

Minutes of Kersey Parish Council Annual meeting held on Monday 12 May 2025 at Kersey Village Hall at 7.30pm

Present: John Hume (Chair), Liz Bostock, David Butcher, Andrew Rogers and Richard Walker.

In attendance: Sarah Partridge (Clerk) and one member of the public.

55/25 Election of Chair

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

of Chair was completed and signed.

56/25 Election of Vice Chair

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

All Councillors had checked their Register of Interests and updated them as necessary.

57/25 Apologies – Apologies were received and accepted from Penny Calnan (personal) and Esme Chapman (work). Apologies were also accepted from Robert Lindsay (SCC) and Leigh Jamieson (BDC)

58/25 Accept Members' Declarations of Interest and consider Dispensation requests for Pecuniary Interests - none

59/25 Minutes of the previous meeting

The minutes of the meeting held on 7 April 2025 were confirmed as being correct and signed.

60/25 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 report – Robert Lindsay's report was summarised.

b) Babergh District Councillor report – Leigh Jamieson's report was summarised.

c) Parish Time – Parishioners' opportunity to raise matters and ask questions - none

61/25 Other appointments

a) Footpath working group – Andrew Rogers

b) KCPC (Playground) working group – Esme Chapman

c) KVG working group – John Hume and Andrew Rogers

d) People and Place Plan steering group – David Butcher, Penny Calnan, Sarah Partridge and Richard Walker. The steering group will nominate a lead Councillor to report to PC meetings.

e) SALC Babergh Area Forum – John Hume

f) Public Transport Liaison – Richard Walker

g) Village Hall representative – John Hume

h) Kersey Playing Field Association – Ex-officio, Chair of Parish Council - John Hume

Long term appointments:

Franey and Rand Charities – Rachael Rogers (reappointed 4-year term ending May 2029)

Nightingale Trust – Natalie Blyth (4-year term ending May 2027) and

David Butcher (4-year term ending May 2028)

The Clerk had confirmed membership of all the Kersey Parish Council working groups.

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62/25 Planning applications

a) Progress

DC/24/04280 Linton House, The Street, Kersey, Ipswich Suffolk IP7 6DY

Proposal: Householder Application - Erection of single storey rear porch and two-storey rear extension, erection of single-storey outbuilding, internal and external alterations to existing dwelling (following demolition of extra porch, garage and garden room).

DC/24/04284: Linton House, The Street, Kersey, Ipswich Suffolk IP7 6DY

Proposal: Application for Listed Building Consent - Erection of single storey rear porch and two storey rear extension, erection of single-storey outbuilding, internal and external alterations to existing dwelling (following demolition of extra porch, garage and garden room).

BDC refused the above applications due to heritage concerns 25 April 25. The Parish Council had fully supported these applications and is disappointed by this refusal.

b) Consider planning applications received:

DC/25/01855 Cypress House, The Green, Kersey, Ipswich Suffolk IP7 6EB (was Wormwood Green)

Proposal: Notification of works to trees in a Conservation Area – Take down Picea Abie x 2, Conifers - group including Cedrus Dedora, Juniperus, Cypress x 2, Apple tree, Thuja, Oak tree-part dead, Holly tree, small holly and Salix Caprea. The applicant was not present. The Council was unanimous in fully supporting the above tree works subject to new trees being planted as proposed.

DC/25/01850 2 Vale Corner, Vale Lane, Kersey, Ipswich Suffolk IP7 6EH

Proposal: Listed Building Consent - Proposed Sole Plate Repair / Replacement

The applicant was not present. The Council was unanimous in fully supporting these repairs.

DC/25/01561 4 Vale Lane, Kersey, Ipswich, Suffolk IP7 6EH

Proposal: Householder Application - Erection of two storey side extension

The applicant was not present. The Council was unanimous in fully supporting the above application. The Parish Council would like to see the cladding painted a colour which is sympathetic to the surroundings.

