

Minutes of Kersey Parish Council ordinary meeting held on Monday 1 March 2021 via Zoom videoconference at 6 pm

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

In attendance: Sarah Partridge (Clerk) and 3 members of the public (two arrived late). Robert Lindsay (SCC) and Leigh Jamieson (BDC) attended for part of the meeting.

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.

The Chair announced the sad passing of Nora Ryde, who used to regularly attend Parish Council meetings. She made a big contribution to the parish during her life, particularly for the village hall.

28/21 Apologies –Leigh Jamieson sent his apologies that he would arrive late.

29/21 Accept Members' Declarations of Interest - None

30/21 Consider any Dispensation requests for Pecuniary Interests received from Councillors – None received

31/21 Public forum and reports

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

a. Suffolk County Councillor report - Robert Lindsay. Robert answered questions. He also provided an update on highway safety measures being considered by SCC highways for the A1141 between Kersey Mill and Semer. Semer Parish Council asked for a reduced speed limit. SCC Highways would not agree to this but have agreed to look at installing signs and painting 'slow' on the road. Robert said funding for this would come from his road safety locality budget.

Two members of the public joined the meeting.

Robert Lindsay gave his apologies and left the meeting. Leigh Jamieson joined the meeting.

b. Babergh District Councillor report - Leigh Jamieson. Leigh answered questions.

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

32/21 Minutes of the previous meeting

The minutes of the meeting held on 9 February 2021 were confirmed as being correct and will be signed later.

33/21 Clerk's Report

The footpath article asking for all residents to respect and protect the footpath network was sent to the Hadleigh and Box River newsletters as well as being published in the Kersey newsletter. The Clerk had registered Mill Lane, Hall Road, Boxford Road and Wickerstreet Green for the Quiet Lanes initiative in November. Due to an omission by Quiet Lanes Suffolk the Parish Council had not been receiving updates about this initiative until very recently. Progress will need to be made on assessing any other roads to be included and the number of road signs required for the quiet lanes. An important aspect of

Minutes of Kersey Parish Council ordinary meeting

held on Monday 1 March 2021 via Zoom videoconference at 6 pm

this project will be to increase community awareness of this proposal. A public meeting will need to be held to get public opinion and see if there is general support for official quiet lanes in Kersey. Andrew Rogers, who volunteered to take this project on will work on this. A broken manhole cover, covered with timber has been reported to SCC following an accident where a resident slipped and injured themselves. The Clerk wrote to James Cartlidge and a letter was forwarded to the Local Government Minister asking for the legislation for remote meetings to be made permanent or at a minimum extended until the COVID-19 pandemic is over. The Clerk has been in contact with the local police safer neighbourhood team after two near misses involving horse riders and a car on the double bend at Kersey Tye. The advice is that the riders can report the incidents to the police so there is a record. The police can then consider whether it is a driving offence or a problem with the road. The Parish Council could consider signage or road markings. Councillors discussed this problem but felt additional signs and road markings would not help the matter, it would be up to individuals to report incidents.

34/21 Correspondence

All correspondence for the Parish Council has been circulated to Councillors. There is one item to note: National Planning Policy Framework and National Model Design Code: consultation proposals. The proposals are for each local planning authority drawing up its own design code in consultation with local people that developers would have to adhere to. This would involve some changes to the National Planning Policy Framework (NPPF). There is currently an eight-week consultation on the proposals which will close in late March. <https://www.gov.uk/government/consultations/national-planning-policy-framework-and-national-model-design-code-consultation-proposals> It was agreed that the Parish Council would not make a corporate response to this consultation. Councillors and members of the public can respond as individuals.

35/21 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. Unfortunately, following advice from HMRC it has become apparent that the Parish Council is unable to reclaim the VAT for the Zoom subscription because Zoom is registered in the EU and not the UK. An amendment to the accounts will be made to move the £10.80 of unrecoverable VAT from the VAT column to the admin column in the accounts, the total cost remains the same.
- b)** Councillors all had a copy of the budget comparison, appended, showing actual spending, estimated spending to the end of the financial year and the budget. It shows that the Parish Council should be within budget at the end of the year.
- c)** The Chair had circulated a note to all Councillors regarding the additional hours worked by the Clerk over her contracted hours. It was resolved that the Council would pay the Clerk for 20 additional hours in this financial year. There is funding within the budget to cover this expenditure.
- d)** All Councillors have seen scanned copies of the original bank statement, receipts and payments and bank reconciliation. Kevin Pratt, the lead Councillor for finance, said he has checked these and confirmed they have been completed correctly. He also confirmed he had regularly been checking the finances by reviewing reports, invoices and scanned copies of evidence during the year.
- e)** The reserves policy, appended to these minutes, was reviewed and readopted without any changes.

Minutes of Kersey Parish Council ordinary meeting

held on Monday 1 March 2021 via Zoom videoconference at 6 pm

f) Estimated total funds at the bank at the beginning of April 2021, including the first instalment of the precept, will be approx. £32,000. Therefore, the fidelity guarantee of £50,000 provides more than enough cover.

36/21 Planning applications

a) Progress

DC/20/05529 1 Ancient Houses, The Street, Kersey, Ipswich Suffolk IP7 6EA

Proposal: Listed Building Consent - Partial demolition of outbuilding and replacement sedum roof, erection of woodstore and screen fence in rear garden. Internal works, replacement rear door, rear first floor window and outbuilding window as detailed in the Schedule of Works.

This application has been withdrawn.

DC/20/05538 1 Ancient Houses, The Street, Kersey, Ipswich Suffolk IP7 6EA

Proposal: Householder Application - Partial demolition of outbuilding and replacement sedum roof, erection of woodstore and screen fence in rear garden.

Babergh granted permission for this application on 25 February 2021. The planning department confirmed that listed building consent is not required for outbuildings not attached to the listed property. Consideration of the listed asset will have been taken into account when deciding this application.

