

Minutes of the Annual Meeting of Kersey Parish Council held on Monday 15 May 2023 at Kersey Village Hall at 7.30pm

Present: John Hume (Chair), David Butcher, Penny Calnan, Esme Chapman, Andrew Rogers and Richard Walker

In attendance: Sarah Partridge (Clerk). No members of the public were present.

60/23 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.

61/23 Election of Vice Chair

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

62/23 Apologies – Apologies were received from Robert Lindsay (SCC), Leigh Jamieson (BDC) and Rachel Wells.

63/23 Co-option to fill the vacancy for one Parish Councillor

This vacancy can be filled by co-option. Councillors were all encouraged to talk to residents about the role and encourage them to consider joining the team, working to make Kersey a great place to live, work and visit.

64/23 Accept Members' Declarations of Interest – None.

65/23 Consider any Dispensation requests for Pecuniary Interests received from Councillors – None received

66/23 Other appointments

The following appointments were made and confirmed:

- a) Footpath Working Group – Andrew Rogers
- b) KCPC (Playground) Working Group – Esme Chapman
- c) KVG (Volunteer) Working Group – John Hume and Andrew Rogers
- d) SALC Babergh Area Forum – John Hume
- e) Village Hall representative – John Hume
- f) 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 2027) and
- c) David Woollard (4-year term ending May 2025)

Members of Kersey Parish Council working groups were also confirmed.

The role of the COVID-19 volunteers was discussed. It was thought that this group could evolve into a Community Emergency Support Group, the Clerk will contact volunteers to ask their thoughts and the matter will be added to the agenda of a future meeting.

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67/23 Public forum and reports

Reports had been circulated to all Councillors and published on the website before the meeting. Both reports are appended to these minutes.

a. Suffolk County Councillor – A report from Robert Lindsay was received. There were no questions.

b. Babergh District Councillor report – A report from Leigh Jamieson was received, there were no questions. The Chair congratulated Leigh on his re-election as our District Councillor.

c. Parish Time – Parishioners' opportunity to raise matters and ask questions

Concerns were raised by parishioners about the bright outside lighting and tables at the front of The Bell. The Parish Council is delighted to see that the pub is working hard to make a viable business but would like the pub to work with neighbours so everyone can enjoy the village. It was agreed two Councillors would meet with the pub management to discuss the concerns raised.

68/23 Minutes of the previous meeting

The minutes of the meeting held on 17 April 2023 were confirmed as being correct and signed.

69/23 Clerk's Report

Following the Parish Council election, the Clerk has sent all Councillors a welcome pack with plenty of information and guidance to help support them in their role as Councillor. The Coronation picnic was a successful event, enjoyed by residents from across the Parish. For those who wished to buy lunch a wonderful spread was put on by Stuart McQuaker. The Chair explained to Councillors about the money collected for the lunch. This was for the actual cost of the food plus a small donation to the provider as a thank you for the work involved. The Parish Council was grateful to the VPA for the loan of the marquee and to those who helped to put it up and take it down. The Kersey website has been updated following the Annual Parish Assembly when all the community organisations confirmed their details. The defibrillator is regularly checked and is available and ready should it be needed in an emergency. The dog bin at Wickerstreet Green has been stolen. This bin was causing a problem, it was thought dog waste was being specifically brought to this bin causing it to overflow, despite regular emptying by the volunteer. It is not planned to replace the bin. Babergh advise they are having similar problems with some of their bins. The other bins in Kersey remain available and do not have the same problem. The value of the bin was below the insurance excess. One of the historic street signs in Kersey has been stolen. This has been reported to the police by a neighbouring resident. The theft has been publicised on police social media in the hope that the sign becomes 'hot property' and turns up. Unfortunately, the police have no leads to follow so the case has been closed. The Clerk is working with the insurance company to pursue a claim so that the sign can be replaced. It is hoped that the red warning triangle stolen some years ago, before the signs were listed on the Parish Council asset list, can also be replaced. The Chair will be speaking to local residents about this replacement. The Lewis Mowles Trust has kindly agreed to make a donation to cover the cost of the new bench which has been installed outside the Church lychgate, in place of the old worn out bench.

70/23 Correspondence

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

Babergh and Mid Suffolk Joint Local Plan Main Modifications – Planning inspectors will begin the further examination hearing sessions for the Babergh and Mid Suffolk Joint Local Plan 2018 – 2037. The hearing sessions will commence at 10:00 on 26 June 2023 and will be held as virtual

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sessions on Microsoft Teams. The sessions are likely to continue until 29 June 2023. Arrangements will also be in place for people to observe the hearing sessions by internet livestream.

Community benefits for electricity transmission network infrastructure consultation – This government consultation provides an opportunity for the constructive voice of town and parish councils to be heard. Especially considering the appropriateness of the community benefit scheme being voluntary rather than compulsory and how local councils could be empowered to be engaged to shape how community benefits are delivered for specific schemes. The Council decided not to respond to this consultation.