63/25 Clerk's Report

Highways confirmed that all verges in Kersey, except The Green and Kedges Lane which are cut by Babergh as these are urban areas, will be cut in line with published SCC policy by mid-July. This policy states that all C & U roads will receive one cut per year. The scheduled target date for cutting Kersey verges is week ending 4 July 2025. A brief update has been received from highways to say the new posts for speed limit signs have been installed on the A1141. The signs will be fitted during surface dressing scheduled for 30 August. The faded crossroads sign at the Kersey crossroads will be replaced at the same time. The Clerk regularly checks the defibrillators and reports to the Community Heartbeat Trust. The Kersey website is regularly updated, along with the Kersey Community google calendar on the website with the details of events being organised – a useful resource to see what is going on in Kersey.

64/25 Correspondence

All correspondence had been circulated to Councillors. The following items were noted:

Adoption of the Babergh and Mid Suffolk District Councils Joint Local Development Scheme – March 2025 – This sets out Babergh's decision to produce a full Joint Local Plan Review setting the Councils' strategy for guiding development over the period to 2044.

Adoption of the Babergh and Mid Suffolk Biodiversity and Trees Supplementary Planning Document.

Local Nature Recovery Strategy public consultation - seeks public input on Suffolk's Local Nature Recovery Strategy (LNRS) which aims to restore and enhance nature. The consultation closes on 11 June.

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65/25 Finance

- a) The Clerk was confirmed as Responsible Financial Officer, Natalie Blyth as Internal Auditor and Penny Calnan as lead Councillor for finance.
- b) The Terms of reference for internal audit and annual internal audit plan for year ending March 2026 were approved. There were a few small updates regarding digital and data management.
- c) Financial Regulations, updates to 5.4, 5.7 & 5.11 due to procurement legislation changes, approved.
- d) Bank mandate arrangements were reviewed and confirmed.
- 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. This statement was approved.

66/25 Receive report from Internal Auditor

A report, which had been circulated to all Councillors, was received confirming the year end accounts had been checked and are in order.

67/25 Parish Council accounts & governance statements for year ending 31 March 2025

- a) The Annual Internal Audit Report was received and noted.
- b) The Council approved and the Chair signed the year end accounts including significant variances and reserves. Reserves were all considered appropriate. (The Chair accidentally used an American date format when signing the accounts, this was corrected to read 12.5.25)
- c) Dates were set for the period for the exercise of public rights – 3 June to 14 July 2025.
- d) The Annual Governance Statement was approved and signed by the Chair and Clerk.
- e) The Annual Accounting Statements were approved and signed by the Chair.
- f) The Parish Council resolved to certify itself exempt from a limited assurance review. The certificate of exemption was signed by the Chair and RFO.
- g) The Neighbourhood CIL expenditure report was approved and signed. This shows a receipt of £2472.76 which needs to be spent by April 2029. This will be published on the website and a copy sent to Babergh. 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.

68/25 Footpath Working Group report

The surface clearance contract and purchase order from SCC has been received. A report was received from Kevin Pratt - Surface clearance of paths is underway. Repairs have been made to a broken footpath post and steps at the entrance to the allotments. The working group had its first meeting of the year in April. No major issues were identified, although a number of outstanding actions will be followed up.

69/25 KCPC Working Group report

Jonathan Marsh had sent a report. The grass cutting rota is working well and hedge cutting was completed a while ago. The cricket net was used on the bank holiday weekend.

70/25 Review and adopt policies

All the policies are published on the Parish Council pages of the Kersey website. As listed in bold below, some policies had amendments which were approved and adopted. The remaining policies were all readopted without change. A new policy for IT and Email was approved and adopted. This will ensure the Parish Council can comply with the updated Accounts and Audit regulations. Councillors had all read

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the new IT, Email and Data Security training information. This is in addition to the training they received on data security when completing their new Councillor training.

