

Minutes of Kersey Parish Council ordinary meeting held on Monday 7 September 2020 via Zoom videoconference at 6 pm

Present: John Hume (Chair), Penny Calnan (arrived late), Philippa Harris, Kevin Pratt and Andrew Rogers.

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

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.

125/20 Apologies - Penny Calnan sent apologies that she would arrive late. Dave Finch and Pascoe Gibbons sent their apologies, these were accepted. Leigh Jamieson sent his apologies.

126/20 Accept Members' Declarations of Interest - None

127/20 Consider any Dispensation requests for Pecuniary Interests received from Councillors – None received.

128/20 Reports

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

a) Suffolk County Councillor – Robert Lindsay had sent a report, appended. This had been circulated to all Councillors and published on the website before the meeting. Councillors felt the Suffolk zero carbon target in 10 years was a surprising and perhaps unrealistic target. Robert said it was good to set sights high for the county for carbon zero. He commented that 2050 is too late and we must try to achieve carbon zero by 2030 as some climate changes are irreversible and worrying. Robert was thanked for his support for a new school sign. However, it was felt that locating the sign on Mill Lane opposite the school entrance was pointless as there is already a sign near this location. Also, the reason the school would like a sign at the bottom of Mill Lane was to promote the school to the wider community and those travelling along the A1141 making them aware there is a school in Kersey. Councillors felt there may be a better way of advertising the school such as via parish/town newsletters. If highways could look again at the possibility of a sign at the bottom of Mill Lane the Parish Council would be supportive of this. Robert said that highways are not keen on too many signs on main roads as these are distracting to drivers. The Clerk will email the school these points.

b) Babergh District Councillor – Leigh Jamieson had sent a report, appended. This had been circulated to all Councillors and published on the website before the meeting.

129/20 Parish Time

Residents in Vale Lane are unhappy with the hedge cutting, it has been poorly done. The Chair will take a look and follow this up with Babergh.

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130/20 Minutes of the previous meeting

The minutes of the meeting held on 3 August 2020 were confirmed as being correct and will be signed later.

131/20 Clerk's report

The Clerk is continuing to work on the website to make sure it will comply with the accessibility regulations. The Clerk attended a webinar run by SALC and our website host to help with this work. A statement, as required by the legislation, will be published on the website before 23 September setting out the accessibility situation for the Kersey website. Mostly it is now compliant and the statement will set out those areas which are not and the reasons. The Clerk will be changing the layout of some documents to ensure they are accessible when published on the website. The painting/print of Kersey kindly donated by a member of the public has been received. This needs to be reframed as the glass was broken, it was sent as an unframed print. It will be given to the village hall committee to be hung in the hall. Once it has been reframed and hung the donors would like a photograph of it hanging in the village hall. The Clerk has been in contact with highways again regarding the uncut verges in Vale Lane and Water Lane.

132/20 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)** The Environment Agency has published their response to Bradwell Power Generation Company Ltd Stage One Development Consent Order Consultation.
- b)** The Suffolk Minerals & Waste Local Plan was adopted by Suffolk County Council on 9 July 20.
- c)** Babergh published a consultation on their Five-Year Housing Land Supply Position Statement 2020. This shows that Babergh considers it can demonstrate a 6.64-year supply.
- d)** Babergh has written regarding their Statement of Licensing Policy Review consultation. As the proposed draft has only minor changes to the current policy it was agreed not to submit a response.

133/20 Finance

- a)** Councillors considered the increased pay scales for the Clerk. The Council is contractually obliged to apply the NALC pay scale but this needs formal approval at a meeting. The new rate for scale point SCP20 rises from £13.15 to £13.51 per hour back dated to 1 April 2020. This back dated salary amounts to £32.76. There is money in the budget to cover this increase in salary. The Council resolved to approve this salary increase.
- b)** 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.
- c)** Councillors reviewed actual spending against budget, a copy is appended to the minutes. It was noted that remote meeting expenses are in the village hall hire section of the budget and there may be a small overspend by the end of the year. It was agreed that remote meetings were still the appropriate way for the Parish Council to meet during this pandemic. Suggestions of ways to improve meetings would be welcomed.
- d)** 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. It was noted there is

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one uncashed cheque from the last financial year. The Clerk will contact the payee to remind them to bank the cheque.