20's Plenty for Us, a not-for-profit campaign organisation is contacting all parishes in Suffolk to ask them to join their campaign to make 20mph the default speed limit in residential areas. They are hosting a one-hour Suffolk webinar on 2 June at 1pm or 29 June 7.30pm to provide more information about their scheme. The Parish Council is not keen on more signage cluttering the village to achieve lower speed limits. The Chair will try to attend.

71/23 Finance

- a. The Clerk, Sarah Partridge, was confirmed as the Responsible Financial Officer. Natalie Blyth was reappointed as the Internal Auditor and Penny Calnan 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 amended to delete 3.3 as the Parish Council has no sources of income except the precept so this item means providing information which is not accurate or useful. 11.1 b & h Public contracts value was updated to the new figure of £30,000.
- d. The Parish Council bank mandate arrangements were reviewed and confirmed. This requires 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. The first 50% of the annual precept from Babergh has been received £5710.

72/23 Received report from Internal Auditor

A report was received from Natalie Blyth, the internal auditor confirming that she had completed her internal audit on 11 May and found everything to be in order. Her report had been circulated to all Councillors.

73/23 Parish Council accounts and governance statements for the year ending 31 March 2023

- a. The Council received and noted that Natalie Blyth the Internal Auditor had completed the Annual Internal Audit Report 2022/23 for the Annual Governance and Accountability Return with no issues raised.
- b. Councillors all had a copy of the Parish Council accounts for the year ending 31 March 2023, 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 are all appropriate to the needs of the Council. At £4,562 the general Parish Council reserve is below the 5-year average of 6-12 months gross expenditure (£6,262 - £12,524). No funds have been added to this for some years and due to inflation Parish Council costs have risen. It was agreed to review the

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general reserve at the budget setting meeting in November. Councillors reviewed the significant variances sheet and agreed this helped to give a clear understanding of the variances. The Clerk explained the favourable position regarding the LED Street Lighting payback to the fixed asset reserve. Due to the increase in energy costs the savings made by the Parish Council are higher than originally estimated. This year £368.80 has already been repaid to the fixed asset reserve from the street lighting budget. The street lighting budget is to be kept at old higher energy consumption levels until the total cost of LED conversion has been recovered. If repayments continue at approx. £300/year it will only take 7 years. The Clerk was thanked for the clear and thorough presentation of the accounts.

c. The Parish Council resolved the period for the exercise of public rights will be 5 June to 14 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. The Parish Council positively answered all the questions in the Annual Governance Statement and this was signed.

e. The Annual Accounting Statements for 2022/23 were reviewed, approved and signed. It was resolved to approve the whole Annual Governance and Accountability Return.

f. 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 2023. The exemption certificate was completed, signed and will be sent to the external auditor. 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.

74/23 Planning applications

a) Progress - None

b) Planning applications to consider

DC/23/01869 Bridge House, The Street, Kersey, IP7 6DY

Proposal: Application under Section 73 of The Town and Country Planning Act 1990 for Planning Permission DC/22/02737 for the variation of Condition 2 (Approved plans and documents) - To increase the footprint of the proposed extension and alterations to garage window.

DC/23/01870 Bridge House, The Street, Kersey, IP7 6DY

Proposal: Application for Listed Building Consent - Erection of one and a half storey rear link extension and garage conversion, internal alterations consisting of reinstatement of a staircase and demolition of an internal wall.

The applicant was not present.

The Council considered the above applications together. The Council unanimously supported the proposal to increase the length of the proposed extension and alterations to the garage window. However, the Parish Council note the concerns raised by the Babergh Heritage Officer regarding the insertion of a fireplace and the harm this may have on the listed building. The Parish Council would like to see that the Heritage recommendations are complied with in this respect.

DC/23/02108 Bouttells, The Street, Kersey, Ipswich Suffolk IP7 6DY

Proposal: Notification of Works to Trees in a Conservation Area - Crown reduce 1No. Walnut by 50% Reduce crown of 1No. Magnolia (T2)

The applicant was not present.

The Council considered this application and unanimously agreed to support the proposed tree works.

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DC/23/01681 Land to The Rear of 1 - 6, The Street, Kersey, Suffolk

Proposal: Discharge of Conditions Application for B/15/01196 - Condition 3: (Archaeology), Condition 4: (Construction Management), Condition 5: (Landscaping), Condition 6: (Highways), Condition 7: (Noise Mitigation), Condition 8: (Energy Efficiency), Condition 9: (Levels)
The applicant was not present.

The Council considered the dispensation of the above conditions. Most of these conditions are of a technical nature. However, the Parish Council was pleased to have been consulted regarding the Construction, delivery and waste management plan which will have an impact on Kersey residents. The Council considers that this plan has some inadequacies, particularly regarding noise which echoes around the buildings and gardens through the village due to the topography of The Street and Church Hill. The Parish Council would like the following amendments and additions to the plan to minimise the construction disruption for local residents, visitors and businesses:

Working Hours – The Parish Council would like to see reduced working hours on a Saturday from 8am until 12 noon to allow residents and visitors to have peaceful enjoyment of their homes, gardens and the village.

Contractors' vehicles – All contractors and trade vehicles must be parked on the site to avoid traffic congestion in The Street and village in general.