- a. **Standing Orders v6 – Updates so they are gender neutral, SO 14 and SO 18 due to legislation changes. These updates were all approved.**
- b. Delegated Powers
- c. Complaints Policy and Procedure
- d. Data Protection and Information Security Policy
- e. Data Retention Policy
- f. Disciplinary and Grievance Policy and Procedure
- g. Equality and Diversity Policy
- h. Freedom of Information Publication Scheme Model and **Kersey Publication Scheme v2– updated so it accurately reflects the documents available. Approved.**
- i. Health and Safety Policy
- j. **IT and Email Policy v1– new policy adopted**
- k. Press, Media and Reporting Policy
- l. Privacy Notices – General and Staff, Councillors and role holders
- m. **Safeguarding Policy v2– updated to better support Councillors and volunteers. Approved.**
- n. Subject Access Request Policy and Procedure

It was noted that the People and Place Plan steering group does not have terms of reference. These will be drafted for approval at the next meeting.

71/25 Consider progress with the People and Place Plan

As reported to the Annual Parish Assembly, the steering group has been working on the People and Place Plan for Kersey. About 50 responses have been received from residents following the recent survey which was delivered to every house in Kersey (It is estimated there are 170 lived in homes in the Parish). Although disappointing, this is a reasonable reply rate for community consultations. Responses have been received from some community organisations; the Clerk will follow up those outstanding. Once the paper responses have been input into the spreadsheet of responses the steering group will meet, date to be agreed for June/July, to fully analyse all the responses and work them into the draft People and Place Plan. This will then be shared with the Council and a further community consultation event held later in the year. The steering group will draft terms of reference and appoint a lead Councillor to report to Council meetings.

72/25 Consider progress on how to improve the mobile phone reception for Kersey

It has been agreed that a letter will be sent to Ofcom and the four mobile providers to ask what they are doing to improve mobile signal. The Clerk will follow up with the Councillor and ensure this is done in the next few weeks. Mobile phone reception is varied across the parish with poor to no signals in some places. Outdoor signals tend to be better but signals inside properties can be very poor or no signal at all across a number of localities in the parish. The concern is that once the old copper landlines are phased out and replaced by digital voice landlines which operate through broadband, they will not operate during a power failure. This is a safety concern as residents would be left with no way of contacting emergency services during an outage which often occurs during severe weather or other emergency incidents.

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73/25 Agree content for the newsletter articles ‘Pride in our Parish’ and Community Organisation spotlight

It was agreed not to submit a Pride in our Parish article as no topics of interest were identified. Community Organisation Spotlight: Representatives will be met and articles written giving a personal insight to engage readers and hopefully encourage involvement in these organisations. John will draft articles for Footpath working group and Grays’ Trust. Richard Walker is drafting an article for the bell ringers at St Mary’s. Colin is currently publishing the newsletter with very little support. The Clerk will discuss how to support the newsletter team with the Parish Council meeting summary articles.
Richard Walker gave his apologies and left the meeting.

74/25 Training

SALC continues to offer a variety of training as published on their website and circulated to Councillors. Liz is attending a Highways forum focussing on roadworks on 13 May.

75/25 Reports from other meetings

Police and Parish forum notes circulated as they become available. Liz attended and reported that their biggest problem was unoccupied homes that look unoccupied being broken into.
SALC – notes circulated

76/25 Forthcoming meetings

SALC Babergh Area Forum 24 June 7pm virtual
SALC AGM and 75th anniversary 1 July at The Athenaeum, Bury St Edmunds – John will try to attend.

77/25 Any other business – Councillors’ opportunity to bring matters to the Council’s attention

The Bell Inn tenancy is being offered for sale again. It was noted that the Parish Council has registered the pub as an asset of community value.
A resident in The Street has offered to set up a community WhatsApp group for residents only, in the central area of Kersey. A note will be put through all doors inviting them to submit their mobile phone numbers so they can join the group. This will be an informal group to help pass on urgent information between residents. It is hoped to find volunteers to set up groups for other areas of Kersey. Kersey Tye and Wickerstreet Green already have groups.
A question was raised about when building work will progress for the new homes behind 1-6 The Street. The Clerk will make enquiries.
There being no further business the meeting closed at 9.09pm.
Appended to these minutes are 9 pages:
Suffolk County Council report from Robert Lindsay
Babergh District Council report from Leigh Jamieson
Kersey Parish Council finance sheet
Kersey Parish Council year end accounts
IT and Email Policy

