

## Minutes of Kersey Parish Council ordinary meeting

held on Monday 16 November 2020 via Zoom videoconference at 6 pm

**Present:** John Hume (Chair), Penny Calnan, Dave Finch, Pascoe Gibbons, Kevin Pratt and Andrew Rogers.

**In attendance:** Sarah Partridge (Clerk) and 1 member of public. Leigh Jamieson and Robert Lindsay attended for part of the meeting.

The Chair welcomed everyone to the remote Parish Council meeting. The Chair explained that the meeting will be recorded by the Parish Council. Anyone wishing to speak should raise their hand. There will, as usual, be the opportunity for members of the public to speak during Parish Time, the public participation session.

**162/20 Apologies** - Philippa Harris sent her apologies, which were accepted.

**163/20 Accept Members' Declarations of Interest** – None.

**164/20 Consider any Dispensation requests for Pecuniary Interests received from Councillors** – None received.

### **165/20 Public forum and reports**

*Robert Lindsay joined late and then left for another meeting (his comments have been included in this section of the minutes).*

Both Robert Lindsay and Leigh Jamieson's reports had been circulated to all Councillors and published on the website before the meeting. The reports will be appended to these minutes.

**a) Suffolk County Councillor** – Robert Lindsay. Robert has very recently become aware of a government consultation regarding pavement parking which closes on 22 November. Due to the short time scale the Parish Council would not be responding. It was agreed that should Councillors or residents wish to respond they could do so as individuals. The Quiet Lanes initiative was highlighted, there is no cost to register an interest. If Quiet Lanes were approved this would involve additional street signs.

**b) Babergh District Councillor** – Leigh Jamieson. A question was asked about the Joint Local Plan (JLP) consultation. Leigh confirmed this is open until 24 December. Any representations made will be sent to the public examiner and will then be included in the public hearing for the JLP.

**c) Parish Time** - The hedge in Vale Lane has still not been cut properly. The Chair will speak to Babergh again about this. Pot holes in Vale Lane requiring repairs will also be reported to SCC.

A query was raised as to why parishioners are not attending Parish Council meetings regularly. The Chair will contact former regular attendees to find out.

### **166/20 Minutes of the previous meeting**

The minutes of the meeting held on 26 October 2020 were confirmed as being correct and will be signed later.

### **167/20 Clerk's report**

The Clerk has been liaising with highways about the verges which were missed in Vale Lane and Water Lane during the annual cut in June. The contractor was supposed to be returning to Kersey. An update is awaited from Highways. The Clerk responded to the Boundary Commission as agreed at the meeting

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on 26 October. Responses were also submitted to the planning reform consultations in September. The Clerk has been in contact with SCC regarding a possible reprint of the Kersey circular walk footpath leaflet. Some corrections and amendments have been submitted and SCC will be seeking quotes for a print run. Once quotes have been received the Parish Council will need to consider them at a meeting.

#### 168/20 Correspondence

All correspondence for the Parish Council has been circulated to Councillors. Some correspondence is to be considered as separate agenda items. The items to note are:

**a) Quiet Lanes initiative.** Grant funding from SCC has been given for Quiet Lanes on Suffolk highways. Parishes wishing to register quiet lanes need to do so by 30 November. Quiet Lane designation is not intended to be used as a traffic calming measure. The aim is to encourage a change in driver behaviour and showing the use of Quiet Lanes is shared with walkers, cyclists, horse riders as well as vehicles. New signage would be required on the quiet lane and there may be a need for area wide signage to discourage through traffic on the quiet lane. Speed surveys and public consultations will need to be carried out and if approved signs erected at either end of the quiet lane. The direct costs the Parish will incur will be for any advertising and printing for the public briefings, consultation letters and notices and for additional signage costs, above the first pair covered by grant funding. Some Councillors were strongly in favour of this initiative, others were less sure of the true benefits or the ability to change driver behaviour and concerned about the need for more street signs. It was agreed to register and find out more. The Clerk will register the road from Kersey Mill, up Mill Lane, Hall Road, Boxford Road and Wickerstreet Green. Andrew Rogers offered to be the nominated local champion for this initiative.

**b) Babergh and Mid Suffolk CIL rates consultation.** The consultation is being carried out under the CIL Regulations 2010 (as amended) and ends at 12 noon on 24th December 2020. CIL & S106 are critical to the funding of infrastructure to support inclusive growth and sustainable development. The Council considered this and agreed they supported the proposed increase in charges.

