

KPC 129-04
MINUTES OF THE MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 19th SEPTEMBER 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 Jeffery Potter
 Cllr Kris Woodley

In attendance: John Boxall (Parish Clerk)

Also in attendance: Suffolk County Councillor David Roach, West Suffolk Councillors Marion Rushbrook and Karen Richardson and five parishioners.

1. Acknowledge agenda items of interest to members of the public present.

Marion Farrant declared an interest in the St Peter & St Paul Church grant application, agenda item 9.2.c. and requested the item be brought forward on the agenda. Chair and Councillors agreed this request.

2. Welcome, Apologies and Resignations.

The Chair welcomed everyone present.
 Cllr Woodward was absent due to personal reasons. Apologies accepted by all Councillors present.
 Cllr Deeks resigned on 5th August 2023.

3. To receive written applications for the office of Parish Councillor and to co-opt candidates to fill the existing vacancies.

Chair advised that the Parish Council had received applications for co-option from Mrs Annette Brooker, Ms Eleanor Bull and Mr Dean Willett. Chair confirmed that all Parish Councillors had received copies of the application forms.

Chair advised that Mrs Brooker was not present but her application can be considered in her absence.

Clerk confirmed that all candidates meet the conditions of being a Councillor (Local Government Act 1972 s.79) and were not disqualified (Local Government Act 1972 s.80) and all would be happy to complete training, for example the Suffolk Association of Local Councils Councillor Basics two session course.

There were no questions from the Councillors and they subsequently agreed unanimously to co-opt Mrs Brooker, Ms Bull and Mr Willett as Parish Councillors. The Declaration of Acceptance of Office forms for Cllrs Bull and Willett were signed in the Clerk's presence outside the meeting. Cllr Brooker's will be completed at or before the next meeting.

Chair confirmed that the Clerk had sent paperwork relevant to this meeting to Cllrs Bull and Willett prior to the meeting.

Chair welcomed Cllrs Bull and Willett to the Parish Council.

4. 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.

ACTION

Clerk

Clerk

9.2.c. Agenda item 9.2.c. was dealt with at this point.

5. Councillors who were present to agree as a true record the minutes of the meeting of Kedington Parish Council held on 18th July 2023.

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 Wheeler to agree the minutes of the meeting of Kedington Parish Council held on 18th July 2023 as a true record. There were no other resolutions; unanimously agreed. Chair signed the minutes outside the meeting.

6. Councillor Responsibilities for year 2023/24.

Clerk advised that as a result of Cllr Deeks' resignation his responsibilities for footpaths and the Ketton Review are now vacant. Cllr Woodley volunteered to take on responsibility for footpaths and Cllr Standeven volunteered to take on responsibility for the Ketton Review

Cllr Woodley
Cllr
Standeven

7. Receive visitor's reports and reports from District and County Councillors.

Chair confirmed that Councillors had received the District and County Councillors report (ANNEX 1)

ANNEX 1

With regards to the Risbridge Meadow nature reserve, there have been major problems getting the areas around the footpaths cleared twice yearly as agreed. Cllr Rushbrook and the Chair have been chasing West Suffolk Council for this to be done and it was finally cleared on 14th September 2023.

Cllr Rushbrook updated that regarding the planting around the Little Wratting water works, it's about two weeks since she had an apology and she has still not heard from them with any update. She will chase them, again.

Cllr Richardson advised that Anglian Water are currently conducting excavation work in Great Wratting and they have found something; some remains, pottery and tools etc. This is delaying their works.

Clerk to set up a meeting with Cllr Roach and new Councillors, and any others who would like to attend, for him to give an input on things such as the purpose and roles of Councillors, who has responsibility for what etc.

Clerk

Cllr Roach updated that with regards to the Rosebrook soakaway, Bloors have now said that they will do the works entirely but a date hasn't been set yet.

Cllr Roach also advised that Suffolk County Council has a huge budget deficit of about £23,000,000.00 mostly generated by school transport and Special Educational Needs and Disabilities requirements.

Cllr Roach hasn't had an update regarding the 7.5T weight restriction application other than Essex County Council are being a little bit more amenable. Cllr Roach is due to have a conversation with the Essex County Council leader next month.

Cllr Roach advised he has sent the Clerk a copy of the Parish Newsletter to see if it's something we'd be interested in receiving.

Cllr Roach updated that with regards to there being any RAAC concrete in Suffolk schools. He advised that six schools in Suffolk have it, five of which are Academies, none of which are dangerous. The other school is Thurston and remedial works were already done there.