Signed

Date

Report for Kersey PC by County Councillor Robert Lindsay 12.5.25

40mph speed limit Union Hill - new cross road signs

Highways have put in the posts for the new 40mph limit, which they did while some pre-patching ahead of doing a surface dressing was carried out. They will come back to install the actual signs on 30th August when they are also doing the surface dressing. About a week after that, when the loose chippings are bedded in, they will come back again to install new markings and studs. As you are probably aware, they are doing a similar thing on Stone Street section where the limit is going from 40mph to 30mph.

At your last meeting, I wrote there and then in the meeting to Highways to ask, at your request, about renewing the cross road signs. In what must be a record speedy response from Highways, they agreed to do that as well.

Increasing School Places for SEND Students

On Tuesday 1 April, Cabinet voted to increase the number of school places in the county for children and young people with special education needs and disabilities (SEND).

1. £18.6m to be spent creating about 100 places would be created within existing mainstream schools, from next academic year.
2. Up to £12m to create 100 places the following year in “satellite” locations of existing special schools in Suffolk.

Since the Cabinet report was tabled, the government has announced that Suffolk will receive an extra £9.4m to invest in new SEND school places. Plans will now be drawn up by the Local Area SEND Partnership on how to spend the money.

£4m for “skills bootcamps”

The Department for Education has allocated Suffolk County Council up to £4m to be spent delivering free skills training to an extra 1,345 adults across Norfolk and Suffolk this year. Courses last up to 16 weeks and offer a combination of online and in-person learning. Employers can work directly with training providers to create courses that align with their needs. Those interested in taking part in the Skills Bootcamps can find more information here:

<https://www.suffolk.gov.uk/business/supporting-employers-training-your-workforce/skills-bootcamps>

6,000 Public EV Charge points Planned

Suffolk County Council will be installing around 6,000 new public electric vehicle (EV) charge points across the county. From the summer, many will be on residential streets, with many locations suggested by residents following the survey which was undertaken last year, or by liaison with communities and district/borough councils. The majority of installations will be bollard-style units at the kerbside, suitable for long-stay or overnight charging, when drivers will be able to benefit from an overnight off-peak tariff, and there will also be a dedicated resident’s tariff which features discounted charging at all times. Public car parks will also see a number of rapid and ultra-rapid charge point installations, for quicker charging. This project has been made possible due to a successful £5.3 million bid by SCC to the government’s Local Electric Vehicle Infrastructure fund. This summer’s roll-out will use a proportion of this funding, with a further £16 million of funding provided by the charge point operator, *Believe*.

Local Nature Recovery Strategy

The County Council is asking the public to provide specific local suggestions for nature reserves and habitat creation in their area by responding to their consultation by 11 June 2025 at

www.suffolk.gov.uk/consultations

District Council Report

Local Government Reform

The district and borough council have received the Government's response which supports them moving their proposals forward.

Multiple unitaries are vital in order to keep councils truly local to the people they serve and to meet the differing needs and aspirations of our county's diverse communities. Providing a locally based unitary authority big enough to deliver but small enough to care.

The interim report submitted to Government by the borough and district councils said creating multiple unitary authorities for Suffolk would achieve greater outcomes for residents, grow the economy and provide flexible solutions to meet the needs of local communities – in a way that a single mega-council covering a vast geographical area would fail to do.

Solar boost for businesses

Babergh has teamed up with Mid Suffolk and Suffolk Councils to offer companies access to the successful Solar for Business initiative. Businesses can now reduce their carbon emissions and save money on energy bills by signing up to have solar panels provided and installed on their premises, for free.

Electricity generated by the panels will be sold to the business at a rate lower than their current tariff, helping to slash energy bills and improve their bottom line.