134/20 To confirm the date of interim internal audit

Natalie Blyth will complete the interim internal audit remotely in October. The Clerk will scan and email the necessary paperwork.

135/20 Planning applications

a) Progress

DC/20/02674 Walnut Cottage, Uplands, Kersey, Ipswich Suffolk IP7 6EU

Proposal: Householder Planning Application - Erection of double garage and boundary wall.

Babergh granted permission for this application 26 August 2020.

DC/20/02326 The Old Vicarage, Church Hill, Kersey, Ipswich Suffolk IP7 6EG

Proposal: Householder Planning Application - Erection of front porch extension (following demolition of existing) Babergh granted permission for this application 28 August 2020.

b) Planning applications to consider – None received

136/20 Footpath Working Group

Kevin Pratt reported that the Footpath Working Group volunteers were cutting paths and ensuring paths were clear for walkers to enjoy. Nick Judd has joined the Footpath Working Group. The Clerk will email him all the necessary forms, risk assessment and consents to complete and return before he starts any work. One of the broken footpath signs has been replaced. Kevin will report again the broken bridleway sign.

137/20 KCPC Working Group

Jonathan Marsh had sent a report. 'The playground is open and is being used. The grass cutting rota is still not in operation and the committee has been maintaining the play area on an informal basis. I would like to thank Pascoe Gibbons for the extra work he has put in to comply with new legislation. We will need to make a decision on the Quiz Night at some point but unless restrictions are lifted further, it may be difficult to hold. We will await developments. We will need to hold a maintenance day before winter but a date has yet to be set. The RoSPA inspection is due at some point in September.'

138/20 Update on the progress of grant funding applications for the playground improvement project

The Chair thanked all those working on the grant applications for their hard work. The playground improvement project is to install a basket swing and make improvements to the existing equipment by installing steel foundation feet where the timber support posts are rotting at ground level, the timber above ground is in good condition. This will mean there is no need to replace complete pieces of equipment. The CIL grant application failed. However, the Parish Council has been offered a capital grant from Babergh for £2,293.33, they will only fund 33% of the project costs. The grant is subject to finding the balance needed and the Parish Council having a safeguarding policy. This offer will lapse on 5 March 2021 unless the money is claimed by this date with copies of invoices. It was agreed to accept this grant. The Clerk will sign the necessary paperwork. Jonathan Marsh had done some research for further funding and a grant application was submitted to Suffolk Community Foundation on 4

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September for £1,146 which is the balance needed for the project. The normal decision date is late December; however, they sometimes make early grants in certain circumstances from restricted bequests.

Funding

Kersey Parish Council £2,640.00 (Millennium Book fund money)

KCPC Community Fundraising £500

Cllr Leigh Jamieson Local Award Funding £300

Babergh Capital Grant £2,293.33

Suffolk Community Foundation £1,146

Total £6,880

Project costs

Galvanised steel basket swing £2,030.00

Installation of basket swing £850.00

Supply and install safety surfacing under the basket swing £3,072.00

Parts to make improvements to existing equipment £408.28

Labour to carry out the improvements (no VAT) £420.00

Operational inspection on completion of improvements £100.00

Net Cost £6,880.28

(The Parish Council will be able to re-claim the VAT) VAT £1,292.06

Total Cost £8,172.34

Penny Calnan joined the meeting.

139/20 To approve and adopt the Safeguarding Policy

Following the recent grant funding applications for the playground improvement project the funding organisations require the Parish Council to have a number of policies in place, most of which the Parish Council already has. Since the grant funding is for a playground one of the policies required is a safeguarding policy. Babergh have said this is part of their broader aim to upskill community groups. Following research by the Clerk the proposed policy is based on information from Babergh, NSPCC and other Parish Councils adapted to suit the needs of the Parish Council and the work it does. The Parish Council does not work directly with children or vulnerable adults but there may be occasions when children or vulnerable adults may be at the playing field when Councillors or volunteers are carrying out maintenance. The draft policy was approved and adopted with one amendment – To amend the final action point to read:

No photography and videography of children without parental consent or vulnerable adults is permitted at any time. The adopted policy is appended to these minutes.

