

KPC 129-01
MINUTES OF THE ANNUAL MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 16th MAY 2023
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON

Present: Cllr Ann Naylor (Chair)
 Cllr Terry Wheeler (Vice-Chair)
 Cllr Ross Standeven
 Cllr Sharon Eames
 Cllr Jeffery Potter

In attendance: John Boxall (Parish Clerk)

Also in attendance: Suffolk County Councillor David Roach and one parishioner.

ACTION

- 1. Election of Chair for year 2023/2024.**
 Cllr Naylor presided over this agenda item. Cllr Wheeler proposed Cllr Naylor, seconded by Cllr Potter. There were no other nominations, unanimous vote in favour. Cllr Naylor took the Chair and signed the Declaration of Acceptance of Office form outside the meeting.
- 2. Election of Vice-Chair for year 2023/2024.**
 Councillor Naylor proposed Councillor Wheeler, seconded by Councillor Standeven There were no other nominations, unanimous vote in favour.
- 3. Acknowledge agenda items of interest to members of the public present.**
 None
- 4. Welcome, Apologies and Resignations.**
 The Chair welcomed everyone present. Cllr Woodley is absent for work commitments and Cllr Deeks is absent for personal reasons. Apologies accepted by all Councillors present. Cllr Wilsher has resigned.
- 5. To receive members' declarations of Disclosable Pecuniary Interests and Other Registerable Interests in accordance with the Local Government Association Model Councillor Code of Conduct (and section 106 of the LGFA 1992) and receive any applications for dispensations on agenda items.**
 None declared
- 6. Councillors who were present to agree as a true record the minutes of the meeting of Kedington Parish Council held on 18th April 2023 (emailed to Councillors)**
 Councillors confirmed they had received a copy of the minutes and had read them. A resolution was put forward by Cllr Potter and seconded by Cllr Naylor to agree the minutes of the meeting of Kedington Parish Council held on 18th April 2023 as a true record. There were no other resolutions; unanimously agreed. Chair signed the minutes outside the meeting.
- 7. Discuss and agree Councillor Responsibilities for year 2023/24**
 Councillor Responsibilities for the year 2023/2024 were discussed and agreed.
- 8. Receive visitor's reports and reports from District and County Councillors**
 Cllr Rushbrook has emailed saying "There is nothing to report at the moment. The Conservative group leader should be in place next week. Who leads the Council will not be known until the Annual Council Meeting on 23rd May 2023. We will keep you up to date. Sorry this is not in time for the Annual Meeting."
 Cllr Roach gave a verbal update regarding the result of the recent election and his report is attached at ANNEX 1.

ANNEX 1

Cllr Roach also advised that the repairs needed to the sunken footpath in St. Paul's Drive that is now also beginning to crack, will be commenced by Bloor Homes once they receive an email from a particular officer at the County Council confirming it can be done. However, this officer is not replying to emails from Cllr Roach and neither is the head of highways. Cllr Roach is continuing to chase an update and has contacted the portfolio holder for highways regarding the lack of response.

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

9.1 Review and verify budget statements effective to date (emailed to Councillors)

Chair confirmed that Councillors had received the relevant documents. A resolution was put forward by Cllr Naylor and seconded by Cllr Wheeler to verify the bank reconciliation, the list of payments and receipts and the net position (ANNEX 2). There were no other resolutions; unanimously agreed.

ANNEX 2

9.2 Precept for 2023/2024

Clerk advised that the 2023/2024 precept of £85,576.00 was received into the Barclays account on 27th April 2023. The following day, 28th April 2023, in accordance with a resolution passed at the Parish Council meeting on 21st March 2023, £18,815.20 was transferred from the Barclays account to the General Reserves held in the Nat West account. This was the balance held in the Barclays account at year end 31st March 2023.

9.3 Receive Internal Auditor's Report for year ending 31st March 2023 (emailed to Councillors)

Clerk confirmed that the internal audit had taken place on 5th May 2023 and he had emailed the Internal Auditor's report to Councillors. The report is on the Parish Council website. Clerk reported that the Internal Auditor had found everything to be in order and had completed the Annual Internal Audit Report 2022/23 of the Annual Governance and Accountability Return 2022/23 (ANNEX 3). Chair expressed her thanks to the Clerk for his work leading up to this successful internal audit. Chair stated the Internal Auditor had been extremely impressed with the Clerk's presentation of the work and the accounts.

ANNEX 3

9.4 Agree and sign Section 1 – Annual Governance Statement 2022/23 of the Annual Governance and Accountability Return 2022/23 for the financial year ending 31st March 2023 (emailed to Councillors)

Councillors agreed Section 1 – Annual Governance Statement 2022/23 for the financial year ending 31st March 2023 (ANNEX 4). The Chair and Clerk signed the form that will be posted on the Parish Council website and submitted to the External Auditor.

ANNEX 4
Clerk

9.5 Agree and sign Section 2 – Accounting Statements 2022/23 of the Annual Governance and Accountability Return 2022/23 for the financial year ending 31st March 2023 (emailed to Councillors)

Councillors agreed Section 2 – Accounting Statements 2022/23 for the financial year ending 31st March 2023 (ANNEX 5). The Chair and Clerk signed the form that will be posted on the Parish Council website and submitted to the External Auditor.

ANNEX 5
Clerk

9.6 Underspend for 2021-2022 (Clerk to update)

Clerk advised that following payment of the balance for the village sign (agenda item 14.7) the final balance of the 2021-2022 Underspend earmarked reserve is £1,118.87. Clerk asks that Council agree by a resolution to move this to the general reserves and for the 2021-2022 Underspend earmarked reserve to be removed from Scribe at the end of this financial year. Clerk advised that the general reserves balance is currently £64,577.06 and will then be £65,695.93. Clerk advised that the Parish Council can hold between 3 months and 12 month's expenditure value as a general reserve and ours will then be 9 month's expenditure. A resolution was put forward by Cllr Naylor and seconded by Cllr Potter to move the final balance of the 2021-2022 Underspend earmarked reserve, £1,118.87, to the general reserves and remove the 2021-2022 Underspend earmarked reserve at the end of this financial year. There were no other resolutions; unanimously agreed.

Clerk
Clerk

9.7 Elections budget (Clerk to update)

Clerk advised that Council had agreed a budget of £3,000.00 for this year's election, but as the election was uncontested there had been no expenditure from this budget. Clerk asked that Council agree by a resolution to move this £3,000.00 to a new Elections earmarked reserve that the Clerk will generate on Scribe, for use in future elections as necessary. A resolution was put forward by Cllr Naylor and seconded by Cllr Potter to move this £3,000.00 to a new Elections earmarked reserve as above. There were no other resolutions; unanimously agreed.

Clerk

10. Grants

10.1. Uptake.

a. 1st Kedington Guides (Clerk to update)

Clerk updated that £500.00 had been paid on the 20th April 2023 and thanks have been received from Sarah Lyons both verbally and by an email stating "thank you so much, that is fantastic news".