Delivery vehicles – An agreed route needs to be set out and agreed with SCC highways to ensure the safe passage of large delivery vehicles through Kersey, avoiding primary school drop off and collections times when the village already has an increase in traffic and congestion. A one-way route may be necessary as there is no room for large vehicles to pass each other in The Street.

Noise minimisation measures – the Parish Council noted there are some noise minimisation measures set out in the plan. However, the Parish Council requests this be extended so that there is a policy of no sound systems or radios allowed outside on the construction site.

75/23 Provide comments to SCC on the proposal for a 30 mph speed restriction on the A1141 at Stone Street

Suffolk County Council is considering a proposal to reduce the existing 40 mph speed restriction to 30 mph in the residential area of Stone Street on the A1141. The residents in this area are concerned by the traffic speeds making it dangerous for them to leave their homes or walk between properties and businesses. Councillors had all seen the document and full details. The Parish Council was unanimous in their wholehearted support for this reduction in the speed limit. The Parish Council is also keen to support the introduction of a 40 mph speed limit from Letts Swimming Pools in Semer down to Stone Street. This would go some way to help make this very dangerous and bendy section of road safer for all road users. There are many junctions with poor sight lines, businesses and homes along this route which would all benefit from a reduction in the speed vehicles are allowed to travel and in combination the two limits would provide a level of natural compliance by drivers.

76/23 Footpath Working Group general report and proposal to purchase new equipment

A report was received from Kevin Pratt. The season of cutting has commenced, some footpaths have already received a first cut. Repairs to a number of posts and a bridge have been completed. The Church gate post has been repaired and it is expected that the gate and posts at the bottom of Church Hill will be replaced soon. The FWG met in March to agree path allocation for volunteers. New

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volunteers to join this group are always welcomed. The current Chair of the FWG has agreed to stay in position for the time being. The next FWG meeting will be on 5 June 2023. SCC has sent the schedule for surface clearance of the paths in Kersey. At the FWG meeting it was discussed that some of the equipment is getting old and difficult to use and maintain. It was agreed it would be good to get some new equipment to make the work easier for volunteers. All Councillors had seen the proposal for a new robust mower and battery-operated strimmer. Three estimates had been sought for both pieces of equipment. It was resolved to purchase:

A petrol 20" Weibang 7 speed multi height lawn mower (pull cord easy start) that will be of easy use for all on the FWG and can be used on the majority of footpaths.

A Stihl brushcutter/trimmer with harness, a belt bag for the battery, two batteries and a charger. The battery unit is considered to be eco-friendly and will reduce the use of fossil fuels. This brushcutter/trimmer will make surface clearance much easier for volunteers on some of the paths which are difficult to access with the mower. The total cost for supply of the equipment is £1,496.36 + VAT. It is also planned to trade in the very old DR wheeled strimmer which is heavy, manual start and manual push.

The Council thanked Kevin from continuing as Chair of the Footpath working group and thanked all the volunteers for their work keeping all the footpaths in Kersey in such good condition.

77/23 KCPC Working Group

Jonathan Marsh has little to report. The mowing rota is working well, as is the mower.

78/23 Review and adopt policies

All the policies are published on the Parish Council pages of the Kersey website.

a. Standing Orders - It was resolved to amend 17e to remove the 14-day requirement and to amend 18av and 18c to update the public contracts value to the current figure of £30,000.

b to m. The following policies were reviewed with no changes:

Delegated Powers, Complaints Policy and Procedure, Data Protection and Information Security Policy, Data Retention Policy, Disciplinary and Grievance Policy and Procedure, Equality and Diversity Policy, Freedom of Information Publication Scheme Model and Kersey Publication Scheme, Health and Safety Policy, Press, Media and Reporting Policy, Privacy Notices – General and Staff, Councillors and role holders, Safeguarding Policy, Subject Access Request Policy and Procedure

n. Dispensation Policy – This policy is no longer necessary as all the information is covered in the Code of Conduct. It will be deleted.

79/23 Consider installation of a defibrillator at Kersey Upland

A couple of local residents had asked about the possibility of another defibrillator in Kersey so that more residents live nearer to a unit. It was resolved to work on the installation of a new defibrillator unit in an unlocked cabinet at Kersey Upland. The unit will be installed in an easily visible location on the end of a business building where there is safe parking and turning. It was agreed to work with the Community Heartbeat Trust who supports the Parish Council with the current unit, located at the rear of The Bell Inn. The initial estimate is for the unit to cost approx £1600 to £1800 plus electrician fees for the electrical wiring and putting up the cabinet. The annual support and managed solution charge would be £135. The Clerk and Councillors will look for grant funding opportunities. Robert Lindsay our County Councillor has already offered to make a contribution from his locality fund.

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There are also funds in the filming donation reserve which could be used to match fund any defibrillator grants available. (*Power: Public Health Act 1936 s234 (power to provide life saving appliances)*)

80/23 Parish Review and creating a public consultation questionnaire

The Clerk will contact the Babergh communities team to get their support and advice regarding this Parish Review and creating a public consultation questionnaire. The Parish Council has already agreed the topics to include.

