce the Risk	Further action required & by who?
Loss of Documents and Data	Parish Council Business continuity fire, flooding, computer failure	Low	Keep records/documents in filing cabinet/shelves/desk not on the floor. Review adequacy of insurance cover. Keep regular back-up of electronic data and keep a back-up off site or in 'cloud' storage.	Review insurance cover annually, agenda July
Lone Working	Clerk Personal safety	Low	When arranging to meet an unknown member of the public on Parish Council business, arrange to meet them while accompanied by a Councillor. Take a mobile phone, tell someone where you are going & when you expect to return.	
Manual Handling	Operative Muscle strain	Low	The need for manual handling tasks kept to a minimum. Assistance from others is sought were necessary.	
Use of contractors	Operative/Public Various injuries/death	Low	All contractors asked for Health & Safety policy All contractors asked to produce a Risk Assessment for the associated work activities. Contractor to have public liability insurance cover of at least £5 million. All work of contractors is monitored and recorded.	

Risk Assessment carried out by: Sarah Partridge

on: 27 February 2018

Review of Risk Assessment to be carried out annually.

Kersey Parish Council Risk Assessment for the Parish Council Office

Hazard	Who and how harmed?	Risk <small>Low Med High</small>	Actions already taken to reduce the Risk	Further action required & by who?
Working in home office	Operative/Clerk Personal injury, trips and falls	Low	Cables not left trailing, all kept tidily out of the way. Documents and files stored neatly on shelves/desk or in filing cabinet. No items left on the floor creating trip hazards. Steps used to reach high shelves.	
Use of office equipment ie computer, printer, photocopier	Operative/Clerk Electric shock Dust inhalation	Low	Equipment regularly inspected to check that it is good working order. The plugs and cables are checked to ensure they are secure and no wires are exposed. Ensure cables are not left trailing. Ensure all equipment is fully maintained as appropriate. Follow manufacturer's instructions when replacing toner and ink cartridges.	Remind operatives to check equipment regularly.
Use of office equipment ie computer, and screen/monitor	Operative/Clerk Back problems, repetitive strain, eye strain	Low	A suitable chair which can be adjusted to the appropriate height is used. Operative to take regular breaks to reduce the risk of repetitive strain and eye strain.	
Cash handling	The Parish Council through potential loss. Clerk and Volunteers Threat to personal safety, stealing, dishonesty	Low	Cash handling is avoided, but where necessary appropriate controls are in place. The Parish Council does not hold petty cash. No cash payments are made from cash received, all cash is banked intact. Cash receipts from fundraising events are counted by two people and the money prepared for banking and the paying in slip completed by two people. Cash is promptly banked and carried to the bank discretely. Appropriate fidelity guarantee insurance cover in place.	Review annually, agenda July
Payment of small/sundry expenses	Parish Council/ Clerk/Volunteers Fraud, stealing, dishonesty	Low	Small items of expenditure for Clerk's expenses or other small sundry items purchased as agreed in the budget or at a meeting which cannot be purchased with an invoice made out to the Parish Council for payment by cheque, should be purchased and a VAT receipt given to the Clerk. The payment will be authorised in the usual way, as for all payments, with 2 councillors signing the receipt, cheque and cheque stub. Repayment to individuals for expenses should be made on a regular basis. All payments are made by cheque.	

Kersey Parish Council Risk Assessment for the Parish Council Office

Hazard	Who and how harmed?	Risk <small>Low Med High</small>	Actions already taken to reduce the Risk	Further action required & by who?
Loss of Documents and Data	Parish Council Business continuity fire, flooding, computer failure	Low	Keep records/documents in filing cabinet/shelves/desk not on the floor. Review adequacy of insurance cover. Keep regular back-up of electronic data and keep a back-up off site or in 'cloud' storage.	Review insurance cover annually, agenda July
Lone Working	Clerk Personal safety	Low	When arranging to meet an unknown member of the public on Parish Council business, arrange to meet them while accompanied by a Councillor. Take a mobile phone, tell someone where you are going & when you expect to return.	
Manual Handling	Operative Muscle strain	Low	The need for manual handling tasks kept to a minimum. Assistance from others is sought were necessary.	
Use of contractors	Operative/Public Various injuries/death	Low	All contractors asked for Health & Safety policy All contractors asked to produce a Risk Assessment for the associated work activities. Contractor to have public liability insurance cover of at least £5 million. All work of contractors is monitored and recorded.	

Risk Assessment carried out by: Sarah Partridge

on: 27 February 2018

Review of Risk Assessment to be carried out annually.

Kersey Parish Council Business Risk Assessment

Topic	Risk Identified	High/Med/Low	Management of Risk	Action
Precept	Not submitted	Low	Full Minute – Clerk follow up	Agenda reminder in November and January
	Not paid by District Council	Low	Confirm receipt	Check bank statements, report receipt to meeting
	Adequacy of precept	Low	Consider all PC expenses when setting the budget and regular review of budget/actual	Agenda reminder (March, July, Sept & Nov)
Other Income	Cash handling	Low	Cash handling is avoided, but where necessary appropriate controls are in place - Two people present when counting cash and a bank paying in slip completed. Cash carried discretely. Appropriate fidelity guarantee insurance cover in place.	Fidelity guarantee insurance cover, agenda reminder in March
	Cash banking	Low	Check bank statements. Complete regular bank reconciliations. Cash banked promptly Cash carried to bank discretely.	Councillor to verify & sign bank reconciliations at least quarterly. Councillors review cashbook at least quarterly
Grants received	Claims procedure	Low	Clerk check as required	Diary reminder
	Receipt of grant when due	Low	Clerk check as required	Diary reminder
Bank Deposits	Surplus funds	Low	Review levels	Bank balances reported to ordinary meetings for all Councillors to review
Salaries	Wrong salary/hours/rate paid	Low	Check salary to minute, check hours and rate to contract and up-to-date pay scales from SALC	Councillor to verify
	Employment status challenged	Low	Agree with Inland Revenue employment status. Letter received December 2011 & filed, also checked with HMRC in June 2013.	Clerk to write to HMRC again
Direct Costs and overhead expenses	Goods not supplied to Council	Low	Follow up on all orders	Approval check
	Invoice incorrectly calculated or recorded	Low	Check arithmetic on invoices and perform regular bank reconciliations	Councillor to verify
	Cheque payable is excessive or to wrong party	Low	Cheque signatories sign invoice, cheque and stub	Approval check