140/20 To consider Parish Council insurance providers and cover offered

There is £370 in the budget for Parish Council insurance. Came & Company are the existing providers via Axa. They are a broker and have provided quotes from Axa, Hiscox and Ecclesiastical. Their only competitive quote is from Axa at £362.03 plus a £50 arrangement fee. They have offered to waive their arrangement fee for this year. BHIB, a company recommended by NALC was contacted but they suggested their policy would be over £400 so was not pursued. The Community Action Suffolk (CAS) quote for a policy with Royal and Sun Alliance with a 3 year long term undertaking is £294.28 (1 year £309.77). The Parish Council was insured with CAS for many years before changing to Came & Co for

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the last 3 years. The Clerk had compared the policies and spoken to CAS specifically regarding data protection and internet/email cover which was not separately listed in the policy summary. They confirmed these are covered under a number of different sections of the policy, including public liability, legal expenses, officials liability and the fidelity guarantee. The CAS policy will meet the needs of the Parish Council. It was resolved to insure with CAS taking up the 3 year long term undertaking.

141/20 Update on progress with repairs to fixed assets and construction of new grit box

Kevin completed repairs to the noticeboard and treated the timber. Dave completed repairs to the bench outside the Church Lych gate and the bench at Bildeston Road corner. Pascoe is seeking quotes for repairs to the bollards on Church Hill. Funding is being sought to cover repairs to some of the playground equipment. John Hume has purchased preservative and oil to treat all the timber assets when the weather is good. Dave Finch and Mike Banks recently constructed a new grit box on Church Hill. The Chair thanked all the Councillors and volunteers for their help with this work.

142/20 Update on the insurance claim for the stolen bench and new location for the replacement

The Clerk has submitted a claim to the insurance company for the stolen bench which is being considered by the underwriters. At the last meeting it was suggested a replacement bench be put somewhere with a better view. Near the top of footpath 12 was suggested along with the idea of a plaque in memory of John and Anne Maltby. A former Parish Councillor has offered to make a contribution to a new bench. The idea of a plaque in memory of former residents was discussed as other long-standing residents have passed away recently and it might be nice to remember them all. It was agreed the Chair will talk to the landowner about the proposed location. Penny Calnan and Kevin Pratt will also investigate alternative locations in other areas of the Parish. They will also investigate styles and materials for a replacement bench.

143/20 To consider a response to the government consultations on planning reforms

Councillors had all seen the consultation documents. It was agreed to give the following response: Kersey Parish Council recognises the need for more and improved quality of housing. However, the Council is concerned that:

1. The assumption in the draft is that all development is beneficial.
2. There is a lack of heritage protection.
3. Views of local people will be disregarded or overlooked.
4. The future role and purpose of Neighbourhood Plans is unclear.

144/20 To agree a response to the draft Whatfield Neighbourhood Plan consultation

This was considered by Councillors. Whatfield has a similar population to Kersey. It was commented that to produce this Neighbourhood Plan was a significant amount of work. It was also noted that despite being a development plan no actual development sites have been allocated in this draft plan because they did not want to cause upset in the village. The following response was agreed: Thank you for showing us the Draft Whatfield Neighbourhood Plan. It looks like a well considered, detailed and developed plan. It is a good example of community involvement. We wish you success with the implementation.

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145/20 To consider any actions necessary due to the COVID-19 pandemic

There has been little action taken lately regarding COVID-19. In the light of local lock downs happening across the country it was agreed that the Clerk will contact all the volunteers to make sure they are happy to continue to support residents who may need to isolate or shield. A note will be put in the newsletter to remind residents that help is there should they need it. The Clerk continues to respond to the regular surveys regarding the impact of COVID-19.

146/20 Arrange Clerk's job appraisal and salary review

The Chair will conduct the Clerk's appraisal in October. He will contact all Councillors for their feedback before this.

147/20 Consider additional hours worked by the Clerk during the current year

So far this year the Clerk has worked 100 hours above her contractual hours. This has been due to a number of different additional work priorities. COVID-19, data protection, the emergency plan, grant funding applications, updating the website and website accessibility. The Chair agreed with the Clerk that the additional hours worked will be reviewed again near the end of the financial year. The Clerk hopes there will be some quieter months which may balance out some of the additional hours worked. The Council has agreed in the past that the Clerk should be paid for the hours she works. There is some provision in the budget for additional hours. The Chair and Clerk will discuss her contractual hours at her appraisal.

148/20 To agree content for the newsletter section 'Take pride in Kersey Parish'

It had been agreed last month the Chair would write an article to encourage better parking in The Street and Church Hill. However, the Chair had monitored parking and it seems this is not an on-going problem so the article was not written. It was agreed to put something in the next newsletter about how to report fly tipping and pot holes. There are already links on the Kersey website useful information page.

