

**KPC 128-05**  
**MINUTES OF THE MEETING OF KEDINGTON PARISH COUNCIL**  
**TUESDAY, 18<sup>th</sup> OCTOBER 2022**  
**HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON**

**Present:** Cllr Ann Naylor (Chair)  
 Cllr Stella Wilsher (Vice-Chair)  
 Cllr Terry Wheeler  
 Cllr Ross Standeven  
 Cllr Sharon Eames  
 Cllr Jeffery Potter  
 Cllr Peter Deeks

**In attendance:** Mr John Boxall (Parish Clerk)

**Also in attendance:** West Suffolk Councillors Marion Rushbrook and Nick Clarke.

**1. Parishioners' Question Time and to acknowledge agenda items of interest to members of the public present.**

Councillors had a discussion regarding whether or not to continue having this as an item on the agenda, with particular reference to the "Parishioner's Question Time" section as this is the same as having an "Any New Matters" item that Council has previously removed from the agenda (KPC 127-04 21<sup>st</sup> September 2021). One option was to remove the "Parishioner's Question Time" section meaning that Parishioners would still be able to express an interest in an agenda item or items that they wished to comment on. Clerk to make enquiries with SALC.

**ACTION**

Clerk

**2. Welcome and Apologies.**

Cllr Woodward is unable to attend as she is unwell.

**3. To receive members' declarations of Disclosable Pecuniary Interests and Local Non- Pecuniary Interests in accordance with the Suffolk Code of Conduct (and section 106 of the LGFA 1992) and receive any applications for dispensations on agenda items.**

None declared

**4. Councillors who were present to agree as a true record the minutes of the meeting of Kedington Parish Council held on 6<sup>th</sup> September 2022 (emailed to Councillors)**

A resolution was put forward by Cllr Deeks and seconded by Cllr Eames to agree the minutes of the meeting of Kedington Parish Council held on 6<sup>th</sup> September 2022 as a true record. There were no other resolutions; unanimously agreed. Chair signed the minutes outside the meeting.

**5. Receive visitor's reports and reports from District and County Councillors (to be emailed to Councillors on receipt)**

Chair confirmed that Councillors had received the report earlier that day by email from the Clerk (ANNEX 1).

Cllr Rushbrook advised that she is continuing to chase the Water Treatment Works with regards to a Parishioner's offer to do more planting around it.

Cllr Rushbrook highlighted the £58,750.00 grant that they have secured from Suffolk County Council through the Collaborative Communities Board to help support the work of organisations in West Suffolk. Chair suggested that with funding assistance the Community Centre could be opened up all day on a Thursday in conjunction with the Centre Cafe to be used as a warm bank and somewhere to get a cooked meal. Chair will look into this.

Cllr Rushbrook also highlighted that for those who do not have access to the internet, Customer Services is available Monday to Friday on 01284-763233, opening hours 08.45–17.00.

ANNEX 1

Chair

## 6. Financial Statements: Receive budget statements and any other financial reports and consider action.

### 6.1 Receive budget statements effective to date (emailed to Councillors)

Chair confirmed that Councillors had received the relevant documents. No questions from Councillors.

### 6.2 Annual Governance and Accountability Return (Clerk to update, documents emailed to Councillors)

Clerk confirmed that Councillors had received Section 3 of the Annual Governance and Accountability Return from the external auditors, PKF Littlejohn LLP, this being their Report and Certificate for the year ending 31<sup>st</sup> March 2022, and that it was published on the Parish Council's website on 30<sup>th</sup> September 2022 (ANNEX 2).

Councillors commented that they had been expecting the contents of the Section 3 as it had been discussed at the meeting on 19<sup>th</sup> July 2022 and they had no concerns and didn't deem that any further action was necessary.

With regards to the annual precept for year ending 31<sup>st</sup> March 2022 not agreeing to the figure published by the precepting authority in that the figures in Boxes 2 and 3 should read £83,548 (not £84,070) and £11,544 (not £11,022) respectively, Clerk advised the two sets of figures total the same amount and he has no idea why they are different. Council again deemed that no further action was necessary.

### 6.3 Authorise payment to External Auditor (Clerk to update)

Clerk advised that the invoice from PKF Littlejohn amounted to £360.00 including VAT, the same as last year, for reviewing the Annual Governance and Accountability Return as item 6.2 above. Following a discussion Cllr Eames proposed and Cllr Potter seconded authorising the payment. There were no other resolutions; unanimously agreed.

