

# **Minutes of Kersey Parish Council meeting**

## **held on Monday 2 March 2026 at Kersey Village Hall at 7.30pm**

**Present:** John Hume (Chair), Liz Bostock, David Butcher, Penny Calnan (for part of the meeting) and Richard Walker.

**In attendance:** Leigh Jamieson (BDC), Robert Lindsay and Colin Grannell for part of the meeting. Sarah Partridge (Clerk)

**22/26 Apologies** – Apologies were received and approved with consent from Andrew Rogers (work) and Esme Chapman (work).

**23/26 Accept Members' Declarations of Interest and consider Dispensation requests for Pecuniary Interests** – none.

### **24/26 Minutes of the previous meeting**

The minutes of the meeting held on 26 January 2026 were confirmed as being correct and signed.

### **25/26 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 gave his report and answered questions. Most related to potholes which is a significant concern in the Parish. Robert recommended that residents report these using the SCC highways reporting tool. However, lack of Government funding for highway repairs and long-term maintenance is a major issue for the County Council.

The Parish Council recommended to Robert that the new bus service between Hadleigh and Stowmarket should be publicised to generate passenger numbers, including advertising in village newsletters.

**b) Babergh District Councillor report** – Leigh Jamieson gave his report and answered questions. Leigh noted that following the call for sites, three sites in Kersey have been put forward. These are potential development sites at this stage and still require checks and consultation to verify them.

**c) Parish Time – Parishioners' opportunity to raise matters and ask questions** – none  
*Colin Grannell joined the meeting.*

The agenda order was changed to facilitate efficient discussions.

### **26/26 Correspondence** (see also minute ref 30/26)

**St Mary's Church clock repairs** – Colin Grannell, St Mary's Church treasurer explained that the turret clock in St Mary's Church was in need of some fairly urgent repairs and renovation. There is an opportunity to innovate and convert the clock from manual winding to electric motor during renovation works which would resolve the problem of finding volunteers to wind the clock every week. The main original workings of the clock will be restored, just the winding mechanism and weights will be updated, these would be retained in storage. Colin explained the background to the clock which was installed in 1925 as a public time keeping benefit, likely following a donation from a local person. The church would not have had funds to install a clock at that time. The cost for repairs and innovation to electric winding are £10,300. The cost to repair and restore the clock and original manual winding mechanism, with the need for volunteers to wind weekly are £13,400. Both plus VAT, which as things stand, the church will not be able to reclaim due to a government change to VAT rules. St Mary's Church PCC are investigating grant funding opportunities. The Parish Council makes a small annual contribution towards the clock maintenance and repairs as it is of public benefit. Power: *Parish Councils Act 1957 s2*. The Parish Council acknowledge the future capacity issue for volunteers to continue to wind the clock and is

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mind to support the change to an electric winding mechanism as this will ensure more stable and accurate time keeping for the benefit of everyone in the long term. The Parish Council will consider this and whether it will contribute towards the cost of the repairs at the next meeting.

*Robert Lindsay and Leigh Jamieson gave their apologies and left the meeting.*

### **27/26 Finance**

- a)** 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. The Council noted the current account switch process to move from Barclays to Unity Trust Bank had been completed and a new instant access savings account opened. Councillors signed letters to confirm the closure of the Barclays Business Premium Account and the opening of a 95-day notice account at Unity.
- b)** Actual against budgeted spending was reviewed, see appended budget receipts and payments sheets. At the time the budget was set the Council did not know the full extent of changes to employers NI which has impacted the staff costs overspend. Insurance overspend is due to an unexpected increase in the premium. It was agreed to cover the overspends from other precept budget headings, including the training budget underspend as there is plenty of money in the training reserve.
- c)** The Council approved a payment for additional hours worked by the Clerk; this was mainly due to the significant amount of time spent on the People and Place Plan. Funding is available in the budget.
- d)** Penny Calnan confirmed she had verified the bank reconciliations and signed the bank statement.
- e)** The Reserves Policy was reviewed. It was resolved to make a minor change to clarify that if there is an underspend on the total precept budget, any underspend on budget items from the precept which do not have their own earmarked reserves would be put into the fixed asset reserve.
- f)** The Fidelity guarantee is £250,000 which is more than adequate to cover cash at the bank including the first 50% of the precept which will be received in early April.

*Penny Calnan gave her apologies and left the meeting.*

### **28/26 Planning applications**

#### **a) Progress**

The subject of an appeal by the applicant:

**Appeal A Ref: APP/D3505/W/25/3365727 and Appeal B Ref: APP/D3505/Y/25/3365730**

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

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

Both appeals have been dismissed by the inspector, 29 January 2026. The Parish Council had supported the original application and are disappointed with the inspector's decision.