Kersey Parish Council Business Risk Assessment

Topic	Risk Identified	High/Med/Low	Management of Risk	Action
Grants & support distributed	No power to pay or no evidence of agreement of Council to pay	Low	Minute council agreement with the power used to authorise payment	Councillor to verify
	Conditions agreed	Low	Agree and document any reasonable conditions	Clerk to check
Election Costs	Invoice at agreed rate	Low	Clerk check and consider budget	Clerk to verify
VAT	VAT analysis	Medium	All items in cash book list	Clerk to verify
	Charged on purchases	Low	Consider all items	Clerk to verify
	Claimed within time limits	Medium	Reclaim VAT annually after the end of the financial year	Clerk to confirm once VAT reclaim received
Reserves – General	Adequacy	Low	Consider at budget setting meeting in November, confirm at year end. Should have between 6-12 months gross expenditure.	Clerk to check and report at year end.
Reserves - Earmarked	Adequacy	Low	Consider at budget setting meeting and on review of final year end accounts	Clerk to check and report at year end.
Assets	Theft, Loss, Damage etc	Medium	Annual inspection, review and update insurance and asset register annually Assets insured with appropriate value Moveable assets stored securely.	Agenda reminder to review annually in July
	Risk or damage to third party property or individuals	Medium	Review adequacy of Public Liability Insurance	Agenda reminder to review annually in July
Staff	Loss of Clerk	Low	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate including annual appraisal. Have a contract and job description. To ensure business continuity in the event of the Clerk leaving have a list of procedures and annual tasks timetable.	Councillor opinion, annual Clerk job appraisal in autumn Procedures & annual tasks list (agenda templates) compiled
	Short term incapacitation of Clerk	Low	Make arrangements for appropriate cover To ensure business continuity in the event of incapacitation of the Clerk have a list of procedures and annual tasks timetable.	Contact SALC when necessary Procedures and tasks lists compiled
	Fraud by Clerk	Low	Fidelity guarantee insurance cover value appropriate. Internal Control Systems in place	Council to review annually agenda reminder in March

Kersey Parish Council Business Risk Assessment

Topic	Risk Identified	High/Med/Low	Management of Risk	Action
Council meetings	Loss of Chairperson	Low	Elect a vice chairperson	AGM agenda in May
	Village Hall unavailable for meetings	Low	Kersey School could be used for meetings & are aware of possible need, confirmed Apr 18	Contact school if/when necessary
Loss	Consequential loss due to critical damage or third-party performance	Low	Review adequacy of insurance cover	Agenda reminder to review insurance in July
Legal Powers	Illegal activity or payment	Medium	Educate Council as to their legal powers Produce a list of powers with the budget	Clerk and Councillors to attend training. Powers list
Financial Records	Inadequate records	Low	Clerk to complete and check financial records regularly and internal audit review and review by lead Councillor for finance.	Agenda reminder to complete internal audit in September and after the year end accounts are complete
	Loss of records	Low	Clerk to backup documents regularly and keep an electronic copy at a different location or in 'cloud storage'	Clerk to verify annually
Minutes	Accurate and legal	Low	Review and sign at following meeting	Agenda
	Long term storage	Low	To archive old minute books and other important documents with the Suffolk Records Office	Consider annually
All documents, records and electronic data	Loss of records due to fire, flood or computer failure affecting efficient running of the Parish Council	Low	Keep records/documents in filing cabinet/shelves/desk not on the floor. Review adequacy of insurance cover. Keep regular back-up of electronic data and keep a back-up off site or in 'cloud storage'	Agenda reminder to review insurance cover in July.
Data Protection	Non-compliance with the General Data Protection Regulations including loss of personal data	Medium	The Parish Council will be working with SALC and external advisors to ensure the Parish Council is compliant with new GDPR legislation by 25 May 2018.	Clerk to report progress to meetings.

Kersey Parish Council Business Risk Assessment

Topic	Risk Identified	High/Med/Low	Management of Risk	Action
The Transparency Code	<p>Non-compliance with the Transparency Code.</p> <p>This code ensures members of the public have access to relevant Council information.</p>	Medium	<p>The Clerk to upload the relevant information to the website after every meeting.</p> <p>Website to be reviewed at the end of the financial year to ensure relevant annual information is uploaded.</p>	<p>Clerk to update website after every meeting.</p> <p>Councillors to regularly check the website.</p>
Members Interests	Conflict of interest	Medium	Declarations of interest to be minuted, any conflict to be addressed as appropriate	Agenda & minutes
Volunteers	Injury/ill health	Medium	<p>All volunteers are covered under the Parish Council insurance when they are acting under the instruction of the Parish Council and using Parish Council owned equipment.</p> <p>Risk assessments carried out for work to be done by volunteers and advice given as necessary.</p> <p>Make a list of volunteers and tasks allocated.</p>	<p>Agenda reminder to: Review insurance cover in July.</p> <p>Review risk assessments in March</p>

Reviewed by Kersey Parish Council on 5 March 2018

Minute Reference: 39/18