

MINUTES OF KERSEY PARISH COUNCIL ANNUAL MEETING HELD ON MONDAY 11 MAY 2020 VIA ZOOM VIDEO CONFERENCING AT 7.30PM

PRESENT

John Hume – Chair, Penny Calnan, Philippa Harris, Kevin Pratt, Andrew Rogers, 2 members of the public, Leigh Jamieson - Babergh District Councillor and the Clerk – Sarah Partridge. Robert Lindsay, Suffolk County Councillor attended for part of the meeting.

John Hume welcomed everyone to this second remote Parish Council meeting. The Chair explained that the meeting will be recorded by the Parish Council. The meeting is reliant on an internet connection and power and should either of these fail for participants the meeting will continue even if some members are unable to connect so long as the Council remains quorate. There will, as usual, be the opportunity for members of the public to speak during Parish Time, the public participation session.

The Chair was sorry to report the loss of Martyn Rudkin. He made a big impression on the Parish, particularly in the example he set in his energetic and creative approach to dealing with litter. He will be sadly missed.

58/20 ELECTION OF CHAIR

John Hume was proposed and elected as Chair of the Council; a Declaration of Acceptance of Office of Chairperson was completed and signed.

59/20 ELECTION OF VICE CHAIR

Andrew Rogers was proposed, seconded and elected as Vice Chair.

All Councillors were reminded that they need to check and if necessary, update their Register of Interests.

60/20 APOLOGIES were received and accepted from Pascoe Gibbons.

Absent: Dave Finch

61/20 ACCEPT MEMBERS DECLARATION OF INTEREST - None

62/20 CONSIDER ANY DISPENSATION REQUESTS FOR PECUNIARY INTERESTS RECEIVED FROM COUNCILLORS – None received

63/20 OTHER APPOINTMENTS

The following appointments were made and confirmed

- a) **Footpath Working Group** – Penny Calnan, Kevin Pratt and Andrew Rogers
- b) **KCPC Working Group** – Pascoe Gibbons
- c) **KVG Working Group** – John Hume, Pascoe Gibbons, Andrew Rogers
- d) **Millennium Book Fund** – all Councillors
- e) **SALC Babergh Area Forum** – Kevin Pratt
- f) **Neighbourhood Watch** – vacancy
- g) **Village Hall** – Philippa Harris
- h) **Kersey Playing Field Association** – (Ex-officio, Chair of the PC) John Hume

Long Term Appointments

- a) **Franey & Rand Charities** – Rachael Rogers (4-year term ending May 2021)
- b) **Nightingale Trust** - Natalie Blyth (4-year term ending May 2023)
David Woollard (4-year term ending May 2021)

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

Footpath Working Group

Chair: Kevin Pratt

Parish Councillors: Penny Calnan, Andrew Rogers

Volunteers: David Anderson, Natalie Blyth, Giles Hollingworth, Viv Marsh, John Nicholls, Rachael Rogers, Matt Smith, James Walter and Gerald Whymark

Land Owner representatives: Clive Arthey & Sarah Partridge

KCPC Working Group (Kersey Community Playground Committee)

Chair: Jonathan Marsh Secretary: Dominique Young

Parish Councillors: Pascoe Gibbons

Volunteers: Jonny Hamp, Mark Pertwee & Will Steed

KVG Working Group (Kersey Volunteer Group)

Chair: John Hume

Parish Councillors: Pascoe Gibbons, Andrew Rogers

Volunteers: David Anderson, Jonathan Marsh, Viv Marsh, Linda Newbigging, Tommy Newbigging, Pete and Jenny Partridge, Sarah Partridge, Jackie and Mark Rigby, John Robinson, Will Steed

COVID-19 Volunteers

Dawn Stiff, Nick Judd, Bridget and Karl Allen, Pascoe Gibbons, Kevin Pratt, Susannah and Jonathan Marsh, Viv Marsh, Will Steed, Natalie Blyth, Tommy Newbigging, Jenny Partridge, Penny Calnan, Rachael and Andrew Rogers, Sarah and Chris Partridge, Wendy Green

Telephone support only volunteers: John Hume, Philippa Harris, Iqbal Alam, Veronica Partridge, Suzie Rudkin

64/20 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 27 April 2020 were confirmed as correct and signed.

65/20 REPORTS

a) Suffolk County Councillor, Robert Lindsay – Robert’s report had been circulated to Councillors and published on the Kersey website before the meeting. A copy is appended to these minutes. Following up on the query raised at the March meeting about the quality of highway repairs made by utility companies Councillors asked whether the option to extend responsibility for the repairs to five years would be sought. Currently the period for responsibility is two years, but there had been a consultation about increasing this to five years. Robert suggested the Parish Council should write to SCC about this. Councillors agreed the Clerk would write.

Robert Lindsay gave his apologies and left the meeting.

b) Babergh District Councillor, Leigh Jamieson – Leigh’s report had been circulated to Councillors and published on the Kersey website before the meeting. A copy is appended to these minutes. Leigh added that the next Babergh Planning Committee meeting was scheduled for 3 June, applications to be considered had not been announced yet. Babergh is offering grants to local businesses affected by the COVID-19 pandemic.

66/20 PARISH TIME – no matters raised.