149/20 Training

Information about training courses is regularly circulated to all Councillors. SALC has relaunched their training programme with a number of new remote training opportunities. They are running a series of webinars on planning which are available to view on demand. The initial one covered the basics of planning law, policy and guidance, the planning process and local authority procedure. There is another which may be of particular relevance to Kersey as it focuses on conservation areas, listed buildings, trees, roads and enforcement of planning. It will be live on 14 October at 2pm at a cost of £25 plus VAT per council. It was felt that specific bespoke training by a Babergh officer with experience of heritage matters would be the most beneficial training. This will be pursued when face to face training can be resumed. The Clerk attended a website accessibility webinar in July.

150/20 Report from other meetings

SALC AGM – unfortunately the Councillor registered to attend was unable to due to a loss of internet connection. Once the minutes are published, they will be circulated to Councillors.

151/20 Forthcoming meetings

SALC Babergh Area Forum 14 Sept – Kevin Pratt has registered to attend this remote meeting.

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Police and Parish Forum 14 Oct – Penny Calnan offered to attend.

152/20 Any other business – Councillors opportunity to bring matters to the Council's attention

Concern was raised that a subcontractor working for Openreach had recently dug up the road in Kersey blocking driveways without any prior notification for residents. SCC highways had issued the licence for these works. It was agreed residents should have been warned so they could move their cars in case they needed to go out. The Chair will formally bring this complaint to the attention of highways or Openreach. The licence must have conditions to cover this situation.

The Chair reminded Councillors of the need to respond to emails regarding correspondence forwarded by the Clerk, otherwise the Clerk is left working in a vacuum. This will ensure that consultations Councillors feel are important are put on the agenda and considered by the Parish Council at meetings. It also helps ensure a better debate at meetings if Councillors are better informed and aware of opinion before meetings.

The stock of footpath maps is running low. The Clerk will investigate options for a further print run with SCC and put this on the agenda of a future meeting.

The date of the next scheduled Parish Council meeting is Monday 16 November 2020.

There being no further business the meeting closed at 7.39pm.

Appended to these minutes are 9 pages:

Suffolk County Council report from Robert Lindsay

Babergh District Council report from Leigh Jamieson

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

Kersey Parish Council finance sheet for 7 September 2020

Kersey Parish Council budget comparison

Kersey Parish Council Safeguarding Policy (3 pages)

Signed

Date

Report for Kersey PC from County Councillor Robert Lindsay 7.9.20

Kersey Primary School sign

I have spoken to Highways and they are prepared to locate a sign on the existing footpath sign on the junction with Mill Lane and the road down to the school. Other possible sites on the main road close to Kersey Mill and the finger post sign on the corner of Mill Lane and Cherry Hill have been ruled out. The former because Highways only sign villages rather than village locations on the main roads and the latter because it is already "full". As earlier discussed the cost will be at the lower end of £500 to £1000 range. I am prepared to contribute half the cost from my Highways locality budget, which ensures VAT is not added to the overall cost. I hope the school and/or parish council can contribute the balance.

Changes to Children's Centres challenged by opposition

On 25 August, the Cabinet agreed to reduce the number of Children's Centres in Suffolk from 38 to 17 full-time and 11 part-time "Family Hubs". I and my group are concerned at the loss of so many centres and the impact on families. My group worked with the Labour group to collectively challenge the Cabinet's decision. This challenge has been accepted as valid by the council's Monitoring Officer, and so the decision will be suspended until it has been looked at by the Scrutiny Committee on 11 September. The Scrutiny Committee will either confirm the Cabinet's decision or ask the Cabinet to reconsider the decision.

Update on school transport arrangements for September

Suffolk County Council has confirmed that it will initially not be offering spare seats on school transport. This is due to social distancing requirements, which have reduced the capacity on school buses. However, parents may be able to apply for a spare seat from October half term. The council has also confirmed the arrangements for masks and social distancing on school transport. The rules vary depending on the type of transport used.