10.2. Applications. NONE

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

11.1 Signatories for Barclays and NatWest accounts (Clerk to update)

Clerk advised that Cllr Potter has completed the necessary mandate change application form to be a signatory for the Barclays account and has taken it to Barclays to verify his identification. We await confirmation of the application.

Clerk will apply for Cllr Woodward to be removed from the Barclays mandate.

Clerk

Clerk advised that he is progressing the mandate change application for Cllr Potter for the Nat West account that involves him having to make the Parish Council aware of the following and the passing of a resolution as follows.

Part of the application says that by continuing "you confirm you have read and understood how we may use your information in the ways described in the "Marketing" section of this form and are happy to proceed". You are also confirming that:

- a. the Authority has been passed at a meeting of the relevant members or management;
- b. you are holding authorisation from the individuals being added to this mandate to agree to the searches against them as individuals and use of the information indicated in this agreement; Cllr Potter agreed to this.
- c. you will promptly notify them of any changes we notify to you about the use of information provided in this form or obtained as a result of the credit searches;
- d. you have notified the individuals being added to this mandate that if they would like a copy of the information we hold on them or have any questions about how we use that information they should write to the bank at the address shown in our full Privacy Notice; and
- e. you have retained a copy of this form and have provided the individuals being added to this mandate with a copy of this form including our Privacy Notice.

Clerk

The application also states that a resolution must be passed as follows: -

We resolve that:-

- a. if we add or remove Authorised Signatories in the "Add or Remove Authorised Signatories" section on the "About your request" page of the form, the Bank will update our mandate accordingly for the accounts we specify in this form's "About your business" section
- b. if we change the Signing Rules in the "Change the Signing Rules on the Mandate" section on the "About your request" page of the form, the Bank will update our mandate accordingly for the accounts we specify in this form's "About your business" section
- c. and the current mandate will continue as amended.

Cllr Wheeler proposed this resolution and Cllr Naylor seconded. There were no other resolutions; unanimously agreed.

Clerk

11.2 Analogue network closing by December 2025 (Clerk to update)

Clerk advised that by December 2025 the analogue network will close and all telephone calls will be made using broadband. Onecom currently provide our broadband and landline telephone facilities. Onecom are suggesting we move to a standalone hybrid fibre broadband line called SOGEA (Single Order Generic Ethernet Access) and because it uses a standalone line, a landline won't need to be ordered as well. SOGEA gives downloads of up to 80Mbps using the same reliable technology as FTTC (fibre to the cabinet). We can bring our existing phone number in line with OFCOM regulations. There will be no upfront cost for installation and we can retain our existing telephone as an engineer attends and fits a new router with an adaptor that enables the use of it.

Clerk advised that we had been paying £48.50 +VAT per month but the last bill had increased to £65.52 +VAT. This was because, to "encourage" the migration of services from analogue sooner rather than later, BT/Openreach have increased their prices, resulting in a need for Onecom to increase their charges for line rental to £22.50. If we move then the cost will be £56.50 +VAT.

A resolution was put forward by Cllr Potter and seconded by Cllr Standeven to move to the SOGEA broadband line. There were no other resolutions; unanimously agreed.

Clerk

11.3 Annual Parish Meeting (Clerk to update)

Clerk confirmed that the meeting will take place next Tuesday 23rd May 2023 at 7 pm in the Royal British Legion Hall and that £30.00 had been paid for booking the Hall. Clerk confirmed the agenda had been placed on the parish noticeboards and on the website.

Chair confirmed that Councillors are not required to attend but it would be good to see as many as possible.

12 Play Equipment.**12.1. Receive defect reports (if any); agree action (emailed to Councillors)**

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

Cllr Potter advised that he has cleaned the graffiti off the two signs in Silver Street Park and the children's slide in Old School Field. He has tried to clean off the graffiti from the rope climber and it is a lot less prominent than it was.

All Councillors were asked at the last meeting to consider additional fencing in the younger children's play area on Old School Field for discussion at this meeting. Following a discussion, a resolution was put forward by Cllr Potter and seconded by Cllr Standeven that additional fencing wasn't required. There were no other resolutions; unanimously agreed.

Clerk

Clerk advised that with regards to the rower on Silver Street Park, Wicksteed have advised that they "need to see the condition of the buffers to determine if this will fall under the warranty. If the buffers are intact, it will be under warranty, if they have disintegrated, it will not be a warranty issue. Please find attached Rower installation/maintenance details. If you can confirm the condition of the buffers, send some photos, then I will be able to investigate this further."

Clerk has reviewed the installation instructions and there has to be some removal of parts to access the buffers. Clerk wasn't sure it's something that he should do so he asked Wicksteed if they have any one that could come and check it out. Wicksteed's reply was to send the Clerk a quote to replace the buffers for £373.58 +VAT, this being £300.00 +VAT for labour and £73.58 +VAT for parts.

In a phone call to Wicksteed, the Clerk asked what would happen if it was something other than the buffers. He was told that in their experience it is the buffers and that the quote is for an engineer to attend, dismantle and replace the buffers. If it's something else, they will reassemble and return at a later date to repair, that will incur another labour charge for the engineer.

Clerk advised that the rower is valued on the asset register at £2,858.00.

Cllr Wheeler will see if the section containing the buffers can be dismantled by other means.

Cllr
Wheeler

13. Environmental / Grounds Maintenance matters.

13.1 Watermill Field (Clerk to update)

The outcome of the last meeting was that Cllr Wilsher had volunteered to research the cost of planting Snowdrops, Daffodils, Tulips etc. on the Watermill Field and whether there are any grants that could be applied for to fund this in time for the next meeting. Cllr Wilsher has since resigned.

Following a discussion, it was decided to leave the cutting as it is at the moment and to plant some flower bulbs later this year, September to November. Cllr Naylor agreed to research flower bulbs and prices.

Cllr Naylor

14. Highway/Footpath/Street Furniture matters.

14.1 Maintenance of Arms Lane (Clerk to update and emailed to Councillors)

Clerk advised that a search of the Land Registry Index Map has revealed that ownership of Arms Lane from the Silver Street junction to the Community Centre car park entrance isn't registered with Land Registry. This means that "unregistered ownership documents are usually held either by the owners, their solicitors, their bank or their mortgagee, and the Land Registry will not become aware of their existence until a sale or mortgage of the property occurs, at which time the new purchaser or mortgagee will effect registration at the Land Registry in accordance with the Land Registration Acts."

Clerk has sent an email to Suffolk County Council asking if they could confirm whether they own it or not and he awaits their reply. However, James Pickerin, Suffolk County Council Area Rights Of Way Officer, stated in an email that it was owned by a party other than Suffolk County Council and later confirmed to the Clerk in a phone call that Suffolk County Council don't own Arms Lane.

Clerk has also had confirmation by email from West Suffolk Council that they don't own any land in that area.

Mr Pickerin has received a quote of £744.40 +VAT to repair the pot holes from Giles Landscapes that was emailed to Councillors. Cllr Roach has agreed a Locality Highways Budget grant of £500.00 and Mr Pickerin has asked if the Parish Council was happy to share the difference with him, being £122.20 +VAT each.

