

Minutes of the Annual Meeting of Kersey Parish Council

held on Tuesday 4 May 2021 via Zoom videoconference at 6 pm

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

In attendance: Sarah Partridge (Clerk) and 5 members of the public

The Chair welcomed everyone to the remote Parish Council meeting. The Chair explained 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.

55/21 Election of Chair

John Hume was proposed, seconded and elected as Chair of Kersey Parish Council; a Declaration of Acceptance of Office of Chair was completed and signed.

56/21 Election of Vice Chair

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

57/21 Apologies

Apologies of absence were received and accepted from Dave Finch and Pascoe Gibbons due to work commitments.

58/21 Accept Members' Declarations of Interest

John Hume declared an interest in planning applications DC/21/01606 and DC/21/01607 for River House because he is a near neighbour.

59/21 Consider any Dispensation requests for Pecuniary Interests received from Councillors – None received

60/21 Other appointments

The following appointments were 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 representative – Philippa Harris
- h) Kersey Playing Field Association – Ex-officio, Chair of Parish Council - John Hume

Long term appointments

- a) Franey and Rand Charities – Rachael Rogers (4-year term ending May 2025)
- b) Nightingale Trust – Natalie Blyth (4-year term ending May 2023) and David Woollard (4-year term ending May 2025)

Members of Kersey Parish Council working groups were also confirmed.

61/21 Public forum and reports

a. Parish Time – Parishioners' opportunity to raise matters and ask questions - None

Minutes of the Annual Meeting of Kersey Parish Council held on Tuesday 4 May 2021 via Zoom videoconference at 6 pm

62/21 Minutes of the previous meeting

The minutes of the meeting held on 12 April 2021 were confirmed as being correct and will be signed.

63/21 Clerk's Report

Following the query raised at an earlier meeting regarding litter on the roads Babergh has thanked the Parish Council and their volunteers for litter picking around the Parish. With regard to the A1141 they can only litter pick with traffic management or road closure due to the 40-60 mph speeds. Babergh work closely with Suffolk County Council highways to allow their team to work safely when road works are being carried out. Following the Annual Parish Assembly, the website has been updated for community organisations and all reports published. The events page and calendar are also updated when organisations inform the Clerk of any planned events. The Clerk and Chair have both been liaising with the production company for the filming being carried out in the village. A brief press release was given to the East Anglian Daily Times. The production company have been working collaboratively with the community and local businesses. They are working within the current government restrictions and have been very professional and helpful in trying to minimise the disruption to the community while filming. It has brought a lot of colour and excitement to the village after a difficult year. It is hoped the filming will be a positive benefit for the future, raising the profile of our beautiful village, the Church and The Bell Inn. Parish Council will be receiving a donation of £1,500 from the production company.

64/21 Correspondence

All correspondence for the Parish Council has been circulated to Councillors. The following items were noted:

Babergh and Mid Suffolk District Councils have submitted the **Joint Local Plan** for independent examination by the Secretary of State. Feedback from stakeholders and the public has been reflected in the final version of the plan.

National Grid consultation for the Bramford to Twinstead network reinforcement. The proposal is to build a new 400,000 volt reinforcement to overcome a bottleneck on the network and increase network capability in the region. The proposed new line will run close to the existing 400,000 volt line. There was concern about the impact on the landscape and countryside and that it is not proposed to underground this new line. It was agreed the Clerk would liaise with the Chair and respond.

Quiet Lanes initiative - Andrew Rogers had been looking at the detail of the Quiet Lanes initiative and assessing how many signs would be needed. There is additional finance available so it may be feasible. The Parish Council will need to consider this initiative again at a meeting once more information is known about exactly what is required, including how many signs and the cost. There will also need to be extensive public consultation including an article in the newsletter and public meetings.