DC/20/05885 Little Manor, Church Hill, Kersey, Ipswich Suffolk IP7 6DZ

Proposal: Householder Application - Erection of garden shed

Babergh granted permission on 23 February 2021

APPLICATION FOR AGRICULTURAL DETERMINATION

DC/21/00627 Bridges Farm, The Tye, Kersey, Ipswich Suffolk IP7 6HB

Proposal: Application to determine if prior approval is required for a proposed: Erection, extension or alteration of a building for agricultural or forestry use. Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 6 - Erection of steel framed agricultural storage building

Babergh confirmed on 24 February that formal approval of the details of the proposed development is not required and the development can be carried out.

b) Planning applications to consider – None received

37/21 Footpath Working Group

Kevin Pratt reported the footpaths are recovering since the weather has become drier, with the exception of part of path 12 between the allotments and the brook where it is still very wet and muddy. The landowner has been contracted. The dog bins are all well used and emptied regularly. Cyclists are still a problem on some footpaths. The footpath working group volunteers will soon be contacted by email regarding mowing for this year. There would usually be a meeting for the group during March. The Chair thanked the volunteers for their work in keeping the paths in good condition. The footpath working group budget, appended, was approved.

Leigh Jamieson left the meeting.

38/21 KCPC Working Group

The KCPC working group members, as last year, will start to mow the playground areas as the grass begins to grow, taking the necessary precautions. The mowing rota using volunteers from the parish will not re-start until all the COVID-19 restrictions have been lifted. A quarterly safety inspection has

Minutes of Kersey Parish Council ordinary meeting

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recently been carried out. A few minor defects were identified. These will all be dealt with as part of the playground improvement project. The KCPC working group budget, appended, was approved. The Chair thanked all the volunteers who help to maintain the playground and recreational facilities.

39/21 Update on progress with the Playground Improvement Project

All the funding has now been secured for the playground improvement project. Some funding has been paid to the Parish Council; the balance has to be claimed after completion along with invoice evidence of the actual project costs. The order has been placed for the basket swing. There is a six-week lead time so it is anticipated that installation will be in April. An order will be placed shortly for the steel foundation feet and other parts required for the existing equipment. During recent inspections it has been noted that the pedestrian gates at the playground are in need of replacement or repair, some gate posts need to be replaced where they are rotten. The Parish Council has been fortunate to receive some additional locality funding from Leigh Jamieson, our District Councillor for this work. The estimate to complete the repairs is £490, a cost comparison of prices has been carried out. Leigh Jamieson has provided £385 toward this, leaving the Parish Council to fund the additional £105. There is still a little money in the Millennium Book Fund account which could be used to cover this cost. The pedestrian entrance is the responsibility of the Kersey Playing Field Association, unfortunately they have very little funding at present due to the pandemic and lack of additional rental income for events. As part of the lease agreement with the Playing Field Association the Parish Council pays for 50% of maintenance and running costs. The Playing Field Association would be very grateful if the Parish Council could fund these repairs to the gate. It was resolved that the Parish Council would carry out these repairs. *Power: Local Government (Miscellaneous Provisions) Act 1976 s19*

40/21 Review effectiveness of internal audit and internal control systems

In order to comply with the Accounts and Audit Regulations the Council reviewed the internal controls in place to protect the Parish Council finances as well as reviewing the internal audit. The review of effectiveness of internal audit is a risk assessment of the internal auditor and the work performed.

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

The Council completed the review of effectiveness of internal audit document which is appended to these minutes. Natalie Blyth, the internal auditor, has reviewed Parish Council documentation, her letter has been circulated to all Councillors. This confirms she remains independent from the day-to-day business of the Council and she is happy to continue as internal auditor for the next financial year. She also believes that the procedures and safeguards the Parish Council has in place are suitable and relevant for Kersey Parish Council. It was concluded that the Parish Council has an effective system of internal control and an effective internal audit process which protects Parish Council finances.

41/21 Review Risk Management Policy, Business Risk Register and risk assessments

The Risk management policy was readopted with no changes. The updated risk assessments, which now include actions necessary due to COVID-19 were all approved. These documents are all appended to the minutes. It was agreed the Parish Council effectively manages the risks facing the Council.

Minutes of Kersey Parish Council ordinary meeting held on Monday 1 March 2021 via Zoom videoconference at 6 pm

42/21 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. Currently remote meeting legislation is time limited and expires on 7 May. NALC and SALC have lobbied the government to have this legislation made permanent. The Parish Council wrote to James Cartlidge, our MP and the Minister for Local Government to also press for the ability to hold remote meetings to be made permanent. It is anticipated there will still be the risk of COVID-19 transmission in May and a face-to-face meeting would not be appropriate. Therefore, it was agreed that to ensure the safety of Councillors, the Clerk and the public the May meeting of the Parish Council will be moved to Tuesday 4 May so that it can be held remotely. The next scheduled meeting after the May meeting is not until July which gives more time for residents to be vaccinated and infection rates to reduce further if legislation is not changed. Ideas for increasing the number of residents who attend remote Parish Council meetings on Zoom were discussed. It was agreed Councillors will encourage residents to attend and explain how easy it is to join by just clicking on a link from the website or agenda. The meetings dates are all published on the website and in the newsletter. They are also all included in the Kersey community calendar on the website. This is a google calendar, so residents can sign up to include these dates on their calendars. This calendar will list all events held in Kersey, meetings and social events. The idea is this will avoid clashes of events as organisers can check the calendar before setting dates for events. A note will be put in the newsletter promoting this calendar and all Kersey community organisations will be reminded about it.

43/21 Agree content for the newsletter article 'Pride in our Parish'

Kevin Pratt will draft an article encouraging residents to be part of the parish by attending the Annual Parish Assembly and Parish Council meetings. Litter was suggested as a topic but it was agreed that the KVG are regularly collecting litter in the parish.

1 member of the public left the meeting.