Mr Pickerin has also confirmed in an email that "we are doing this as a good-will gesture as the surface is deemed to be commensurate with the status as Public Footpath and also owned by a party other than SCC, and as such not our responsibility."

With regards to timescale Mr Pickerin has said "Given the size of the job I can't say when it will be undertaken as it's one that will be fitted around existing jobs, but the contractor has a base in the Haverhill area so think it will get done in good time."

A resolution was put forward by Cllr Standeven and seconded by Cllr Potter to pay £122.20 +VAT towards the cost of the pot hole repairs. There were no other resolutions; unanimously agreed.

Clerk

14.2 Youth Shelter (Clerk to update)

Clerk advised that in his Street Furniture Condition Report Cllr Wheeler advised that the bench in the youth shelter on the Great Meadow is going rusty and needs repainting. This was also raised in his report last year as a result of which the Clerk obtained a quote from Helions Forge to repair the bench with either a galvanised or a powder coated finish. The quote was for £1,744.24 +VAT = £2,093.09. At that time Helions Forge advised that "There will be slightly more work in removing and re installing these benches due to the previously used installation method so the cost for installation is slightly higher. We will also have to allow for slightly more labour time due to the need for repairing the fixing points and re-tapping them after they have been galvanised."

At its meeting on 19th April 2022 after a discussion regarding the condition of the bench and the asset register value of the whole youth shelter being £2,500.00, Councillors decided not

to have the bench galvanized yet but to review this yearly as part of the Street Furniture Condition Report.

Clerk has contacted Helions Forge again recently and they have advised that they would do the work at the original price quoted.

Cllr Wheeler suggested and it was agreed to ask Wayne Blackman to quote to sand the bench down and paint it in Hammerite but to also ask him if for his advice regarding any repairs/maintenance that may be needed to the structure.

Clerk

14.3 Litter bins (Clerk to update)

In his Street Furniture Condition Report Cllr Wheeler also advised that the litter bin on Haverhill Road opposite the Legion Hall needed its liner replacing as the bottom is very rusty and a potential risk to the public. Clerk advised that he replaced this on Thursday 4th May 2023. Clerk also replaced liners in two of the litter bins on the Old School Field that were noted in last year's Report as needing to be reviewed this year.

14.4 Bench at entrance to Westward Deals (Clerk to update)

In his Street Furniture Condition Report Cllr Wheeler also advised that the bench at the entrance to Westward Deals needs treatment.

Cllr Naylor suggests that this bench is generally used by people waiting for a bus and could be replaced with a purpose built bus stop. An application for the section 106 monies to come from the houses to be built at the junction of Hall Road and Mill Road could be used for this. There is potentially £15,000.00 to be spent on bus stops improvements.

Following a discussion, it was decided that Councillors should consider this for the next meeting. Possible options were 1) canvass the views of Westward Deals residents regarding having a bus shelter 2) rub down and repaint the bench and paint the white sides in black and 3) replace the bench.

All
Councillors

14.5 Silver Street Park bridges (Clerk to update)

In his Street Furniture Condition Report Cllr Wheeler also advised that the guards and hand rails on all of the three bridges in Silver Street Park need repainting. The Parish Council only owns the small bridge to the Cut, I believe the ones on the footpath at either entrance are the responsibility of Suffolk County Council as they own the footpath.

Clerk advised he has spoken to Wayne Blackman about doing this but he has confirmed he wouldn't be able to do this due to the issue of having to use chemicals and the difficulty involved in not getting chemicals into river. He also said that the chemicals may remove the galvanising. He also said that the metal mesh sides and the sloped ends aren't galvanised.

Following a discussion, it was decided to monitor the bridge condition over time, with particular regard to rust.

It was further decided to advise Suffolk County Council that the other two bridges were falling into disrepair and could they send someone to assess them and undertake any necessary work.

Clerk

14.6 Street Furniture Report (Clerk to update)

Clerk advised that Wayne Blackman has quoted £785.00 to rub down and paint the benches, the Westward Deals noticeboard and the bins. The quote includes the paint and any materials needed for repairs. The paint will be mixed to match the colour of the bench at the junction of Dash End Lane and Mill Road that he repaired in 2021, as he had to have it made to colour match and has kept the left overs for just this purpose.

A resolution was put forward by Cllr Standeven and seconded by Cllr Potter to accept this quote. There were no other resolutions; unanimously agreed.

Clerk

14.7 Village Sign (Clerk to update)

Clerk advised that the new village sign was installed in the week commencing 24th April 2023. The outstanding 55% balance £1,050.50 +VAT = £1,260.60 was paid on 27th April 2023 from the 2021-2022 Underspend earmarked reserve as previously resolved at the meeting on 19th July 2022 KPC 128-03.

Clerk advised that Kirk Pearson has expressed an interest in having the old sign and his intention is to “try to restore it to a degree then just keep it as a part of the history of the village. Obviously it might be too far gone but I’d at least like to try”

A resolution was put forward by Cllr Standeven and seconded by Cllr Naylor for Kirk Pearson take possession of the old village sign. There were no other resolutions; unanimously agreed.

Clerk

Clerk advised that the old village sign needs to be removed from the Asset Register and is currently valued on the register at £384.00. The new sign needs to be added to the Asset Register at a value of £670.00 once VAT, labour and installation costs have been deducted. Following a discussion regarding how much of the £384.00 value of the old sign relates to the wooden post and the metal frame it was decided to value the old sign at £192.00 and the wooden post and metal frame at £192.00 also.

Clerk

Therefore, the asset value of the new sign should include the value of the wooden post and metal frame at £192.00 making the asset value of the new sign £862.00 (£670.00 plus £192.00).

Cllr Standeven suggested asking Wayne Blackman to also rub down and paint the village sign post as well. This was agreed by all Councillors present. A resolution was put forward by Cllr Standeven and seconded by Cllr Naylor for Wayne Blackman to be asked to also rub down and paint the village sign post. There were no other resolutions; unanimously agreed.

Clerk

15. Outstanding estimates awaited or work ordered. NONE**15.1 Queens Platinum Jubilee bench (Clerk to update)**

Clerk advised that at the meeting on 17th May 2022 parishioner Mike Shearer said the bench could be placed between and in line with the trees on his land off Church Walk if Council wished. A resolution was passed unanimously to this effect.

Clerk advised that Etienne from Artisteel has updated that the “Bench parts are all forged, and we have started the assembly process of the side panels and the rear back rest. We have a bit more forging to do for the connecting area, but we are aiming to have the bench fully assembled by middle of next week. Once completed, I will give you a lead time from our painters and confirm an install date. Do you have the concrete footing in place for us to install onto?”

Having been asked to, Etienne has supplied measurement details for the concrete footing.

Clerk advised Council they now need to agree a location for the bench and an installer for the concrete footing.

Following a discussion, it was decided to ask Dan Mayes who is installing the footing for the Women’s Institute bench, to quote for our bench footing.

Clerk

It was also agreed to arrange a meeting with Mike Shearer to agree the location. Cllr Standeven suggested one or two tree gaps before the entrance path to the Reception class.