### 6.4 PAYE quarterly payment (Clerk to update)

Clerk advised that the 2022-2023 Quarter 2 PAYE payment totalling £1,711.80 was made on 13<sup>th</sup> October 2022. This is for the Clerk and the Village Cleaner's PAYE and National Insurance contributions.

### 6.5 VAT quarterly refund claim (Clerk to update)

Clerk advised that the 2022-2023 Quarter 2 VAT claim totalling £3,175.54 was submitted on 7<sup>th</sup> October 2022.

### 6.6 Ratify payment to Doxbond for confidential shredding (Clerk to update)

Clerk advised that £36.00 was paid on 8<sup>th</sup> September 2022 for four bags having been authorised by Chair and Clerk as it is less than £500.00. Cllr Eames proposed and Cllr Wheeler seconded ratifying the payment. There were no other resolutions; unanimously agreed.

### 6.7 Ratify payment to Soccertackle for goal net hooks (Clerk to update)

Clerk advised that £77.19 was paid on 8<sup>th</sup> September 2022 for two packs of forty hooks each having been authorised by Chair and Clerk as it is less than £500.00. Cllr Potter proposed and Cllr Eames seconded ratifying the payment. There were no other resolutions; unanimously agreed.

### 6.8 Ratify payment to RMS Tree Services for cutting up and stacking on site a windblown Maple tree adjacent to The Cut (Clerk to update)

Clerk advised that £120.00 was paid on 7<sup>th</sup> October 2022 having been authorised by Chair and Clerk as it is less than £500.00. Cllr Wilsher proposed and Cllr Wheeler seconded ratifying the payment. There were no other resolutions; unanimously agreed

### 6.9 Donation to Poppy Appeal and Wreath for Remembrance Day (Clerk to update)

Clerk advised that the Poppy Appeal organisers apply to the Royal British Legion head office for a number of wreaths for organisations within the Parish that will want one, normally about 20. They obtain the wreaths for free on the assumption that a donation will be made for the wreath to the Poppy Appeal. As a Parish Council we have always supported it and always donated £20.00 to obtain a wreath for the Chair or a representative of the Council to lay on Remembrance Sunday.

ANNEX 2

Clerk

Over and above that £20.00 the Council have also made a separate donation to the Poppy Appeal. This year we have a £100.00 budget for the Poppy Appeal.

Clerk advised that Sec 138 B of the Local Government Act 1972 allows a local authority in England to support any of the following—

- a. a religious event,
- b. an event with a religious element,
- c. an event connected with a religious or philosophical belief, or
- d. an event with an element connected with such a belief.

Following a discussion Cllr Wheeler proposed and Cllr Eames seconded making a payment of £100.00 in total to the Poppy Appeal. There were no other resolutions; unanimously agreed.

Clerk

## 7. Grants.

### 7.1. Uptake.

#### a. **Kedington Film Club (Clerk to update)**

Clerk advised that the agreed £250.00 was paid on 8<sup>th</sup> September 2022. Chair advised that extra funding was provided by Suffolk County Councillor Roach. Cllr Deeks stated that the Film Club are absolutely delighted with the new equipment.

#### b. **Ketton Players (Clerk to update)**

Clerk advised that the agreed £200.00 was paid on 12<sup>th</sup> September 2022.

#### c. **Kedington Women's Institute (Clerk to update)**

Clerk advised that the agreed £350.00 was paid on 12<sup>th</sup> September 2022. Chair advised that extra funding was provided by Suffolk County Councillor Roach and by Parishioner Mr Steve Bowen, whom the Women's Institute have sent a letter of thanks to.

### 7.2. Applications.

#### a. **Suffolk Accident Rescue Service (emailed to Councillors)**

This is an application for help with the Service's running costs. Following a discussion Cllr Eames proposed and Cllr Standeven seconded granting £250.00 to the Service. There were no other resolutions; unanimously agreed.

Clerk

## 8. Clerk's report: Discuss and agree action on Clerk's Report and correspondence received.

### 8.1 **Certificate in Local Council Administration (Clerk to update)**

Clerk advised that he was booked onto the "Introduction to CiLCA" Zoom session on 12<sup>th</sup> September 2022 but it was cancelled that day due to illness. The next session was on 27<sup>th</sup> September 2022 when Clerk was working elsewhere and couldn't attend. However, he asked for and was sent a recording of 12<sup>th</sup> September session that he has watched, with the option to go through anything he doesn't understand. Clerk has since been offered and accepted to attend for free a session on 3<sup>rd</sup> November to ask any questions.