67/20 CLERK’S REPORT

Due to the COVID-19 pandemic the Annual Parish Assembly was not held in April. The Clerk had been in contact with all the representatives for all the various community organisations to request annual reports and confirmation that the website content for their organisation was accurate. The Clerk has updated the website. Once all the reports have been received, they will be published on the website on

the Parish Assembly and Annual Reports page. This will include the Parish Council Annual Report. Some reports have already been published in the newsletter. It is hoped the final reports will be received in time for publishing in the May edition. A query had been raised with the County Councillor about the procedures for ensuring utility companies complete effective long-term road repairs following any underground work on the highways. Robert Lindsay had made enquiries. All public utilities are responsible for their reinstatements for up to two years. However, checking all the utility works by highways officials is difficult because there are so many. SCC highways and Anglian Water have been working on the drainage problem at Cox Hill, which was reported to the last meeting. The Clerk has been in contact again with the local SNT policing team who have confirmed that they carried out traffic data recording in Wickerstreet Green between 3 and 10 March 2020 near to Little Paddock. The prosecutable percentages were too low to trigger the Safety Camera team to enforce so it will not become a speed camera van site. The data shows fairly low volumes of traffic but with a few high speeds during the day which the police said they would try to look at during the remainder of March. (This was before the COVID-19 pandemic.) There was a higher level of non-compliance and over double the volume of traffic heading towards Boxford. The total number of vehicles recorded for the week was; 1157 with 234 vehicles over the speed limit meaning 20.2%. The average speed was 25.9mph. The Clerk will be attending a remote SALC Clerks networking session this week.

68/20 CORRESPONDENCE

All Parish Council correspondence had been circulated to Councillors. There were four items to note:

1. Car parking enforcement has now been transferred from the Police to Local Authorities. Babergh has partnered with Ipswich Borough Council and West Suffolk Council to carry out car parking enforcement on their behalf.
2. The Boundary Commission Suffolk electoral review. Commissioners have approved draft recommendations for Suffolk but have decided to pause the publication of these recommendations temporarily due to COVID-19. It is likely the implementation date of new electoral arrangements for Suffolk County Council will be 2025, not 2021.
3. Babergh has announced they will recommence their brown bin garden waste collection service from next Monday. See their website for details.
4. Suffolk Recycling Centres will reopen from Thursday 14 May by appointment only. In line with the Government's recommendation, Suffolk County Council is urging residents to only make a booking if their waste or recycling cannot be stored safely at home or disposed of through other legitimate routes. To make a booking, please visit www.suffolk.gov.uk/recyclingcentres or call 0345 606 6067.

69/20 FINANCE

- a) It was confirmed that the Clerk, Sarah Partridge, would continue as the Responsible Financial Officer, Natalie Blyth was reappointed as Internal Auditor and Kevin Pratt was reappointed Lead Councillor for Finance.
- b) Terms of Reference for Internal Audit and Annual Internal Audit Plan was reviewed by the Parish Council; this had been updated to show the March 2020 Practitioners Guide is the reference guidance. It was adopted; copy appended to these minutes.
- c) Review and adopt new financial Regulations based on the 2019 model written by NALC. Councillors all had a copy of these revised regulations which had been amended to suit Kersey Parish Council. This revised model contains some minor changes to the layout of the document and slight wording changes, the actual regulations remain the same. The amendments made to suit Kersey are the same as the previous financial regulations adopted by the Parish Council. The Parish Council resolved to adopt these new financial regulations.
- d) The Council reviewed the bank mandate arrangements. Three authorised signatories are required on both Barclays and Ipswich Building Society accounts. The signing arrangements are any two of the three authorised signatories. (Penny Calnan, John Hume, Kevin Pratt) The Parish Council resolved to approve the above arrangements.
- e) There had been no financial transactions in the current year and no expenses were prepared for ratification.

70/20 PARISH COUNCIL ACCOUNTS AND GOVERNANCE STATEMENTS FOR THE YEAR ENDING 31 MARCH 2020

- a) Natalie Blyth, the Internal Auditor, had carried out her Internal Audit on 7 May where she found everything to be in order. A copy of her report had been circulated to all Councillors. Natalie had also completed the Annual Internal Audit Report 2019/20 for the Annual Governance and Accountability Return.
- b) Councillors all had a copy of the Parish Council accounts for the year ending 31 March 2020 these were considered and it was resolved to approve the year end accounts. The Chair signed the accounts; a copy of the accounts are appended to these minutes. Councillors reviewed the sheet showing the significant variances between the year ending 2019 and the year ending 2020 and agreed this gave a clear explanation for the variances. Councillors reviewed the final budget comparison against actual spending for the year, the year-end bank reconciliation and the allocated reserves, it was agreed the allocated reserves and the general Parish Council reserve were appropriate.
- c) It was agreed to set the dates for the period for the exercise of public rights from 15 June to 24 July 2020. Notice and guidance notes will be displayed on the noticeboard and on the website alongside all the financial information as required. This gives the electors of Kersey the opportunity to inspect the Parish Council accounts. It was confirmed this period for the exercise of public rights was in line with the guidance issued by the external auditors PKF Littlejohn.
- d) Having completed the year end accounts and considered the requirements Kersey Parish Council resolved to certify itself as exempt from a Limited Assurance Review for the year ending 31 March 2020.
- e) The Chair signed the Certificate of Exemption at the meeting and the RFO will sign the document once it has been returned to her by the Chair.
- f) The Parish Council answered all the questions for the Annual Governance Statement 2019/20, confirming the Parish Council had complied with all the necessary legislation and accounting requirements. It was resolved to approve this section and it was duly signed by the Chair. The Clerk will sign once the document has been returned to her.
- g) The Accounting Statements for 2019/20 were reviewed and it was resolved to approve this section, it was duly signed by the Chair.

One member of the public left the meeting.

71/20 PLANNING APPLICATIONS

a) Progress

DC/20/00732 Kersey Mill, Hadleigh Road, Kersey, Ipswich Suffolk IP7 6DP

Proposal: Full Planning Application - Erection of 4no Commercial Units (Use Class A1, A2, B1 and D1) Babergh granted permission for this application on 6 May 2020.

b) To consider applications received: None

One planning application had been received after publishing the agenda so could not be considered at this meeting.

DC/20/01728 The Old Mill House, Uplands, Kersey, Ipswich Suffolk IP7 6ER

Proposal: Householder Planning Application - Erection of a 3 bay cartlodge (following demolition of outbuildings).