65/21 Finance

- a. The Clerk, Sarah Partridge was confirmed as the Responsible Financial Officer. Natalie Blyth was reappointed as the Internal Auditor and Kevin Pratt as the lead Councillor for finance.
- b. The terms of reference for internal audit and annual internal audit plan were approved. A copy is appended to these minutes.
- c. The Financial Regulations were updated to show the latest statutory procurement thresholds which have to be included in the regulations under 11.1c footnote 2

The public contracts regulations thresholds:

Minutes of the Annual Meeting of Kersey Parish Council

held on Tuesday 4 May 2021 via Zoom videoconference at 6 pm

- a) For public supply and public service contracts £189,330 and
- b) For public works contracts £4,733,252

d. The Parish Council bank mandate arrangements were reviewed and confirmed. All bank accounts have the same mandate and require any two of the three authorised signatories.

e. The financial statement showing current bank balances, receipts and payments had been circulated to Councillors before the meeting; A copy is appended to the minutes. All payments were approved.

66/21 Parish Council accounts and governance statements for the year ending 31 March 2021

- a. Natalie Blyth the Internal Auditor had completed her internal audit on 26 April 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 2020/21 for the Annual Governance and Accountability Return.
- b. Councillors all had a copy of the Parish Council accounts for the year ending 31 March 2021, also published on the website with the agenda. It was resolved to approve the year end accounts; copy appended to these minutes. Councillors reviewed the budget comparison against actual spending for the year, the year-end bank reconciliation and allocated reserves. It was agreed the allocated reserves and the general Parish Council reserve were appropriate. Councillors reviewed the significant variances sheet and agreed this helped to give a clear understanding of the variances.
- c. The Parish Council resolved the period for the exercise of public rights will be 14 June to 23 July, which is in line with guidance issued by PKF Littlejohn the external auditors. The notice will be published on the website and the noticeboard.
- 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 2021. The exemption certificate will be completed, signed and sent to the external auditor.
- e. The Parish Council positively answered all the questions in the Annual Governance Statement.
- f. The Annual Accounting Statements for 2020/21 were reviewed and approved. It was resolved to approve the Annual Governance and Accountability Return. All the accounts and audit information will be published on the website before 1 July in line with the Accounts and Audit Regulations and the Transparency Code.

67/21 Consider any actions necessary due to the COVID-19 pandemic

Community support remains in place. If anyone needs a new flyer with details of the community volunteers who are happy to help residents during the pandemic, they can contact the Clerk for a copy. The playground remains open.

Despite the considerable lobbying from all tiers of local government, including the Parish Council, remote meeting legislation has not been extended. As from 7 May remote meeting legislation will expire. There was a legal challenge in the high court, ironically heard in a remote court session, but this was dismissed. For remote meetings to be allowed primary legislation will need to be passed. The COVID-19 regulations will permit the return to face-to-face meetings when step 3 of the Government's roadmap out of lockdown is implemented, which the roadmap states will not be before 17 May. Meetings of local councils will be 'permitted organised gatherings', which means face-to-face meetings will be able to take place with no limit on numbers, other than the venue limit, providing a risk assessment has been carried out and the relevant Government guidance is followed. The Government also recommend that, if possible, remote public access should still be provided until later in the summer due to the risk of

Minutes of the Annual Meeting of Kersey Parish Council

held on Tuesday 4 May 2021 via Zoom videoconference at 6 pm

transmission. It was agreed this was not a satisfactory situation and rather contradictory. The Clerk will carry out a risk assessment for face-to-face meetings in the village hall. It was agreed meetings in the village hall will start at 7.30pm.

Following recommendations by NALC and SALC, the Council considered the option to delegate powers to the Clerk, following consultation with the Chair and potentially the Vice Chair or another Councillor, to make some decisions for the Parish Council. This would be especially important if the Council were unable to hold meetings due to COVID-19 risks. After a long debate it was decided not to delegate any powers due to the concerns of not allowing the public to engage with Parish Council discussions before decisions are made.

68/21 Planning applications

a. Progress

Town and Country Planning Act 1990 Appeal Under Section 78 Appeal Reference:
APP/D3505/W/20/3255157

Proposal: Outline Planning Application (all matters reserved)-Erection of up to 8no. dwellings with parking and access from a new shared driveway with a single access to Hall Road (resubmission of DC/19/01834) The original application, **DC/20/01266 Land South West Of, Vale Lane, Kersey, Suffolk** was refused by Babergh in June 2020.

The appeal was dismissed by the planning inspector on 21 April 2021. The main reasons for the dismissal were the effect of the proposed development on the character and appearance of the area, including the landscape; and the effect on the significance of heritage assets, in particular, the setting of the Kersey Conservation Area.