**c) Joint Local Plan consultation** Babergh and Mid Suffolk District Councils are publishing a Pre-Submission Joint Local Plan. The consultation is open until 24 December. The Parish Council has previously responded to earlier consultation stages on the JLP in 2017 and 2019. Babergh has considered all previous responses and amended the JLP taking into account all the responses. Some Councillors had looked at this document. It was noted that one of the previous comments regarding an inconsistency in an earlier version of the JLP has still not been corrected. It was agreed the Clerk would respond to the consultation to highlight this again.

#### 169/20 Finance

**a)** A copy of the accounts to date and a financial statement, showing bank balances, receipts and payments for approval had been circulated to Councillors before the meeting; these are appended to the minutes. All payments were approved.

**b)** Councillors reviewed actual spending against budget, a copy is appended to the minutes. It was noted the budget currently shows a small overspend. However, this assumes all the contingency budget will be used by the end of the financial year, currently this is not anticipated.

**c)** A scanned copy of the bank statement and bank reconciliation had been sent to all Councillors. Kevin Pratt confirmed he had checked the bank reconciliation and verified it was correct.

**d)** Insurance cover for the Parish Council is now provided by CAS, with a 3-year long term agreement. A premium of £294.28 has been paid.

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### **170/20 Receive a report from the Internal Auditor for the interim internal audit**

The interim internal audit has not yet completed due to time constraints by the Clerk and personal circumstances for the internal auditor. It is hoped this will be completed soon.

### **171/20 Planning applications**

**a) Progress** – None.

#### **b) Planning applications to consider**

The Chair commented that sometimes site visits can be helpful when considering contentious or complicated applications. However, at the present time during the COVID-19 restrictions site visits are not possible. Councillors should not visit a site individually.

**DC/20/04880 Manor Farm, Williams Green, Kersey, Ipswich Suffolk IP7 6EP**

Proposal: Householder Application - Erection of first floor side extension (following removal of roof) to new northern range and insertion of roof light to southern slope. Erection of linked extension for annexed accommodation, and photovoltaic panels on eastern roof face of existing cart lodge.

**DC/20/04881 Manor Farm, Williams Green, Kersey, Ipswich Suffolk IP7 6EP**

Proposal: Application for Listed Building Consent - Erection of first floor side extension (following removal of roof) to new northern range and insertion of roof light to southern slope. Erection of linked extension for annexed accommodation, and photovoltaic panels on eastern roof face of existing cart lodge.

The applicant was not present. Councillors considered both applications together. It was unanimously agreed to support the applications subject to the pre-application planning advice being followed regarding the annex. ('... care should be taken to show a functional relationship between the annexe and the main dwelling, avoiding provision of facilities that would let it operate as a separate dwelling. To that end I would recommend omitting the kitchen details from the floorplans submitted if a full application were forthcoming. It should also be noted that planning conditions would likely be applied to restrict the occupation of the annexe.')

**DC/20/03597 River House Farm Barns, Church Hill, Kersey, Ipswich Suffolk IP7 6DY**

Proposal: Planning Application - Conversion and alteration of River House Farm Barns, to form 1no. residential dwelling and associated garage annexe.

**DC/20/03598 River House Farm Barns, Church Hill, Kersey, Ipswich Suffolk IP7 6DY**

Proposal: Application for Listed Building Consent - Conversion and alteration of River House Farm Barns, to form 1no. residential dwelling and associated garage annexe

The applicant was not present. Councillors considered both applications together. Councillors were in agreement that these applications would preserve and restore buildings which are currently in a poor state of repair. They will also provide an additional dwelling in the parish. It was unanimously agreed to fully support the applications.

### **172/20 Footpath Working Group**

Kevin Pratt reported so far as he knew all paths were clear for walkers to enjoy. The missing bridleway signs have been reported. Volunteers were thanked for their efforts in keeping paths walkable.

### **173/20 KCPC Working Group**

Jonathan Marsh has sent a report. The RoSPA inspection was completed in September. The report findings were as expected. The Playground improvement project will address most issues. A few other

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issues identified will be attended to by KCPC or Kersey Playing Field Association. It is hoped the Suffolk Community Foundation grant will be successful and the improvement project will then go ahead in the new year. Due to COVID-19 the quiz had to be cancelled.