It was agreed to hold an extraordinary meeting on Tuesday 26 May 2020 at 5pm to consider this application plus any other applications received and any other urgent matters.

72/20 KCPC WORKING GROUP

Jonathan Marsh had sent a report. The playground is formally closed under government guidelines. The mower has been repaired and it is hoped it will last the season but will need replacing next year. The grass cutting rota for volunteers is not currently in operation but the grass is being cut by the working group on an informal basis. It has been noted that SCC are cutting the playing field. Having sought quotes for a new disabled swing KCPC working group would now like to proceed with submitting a CIL funding application to Babergh in May. If possible, funding will also be sought for improvements to the

climbing wall and playframe. The reinstatement of the balance beam and chain trail will be confirmed once the location for the new swing has been finalised. The all-weather surface for the cricket net has been pressure washed. The Parish Council agreed to support the CIL funding application. The Clerk will work with KCPC to get this submitted in May.

73/20 FOOTPATH WORKING GROUP

Kevin Pratt, Chair of the working group reported that the Footpath Working Group did not meet in March due to movement restrictions. Some of the footpath volunteers are choosing to mow footpaths, taking all the necessary precautions, to ensure rights of way are maintained. There is still a problem with an overgrown thorn hedge on footpath 25. It is hoped to speak to the landowner soon to see if this can be cut back to ensure a safe route for walkers. A few footpath signs are loose in the ground. It was agreed to purchase some post-crete to secure the posts at an approximate cost of £10. Cyclists have been seen cycling on footpaths, this is not allowed. If the problem persists a note may be put in the newsletter or signs erected to deter cyclists.

74/20 REVIEW AND ADOPT POLICIES

- a) Standing Orders - NALC has issued some minor corrections to the 2018 model. These are:
 - 15 ix Add the words 'if appointed'
 - 17dii Should refer to 'Section 2' of the annual governance and accountability return.
 - 18c Should have the following added to the end of the sentence 'unless it proposes to use an existing list of approved suppliers (framework agreement). It was resolved to make these corrections and re-adopt the Standing Orders.
 - b) Complaints Policy and Procedure – no amendments
 - c) Disciplinary and Grievance Policy and Procedure – no amendments
 - d) Equality and Diversity Policy – no amendments
 - e) Freedom of Information Publication Scheme – no amendments
 - f) Health and Safety Policy – no amendments
 - g) Press, Media and Reporting Policy – no amendments
 - h) Data Protection and Information Security Policy – no amendments
 - i) Data Retention Policy – an omission needs including in the table for finance document retention and reasons for quotations/tenders, these should be kept for the reason - Audit and Limitations Act 1980 (as amended). It was resolved to make this amendment and re-adopt this policy.
 - j) Privacy Notice General and Privacy Notice Staff, Councillors and Role Holders - no amends
 - k) Subject Access Request Policy and Subject Access Request Procedure – no amendments
- All policies with no amendments were re-adopted.

75/20 TO CONSIDER ANY ACTIONS TAKEN DURING THE COVID-19 PANDEMIC SINCE THE LAST MEETING

The Clerk receives regular updates from SALC, Babergh, the Collaborative Communities COVID-19 Board and Community Action Suffolk regarding the pandemic and community support. Councillors can see many updates on the SALC website. The Clerk has responded to surveys regarding the support being provided in Kersey. Babergh has been in contact with the Clerk following the referral of a resident to them who required support. The resident has been contacted by a Kersey volunteer and support continues to be offered. Mobile testing units for COVID-19 are being mobilised by the Ministry of Defence and are enabling more people to be tested across Suffolk. These are particularly useful for those who cannot easily access the testing facility at Copdock. For more information visit; www.suffolk.gov.uk/testing. The Clerk reported to the Council that due to the pandemic additional work had been created which was increasing her normal working hours.

The Chair thanked all the volunteers who were providing much appreciated community support during this difficult time.

76/20 TO REVIEW AND ADOPT THE KERSEY EMERGENCY PLAN

All Councillors had a copy of the final draft Kersey Emergency Plan. Following discussion, it was agreed to approve this document with no changes. It will be shared with the County Emergency Planning teams and a reduced version, with no confidential information, published on the Kersey website. The Chair and Clerk were thanked for putting together an excellent document which was a significant piece of work and would be a valuable resource if needed.

77/20 ANY OTHER BUSINESS – AN OPPORTUNITY FOR COUNCILLORS TO BRING MATTERS TO THE COUNCIL’S ATTENTION

A concern was raised about a number of cyclists falling off in The Splash. One recent accident was serious with the need for an ambulance. It was agreed the Chair will use the SCC reporting tool to report this as a problem. SCC as the highway authority is responsible for ensuring all public highways are safe. A Councillor asked about the additional hours worked by the Clerk and whether Councillors could do more. The Chair confirmed that following the last appraisal and review for the Clerk the Council had asked the Clerk to keep the Council informed about additional work which would add to her workload. The Clerk’s hours will continue to be monitored. The Clerk was thanked for the amount of work she had done recently, this was a particularly busy time of year. The excellent quality and standard of the work completed was appreciated.

It was queried when the Parish Infrastructure Investment Plan (PIIP) would be completed. It was agreed Andrew Rogers and the Clerk would work on this and report to the next meeting.

There being no further business the meeting closed at 8.40 pm.

Appended to these minutes are 11 sheets:

Suffolk county Councillor report (2 pages)

Babergh District Councillor report (2 pages)

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

Kersey Parish Council Accounts for the Year Ending 31 March 2020 (5 pages)

Kersey PC 11.5.20 Report from County Councillor Robert Lindsay

Virtual SCC meetings

SCC has cancelled its last two full council meetings. It will be holding cabinet meetings and probably next full council meeting virtually. If they are public meetings, they can still be attended by members of the public. The link to the virtual meeting will be included on the agenda for the meeting. If meetings are cancelled, the Chief Executive will use her emergency powers to make any necessary decisions on behalf of the Cabinet/Council through the delegated decision-making process. Details of any decisions made will be published on the SCC website.