DC/21/01822 Boutells, The Street, Kersey, Ipswich Suffolk IP7 6DY

Proposal: Notification for works to trees in a Conservation Area -1no Birch -Fell. 1no Birch - Crown reduce. Permission was given for the tree works to be carried out 23 April 2021.

DC/21/01781 1 Ancient Houses, The Street, Kersey, Suffolk IP7 6EA

Proposal: Application for Listed Building Consent. Internal alterations and renovation. (Revised scheme as per Schedule of Works) Babergh granted listed building consent on 29 April 2021.

b. Planning applications to consider

John Hume declared an interest in the planning application for River House and left the meeting. Andrew Rogers took over as Chair of the meeting.

DC/21/01606 River House, The Street, Kersey, Ipswich Suffolk IP7 6DY

Proposal: Householder Application. Erection of first floor extension

DC/21/01607 River House, The Street, Kersey, Ipswich Suffolk IP7 6DY

Proposal: Application for Listed Building Consent. Internal re-ordering, repairs & erection of first floor extension

A representative for the applicant was present and outlined the application and answered questions. There has been extensive pre-application consultation with the Heritage team at Babergh and Historic England. It is planned to conserve and restore the building sympathetically with minor internal alterations and extensive repairs. The street scene will change with the addition of the first floor over the bake house, this is a replacement for a former first floor structure. It was commented that there is mention of pantile roofing in the application, this is an error. The first floor extension will have a slate roof. The Parish Council resolved by a unanimous decision to fully support both applications. The Parish Council was pleased to see such care and detail in the very thorough application. River House is of historic importance as well as being of great importance to the street scene in Kersey. The Parish Council

Minutes of the Annual Meeting of Kersey Parish Council

held on Tuesday 4 May 2021 via Zoom videoconference at 6 pm

welcomes the sympathetic restoration of this important heritage asset in the heart of the Conservation Area.

One member of the public left the meeting.

John Hume re-joined the meeting and took over again as Chair.

DC/21/02345 Leys House, Church Hill, Kersey, Suffolk IP7 6DZ

Proposal: Householder Application - Erection of single storey rear and side extensions; Erection of detached home office with guest accommodation (following demolition of greenhouse)(re-submission of withdrawn application DC/20/05834).

DC/21/02346 Leys House, Church Hill, Kersey, Suffolk IP7 6DZ

Proposal: Application for Listed Building Consent - Erection of single storey rear and side extensions including alterations as per Design & Access Statement.

The applicants were present. They had revised the application to take account of comments submitted to the previously withdrawn application. The extension to the house matches the footprint of an old part of the house. There are no plans to make the detached home office with guest accommodation a separate dwelling. They have consulted neighbours on both sides about their proposals. The Parish Council considered the applications. There were some concerns about the height and impact of the home office and guest accommodation on neighbouring listed properties and the conservation area. Also, that it may set a precedent for further back land development. The Parish Council noted the amendments made to the earlier, withdrawn, application. Although there were reservations about the proposed home office with guest accommodation the Council resolved to support the proposals by a majority decision.

Andrew Rogers gave his apologies and left the meeting. Two members of the public left the meeting.

c. Applications received after publishing agenda

DC/21/02520 Curtis Farm, Wickerstreet Green, Kersey, Suffolk IP7 6EY

Proposal: Householder Application. Erection of single storey rear garden room (following demolition of existing conservatory). Installation of French doors and sidelights replacing existing window opening with canopy over.

DC/21/02521 Curtis Farm, Wickerstreet Green, Kersey, Suffolk IP7 6EY

Proposal: Application for Listed Building Consent. Erection of single storey rear garden room (following demolition of existing conservatory). Installation of French doors and sidelights replacing existing window opening with canopy over.

An extraordinary meeting will be called shortly to consider these applications.

69/21 Footpath Working Group

The Parish Council has received the contract and schedule of cutting from Suffolk County Council. Working group volunteers have been emailed and it is planned to start the first round of cutting paths this week with the second cut in July, depending on growth and weather conditions. Kevin Pratt reported that some work has been completed on paths lately to improve the surface where it has become very muddy and rutted. Some directional posts have also been replaced.