### **174/20 Proposed new bench to replace the stolen bench**

The insurance claim for the stolen bench has been settled with a cash payment. The cover was for new replacement of the same and replacement values were higher than expected. The Parish Council received £831. This money will be allocated to the fixed asset reserve. Following up on the offer of a donation towards a memorial bench for John and Anne Maltby to be placed at the top of footpath 12 the Chair has spoken to the landowner. Unfortunately, this site is not suitable for a bench as it would be in the way for agricultural machinery or would block the footpath. There are not any other suitable locations on public ground near the centre of Kersey. St Mary's Church have said they would be happy to locate a memorial bench in the churchyard near the shrubs on the south side. This offer will be discussed with the donor.

*Robert Lindsay joined the meeting – his report and comments are recorded earlier in the minutes.*

### **175/20 To agree a response to the consultation on standards in public life**

It was agreed that standards in public life should be upheld and arrangements for ethical standards were desirable. It was felt that sometimes the rules are overbearing for small parish councils however, standards should be enforced better at higher levels. The Chair would work with the Clerk to respond to this consultation.

*Robert Lindsay gave his apologies and left the meeting.*

### **176/20 To consider any actions necessary due to the COVID-19 pandemic**

The Clerk contacted the community volunteers who are all happy to continue to support residents as required during this pandemic. Two new volunteers from Williams Green have offered their help. A note was put in the newsletter to remind residents that help is there should they need it. A copy of the flyer is delivered to anyone who moves into the parish as part of the welcome pack. If anyone needs a new flyer they can contact the Clerk for a copy. The Clerk continues to respond to the regular surveys regarding the impact of Covid-19. The playground remains open.

### **177/20 Receive report following review of website accessibility**

The Clerk spent a lot of time updating the website so that it complies with accessibility regulations and has published an accessibility statement on the website. This will need to be reviewed annually. The layout of documents has been changed in order to meet the accessibility requirements. Documents are also checked, using software, and edited to ensure they are accessible before publishing on the website. The website is not fully compliant which has been explained in the statement. Some older pdf documents may not be accessible, as these are reviewed and updated, they will be saved in the new format. Some finance documents have to show signatures, the original documents are scanned and saved as a pdf which may not be accessible. It is necessary to publish these documents so the only solution, if a user cannot access the document, is to send them a paper copy of the original document. Other non-compliance accessibility issues are related to software which is Suffolk.cloud's responsibility as our website host and something they are keeping under review.

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## **178/20 Agree dates for ordinary Parish Council meetings for 2021**

The below dates follow the usual pattern for ordinary meetings and were agreed for 2021. They are all on a Monday evening. If additional meetings are needed to consider urgent matters before the next ordinary meeting then an extraordinary meeting will be called. For the time being all meetings will be via Zoom at 6pm.

18 January	Parish Council
1 March	Parish Council
12 April	Annual Parish Assembly + short Parish Council
10 May	Parish Council Annual Meeting
5 July	Parish Council
6 September	Parish Council
15 November	Parish Council

## **179/20 Budget and precept 2021/2022 – consider budget including income and reserves, set provisional precept and note powers used for budgeted spending**

Councillors all had a copy of the working budget which was also published with the agenda on the website. It was noted that the Parish Council will continue to hold remote meetings well into next year and may consider hybrid meetings, but this would involve spending on hardware to facilitate. The only possible saving identified in the budget was to withdraw from the Babergh dog bin emptying contract for the bin on footpath 12. This will be emptied by volunteers who already empty other bins in the parish. This will provide a saving of £48. It was agreed to increase the contribution towards the newsletter to £150 as this is a valuable way of communicating with residents, this had not been increased since 2017. The Parish Council did not consider a three-year budget forecast because the majority of the Parish Council income comes from the precept and known spending is similar from year to year, except for inflationary influences or additional commitments due to legislative changes. The working group budgets for KCPC and Footpaths will be considered at a future meeting. The working groups have always been self-sufficient and have not required any funding from the precept. The KVG does not have any expenses or income. It was noted that KCPC income would be down this year due to the pandemic and not being able to hold their fundraising quiz. This shortfall will be monitored in case additional financial support is needed. The total budget was agreed as £9,633, a copy of the full details is appended to these minutes. This budget and proposed precept of £9,533 will be reviewed at the January meeting before being finalised. Babergh have not yet issued the tax base to use for next year's budget. Using the current year tax base of 182.02, if the final precept request was £9,533 then the Parish Council element of the Council Tax for a band D property would increase from £47.88 to £52.37, an extra 8.6p/week which is a 9.4% increase. The powers used for budgeted spending were noted, a copy is appended to these minutes.