Household Waste Recycling Centres to re-open using booking system May 14.

This is to try to avoid risk of infection. The booking website will open tomorrow (Tues 12 May) please visit

www.suffolk.gov.uk/recyclingcentres or call 0345 606 6067.

Green waste bin collection to restart from May 11th

Supply of PPE

Suffolk County Council are supplying emergency PPE to all primary care providers who are unable or struggling to source their own supplies.

More information on who is eligible to order PPE, and how to make an order, is available at: <https://www.suffolk.gov.uk/coronavirus-covid-19/suffolks-response/personal-protective-equipment-for-frontline-workers/>

Questions about ordering PPE should be sent to PPE@suffolk.gov.uk

Funding from Government

Suffolk County Council has received £34.7m from the government to help with the council's coronavirus response.

However, the council is currently forecasting that the financial impact of the crisis will be at least £56m (due to both extra expenditure and lost income) by the end of March 2021, and so more support from the government will be needed.

Traffic calming measures to protect walkers/cyclists exercising outdoors

The transport minister announced at the weekend that he was providing £250m emergency funding to local highways authorities to

implement measures such as road closures, pop up bike lanes and 20mph limits during lockdown. Before this announcement I had already been encouraging Highways to take these sort of measures to allow residents to safely get their daily exercise and maintain social distancing.

The county council have indicated that they are willing to consider these and have already closed Ipswich Waterfront to through-traffic.

Delay to review of Suffolk County Council boundaries

The Boundary Commission have announced that they will be delaying their review of Suffolk County Council's electoral division and any new boundaries will not be imposed until 2025.

Cost of post-16 Home to School transport increases by £90

Plans to increase post-16 school transport were approved by the Chief Executive using delegated decision-making powers, because the Cabinet were unable to meet.

The cost of mainstream post-16 school transport has been increased by £90, whilst the cost of post-16 transport for SEND students has increased by £30. This is despite the fact that a consultation on the proposed increase indicated that 75% of parents who responded felt that the increase would have an impact on them.

If families are concerned about their ability to pay for school transport, they can apply for the 16-19 Bursary Fund which is managed by post-16 provisions and can support eligible disadvantaged young people by up to £1,200.

Increase in social worker pay

Suffolk County Council has agreed to increase the pay of children's social workers to match the remuneration offered by neighbouring councils, in order to attract and retain skilled social workers in Suffolk. It is estimated that the pay increase will cost £1.4m and will be funded from council reserves. I am pleased that the council has taken this step, because my group proposed this exact policy as part of our budget amendment in February.

District Council Report

Helpline for the most vulnerable - 0800 876 6926 free to call 7 days a week, from 09:00 to 17:00

- **Planning applications during Covid-19**

The Planning Charter forms part of the Constitution adopted by Babergh District Council. The current charter includes a planning protocol which places restrictions on the use of officer delegations to determine planning applications. Due to the Covid-19 pandemic the Planning Committee cannot meet as frequently to conduct business and therefore to comply with statutory determination deadlines more applications need to be determined by officers under delegated authority. The applications to be decided under delegation will depend on how controversial they are.

The first virtual planning committee took place on Thursday 30th. The meeting was conducted using Skype meeting and persons wishing to speak on an application needed to register their interest to speak no later than two clear working days before the Committee meeting. The meeting was generally successful with only a couple of recesses as people dealt with troublesome laptops.

Also for the next 12 weeks the council has suspended provision of a hard copies for public viewing and the display of a Council site notice in relation to applications at community venues. During this time the council will provide emails and letters of documents if necessary, for specific persons/purposes, or to provide individual alternatives on a case by case basis and as necessary upon request.

- **CIL Funding review**

The 2nd CIL expenditure framework review has been approved. The review was due to go before full council meeting this month so that it would be in place before the next bid round, which is due to start in May. As the April meeting was cancelled the decision to approve has been made in consultation with the Chairs of the Councils. A number of changes to the framework have been made including no 100% CIL bids and minimum and maximum bid limits.

- **Business Innovation and Growth fund**

Councillors have agreed a £300,000 funding programme for small businesses in towns and villages across Babergh and Mid Suffolk to be allocated over the next three years. Small businesses from start-ups to those looking to expand, will be able to apply for a grant from one of four different funding streams. The new scheme will provide a much needed boost to businesses to help sustain and create jobs, provide opportunities to grow and innovate, as well as react to the changing business landscape.

The grants can be used in a variety of ways from improving environmental outcomes and sustainability, accessing professional advice and training, improving disabled access and business frontage or for the development of technology-based business solutions. The grant value will be up to £2.5k for each of the funds except the Enterprise and Innovation Fund which will have a maximum limit of £5k. The criteria, eligibility and application process will be confirmed once the business grant fund programme is launched later this year.

- **Parking Management**

Car parking enforcement (CPE) powers transferred from the police to local authorities across Suffolk on the 6th April. With more limited resources due to Covid-19, we will be supporting the national response to the pandemic in our districts by prioritising our service to maintain access for our emergency, care, delivery, refuse and highways services. Parking enforcement is an important public service keeping our roads safe and ensuring access for goods and services.

Our partners at Ipswich Borough and West Suffolk Councils who are carrying out CPE in our districts on our behalf, will be taking a common-sense view and focusing on tackling obstructive and dangerous parking on our roads on behalf of Suffolk County Council.

We have also relaxed the restrictions in our car parks to help key workers and residents carrying out essential tasks find parking and will review this as required over coming months.