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

8.1 Review and verify budget statements.

Chair confirmed that Councillors had received the relevant documents. A resolution was then put forward by Cllr Wheeler and seconded by Cllr Potter 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

Clerk to arrange an input to new Councillors about the Scribe accounting system.

Clerk

8.2 Annual Governance and Accountability Return 2022/2023.

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 31st March 2023 (ANNEX 3). Clerk confirmed that it was published on the Parish Council's website on 17th August 2023.

The "except for" matter raised in part 2 advises that the Parish Council had not addressed the "except for" matter raised in the prior year's annual return, 2021/2022. The prior year's annual return had been discussed at the Parish Council meeting on 19th July 2022 and the Councillors had had no concerns and deemed that no further action was necessary. Therefore, this year's "except for" matter is to be expected and Councillors again had no concerns and deemed that no further action was necessary.

8.3 Ratify payment to PKF Littlejohn for reviewing the Annual Governance and Accountability Return.

Clerk asked Councillors to ratify by a resolution the payment of £378.00 inc VAT on 17th August 2023 to PKF Littlejohn for their work as the External Auditor and reviewing the Annual Governance and Accountability Return.

A resolution was put forward by Cllr Naylor and seconded by Cllr Wheeler to ratify this payment. There were no other resolutions; unanimously agreed.

8.4 Onecom.

Clerk advised that the SOGEA (Single Order Generic Ethernet Access) standalone hybrid fibre broadband line was installed on Thursday 27th July 2023.

Clerk advised that £178.09 was paid by Direct Debit on 31st August 2023, covering the period 6th July to 31st August 2023. Clerk queried the bill as it contained charges for analogue services for August 2023 and was advised that a credit is due.

Clerk advised that the next bill for £85.80 inc VAT was received yesterday, 18th September 2023, but no credit had been applied. Clerk contacted Onecom who advised that there is a credit of £78.68 inc VAT on the account but it hasn't been applied to the bill. Clerk also queried the charge of £15.00 +VAT on both bills for "Multi-Network 4G Failover" as this was not on order. This provides a backup connection if the primary connection fails.

The outcome is that a request has been sent to the "Fixed Liability Team" regarding where the credit is and why we have been charged for the failover facility.

8.5 Ratify payment to West Suffolk Council for Uncontested Election expenses.

Clerk asked Councillors to ratify by a resolution the payment of £81.91 on 1st September 2023 to West Suffolk Council for uncontested election expenses. The fee is for the administration costs incurred by West Suffolk Council relating to producing and publishing statutory notices, checking and formally receiving nomination papers and arrangements with election suppliers in preparation for a contested election. The payment was initially authorised by the Chair and Clerk.

A resolution was put forward by Cllr Potter and seconded by Cllr Wheeler to ratify this payment. There were no other resolutions; unanimously agreed.

8.6 Ratify payment to RMS Tree Services for strimming back nettles adjacent to the Cut.

Clerk asked Councillors to ratify by a resolution the payment of £190.00 on 12th September 2023 to RMS Tree Services for strimming and clearing back an area of nettles adjacent to the Cut to allow access to a parishioner to trim his conifer trees. The payment was initially authorised by the Chair and Clerk.

A resolution was put forward by Cllr Potter and seconded by Cllr Wheeler to ratify this payment. There were no other resolutions; unanimously agreed.

8.7 Employers' Liability Insurance renewal.

Clerk confirmed that quotes had been emailed to Councillors.

Clerk advised that our current insurance expires on 30th September 2023 so is due for renewal on 1st October 2023. The current insurance is on a 3yr Long Term Agreement arranged through Arthur J. Gallagher Insurance Brokers Ltd (Gallagher).

Clerk advised that at the beginning of August he contacted Gallagher to ask for quotes from their panel of insurers. He was advised that they now only have one insurance company who will quote, Hiscox Insurance (Hiscox), as the other two have withdrawn from the Parish Council insurance market. Hiscox have provided a quote.

Gallagher advised the Clerk that Zurich Insurance (Zurich) and BHIB Councils Insurance, now known as Clear Insurance, may provide quotes. Zurich have provided a quote but Clear Insurance have declined to quote as they cannot insure only the Parish Council office and meeting room, cover would need to be sought for the whole Community Centre.

Following a discussion amongst Councillors a resolution was put forward by Cllr Wheeler and seconded by Cllr Standeven to accept the quote from Zurich Insurance. There were no other resolutions; unanimously agreed.