#### **b) Consider planning applications received:**

**DC/26/00483 and DC/26/00484 The Mount, The Street, Kersey, Ipswich Suffolk IP7 6DY**

Householder Application and Listed Building Consent - Internal modification to utility room to include a pantry and make the space more useable. Conversion of downstairs study to a bathroom and storage cupboard. Modifications to first floor bathroom layout to increase its functionality. Porch canopy replaced with similar design.

The applicant was not present. The Parish Council considered the application and were unanimous in fully supporting the application.

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c) Note applications received after publishing the agenda: None

## 29/26 Clerk's Report

The Government confirmed at the last minute that the SCC elections on 7 May will go ahead. Babergh are already well ahead with plans to run this election efficiently. Following the speeding concern discussion at the last meeting the Clerk contacted PC Johnson. He suggested it would be difficult for him to take any action unless vehicles are exceeding the speed limit. If speed limits are being broken and the Parish Council know the typical time, location and direction of travel speeding occurs then he may be able to attend with a speed gun. However, if vehicles are going a bit too fast for conditions the Council could contact SCC highways for advice about traffic calming measures. If there is speeding in excess of 30mph PC Johnson could put something in the newsletter, but this might do more to annoy people! Council noted that speeding concerns had reduced recently. The Parish Council had previously considered traffic calming measures, but these are very expensive and mostly not appropriate in the Conservation Area. SCC responded to our complaint about the flood investigation for Kersey. They have apologised for the oversight in contacting the Parish Council. They will review our findings and include relevant information in their six-month review. The Clerk contacted Kersey Mill who had also been omitted. They have submitted a report to SCC which it is hoped will also be included in the six-month review. The Clerk will contact the Emergency Planning officer to get their advice about how to improve the Kersey emergency plan. Once completed the website useful info page will be updated. Due to other time constraints the mobile phone network operators have not yet been contacted about the lack of mobile signal for Kersey. Any parishioners experiencing mobile signal problems should make direct contact with their network provider as complaints from multiple individuals it likely to have more of an impact. All the volunteers for KVG, KCPC and Footpaths have been contacted and sent a copy of the updated risk assessments and thanked for their volunteering work. Many consents are now over five years old, so the Clerk is requesting updated consents from volunteers. The Clerk sent a letter to Babergh planning policy regarding the ever-increasing bureaucratic burden of the many environmental studies required to support planning applications. A reply has been received stating that they only require necessary and proportionate information relevant to each application site. Where applicants can show that impacts are unlikely, using appropriate ecological evidence, detailed surveys may not be required. However, in many cases, justification cannot be provided without input from a Suitably Qualified Ecologist. Ecological information is therefore, often required to confirm whether a risk exists and to ensure Babergh can make a lawful planning decision. A member of the public had notified the Clerk the streetlight at The Splash was missing a control box cover. SCC has attended and made a temporary repair, if anything needs replacing they will provide a quote to the Parish Council. From the SCC highways website, it appears that the very many potholes around Kersey have mostly been inspected and works ordered. Some within 20 days but others within 8 weeks.

## 30/26 Correspondence (see also minute ref 26/26)

All Parish Council correspondence had been circulated to Councillors. The following items were noted:  
**Changes to waste recycling** - Babergh will be making improvements to waste recycling across the district from June when a three weekly cycle will commence. All residents have been written to and will be receiving new recycling and compost bins.

**Babergh Local Plan Consultation on the Sustainability Appraisal Scoping Report** - Sustainability Appraisal helps Babergh understand the social, environmental and economic impacts of the plan and

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the different options that could be taken. This Scoping Report explains how Babergh propose to carry out that assessment. The Council did not wish to respond to this consultation.

**River Brett Festival summer 2027** Hadleigh Environmental Action Team (HEAT) is planning this event and invited the Parish Council to get involved. It was agreed the Parish Council would like to learn more but did not wish to get involved in event planning.

### **31/26 Footpath Working Group report**

A report was received from Kevin Pratt. The wheeled strimmer has been serviced; all mowers are now ready for the beginning of the mowing season. Footpath meeting Wednesday 25 March 7.30pm The Bell

### **32/26 KCPC Working Group report**

Jonathan Marsh had sent a report. The mower has been serviced, a maintenance day will be held in the next few weeks. The mower rota will begin as soon as the grass starts growing.

### **33/26 Consider progress with the People and Place Plan (P&PP)**

The consultation responses are being incorporated into the draft P&PP document. Limited progress has been made due to time constraints. The steering group will meet to work on the draft P&PP document which it is hoped will be available at the meeting in April.