- **Useful contact info–**

- Homeless or becoming homeless - 0300 123 4000.
 - Email - housingsolutions@baberghmidsuffolk.gov.uk
- Domestic Abuse - 0300 123 4000 during office hours, or 0808 168 7794 out of hours.
- Tenant help – Phone 0300 123 4000 from 8.45am Monday to Friday
 - For emergency repairs or to report dangerous structures 0808 168 7794
 - Text mobile service for hard of hearing customers 07827 842 833
 - Email rent collection team hraincomeam@baberghmidsuffolk.gov.uk
 - Email tenancy support team tenancysupport@baberghmidsuffolk.gov.uk

All this information is available on our website: www.babergh.gov.uk/features/our-covid-19-response

Kersey Parish Council Internal Audit

Terms of Reference and Internal Audit Plan 2020/2021

It is the Parish 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.

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

- **Internal Control**
- **Internal Audit**

Internal audit is a key component of the system of internal control. Its purpose is to independently review, evaluate and report on the effectiveness of risk management, internal control and governance processes to ensure they 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 Parish Council in its responsibility for the prevention and detection of such occurrences.

- **Limited Assurance Audit Review**

The Parish Council may be exempt from a limited assurance audit review. In which case a certificate will be sent to the external auditor, appointed by Smaller Authorities Audit Appointments and the Annual Governance and Accountability Return completed as necessary.

The Internal Auditor is independent of the operations (financial control/management) of the Council; competent in the understanding proper practices in relation to governance and accounting requirements within the legal framework and powers of smaller authorities; has an awareness of relevant risk management issues; and has an understanding 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 by the Internal Auditor to the Parish Council.

Internal Audit work will be carried out using guidance from the *Joint Panel on Accountability and Governance Practitioners Guide March 2020*.

The Parish Council with the Internal Auditor will determine the scope and coverage of the work to be carried out by internal audit in accordance with proper practices and guidance. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective. The internal audit function must be independent from the management of the financial controls and procedures of the authority which are the subject of review. The person carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the authority. It is for each authority to decide, given its circumstances, what level of competency is appropriate, and to keep this issue under review. Internal audit is an on-going function, undertaken regularly throughout the financial year, to test the continuing existence and adequacy of the authority's internal controls. It results in an annual assurance report to members designed to improve effectiveness and efficiency of the activities and operating procedures under the authority's control.

The Parish Council's internal control systems comprise a whole network of systems established to provide reasonable assurances to:

- The effectiveness of operations.
- Compliance with applicable policies, procedures, laws and regulations.
- Safeguarding assets and interests from losses of all kinds, including those arising from fraud, irregularity and corruption.
- The integrity and reliability of information, accounts and data.

The Internal Auditor will use a predominantly systems-based approach to internal audit to:

- Carry out a selective assessment of compliance with relevant procedures, policies, regulations and internal controls. Noting that their establishment and alteration is the responsibility of the Parish Council.
- Review the reliability and integrity of financial information.
- Carry out an internal audit review twice during the year. One interim review midway through the financial year and one after the year-end accounts have been completed. Providing the Parish Council with a written report on the results of each internal audit review.
- Complete the Annual Internal Audit Assurance Report in the Annual Governance and Accountability Return.

**Kersey Parish Council Internal Audit
Terms of Reference and Internal Audit Plan 2020/2021**

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 and regularly balanced? 	
Standing Orders and Financial Regulations	<ul style="list-style-type: none"> • Evidence the Council has adopted and regularly reviewed Standing Orders and these are tailored to the Council. • Evidence that the Council has adopted and regularly reviewed Financial Regulations and evidence these are tailored to the Council. • Has a Responsible Financial Officer been appointed with specific duties? 	
Payments controls	<ul style="list-style-type: none"> • 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 there evidence that risks are being identified and managed? • Is appropriate insurance cover in place for employment, public liability and fidelity guarantee? • Is insurance cover adequate and reviewed annually? • Are internal control systems documented and regularly reviewed? • Has the Council carried out a Review of the Effectiveness of Internal Audit and internal control systems during the year? 	
Budgetary Controls	<ul style="list-style-type: none"> • Has the annual budget been properly prepared and agreed? • Evidence the precept amount was agreed by Council and clearly minuted? • 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? 	
Petty Cash	<ul style="list-style-type: none"> • Is petty cash in operation? 	
Payroll Controls	<ul style="list-style-type: none"> • Do all employees have contracts of employment? • 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 an Asset Register? • Is the Asset Register reviewed annually? • Do asset insurance valuations agree with those in the asset register? 	
Bank Reconciliation	<ul style="list-style-type: none"> • Are bank reconciliations completed regularly and reconciled with the cash book? • Do bank balances agree with bank statements? • Are bank balances regularly reported to Council meetings? 	
Year-end procedures	<ul style="list-style-type: none"> • Are year-end accounts prepared using the appropriate procedures? • Is there a financial trail from underlying records to presented accounts? • Has the appropriate Annual Governance & Accountability Return been completed? 	
Internal and External Audit Reports	<ul style="list-style-type: none"> • Have Internal Audit reports been considered by Council? • Has appropriate action been taken regarding matters raised in Internal Audit reports? • Has the External Audit report been considered by Council? • Has appropriate action been taken regarding matters raised in External Audit reports? 	
Additional matters	<ul style="list-style-type: none"> • What is the Parish Council website address? • Has the Council complied with the Transparency Code by publishing relevant information on their website? • Is the Council registered with the Information Commissioners Office? • Was an Annual Parish Assembly held? • Is the Council making progress towards meeting the General Data Protection Regulation requirements? 	