A further resolution was put forward by Cllr Naylor and seconded by Cllr Potter to accept the quote for a one-year deal at a cost of £2,056.86, regarding completion of the office lease agreement with the Kedington Community Association. There were no other resolutions; unanimously agreed.

Clerk

9. Grants.**9.1. Uptake.**

a. **NONE.**

9.2. Applications.**a. Ketton Early Birds**

Following a discussion amongst Councillors a resolution was put forward by Cllr Wheeler and seconded by Cllr Standeven to grant £500.00 to the Ketton Early Birds. There were no other resolutions; unanimously agreed.

Clerk

b. Citizens Advice Bureau.

Following a discussion amongst Councillors a resolution was put forward by Cllr Naylor and seconded by Cllr Potter to grant £250.00 to the Citizens Advice Bureau. There were no other resolutions; unanimously agreed.

Clerk

c. St Peter & St Paul Church.

An application has been made for a grant towards the cost of the insurance and electricity for the Church for this financial year, 2023/2024.

Chair confirmed that Councillors had received a copy of Mrs Farrant's response to the questions asked following the Council's discussion at its last meeting.

Cllr Wheeler asked when a grant was last made to the Church. Clerk advised this was at the meeting on 21st June 2022 when a grant of £500.00 was agreed towards the cost of the insurance. Cllr Wheeler stated that as grants had been agreed in previous years and Council is legally able to make a grant he is in favour of agreeing this current application.

All Councillors said they were in favour of granting this application.

Clerk reminded Councillors, as he had done at the meeting in June 2022, that the Grant Award Policy states the following and that Councillors need to take these into account when making their decision:-

- Kedington Parish Council awards grants, at its absolute discretion, to non-profit or charitable organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish and
- Grants will not be made retrospectively.

Clerk reminded Councillors that Mrs Farrant's response to the question "How will the Church fund this expenditure if a grant is not given" had been that "The Church will fund this expenditure from its regular income, i.e. Planned Giving; Collections at services and Church activities." Clerk advised Councillors to consider if this suggests that there is not a clear need for financial support.

Clerk reminded Councillors that the insurance is the subject of a 3-year agreement that commenced in March 2021. So the insurance is currently in the third year of the 3-year insurance period. Clerk reminded Councillors that the Direct Debit mandate for the 3-year agreement was signed on 15th March 2021. Clerk advised Councillors to consider if this grant application is therefore retrospective.

Mrs Farrant stated that the insurance has to be paid every year so any application is not retrospective. The Church is not allowed to use its Trust Funds or Endowment Trusts for things like the insurance. The income from these can only be used for the fabric of the Church and the Church yard and the upkeep of the Daisy Savage grave. The Chair has sent her a very useful document regarding this, that she has forwarded to the Deanery Treasurer who has confirmed the Trusts money can't be used. This is going to be challenged. The £500.00 grant is the only grant the Parish Council can give towards the insurance and electricity costs.

Mrs Farrant advised that this year the Church has to raise £27,000.00 just to keep the Church open. This is done through fundraising, collections, regular giving. The Church is a Grade 1 Church, it's a thousand years old and whether you have Christian beliefs or not, it is an asset to the village. The Church brings in quite a few visitors. So £500.00 towards the insurance and electricity is a lot to them.

Mrs Farrant advised that in October the Church has to use its Restoration Fund money of £80,00.00 because the south elevation is starting to crumble, it is specialist work. With regards to the clock, it went away in May, and when it was dismantled one of the gears was found to be cracked. This will cost another £2,500.00 because a new gear needs to be made.

Clerk reminded Councillors that the focus should be that this is an application for £500.00 towards the insurance and electricity costs that Mrs Farrant has said will be funded from the Church's regular income if the application isn't granted. Clerk reminded Councillors that our Policy is that "Kedington Parish Council awards grants, at its absolute discretion, to non-profit or charitable organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish." Clerk reminded Councillors to also consider whether this is a retrospective application because the money has already been allocated, so to speak, by Direct Debit. Clerk advised Mrs Farrant that a grant application relating to a future insurance policy could be applied for before taking out a policy and may then not be considered retrospective, but would there still be a demonstrable need for financial support.

Cllr Willett asked for confirmation that if the retrospective point is one of the issues this year then it must have also been so last year. Clerk confirmed that Councillors were advised of this last year also and they made the decision to grant the application. Cllr Willett commented that didn't it set a precedent then last year. Chair advised that this is a fresh application.