### **34/26 Renewal of Glebe lease for playground, cricket net and exercise equipment areas due June 2026**

It was agreed the Clerk will liaise with the Kersey Playing Field Association secretary to draft a new lease with the same terms as the existing lease.

### **35/26 Review effectiveness of internal audit and internal control systems**

The Parish Council reviewed and approved the internal control systems, copy appended. These had been updated to reflect the changes in data protection controls and the move to online banking. Natalie Blyth our internal auditor had confirmed her circumstances have not changed and that she remains independent from the Parish Council, is competent and happy to continue in the role for next year. She believes the procedures and safeguards the Parish Council has in place are suitable and relevant to the Council. The Parish Council completed their review of effectiveness and found everything to be in order. See appended review of effectiveness table.

### **36/26 Review Risk Management Policy, Business risk register, risk assessments and UK GDPR compliance**

The Parish Council reviewed the risk management policy, risk assessments and business risk register. The business risk register had been updated to reflect the new interpretation of data protection and website accessibility regulations as well as the move to online banking. Data security is a priority with suitable protection for all data, earlier in the year Councillors received IT, email and data security training information. All Parish Council data is backed up securely in the cloud with a secondary secure cloud back up. It was agreed that the Parish Council is controlling the risks faced by the Parish Council with appropriate measures. The Parish Council is compliant with GDPR.

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### **37/26 Agree content for the newsletter articles 'Pride in our Parish' and Community Organisation Spotlight**

Pride in our Parish – John will draft an article explaining about living in a Conservation Area and Listed Buildings. The main point is that residents should contact Babergh if they are planning any changes to their listed property or a property in the Kersey Conservation Area. Permission is likely to be required for tree works in the Conservation Area. Community Organisation Spotlight – John is trying to meet with FoSM and a KVG volunteer to draft articles for Community Organisations Spotlights. Andrew will try to find time to talk to Kevin for a Footpath working group Spotlight.

A brief note will also be put in the newsletter encouraging any residents who have poor or no mobile phone signal to report these to their network operator.

### **38/26 Training**

SALC continues to offer a variety of training as published on their website and circulated to Councillors.

### **39/26 Reports from other meetings - none**

### **40/26 Forthcoming meetings**

Police and Parish Forum 11 March 7.30 Hadleigh

SALC Babergh Area Forum 17 March 7pm Zoom

### **41/26 Any other business – Councillors' opportunity to bring matters to the Council's attention – none.**

There being no further business the meeting closed at 9.30pm.

Appended to these minutes are 11 pages:

Suffolk County Council report from Robert Lindsay

Babergh District Council report from Leigh Jamieson

Kersey Parish Council finance sheet

Budget v actual comparison for year to 31 March 2026

Internal Control Systems

Review of effectiveness of internal audit

Signed .....

Date .....

## **Kersey Parish Council report by Robert Lindsay county cllr 2.3.26**

### **New bus 51 between Hadleigh and Stowmarket**

This five day a week, six services a day route is due to start April 13. The number and timing of services is limited because it is just one driver operating one bus going to and fro, and by law a single driver's shift is limited. The operator TMS apparently is prepared to flex the timings once the service is underway, within these limits, depending on demand. Apparently Hadleigh Community Transport is not willing to ticket share on the route. I hope this may change if the route becomes successful.

The operator has applied for a "hail stop" licence which means it can be flagged down on the A1141 main road by Kersey residents willing to walk to the main road.

### **Water Lane - funding for improvements?**

The parish council had asked whether there may be funding to upgrade the surface of this unsurfaced highway. Suffolk Highways tell me: "I am afraid this location doesn't feature in SCC Local Cycling Walking Infrastructure Plan (LCWIP) and therefore it will be very challenging for any of SCC's active travel funding to be allocated to this."

However, I have approached Katherine Davies, Babergh's sustainable travel officer, and she will check if it can be included in the next update of the district's own list of LCWIPs and therefore whether it could be made eligible for funding from its own pot of CIL (developer levy) money.

### **County council elections back on**

As you probably heard, last month the Government suddenly U-turned on its move to scrap county council elections and they are now back on with v little notice.

This is owing to a legal challenge which the Government found it could not defend against, although before its lawyers saw the challenge, the government was adamant that it had legal precedents on its side.

All in all this strikes me as representative of the cavalier way local government changes are being pushed through.

The election means my discretionary budget must be spent by March 27<sup>th</sup> or it gets absorbed back into county funds so if the village has any oven ready projects wanting funding, please let me know.