70/21 KCPC Working Group

The KCPC working group members have mown the grass a couple of times and have been carrying out regular safety checks.

Playground improvement project - progress

Grants have been banked from the Suffolk Community Foundation - Suffolk Giving Fund and Leigh Jamieson's Locality Fund. The steel foundation feet and other parts required for the existing equipment

Minutes of the Annual Meeting of Kersey Parish Council

held on Tuesday 4 May 2021 via Zoom videoconference at 6 pm

have arrived and work on the equipment and gates will be carried out in the next couple of weeks. The basket swing is due to be manufactured shortly, there have been delays at the factory.

71/21 Review and adopt policies

All policy documents will be updated in terms of layout so they are consistent and meet the website accessibility requirements. Other than the Standing Orders, as mentioned below, all other policies were readopted without changes to their content.

- a. Standing Orders- the only update was to amend the procurement values to the current values:
18.f £189,330 for a public service or supply contract or excess of £4,733,252 for a public works contract.
18g £378,660 for a supply, services or design contract or in excess of £4,733.252 for a works contract or £663,540 for a social or other specific services contract.
- b. Complaints Policy and Procedure
- c. Disciplinary and Grievance Policy and Procedure
- d. Freedom of Information Publication Scheme Model and Kersey Publication Scheme
- e. Health and Safety Policy
- f. Press, Media and reporting Policy
- g. Data Protection and Information Security Policy
- h. Data Retention Policy
- i. Privacy Notices – General and Staff, Councillors and Role Holders
- j. Subject Access Request Policy and Procedure
- k. Delegated Powers

72/21 Consider Babergh's biodiversity offer of trees, hedgerows and wildflower areas

Babergh is offering free trees and hedgerow plants, as well as asking for help in locating areas for wildflowers on council, parish, church, or private land. Babergh plans to increase the wildflowers by changing their mowing regimes to let the grass grow longer, and overseeding with yellow rattle or wildflower mixes. Long term care and maintenance of trees and hedges planted under the scheme will be the responsibility of the parish or community group concerned. There are a few areas in Kersey where Babergh currently mows the grass – Vale Lane, the verges near The Splash and under the timber Kersey sign at the bottom of the Church Steps. Councillors welcomed the idea of wildflowers on public land/verges but were concerned by the urbanisation of areas such as near The Splash. The Parish Council does not own any land but it was considered this could be an interesting offer and worth following up. Members of the public present were asked for their opinion. It was suggested the Church already had enough trees and wildflower areas. The allotments may benefit from additional trees or hedge plants; however, the hedgerows are on private land so permission would have to be sought. It was suggested a note be included in the newsletter to explain the offer to residents with a request for feedback to the Parish Council.

73/21 Consider a response to the government remote meetings consultation

The Government is conducting a 12 week call for evidence on the experience of remote meetings. The Government has not extended or renewed remote meeting legislation. All Council meetings must be held in a physical location. Primary legislation, which will take some time to pass through parliament, will be required for remote meetings to be a legal option. It was agreed remote meetings had generally been a positive experience and certainly less dangerous during the pandemic. It was easy for members of the

Minutes of the Annual Meeting of Kersey Parish Council
held on Tuesday 4 May 2021 via Zoom videoconference at 6 pm

public to join, although not many had, and the meetings were efficient. Remote meetings were less sociable and may have been the reason for the slightly reduced public attendance. The Parish Council would welcome the option to hold remote meetings when it was felt appropriate. Remote meetings had allowed our District and County Councillors to attend regularly and easily, reducing travel and expense and had been time efficient. It was agreed the Clerk, in consultation with the Chair, would respond to this consultation.

Penny Calnan gave her apologies and left the meeting.

74/21 Agree content for the newsletter article ‘Pride in our Parish’

It was agreed to include information about the Quiet Lanes initiative and the Babergh biodiversity offer of trees and hedge plants in the Pride in our Parish article.

75/21 Training

SALC continues to offer online training as published on their website. The Clerk had attended a SALC Clerks networking session and a communications webinar.

76/21 Report from meetings

SALC Babergh Area Forum on 4 March 21. Kevin Pratt had attended and the SALC notes circulated.