## **180/20 Agree content for the newsletter article 'Pride in our Parish'**

It was agreed the Chair will write a note reminding parishioners that community support to those isolating or just lonely is available from our volunteers who are more than happy to help.

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### **181/20 Report from other meetings**

SALC Babergh Area Forum in September was attended by Kevin Pratt. The notes from the meeting have been circulated and are available on the SALC website. There is a vacancy for vice chair of this forum.

### **182/20 Forthcoming meetings**

SALC Babergh Area Forum 23 November – Kevin Pratt has registered to attend this remote meeting.

### **183/20 Any other business – Councillors opportunity to bring matters to the Council's attention** – None.

The date of the next scheduled Parish Council ordinary meeting is Monday 18 January 2021.  
There being no further business the meeting closed at 7.54pm.

Appended to these minutes are 9 pages:

Suffolk County Council report from Robert Lindsay (2 pages)

Babergh District Council report from Leigh Jamieson (2 pages)

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

Kersey Parish Council finance sheet for 16 November 2020

Kersey Parish Council budget comparison 2020/21 and draft budget for 2021/22

Powers used for budgeted spending

Signed .....

Date .....

## **Report for Kersey PC from county councillor Robert Lindsay 16.11.20**

### **Motion for 20mph default limit in residential areas voted down**

This motion that I proposed fell by 48 votes to 20 at full council on October 22<sup>nd</sup> as councillors voted along party lines. However it gained support from the Labour group and from many in press and public so I hope it has started a debate.

### **Quiet Lanes**

The cabinet has given Highways £235,000 from last year's budget surplus to promote Quiet Lanes where parish councils request them. These are generally for roads where the national speed limit applies but there is low traffic and demand for use by pedestrians, cyclists, horse riders. The aim is not to calm traffic but to make drivers more aware and encourage more foot and cycle traffic. You can sign up to register your parish's interest [here](#).

<https://sites.google.com/view/quietlanessuffolk/home>

### **This year's Suffolk Covid spending gap plugged by Government**

Suffolk County Council quarterly budget predictions show that the headline figures are that the budget for 2020-21 council is currently looking more or less on track with a net overspend of just £0.4m. A hole of £41m due to extra spending and lost revenue from Covid was plugged by £39.1 ringfenced Covid grants from Government and £1.7m additional spending from business rates.

### **Hadleigh Covid outbreak**

A local Covid alert has been issued for Hadleigh following outbreaks at at least one care home and at Hadleigh High. Issued on November 13 it said that in Hadleigh there had been 53 new cases in the last seven days. Most of these were at Magdalen House care home. There are also reported to be four pupils at Hadleigh High who tested positive (150 staff and pupils are self isolating). The county council say they are working closely with the care homes to ensure testing and other measures are in place. People are being warned to stay at home except for essential trips.

### **Boundary Changes to county council divisions**

I know you have seen and commented on the proposed changes to the boundaries to county council divisions, which would tack Kersey onto the Hadleigh division in 2025. The first part of the consultation, determined last summer, was to determine whether the number of county councillors should change. Although I and my political group

urged no change in the current number of 75, the other political groups (Conservative and Labour) wanted the number cut to 70. This latter cut was then agreed by the Boundary Commission and is now not open to change. That means that within Babergh, ten divisions will have to become nine and each division will have to grow larger. The result is that Hadleigh division will have to have some neighbouring villages tacked onto it. I will be making my objections to this known to the Commissioners.

### **Foodbank**

It is estimated that the number of people claiming Universal Credit in Suffolk has increased by 75% since March and there has been a 238% increase in the amount of food handed out to single adults and families, from Suffolk's foodbanks. There are also 104,000 people still furloughed from their jobs.

### **Home But Not Alone phonenumber reactivated**

The service was paused in August because of low call demand and the lifting of Covid-19 restrictions. However, in light of the new national lockdown, the service is now up and running again. The aim is to put people in touch with local voluntary help.