### **Vehicle Removal Trial for Resurfacing Works**

Often road works have been delayed and extra costs added because people fail to heed the warning to move their cars beforehand. Suffolk Highways have announced that they will trial towing away vehicles that have not been removed between March and June this year for about 19 specific planned resurfacing works. The council will a fortnight before place cards placed under windscreens and through residents' doors. Two days before the works are due to begin, cones will be put out along with signage warning that it will become a towing zone on the day. If there are cars

parked on the road on the day, officers will knock on doors to try and find the owner and as a last resort, vehicles will be moved. There is a £70 fine to get it back. Essex County Council has been doing this for about a decade and found that it has worked to cut costs of road works.

### **County Council chief executive quits with no new job to go to**

On 13 February, it was announced that Nicola Beach, the Chief Executive of Suffolk County Council, would be resigning after six years at the end of March. Because the council will be dissolved in May 2028, the administration will be appointing two existing directors – Andrew Cook (currently deputy CEO) and Mark Ash (currently director of local government reorganisation) – into new joint chief executive roles for the remaining two years of the council's existence.

### **Suffolk Sustainability Initiatives Nominated for Awards**

Suffolk County Council is one of 24 UK local authorities to be shortlisted for the first APSE Energy Awards, which are held in partnership with the Department for Energy Security and Net Zero. The nomination recognises the council's Warm Homes Suffolk Loan Scheme, and the Suffolk Public Sector Leaders group's Home Energy Efficiency Assessment Scheme (administered by Reed In Partnership). Both these schemes were a result of declaring a climate emergency. However the county has removed the word "climate" from its policy to deal with national strategic infrastructure projects.

## District Council Report

February 26

### **General Fund Budget**

At Full Council, last week we debated the budget position. Following the release of the Local Governments Financial Policy Statement, Babergh's General Fund was left with a surplus of £334k in the revenue budget compared to a deficit of £633k in 2025/26. While the 2026/27 budget is balanced and delivers a modest surplus, achieved through significant savings and one-off government adjustments, **the medium-term outlook is challenging**. A **£9.656m gap** is still emerging due to the business rates reset, reduced government support beyond 2026/27, and rising service demands.

Without further structural savings or income generation, the Council's reserves would be depleted before the end of the Medium-Term Financial Position (MTFP) period.

As such the finance team has recommended

- An increase to Council Tax of £5.79 per annum (11p per week) for a Band D property, which is equivalent to 2.99%, increasing from £193.73 to £199.52 per annum.

The Government's assumptions on council tax yield are higher than Babergh can actually raise (producing a **£119k shortfall** in 2026/27 alone).

### **Housing Revenue Account**

The Housing Revenue Account also came before full council last week.

The HRA is forecasting an **£8.855m revenue deficit**, funded directly from HRA reserves. Income for 2026/27 is budgeted at **£23.882m**, an increase of **£1.275m**, driven by rent increases while expenditure totals **£18.834m**, a decrease of **£1.014m**, attributable to the pension contribution rate reduction, staff restructures, and repairs/maintenance management.

Despite this the finance team are recommending rents rise by **CPI + 1% = 4.8%** in 2026/27. Average social rent increases by **£5.50/week** and average affordable rent increases by **£7.90/week**.

## **Biodiversity Boost**

At their cabinet meeting on 10 February the council approved its updated Biodiversity Action Plan.

The plan reaffirms its long-term commitment to protect, restore, and enhance the district's natural environment for generations to come. It also sets out how the council will continue to improve biodiversity on their own land, as well as the steps it will take to support communities, landowners, and partners into the future with:

- creating healthier habitats and reversing habitat loss
- enhancing tree, hedgerow, and wildflower planting
- expanding wildlife corridors and networks
- supporting wildlife recovery
- helping the district adapt to climate change.

## **Housing**

It was recently reported in the press that Babergh still has 12.77% of its housing stock that is failing to meet the decent homes standard. This was discussed at Overview & Scrutiny meeting this month. This figure is still too high, even though it is improving each quarter, due to the fact that we have now completed a full stock check on the state of our homes. This was something that the Green Councillors on cabinet pushed for from day one. The state of our homes had always been assumed, and we insisted that a quality check would be needed urgently to understand what needs to be done.

The work to rectify the problems were delayed until we employed a new contractor. These homes will now be prioritised for improvement works as our insulation contractors are mobilised.

## **Roundabout Support**

I am pleased to report that Green Party Councillor for North-West Cosford, Deborah Saw, and I were able to provide the Roundabout magazine with £1000 (£500 each) from our locality budget. This money will help support the magazine.

With Council assistance the magazine was able to set up a bank account of their own, that will be hugely beneficial for them.

## **Council Complaints**

The report on complaints to the council was also reviewed this month. The report, which was for 2024/25 identified an increase in complaints, which is counter intuitively a good thing. Following the installation of a new reporting system it shows that residents are finding it easier to report issues. Early data from 2025/26 is showing that complaints are now reducing.