Cllr Wheeler commented that he took the Clerk's point but similar grant applications have been approved in the past even though Council knew the points that the Clerk has made. However, this is a Grade 1 Listed Building and £27,000.00 has to be raised to give to the

Diocese, so therefore the fundraising goes into that. The fabric of the building has to be repaired but there are funds for that. He still thinks that the Parish Council should continue to help the Church.

A resolution was put forward by Cllr Wheeler and seconded by Cllr Standeven to agree this application for a £500.00 grant towards the cost of the insurance and electricity for the Church for this financial year, 2023/2024. There were no other resolutions; unanimously agreed.

Clerk

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

10.1 20's Plenty for Suffolk.

Clerk reminded Councillors that on 28th July 2023 following the resolution passed at the last meeting, he sent an email to the Suffolk County Council Cabinet Member for Highways requesting Suffolk County Council adopts 20mph as the default speed limit for urban and village roads in the county. This email was cc'd to all Councillors. This was then placed on the Suffolk County Council reporting tool reference 415088 and their response was forwarded to Councillors on 11th August 2023:-

"Thank you for your letter regarding your request for Suffolk County Council to adopt 20mph as the default speed limit for restricted roads in Suffolk.

Suffolk County Council recognises that there can be benefits to implementation of 20mph limits, and it is indeed the case that the severity of a collision is much reduced at slower speeds. However, it is also the case that signed only speed limits do not significantly reduce traffic speeds, and therefore may not realise the benefits that a 20mph speed should bring. Implementing a signed only 20mph limit, where traffic speeds are likely to be more than 20mph, could have an adverse effect rather than positive. Locations where speeds are currently closer to 30mph would likely need traffic calming regardless of whether a countywide default 20mph limit was introduced to ensure compliance. It is therefore appropriate that an assessment of a potential location takes place to see whether traffic calming may be needed and ensure that there is local support for any changes.

Requests will therefore be assessed against our current policy which was developed by a cross-party Policy Development Panel and approved in 2014. The Panel met several times and reviewed the Department for Transport's guidance, published research, took evidence from a range of external witnesses (including 20's Plenty for Us) and visited locations where 20mph limits had been introduced or requested.

The full report to Cabinet (25/14/2014) can be found at:
<https://democracy.ipswich.gov.uk/documents/s7102/CAC-13-22%20Appendix%201%20-%20SCC%20-%2020mph%20Speed%20Limits%20-%20Policy%20Criteria%20Report.pdf>

The agreed policy can be found at:
<https://www.suffolk.gov.uk/asset-library/imported/20mph-speed-limit-policy-criteria.pdf>

Any parish council requesting a 20mph limit/zone will be required to fund surveys of current speeds and the local County Councillor will need to demonstrate community support for the proposal. This authority supports an evidenced based approach to setting speed limits and will support 20mph speed limits where they are appropriate."

On 22nd August 2023 County Councillor Richard Smith, Cabinet Member for Economic Development, Transport Strategy and Waste also replied by email that was again forwarded to Councillors on 1st September 2023, following Clerk's return from holiday:-

"First may I apologise for not replying to your email earlier, but I have been on leave, but I am grateful to you for sending me the views of Kedington Parish Council concerning 20mph speed limits.

Many would disagree with the views expressed by members of your Parish Council, and the County Council has no plans to implement blanket 20mph speed limits, except on a detailed case-by-case basis through the well-established Traffic Regulation Orders, where special local circumstances apply, proven by data and surveys. I am thus not willing to write to the Secretary of State for Transport, but this, of course, does not preclude your Parish Council from doing so.

I am sorry that this reply will disappoint your members.”

Cllr Roach confirmed that 20mph speed limits will be looked at when the Speed and Safety Team raise an issue such as an accident black spot with injury and/or recorded excessive speed. He confirmed we don't have any of that. County in general will not support a 20 mph campaign as there isn't any evidence that it particularly works. Suffolk Police cannot and will not enforce it. It's proven that 20mph limits do lower the speeds in towns, but it doesn't work so much in villages. So unless there's a specific need in a particular village, County won't support 20mph. Cost is also a factor, for example changing every sign and Traffic Regulation Order.

Cllr Richardson commented that if a 20mph limit were to be implemented then there would be drivers who abided by it and they would in turn slow other vehicles down.

Chair confirmed that the 20mph limit cannot be implemented on “B” roads and above, only “C” roads and below. So for example the B1061 Haverhill/Sturmer Road through Kedington would stay a 30mph limit.