81/23 Agree content for the newsletter article 'Pride in our Parish'

The Council had a discussion about why residents are not getting involved and supporting more of the community events and organisations. It was thought that following COVID people have become more insular. It was agreed that it may also be because people are not aware of what is on offer and a personal approach would help. Penny will write a brief article to promote the community organisations for the June edition of Pride in our Parish for the newsletter. The Clerk will contact the newsletter team to see if for future editions they would publish a focus interview with members of the various community organisations in the hope that a personal insight might encourage others to participate in parish events. The Council will also review the welcome letter given to all new residents in their welcome pack which includes a letter from the Parish Council, a letter from the Church and a footpath map.

82/23 Training

SALC has developed a new Councillor training pathway. The Clerk will share this with Councillors. This includes a new Councillor basics workshop which is two zoom sessions (2 hours each). The sessions provide an understanding of what makes a good council and the role a councillor plays. It is also ideal for existing councillors to refresh their knowledge.

83/23 Reports from other meetings

Police and Parish Forum – notes circulated

SALC Babergh Area Forum 7 March – The Chair attended and circulated notes after the meeting.

Suffolk Enhanced Partnership Passenger Interest Group – Richard Walker has attended two of these meetings. The notes have been circulated. The focus is on a Suffolk Bus Service Improvement plan. Although Suffolk did not receive initial funding, the Department of Transport was impressed with the plan and has asked Suffolk to work with other councils and hopefully funding will become available. The Demand Responsive Transport is also under review which is important for rural communities. It is hoped to improve this service with bus service hubs by linking communities together to make some rural bus services viable again. It was commented that improved cycling infrastructure should be an important part of any transport improvements.

84/23 Forthcoming meetings

- a) Police and Parish Forum 14 June at Claydon
- b) SALC Babergh Area Forum 8 June 7pm – 8.30pm on zoom The Chair to attend

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85/23 Any other business – Councillors’ opportunity to bring matters to the Council’s attention - None

The next scheduled Parish Council meeting will be on Monday 3 July 2023.

There being no further business the meeting closed at 9.38 pm.

Appended to these minutes are 11 pages:

Suffolk County Councillor report from Robert Lindsay

Babergh District Council report from Leigh Jamieson

Terms of reference and internal audit plan for year ending March 2024 (2 pages)

Kersey Parish Council finance sheet for 15 May 2023

Parish Council accounts for the year ending 31 March 2023 (6 Pages)

Signed

Date

**Report for Kersey Parish Council by Robert Lindsay, Suffolk County
Councillor 15 April 2023**

Safer Speed Limits – A1141 update

In my annual report I mentioned that I was meeting cabinet member and senior officers to discuss reducing the speed limit on the A1141 on Union Hill from 60 to 40mph (from Stone Street to Letts swimming pool). At the meeting I pressed for such a reduction, and said I would finance an officer report into that speed limit. I have now requested a speed survey there as the first step towards an officer report. The Suffolk County Council cabinet member who has to make the ultimate decision promised to visit the site to see for himself as and when he gets the report from officers. I see on your agenda is your input on the proposal to reduce Stone Street speed limit from 40 to 30mph. In my view the two speed limit reductions together would make sense and reinforce each other, making driver compliance with both more likely.

Defibrillator

I am happy to use my locality budget to contribute towards the cost of an additional defibrillator in the village as and when you have a site and cost estimate etc.

Kind regards

Robert Lindsay

Kersey District Council Report

May Elections

The May elections produced a big change in Babergh Council. With the election of 10 Green Party Councillors the party becomes the largest group within the Council. The rest of the Council is made up of 9 Independents, 8 Conservatives, 5 Lib Dems and 1 Labour. It was a huge honour for all concerned that residents of the district are willing to trust us with the running of the Council. We now need to convince seasoned councillors in Babergh that the district needs to break the status quo and trust their residents.

Negotiations are ongoing on the make-up of the new administration.

Tour of Britain

Once again, the streets of Babergh and Mid Suffolk are going to play host to the world's top cyclists. This year will see the Tour of Britain pass through the area in September. The fifth day of the UK's longest running, and most prestigious international cycle race will weave through the heart of the county's countryside, before culminating along the Suffolk coastline in the shadows of Felixstowe's pier and world-famous port on Thursday 7 September.

Full details of stage five – including the start location, route and timetable – will be announced in due course.

Free Compost

As part of International Compost Awareness Week (from Saturday 6 May), the Suffolk Waste Partnership, which includes Babergh and Mid Suffolk District Councils, is supporting several initiatives aiming to help residents get composting.