44/21 Training

SALC continues to offer online training as published on their website. The Clerk attended a recent zoom Clerk's networking session with SALC.

45/21 Forthcoming meeting

SALC Babergh Area Forum via Zoom on 4 March 21 - Kevin Pratt has registered to attend.

46/21 Any other business – Councillors' opportunity to bring matters to the Council's attention

Concern was raised about the amount of rubbish on the A1141. This is an area where volunteers are not to collect litter as it is too dangerous. The Clerk will report the litter to Babergh.

A TV company will be filming in Kersey at the end of April and in early May. A letter will be delivered to all residents shortly from the film company.

Census 21 is happening soon; all households have a legal duty to respond to the census.

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The next scheduled Parish Council meeting will be on Monday 12 April 2021 via Zoom immediately following the Annual Parish Assembly which will start at 6pm.

There being no further business the meeting closed at 7.35pm.

Appended to these minutes are 25 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 1 March 2021
- Kersey Parish Council budget comparison 2020/21
- Reserves Policy
- Footpath and KCPC working group budgets (2 pages)
- Kersey Parish Council Risk Management Policy (2 pages)
- Business risk register (4 pages)
- Risk assessments for mowing, litter picking, playground, office and COVID-19 volunteers (9 pages)
- Review of effectiveness of internal audit

Signed

Date

Report for Kersey PC from county councillor Robert Lindsay 1.3.21

Suffolk County Council Budget

The Suffolk County Council Budget was voted through Full Council on February 11th. This year's budget is based on a 12-month financial settlement from government, rather than the 3 or 4 year agreement which is usually offered. Key points include:

- A council tax rise of 3.99% (1.99% basic council tax and 2% Social Care Precept), representing an increase of £53.55 for a Band D property, from £1,343.61 in 2020-21 to £1,397.16 in 2021-22.
- A council tax income forecast to be £7.9m lower than usual, to be met by using reserves.
- Planned spending is £597.9m, 7.4% more than 2020-21.
- £15.3m of spending to address ongoing COVID-19 costs.
- No proposed reductions in council services or personnel.

Liberal Democrat, Green and Independent (LDGI) Group Budget Amendment and Group Leader's Speech

The LDGI Group submitted a Budget Amendment to Full Council on February 11th alongside the administration's Budget. The amendment would have authorised the use of the full 3% social care precept to avoid impacting SCC's reserves and generate an extra £3.452m for social care at a cost of only £13.41 per year to a Band D household. The extra income would have provided funding for a wider service offer for Suffolk residents, including a new officer for the flooding team to unlock more government funding, and the re-enablement of concessionary bus passes on community transport. The amendment was unfortunately not passed.

Suffolk & Norfolk County Council submit joint bid for £6m flood funding

Suffolk and Norfolk County Councils have submitted a joint bid to the £200m fund for Flood and Coastal Resilience, requesting £6m to invest in flood protection schemes across both counties. The proposed projects would also capture water for reuse. If the bid is successful town and parish councils will be encouraged to get involved through measures like permeable paving, water butts and 'rain gardens' that can cope with occasional flooding. These projects would be in place by 2027 if the bid is approved.

LDGI Group opposes Government's last-minute approach to local authority grants

Suffolk County Council will receive £27m for highways repairs, maintenance and drainage in 2021-22, a reduction from £31m the previous year. This has necessitated the use of £2m of reserves to top up the grant. These cuts in Government funding make it impossible to plan long-term for road maintenance and repair. Due to the uncertainty as to whether this grant would materialise at all, some vital work has already been postponed.

County consults on Post-16 Travel Policy

The LDGI Group has submitted a joint response to Suffolk County Council's consultation on the Post-16 Transport Policy, which manages transport to schools and education for young people after the age of 16. The LDGI Group's views included:

- Support for the expansion of the post-16 travel eligibility for sixth form students and adult learners aged 25 and under with Education, Health and Care plans, reflecting the change in age range for compulsory school attendance.
- Support for keeping prices lower for SEND students.
- The school transport service should support our local bus network in maintaining services to rural areas.
- Better funding the Travel Training Scheme which trains SEND students to use buses and trains where possible rather than taxis and private cars to reach their schools.

District Council Report

CAR PARKING

Cabinet met on the 4th Feb and resolved to approve the implementation of charges in Hadleigh, Sudbury and Pin Mill. The revised proposals were generally the same as the originals, but instead of 30 minutes free parking an hours free parking was agreed. Also the original proposals were due to start in July, but this has now been pushed back and charges will begin no earlier than 1st October. This date will remain under review dependant on the situation with pandemic and the economy.

GENERAL FUND BUDGET

The Council approved the General Fund Budget proposals for 2021/22 and four-year outlook set out in the report, at the recent Full council meeting on 23 February 2021.

The budget looks to increase Babergh's share of council tax by 2.96%, the equivalent of less than 10p a week (£5 a year) for an average Band D property. The increase is part of a package of measures that the council feel will meet the medium-term financial challenges presented by the pandemic; help meet its ambition to achieve net zero carbon emissions by 2030; and maintain services for residents and communities.

In addition to the council tax increase, the budget will also include a proposed increase of £2.50 a year to the annual brown bin garden waste subscriptions, taking the cost from £52.50 to £55 – the equivalent of an extra 10p per collection.

I presented some green party amendments that tried to introduce improvements to aspects of the planning process. Particularly looking to help planning compliance, increase planning committee training and to encourage community projects. We were also looking to initiate further green measures to protect our Biodiversity and kickstart climate change improvements. All amendments were rejected.

HOUSING REVENUE ACCOUNT (HRA) BUDGET

At the meeting Council also agreed the HRA Budget proposals for 2021/22 and four-year outlook.

This report includes a CPI + 1% increase of 1.5% in Council House rents, equivalent to an average rent increase of £1.35 a week. That Sheltered Housing Service charges be increased by £0.69 per week to ensure recovery of the actual cost of service.

Again we submitted amendments to assist housing with retrofitting of council properties, which were again rejected.