Clerk

16. Any other reports (on-going matters).**16.1 Election 4th May 2023 (Clerk to update)**

Cllr Standeven signed his Declaration Of Office and Clerk signed it immediately after. He also signed his completed Consent to Summons and Register of Members of Interest forms.

Clerk

16.2 Village History Recorder (emailed to Councillors and Clerk to update)

Cllr Deeks has completed his annual report (ANNEX 6). It has been entered into the Ketton Review and sent to the Suffolk Local History Council for posterity.

ANNEX 6

16.3 Meadowlark electricity supply to inflatables (Clerk to update)

Clerk advised that the electricity supply for inflatables needs to be within 40 metres of them. Steve Brown has asked if the power supply could come from the meeting room through the window. The First Aid area will be located outside the window thus minimising the security risk. The electricity bill will be reduced accordingly. Chair will double check this with Steve

Chair

Brown and Councillors agreed to this happening if Chair was happy after her enquiries with Steve Brown.

16.4 War Memorial (emailed to Councillors)

Quotes had been received from Independent Memorial Inspection and from Monumental Masons. Following a discussion, a resolution was put forward by Cllr Wheeler and seconded by Cllr Potter to accept the quote from Independent Memorial Inspection. There were no other resolutions; unanimously agreed.

Clerk

To be paid from the War Memorial earmarked reserve.

16.5 King's Coronation (Chair to update)

Chair thanked everyone involved in the organisation and/or running of the celebrations. It had been a really good day. A letter of thanks has been received from Steve Brown, the Chair of the Steering Group (ANNEX 7).

ANNEX 7

Clerk advised that the Chair had delivered the mugs to the Primary Academy and to Ketton Early Birds on Friday 5th May 2023.

Chair

There are 30 mugs left over and following a discussion it was agreed to advertise their availability for a donation of £5.00 each.

Clerk advised that £100.00 +VAT was paid on 11th May 2023 for the Church illuminations as agreed unanimously by email by Councillors. A resolution was put forward by Cllr Potter and seconded by Cllr Standeven to ratify this payment. There were no other resolutions; unanimously agreed.

16.6 Litter pick and general parish tidy up day (Clerk to update)

Following a discussion, it was agreed for this to take place on Sunday 18th June 2023.

Litter pickers and bag hoops to be sourced. Clerk has sent an email to West Suffolk Council asking if they can supply any. He awaits their reply.

All
Councillors

Chair to be team leader for the litter picking and Cllr Wheeler to be team leader for the gardening.

16.7 Clerk/RFO Performance Development Review (Chair to update)

Chair advised that the Clerk's Performance Development Review is due. To be conducted by Chair and Cllr Potter.

Chair
Cllr Potter

16.8 Consider applying for funding in accordance with section 106 of the Town and Country Planning Act 1990 regarding Land at the junction of Hall Road and Mill Road (Clerk to update)

Clerk reminded that earlier this year a parishioner had been in contact regarding using these funds to update the play equipment for the younger children in the enclosed play area on Old School Field. Clerk had met there with Simon Collin, the West Suffolk Council Parks Infrastructure Manager, and he had been happy with the condition of the current equipment but thought it could do with a clean and repaint where necessary. He had also made suggestions regarding extending the area and adding in some "toddler" play equipment and was going to email his thoughts to the Clerk. Clerk has received nothing and has had no response to numerous attempts to contact Mr Collin.

Clerk

Clerk advised that Wayne Blackman is on hold to quote to clean and repaint where necessary as above. He wants to complete the other work first. Following a discussion Councillors decided at this time to take no further action apart from that.

17. Housing/Planning.

17.1 Applications for discussion at meeting

- a. DC/23/0635/VAR - 24 Barton Grove, Kedington - Planning application - variation of condition 4 of DC/16/2344/HH to remove car parking restriction for two storey side/rear extension.

Following a discussion amongst Councillors there were no objections to this application.

Clerk

17.2 Planning Applications – Observations conveyed by Parish Council (Clerk to update)

- a. **DC/23/0519/HH - 15 Barton Grove, Kedington - Householder planning application - a. front porch b. two storey and single storey rear extension.**

Clerk updated that no objections were submitted to the Planning Officer on 20th April 2023.

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

- a. **DC/23/0278/HH - 4 Barton Grove, Kedington – Householder planning application - single storey side and rear extension**

Clerk updated that the application was approved on 20th April 2023.

- b. **DC/23/0128/FUL - Storage Depot, Haverhill Road, Little Wrattling - Planning application - one dwelling (following demolition of existing storage building)**

Clerk updated the application was withdrawn on 5th May 2023.

18. Events: Please bring your diaries

18.1 Date and location of next meeting (Clerk to update)

Parish Council meeting to be held on Tuesday 20th June 2023 at 7 pm in the Parish Council Office Meeting Room.

The meeting closed at 9:15 p.m.

Signed

A E Naylor -

..... Date.....20th June 2023.....

ANNEX 1

SCC County Cllr Report for Kedington Parish Council Annual Meeting

I have been pleased to be able to support many good causes within Kedington using my locality funding. (This is a pot of money that county council allocates to councillors to spend within their areas which is currently £8000 pa)

Whilst my area covers both Kedington and the East Ward of Haverhill most of the funding has been spent within Kedington. There are a couple of allocations from last years budget still to come forward but for this year I have just over £9k in the pot.

I have had the honour of being on the judging panel for Meadowlark which is always a delight and the weather has been known to be kind on occasion. I am looking forward to do it again this year.

My work at county level has me working on the Scrutiny committee which looks at all aspects of county council work and holds departments and processes to account. This is held in public and anyone can come and watch although not many do!

I also sit on Suffolk's adoption panel which vets and places both adopters and children.

In addition to this I also work on various bodies relating to Suffolk Fire and Rescue.

Around each quarter I also tour the area with our local highways engineer to look at problem areas for highways matters. Its sometimes a frustrating process as works that I think need to be done do not always meet the intervention levels set by the highways authorities. As councillors across the county we all want more done but there is limited finances available to cover all the work that needs to be done.

In terms of where your taxpayer's money goes at county around 75% of it is spent on adult and children's services. The other 25% has to cover everything else from highways to libraries.

There are also frustrations at not being able to get some jobs resolved quickly. It somewhat annoying that something that is very simple on the face of it to resolve can take so long to resolve. This is a common complaint that councillors have for all their areas.

I have worked closely with your district councillors Karen, Marion and Nick to look after Kedington.

It is my privilege to serve Kedington and look after the community. If I can help with anything, please ask either through KPC or directly to me.