Clerk advised that the CiLCA qualification is made up of 5 units that correspond with the 5 themes of the occupational standards. Within those 5 units there are 30 Learning Outcomes that each require evidencing. The main pieces of advice from the session were:-

1. make sure you're ready to do the CiLCA qualification with regards to allocating time for it and:-
2. complete the personal statement and Unit 1 before registering, because once you're registered you have 12 months to complete the CiLCA qualification, so give yourself a head start.

Registration is bi-monthly, the next one being in December and it is then that the Clerk intends to register.

Clerk

### 8.2 **Church clock repairs (Clerk to update)**

Clerk advised he received a letter by email on 20<sup>th</sup> September 2022 from Marion Farrant, Assistant Treasurer / Churchwarden, St Peter & St Paul Church, Kedington stating "This award is sincerely appreciated by the Parochial Church Council as the cost of the repairs would have severely hit our finances and your generous deed means that the money we would have paid out on the repairs can be used for other building repairs which have been shown as needed in our recent quinquennial inspection. Please would you pass on our grateful thanks to your Councillors."

8.3 **Suffolk County Council Monthly Parish Newsletter (Clerk to update)**

Cllrs Naylor, Wilsher, Potter and Deeks confirmed they would like to receive a copy of the newsletter. Clerk to ask Cllr Woodward.

Clerk

9. **Play Equipment.**

9.1. **Receive defect report(s) (if any); agree action (emailed to Councillors)**

Clerk confirmed that Councillors had received the reports and that all work had been completed or was in hand.

Clerk advised Councillors that, with regards to the inspection report regarding the chest press in Silver Street Park, the photograph showing the unit as a whole matches the equipment in situ. However, the photograph showing the mounting leg and plate does not appear to be of the same piece of equipment and it is this that the inspection report asks to be monitored for fatigue. Clerk will liaise with The Play Inspection Company regarding this.

Clerk

9.2 **Graffiti (Clerk to update)**

Clerk advised that on Thursday 14<sup>th</sup> October 2022, having received the can of spray paint from Evolution Skate Parks, he sprayed two small areas of the graffiti on Old School Field as a tester. It doesn't leave a great finish i.e. paint drips, but the colour match is good. Clerk has also scraped a small area of the larger volume of graffiti with his thumb nail and it does seem that some cleaner may remove it. Following a discussion regarding the graffiti on both Old School Field and Silver Street Park Councillors agreed to attempt to clean it off on Tuesday next week, 25<sup>th</sup> October 2022.

All  
Councillors

9.3 **Cross scales (Clerk to update)**

Clerk advised that on Thursday 14<sup>th</sup> October 2022 he refitted the seats and secured the quick links with the Loctite thread locker previously obtained by Cllr Wilsher.

9.4 **Meadow goal repositioned (Clerk to update)**

Clerk advised that on Monday 3<sup>rd</sup> October 2022 he and Parishioner Mr Steve Bowen moved the goal posts to their alternative position as previously discussed. A letter of thanks from the Chair on behalf of the Council has been given to Mr Bowen.

9.5 **Old School Field goals to be repositioned and entrance gates and fence to be repainted (Clerk to update)**

Clerk advised that he has been in contact with Mr Wayne Blackman who is happy to do the work and will send the Clerk a quote, this has not yet been received. Mr Blackman will obtain the necessary supplies i.e. fence paint, Postcrete etc. from Huws Gray Buildbase as usual, using the Parish Council's account. Cllr Wheeler also asked if the gate out to the Cut could be repainted as well. Following a discussion Chair asked if Councillors were happy to proceed with this work if the quote from Mr Blackman was below £500.00. Cllr Eames proposed and Cllr Wheeler seconded proceeding as suggested. There were no other resolutions; unanimously agreed.