CENSUS 2021

The latest Census will take part across Babergh this spring.

Census outputs inform where billions of pounds of public funding are spent on services like transport, education, and health.

Census day will be on March 21 and will be the first Census run predominantly online, with households soon receiving a letter with a unique access code, allowing them to complete the questionnaire on their computers, phones or tablets.

ADOPTION OF THE REVISED TABLE OF FARES FOR HACKNEY CARRIAGES

A new table of fares for Hackney carriage will come into effect from 5 April. The basic rate for daytime fares will increase by 20p from £3.00 to £3.20. Night rates will start at £4.80 and apply between 11pm and 7am instead of between midnight and 6am

MOTION CALLING FOR COUNCIL LEADER RESIGNATION

At the February Council meeting a motion was submitted by councillors in Sudbury calling for John Ward to resign.

John Ward has led on the proposed Babergh name change, the closure of the CAP in Sudbury, the failed sale of Belle Vue to Premier Inn and the instigation of Car Park charges. All without any consultation with the public or Councillors. The motion was ultimately rejected by 2/3 of the Council and was subsequently derided by Councillor Ward.

KERSEY PARISH COUNCIL
1 April 2020 - 31 March 2021

Printed on 24/02/2021

RECEIPTS

Date	Credit ref	Detail	Precept	KCPC	Footpath	Other Receipts	VAT	Total Receipts	Sub total
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
7-Dec-20	Bank	Bank interest 7 Sep - 6 Dec				£ 0.50		£ 0.50	
10-Dec-20	Direct C	SCC Footpath mowing			£ 364.57			£ 364.57	£ 26,319.15
			£ 8,716.00	£ 2,966.07	£ 3,322.54	£ 11,314.54	£ -	£ 26,319.15	

KERSEY PARISH COUNCIL
1 April 2020 - 31 March 2021

Printed on 24/02/2021

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	c Playsafety Ltd - RoSPA insp								£ 86.00	£ 17.20	£ 103.20	
5-Nov-20	101255	c CHT - Defib annual support								£ 126.00	£ 25.20	£ 151.20	
5-Nov-20	101256	c St Mary's PCC								£ 420.00		£ 420.00	£ 4,309.02
18-Jan-21	101257	Babergh Dog bin emptying								£ 29.24	£ 5.85	£ 35.09	
18-Jan-21	101258	S Partridge - Clerk salary		£ 1,286.83								£ 1,286.83	
18-Jan-21	101259	S Partridge - Clerk home working	£ 52.00									£ 52.00	
18-Jan-21	101260	S Partridge - Clerk exp	£ 23.96								£ 4.80	£ 28.76	£ 5,711.70
			£ 545.79	£ 3,745.65	£ 25.00	£ -	£ -	£ 50.58	£ -	£ 1,270.52	£ 74.16	£ 5,711.70	

Net total (No VAT) £ 5,637.54

Kersey Parish Council Finance

Details for Parish Council Meeting on 1 March 2021

Bank Balances at 29 January 2021

Business Premium Account	£20,533.20
Current Account	£1,661.83
	<u>£22,195.03</u>

Transfers between Business Premium and Current account since the last meeting

08-Feb-21 Transfer £2,400.00 from BPA to Current

Income received since the last meeting

16-Feb-21 VAT refund	£533.72
24-Feb-21 Suffolk Community Foundation - grant	£1,146.67
	<u>£1,680.39</u>

Payments made since the last meeting

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

Payments Due

<u>Chq no.</u>		
101261	SCC - Footpath map redesign	£55.00
101262	Jonathan Marsh - KCPC expenses mower belt	£20.80
101263	S Partridge - Clerk's salary	£1,286.83
101264	S Partridge - Clerks home working expenses	£52.00
101265	S Partridge - Clerk's expenses	£48.36
		<u>£1,462.99</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 24 Feb 21	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	£7.32	£28.32	£35.64	£130.00	
Clerk's working from home exp	£208.00	£156.00	£52.00	£208.00	£208.00	£4/week
Hall Hire:Parish Council 12 @ £5	£60.00	£53.91	£32.37	£86.28	£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
Sub total for Admin	£748.00	£545.79	£112.69	£658.48	£788.00	
Clerk's salary & staff costs	£5,400.00	£3,745.65	£1,770.49	£5,516.14	£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	£29.24	£0.00	£29.24	£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)
Precept	£8,716.00	£5,271.96	£3,372.18	£8,644.14	£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	£7.76					Bank interest
Insurance claim for bench	£831.00					Insurance claim for stolen metal bench to go into fixed asset reserve
PC Income	£9,554.76					
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
	£9,654.76	£5,586.96	£3,472.18	£8,744.14	£9,633.00	Total Budget
						KCPC Income 20/21 - Estimated £1000.00 Actual to date £0
						Footpath Income 20/21 - Estimated £729.18. Actual to date £729.16
						Millennium Book Fund Income 20/21 - Est £4.00. Actual £0
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	£0.00	
Total actual spend		£5,637.54				Precept for 2020/21 £8,716.00 Approved on 16 Dec 2019 Min ref 206/19
					Estimate	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		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		£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	£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
	£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.						

VAT repayment
2020/21 £533.72

Kersey Parish Council Reserves Policy

Auditors recommend that general reserve levels should be for reasonable working capital. Kersey Parish Council policy is to aim for general unmarked reserves to lie between a range of 6-12 months gross expenditure. There should be reserves to meet objectives and commitments, also unforeseen additional costs i.e. maintenance of fixed assets, legal fees etc. Kersey Parish Council will hold earmarked reserves for a number of items in order to ensure funds are available for projects and irregular payments do not make the budget/precept fluctuate unnecessarily.

Millennium Book Fund, KCPC Working Group and Footpath Working Group

Funds held for the above groups are held as allocated reserves.

Defibrillator and Village Emergency Telephone

Funds for this project are held in an allocated reserve. Any defibrillator/VETS budget left at the end of a financial year will be added to the defibrillator/VETS reserve for use in future years.