Leigh Jamieson (Cllr)

Kersey Parish Council Internal Audit

Terms of Reference and Internal Audit Plan for year ending March 2024

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 for year ending March 2024

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 15 May 2023

Bank Balances at 28 April 2023

Business Premium Account	£26,892.05
Current Account	£1,356.65
	<u>£28,248.70</u>

Transfers between Business Premium and Current account since the last report

None

Income received since the last report

11-Apr-23	Babergh - 1st 50% precept	£5,710.00
		<u>£5,710.00</u>

Payments made since the last report

<u>Date</u>	<u>Chq no.</u>		
27-Mar-23	101349	SCC - Street lighting	£205.44
27-Mar-23	101350	Kersey Playing Field Assoc - insurance & hedge cut	£164.55
28-Mar-23	101351	Kersey Playing Field Assoc - reissue (cancelled chqs)	£418.21
17-Apr-23	101352	SALC - Annual subs	£203.94
17-Apr-23	101353	Suffolk.Cloud - Web hosting	£120.00
			<u>£1,112.14</u>

Payments Due

<u>Chq no.</u>	
None	<u>£0.00</u>

The following cheques payable to Kersey Playing Field Association have been cancelled:

101234	£ 184.90
101267	£ 129.65
101304	£ 103.66
	<u>£ 418.21</u>

Expenditure Agreed

Prepared by the Clerk for Kersey Parish Council

Kersey Parish Council Receipts and Payments End of Year Account

31-Mar-22		31-Mar-23
£ 9,533.00	Precept	£10,080.00
£ 752.48	Footpath	£ 752.48
	Jubilee	£ 3,600.00
£ 2,293.33	KCPC	£ 1,094.51
£ 2.93	Millennium Book Fund	£ -
£ 2.01	Bank interest	£ 57.49
£ 1,750.00	Donations for filming	£ -
£ 164.00	BDC Council tax support grant	£ -
£ 122.69	VAT repayment	£ 1,477.11
£14,620.44	Total receipts	£17,061.59

£ 702.42	Administration	£ 812.73
£ 5,742.01	Staff costs	£ 6,351.68
£ -	Training and external meetings	£ 166.35
£ 259.95	Street lighting	£ 171.20
	Street lighting LED conversion	£ 2,450.20
£ 159.62	Footpath	£ 481.47
£ 281.02	Jubilee	£ 3,318.98
£ 7,058.34	KCPC	£ 245.83
£ -	Section 137	£ -
£ 343.94	Insurance	£ 358.83
£ 54.00	Glebe hedgecut	£ 100.00
	Glebe maintenance	£ 200.00
£ 89.50	RoSPA inspection	£ 91.00
£ -	Bin emptying costs	£ 9.98
£ 460.00	St Mary's PCC	£ 460.00
£ 126.00	Defibrillator annual support	£ 126.00
£ -	Parish Council election costs	£ -
£ -	Footpath map leaflet redesign	£ -
£ 1,477.11	VAT on payments	£ 819.02
£16,753.91	Total Payments	£16,163.27

Receipts and payments summary

£23,191.09	Balance as at 1st April	£21,057.62
£14,620.44	Total receipts	£17,061.59
£16,753.91	Less payments	£16,163.27
£21,057.62		£21,955.94

Cumulative funds in the bank at 31 March

£20,067.45	Barclays Business Premium a/c	£21,182.05
£ 1,408.38	Barclays Current a/c	£ 1,562.09
£ -	Ipswich Building Society a/c	£ -
£21,475.83		£22,744.14
£ 418.21	Less unrepresented cheques	£ 788.20
£21,057.62	Balance c/f	£21,955.94

The accounts represent fairly the financial position of Kersey Parish Council as at 31 March 2023 and reflect its receipts and payments during the year.

Signed 
Responsible Finance Officer

Date 2 May 2023

I certify that the accounts were formally approved at the Council meeting on 15 May 2023

Signed 
Chair of Kersey Parish Council

Date 15.5.2023

Kersey Parish Council, Suffolk
Year End Accounts
1 April 2022 - 31 March 2023

Kersey Parish Council consolidated accounts
Year end bank reconciliation as at 31 March 2023

Funds at the bank

Barclays

Business Premium account	£21,182.05
Current account	£1,562.09
	£22,744.14

Less unrepresented cheques:

101349	£205.44	
101350	£164.55	
101351	£418.21	
	£788.20	£788.20
		£21,955.94

Balances as per cashbooks

Kersey Parish Council balance b/f 1 April 2022	£21,057.62
Plus total receipts	£17,061.59
	£38,119.21

Total payments £16,163.27

Total receipts plus balances at 1 April	£38,119.21
Less total payments	£16,163.27
	£21,955.94

Allocated reserves held in bank

Footpath Working Group	£4,135.83
KCPC Working Group (ring fenced)	£3,735.38
Audit reserve	£200.00
Training reserve	£782.84
Defibrillator reserve	£1,014.06
Election provision	£649.71
Church Walk future maintenance	£2,210.00
Footpath map printing reserve	£508.50
Fixed asset reserve	£2,243.09
Filming donations reserve	£1,750.00
BDC Council tax support grant reserve	£164.00
Parish Council general reserves	£4,562.53
	£21,955.94

Kersey Parish Council bank reconciliation prepared by
the Clerk and RFO Sarah Partridge on 2 May 2023