Clerk

10. **Environmental / Grounds Maintenance matters.**

10.1 **Tree planting on Silver Street Park (Chair/Clerk to update)**

Clerk advised that he and the Chair met with Parishioners Mr Kevin Betts, Mr William Betts and Mr Bob Dellar on Tuesday 4<sup>th</sup> October 2022 and their plan is to:-

- plant an Ash tree and a Field Maple tree in front of the group of trees on the right as you enter from School Road, so towards the main Park area.
- plant an Oak tree where the Poplar tree had been on the right as you enter from Silver Street.
- plant three Willows adjacent to the main footpath that goes straight through the Park.

Chair proposed and Cllr Wheeler seconded purchasing any installation materials. There were no other resolutions; unanimously agreed. Clerk to update Messrs Betts and Dellar.

Clerk

10.2 **Beebombs on the Meadow (Clerk to update)**

Clerk advised that a Parishioner had made the suggestion of sewing Beebombs on the wildflower area on the Meadow. Beebombs are handmade seed balls, made from native Wildflower seeds,

local clay (from Parley in Dorset) and sifted compost. Almost all of the seeds species are on the Royal Horticultural Society's 'Perfect for Pollinators' list.

97% of native British wildflower habitat has been lost since World War II and this is where bees and butterflies make their lives. With Beebombs you can re-create these lost habitats and help bring back the bees.

Clerk advised that he has spoken to Ross Van de Zande, the Meadow manager, and Chair has spoken to the Kedington Community Association at their meeting, and they are all very much in favour of it. They are also in favour of linking in with Kedington Primary Academy to be involved in the sewing of the Beebombs.

Each pack of Beebombs provides coverage for approximately 2 square metres, so 10 packs would cover 20 square metres. Ross Van de Zande suggests buying 10 packs and this would cost £49.99 according to the website.

Cllr Standeven suggested buying an additional pack to give to the school for their wildlife area. Clerk advised that an individual pack is priced at £7.99 and 5 packs at £29.99.

Following a discussion Cllr Standeven proposed and Cllr Potter seconded purchasing 10 packs of Beebombs for £49.99 and one extra pack at £7.99. There were no other resolutions; unanimously agreed.

Clerk

### 10.3 **Baulk footpath cutting back (Clerk to update)**

Clerk advised that on 7<sup>th</sup> September 2022 Chair submitted a report to Suffolk County Council via their Highways Reporting Tool regarding the Baulk and also spoke to one resident who agreed to trim the overhang from his garden. On the 14<sup>th</sup> September 2022 Highways responded as follows "Thank you for your report. The County Council carry out two cuts of public rights of way routes that are on our cutting schedule. The second cuts are currently ongoing. We try to time this with growing conditions and the program is carried out over a six-week period for each cut"

### 10.4 **Drains on Mill Road blocked (Clerk to update)**

Clerk advised that on the 23<sup>rd</sup> September 2022 he made 6 reports to Suffolk County Council via their Highways Reporting Tool; one covering the White Horse Lane drain, three covering each of the drains on the hill leading up to the Church and two covering every other drain on Mill Road from the Haverhill Road junction to the Westend Lane junction. On the 26<sup>th</sup> September 2022 Highways responded as follows "Our staff have visited the location of your report and assessed the issue you reported. We believe that at this time it does not warrant remedial action. However, we will continue to monitor the location as part of our routine inspections, and if the matter worsens significantly, we will take action." Each report has been closed on the reporting tool with the reason "Added to Inspection Programme".

Clerk to look again in a month's time and resubmit reports to Highways if necessary.

Clerk

### 10.5 **Old School Field hedge trim (Clerk to update)**

Clerk advised that on 4<sup>th</sup> October he sent an email to Trevor at MD Landscapes asking if he would be able to trim back the hedge as per last year i.e. as well as giving the road facing sides on both Mill Road and School Road a proper good trim back, especially either side of the entrance gate on School Road, could he:-

- a. not take too much off the top. He'd mentioned to the Clerk last year that in previous years he'd cut the top down to help it grow back thicker as a bit of a noise barrier assistance but as per last year the Council are not so concerned about that now as the noisy centre box in the skate park was removed last year.
- b. just give the Old School Field sides a prune as it doesn't restrict anyone's access or sight line etc.

Trevor has subsequently quoted £189.00 to do the work but won't be able to do it until early November due to other work commitments.

Following a discussion Cllr Wheeler proposed and Cllr Eames seconded asking MD Landscapes to trim the hedge for £189.00 in early November. There were no other resolutions; unanimously agreed.