<https://www.suffolkonboard.com/school-travel/bus-getting-to-school-college-or-sixth-form/coronavirus-faqs/>

Council takes giant loan for ballooning costs of Lowestoft bridge

The cabinet in late August decided to borrow the county's largest ever single sum - £65m - to finance the ballooning costs of the planned third crossing at Lake Lothing, Lowestoft. The cabinet heard that estimated costs had risen from £92 million to £145m. The interest costs alone for the loan will be £3.3m a year for the next 30 years. This is essentially a road bridge (although with a footway attached) and personally I do not see how it matches with the county's goal of reaching zero carbon by 2030.

Climate emergency recommendations for Suffolk wide carbon reductions published

When on July 14th, the county council Cabinet approved a plan to bring council carbon emissions to zero by 2030 it also authorised the Suffolk Climate Partnership to commission a report detailing how emissions by the wider county could be brought to zero by 2030. That initial report, by consultants Ricardo, has been published and is due to go to public consultation via series of five workshops. It is available on the county council website

<https://www.suffolk.gov.uk/planning-waste-and-environment/pledge-to-climate-emergency-declaration/>

It includes proposals for eliminating one in four car journeys across Suffolk by 2030 and massive investment in electric charging points to enable the remaining three in four cars to be electric by 2030.

Infrastructure Board established to oversee costs of large projects

It has emerged that Suffolk County Council established an Infrastructure Board in November 2019 to oversee large infrastructure projects and ensure they remain within budget. This is in response to a number of recent projects where costs have increased dramatically, including the Upper Orwell Crossings which was eventually abandoned after costs increased by £43m. The board is currently only made up of officers.

District Council Report

Corks Lane/Angel Court

The Angel Court development is back on, following the COVID lockdown and the contractors are making good progress with demolition, foundations and the first installation of blocks, for the substructure, is now all completed. We anticipate completion of the homes by June 2021.

The Former BDC HQ site has resolution to grant planning, subject to S106 and agreement with the adjacent cricket club. We are very close to an agreement with the cricket club which will then enable planning to be officially granted. Whilst negotiations have been on-going with the cricket club the consultant team have been progressing the detailed design of the first phase and we are currently anticipating going out to tender for this phase this Autumn. This news is rather confusing as back in February, at full Council, I asked John Ward about this development and was told that work was due to start in the Spring this year!

Discretionary Business Payments

- Babergh have so far paid out £652,500 to businesses in discretionary payments
- There is still £545,000 remaining in the fund
- Total applications to date = 136
- Number of Grants paid out = 101
- Number rejected = 70
- Number of new applications received = 25
- 28 applications are in progress and 7 are in a waiting state

The Council will do all we can to ensure that as much of the outstanding fund is used up as is possible.

Solar Carport Funding

The growth of sustainable technology across the districts – a major part of the councils' ambition to become carbon neutral by 2030 - will receive an injection of up to £800,000 in matched funding from the "Getting Building Fund", with the money going towards a pilot scheme to introduce electricity micro-generation and storage solar carports in Sudbury and Stowmarket.

The successful bid for funding will provide up to 50% of the budget for Babergh and Mid Suffolk District Council to install multifunctional solar carports, which will generate and store electricity for electric vehicle charging. The locations currently being assessed are surface car parks at Station Road, Sudbury and Gainsborough Road, Stowmarket with a flexible third option also to be modelled.

Compost Giveaway

We are giving away 480 bags of free compost all in the name of recycling, gardening and homegrown veg on the **19 September, 9am-12pm, Bridge Street, car park, Hadleigh**

- Attendees will be allowed up to two bags of compost per car - once it's gone, it's gone.
- A one-way traffic system will be in place with staff on hand to guide attendees through.
- Attendees are asked not to get out of their car, if possible, to help our staff maintain social distancing
- All the compost has been supplied by Suffolk's Material Change facilities using recycled garden waste - find out more about the facilities on the Suffolk Recycling website.

KERSEY PARISH COUNCIL
1 April 2020 - 31 March 2021

Printed on 06/09/2020

RECEIPTS

Date	Credit ref	Detail	Precept	KCPC	Footpath	Other Receipts	VAT	Total Receipts	<i>Sub total</i>
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
			£ 4,358.00	£ 2,966.07	£ 2,957.97	£ 10,480.43	£ -	£ 20,762.47	

KERSEY PARISH COUNCIL
1 April 2020 - 31 March 2021

Printed on 07/09/2020

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
												£ -	
			£ 363.53	£ 1,196.65	£ 25.00	£ -	£ -	£ 50.58	£ -	£ 315.00	£ 18.71	£ 1,969.47	