77/21 Forthcoming meeting

SALC Babergh Area Forum via Zoom on 1 June 21 - Kevin Pratt will attend.

78/21 Any other business – Councillors’ opportunity to bring matters to the Council’s attention

The Chair reminded all Councillors to check and then confirm to the Clerk, via email, that their Registers of Interest are up to date.

The next ordinary Parish Council meeting will be on Monday 5 July 2021 in the Village Hall at 7.30pm. There will be an extraordinary meeting held in May, date to be confirmed, to consider two recently received planning applications and any other urgent matters.

There being no further business the meeting closed at 8.23pm.

Appended to these minutes are 8 pages:

- Terms of reference for internal audit and annual internal audit plan (2 pages)
- Kersey Parish Council finance sheet for 4 May 2021
- Kersey Parish Council accounts for the year ending 31 March 2021 (5 pages)

Signed

Date

Kersey Parish Council Internal Audit

Terms of Reference and Internal Audit Plan year ending March 2022

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 (current edition).

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 year ending March 2022

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 Regs	<ul style="list-style-type: none"> • Evidence the Council has adopted and regularly reviewed Standing Orders and Financial Regulations and 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 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 spending minuted, separately recorded in a/c and within statutory limits? • Are the legal powers recorded for spending? 	
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? • 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? • Are general reserves and earmarked reserves appropriate? 	
Income controls	<ul style="list-style-type: none"> • Is income properly recorded, promptly banked and reported to Council? • Does the precept recorded agree to the Council Tax authority's notification? • If received, is CIL funding reported in accordance with current regulations? 	
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/pensions been properly operated by the Council as an employer? 	
Assets controls	<ul style="list-style-type: none"> • Is the Council Asset Register reviewed annually? • Are asset insurance valuations recorded in the asset register, reviewed and in line with insurance cover? 	
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? • Was there the opportunity provided for the exercise of electors' rights? 	
Internal and external audit reports	<ul style="list-style-type: none"> • Have Internal Audit reports been considered by Council? • Has appropriate action been taken for matters raised in Internal Audit reports? • If the Council certified itself exempt from limited assurance review, did it meet the exemption criteria? • Were External Audit reports considered by Council & appropriate actions taken? 	
Additional matters	<ul style="list-style-type: none"> • Has the Council complied with the Transparency Code and the 2015 Audit & Accounts Regulations by publishing relevant information on their website? • Has the Council published an up-to-date accessibility statement on their website? • Is the Council registered with the Information Commissioners Office? • Was an Annual Parish Assembly held? • Is the Council complying with General Data Protection Regulation requirements? 	

Kersey Parish Council Finance

Details for Parish Council Meeting on 4 May 2021

Bank Balances at 31 March 2021

Business Premium Account	£19,352.42
Current Account	£1,643.98
	<u>£20,996.40</u>

Transfers between Business Premium and Current account since the last meeting

None

Income received since the last meeting

22-Mar-21 Babergh locality grant	£685.00
	<u>£685.00</u>

Payments made since the last meeting

<u>Date</u>	<u>Chq no.</u>		
16-Mar-21	101266	S Partridge - Clerk's salary	£753.85
16-Mar-21	101267	Kersey Playing Field Assoc - insurance & hedgecut	£126.65
23-Mar-21	101268	SCC - Street lighting	£307.60
14-Apr-21	101269	SALC - annual subs	£188.56
14-Apr-21	101270	Suffolk Cloud - website hosting	£110.00
14-Apr-21	101271	Fenland Leisure - playground parts	£396.96
			<u>£1,883.62</u>