Solar for Business has been running successfully in West Suffolk for nine years – helping more than a hundred companies to save a total of around £700,000 and 2,000 tonnes in harmful CO2 emissions per year.

To be eligible, businesses must be within West Suffolk, Babergh or Mid Suffolk's district boundaries, and must have a minimum electricity consumption of 5,000kWh per year. For a firm paying 25p/kWh this would mean electricity bills of around £1250 per year.

To find out more about the scheme, email: environment@westsuffolk.gov.uk, call 01284 757631 or visit: www.westsuffolk.gov.uk/solarforbusiness

Funding injection

Communities continue to receive funding from the Community Infrastructure Levy (CIL). Developers pay a fee when work starts on a development, which the councils then reinvest in neighbourhoods via their towns and parish councils. Twenty-two of Babergh's town and parishes receiving a portion of £274K.

Community Development Fund

A community development fund has been introduced to coincide with the start of the 2025/26 fiscal year and aims to streamline the administration of council grants.

The new Community Development fund encompasses both capital and revenue funding, making the application process simpler for organisations to complete and receive the funding they need.

Local VCFSE (voluntary, community, faith, and social enterprise) organisations could apply for up to £20,000 toward new or existing projects that provide important services and support to their communities.

Plug In Suffolk Car Club

From this summer, residents and visitors across Suffolk will be able to book electric cars, as part of an initial 18-month trial. The aim is to provide Suffolk residents with easy access to electric community vehicles.

Two rentable electric cars will be placed at each of the following locations in Babergh and Mid Suffolk:

- Crown Street, Stowmarket
- Station Yard Car Park, Needham Market
- Maiden Way Car Park, Hadleigh
- Girling Street Car Park, Sudbury

With cars also becoming available to hire across the County.

Neighbouring local residents to the locations will receive free membership to the Suffolk Car Club, as well as credit added to their account.

Suffolk County Council are managing the trial and will monitor appetite for a wider scheme across the county. If successful, community electric vehicles could become available at more locations in Suffolk in the future. The charge points will largely be provided by Connected Kerb, with Babergh and Mid Suffolk District Councils managing those in their car parks.

Council partners with EEZYBIKE to launch new electric bikes in Sudbury

Two new electric bikes can now be hired in Sudbury thanks to a new partnership between the council and Suffolk-based electric bike company EEZYBIKE

From May this year, residents and visitors in Sudbury can hire an electric bike to make their journeys more environmentally friendly.

Two new electric bikes have been located by Kingfisher Leisure Centre, Situated within a solar-powered pod, the bikes make for an exciting new way to enjoy the local cycle routes and surrounding area.

Kersey Parish Council

Finance

Details for Parish Council Meeting on 12 May 2025

Bank Balances at 30 April 2025

Business Premium Account	£37,341.49
Current Account	£767.80
	<u>£38,109.29</u>

Transfers between Business Premium and Current account since the last report

26-Mar-25	From BPA to current	£5,516.29
27-Mar-25	From BPA to current	£2,000.00

Income received since the last report

03-Mar-25	Bank interest	£130.48
14-Apr-25	Babergh - 50% precept	£7,838.50

Payments made since the last report

<u>Date</u>	<u>Chq no.</u>		
	101421	S Partridge clerk Salary	£6,817.84
	101422	HMRC PAYE	£1,037.00
	101423	SCC Street lighting	£145.36
	101424	SALC - Annual subs	£208.69
	101425	Suffolk.Cloud - website hosting	£120.00