Clerk

## 11. Highway/Footpath/Street Furniture matters.

### 11.1 Installation of new plaques onto roadside Rights of Way fingerposts (Clerk to update)

Clerk advised that the volunteer pack was due to be dropped off by Ben Heather on 3<sup>rd</sup> October 2022 but he cancelled in the morning as his nearby meeting was cancelled that day so he didn't come. He will let the Clerk know when he's next in the area to arrange dropping the pack off.

## 12. Outstanding estimates awaited or work ordered.

### 12.1 Kedington village sign (Cllr Standeven to update)

Cllr Standeven confirmed that all Councillors had received the draft for the manufacture of the village sign. Following a discussion Cllr Eames proposed and Cllr Deeks seconded proceeding with that draft. There were no other resolutions; unanimously agreed.

Clerk

### 12.2 Queen's Platinum Jubilee bench (Chair to update)

Chair confirmed that all Councillors had received the proposed design. Following a discussion, it was decided to ask Artisteel to decrease the size of the curl on the left arm side of the bench and attach the end of it to the seat itself. Councillors were concerned that bearing in mind it is to be located on Church Walk that is an access path to the Primary Academy, there is a risk of injury to the children if it were to remain as it is.

Clerk

## 13. Any other reports (on-going matters).

### 13.1 Office Lease (Chair to update, emailed to Councillors)

Chair confirmed that Councillors had received a copy of the draft lease. Cllr Potter made comment that it is a 50-year lease but there doesn't seem to be any proviso for what will happen if either party wants to terminate the lease within that period. Chair confirmed she will ask the Kedington Community Association (KCA) about this and any notice period.

Chair

Clerk advised that on 10<sup>th</sup> October 2022 he and the Chair had a meeting with Steve Brown and Derek Raine of the KCA and he highlighted three things:-

- The wording "One-off" at paragraph 1.a. to change to "Ad-hoc".
- Is the £1.00 per annum peppercorn rent to be back dated.
- The Parish Council's Employer's Liability Insurance has contents insurance as one of its core covers and buildings insurance as an optional cover. If the KCA will be responsible for the buildings insurance, then the optional buildings cover can be removed from the Parish Council's Employer's Liability Insurance. Diarised to be checked at renewal time next year.

These were to be discussed at next KCA meeting.

### 13.2 Kedington Air Memorial (Chair to update)

Chair advised that the Air Memorial was unveiled on the 17<sup>th</sup> September 2022. Clerk reminded Council that at its meeting on 21<sup>st</sup> June 2022 it made resolutions that the Air Memorial should be added to the Asset Register once it had taken possession of it in perpetuity for the benefit of the Parish and to update the insurers. Clerk has made enquiries into what value to apply to the Air Memorial and the Joint Panel on Accountability and Governance Practitioners' Guide states the following:-

5.61. Where an authority receives an asset as a gift at zero cost, for example by community asset transfer, it should be included with a nominal one-pound (£1) value as a proxy for the zero cost.

5.62. Assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial) are often referred to as "community assets". Authorities should record community assets in the asset register in the same way as gifted assets.

Clerk therefore asks that Council agrees a nominal one-pound (£1) valuation be recorded on the Asset Register for the Air Memorial.

Following a discussion Cllr Wheeler proposed and Cllr Standeven seconded a nominal one-pound valuation be recorded on the Asset Register. There were no other resolutions; unanimously agreed

Clerk

**13.3 Calford Green damage caused to green on 11<sup>th</sup> February 2022 (Clerk to update)**

Clerk advised that this damage has now been repaired.

**13.4 Social event after Parish Council meeting on 20<sup>th</sup> December 2022 (Chair to update)**

Chair suggested and it was agreed that we meet at the Barnardiston Arms after that evening's meeting for a social gathering at our own expense. It will be an open invitation to anyone that would like to attend.