# Kersey Parish Council Finance

## Details for Parish Council Meeting on 2 March 2026

Current account switch completed 20 February 2026 £42,871.22 moved.

### Bank Balances at 28 February 2026

Barclays Business Premium Account	£0.00
Current account	£2,871.22
Instant access savings account	£40,000.00
	<u>£42,871.22</u>

### Internal transfers between accounts since the last report

18-Feb-26	Barclays BPA to Barclays current	£41,780.11
24-Feb-26	Unity current to Unity instant access	£40,000.00

### Income received since the last report

None

### Payments made since the last report

None

### Payments for approval

WJ Green - Footpath strimmer service	£128.15
Steve Blake - KCPC mower service	£256.99
S Partridge - Clerk's expenses printer ink	£14.89
S Partridge - Home working Expenses	£78.00
Kersey Village Hall - hall hire	£28.00
The sign shed - KCPC and footpath signs	£59.17
OLP Online Playgrounds - KCPC swing seat & shackles	£161.04
	<u>£726.24</u>

Expenditure Agreed .....

### Payments which are due by 31 March 2026 - amounts to be confirmed

S Partridge - Clerk's salary  
SCC - Street lighting  
Kersey Playing Field Assoc - insurance PC 50% share

Prepared by the Clerk for Kersey Parish Council

Actual at 31/03/2023	Actual at 31/03/24	Actual at 31/03/25	Receipts	Budget yr ending 31/03/26	Actual to 28 Feb 26	Estimate at 31 Mar 26	Budget yr ending 31/03/27	
£ 10,080.00	£ 11,420.00	£ 14,322.00	Precept	£ 15,677.00	£ 15,677.00	£ 15,677.00	£ 16,230.00	
		£ 2,472.76	Babergh Neighbourhood CIL	£ -		£ -	£ -	
	£ -	£ 100.00	Filming donations	£ -	£ 150.00	£ 150.00	£ -	
£ 57.49	£ 330.66	£ 493.33	Bank interest	£ 100.00	£ 361.47	£ 450.00	£ 300.00	
	£ 354.95	£ -	Insurance claim -street sign	£ -		£ -	£ -	
	£ 150.00	£ -	Donations for historic street sign	£ -		£ -	£ -	
	£ 1,405.00	£ 400.00	Donations for defibrillator	£ -		£ -	£ -	
	£ 488.00	£ -	Donation from LM Trust for bench	£ -		£ -	£ -	
£ 752.48	£ 1,056.74	£ 1,026.46	Footpath working group	£ 956.42	£ 957.18	£ 957.18	£ 956.00	
£ 3,600.00	£ -	£ -	Jubilee working group	£ -		£ -	£ -	
£ 1,094.51	£ 3,345.81	£ 1,820.00	KCPC working group	£ 1,000.00	£ 1,835.85	£ 1,835.85	£ 1,200.00	
£ 1,477.11	£ 819.02	£ 814.46	VAT repayment	£ 679.54	£ 679.54	£ 679.54	£ 500.00	
<b>£ 17,061.59</b>	<b>£ 19,370.18</b>	<b>£ 21,449.01</b>	<b>Total receipts</b>	<b>£ 18,412.96</b>	<b>£ 19,661.04</b>	<b>£ 19,749.57</b>	<b>£ 19,186.00</b>	
Actual at 31/03/23	Actual at 31/03/24	Actual at 31/03/25	Reserves (Cash at bank)	Estimate Spent from reserve	Estimate Added to reserve	Estimate at 31/03/26		
£ 4,135.83	£ 3,514.08	£ 3,624.25	Footpath working group	£ 680.00	£ 957.18	£ 3,901.43		
£ 3,735.38	£ 5,732.84	£ 5,346.34	KCPC working group (ring fenced)	£ 1,825.00	£ 1,835.85	£ 5,357.19		
£ 200.00	£ 210.00	£ 210.00	Audit reserve			£ 210.00		
		£ -	gov.uk website & emailboxes		£ 180.00	£ 180.00		
£ 782.84	£ 800.17	£ 1,040.05	Training reserve			£ 1,040.05		
£ 1,014.06	£ 694.06	£ 1,344.06	Defibrillator reserve		£ 238.35	£ 1,582.41		
£ 649.71	£ 681.08	£ 846.08	Election expenses reserve		£ 165.00	£ 1,011.08		
£ 2,210.00	£ 2,340.00	£ 2,470.00	Church Walk future maint reserve		£ 130.00	£ 2,600.00		
£ 508.50	£ 583.50	£ 658.50	Footpath map printing reserve		£ 75.00	£ 733.50		
£ 2,243.09	£ 2,128.41	£ 3,587.08	Fixed asset reserve	£ 700.00	£ 1,500.00	£ 4,387.08		
£ 1,750.00	£ 1,524.95	£ 1,481.67	Filming donations reserve	£ 370.00	£ 150.00	£ 1,261.67		
£ 164.00	£ -	£ -	BDC Council Tax Support grant res			£ -		Moved into General Reserve Nov 23
		£ 2,472.76	Neighbourhood CIL			£ 2,472.76		£2472.76 Received April 24 must be spent before April 2029
		£ 1,500.00	Highway safety sign reserve	£ 1,500.00	£ -	£ -		For one off contribution towards safety signs on A1141
£ 4,562.53	£ 5,061.75	£ 5,690.00	Unmarked General PC reserve	£ 388.90	£ 1,041.01	£ 6,342.11		(Less VAT spent. Plus VAT repayment and bank interest)
<b>£ 21,955.94</b>	<b>£ 23,270.84</b>	<b>£ 30,270.79</b>	<b>Reserves</b>			<b>£ 31,079.28</b>		
			General PC reserve policy - hold 3-12 months gross expenditure (£3,580 - £14,322 (5 yr average))					
			General PC reserves vary from year to year partly due to VAT being reclaimed the following year.					
			<b>Yr end 31/03/2027 precept £16,230 approved 26 Jan 26 Min ref 16/26 tax base 199.79 = £81.24/yr for a band D property 7.66% increase (note tax base decreased)</b>					
			Yr end 31/03/2026 precept £15,677 approved 27 Jan 25 Min ref 22/25 tax base 207.75 = £75.46/yr for a band D property 0% increase					
			Yr end 31/03/2025 Precept £14,322 approved 29 Jan 24 Min ref 19/24 Tax Base 189.79 = £75.46/yr for a band D property 27.26% increase					
			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					