The telephone number is freephone **0800 876 6926** and will be staffed from 9am to 5pm Monday to Friday. The Suffolk Advice and Support Service phonenumber (0800 068 3131) which helps those with debt, benefits employment or housing worries, is still running.

### **Hedgerow Survey**

Just to alert you to the fact that data from this survey conducted by villages (including Kersey) between 1998 and 2012, has not yet been digitised but is held in boxes. This fact emerged during our biodiversity panel on which I sat at Babergh District. However apparently parish councils should still have the data, in hard copy for their own village, if it can be tracked down and it could be useful when considering planning applications etc. A link to a summary of the survey with some very interesting information is here. It reveals that Kersey's survey was audited in June 2006. You had a high number of hedgerows with 6, 7 or 8 species.

<https://www.eastsuffolk.gov.uk/environment/east-suffolk-greenprint-forum/suffolk-hedgerow-survey/>

### **Groton**

I am pleased to hear that Highways have acted on my request to cut back the hedge and soil in Groton that had been encroaching on the road surface.



# District Council Report

## Covid Update

### Changes compared to the last lockdown:

- Waste and recycling centres will remain open.
- Outdoor playgrounds will remain open.
- Public toilets will remain open.
- Trades people can go into other people's homes, not just to respond to emergencies (as per guidance at present).
- All leisure Services with effect from 5th November will be closed.
- All other services will continue to operate largely as they have been over recent months either virtually or with strict social distancing in place.

### Business Grants for closed business

Businesses required to close in England due to restrictions will be eligible for the Local Restrictions Support Grant (LRSB):

- (a) For properties with a rateable value of £15k or under, grants to be £1,334 per four weeks.
- (b) For properties with a rateable value of between £15k-£51k grants to be £2,000 per four weeks.
- (c) For properties with a rateable value of £51k or over grants to be £3,000 per four weeks.

Once the application is submitted, the grants will be paid directly to the business bank account as quickly as possible

### Self-isolation support payments for low-income earners

Residents on low-incomes and unable to work because they have been asked to self-isolate by NHS Test and Trace, can now claim a £500 payment to compensate for loss of earnings if they meet the requirements of the scheme.

## Planning Concerns

The Government recently published two consultation papers outlining major changes in planning. One sets out proposals for a completely new national planning system – the 'Planning for the Future' white paper. The other suggests shorter-term amendments to the current system, which would take effect more quickly.

Included in the suggested short-term changes is an amendment to the method for assessing local housing need, which could see an increase to the number of properties to be delivered in Babergh from the current requirement of 300 to 789. As a result, the district would be under pressure to deliver more homes in all areas. The Council's official response, which was a unanimous no, was approved by full Council.

The Council also submitted a response to the Government's longer-term overhaul of the planning system. The Government is proposing effectively to introduce zoning with planning consent assumed in at least one of the three zones. The proposals run the risk of undermining local democracy as a one size fits all planning permission is unlikely to take account of local need, and circumstances.

## Joint Local Plan

I have been part of the cross-party working group this year reviewing the Joint Local Plan. Together with officers we have reflected on feedback received from our communities following last year's consultation.

The finalised document was approved at full Council last week and will now go through a final technical consultation, inviting comment on the legal compliance and soundness of the plan. The plan, along with any representations made, will be submitted to the Planning Inspectorate early in the New Year for examination.

**Leigh Jamieson (Cllr)**

## 5 Year Housing Supply

A report into the current 5-year Housing Land supply in Babergh has demonstrated that the Council currently has enough approved developments for 6.75 years. The Council is required to have 2184 properties, but actually has 2943 agreed – 35% more.

## Biodiversity Action Plan

Councillors are also set to consider a raft of measures this month, developed by a cross-party task force to improve the biodiversity in our district. The proposals have been developed following the extensive work of the task force, made up of Councillors from all political parties. If agreed, the proposals will form the Councils' first Biodiversity Action Plan, setting out how they aim to protect and strengthen biodiversity in the districts.

## Babergh takes “public realm” grass cutting, playing fields and litter bin contract in house

Babergh's current outsourced contract for public realm management expires in November next year and cabinet has now agreed to take this work in-house from then. Mid Suffolk already does the work itself. This will allow the Council to manage verges and some open space more for biodiversity and meadow type habitat.