Kersey Parish Council significant variances for year ending 31 March 2023

31-Mar-21	31-Mar-22		31-Mar-23	Variance	% Variance	Reason for variance (Auditor PKF Littlejohn require explanation if over 15% and more than £200)
£ 8,716.00	£ 9,533.00	Precept	£ 10,080.00	£ 547.00	5.7%	Increased to cover increase in costs as set out in the budget
£ 729.16	£ 752.48	Footpath	£ 752.48	£ -	0.0%	
	£ -	Jubilee	£ 3,600.00	£ 3,600.00	100.0%	Grants received for Jubilee street party £3280 plus Jubilee guest contributions £320
£ 1,831.67	£ 2,293.33	KCPC	£ 1,094.51	£ -1,198.82	-52.3%	Grant received last year for playground improvements £2293.33. This yr quiz income £1094.51
£ 5.33	£ 2.93	Millennium Book Fund	£ -	£ -2.93	-100.0%	Millennium Book Fund closed so no income from bank interest
£ 8.26	£ 2.01	Bank interest	£ 57.49	£ 55.48	2760.2%	Bank interest rates increased
£ -	£ 1,750.00	Donations for filming	£ -	£ -1,750.00	-100.0%	No filming donations received this year
£ -	£ 164.00	BDC Council Tax support grant	£ -	£ -164.00	-100.0%	No Council Tax support grant received this year
£ 533.72	£ 122.69	VAT repayment	£ 1,477.11	£ 1,354.42	1103.9%	More VAT paid last year so more reclaimed this year
£ 11,824.14	£ 14,620.44	TOTAL RECEIPTS	£ 17,061.59			
£ 648.89	£ 702.42	Administration	£ 812.73	£ 110.31	15.7%	Increases across admin expenses as set out in the budget
£ 5,786.33	£ 5,742.01	Staff costs	£ 6,351.68	£ 609.67	10.5%	Clerk moved up salary scale and national NJC pay scale increase
£ 25.00	£ -	Training and external meetings	£ 166.35	£ 166.35	665.4%	One new Councillor received training £156 and Clerk travel costs £10.35
£ 256.33	£ 259.95	Street lighting	£ 171.20	£ -88.75	-34.6%	Energy costs reduced by £85.58 due to conversion to LED
	£ -	Street lighting LED conversion	£ 2,450.20	£ 2,450.20	100.0%	Street Lighting converted to LED at cost of £2450.20
£ 50.58	£ 159.62	Footpath	£ 481.47	£ 321.85	636.3%	Increased spending on mowers - service, repairs and parts up £252.99 and fuel £68.86
	£ 281.02	Jubilee	£ 3,318.98	£ 3,037.96	100.0%	Jubilee celebration expenses last year £281.02 bought in advance of event. This year £3318.98
£ 20.80	£ 7,058.34	KCPC	£ 245.83	£ -6,812.51	-32752.5%	Mower purchased £245.83. Last yr spending on improvement project £6937 + £121 gate timber
£ -	£ -	Section 137	£ -	£ -	0.0%	
£ 343.93	£ 343.94	Insurance	£ 358.83	£ 14.89	4.3%	Glebe insurance cost increased £14.89
£ 80.00	£ 54.00	Glebe hedgecut	£ 100.00	£ 46.00	57.5%	Hedge cut charge this year £100
	£ -	Glebe maintenance	£ 200.00	£ 200.00	100.0%	New Glebe maintenance contribution to school who mow the Glebe to reflect community use
£ 86.00	£ 89.50	RoSPA inspection	£ 91.00	£ 1.50	1.7%	
£ 29.24	£ -	Dog bin emptying charge	£ 9.98	£ 9.98	34.1%	Bin bags £9.98
£ 420.00	£ 460.00	St Mary's PCC	£ 460.00	£ -	0.0%	
£ 126.00	£ 126.00	Defibrillator annual support	£ 126.00	£ -	0.0%	
£ -	£ -	Parish Council election costs	£ -	£ -	0.0%	
£ 55.00	£ -	Footpath map leaflet redesign	£ -	£ -	0.0%	
£ 122.69	£ 1,477.11	VAT on payments	£ 819.02	£ -658.09	-536.4%	Decreased spending on items with VAT
£ 8,050.79	£ 16,753.91	TOTAL PAYMENTS	£ 16,163.27			
£ 30,465.00	£ 36,418.00	Fixed assets		£37,771.00	124.0%	Purchases: KCPC mower £246 and LED street lights £2450. Disposal: old street lights (acquisition cost of old street lights £1343)

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 £21,955.94. Allocated reserves £17,393.41. Parish Council general unmarked reserve £4,562.53