Actual at 31/03/2023	Actual to 31/03/24	Actual to 31/03/25	Payments	Budget yr ending 31/03/26	Actual to 28 Feb 26	Estimate at 31 Mar 26	Budget yr end 31/03/27	Notes (Estimated Increase in CPI 2025 3.2%, 2026 2.1%)
£ 92.85	£ 222.17	£ 106.92	Post/stationery/printing/MS365	£ 135.00	£ 143.34	£ 158.23	£ 220.00	Add MS365 £85
£ 260.00	£ 312.00	£ 312.00	Clerk's homeworking allowance	£ 312.00	£ 234.00	£ 312.00	£ 312.00	£6/week
£ 115.00	£ 68.00	£ 68.00	Hall hire for meetings	£ 120.00	£ 40.00	£ 68.00	£ 120.00	Village hall cttee room £7 main hall £12
£ 189.88	£ 203.94	£ 205.20	SALC/NALC subscription	£ 220.00	£ 208.69	£ 208.69	£ 230.00	Feb 25 294 electors
			Bank charges			£ 14.00	£ 100.00	Bank introducing current a/c charges from Feb 26
£ -	£ -		External audit	£ -		£ -	£ -	Fees to year ending 2027 £210 unless exempt (£210 in reserve)
£ 35.00	£ 35.00	£ 35.00	Data protection - ICO reg	£ 40.00	£ 47.00	£ 47.00	£ 52.00	ICO reg currently £5 discount for DD payment
£ 120.00	£ 120.00	£ 120.00	Website hosting	£ 130.00	£ 120.00	£ 120.00	£ 130.00	suffolk.cloud
		£ 230.00	gov.uk website & emailboxes	£ 180.00		£ 180.00	£ 180.00	biannual payment, add to reserve. Ensures regs & data protection compliance
<b>£ 812.73</b>	<b>£ 961.11</b>	<b>£ 1,077.12</b>	<b>Administration sub total</b>	<b>£ 1,137.00</b>	<b>£ 793.03</b>	<b>£ 1,107.92</b>	<b>£ 1,344.00</b>	
£ 6,351.68	£ 7,034.74	£ 7,854.84	Staff costs	£ 7,950.00		£ 9,104.62	£ 9,150.00	SCP23 (SCP24 from 1 Apr 26) inc Employers NI and overtime
£ 166.35	£ 232.67	£ 10.12	Training and external meetings	£ 250.00	£ 22.05	£ 22.05	£ 250.00	Whole Council 2hrs £250, Cllr £70, others approx £50 mileage £100
£ 171.20	£ 165.17	£ 121.14	Street lighting	£ 560.00		£ 560.00	£ 560.00	LED conversion Sept 22 (£2450 from fixed asset reserve) energy usage reduced, budget remains at pre LED level allowing for actual increased energy costs to recoup conversion cost to fixed asset reserve
£ 358.83	£ 441.99	£ 476.58	Insurance (PC & Glebe)	£ 500.00	£ 480.82	£ 555.00	£ 675.00	PC Ita ends Sept 28 - £600 (Glebe approx £75)
£ 100.00	£ 100.00	£ 100.00	Glebe hedgecut	£ 115.00	£ 100.00	£ 100.00	£ 120.00	
£ 200.00	£ 250.00	£ 250.00	Mowing the Glebe	£ 260.00	£ 260.00	£ 260.00	£ 270.00	
£ 91.00	£ 96.00	£ 102.00	RoSPA inspection	£ 110.00	£ 104.00	£ 104.00	£ 110.00	
£ 9.98	£ -	£ 11.65	Bin emptying charges	£ 20.00	£ 11.65	£ 11.65	£ 20.00	Volunteer empties foc. Bin bags £20. BDC subsidised service £47/dog £40/litter. PC has 3 dog & 2 litter bins (2023 BDC quote £221)