Net total (No VAT) £ 1,950.76

**KERSEY PARISH COUNCIL
FINANCE**

Details for Parish Council Meeting on 7 September 2020

Bank Balances At 28 August 2020

Business Premium Account	£17,172.09
Current Account	£1,805.81
	<u>£18,977.90</u>

Transfers between Business Premium and Current account since the last meeting

20-Jul-20	Transfer from BPA to Current account	£2,000.00
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Income received since the last meeting

31-Jul-20	SCC - Footpath mowing	£364.59
		<u>£364.59</u>

Payments made since the last meeting

<u>Date</u>	<u>Chq no.</u>		
22-Jul-20	101249	SALC - Training Clerk website accessibility	£30.00

Payments Due

	<u>Chq no.</u>		
	101250	S Partridge - Clerks Working From Home Expenses	£52.00
	101251	S Partridge - Clerk's Salary	£1,262.17
	101252	S Partridge - Clerk's Expenses	£21.70
20-Sep	Direct debit	ICO - Data protection registration	£35.00
			<u>£1,370.87</u>

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 28 Aug 20	Estimated balance to 31 March 2021	Estimated total to 31 March 2021	Budget/ Precept 2021/2022	Notes:
Parish Council						
Post/tel/stationery/copier cartridge	£135.00	£0.00	£135.00	£135.00		
Clerk's working from home exp	£208.00	£52.00	£156.00	£208.00		£4/week
Hall Hire:Parish Council 12 @ £5	£60.00	£17.97	£42.03	£60.00		Also Zoom subscription for remote meetings
Annual Parish Assembly @ £10	£10.00	£0.00	£0.00	£0.00		
SALC subscription	£185.00	£183.56	£0.00	£183.56		
External audit	£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	£0.00	£40.00	£40.00		ICO reg currently £5 discount for DD payment
Website hosting	£110.00	£110.00	£0.00	£110.00		Suffolk.cloud inc £10 fee for security certificate
Sub total for Admin	£748.00	£363.53	£373.03	£736.56	£0.00	
Clerk's salary & staff costs	£5,400.00	£1,196.65	£4,203.35	£5,400.00		19/20 new scale SCP20 £13.15/hr. Inc element for extra hours
Training/external meetings	£250.00	£25.00	£25.00	£250.00		SALC whole Council 2hrs £220, Cllr £110, others approx £50 mileage £100
Street lighting	£275.00	£0.00	£275.00	£275.00		
Parish Council insurance	£370.00	£0.00	£370.00	£370.00		Oct 17 new 3 year Long term agreement with Came & Co
Glebe insurance	£50.00	£0.00	£50.00	£50.00		
Hedge cut - The Glebe	£80.00	£0.00	£80.00	£80.00		
Playground safety inspection	£90.00	£0.00	£90.00	£90.00		
Dog litter bin emptying charge	£48.00	£0.00	£48.00	£48.00		
St Mary's Church	£420.00	£0.00	£420.00	£420.00		split £265 Churchyd £110 Nletter £45 Clock (last increased Nov 2017)
Defibrillator & Village Emergency Tel	£215.00	£0.00	£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	
Precept	£8,716.00	£1,585.18	£7,119.38	£8,704.56	£770.00	
<i>Other PC income</i>	£4.65					Bank interest
PC Income	£8,720.65					
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
	£8,820.65	£1,900.18	£7,219.38	£8,804.56	£870.00	Total Budget
						KCPC Income 20/21 - Estimated £1000.00 Actual to date £
						Footpath Income 20/21 - Estimated £729.18. Actual to date £364.59
						Millennium Book Fund Income 20/21 - Est £4.00. Actual £
KCPC	£1,197.00	£0.00	£1,197.00	£1,197.00		
Footpath	£406.00	£50.58	£355.42	£406.00		
Millennium Book Fund	£0.00	£0.00		£0.00		
Total actual spend		£1,950.76				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.
Reserves (Cash at Bank)	At 1.4.20	Spent	Added from budget		Estimate at 31.3.21	
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			£1,887.99	
General Parish Council reserve	£4,788.33				£4,788.33	Precept for 2016/17 £6,786 plus CTax Support Grant £43.08
	£16,035.23					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.						

Kersey Parish Council Safeguarding Policy

This safeguarding policy will enable Kersey Parish Council to demonstrate its commitment to keeping safe both children and adults in the community who may be at risk. It will also ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing the harm or abuse is supported.