**KERSEY PARISH COUNCIL**  
**1 April 2020 - 31 March 2021**

Printed on 15/11/2020

**RECEIPTS**

<b>Date</b>	<b>Credit ref</b>	<b>Detail</b>	<b>Precept</b>	<b>KCPC</b>	<b>Footpath</b>	<b>Other Receipts</b>	<b>VAT</b>	<b>Total Receipts</b>	<b>Sub total</b>
1-Apr-20		Balance brought forward		£ 2,966.07	£ 2,593.38	£ 10,475.78		£ 16,035.23	
15-Apr-20	Direct C	Babergh 50% Precept	£ 4,358.00					£ 4,358.00	£ 20,393.23
8-Jun-20	Bank	Bank interest 2 Mar-7 Jun				£ 4.65		£ 4.65	£ 20,397.88
31-Jul-20	Direct C	SCC Footpath mowing			£ 364.59			£ 364.59	£ 20,762.47
7-Sep-20	Bank	Bank interest 8 Jun - 6 Sep				£ 2.61		£ 2.61	
9-Sep-20	Direct C	AXA Insurance - claim				£ 691.00		£ 691.00	
21-Sep-20	Direct C	Babergh 50% Precept	£ 4,358.00					£ 4,358.00	
25-Sep-20	Direct C	AXA Insurance - claim				£ 140.00		£ 140.00	£ 25,954.08
			<b>£ 8,716.00</b>	<b>£ 2,966.07</b>	<b>£ 2,957.97</b>	<b>£ 11,314.04</b>	<b>£ -</b>	<b>£ 25,954.08</b>	

KERSEY PARISH COUNCIL  
1 April 2020 - 31 March 2021

Printed on 15/11/2020

**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
6-Jul-20	101241	c SALC - Annual subs	£ 183.56									£ 183.56	
6-Jul-20	101242	c Suffolk.cloud - website hosting	£ 110.00									£ 110.00	
6-Jul-20	101243	c WJ Green - Footpath						£ 34.56			£ 6.91	£ 41.47	
6-Jul-20	101244	c BD Hurren - new bench								£ 315.00		£ 315.00	
6-Jul-20	101245	c K Pratt - Footpath exp						£ 16.02			£ 3.20	£ 19.22	
6-Jul-20	101246	c S Partridge - Clerk home working	£ 52.00									£ 52.00	
6-Jul-20	101247	c S Partridge - Clerk salary		£ 1,196.65								£ 1,196.65	
6-Jul-20	101248	c S Partridge - Clerk exp	£ 17.97								£ 3.60	£ 21.57	
22-Jul-20	101249	c SALC - Clerk training			£ 25.00						£ 5.00	£ 30.00	£ 1,969.47
7-Sep-20	101250	c S Partridge - Clerk home working	£ 52.00									£ 52.00	
7-Sep-20	101251	c S Partridge - Clerk salary		£ 1,262.17								£ 1,262.17	
7-Sep-20	101252	c S Partridge - Clerk exp	£ 19.30								£ 2.40	£ 21.70	
22-Sep-20	101253	c CAS - insurance								£ 294.28		£ 294.28	
18-Sep-20	DD	c ICO - Data protection fee	£ 35.00									£ 35.00	£ 3,634.62
5-Nov-20	101254	Playsafety Ltd - RoSPA insp								£ 86.00	£ 17.20	£ 103.20	
5-Nov-20	101255	CHT - Defib annual support								£ 126.00	£ 25.20	£ 151.20	
5-Nov-20	101256	St Mary's PCC								£ 420.00		£ 420.00	
			£ 469.83	£ 2,458.82	£ 25.00	£ -	£ -	£ 50.58	£ -	£ 1,241.28	£ 63.51	£ 4,309.02	

Net total (No VAT) £ 4,245.51

**KERSEY PARISH COUNCIL  
FINANCE**

**Details for Parish Council Meeting on 16 November 2020**

**Bank Balances At 30 October 2020**

Business Premium Account	£20,532.70
Current Account	£1,971.66
	<u>£22,504.36</u>

**Transfers between Business Premium and Current account since the last meeting**

14-Sep-20	Transfer from BPA to Current account	£1,000.00
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**Income received since the last meeting**