Training reserve

New Councillors are all expected to attend initial training. Councillors and the Clerk will attend relevant training as needed. A reserve will be built up so there are funds available for necessary training, particularly following the election of new Councillors. Any training budget left at the end of a financial year will be added to the training reserve for use in future years.

An allowance will be allocated in the budget each year for the below items to build up an appropriate reserve.

Audit

Under the audit regulations the Parish Council may be exempt from external audit. This cannot be confirmed until after the end of the financial year. The reserve will cover audit fees should they be incurred.

Election Provision

If an election was a stand-alone contested election the cost would be approx. £1,200. The cost of a contested election held alongside another election would be approx. £750, if it was uncontested and held alongside another election then the costs would be reduced to approx. £110.

Church Walk Future Maintenance

Following the major surfacing works in September 2005 for Church Walk (the vehicular access road from Mill Lane, past the school to the Church lychgate) the Parish Council agreed to start a fund which could be used as a contribution to any future maintenance of Church Walk. See minute ref 130/06.

Footpath Map

SCC and Kersey PC have jointly produced a footpath map splitting the cost 50:50. The cost to the Parish Council to print the maps is part of the Council's commitment to promoting tourism and Kersey, also educating people about the footpaths which the Parish Council helps to maintain.

Fixed Asset Reserve

To enable the Council to build up a fixed asset reserve to fund future replacement or repairs to assets without increasing the precept the Parish Council has agreed that any underspend on the budget at the end of every year should be put into the fixed asset reserve.

This Policy was adopted at a Parish Council Meeting on 2 March 2020 Minute reference: 38/20

Kersey Parish Council
Footpath Working Group Budget
Years ending 31 March 2021 & 2022

Actual figures 2019/20		Budget for 2020/21	Actual figures to 20 Feb 21 2020/21	DRAFT Budget for 2021/22
£2,198.20	Reserve as at 1 April	£2,593.38	£2,593.38	£3,271.96
	Estimated Income			
£729.18	Mowing Category 1 paths for SCC	£729.18	£729.16	£729.18
	Footpaths 6281m @5p/m x 2 cuts			
	Bridleways 722m @7p/m x 2 cuts			
£729.18	Total estimated Income	£729.18	£729.16	£729.18
	Estimated Expenditure			
£31.82	Fuel - Est petrol 30 L @ £1.25/L	£36.00	£16.02	£37.50
£8.24	Oil 2 L	£15.00	£0.00	£10.00
£290.19	Mower parts, repairs, service	£350.00	£34.56	£350.00
£3.75	Safety equipment	£5.00	£0.00	£50.00
£334.00	Total estimated Expenditure	£406.00	£50.58	£447.50
£2,593.38	Estimated Reserve as at 31 March	£2,916.56	£3,271.96	£3,553.64

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

Insurance for volunteers is included in the PC insurance package.

Budget for 2020/21 approved 2 March 2020 minute ref 41/20

**Kersey Parish Council KCPC Working Group Budget
for Years ending 31 March 2021 & 2022**

Actual 2019/20		Budget for 2020/21	Actual to 20 Feb 21	DRAFT Budget for 2021/22
£3,624.61	Estimated Reserve as at 1 April	£2,966.07	£2,966.07	£2,966.07
	Estimated Income			
	Quiz			
£1,126.00	Income	£1,000.00	£0.00	£1,000.00
	Raffle			
£100.00	Donation - quiz		£0.00	
£225.00	Donation from E O'S Primrose cottage		£0.00	
£1,451.00	Total estimated Income	£1,000.00	£0.00	£1,000.00
	Estimated Expenses			
	General KCPC running expenses			
	General maint & safety equip	£50.00		£50.00
£366.96	Mower maint/service	£400.00	£0.00	£400.00
	Mower fuel	£50.00		£50.00
	Rubber chippings top up			
	Rubbish sacks	£2.00		£2.00
	Quiz			
£40.00	Hall hire	£40.00	£0.00	£40.00
£441.15	food	£600.00	£0.00	£600.00
£99.99	prizes	£35.00	£0.00	£35.00
	Other quiz expenses	£20.00		£20.00
£948.10	<i>sub total of general KCPC running expenses</i>	£1,197.00	£0.00	£1,197.00
	One off additional expenses			
	Contribution from KCPC funds for playground improvement project			£500.00
	Replace chestnut fencing £400 transferred to mower budget		£0.00	
£1,161.44				
£2,109.54	Total Estimated Expenses	£1,197.00	£0.00	£1,697.00
£2,966.07	Estimated Reserve at 31 March	£2,769.07	£2,966.07	£2,269.07

Budget for 2019/20 approved 4 March 2019 minute ref 40/19

Budget amended min 141/19

Budget for 2020/21 approved 2 March 20 minute ref 42/20

**This budget is for general maintenance and running costs
It does not include the capital costs for the
Playground Improvement Project**

Kersey Parish Council Risk Management Policy

This policy forms part of the Parish Council's internal control and corporate governance arrangements and explains the Parish Council's underlying approach to risk management.

Approach to risk management

A risk is anything that can threaten or impact upon the assets, finances, people, operation or reputation of the Parish Council. Risk Management is the planned and systematic approach to the identification, analysis and control of all risks. Controls take the form of policies, procedures, audits and reports which together ensure an efficient and effective operation.

Kersey Parish Council manages risks at two levels:

1. A risk register is maintained to identify and control 'Council Business' risks.
2. Individual 'risk assessments' are completed for specific hazardous activities / locations and will be provided to all those engaged in relevant activities. These will include, but not be limited to:
 - a. Working in the Parish Council office;
 - b. Litter picking;
 - c. Mowing, strimming and hedge trimming;
 - d. Playground, fitness equipment and cricket net.