Lastly my thanks go to your Parish Council who work really hard on your behalf.
Cllr David Roach david.roach@suffolk.gov.uk

ANNEX 2

Kedington Parish Council

12 May 2023 (2023-2024)

Prepared by: John Boxall (Clerk/RFO) Date: 12/5/23
Name and Role (Clerk/RFO etc)

Approved by: Ann Daylor (Chair) Date: 16/5/23
Name and Role (RFO/Chair of Finance etc)

| Bank Reconciliation at 12/05/2023 | | | |
|-----------------------------------|---|-----------|-------------------|
| | Cash in Hand 01/04/2023 | | 85,328.45 |
| | ADD Receipts 01/04/2023 - 12/05/2023 | | 56,787.21 |
| | | | 142,115.64 |
| | SUBTRACT Payments 01/04/2023 - 12/05/2023 | | 10,583.61 |
| A | Cash in Hand 12/05/2023 (per Cash Book) | | 161,532.03 |
| | Cash in hand per Bank Statements | | |
| | Petty Cash 12/04/2023 | 0.00 | |
| | Barclays - Kedington Parish Council 12/04/2023 | 77,464.20 | |
| | Natwest Bank - Kedington Parish Council 12/04/2023 | 84,057.83 | |
| | | | 161,532.03 |
| | Less unpresented payments | | |
| | | | 161,532.03 |
| | Plus unpresented receipts | | |
| B | Adjusted Bank Balance | | 161,532.03 |
| | A = B Checks out OK | | |

12 May 2023 (2023-2024)

**Kedington Parish Council
PAYMENTS & RECEIPTS LIST**

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|---------------------------------|------------|-----------------|------------------------|-----------------------|-------------------------------|------------------------------|----------|------------------|---------------|------------------|
| 1 Reclaimed VAT | 14/04/2023 | | Barclays - Kedington I | | Receipt - VAT Reclaimed | HMRC | R | | 1,211.21 | 1,211.21 |
| 2 Precept | 27/04/2023 | | Barclays - Kedington I | | Receipt - 2023/2024 Precept | West Suffolk Council | Z | 85,576.00 | | 85,576.00 |
| 8 Grants and Donations - Sec | 20/04/2023 | KPC 128-10 18-4 | Barclays - Kedington I | | Payment - Grant | 1st Kedington Guides | Z | -500.00 | | -500.00 |
| 9 Email | 25/04/2023 | KPC 128-08 7-2: | Barclays - Kedington I | Routine Payment/Direc | Payment - TalkTalk email | TalkTalk | S | -4.17 | -0.83 | -5.00 |
| 10 Contingencies / Sundries | 25/04/2023 | KPC 128-10 18-4 | Barclays - Kedington I | | Payment - Land Registry | John Boxall Clerk | S | -44.90 | -8.98 | -53.88 |
| 11 King's Coronation | 27/04/2023 | KPC 128-07 20-1 | Barclays - Kedington I | | Payment - Kings Coronation | WE DO Signs and Labels Ltd | S | -130.00 | -26.00 | -156.00 |
| 12 2021-2022 Underspend | 27/04/2023 | KPC 128-02 21-6 | Natwest Bank - Kedr | | Payment - Village sign | Artisetal Limited | S | -1,050.50 | -210.10 | -1,260.60 |
| 13 Telephone and Broadband | 28/04/2023 | KPC 128-08 7-2: | Barclays - Kedington I | Routine Payment/Direc | Payment - Telephone and Broa | Onecom Ltd | S | -65.52 | -13.10 | -78.62 |
| 14 Clerk Salary | 28/04/2023 | KPC 128-08 7-2: | Barclays - Kedington I | Routine Payment/Direc | Payment - Wages John Boxall | John Boxall Clerk | Z | -1,710.01 | | -1,710.01 |
| 15 Village Cleaner | 28/04/2023 | KPC 128-08 7-2: | Barclays - Kedington I | Routine Payment/Direc | Payment - Wages Dennis Brow | Dennis Brownlow - Village Cl | Z | -133.52 | | -133.52 |
| 16 Grounds, Contract A (Inc Chi | 02/05/2023 | KPC 128-08 7-2: | Barclays - Kedington I | Routine Payment/Direc | Payment - Grass cutting | M D Landscapes (Angle) Ltd | S | -707.20 | -141.44 | -848.64 |
| 17 Grounds, Contract B (Old Sc | 02/05/2023 | KPC 128-08 7-2: | Barclays - Kedington I | Routine Payment/Direc | Payment - Grass cutting | M D Landscapes (Angle) Ltd | S | -72.25 | -14.45 | -86.70 |
| 18 Grounds, Contract E (Great I | 02/05/2023 | KPC 128-08 7-2: | Barclays - Kedington I | Routine Payment/Direc | Payment - Grass cutting | M D Landscapes (Angle) Ltd | S | -115.60 | -23.12 | -138.72 |
| 19 Grounds, Contract D (Calford | 02/05/2023 | KPC 128-08 7-2: | Barclays - Kedington I | Routine Payment/Direc | Payment - Grass cutting | M D Landscapes (Angle) Ltd | S | -43.35 | -8.67 | -52.02 |
| 20 Grounds - Strimming | 02/05/2023 | KPC 128-08 7-2: | Barclays - Kedington I | Routine Payment/Direc | Payment - Strimming | M D Landscapes (Angle) Ltd | S | -300.00 | -60.00 | -360.00 |
| 21 King's Coronation | 09/05/2023 | KPC 128-06 15-1 | Barclays - Kedington I | | Payment - Kings Coronation Ja | K J Humphrey | Z | -500.00 | | -500.00 |
| 22 King's Coronation | 11/05/2023 | KPC 129-01 16-5 | Barclays - Kedington I | | Payment - Kings Coronation | Paul Davis | S | -100.00 | -20.00 | -120.00 |
| 23 Office Cleaning | 12/05/2023 | KPC 128-08 7-2: | Barclays - Kedington I | Routine Payment/Direc | Payment - Office cleaning | Ana Lopes | Z | -16.00 | | -16.00 |
| Total | | | | | | | | 80,082.98 | 684.52 | 80,767.50 |

12 May 2023 (2023-2024)

Kedington Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

| Administration | | Bal. B/Pwd. | Receipts | | Payments | | Current Balance |
|-----------------------|-----------------------------|--------------------|-----------------|---------------|------------------|------------------|------------------------|
| Code | Title | | Budget | Actual | Budget | Actual | Budget |
| 7 | Clerks Expenses | | | | 100.00 | | 100.00 |
| 8 | Councillors Expenses | | | | 100.00 | | 100.00 |
| 9 | Clerks and Councilor Trail | | | | 1,000.00 | | 1,000.00 |
| 10 | Insurance | | | | 3,000.00 | | 3,000.00 |
| 11 | Scribe Accountants Softw | | | | 561.60 | 561.60 | |
| 14 | New Office Equipment | | | | | | |
| 16 | Website | | | | 130.00 | | 130.00 |
| 17 | Zoom | | | | | | |
| 18 | Legal Fees | | | | | | |
| 19 | Elections | | | | 3,000.00 | | 3,000.00 |
| 38 | Subscriptions | | | | 750.00 | 639.32 | 110.68 |
| 50 | Dropbox | | | | 100.00 | | 100.00 |
| 52 | Hall Hire | | | | 200.00 | | 200.00 |
| 54 | Audit | | | | 607.00 | | 607.00 |
| 55 | Electricity | | | | 2,000.00 | | 2,000.00 |
| 56 | Telephone and Broadband | | | | 700.00 | 65.52 | 634.48 |
| 57 | Post | | | | 20.00 | | 20.00 |
| 58 | Stationery | | | | 175.00 | | 175.00 |
| 60 | Email | | | | 60.00 | 4.17 | 55.83 |
| 61 | Office Cleaning | | | | 250.00 | 16.00 | 234.00 |
| 62 | Protect and Detect - Fire e | | | | | | |
| 67 | Shared Office Costs with I | | | | 360.00 | | 360.00 |
| | | | | | 13,113.80 | £1,288.61 | 11,825.88 |