07-Sep-20	Bank interest	£2.61
21-Sep-20	Babergh 2nd 50% of precept	£4,358.00
9 & 25 Sept	AXA insurance - Claim for stolen bench	£831.00
		<u>£5,191.61</u>

**Payments made since the last meeting**

<u>Date</u>	<u>Chq no.</u>		
22-Sep-20	101253	CAS - PC insurance	£294.28
05-Nov-20	101254	Playsafety _ RoSPA safety inspection	£103.20
05-Nov-20	101255	CHT - Defibrillator annual support	£151.20
05-Nov-20	101256	St Mary's PCC - contribution	£420.00
			<u>£968.68</u>

**Payments Due**

<u>Chq no.</u>	None
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£0.00

Expenditure Agreed .....

Prepared by the Clerk for Kersey Parish Council

**KERSEY PARISH COUNCIL**  
**Budget to 31 Mar 2021 and Precept for 2021/2022**

VAT not included in budget figures	2020/21	2020/21	2020/21	2020/21	2021/22	
	Budget/ Precept 2020/2021	Actual to 10 Nov 20	Estimated balance to 31 March 2021	Estimated total to 31 March 2021	DRAFT Budget/ Precept 2021/2022	Notes:
<b>Parish Council</b>						
Post/tel/stationery/copier cartridge	£135.00	£7.32	£127.68	£135.00	£130.00	
Clerk's working from home exp	£208.00	£104.00	£104.00	£104.00	£208.00	£4/week
Hall Hire:Parish Council 12 @ £5	£60.00	£29.95	£30.05	£60.00	£100.00	Also Zoom subscription for remote meetings (Pro Annual £100)
Annual Parish Assembly @ £10	£10.00	£0.00	£0.00	£0.00	£10.00	
SALC subscription	£185.00	£183.56	£0.00	£183.56	£190.00	3% increase for 21/22
External audit	£0.00	£0.00	£0.00	£0.00	£0.00	External audit fees for 17/18 to 21/22 £200 unless exempt (£200 in reserve)
Data protection	£40.00	£35.00	£0.00	£35.00	£40.00	ICO reg currently £5 discount for DD payment
Website hosting	£110.00	£110.00	£0.00	£110.00	£110.00	Suffolk.cloud inc £10 fee for security certificate
<b>Sub total for Admin</b>	<b>£748.00</b>	<b>£469.83</b>	<b>£261.73</b>	<b>£731.56</b>	<b>£788.00</b>	
Clerk's salary & staff costs	£5,400.00	£2,458.82	£3,057.31	£5,516.13	£6,230.00	Hours increased 20/21 scale SCP20 £13.51/hr. Inc element for extra hours
Training/external meetings	£250.00	£25.00	£225.00	£250.00	£250.00	SALC whole Council 2hrs £220, Cllr £110, others approx £50 mileage £100
Street lighting	£275.00	£0.00	£275.00	£275.00	£300.00	
Parish Council insurance	£370.00	£294.28	£0.00	£294.28	£300.00	Oct 20 new 3 year Long term agreement with CAS
Glebe insurance	£50.00	£0.00	£50.00	£50.00	£50.00	
Hedge cut - The Glebe	£80.00	£0.00	£80.00	£80.00	£80.00	
Playground safety inspection	£90.00	£86.00	£0.00	£86.00	£90.00	
Dog litter bin emptying charge	£48.00	£0.00	£48.00	£48.00	£0.00	Dec 20 withdrew from BDC contract
St Mary's PCC	£420.00	£420.00	£0.00	£420.00	£460.00	split: £265 Churhyd £150 Nletter £45 Clock (last increased Nov 2020)
Defibrillator & Village Emergency Tel	£215.00	£126.00	£89.00	£215.00	£215.00	CHT memb'shp inc Defib managed solution £135, X2VETS £180 (20/21 reduced by £100 funded from Defib & VETS reserve)
Chairman's allowance	£0.00	£0.00	£0.00	£0.00	£0.00	
Election costs	£165.00	£0.00	£165.00	£165.00	£165.00	Routine 4 yearly elections, next due May 2023 (Full election costs £1,163)
Church Walk future maintenance	£130.00	£0.00	£130.00	£130.00	£130.00	
Footpath map printing reserve	£75.00	£0.00	£75.00	£75.00	£75.00	Build up reserve for reprint £75/year (approx 1,000 maps/yr)
Mowing The Glebe	£100.00	£0.00	£100.00	£100.00	£100.00	
Contingencies	£300.00	£0.00	£300.00	£300.00	£300.00	(20/21 £116.13 used for Clerk's salary overspend)
<b>Precept</b>	<b>£8,716.00</b>	<b>£3,879.93</b>	<b>£4,856.04</b>	<b>£8,735.97</b>	<b>£9,533.00</b>	