**14. Housing/Planning.****14.1 Applications for discussion at meeting: NONE****14.2 Planning Applications – Observations conveyed by Parish Council (Clerk to update)**

- a. Re-consultation in respect of a Planning Proposal DC/22/0336/FUL - Land West Of Haverhill Road, Kedington – Planning application - one retail unit (class E) and associated vehicular and pedestrian access as amended by plans received 16th August 2022.  
Clerk updated that Council's observations were submitted to the Planning Officer on 12<sup>th</sup> September 2022.
- b. DC/22/1402/HH - Ancroft, Silver Street, Kedington – Householder planning application - orangery extension (following demolition of existing conservatory).  
Clerk updated that no objections were submitted to the Planning Officer on 15<sup>th</sup> September 2022.
- c. DC/22/1580/HH - 22 Haverhill Road, Kedington – Householder planning application - garage conversion and extension to create detached annexe.  
Clerk updated that no objections were submitted to the Planning Officer on 3<sup>rd</sup> October 2022.
- d. DC/22/1552/TPO - 24 Mill Road, Kedington – TPO 319 (2001) tree preservation order - one Walnut (indicated on plan, T1 on order) fell.  
Clerk updated that Council's objections, by a 5-3 majority, were submitted to the Planning Officer on 10<sup>th</sup> October 2022.
- e. DC/22/1654/TPO - 1 Saints Walk, Kedington – TPO 551(2014) - Tree preservation order - one Sycamore (T1 on plan, within G1 on order) overall crown reduction by three metres; one Sycamore (T2 on plan, within G1 on order) fell; one Plum (T4 on plan, within G1 on order) crown lift to two metres above ground level.  
Clerk updated that Council's observations were submitted to the Planning Officer on 10<sup>th</sup> October 2022.
- f. DC/22/1657/HH - 32 Dane Close, Kedington – Householder planning application - front bay window with roof extending over open-sided porch and minor flat roof rear projection with sliding doors.  
Clerk updated that no objections were submitted to the Planning Officer on 11<sup>th</sup> October 2022.

**14.3 Planning Applications – Decisions received from District Council (Clerk to update)**

- a. DC/22/1210/HH - The Ferns, 39 School Road, Kedington – Householder planning application - a. one front porch with pitched roof b. two storey side and rear wrap around extension (following demolition of existing garage) c. new gravel parking d. roof mounted solar panel array and new air source heat pump e. one roof light to be installed on main roof.  
Clerk advised that the application was approved on 8<sup>th</sup> September 2022.
- b. DC/22/1389/HH - 2 Fern Cottages, Kings Hill, Kedington – Householder planning application - single storey rear extension with flue.  
Clerk advised that the application was approved on 20<sup>th</sup> September 2022.

**15. Events: Please bring your diaries**

**15.1 Date and location of next meeting**

Next Parish Council meeting to be held on Tuesday 15<sup>th</sup> November 2022 at 7 pm at a location to be confirmed.

The meeting closed at 8:40 p.m.

Signed ..... *AE Naylor* ..... Date.....15<sup>th</sup> November 2022.....



# ANNEX 1

## REPORT FOR KEDINGTON PARISH COUNCIL – Tuesday 18 October 2022

### **Joint report from West Suffolk District Councillors: Nick Clarke, Karen Richardson and Marion Rushbrook**

This is our first meeting with you following the sad announcement of the death of Her Majesty Queen Elizabeth. We recognise her dedication to public service. The coverage we have all seen over the weeks following this news shows how our communities have come together to mourn her passing.

We continue to ask everyone to keep an eye out for people around them, in our villages who may be struggling with the current issues we are living with. Direct anyone who needs assistance to the relevant bodies that can help. We know our local food banks are being stretched and it is only mid-October. We know Kedington Parish Council and volunteers have a great record of supporting and helping residents. West Suffolk Council website has a resident section, which contains links for where to get support, grants etc. For those who do not have access to the internet Customer Services is available Monday to Friday on 01284 763233, opening hours 08.45–17.00.

West Suffolk Council (WSC) is working with colleagues across Suffolk to support individuals as well as ensuring community and other groups are able to support and have help to meet their own costs. We have some external funding, via the Collaborative Communities Board, to help community groups and more may be on the way. A really useful source of advice is the cost of living page on our website. This links to sources of local and national support: [Cost of living \(westsuffolk.gov.uk\)](https://www.westsuffolk.gov.uk/cost-of-living). WSC remains committed to supporting their communities throughout this winter, including warm spaces, access to food and financial support.

WSC are also looking at how we can support those community groups who run public buildings such as community centres, village halls, libraries, churches and the work that they will be doing over the coming months to help people stay connected, stay warm, and provide other support and activities to look after people's health and wellbeing. Ultimately, this is to help residents reduce some of their daytime energy costs and help reduce respiratory illnesses.