| Asset Register | | Bal. B/Pwd. | Receipts | | Payments | | Current Balance |
|-----------------------|-----------------------------|--------------------|-----------------|---------------|-----------------|---------------|------------------------|
| Code | Title | | Budget | Actual | Budget | Actual | Budget |
| 39 | Community Asset | | | | | | |
| 40 | Infrastructure Asset | | | | | | |
| 41 | Vehicle, Plant, Furniture E | | | | | | |

| Earmarked Reserves | | Bal. B/Pwd. | Receipts | | Payments | | Current Balance |
|---------------------------|----------------------|--------------------|-----------------|---------------|-------------------|------------------|------------------------|
| Code | Title | | Budget | Actual | Budget | Actual | Budget |
| 48 | War Memorial | 3,500.00 | | | | | 3,500.00 |
| 49 | Recreation Equipment | 10,571.90 | | | | | 10,571.90 |
| 63 | Legal Fees | 4,000.00 | | | | | 4,000.00 |
| 64 | Training | 300.00 | | | | | 300.00 |
| 66 | 2021-2022 Underspend | 2,379.47 | | | | 1,050.50 | 1,328.97 |
| | | | | | £20,761.37 | £1,060.60 | 18,700.87 |

| General Parish Requirements | | Bal. B/Pwd. | Receipts | | Payments | | Current Balance |
|------------------------------------|-------------------|--------------------|-----------------|---------------|-----------------|------------------|------------------------|
| Code | Title | | Budget | Actual | Budget | Actual | Budget |
| 46 | Asset Maintenance | | | | 3,500.00 | | 3,500.00 |
| 59 | Pest Control | | | | 600.00 | 600.00 | |
| 70 | King's Coronation | 350.00 | | | 1,000.00 | 777.25 | 572.75 |
| | | | | | £350.00 | £5,100.00 | £1,377.25 |
| | | | | | | | 4,072.75 |

| General Reserves | | Bal. B/Pwd. | Receipts | | Payments | | Current Balance |
|-------------------------|--------------|--------------------|-----------------|---------------|-------------------|---------------|------------------------|
| Code | Title | | Budget | Actual | Budget | Actual | Budget |
| 45 | Reserve | 45,761.86 | | | | | 45,761.86 |
| | | | | | £45,761.86 | | 45,761.86 |

| HMRC VAT | | Bal. B/Pwd. | Receipts | | Payments | | Current Balance |
|-----------------|---------------|--------------------|-----------------|---------------|-----------------|---------------|------------------------|
| Code | Title | | Budget | Actual | Budget | Actual | Budget |
| 44 | Reclaimed VAT | | | | | | |

Current Balance = Balance B/Pwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

12 May 2023 (2023-2024)

Kedington Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

| <u>PRECEPT</u> | | <u>Bal. B/Fwd.</u> | <u>Receipts</u> | | <u>Payments</u> | | <u>Current Balance</u> |
|--|----------------------------|--------------------|-----------------|-------------------|------------------|------------------|------------------------|
| <u>Code</u> | <u>Title</u> | | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> |
| 43 | Precept | | | 85,576.00 | | | 85,576.00 |
| | | | | 85,576.00 | | | 85,576.00 |
| <u>Salary</u> | | | | | | | |
| <u>Code</u> | <u>Title</u> | <u>Bal. B/Fwd.</u> | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | <u>Current Balance</u> |
| 1 | Clerk Salary | | | | 29,400.00 | 3,568.78 | 25,831.22 |
| 3 | Village Cleaner | | | | 2,100.00 | 227.52 | 1,872.48 |
| 4 | National Insurance Contrib | | | | 3,000.00 | 650.64 | 2,349.36 |
| 5 | Pension Contributions | | | | | | |
| | | | | | 34,500.00 | £4,448.94 | 30,053.06 |
| <u>Subscriptions, Grants and Donations</u> | | | | | | | |
| <u>Code</u> | <u>Title</u> | <u>Bal. B/Fwd.</u> | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | <u>Current Balance</u> |
| 35 | Grants and Donations - Se | 230.00 | | | 5,000.00 | 500.00 | 4,730.00 |
| 51 | Poppy Appeal - Sec 138B | | | | 100.00 | | 100.00 |
| | | £230.00 | | | 5,100.00 | £600.00 | 4,830.00 |
| <u>Village Maintenance</u> | | | | | | | |
| <u>Code</u> | <u>Title</u> | <u>Bal. B/Fwd.</u> | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | <u>Current Balance</u> |
| 20 | Grounds, Contract A (Inc C | | | | 8,486.40 | 707.20 | 7,779.20 |
| 21 | Grounds, Contract B (Old I | | | | 867.00 | 72.25 | 794.75 |
| 22 | Grounds, Contract E (Gres | | | | 1,387.20 | 115.60 | 1,271.60 |
| 23 | Grounds, Contract D (Calf | | | | 520.20 | 43.35 | 476.85 |
| 24 | Silver Street Park | | | | 500.00 | | 500.00 |
| 25 | Grounds - Extras | | | | 1,000.00 | | 1,000.00 |
| 26 | Grounds - Strimming | | | | 4,000.00 | 300.00 | 3,700.00 |
| 27 | Equipment Repairs | | | | | | |
| 28 | Equipment New | | | | 1,000.00 | | 1,000.00 |
| 30 | Contingencies / Sundries | | | | 1,000.00 | 44.90 | 955.10 |
| 31 | Recreation Equipment | | | | | | |
| 32 | War Memorial | | | | | | |
| 33 | Tree Maintenance | | | | 3,000.00 | | 3,000.00 |
| 35 | Amenity Cleansing | | | | 6,000.00 | | 6,000.00 |
| 68 | The Cut Peppercorn Rent | | | | 1.00 | | 1.00 |
| 69 | Office Extension Pepperc | | | | 1.00 | | 1.00 |
| | | | | | 27,782.80 | £1,283.30 | 26,479.60 |
| NET TOTAL | | £87,083.23 | | £85,676.00 | 86,676.40 | £8,944.80 | 228,301.03 |

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

ANNEX 3

Annual Internal Audit Report 2022/23

REDINGTON PARISH COUNCIL

Redington.suffolk.cloud ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Yes | No | Not covered** |
|--|-----|----|---------------|
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | | | ✓ NONE HELD |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic bank account reconciliations were properly carried out during the year. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick 'not covered') | | | ✓ |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. | ✓ | | |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | ✓ | | |
| N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes). | ✓ | | |
| O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | | | ✓ |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