Kersey Parish Council Budget Versus Actual Receipts

Printed on 02/05/2023

Actual at 31/03/2021	Actual at 31/03/2022	Receipts	Budget yr ending 31/03/23	Actual at 31 March 23	Budget yr ending 31/03/24	
£ 8,716.00	£ 9,533.00	Precept	£ 10,080.00	£ 10,080.00	£ 11,420.00	
	£ 164.00	Babergh council tax support grant	£ -		£ -	
	£ 1,750.00	Filming donations	£ -		£ -	
£ 8.26	£ 2.01	Bank interest	£ 2.00	£ 57.49	£ 15.00	
£ 831.00	£ -	Insurance claim for stolen bench	£ -		£ -	
£ 5.33	£ 2.93	Millennium Book Fund	£ -		£ -	
£ 729.16	£ 752.48	Footpath working group	£ 752.48	£ 752.48	£ 752.48	
£ -	£ -	Jubilee working group	£ 3,280.00	£ 3,600.00	£ -	
£ 1,831.67	£ 2,293.33	KCPC working group	£ 1,000.00	£ 1,094.51	£ 1,000.00	
£ 533.72	£ 122.69	VAT repayment	£ 1,477.11	£ 1,477.11	£ 819.02	
£12,655.14	£14,620.44	Total receipts	£ 16,591.59	£ 17,061.59	£14,006.50	
				Added to reserve	Actual at 31/03/23	
		Reserves (Cash at bank)				
£ 3,271.96	£ 3,864.82	Footpath working group		£ 4,135.83		
£ 4,776.94	£ 2,886.70	KCPC working group (ring fenced)		£ 3,735.38		
£ 200.00	£ 200.00	Audit reserve		£ -	£ 200.00	
£ 449.19	£ 699.19	Training reserve		£ 83.65	£ 782.84	
£ 836.06	£ 925.06	Defibrillator reserve		£ 89.00	£ 1,014.06	
£ 319.71	£ 484.71	Election expenses reserve		£ 165.00	£ 649.71	
£ 1,950.00	£ 2,080.00	Church Walk future maint reserve		£ 130.00	£ 2,210.00	
£ 358.50	£ 433.50	Footpath map printing reserve		£ 75.00	£ 508.50	
£ 2,957.53	£ 4,003.71	Fixed asset reserve		£ 689.58	£ 2,243.09	spent £2450.20 street lighting LED conversion
	£ 1,468.98	Filming donations reserve		£ 281.02	£ 1,750.00	Jubilee expenses of £281.02 from previous financial year covered by external grant payment received in April 2022
	£ 164.00	BDC Council Tax Support grant res			£ 164.00	
£ 5,199.36	£ 3,846.95	Unmarked General PC reserve			£ 4,562.53	
£20,319.25	£21,057.62	Reserves		£ 1,513.25	£ 21,955.94	
£ 2,871.84	£ -	Millennium Book Fund account			£ -	Account closed Dec 2021 £2874.77 to KCPC Min 156/21
		General PC reserves policy - hold 6-12 months gross expenditure (£6,262 - £12,524 (5 yr average))				
		General PC reserves vary from year to year partly due to VAT being reclaimed the following year.				
		Yr end 31/03/2024 Precept £11,420 approved 30 Jan 23 Min ref 25/23 Tax base 192.58 = £59.30/yr for band D property 11.2 % increase				
		Yr end 31/03/2023 Precept £10,080 approved 31 Jan 22 Min ref 20/22 Tax base 189.02 = £53.32 for band D property 0 % increase				
		Yr end 31/03/2022 Precept £9,533 approved 18 Jan 21 Min ref 16/21 Tax base 178.78 = £53.32 for band D property 11.36% increase				
		Yr end 31/03/2021 Precept £8,716 approved 16 Dec 19 Min ref 206/19 Tax base 182.02 = £47.88 for band D property, 6.8% increase.				