KERSEY PARISH COUNCIL RECEIPTS AND PAYMENTS END OF YEAR ACCOUNT

31-Mar-19		31-Mar-20
£ 7,953.00	Precept	£ 7,990.00
£ 1,203.00	KCPC	£ 1,451.00
£ 939.18	Footpath	£ 729.18
£ 7.48	Millennium Book Fund	£ 11.43
£ 38.00	Bank Interest	£ 34.54
£ -	Bank credit for inconvenience	£ 30.00
£ 288.25	VAT Repayment	£ 352.27
£10,428.91	TOTAL RECEIPTS	£10,598.42

£ 671.22	Administration	£ 709.16
£ 5,397.80	Staff costs	£ 5,932.54
£ 413.50	Training and external meetings	£ 360.00
£ 234.15	Street Lighting	£ 225.87
£ 467.72	KCPC	£ 2,109.54
£ 477.73	Footpath	£ 334.00
£ -	Millennium Book Fund	£ -
£ -	Footpath Map Printing	£ -
£ -	Section 137	£ -
£ 371.66	Insurance	£ 386.63
£ -	Glebe Hedgecut	£ 145.00
£ 84.00	RoSPA Inspection	£ 86.00
£ 420.00	St Mary's Church	£ 420.00
£ 126.00	Defibrillator Annual support	£ 126.00
£ 41.29	Dog bin emptying charge	£ 41.00
£ -	Fixed Asset deposit for new bench	£ 133.00
£ -	Parish Council Election costs	£ 732.79
£ 352.27	VAT on Payments	£ 533.72
£ 9,057.34	TOTAL PAYMENTS	£12,275.25

RECEIPTS & PAYMENT SUMMARY

£19,207.00	Balance as at 1st April	£20,578.57
£10,428.91	Total Receipts	£10,598.42
£ 9,057.34	Less Payments	£12,275.25
£20,578.57		£18,901.74

CUMULATIVE FUNDS IN THE BANK AT 31 MARCH

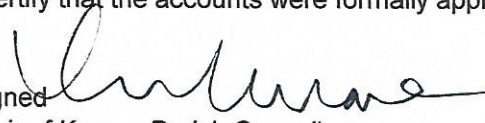
£16,521.86	Barclays Business Premium a/c	£14,809.44
£ 1,102.78	Barclays Current a/c	£ 1,410.69
£ 2,855.08	Ipswich Building Society a/c	£ 2,866.51
£20,479.72		£19,086.64
£ 126.15	Less unrepresented cheques	£ 184.90
£ 225.00	Plus bank debit error	£ -
£20,578.57	Balance c/f	£18,901.74

The Accounts represent fairly the financial position of Kersey Parish Council as at 31 March 2020 and reflect its receipts and payments during the year.

Signed 
Responsible Finance Officer

Date 4 May 2020

I certify that the accounts were formally approved at the Council Meeting on 11 May 2020

Signed 
Chair of Kersey Parish Council

Date 11.5.20

**KERSEY PARISH COUNCIL
YEAR END ACCOUNTS
1 April 2019 - 31 March 2020**

**Kersey Parish Council Consolidated Accounts
Year End Bank Reconciliation as at 31 March 2020**

Funds at the Bank

Barclays

Business Premium Account		£14,809.44
Current Account		£1,410.69
		£16,220.13

Less unrepresented cheques:		
101234	£184.90	
	£184.90	£184.90
		£16,035.23

Ipswich Building Society

Millennium Book Fund Account		£2,866.51
		£18,901.74

Balances as per Cashbooks

Kersey Parish Council balance b/f 1 April 2019		£17,723.49
Millennium Book Fund balance b/f 1 April 2019		£2,855.08
		£20,578.57
Plus total Receipts		£10,598.42
		£31,176.99

Total payments		£12,275.25
		£12,275.25

Total Receipts plus balances at 1 April		£31,176.99
Less Total Payments		£12,275.25
		£18,901.74

Allocated reserves held in bank

Millennium Book Fund (Ring Fenced)		£2,866.51
KCPC Working Group (Ring Fenced)		£2,966.07
Footpath Working Group		£2,593.38
Audit reserve		£200.00
Defibrillator and Village Emergency Tel		£747.06
Election Provision		£154.71
Church Walk Future Maintenance		£1,820.00
Training reserve		£224.19
Footpath Map printing reserve		£338.50
Fixed Asset reserve		£2,202.99
Parish Council General Reserves		£4,788.33
		£18,901.74

Kersey Parish Council bank reconciliation prepared by
the Clerk and RFO Sarah Partridge on 4 May 2020