05/05/2023

DDMMYYYY DDMMYYYY

ENTREPRENEUR BROWN C.P.F.A. IOR

Signature of person who carried out the internal audit

SIG. T. BROWN

Date 05/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

ANNEX 4

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

KEDINGTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

| | Agreed | | Yes means that the authority: |
|---|--------|-----|---|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | prepared its accounting statements in accordance with the Accounts and Audit Regulations. |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| 3. We took all reasonable steps to ensure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓ | | has not done what it has the legal power to do and has complied with Proper Practices in doing so. |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✓ | | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✓ | | considered and documented the financial and other risks it faces and dealt with them properly. |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | responded to matters brought to its attention by internal and external audit. |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-and, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | ✓ | | disclosed everything it should know about its business activity during the year including events taking place after the year end if relevant. |
| 9. (For local councils only) Trust funds including charities, in our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A |
| | | | ✓ |
| | | | has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts. |

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

16/05/2023

and recorded as minute reference:

MINUTE REFERENCE
9.4

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman  REQUIRED

Clerk  REQUIRED

ENTER PUBLIC ADDRESS <https://www.kedington.suffolk.cloud/E-ADDRESS>

ANNEX 5

Section 2 – Accounting Statements 2022/23 for

KEDINGTON PARISH COUNCIL

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|---|
| | 31 March 2022 £ | 31 March 2023 £ | |
| 1. Balances brought forward | 81,840 | 88,153 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 84,070 | 81,570 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 11,022 | 7,685 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 25,994 | 27,745 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 64,785 | 62,335 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 88,153 | 85,328 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 88,153 | 85,328 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 306,796 | 282,517 | The value of all the property the authority owns – if it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWIF). |

| For Local Councils Only | Yes | No | N/A | |
|--|-----|----|-----|---|
| 11a. Disclosure note re Trust funds (including charitable) | | ✓ | | The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets. |
| 11b. Disclosure note re Trust funds (excluding charitable) | | | ✓ | The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practice and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 REQUIRED

Date

16/05/2023

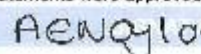
I confirm that these Accounting Statements were approved by this authority on this date:

16/05/2023

as recorded in minute reference:

MINUTE 9.5 REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

 REQUIRED

ANNEX 6



Recorders Annual Report - Kedington 2022

Events January to April 2022.

The recorder for Kedington was not appointed until late May, therefore this report will not record much before that time, however, there were one or two events which are worth recording earlier in the year.

17th January 2022. The first meeting of the village Meadowlark committee was held, more of Meadowlark later in the report.

26th February 2022. The second film night of the Kedington Film Club was held. Each year the film club presents for its members a series of eight or nine films throughout the winter months. The film club is an associated group of the Kedington Community Association.

19th March 2022. The first meeting of the Gentleman's Breakfast Club was held. This club was the brainchild of the KCA's president, Tony Farr and it has proved to be a most satisfying addition to the community's events. The club meets on the first Saturday of each month throughout the year.



27th April 2022. A wonderful "Local Heroes" evening was held at Community centre, hosted by Sharon Eames, the scouts and her super team of volunteers. The interaction between the scouts and villagers of all ages was really quite wonderful.

May 2022.

2nd May 2022. The annual duck race took place on the river Stour. This event has been held for many years and money raised is for the Church restoration fund. Hundreds of small plastic ducks are ushered down the slow running river by a team of intrepid volunteers, much to the excitement of a large crowd of people. The weather this year was fine and a good day was had by all. A family barbecue was held on the great meadow during and after the event.



13th May 2022. A junior disco was held at the community centre during which interviews for Miss or Mr. Meadowlark took place. Jack Morley was this year's elected representative.

18th May 2022. The Festival of Suffolk torch relay came to the village and was carried for this leg by Sharon and Brian who were chosen unanimously for this task by village organisations in loving appreciation of their contribution to the community.



Annual report Kedington page 2

June 2022.

2nd June 2022. As with most other places in the country, the lighting of the Platinum Jubilee beacon took place. It was held at the Royal British Legion Hall at 8.00pm. Refreshments were laid on by a team of volunteers. The lighting ceremony started at 9.30pm.

3rd June 2022. Street parties were held around the village with each street and area organising its own unique party.

4th June 2022. A "Party at the Palace" took place at the community centre from 6pm onwards. Celebrations from Buckingham Palace were shown on the big screen. A superb party was enthusiastically enjoyed by all. A bar, barbecue, waffles etc were available.

5th June 2022. The Jubilee celebrations concluded with a Picnic on the great meadow and later a service of praise at the church of St. Peter and St. Paul.

13th June 2022. Events for Meadowlark week start with the judging of scarecrows, over 20 of which have been placed around the village and all of them depicting the Meadowlark theme for 2022 of "Best of British". All of the weeks events lead up to the weekend finale of Meadowlark itself, the KCA's main money raising effort each year, with all proceeds being used for the running and upkeep of the Community Centre. This year was the 52nd Meadowlark Fete and Pageant.

14th June 2022. Tuesday evening saw the playing of the annual pairs darts competition at the Barnardiston Arms. This was won by Chris and Mark.

15th June 2022. The annual cribbage pairs competition was played at the Barnardiston Arms and was won by Sue and Sandra.

16th June 2022. An open evening was arranged by the carpet bowls club at the centre. In the afternoon the winner of the Scarecrow competition was announced, the winner being a beautifully turned out Paddington Bear.

18th June 2022. The annual Meadowlark opened at 12.30 pm with the judging of the walking pageant. The pageant and parade followed at 1.00pm. Attractions included, a fun dog show, train rides, inflatable rides, a military vehicle display, seven-a-side football, barbecue tent, beer tent and many stalls and side shows. Arena events such as Ballet Shoe Workshop, School dancing and the Sawston Youth Group were enjoyed by a large crowd.

19th June 2022. Meadowlark songs of praise was conducted at the church from 6.00pm.

June saw the start of a new Café in the Church venture which has proved to be very popular with all village residents, along with some visitors from further afield. Each Tuesday morning it is possible to sample the cakes and savoury delights provided by Father Chris, Laura and their band of willing helpers.

July 2022.

13th July 2022. The community centre saw a party given to celebrate the work of Sharon and Brian with the Kedington Scouts and to present them with a day to remember as they decided to hang up their woggles and retire. Sharon and Brian have both been involved with cubs and scouts for many years. The esteem in which these two people are held was clear to all those attending. Among other things they were presented with a bespoke engraved fire pit.

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17th July 2022. Kedington Open Gardens day. Eleven gardens of varying types and sizes were thrown open to the public. A ploughman's lunch and afternoon teas were available at the church throughout the day. The open gardens day has been going for some years now and is part of the general fundraising effort for church restoration.

19th July 2022. Over forty children from the village enjoyed a fun day of free activities on the great meadow. This sports and wellbeing day was run by Dellar Sport coaching and was provided free by the Parish Council thanks to a donation from the Haverhill and District Rotary Club.

July 29th—31st. Cider Festival at the Barnardiston Arms. The pub laid on their first cider festival this year. Over the three days a wide selection of ciders and beers were available as well as food and music. On Friday the food was from the Little Pizza Oven with music from Gary Ricot. Saturday was Temperley Street Foods with Back In Time in the evening and on Sunday afternoon Suffolk Pig Roast was in attendance with the Ditch Dweller providing the music.