Payments Due

<u>Chq no.</u>	
None	<u>£0.00</u>

Expenditure Agreed

Prepared by the Clerk for Kersey Parish Council

Kersey Parish Council Receipts and Payments End of Year Account

31-Mar-24		31-Mar-25
£ 11,420.00	Precept	£ 14,322.00
	Neighbourhood CIL	£ 2,472.76
£ 1,056.74	Footpath	£ 1,026.46
£ 3,345.81	KCPC	£ 1,820.00
£ 330.66	Bank interest	£ 493.33
£ 354.95	Insurance claim	
£ 150.00	Donations for historic street sign	
£ 1,405.00	Donations for defibrillator	£ 400.00
£ 488.00	Donation from LM Trust for bench	
	Donation for Event parking signs	£ 100.00
£ 819.02	VAT repayment	£ 814.46
£ 19,370.18	Total receipts	£ 21,449.01
£ 961.11	Administration	£ 1,077.12
£ 7,034.74	Staff costs	£ 7,854.84
£ 232.67	Training and external meetings	£ 10.12
£ 165.17	Street lighting	£ 121.14
£ -	Street lighting LED conversion	£ -
£ 1,678.49	Footpath	£ 916.29
£ 1,348.35	KCPC	£ 2,206.50
£ -	Section 137	£ -
£ 441.99	Insurance	£ 476.58
£ 100.00	Glebe hedgecut	£ 100.00
£ 250.00	Glebe maintenance	£ 250.00
£ 96.00	RoSPA inspection	£ 102.00
£ -	Bin emptying costs	£ 11.65
£ 500.00	St Mary's PCC	£ 500.00
£ 135.00	Defibrillator annual support	£ -
£ 133.63	Parish Council election costs	£ -
£ 1,628.67	Fixed assets - new/repairs	£ -
£ 605.00	Replacement historic street sign	£ -
£ 1,930.00	New defibrillator	£ -
	Event parking signs	£ 143.28
£ 814.46	VAT on payments	£ 679.54
£ 18,055.28	Total Payments	£ 14,449.06

Receipts and payments summary

£ 21,955.94	Balance as at 1st April	£ 23,270.84
£ 19,370.18	Total receipts	£ 21,449.01
£ 18,055.28	Less payments	£ 14,449.06
£ 23,270.84		£ 30,270.79

Cumulative funds in the bank at 31 March

£ 23,216.73	Barclays Business Premium a/c	£ 29,502.99
£ 221.31	Barclays Current a/c	£ 935.00
£ 23,438.04		£ 30,437.99
£ 167.20	Less unrepresented cheques	£ 167.20
£ 23,270.84	Balance c/f	£ 30,270.79

The accounts represent fairly the financial position of Kersey Parish Council as at 31 March 2025 and reflect its receipts and payments during the year.

Signed 
Responsible Finance Officer

Date 3 May 25

I certify that the accounts were formally approved at the Council meeting on 12 May 2025

Signed 
Chair of Kersey Parish Council

Date 12.5.25


Kersey Parish Council, Suffolk
Year End Accounts
1 April 2024 - 31 March 2025

Kersey Parish Council consolidated accounts
Year end bank reconciliation as at 31 March 2025

Funds at the bank

Barclays

Business Premium account	£29,502.99
Current account	£935.00
	£30,437.99

Less unrepresented cheques:

101419	£100.00	
101420	£67.20	
	£167.20	

£167.20
£30,270.79

Balances as per cashbooks

Kersey Parish Council balance b/f 1 April 2024	£23,270.84
Plus total receipts	£21,449.01
	£44,719.85

Total payments £14,449.06

Total receipts plus balances at 1 April	£44,719.85
Less total payments	£14,449.06
	£30,270.79

Allocated reserves held in bank

Footpath Working Group	£3,624.25
KCPC Working Group (ring fenced)	£5,346.34
Audit reserve	£210.00
Training reserve	£1,040.05
Defibrillator reserve	£1,344.06
Election provision	£846.08
Church Walk future maintenance	£2,470.00
Footpath map printing reserve	£658.50
Fixed asset reserve	£3,587.08
Filming donations reserve	£1,481.67
Neighbourhood CIL	£2,472.76
Highway safety sign reserve	£1,500.00
	£24,580.79
Parish Council general unmarked reserve	£5,690.00
	£30,270.79

Kersey Parish Council bank reconciliation prepared by
the Clerk and RFO Sarah Partridge on 3 May 2025