Payments Due

<u>Chq no.</u>	
None	<u>£0.00</u>

Expenditure Agreed

Prepared by the Clerk for Kersey Parish Council

Kersey Parish Council Receipts and Payments End of Year Account

31-Mar-20		31-Mar-21
£ 7,990.00	Precept	£ 8,716.00
£ 1,451.00	KCPC	£ 1,831.67
£ 729.18	Footpath	£ 729.16
	Insurance claim for stolen bench	£ 831.00
£ 11.43	Millennium Book Fund	£ 5.33
£ 34.54	Bank interest	£ 8.26
£ 30.00	Bank credit for inconvenience	£ -
£ 352.27	VAT repayment	£ 533.72
£10,598.42	Total receipts	£12,655.14
£ 709.16	Administration	£ 648.89
£ 5,932.54	Staff costs	£ 5,786.33
£ 360.00	Training and external meetings	£ 25.00
£ 225.87	Street lighting	£ 256.33
£ 334.00	Footpath	£ 50.58
£ 2,109.54	KCPC	£ 20.80
£ -	Millennium Book Fund	£ -
£ -	Section 137	£ -
£ 386.63	Insurance	£ 343.93
£ 145.00	Glebe hedgecut	£ 80.00
£ 86.00	RoSPA inspection	£ 86.00
£ 41.00	Dog bin emptying charge	£ 29.24
£ 420.00	St Mary's PCC	£ 420.00
£ 126.00	Defibrillator annual support	£ 126.00
£ 732.79	Parish Council election costs	£ -
£ -	Footpath map leaflet redesign	£ 55.00
£ 133.00	Fixed asset new bench	£ 315.00
£ 533.72	VAT on payments	£ 122.69
£12,275.25	Total Payments	£ 8,365.79

Receipts and payments summary

£20,578.57	Balance as at 1st April	£18,901.74
£10,598.42	Total receipts	£12,655.14
£12,275.25	Less payments	£ 8,365.79
£18,901.74		£23,191.09

Cumulative funds in the bank at 31 March

£14,809.44	Barclays Business Premium a/c	£19,352.42
£ 1,410.69	Barclays Current a/c	£ 1,643.98
£ 2,866.51	Ipswich Building Society a/c	£ 2,871.84
£19,086.64		£23,868.24
£ 184.90	Less unrepresented cheques	£ 677.15
£18,901.74	Balance c/f	£23,191.09

The accounts represent fairly the financial position of Kersey Parish Council as at 31 March 2021 and reflect its receipts and payments during the year.

Signed 
Responsible Finance Officer

Date 21 April 2021

I certify that the accounts were formally approved at the Council Meeting on 4 May 2021

Signed 
Chair of Kersey Parish Council

Date 4-5-21

Kersey Parish Council
Year End Accounts
1 April 2020 - 31 March 2021

Kersey Parish Council consolidated accounts
Year end bank reconciliation as at 31 March 2021

Funds at the bank

Barclays

Business Premium account	£19,352.42
Current account	£1,643.98
	£20,996.40

Less unrepresented cheques:

101234	£184.90	
101261	£55.00	
101267	£129.65	
101268	£307.60	
	£677.15	£677.15

£20,319.25

Ipswich Building Society

Millennium Book Fund account	£2,871.84
	£23,191.09

Balances as per cashbooks

Kersey Parish Council balance b/f 1 April 2020	£16,035.23
Millennium Book Fund balance b/f 1 April 2020	£2,866.51
	£18,901.74

Plus total receipts

£12,655.14
£31,556.88

Total payments

£8,365.79
£8,365.79

Total receipts plus balances at 1 April

£31,556.88

Less total payments

£8,365.79

£23,191.09

Allocated reserves held in bank

Millennium Book Fund (ring fenced)	£2,871.84
KCPC Working Group (ring fenced)	£4,776.94
Footpath Working Group	£3,271.96
Audit reserve	£200.00
Defibrillator and Village Emergency Tel	£836.06
Election provision	£319.71
Church Walk future maintenance	£1,950.00
Training reserve	£449.19
Footpath map printing reserve	£358.50
Fixed asset reserve	£2,957.53
Parish Council general reserves	£5,199.36
	£23,191.09

Kersey Parish Council bank reconciliation prepared by
the Clerk and RFO Sarah Partridge on 21 April 2021