<i>Other PC income</i>	£7.26					Bank interest
<i>Insurance claim for bench</i>	£831.00					Insurance claim for stolen metal bench to go into fixed asset reserve
<b>PC Income</b>	<b>£9,554.26</b>					
Agreed spending from PC reserves:	£100.00	£0.00	£100.00	£100.00	£100.00	Defibrillator costs funded from Defib and VETS reserve
Fixed asset reserve		£315.00				New bench at Playground
	<b>£9,654.26</b>	<b>£4,194.93</b>	<b>£4,956.04</b>	<b>£8,835.97</b>	<b>£9,633.00</b>	<b>Total Budget</b>
						<b>KCPC Income 20/21 - Estimated £1000.00 Actual to date £0</b>
						<b>Footpath Income 20/21 - Estimated £729.18. Actual to date £364.59</b>
						<b>Millennium Book Fund Income 20/21 - Est £4.00. Actual £0</b>
<b>KCPC</b>	£1,197.00	£0.00	£1,197.00	£1,197.00		
<b>Footpath</b>	£406.00	£50.58	£355.42	£406.00		
<b>Millennium Book Fund</b>	£0.00	£0.00		£0.00	£0.00	
Total actual spend		£4,245.51				Precept for 2020/21 £8,716.00 Approved on 16 Dec 2019 Min ref 206/19
					<b>Estimate</b>	20/21 Tax base 182.02 = £47.88 for a band D property, 6.8% increase.
<b>Reserves (Cash at Bank)</b>	<b>At 1.4.20</b>	<b>Spent</b>	<b>Added from budget</b>		<b>at 31.3.21</b>	
KCPC Working Group (Ring fenced)	£2,966.07					Precept for 2019/20 £7,990 Approved 28 Jan 2019 Min ref 24/19
Footpath Working Group	£2,593.38					19/20 Tax base 178.23 = £44.83 for a band D property.
Audit reserve	£200.00				£200.00	
Defib & VETS reserve	£747.06				£747.06	Precept for 2018/19 £7953 (Budget approved 22 Jan 18 min ref 17/18)
Election costs reserve	£154.71		£165.00		£319.71	Tax base 180.98 = £43.94 for a band D property
Church Walk maintenance reserve	£1,820.00		£130.00		£1,950.00	
Training reserve	£224.19				£224.19	Precept for 2017/18 £7340 (approved 16 Jan 17 min ref 15/17)
Footpath map printing reserve	£338.50		£75.00		£413.50	Tax base 183.47 = £40 for a band D property
Fixed asset reserve	£2,202.99	£315.00	£831.00		£2,718.99	
General Parish Council reserve	£4,788.33				£4,788.33	Precept for 2016/17 £6,786 plus CTax Support Grant £43.08
	<b>£16,035.23</b>					Tax Base 181.25 = £37.44 for a band D property
Millennium Book Fund account	£2,866.51					
General PC reserves - policy is to hold between 6-12 months gross expenditure (£4,912 - £9,825 (5 yr average)) General PC reserves vary from year to year partly due to VAT being paid one year and reclaimed the following year.						

VAT repayment  
2020/21 £533.72

## 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
Remote meeting expenses	The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020
SALC subscription	Local Government Act 1972 s143
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
Dog litter bin emptying charge	Litter Act 1983 s5 and s6
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
Footpath map reprinting	LGA 1972 s142 (the provision of information).
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 & mowing Glebe	Local Government (Miscellaneous Provisions) Act 1976 s19
Footpath Working Group	Highways Act 1980 s43, 50
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 community organisations	LGA 1972 s142 (the provision of information).
Nightingale Trust (allotments)	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 2021 £8.32 per elector. 277 registered electors at 1 December 2020 making total available £2304.64
Good Neighbour Scheme	LGA1972 s137
Grit bins	No specific power so have to use LGA 1972 s137