31st July 2022. The KCA in association with Banger Town Classics presented a brand new classic vehicle show the "West Suffolk Classic". A large number of vehicles including motor cycles, commercial vehicles and tractors along with classic cars of all shapes and sizes graced the meadow for the whole day. The event proved to be so successful that another one is planned for 2023.

August 2022.

27th August 2022. The annual Bobstock Music and Beer festival was held after a break of 3 years due to the pandemic. This festival, the brainchild of our own Bob Dellar, has been much missed over the past year or two. The event was played out during the day and evening from 1.00pm until almost midnight. Bobstock was held in Bob's own garden for some years until, at his own request, the KCA took it on board under his guidance. Music was provided by no less than 7 different groups playing various styles and genres. 12 types of beers were available throughout the day along with ciders and wines. Entertainment at its best and an event hugely enjoyed by all.

September 2022.

3rd September 2022. A Homemade and Homegrown show was held at the Church of St. Peter and St. Paul. This show replaced a Horticultural show held in previous years with the intention of including local crafts as well as garden produce. The show proved to be a great success.

10th September 2022. Ketton Players presented a Fun day workshop for youngsters between 8 and 18 with Simon Bridge. Barbecue and refreshments were available from 10am to 4pm.

8TH SEPTEMBER 2022. THE DEATH WAS ANNOUNCED OF HER MAJESTY QUEEN ELIZABETH THE SECOND.

13th September 2022. Memorial service at the church for Her Majesty the Queen.

24th September 2022. A very interesting talk and presentation was given by Mr. Tim Freathy, director of Depden Care Farm. Since 2014, this farm has been helping people regain their place in the community by encouraging them to develop social skills and to generally help improve their self esteem.

October 2022.

7th October 2022. A charity Pickled Onion night was held at the Barnardiston Arms in aid of KRABBE UK, which is a charity funding research into the rare disease of Leukodystrophy. The evening consisted of a pickled onion tasting competition and a grand raffle, both of which raised a considerable amount of money for the charity which has a personal significance within the village.

18th October 2022. The village recorder, Peter Deeks and his wife Doreen celebrated their 65th wedding anniversary.

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22nd October 22. The Royal British Legion held an 80's night at the RBL hall.

November 2022.

1st to the 6th of November 2022. A very successful and much appreciated real ale week was held at the Barnardiston Arms. A total of 8 different ales were available over the 6 days. Food and music was provided at various times during the week. More of these are planned for the future.

3rd November 2022. Mr. Peter Deeks gave a talk to 1st years students at Kedington Primary Academy about shopping in the village during the 1950's. The children were most attentive and responded with many interesting and appropriate questions.

19th November 2022. Christmas bazaar held at the Community Centre. This was very well attended with many stalls and raffles on the go. Lots of goodies to win or buy for Christmas.

December 2022.

1st December 2022. The first holding of the new Kedington Community Hub. This is run by Ann Naylor and a wonderful team of volunteers who give their time each week to serve the community. The hub is open each Thursday during the winter months from 10.30am until 4.00pm. From 10.30 until 12 noon, tea coffee and biscuits are served. A hot meal is served at cost from 12 noon to 13.15 (new menu each week). From 2.00pm until 4.00pm there is a selection of goodies such as homemade cakes, crumpets, scones with clotted cream and jam, cheese scones and sausage rolls. The afternoon session from 2.00 to 4.00 will continue throughout the year. There is also a quiet room provided for any one who wants it in the adjacent council offices.

2nd December 2022. Bingo night at the Community Centre.

3rd December 2022. Custard Comedy presented a night of comedy at the Community centre. This was arranged by Annie Bounce who will be arranging more comedy nights in the future. All profits from this event will go to Kedington Primary Academy.

7th December 2022. Much to the delight of her family and villagers, Molly Peacock received the Duke of Edinburgh Gold Award.

10th/11th December 2022. Christmas tree competition at the church, open to all individuals and organisations. The event was won by Kedington Primary Academy's entry, closely followed by the Bellringers and Kedington Mums and Toddlers group.

16th December 2022. The Parish Council commandeered Father Christmas for a few hours before his crazy schedule took him to distant parts. He visited and toured the village with his elves much to the delight of children and adults alike. A collection was made on behalf of the KCA.

17th December 2022. Christmas party at the Royal British Legion hall.

18th December 2022. Carols by candlelight at the church.

22nd December 2022. A lunch was provided at the community centre by the KCA as a thank you to all the volunteers who had assisted the KCA in some way during the year. The KCA chairman, Prof. Derek Raine, expressed his thanks to all volunteers.

24th December 2022. A Christmas eve crib service was held at the church in the afternoon followed by a short service for the children. Midnight mass commenced at 11.30pm.

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General comments.

As with many parts of the country, the drought of July and August left most areas looking like brownfield sites rather than seeing the luscious green meadows and playing fields that we are used to. It seems quite remarkable that they were able to return so quickly to being green again.

The village is blessed with a good community spirit with many of the organisations working together in the interests of the village as a whole.

Groups active in the village during 2022 were: Kedington Community Association, Kedington Carpet Bowls Club, Kedington Film Club, Ketton Players, KC Giggs, Centre Café, Church Café. Children's groups include, Rainbows, Brownies, Guides, Beavers, Cubs, Scouts and Rangers. Mother and Toddlers group, Mudflaps, Early Birds.

Art group, Friendship Club, Bellringers, Photography Club, Gardening Club, Kedington RBL, Women's Institute, Parish Council and Kedington Library.

Every quarter, a small team of villagers produces, prints and circulates a magazine entitled "The Ketton Review" which is the official publication of the KCA. The publication aims to provide detailed information about past and forthcoming events and organisations within the village.

Peter Deeks

January 2023

Kedington Village n,



ANNEX 7



Kedington Community Centre
Great Meadow, Arms Lane, Kedington,
Haverhill,
Suffolk CB9 7QQ
Charity Registration No. 304906

12 May 2023

John Boxall
Clerk to Kedington Parish Council

Dear John

Coronation Events – Sunday 7 May 2023

On behalf of the King's Coronation Steering Group can please pass on the Groups sincere thanks to all the Parish Councillors for their support and funding of the events last Weekend.

The Celebration Church Service and in particular the stunning illumination of the Church as part of the Lighting Up The Nation initiative was very much appreciated. The two events at Community Centre – The Big Picnic and Windsor Castle Concert required considerable effort to set up and clear away. Personally, I was overwhelmed by the turnout of so many people from all four organisations and a few others who gave up their time to help us bring everything together and put it back afterwards. It involved work over four days. Everything went very smoothly and even the weather was kind to us.

All three events were a great success and a joy to bring our community together on such a unique and special day. The Group is most grateful to everyone who contributed in what way they were able to.

Whilst the event was not intended to be raise money, we did have a surplus which has shared this the three charitable organisations involved.

I know we will have the opportunity to collaborate again and look forward to doing so,

Sincerely

SBrown

Steve Brown

Steering Group Chairman

Please reply to:

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