Risk management process

The risk management process should be continuous and consists of the following main elements:

- **Identify:** identify and document the risks.
- **Assess:** assess the severity of each identified risk by assessing the impact and likelihood using the '9 box grid' methodology.

	Highly likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
Likelihood	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		Impact		

- **Address:** prepare and implement controls to mitigate risks.
- **Review and report:** review key risks and the effectiveness of their controls, and annually review the performance of the risk management system.

Kersey Parish Council Risk Management Policy

Role of the Clerk

The role of the Clerk is as follows:

- To implement policies on risk management and internal control systems.
- To raise significant risks faced by the Parish Council for its consideration.
- To provide adequate information in a timely manner to the Parish Council on the status of risk and controls.
- To arrange for the internal auditor to undertake an internal audit and provide reports to the Parish Council. The internal auditor should check the minutes for any suggestion of unusual activity and evidence that risks are being identified and managed.

Annual review of effectiveness

The Parish Council will, annually:

- Review the previous year and examine the Parish Council's track record on effectiveness of risk management and internal control to assess if any changes need to be made.
- Consider the internal and external risk profile of the coming year, noting any new areas of risk, and consider whether current internal control arrangements are likely to be effective.
- Review the risk register to ensure it covers all the risks faced by the Parish Council and ensure that measures to avoid, reduce or control any risks identified are in place.

This policy was adopted by Kersey Parish Council at a meeting on 2 March 2020

Minute reference: 44/20

Kersey Parish Council Business Risk Register

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

Kersey Parish Council Business Risk Register

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

Kersey Parish Council Business Risk Register

Topic	Risk Identified	Impact	Likelihood	Risk Rating	Management of Risk	Action
Council meetings	Village Hall not available for mtgs	Negligible	Unlikely	Low	Kersey School could be used for meetings and are aware of possible need, confirmed Apr 18	Contact school if/when necessary
Loss	Consequential loss due to critical damage or third-party performance	Moderate	Unlikely	Low	Review adequacy of insurance cover	Agenda reminder to review insurance in July
Legal Powers	Illegal activity or payment	Moderate	Possible	Medium	Educate Council as to their legal powers. Produce a list of powers with the budget	Clerk and Councillors to attend training.
Financial Records	Inadequate records	Moderate	Unlikely	Low	Clerk to complete and check financial records regularly and internal audit review and review by lead Councillor for finance.	Agenda reminder to complete internal audit in September and April after the year end accounts are complete
	Loss of records	Moderate	Unlikely	Low	Clerk to backup documents regularly and keep an electronic copy at a different location or in 'cloud storage'	Clerk to verify annually
Minutes	Accurate and legal	Moderate	Unlikely	Low	Review and sign at following meeting	Agenda
	Long term storage	Negligible	Unlikely	Low	Minute books/documents archived at Suffolk Records Office	Consider annually
All documents, records and electronic data	Loss of records due to fire, flood or computer failure affecting efficient running of the Parish Council or loss of privacy for Data subjects	Severe	Unlikely	Medium	Keep records/documents in filing cabinet/shelves/desk not on the floor. Review adequacy of insurance cover. Keep regular back-up of electronic data and keep a back-up off site or in 'cloud storage'. Ensure personal data is securely stored to protect privacy and comply with GDPR. Password protection used.	Agenda reminder to review insurance cover in July. Carry out annual data retention audit and delete as necessary. Remind Councillors to store data securely and delete securely.
Data Protection	Non-compliance with the General Data Protection Regulations including loss of personal data	Moderate	Possible	Medium	The Parish Council to comply with the GDPR legislation. Councillors trained to understand requirements. Regularly update the Data Audit taking necessary actions.	Clerk to report progress towards compliance to meetings. Clerk to organise Councillor training. Renew consent every 5 years.
The Transparency Code	Non-compliance with the Transparency Code	Moderate	Possible	Medium	The Clerk to upload the relevant information to the website after every meeting. Website to be reviewed at the end of the financial year to ensure relevant annual information is uploaded.	Clerk to update website after every meeting. Councillors to regularly check the website.

Kersey Parish Council Business Risk Register

Topic	Risk Identified	Impact	Likelihood	Risk Rating	Management of Risk	Action
Website accessibility	Website is not accessible to all users	Low	Low	Low	Review website accessibility and republish the accessibility statement annually.	Clerk to review website and statement and report progress to Sept meeting.
Members Interests	Conflict of interest	Moderate	Possible	Medium	Declarations of interest to be minuted, any conflict to be addressed as appropriate	Agenda & minutes
Volunteers and employees	Injury/ill health	Moderate	Possible	Medium	Ensure Employers Liability Insurance is in place. All volunteers are covered under the Parish Council insurance when they are acting under the instruction of the Parish Council and using Parish Council owned equipment. Risk assessments carried out for work to be done by volunteers and advice given as necessary. Make a list of volunteers and tasks allocated.	Agenda reminder to review insurance cover in July. Review risk assessments in March. Update volunteer registers.
Parish Council Reputation	Damage or loss of reputation by Clerk	Moderate	Unlikely	Low	The Parish Council employs a competent Clerk who attends regular on-going training as necessary.	Clerk to attend relevant training.
	Damage or loss of reputation by Councillors	Moderate	Possible	Medium	Parish Councillors are all expected to attend initial training and then to attend on-going training as necessary.	Clerk to ensure new Councillors are booked to attend initial training and all Councillors receive information about further training opportunities.
	Perceived lack of relevance within community	Moderate	Possible	Medium	Regular Parish Council reports in the Kersey Newsletter. Encourage attendance at Annual Parish Assembly.	Publicise Annual Parish Assembly widely.
COVID-19	Transmission of disease at meetings	Severe	Possible	High (Low if remote meetings are held)	The Parish Council to hold remote meetings while legislation allows. If face to face meetings are necessary appropriate COVID-19 safety measures will be put in place, a separate risk assessment will be completed.	Ensure legislation is in place to allow for remote meetings. Ensure risk assessment takes account of latest government guidance.
COVID-19	Transmission of disease by volunteers	Severe	Unlikely	Medium	Volunteers working for the PC during the pandemic are all advised to take necessary precautions, risk assessment carried out for each activity.	Ensure risk assessments are up to date, review when advice changes.
	Last reviewed by Kersey Parish Council on 1 March 2021				Minute Reference: 41/21	
	Updated February 2021					

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

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

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

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

During the COVID-19 pandemic all volunteers are only to work with someone in their household bubble and to ensure social distancing from anyone else while working. As usual, wearing gloves and thorough hand washing when finished is vital.