Kersey Parish Council significant variances for year ending 31 March 2025

31-Mar-22	31-Mar-23	31-Mar-24		31-Mar-25	Variance	% Variance	Reason for variance (Auditor PKF Littlejohn require explanation if over 15% and more than £200)
£ 9,533.00	£10,080.00	£ 11,420.00	Precept	£ 14,322.00	£ 2,902.00	25.4%	Increased to cover increase in costs as set out in the budget
			Neighbourhood CIL	£ 2,472.76	£ 2,472.76	100.0%	CIL received from BDC £2472.76
£ 752.48	£ 752.48	£ 1,056.74	Footpath	£ 1,026.46	-£ 30.28	-2.9%	Mowing income increased to £1026.46. Last year £956.74 & old Old DR mower sold £100
£ -	£ 3,600.00	£ -	Jubilee	£ -	£ -		No Jubilee grant or income this year
£ 2,293.33	£ 1,094.51	£ 3,345.81	KCPC	£ 1,820.00	-£ 1,525.81	-45.6%	Last yr quiz income £1630.81. This year quiz income £1820. Last year donation received from Lewis Mowles Trust £1000, BDC locality grant for playground improvements £715.00
£ 2.93	£ -	£ -	Millennium Book Fund	£ -	£ -		Millennium Book Fund closed so no income from bank interest
£ 2.01	£ 57.49	£ 330.66	Bank interest	£ 493.33	£ 162.67	49.2%	Bank interest rates increased
		£ 354.95	Insurance Claim		-£ 354.95	-100.0%	No insurance claim received
		£ 150.00	Donations for historic street sign		-£ 150.00	-100.0%	No donations received for replacement historic street signs
		£ 1,405.00	Donations for defibrillator	£ 400.00	-£ 1,005.00	-71.5%	Donation received for new defibrillator (purchased last year) from Carter Jonas £400
		£ 488.00	Donations from LM Trust for bench		-£ 488.00	-100.0%	No Donation received from the Lewis Mowles Trust
£ 1,750.00	£ -	£ -	Donations for filming/parking signs	£ 100.00	£ 100.00	100.0%	Donation for event parking signs £100. No filming donations this year
£ 164.00	£ -	£ -	BDC Council Tax support grant	£ -	£ -		No Council Tax support grant received
£ 122.69	£ 1,477.11	£ 819.02	VAT repayment	£ 814.46	-£ 4.56	-0.6%	Less VAT paid last year so less reclaimed this year
£14,620.44	£17,061.59	£ 19,370.18	TOTAL RECEIPTS	£ 21,449.01			
£ 702.42	£ 812.73	£ 961.11	Administration	£ 1,077.12	£ 116.01	12.1%	Increases across admin expenses as set out in the budget
£ 5,742.01	£ 6,351.68	£ 7,034.74	Staff costs	£ 7,854.84	£ 820.10	11.7%	National NJC pay scale increase, holiday hours paid and additional hours worked
£ -	£ 166.35	£ 232.67	Training and external meetings	£ 10.12	-£ 222.55	-95.7%	No new Councillors and no training requirement this year. Last year training £180
£ 259.95	£ 171.20	£ 165.17	Street lighting	£ 121.14	-£ 44.03	-26.7%	Energy costs reduced due to dimming and light timings
£ -	£ 2,450.20	£ -	Street lighting LED conversion	£ -	£ -		
£ 159.62	£ 481.47	£ 1,678.49	Footpath	£ 916.29	-£ 762.20	-45.4%	This year new mower £640.83. Last year new mower & strimmer £1496.36. Fuel costs increased £66.95. Mower service charges increased £58.98. Last year purchased PPE £32
£ 281.02	£ 3,318.98	£ -	Jubilee	£ -	£ -		No Jubilee celebrations this year.
£ 7,058.34	£ 245.83	£ 1,348.35	KCPC	£ 2,206.50	£ 858.15	63.6%	This year swing frame repairs £1500. Last year topped up rubber safety chips £517. Quiz food exp increased £28. Last year mower service costs £154, none this year
£ -	£ -	£ -	Section 137	£ -	£ -		
£ 343.94	£ 358.83	£ 441.99	Insurance	£ 476.58	£ 34.59	7.8%	PC insurance cost increased £34.59
£ 54.00	£ 100.00	£ 100.00	Glebe hedgecut	£ 100.00	£ -	0.0%	
£ -	£ 200.00	£ 250.00	Glebe maintenance	£ 250.00	£ -	0.0%	
£ 89.50	£ 91.00	£ 96.00	RoSPA inspection	£ 102.00	£ 6.00	6.3%	
£ -	£ 9.98	£ -	Bin emptying costs	£ 11.65	£ 11.65	100.0%	This year bin bags £11.65, none purchased last year.
£ 460.00	£ 460.00	£ 500.00	St Mary's PCC	£ 500.00	£ -	0.0%	
£ 126.00	£ 126.00	£ 135.00	Defibrillator annual support	£ -	-£ 135.00	-100.0%	Changed to only paying for consumables as necessary and none this year
£ -	£ -	£ 133.63	Parish Council election costs	£ -	-£ 133.63	-100.0%	PC uncontested election May 23
		£ 1,628.67	Fixed assets - new/repairs	£ -	-£ 1,628.67	-100.0%	Last year bench £488+£30 inst, Glebe gate £369.96, Fixed asset repairs £740.71
		£ 605.00	Replacement historic street sign	£ -	-£ 605.00	-100.0%	Last year Purchased replacement historic street sign following thefts £605
		£ 1,930.00	New defibrillator	£ -	-£ 1,930.00	-100.0%	Last year New defibrillator purchased to cover Uplands area of Kersey £1930
£ 1,477.11	£ 819.02	£ 814.46	VAT on payments	£ 679.54	-£ 134.92	-16.6%	Decreased spending on items with VAT
£16,753.91	£16,163.27	£ 18,055.28	TOTAL PAYMENTS	£ 14,305.78			
£36,418.00	£37,771.00	£ 39,719.00	Fixed assets	£ 39,809.00	£ 90.00	0.2%	Purchases: Footpath wheeled trimmer £819 Also added £1 acquisition costs for well head which had been omitted from the asset register. Disposals (original acquisition costs): Footpath DR trimmer £730