Kersey Parish Council recognises that it has a fundamental duty of care towards children and vulnerable adults and acknowledges its responsibilities to safeguard their wellbeing and protect them from harm or abuse while engaged in parish council activities or using parish council facilities. Kersey Parish Council is committed to the welfare of children and vulnerable adults and opposes all forms of harm and abuse ie discrimination, exploitation, neglect and manipulation.

The guidelines, as outlined in this policy, aim to protect both children and vulnerable adults from harm or abuse, and also Kersey Parish Councillors, volunteers and employees from false accusation of inappropriate behaviour or abuse.

Definitions

Child

“Anyone who has not yet reached their 18th birthday”. Children Act 1989.

Adults at Risk

An individual who is aged 18 years or over who “Has needs for care and support, is experiencing, or is at risk of, abuse or neglect and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.” Care Act 2014.

Types of Abuse

There are four main types of abuse: physical abuse, emotional abuse, sexual abuse and neglect. It is important to note that self-neglect is part of neglect. Adults may also experience financial abuse.

Related Policies

This policy will need to be read in conjunction with the following Parish Council policies:

- Equality and diversity policy
- Data protection policy
- Complaints policy and
- any others deemed appropriate

Responsibility - Recognising that child and vulnerable adult protection is our responsibility, whether or not our individual roles involve working directly with children and vulnerable adults.

Accountability - Actively holding ourselves accountable in maintain these protection standards.

Behaviour - Acting as role models of child-friendly behaviours and practices. This includes using appropriate language and dress code.

Kersey Parish Council Safeguarding Policy

Equality - Treating all children and vulnerable adults equally with respect and fairness regardless of age, culture, caste, nationality, creed, ethnicity, health status, physical and psychological ability, family situation, sex, language, racial origin, socio-economic status, religious belief and /or sexual orientation.

Participation - Ensuring that children and vulnerable adults are supported to practice their right to express views on all matters, which affect them and their surroundings. Their views will be adequately taken into consideration.

Practices - Prohibiting offensive or abusive language (including teasing and taunting), and the use of gestures or symbols that could be interpreted as insulting or provocative.

Confidentiality - Keeping details of the victims of abuse in reported cases of abuse confidential.

Partnership - Working in partnership with local authorities, communities, partner agencies, vulnerable adults, children and families to promote the welfare, health and development of children, and vulnerable adults to protect them from harm.

Actions

- Respond to, keep a written record of and report actual or suspected concerns, suspicions or violations regarding any kind of abuse or exploitation. See details below.
- Ensure that all activities are safe and risks have been assessed in advance.
- Always work in an open environment and avoid being alone with one child or vulnerable adult. Ensure any private conversation with a child or vulnerable adult is in plain view of others.
- Where possible, obtain written parental or guardian consent if the need arises to administer emergency first aid and/or other medical treatment. Keep a written record of any injury that occurs, along with the details of any treatment given.
- No photography and videography of children without parental consent or vulnerable adults is permitted at any time.

Responding to abuse or an allegation

- Reassure the person concerned.
- Listen to what they are saying.
- Remain calm and do not show shock or disbelief.
- Tell them that the information will be treated seriously.
- Ask questions to ensure you gather the full facts but do not start to investigate or ask detailed probing questions.
- Don't promise to keep it a secret.
- Tell the child or adult at risk what you are going to do next to get help to keep him/her safe.
- Comply with the Parish Council's Data Protection Policy.

Kersey Parish Council Safeguarding Policy

Recording an allegation

A written record must be kept about any concern regarding an adult or child with safeguarding needs. This must include:

- Details of the person involved.
- The nature of the concern.
- Use the adult at risk/child's words where possible.
- Record what they are saying.
- Record what you have been told/witnessed as soon as possible.
- The actions taken, decision made and why they were made.

All records must be signed and dated and then securely and confidentially stored in line with the General Data Protection Regulations (GDPR).

Reporting

All actual or suspected concerns, suspicions or violations regarding any kind of harm, abuse or exploitation must be reported to the Local Authority as well as to the Parish Council Chair and Clerk.

If a child or vulnerable adult is deemed to be in immediate danger or a crime has been committed contact the police.

This policy was adopted by Kersey Parish Council at a meeting on 7 September 2020
Minute reference: 139/20