WSC have secured £58,750 from Suffolk County Council through the Collaborative Communities Board to help support the work of organisations in West Suffolk. They will be writing to community organisations including parishes, inviting them to apply for funding by 31 October. After this they will distribute the funding to groups on a rolling basis. They will also contact ward councillors where community support is on offer and locality budgets are still available, to see if councillors are happy to put some or all of their remaining funding towards this work.

### **Parish Conference**

The Parish Conference will be held on Wednesday 16 November at 5.45 for a 6pm start. WSC are continuing to hold them virtually, through Microsoft Teams as we have seen an increase in attendance and participation. The agenda is being confirmed but the three likely topics are Cost of living, Community Emergency planning and District elections.

### **Locality budgets**

A reminder the 3 of us have a budget to be spent in our parishes – to date the spend across WSC region is approx. £61,000 (across West Suffolk area). If you have any ideas, projects etc, please do not hesitate to contact us.

### **Community Safety Partnership and anti-social behaviour**

As part of WSC annual requirement to review the priorities of the Western Suffolk Community Safety Partnership, it was agreed in June this year to keep the remaining priorities of Criminal Exploitation, Hate Crime, Domestic Abuse, Modern Slavery, Anti-Social Behaviour and also adopted Fraud. The partnership is now undertaking a review of the action plan to ensure that all partners are engaged in working towards these priorities. One area that keeps the Families and Communities Team busy is anti-social behaviour, with hotspots being tackled across the district a focus for us and partners. We continue to work with our partners to ensure appropriate action is taken to combat on going issues, such as closure notices and overseeing community triggers.

### **Are you worried about heat loss and winter bills in your home?**

Residents on low income, low energy efficient homes, concerned about the impact of energy bills this winter, are being encouraged to see if they qualify for free help.

Households with low energy performance ratings and whose household income is less than £30,000 may qualify for the work which includes improving insulation so that residents don't need to use their heating as often or for as long to stay warm.

The work, which is subject to Government criteria, is being targeted at people who own their home or are paying a mortgage. Tenants who are in a private rented home can also qualify but their landlord would need to pay for part of the work. Housing association tenants should contact their landlord to see if they qualify for improvements.

WSC has already completed more than £1.5m of energy efficiency improvements to around 150 homes.

You can hear from some of the residents who have already benefitted at [\*\*YouTube - How we are helping residents so they can stay warm while using less heating this winter\*\*](#)

Cllr Sara Mildmay-White, Cabinet Member for Housing at West Suffolk Council, said: "We want to help as many households as we can. We appreciate that many residents will be anxious about the cost of living and their winter fuel bills. Insulation work will make a real difference and help people to stay warm while using their heating less. It can also help keep their home cooler in the summer. I would urge anyone who thinks they may qualify to sign up and tell others about this work."

The scheme aims to improve the energy efficiency of homes that have a low Energy Performance Certificate (EPC) rating of D to G. Residents can check their EPC rating at [GOV.UK - Find an energy certificate](#) - the website contains useful information for all households on steps they can take to improve the energy efficiency of their home. If your property doesn't have an EPC, one will be carried out as part of the scheme.

After registering, you will be contacted to arrange a site visit from a council officer to discuss the work that will be most beneficial to their home.

The money for the scheme has been awarded by the Government's Department for Business, Energy, and Industrial Strategy (BEIS) and is subject to Government criteria.

The council has also set up a cost-of-living webpage at <https://www.westsuffolk.gov.uk/cost-of-living> which it will update with helpful information and advice.

# ANNEX 2

## Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Kedington Parish Council – SF0223**

### 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor report 2021/22

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not fully and accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

- The prior year accounts were prepared on an income and expenditure basis, but should have been restated on a receipts and payments basis in the prior year column of Section 2 for comparative purposes. Section 2, Boxes 1 to 6 have been incorrectly restated and Boxes 1, 2, 3, 4, 6 and 9 are shown as £0.
- Section 2, Box 2, the annual precept, does not agree to the figure published by the precepting authority. The figures in Boxes 2 and 3 should read £83,548 and £11,544 respectively. All grants, including Council Tax Support Grant, should be shown in Box 3, as per the guidance notes on the AGAR.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has performed the analysis of significant variances using the figures as per last year's AGAR, where the accounts were prepared on an income and expenditure basis. Therefore, the figures being compared are not using the same accounting basis.

### 3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP* RCD

Date

28/09/2022

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))