Kersey Parish Council significant variances for year ending 31 March 2021

31-Mar-20		31-Mar-21	Variance	% Variance	Reason for variance (Auditor PKF Littlejohn require explanation if over 15% and more than £200)
£ 7,990.00	Precept	£ 8,716.00	£ 726.00	9.1%	Higher to cover increase in costs, inc Clerk's hours £495 and election costs reserve £140
£ 1,451.00	KCPC	£ 1,831.67	£ 380.67	26.2%	No quiz held due to COVID-19. Grants received for playground improvements £1831.67 due to be spent in 2021
£ 729.18	Footpath	£ 729.16	£ -0.02	0.0%	
£ -	Insurance claim for stolen bench	£ 831.00	£ 831.00	100.0%	Bench stolen, insurance claim made, bench not replaced
£ 11.43	Millennium Book Fund	£ 5.33	£ -6.10	-53.4%	Bank interest rates reduced
£ 34.54	Bank interest	£ 8.26	£ -26.28	-76.1%	Bank interest rates reduced
£ 30.00	Bank credit for inconvenience	£ -	£ -30.00	100.0%	Received last year £30 credit from bank for inconvenience due to bank errors
£ 352.27	VAT repayment	£ 533.72	£ 181.45	51.5%	More VAT reclaimed due to more VAT paid last year
£ 10,598.42	TOTAL RECEIPTS	£ 12,655.14			
£ 709.16	Administration	£ 648.89	£ -60.27	-8.5%	
£ 5,932.54	Staff costs	£ 5,786.33	£ -146.21	-2.5%	Last year Clerk worked and was paid for more hours.
£ 360.00	Training and external meetings	£ 25.00	£ -335.00	-93.1%	Decrease in training costs last year 3 new Councillors £360 training. This year Clerk one course
£ 225.87	Street lighting	£ 256.33	£ 30.46	13.5%	Increase in energy costs up by £25
£ 334.00	Footpath	£ 50.58	£ -283.42	-84.9%	Last year increased spending on mowers - service, repairs and parts £285
£ 2,109.54	KCPC	£ 20.80	£ -2,088.74	-99.0%	No quiz due to COVID-19. Last year quiz £581, last year fencing £1,161. Reduced mower repairs, last year £367 this year £20
£ -	Millennium Book Fund	£ -	£ -		
£ -	Section 137	£ -	£ -		
£ 386.63	Insurance	£ 343.93	£ -42.70	-11.0%	
£ 145.00	Glebe hedgecut	£ 80.00	£ -65.00	100.0%	Last year charged for 2018 and 2019 cuts at £145.00. This year charge was £80 for 2020 cut
£ 86.00	RoSPA inspection	£ 86.00	£ -	0.0%	
£ 41.00	Dog bin emptying charge	£ 29.24	£ -11.76	-28.7%	Withdrawn from contract Dec 2020
£ 420.00	St Mary's PCC	£ 420.00	£ -	0.0%	
£ 126.00	Defibrillator annual support	£ 126.00	£ -	0.0%	
£ 732.79	Parish Council election costs	£ -	£ -732.79	100.0%	Contested Parish Council election May 2019 £732.79
£ -	Footpath map leaflet redesign	£ 55.00	£ 55.00	100.0%	Redesign charge of £55 for leaflet
£ 133.00	Fixed assets	£ 315.00	£ 182.00	136.8%	Deposit paid for replacement bench £133.00 last year, balance of £315 paid this year
£ 533.72	VAT on payments	£ 122.69	£ -411.03	-77.0%	Decreased spending on items with VAT added
£ 12,275.25	TOTAL PAYMENTS	£ 8,365.79			
£ 30,664.00	Fixed assets	£ 30,465.00	£ -199.00	-0.6%	1 bench stolen and not replaced, 1 bench replaced

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 £23,191.09. Allocated reserves £17,991.73. Parish Council general unallocated reserves £5,199.36