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 £30,270.79. Allocated reserves £24,580.79. Parish Council general unmarked reserve £5,690.00

Kersey Parish Council IT and Email Policy

1. Introduction

Kersey Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its work and communications. This policy outlines the guidelines and responsibilities for the appropriate use of IT resources, including computers, software, devices, data, and email accounts, by Councillors, employees and volunteers.

2. Acceptable use of IT resources and email

Kersey Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

3. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Kersey Parish Council for the Clerk for work-related tasks. Councillors will use their own devices. Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

4. Data management and security

All sensitive and confidential Kersey Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

5. Email communication

Email accounts provided by Kersey Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links. You should carefully check the email address of the sender to verify the email address and sender name are the same.

6. Password and account security

Kersey Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

7. Email monitoring

Kersey Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

8. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements and the Parish Council Data Retention Policy. Regularly review and delete unnecessary emails to maintain an organised inbox.

Kersey Parish Council IT and Email Policy

9. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the Clerk or Chair for investigation and resolution. Report any email-related security incidents or breaches immediately to the Clerk who will contact Suffolk.Cloud, our mailbox host for support.

10 Training and awareness

Kersey Parish Council will provide training and resources to educate Councillors and staff about data protection principles and practices, IT and email security best practices and privacy concerns. As part of their initial training, all new Councillors will attend training delivered by SALC, which covers data protection.

11. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

All staff and councillors are responsible for the safety and security of Kersey Parish Council's IT and email systems. By adhering to this IT and Email Policy, Kersey Parish Council aims to create a secure and efficient IT environment that supports the work of the Council.