Volunteers (aged 16 to 80) are covered by Parish Council insurance when they are acting under the instruction of the Parish Council using Parish Council owned equipment. Volunteers may use their own equipment, which is suitable for the task, but damage to their equipment will not be covered by the Parish Council insurance.

Risk Assessment carried out by: Sarah Partridge
Review of Risk Assessment to be carried out annually.

on: 18 February 2021

Kersey Parish Council Risk Assessment for Litter Picking

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Action
Broken glass or sharp objects	Volunteer Cuts & serious injury	Medium	Volunteers to remove using the litter picker or shovel and brush. Avoid any contact with sharp objects by hand and if possible, wrap before bagging. Only remove sharp objects if safe to do so.	Ensure volunteers have a litter picker.
Drug related litter, hypodermic needles, unknown liquids in containers, asbestos	Volunteer Cuts, serious injury, illness or infection	Low	Volunteers should not move any of these hazardous items. Note the location and contact Babergh District Council public realm to request safe removal by trained staff. If there is ANY doubt about the safety of an item leave it and let Babergh know. In the event of a puncture wound from a syringe or needle: *Do not suck the wound. *Squeeze it to make it bleed. *Rinse and dress the wound. *Go to A & E immediately for medical attention (within 2 hours is possible).	Ensure volunteers have Babergh contact details: Public.realm@baberghmi.dsuffolk.gov.uk
Manual handling/ Heavy Items	Volunteer Muscle strain	Low	Only collect light weight items using a litter picker. Do not over fill bags. For heavy items note the location and report to public realm at Babergh for safe removal. The need for manual handling tasks kept to a minimum. Good manual handling techniques used when lifting and carrying – keep back straight, bend knees, keep object close and don't twist back.	
Dog faeces	Volunteer Ill health	Low	Wash contaminated equipment and hands as necessary.	Volunteers to wear gloves.
Vegetation and plants	Volunteer Infection, ill health, splinter, allergy, eye injury	Low	Use gloves and avoid reaching into hedges in such a way as to expose face, eyes, skin to scratches from thorns. If you can't reach an item safely, leave it. Be aware that blackthorn can cause wounds to go septic. Be aware of common poisonous plants such as giant hogweed and hemlock.	
Working near public highway or right of way	Volunteer/Public/ animals Injury/death due to collision	Low	Work facing on-coming traffic. Do not remove litter from a live carriageway. High visibility clothing worn. Work only carried out during daylight hours in good visibility. Be careful near dogs & livestock.	Volunteers to wear hi-visibility clothing.
Lone working	Volunteer	Low	Work with another person if possible. Take a mobile telephone with you. Tell someone where you are going & when you expect to return.	
Environment Uneven surface, extreme weather	Volunteer Slips, trips, falls Other injury	Low	Avoid working on steep slopes including ditches. If litter can't be safely reached with a litter picker, leave it. Don't step in long grass/vegetation where rabbit holes and obstacles are not visible. Work suspended in extreme weather conditions. Stop work in an electrical storm. Wear clothing appropriate for weather. Work only during daylight hours.	

Kersey Parish Council Risk Assessment for Litter Picking

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Action
Environmental risks Insects, ticks & snakes	Volunteers Stings and bites	Low	Do not disturb insect nests. Ticks can carry Lymes disease – cover exposed skin by wearing long sleeves and trousers. Check for ticks and remove carefully – seek medical advice. Be able to identify adders; keep away, seek medical advice in unlikely event of bite.	
Dead animals	Volunteer Contamination by rotting corpse	Low	Do not attempt to remove. Note the location and report to Babergh public realm for safe removal.	
Flood water	Volunteer	Low	Do not enter flood water	
Lack of awareness of risks	Volunteer	Low	Guidance given to all volunteers and a copy of the risk assessment shared with all. Under 18's to be accompanied by a parent or guardian. For group events keep a list of those volunteering and pass this register to the Clerk.	Volunteers to confirm receipt of the risk assessment. Attendance register filed.

During the COVID-19 pandemic all volunteers are only to work with someone in their household bubble and to ensure social distancing from anyone else while litter picking. As usual, wearing gloves and thorough hand washing when finished is vital.

Volunteers are advised to wear suitable footwear and clothing appropriate for the weather.

Volunteers to wear gloves (gardening or disposable) and a hi-visibility reflective waistcoat and use a litter picker.

Volunteers to observe personal hygiene after litter picking washing hands and if necessary, clothing.

Volunteers have a duty to themselves and the public to work safely. If there are ANY doubts about the safety of any material leave it and give the details of the item and its location to Babergh Public Realm Team public.realm@baberghmidsuffolk.gov.uk who will arrange safe removal.

Volunteers (aged 16 to 80) are covered by Parish Council insurance when they are acting under the instruction of the Parish Council using Parish Council owned equipment. Volunteers may use their own equipment, which is suitable for the task, but damage to their equipment will not be covered by the Parish Council insurance.

Risk Assessment carried out by: Sarah Partridge and John Hume

on: 18 February 2021

Review of Risk Assessment to be carried out annually.