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	2021/22	
	Budget/ Precept 2020/2021	Actual to 31 Mar 21	Added to reserves in year	Budget/ Precept 2021/2022	Notes:
Parish Council					
Post/tel/stationery/copier cartridge	£135.00	£35.64	£0.00	£130.00	20/21 £86.33 of unspent budget transferred to Clerk's salary
Clerk's working from home exp	£208.00	£208.00	£0.00	£208.00	£4/week
Hall Hire:Parish Council 12 @ £5	£60.00	£76.69	£0.00	£100.00	Also Zoom subscription for remote meetings (Pro Annual £100)
Annual Parish Assembly @ £10	£10.00	£0.00	£0.00	£10.00	
SALC subscription	£185.00	£183.56	£0.00	£190.00	3% increase for 21/22
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	£35.00	£0.00	£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	£648.89	£0.00	£788.00	
Clerk's salary & staff costs	£5,400.00	£5,786.33	£0.00	£6,230.00	Hours increased 20/21 scale SCP20 £13.51/hr. Inc element for extra hours. To cover overspend on budget £300 from contingencies and £86.33 from stationery budget transferred to Clerk's salary budget
Training/external meetings	£250.00	£25.00	£225.00	£250.00	SALC whole Council 2hrs £220, Cllr £110, others approx £50 mileage £100
Street lighting	£275.00	£256.33	£0.00	£300.00	
Parish Council insurance	£370.00	£294.28	£0.00	£300.00	Oct 20 new 3 year Long term agreement with CAS
Glebe insurance	£50.00	£49.65	£0.00	£50.00	
Hedge cut - The Glebe	£80.00	£80.00	£0.00	£80.00	
Playground safety inspection	£90.00	£86.00	£0.00	£90.00	
Dog litter bin emptying charge	£48.00	£29.24	£0.00	£0.00	Dec 20 withdrew from BDC contract
St Mary's PCC	£420.00	£420.00	£0.00	£460.00	split: £265 Churchyd £150 Nletter £45 Clock (last increased Nov 2020)
Defibrillator & Village Emergency Tel	£215.00	£126.00	£89.00	£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	
Election costs	£165.00	£0.00	£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	
Footpath map printing reserve	£75.00	£55.00	£20.00	£75.00	Build up reserve for reprint £75/year (approx 1,000 maps/yr)
Mowing The Glebe	£100.00	£0.00	£0.00	£100.00	
Contingencies	£300.00	£0.00	£0.00	£300.00	20/21 budget transferred to Clerk's salary
Precept	£8,716.00	£7,856.72	£629.00	£9,533.00	Precept for 21/22 £9,533.00 Approved 18 Jan 21 Min ref 16/21
					21/22 Tax base 178.78 = £53.32 for band D property 11.36% increase (an increase of 45p/month)
Other PC income	£8.26				Bank interest
Insurance claim for bench	£831.00		£831.00		Insurance claim for stolen metal bench to go into fixed asset reserve
PC Income	£9,555.26				
Agreed spending from PC reserves:	£100.00	£0.00	£0.00	£100.00	Defibrillator costs funded from Defib and VETS reserve
Fixed asset reserve		£315.00	£238.54		New bench at Playground (£238.54 PC surplus added to fixed asset reserve)
	£9,655.26	£8,171.72	£1,698.54	£9,633.00	Total Budget
					KCPC income 20/21 - Estimated £1000.00 Actual £1831.67
					Footpath income 20/21 - Estimated £729.18. Actual £729.16
					Millennium Book Fund income 20/21 - Est £4.00. Actual £5.33
KCPC	£1,197.00	£20.80			
Footpath	£406.00	£50.58			
Millennium Book Fund	£0.00	£0.00		£0.00	
Total actual spend		£8,243.10			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	At 31.3.21	
KCPC Working Group (ring fenced)	£2,966.07			£4,776.94	Precept for 2019/20 £7,990 Approved 28 Jan 2019 Min ref 24/19
Footpath Working Group	£2,593.38			£3,271.96	19/20 Tax base 178.23 = £44.83 for a band D property.
Audit reserve	£200.00		£0.00	£200.00	
Defib & VETS reserve	£747.06		£89.00	£836.06	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		£225.00	£449.19	Precept for 2017/18 £7340 (approved 16 Jan 17 min ref 15/17)
Footpath map printing reserve	£338.50		£20.00	£358.50	Tax base 183.47 = £40 for a band D property
Fixed asset reserve	£2,202.99	£315.00	£1,069.54	£2,957.53	
General Parish Council reserve	£4,788.33			£5,199.36	Precept for 2016/17 £6,786 plus CTax Support Grant £43.08
	£16,035.23			£20,319.25	Tax Base 181.25 = £37.44 for a band D property
Millennium Book Fund account	£2,866.51			£2,871.84	
				£23,191.09	

General PC reserves - policy is to hold between 6-12 months gross expenditure (£4,920 - £9,840 (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
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 PCC - clock	Parish Councils Act 1957 s2
St Mary's PCC - churchyard	Local Government Act 1972 s214
St Mary's PCC - 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