£ 460.00	£ 500.00	£ 500.00	St Mary's PCC	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	Split:Churchyd £500 Nletter £450 Clock £50 (last increased Nov 2024)
£ 126.00	£ 135.00	£ -	Defibrillators	£ 460.00	£ 142.95	£ 460.00	£ 460.00	Consumable supplies £150/yr plus build reserve for replacement unit
		£ -	Village Emergency Telephone	£ 100.00		£ 100.00	£ -	
£ -	£ -	£ -	People & Place Plan	£ 500.00	£ 117.64	£ 117.64	£ -	
£ -	£ -	£ -	Section 137	£ -		£ -	£ -	
<b>£ 8,847.77</b>	<b>£ 9,916.68</b>	<b>£ 10,503.45</b>	<b>General PC payments</b>	<b>£ 12,962.00</b>	<b>£ 3,032.14</b>	<b>£ 13,502.88</b>	<b>£ 13,959.00</b>	
	£ 133.63	£ -	Election costs reserve	£ 165.00	£ -	£ 165.00	£ 165.00	4 year cycle (May 27) est 2023 full £1,080, combined £920, uncontested £135
		£ -	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 1500 in stock Nov 25
		£ -	Fixed asset reserve	£ 1,500.00	£ -	£ 1,500.00	£ 1,600.00	Build up reserve for replacements and repairs
		£ -	General Parish Council reserve	£ 545.00	£ -	£ 545.00	£ -	
		£ -	Contingencies	£ 300.00	£ -	£ -	£ 301.00	Divide total precept £16,230 by tax base of 199.79 to calculate band D council tax. £81.24 = 7.66% increase (Mar 2025 £75.46)
<b>£ 8,847.77</b>	<b>£ 10,050.31</b>	<b>£ 10,503.45</b>	<b>Total Precept</b>	<b>£ 15,677.00</b>	<b>£ 3,032.14</b>	<b>£ 15,917.88</b>	<b>£ 16,230.00</b>	
£ 2,450.20	£ 1,805.00	£ -	Defib reserve spend	£ -	£ -	£ -	£ -	
	£ 1,628.67	£ -	Fixed asset reserve spend	£ 700.00	£ 684.22	£ 700.00	£ -	Replacement PC laptop £349.17. Fixed asset repairs £335.05
	£ 730.00	£ 143.28	Filming donation reserve spend	£ -	£ 300.00	£ 370.00	£ -	Highway safety signs £300, Good Neighbours flyer £70
			Highway safety sign reserve spend		£ 1,500.00	£ 1,500.00	£ -	
			<b>General PC total budget</b>	<b>£ 16,377.00</b>			<b>£ 16,230.00</b>	
£ 481.47	£ 1,678.49	£ 916.29	Footpath working group	£ 680.00	£ 358.68	£ 680.00	£ 680.00	
£ 3,318.98	£ -	£ -	Jubilee working group	£ -	£ -	£ -	£ -	
£ 245.83	£ 1,348.35	£ 2,206.50	KCPC working group	£ 1,825.00	£ 796.67	£ 1,825.00	£ 2,025.00	
<b>£ 15,344.25</b>	<b>£ 17,240.82</b>	<b>£ 13,769.52</b>	<b>Total Budget</b>	<b>£ 18,882.00</b>	<b>£ 6,671.71</b>	<b>£ 20,992.88</b>	<b>£ 18,935.00</b>	
£ 819.02	£ 814.46	£ 679.54	VAT on payments		£ 388.90			
<b>£ 16,163.27</b>	<b>£ 18,055.28</b>	<b>£ 14,449.06</b>	<b>Total PC &amp; WG payments plus VAT</b>		<b>£ 7,060.61</b>			
						£ 240.88		Predicted precept overspend, mainly due to Employers NI