Kersey Parish Council Budget versus actual Payments

Printed on 02/05/2023

Actual at 31/03/2021	Actual at 31/03/2022	Payments	Budget yr ending 31/03/23	Actual to 31 March 23	Added to reserves in year	Budget yr ending 31/03/24	Notes
£ 35.64	£ 79.88	Post/tel/stationery/copier cart	£ 135.00	£ 92.85		£ 135.00	
£ 208.00	£ 208.00	Clerk's working from home exp	£ 208.00	£ 260.00		£ 312.00	Increase to £6/week from 1 Oct 22
£ 76.69	£ 80.98	Hall hire for meetings	£ 132.00	£ 115.00		£ 140.00	Village hall cttee room £7 main hall £12
£ 183.56	£ 188.56	SALC/NALC subscription	£ 190.00	£ 189.88		£ 205.00	SALC 23/24 6% inc, NALC 7.71pence/elector (Dec 22 286 electors)
£ -	£ -	External audit	£ -	£ -		£ 10.00	Fees to year ending 2027 £210 unless exempt (£200 in reserve)
£ 35.00	£ 35.00	Data protection	£ 40.00	£ 35.00		£ 40.00	ICO reg currently £5 discount for DD payment
£ 110.00	£ 110.00	Website hosting	£ 110.00	£ 120.00		£ 120.00	
£ 648.89	£ 702.42	Administration sub total	£ 815.00	£ 812.73		£ 962.00	
£ 5,786.33	£ 5,742.01	Staff costs	£ 6,330.00	£ 6,351.68		£ 7,200.00	SCP23 overspend funded from contingencies
£ 25.00	£ -	Training and external meetings	£ 250.00	£ 166.35	£ 83.65	£ 250.00	whole Council 2hrs £220, Cllr £156, others approx £50 mileage £100
£ 256.33	£ 259.95	Street lighting	£ 540.00	£ 171.20	£ 368.80	£ 540.00	LED conversion Sept 22 (£2450 funded from fixed asset reserve) LED energy usage lower, budget to remain same to pay back conversion cost to fixed asset reserve
£ 343.93	£ 343.94	Insurance (PC & Glebe)	£ 355.00	£ 358.83		£ 615.00	PC lta ends Sept 23 - quoted £560 (Glebe approx £55) overspend funded from contingencies
£ 80.00	£ 54.00	Glebe hedgecut	£ 85.00	£ 100.00		£ 95.00	Overspend funded from contingencies
£ -	£ -	Mowing the Glebe	£ 100.00	£ 200.00		£ 250.00	year ending 31 Mar 23 £100 to come from contingencies
£ 86.00	£ 89.50	RoSPA inspection	£ 93.00	£ 91.00		£ 100.00	
£ 29.24	£ -	Bin emptying charges	£ -	£ 9.98		£ 20.00	Volunteer empties foc. Bin bags £20. BDC subsidised service £47/dog £40/litter. PC has 4 dog & 2 litter bins (if BDC cost £268) overspend funded from contingencies
£ 420.00	£ 460.00	St Mary's PCC	£ 460.00	£ 460.00		£ 500.00	split: £265 Churchyd £190 Nletter £45 Clock (last inc Nov 2022)
£ 126.00	£ 126.00	Defibrillator annual support	£ 215.00	£ 126.00	£ 89.00	£ 215.00	CHT Defib managed solution £135
£ -	£ -	Parish Council election costs	£ -		£ -	£ -	
£ 55.00	£ -	Footpath map leaflet redesign	£ -		£ -	£ -	
£ 315.00	£ -	Fixed assets	£ -		£ -	£ -	
£ -	£ -	Section 137	£ -		£ -	£ -	
£ 8,171.72	£ 7,777.82	General PC payments	£ 9,243.00	£ 8,847.77	£ 541.45	£ 10,747.00	
		Election costs reserve	£ 165.00		£ 165.00	£ 165.00	4 year cycle (May 23) full £1,080, combined £920, uncontested £125
		Church Walk future maint reser	£ 130.00		£ 130.00	£ 130.00	Build up reserve for future maint costs
		Footpath map printing reserve	£ 75.00		£ 75.00	£ 75.00	Build up reserve for reprint £75/year (approx 1,000 maps/yr)
		Fixed asset reserve	£ -		£ 320.78	£ -	
		General Parish Council reserve	£ -			£ -	
		Contingencies	£ 467.00			£ 303.00	Total contingencies transferred to other budget headings £150.49
		Total Precept	£10,080.00	£ 8,847.77	£ 1,232.23	£ 11,420.00	Divide total by tax base of 192.58 to get band D council tax of £59.30
£ -	£ -	Agreed spending from reserves	£ 100.00	£ 2,450.20		£ 100.00	LED Street light conversion £2450.20
		General PC total budget	£10,180.00			£ 11,520.00	
£ 50.58	£ 159.62	Footpath working group	£ 455.00	£ 481.47		£ 590.00	
£ -	£ 281.02	Jubilee working group	£ 3,667.00	£ 3,318.98		£ -	Budget approved 7/3/22, 16/5/22 updated to £3,667. £281.02 spent in previous financial yr
£ 20.80	£ 7,058.34	KCPC working group	£ 1,847.00	£ 245.83		£ 1,762.00	
£ 8,243.10	£15,276.80	Total Budget	£16,149.00	£15,344.25		£ 13,872.00	
£ 122.69	£ 1,477.11	VAT on payments		£ 819.02			
£ 8,365.79	£16,753.91	Total PC & Other payments plus VAT		£16,163.27			

Kersey Parish Council Powers for Budget Items

Post/tel/stationery/copier cartridge	LGA 1972 s150 & S111
Clerk's working from home exp	Local Government (Financial Provisions) Act 1963 s5
Hall Hire:Parish Council	LGA 1972 Sch 12 & LGA 1972 s150
Annual Parish meeting	LGA 1972 Sch 12 & LGA 1972 s150
SALC subscription	Local Government Act 1972 s143
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 & mowing - The Glebe	Local Government (Miscellaneous Provisions) Act 1976 s19
Playground safety inspection	Local Government (Miscellaneous Provisions) Act 1976 s19
Dog and litter bins	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)
Chairman's allowance	Local Government Act 1972 s 15(5)
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
Footpath Working Group	Highways Act 1980 s43, 50
KCPC Working Group & mowing Glebe	Local Government (Miscellaneous Provisions) Act 1976 s19
Kersey Volunteer Group (KVG) Working Group	Highways Act 1980 s.96 maintain roadside verges
Community celebration events (Jubilees etc)	LGA 1972 s145 provision of entertainment and support of arts inc celebrations
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
Good Neighbour Scheme	LGA1972 s137
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 2023 £8.82 per elector. 286 registered electors at 1 December 2022 making total available £2522.52
Grit bins	No specific power so have to use LGA 1972 s137
Updated Dec 2022	