Kersey Parish Council playground, fitness equipment and cricket net risk assessment

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Further action required & by who?
Defective Surfaces – Safety surfaces, Open grass	Volunteers/public Slips, trips, falls	Medium	Regular inspections for defects e.g. holes, mole hills, glass etc (recorded). Loose fill surfaces regularly levelled. Rubber matting checked to ensure edges are firmly held down. Rapid response to defect repairs. Warning signs erected as necessary Mossy areas cleared regularly Public Liability insurance in place	Remind volunteers to check when mowing. Also checked at quarterly inspections Council to review Insurance in July
Equipment	Volunteers/public injury	Medium	Equipment regularly inspected for damage/vandalism (recorded) Quarterly inspection carried out by competent person (recorded) Annual inspection carried out by RoSPA Defects repaired asap Dangerous equipment removed from use Fixing bolts/screws/welds regularly inspected	Remind volunteers to check when mowing. Also checked at quarterly inspections RoSPA inspection in Sept
Fencing	Volunteers/public Cuts	Low	Fences regularly inspected (recorded). Rapid response to defect reports. Fence removed if in dangerous condition and temporary one erected.	Remind volunteers to check when mowing. Also checked at quarterly inspections
Seating	Volunteers/public Injury	Low	Facilities regularly inspected (recorded). Defects repaired asap. Dangerous equipment removed from use. Facilities constructed of durable materials. Facilities secured to ground to minimise vandalism.	Remind volunteers to check when mowing. Also checked at quarterly inspections
Dog Fouling	Volunteers/public Infection/ill health	Low	‘NO Dogs’ signs erected. Bin provided and emptied regularly. Grass walked and fouling removed prior to grass cutting.	Remind volunteers to check when mowing. Also checked at quarterly inspections
Gates	Volunteers/public Entrapments	Low	Closures inspected regularly. Rapid response to defect reports	Remind volunteers to check when mowing. Also checked at quarterly inspections

Kersey Parish Council Risk Assessment for the Parish Council Office

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

Kersey Parish Council COVID-19 Volunteer Risk Assessment

General advice for volunteers:

Volunteers should only be carrying tasks they are happy and comfortable completing.

Volunteers must consider their own health and safety as a priority.

If you feel unwell yourself please isolate and stop volunteering until you are fully recovered.

Volunteers must keep up to date with current government and NHS guidance and adhere to it at all times. <https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>
<https://www.nhs.uk/conditions/coronavirus-covid-19/>

This includes: Washing hands properly and regularly with soap and water for 20 seconds.

Keeping 2 metres (3 steps) distance from participants.

Volunteers are not to enter the homes of those isolating, leave deliveries on the door step.

Volunteers to keep a brief written record of conversations and transactions.

1. Hazard Contact with affected people, transmission

Who Volunteers

Risk Medium / High

Mitigation Follow current hygiene guidelines from Government and NHS.

Volunteers must be under 70 and not in the at-risk category.

Volunteers to avoid contact with those isolating – do not enter homes.

Deliveries to be left outside homes on the door step.

Volunteers to keep 2 metres (6ft 7inches or 3 steps) distance from participants.

Action Volunteers given copy of risk assessment and instructed to adhere to advice.

2. Hazard Theft of goods or money from volunteers or participants

Who Participants and volunteers

Risk Low

Mitigation Keep written log of all transactions, avoid potentially dangerous situations, work in daylight whenever possible.

Action As above

3. Hazard Wrong deliveries

Who Participants and volunteers

Risk Low

Mitigation Keep written log of all transactions, avoid potentially dangerous situations, work in daylight whenever possible.

Action As above

4. Hazard Accidents in transit

Who Volunteers

Risk Low

Mitigation Suitable motor insurance.

Action Volunteers to confirm they have suitable insurance.

5. Hazard Wrong advice given to participants

Who Volunteers and participants

Risk Low

Mitigation Follow current Government and NHS guidelines. Keep a written record of discussions.

Action Volunteers instructed to follow the Government and NHS guidelines.

Risk Assessment carried out by John Hume 17 March 2020, reviewed 23 February 2021

Review of effectiveness of Internal Audit for Kersey Parish Council March 2021

Expected Standard	Evidence of Achievement	Yes or No	Additional comments or action to be taken
Scope of internal audit	<p>Terms of reference were (re)approved by full Council (give date).</p> <p>Scope of audit work takes into account both the council's risk assessment and wider internal control arrangements.</p> <p>Internal audit work covers the council's anti-fraud and corruption arrangements.</p> <p>Is the Council satisfied with what the internal audit work covers?</p> <p>Is any additional internal audit work required?</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p>	<p>11 May 2020 Minute ref 69/20</p>
Independence	<p>Internal Auditor has direct access to those charged with governance.</p> <p>Reports are made in own name to the council.</p> <p>Does the Internal Auditor have any other role within the council?</p>	<p>Yes</p> <p>Yes</p> <p>No</p>	<p>Reports received 7 May 2020 min ref 70/20 and 12 Dec 2020 min ref 9/21. Reports tabled at Council meetings.</p>
Competence	<p>Is the internal audit work carried out ethically, with integrity, objectivity and a good understanding of local council legislation and procedures?</p>	<p>Yes</p>	
Relationships	<p>Clerk/RFO and Internal audit are consulted on the internal audit plan and on the scope of each audit. (Evidence is on audit files).</p> <p>The responsibilities for Clerk/RFO and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (see risk assessments, job descriptions, terms of reference, Standing Orders and Financial Regulations).</p> <p>The responsibilities of council members for financial management are understood; training of members is carried out as necessary. (See Councillor training record).</p> <p><i>Note: It is the council as a whole that is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk.</i></p>	<p>Yes</p> <p>Yes</p>	<p>Correspondence 12 May 20 and 24 Feb 21</p>
Audit Planning and reporting	<p>Does the internal audit plan take account of all the risks facing the council?</p> <p>The Internal Audit Plan has been approved by the council (give date).</p> <p>Internal Audit has reported in accordance with the plan (give date).</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>11 May 2020 Minute ref 69/20</p> <p>As above (7/5/20 & 12/12/20)</p>

Reviewed and adopted on: 1 March 2021

Minute reference: 40/21