# Kersey Parish Council Internal Control Systems

*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.*

One of the most important tasks for a local council is to manage its finances through proper planning, control, risk management, safeguards against misappropriation and that it complies with applicable policies, procedures, laws and regulations. This is important as public money has to be accounted for and sensibly managed to maximise community benefit but also to minimise the risk of misappropriation. To safeguard 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 an exemption certificate will be sent to the external auditor appointed by Smaller Authorities Audit Appointments and the Annual Governance and Accountability Return completed as necessary.

## **Internal control systems in place for Kersey Parish Council include the following:**

The Parish Council has adopted:

- Local Government Association Model Councillor Code of Conduct 2020
- Model Standing Orders, amended to suit Kersey Parish Council
- Model Financial Regulations, amended to suit Kersey Parish Council
- Freedom of Information Act 2000, Model Publication Scheme

The Parish Council:

- has a gov.uk website. The Clerk and all Councillors have gov.uk email accounts
- website meets website accessibility guidelines and an accessibility statement is published
- is complying with UK General Data Protection Regulations, processes personal data with care in line with these principles and has an IT policy
- complies with all the requirements of the Transparency Code for Smaller Authorities
- will follow the latest edition Joint Panel on Accountability and Governance Practitioners Guide
- has opted in to the Smaller Authorities Audit Appointments sector led arrangements for audit purposes. The Parish Council completes an Annual Governance and Accountability Return – including the Annual Governance Statement and Accounting Statements and complies with the publication requirements
- has appointed the Clerk as Responsible Financial Officer
- carries out a job appraisal for the Clerk annually in the autumn
- has appointed an independent and competent Internal Auditor who reports to Council with written reports twice a year and completes the Internal Audit Report in the Annual Return
- carries out a review of the Effectiveness of Internal Audit and Internal Control Systems annually
- has a risk management policy and carries out a risk assessment covering financial and business affairs, reviewed annually

## Kersey Parish Council Internal Control Systems

- keeps an asset register which is reviewed annually. An external insurance review is carried out annually in July; this includes a review of the fidelity guarantee insurance cover, also reviewed again in March before the first precept payment is received in April
- takes out appropriate external insurance which includes cover for public liability, employer's liability and a fidelity guarantee
- approves the annual budget at a meeting in November so the annual precept can be set and requested in January. As part of the budget process a sheet is prepared showing the legal powers being exercised. When any new expenditure or activities are agreed the legal power is noted in the minutes. The budget is monitored against actual spending during the year by Councillors
- has a bank mandate in place which is reviewed annually
- holds no petty cash - all payments are made direct from the bank or by cheque

All income is received and banked, intact, promptly, in the Council's name and reported to the Council. Payments are raised against invoices (addressed to Kersey Parish Council, where possible).

All invoices and payments are checked by the RFO and then approved and signed by two Councillors. Online banking payments are authorised by two Councillors.

All cheques and cheque book stubs are signed by two Councillors.

A Councillor will review the cashbook, verify and sign bank statements and bank reconciliations at least quarterly; the results of this verification will be reported to the Council at a meeting and minuted.

Councillors review the actual and budgeted receipts and payments at least quarterly.

The Parish Council appoints a lead Councillor for finance. Their brief is to understand and check the accounts in support of the Responsible Financial Officer and the Council. Routine random checks carried out by the lead Councillor for finance to ensure accounting and other records are being properly completed include:

- Evidence that original finance/audit documents are reviewed at Council meetings
- The cashbook is correctly written up and mathematically correct
- Payment amounts agree with invoices and income due is received
- Bank reconciliation is regularly undertaken
- VAT returns have been completed
- Salary payments agree with Council approved amounts
- Financial statements produced for Council meetings agree with accounting records
- The budget is reviewed against actual spending regularly
- Expenditure Powers are recorded
- The asset register is up to date
- The website is up to date and documents published in accordance with the Transparency Code
- Data protection regulations are complied with.

## Review of effectiveness of Internal Audit for Kersey Parish Council March 2026

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>12 May 2025 Minute ref 65/25</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 dated 6 May Minute ref 66/25 and 14 Nov 25 Min ref 141/25. 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>Yes</p>	<p>Correspondence 3 May 25, 6 May 25, 3 June 25, 15 Nov 25, 24 Feb 26</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>12 May 2024 Minute ref 65/25</p> <p>As above</p>

Reviewed and adopted on: 2 March 2026

Minute reference: 35/26