KERSEY PARISH COUNCIL SIGNIFICANT VARIANCES FOR YEAR ENDING 31 MARCH 2020

31-Mar-19		31-Mar-20	Variance	% Variance	Reason for variance (Auditor PKF Littlejohn require explanation if over 15% and more than £200)
£ 7,953.00	Precept	£ 7,990.00	£ 37.00	0.5%	
£ 1,203.00	KCPC	£ 1,451.00	£ 248.00	20.6%	Quiz income increased due to higher attendance £23.00 and donation received £225
£ 939.18	Footpath	£ 729.18	-£ 210.00	-22.4%	Dog bin sponsorship £210 received last year
£ 7.48	Millennium Book Fund	£ 11.43	£ 3.95	52.8%	Bank interest rates changed
£ 38.00	Bank Interest	£ 34.54	-£ 3.46	-9.1%	
£ -	Bank credit for inconvenience	£ 30.00	£ 30.00	100.0%	Received £30 credit from bank for inconvenience due to bank errors
£ 288.25	VAT Repayment	£ 352.27	£ 64.02	22.2%	More VAT reclaimed due to more VAT paid in YE 2019
£ 10,428.91	TOTAL RECEIPTS	£ 10,598.42			
£ 671.22	Administration	£ 709.16	£ 37.94	5.7%	
£ 5,397.80	Staff costs	£ 5,932.54	£ 534.74	9.9%	Statutory pay increase and Clerk paid for additional hours worked £517.14 Increased travel costs £17.60
£ 413.50	Training and external meetings	£ 360.00	-£ 53.50	-12.9%	Decrease in training costs for new Councillors £11.50 and Clerk £42 (networking now foc)
£ 234.15	Street Lighting	£ 225.87	-£ 8.28	-3.5%	
£ 467.72	KCPC	£ 2,109.54	£ 1,641.82	351.0%	Increased spending on quiz £198.54 and mower £281.84 and new fenceing £1161.44
£ 477.73	Footpath	£ 334.00	-£ 143.73	-30.1%	Increased spending on mowers & fuel 63.77. Purchased new dog poo bins last year £207.50
£ -	Millennium Book Fund	£ -	£ -		
£ -	Footpath Map Printing	£ -	£ -		
£ -	Section 137	£ -	£ -		
£ 371.66	Insurance	£ 386.63	£ 14.97	4.0%	
£ -	Glebe Hedgecut	£ 145.00	£ 145.00	100.0%	Hedge cutting not charged year ending 2019, 2 years charged in 2020 £145.00
£ 84.00	RoSPA Inspection	£ 86.00	£ 2.00	2.4%	
£ 420.00	St Mary's Church	£ 420.00	£ -	0.0%	
£ 126.00	Defibrillator Annual support	£ 126.00	£ -	0.0%	
£ 41.29	Dog bin emptying charge	£ 41.00	-£ 0.29	-0.7%	
£ -	Fixed Assets	£ 133.00	£ 133.00	100.0%	Deposit paid for replacement bench £133.00
£ -	Parish Council Election costs	£ 732.79	£ 732.79	100.0%	Contested Parish Council election May 2019 £732.79
£ 352.27	VAT on Payments	£ 533.72	£ 181.45	51.5%	Increased spending on items with VAT added
£ 9,057.34	TOTAL PAYMENTS	£ 12,275.25			
£ 30,664.00	Fixed Assets	£ 30,664.00	£ -	0.0%	

Explanation of High Reserves. On the Annual Return Accounting Statement box 7 is more than twice box 2 because Kersey Parish Council has agreed to hold allocated reserves as listed on the bank reconciliation.
Total reserves £18,901.74. Allocated reserves £14,113.41. Parish Council general unallocated reserves £4,788.33

KERSEY PARISH COUNCIL
Budget to 31 Mar 2020 and Precept for 2020/2021

VAT not included in budget figures	2019/20	2019/20	2019/20	2020/21	
Parish Council	Budget/ Precept 2019/2020	Actual to 31 Mar 20	Added to reserves in year	Budget/ Precept 2020/2021	Notes:
Post/Tel/Stationery/copier cartridge	£135.00	£117.29	£0.00	£135.00	
Clerk's working from home exp	£208.00	£208.00	£0.00	£208.00	£4/week
Hall Hire:Parish Council 12 @ £5	£60.00	£60.00	£0.00	£60.00	
Annual Parish Assembly @ £10	£10.00	£10.00	£0.00	£10.00	
SALC subscription	£180.00	£178.87	£0.00	£185.00	
External Audit	£100.00	£0.00	£100.00	£0.00	External audit fees for 17/18 to 21/22 £200 unless exempt (£200 will be in reserve by 1.4.20)
Data Protection	£35.00	£35.00	£0.00	£40.00	ICO reg currently £5 discount for DD payment
Website hosting	£100.00	£100.00	£0.00	£110.00	Suffolk.cloud inc £10 fee for security certificate
Sub total for Admin	£828.00	£709.16	£100.00	£748.00	
Clerk's Salary & Staff Costs	£4,905.00	£4,905.00	£0.00	£5,400.00	19/20 new scale SCP20 £13.15/hr. Mileage £100. Inc element for extra hours
		£298.04	£0.00		Overspend on Clerk's Salary due to additional hours worked see min 38/20 total buget overspend £1027.54. Budget transferred from contingencies, see also funds used from Council Tax Support Grant reserve £729.50
Training/External Meetings	£250.00	£250.00	£0.00	£250.00	SALC whole Council 2hrs £220, Cllr £110, others approx £50. Funds also used from training reserve
Street Lighting	£240.00	£225.87	£0.00	£275.00	
Parish Council Insurance	£340.00	£346.73	£0.00	£370.00	Oct 17 new 3 year Long term agreement with Came & Co
Glebe Insurance	£50.00	£39.90	£0.00	£50.00	
Hedge Cut - The Glebe	£80.00	£145.00	£0.00	£80.00	19/20 payment includes payment of £80 for 18/19 (not paid in 18/19)
Playground Safety Inspection	£87.00	£86.00	£0.00	£90.00	
Dog Litter Bin emptying charge	£45.00	£41.00	£0.00	£48.00	
St Mary's Church	£420.00	£420.00	£0.00	£420.00	19/20 split £265 Churchyd £110 Nletter £45 Clock (last increased Nov 2017)
Defibrillator & Village Emergency Tel	£215.00	£126.00	£89.00	£215.00	CHT memb'shp inc Defib managed solution £135, X2VETS £180 (19/20 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	£0.00	£165.00	Routine 4 yearly elections, contested May 2019 (costs shared with BDC £733) Full election costs £1,163
Church Walk future maintenance	£130.00	£0.00	£130.00	£130.00	
Footpath Map printing reserve	£75.00	£0.00	£75.00	£75.00	Build up reserve for reprint £75/year (approx 1,000 maps/yr)
Mowing The Glebe				£100.00	
Contingencies	£300.00	£0.00	£0.00	£300.00	Budget of £298.04 transferred to Clerk's salary
Precept	£7,990.00	£7,617.70	£394.00	£8,716.00	Precept for 2020/21 £8,716.00 Approved on 16 Dec 2019 Min ref 206/19
					20/21 Tax base 182.02 = £47.88 for a band D property, 6.8% increase.
Other PC income	£64.54				Credit for inconvenience due to bank errors and bank interest
PC Income	£8,054.54				
Agreed spending from PC reserves:	£100.00	£0.00		£100.00	Defibrillator costs funded from Defib and VETS reserve
Parish Election costs		£707.79			Funded from election costs reserve
Training/external meetings		£110.00			Funded from training reserve
Bench for playground		£133.00			Funded from fixed asset reserve
Clerk's salary		£729.50			Funded from Council Tax support grant reserve
	£8,154.54	£9,297.99	£394.00	£8,816.00	Total Budget
KCPC	£4,017.00	£2,109.54			
Footpath	£382.00	£334.00			
Millennium Book Fund	£0.00	£0.00			
Total actual spend		£11,741.53			Precept for 2019/20 £7,990 Approved 28 Jan 2019 Min ref 24/19
					19/20 Tax base 178.23 = £44.83 for a band D property.
Reserves (Cash at Bank)	At 1.4.19		Added	At 31.3.20	Precept for 2018/19 £7953 (Budget approved 22 Jan 18 min ref 17/18)
KCPC Working Group (Ring fenced)	£3,624.61			£2,966.07	Tax base 180.98 = £43.94 for a band D property
Footpath Working Group	£2,198.20			£2,593.38	
Audit reserve	£100.00		£100.00	£200.00	VAT repayment 2019/2020 £352.27 rec'd
Defib & VETS reserve	£658.06		£89.00	£747.06	Precept for 2017/18 £7340 (approved 16 Jan 17 min ref 15/17)
Election costs reserve	£862.50		£0.00	£154.71	Tax base 183.47 = £40 for a band D property
Church Walk Maintenance Reserve	£1,690.00		£130.00	£1,820.00	
Training reserve	£334.19			£224.19	
Footpath Map printing reserve	£263.50		£75.00	£338.50	Precept for 2016/17 £6,786 plus CTax Support Grant £43.08
Fixed Asset Reserve	£2,293.15		£42.84	£2,202.99	Tax Base 181.25 = £37.44 for a band D property
Council Tax Support grant money	£729.50			£0.00	
General Parish Council Reserve	£4,969.78			£4,788.33	
	£17,723.49			£16,035.23	Precept for 2015/16 £6,700 plus a CTax Support Grant £86.17
Millennium Book Fund Account	£2,855.08			£2,866.51	Tax Base 180.31 = £37.16 for a band D property

General PC reserves policy aim is to hold between 6-12 months gross expenditure (£4,706 - £9,412 (5 yr average)) General PC reserves vary from year to year partly due to VAT being paid one year and reclaimed the following year.

Kersey Parish Council Powers for Budget Items

Post/Tel/Stationery/copier cartridge	LGA 1972 s150 & S111
Clerk's working from home exp	Local Government (Financial Provisions) Act 1963 s5
Hall Hire:Parish Council	LGA 1972 Sch 12 & LGA 1972 s150
Annual Parish Meeting	LGA 1972 Sch 12 & LGA 1972 s150
SALC subscription	Local Government Act 1972 s143
Community Action Suffolk subscription	Local Government Act 1972 s111
Audit	Accounts & Audit Regulations 2015
ICO Data Protection registration	LGA 1972 s150 and Data Protection Regulations 2018
To have a website	LGA 1972 s142
Clerks Salary	LGA 1972 s112
Travel Expenses to training/meetings	LGA 1972 s111
Training/External Meetings	LGA 1972 s111 and LGA 1972 s145
Street Lighting	Parish Councils Act 1957 s3 & Highways Act 1980 s301
Parish Council Insurance	LGA 1972 s140, 140A, s145 & s150, LGA 2000 s101
Glebe Insurance	LGA 1972 s140, 140A, s145 & s150
Hedge Cut - The Glebe	Local Government (Miscellaneous Provisions) Act 1976 s19
Playground Safety Inspection	Local Government (Miscellaneous Provisions) Act 1976 s19
St Mary's Church - Clock	Parish Councils Act 1957 s2
St Mary's Church - Churchyard	Local Government Act 1972 s214
St Mary's Church - Newsletter	Local Government Act 1972 s142
Defibrillator & VETS	Public Health Act 1936 s234 (power to provide life saving appliances)
Parish Council election costs	Representation of the People Act 1983 (as amended) s36
Church Walk future maintenance	Highways Act 1980 s43, 50
Dog Litter Bin emptying charge	Litter Act 1983 s5 and s6
Maintaining/tidying Open Spaces	Open Spaces Act 1906 s9 & 10
Purchase and maintenance of benches	Parish Councils Act 1957 s1
Purchase and repair of street sign	Road Traffic Regulations Act 1984 s72
Purchase & repair decorative village sign	LGA 1972 s 144
Purchase laptop and office equipment	LGA 1972 s150
KCPC Working Group	Local Government (Miscellaneous Provisions) Act 1976 s19
Footpath Working Group	Highways Act 1980 s43, 50
Footpath map reprinting	LGA 1972 s142 (the provision of information).
Diamond Jubilee Working Group	LGA 1972 s145 provision of entertainment and support of arts inc celebrations
Kersey Volunteer Group Working Group	Highways Act 1980 s.96 maintain roadside verges
Kersey Table Tennis Club	Local Government (Miscellaneous Provisions) Act 1976 s19
To promote village Organisations	LGA 1972 s142 (the provision of information).
Nightingale Trust (Bore Hole Grant)	Small Holdings & Allotments Act 1908 s23
For other things not covered by powers but of benefit to community	Usually LGA 1972 s137 This power is capped based on the number of electors. It is considered as a power of last resort. For the financial year ending 31 March 2020 £8.12 per elector. 297 registered electors at 28 Feb 2019 making total available £2411.64
Good Neighbour Scheme	LGA1972 s137
Grit bins	No specific power so have to use LGA 1972 s137

Updated March 2020