Cllr Roach advised that the Speed and Safety Team has been out and conducted speed surveys and the average speed was not excessive, there is a perception that it is, but it isn't. He commented that a 20mph limit is an emotive subject and the idea is a great idea. It does work in some places but there has to be a need and until that evidence base is there, County will not consider it.

Clerk asked Cllr Roach who County consider should gather the evidence and how much that would cost. Cllr Roach advised that Parish Councils might have to pay for it and the Speed and Safety Team will consider requests that assist in the evidence gathering based on the need i.e. an accident black spot with injury and/or recorded excessive speed, along with all other requests they receive for the other work they do.

10.2 War Memorial.

Clerk advised that the War Memorial was cleaned on Thursday 10th August 2023 by Independent Memorial Inspection. They advise to monitor the condition of the Memorial but best not to clean it again before five years and then only when it looks “dirty and disrespectful”. £2,772.00 inc VAT was paid on 14th August 2023.

An email was received from Marion Farrant, the Churchwarden, on 14th August 2023 stating “On behalf of the PCC at St Peter & St Paul Church, Kedington, I would like to thank the Parish Council for getting the War Memorial cleaned. It looks great. I have had a quick look round it and everything seems to be in order. Please pass on our thanks to your Councillors.”

11 Play Equipment.

11.1 Receive defect reports (if any); agree action.

Chair confirmed that Councillors had received the reports that were emailed to them on Friday 15th September 2023. They relate to inspections carried out on 11th August 2023 by a new inspector Phil Smith and report on more findings than the previous inspector's reports.

Clerk advised that Councillors have previously agreed to ask Wayne Blackman to jet wash the play equipment. Clerk suggested asking Mr Blackman to look at the other findings also. Cllr Woodley suggested it may be a better idea to ask Playquip to look at the other findings and Councillors agreed.

Clerk

Also mentioned again is the hedge in the enclosed children's play area adjacent to School Road. The finding states "monitor effectiveness of hedge in preventing children accessing road from play area" about which the Council passed a resolution at the 16th May 2023 meeting that additional fencing wasn't required. However, the suggested action is now "consider more appropriate fencing in order to stop vehicle intrusion from neighbouring road." Following a discussion Councillors agreed to keep monitoring the hedge as the risk is very low and discuss it again at the next meeting.

All Councillors

11.2 Cross Scales/Overhead See Saw on Old School Field.

Clerk advised that following the last meeting he removed the seats from the cross scales/overhead see saw.

Clerk also contacted Playquip, the company who installed the play surfaces on Old School Field in July 2022, sending them photographs of the area concerned. On 21st August 2023 Playquip sent a quote to the Clerk and it was forwarded to Councillors on 29th August 2023. By email Clerk asked if Councillors would consider accepting this quote from Playquip so he could authorise them to get it done as soon as possible. This could then be approved by a resolution at this meeting. The quote was for £580.00 +VAT to fit new bolts or for £945.00 +VAT to dismantle, if required, and fit new bolts. Councillors accepted the quote and on 4th September 2023 Clerk advised Playquip to proceed with the repairs.

A resolution was put forward by Cllr Potter and seconded by Cllr Standeven to accept the quote for a maximum £945.00 +VAT. There were no other resolutions; unanimously agreed.

To be funded from the Asset Maintenance budget.

11.3 Rower on Silver Street Park.

Clerk advised that the rower was repaired during the week commencing 21st August 2023, whilst the Clerk was on holiday.

However, the invoice received from Wicksteed is for the original quote to replace/repair the buffers and is not for replacement/repair of the part that held the buffers that had actually snapped off the main rower arm. Clerk has queried what the invoice should actually be for and awaits a reply.

To be funded from Asset Maintenance budget.

12. Environmental / Grounds Maintenance matters.

12.1 Watermill Field.

Clerk advised the daffodil bulbs were received on 17th August 2023 and £41.99 inc VAT was paid. The bulbs now need planting.

Following a discussion Councillors agreed a date of Sunday 29th October at 10:00 am for this.

All Councillors

12.2 Old School Field hedge trim.

Clerk advised that every year the Parish Council has the hedge around Old School Field trimmed back along the road facing sides of both Mill Road and School Road. The side facing onto Old School Field itself is also trimmed back as is the top of the hedge. This also alleviates the line of sight turning out of School Road onto Mill Road. Clerk advised that MD Landscapes have previously done this, certainly for the last two years.

Clerk advised that he has also had an email from a resident of School Road who has asked if there is anything that can be done about an overhanging tree. This being a tree that is on Old School Field itself and merges into the hedge near the entrance with the Old School House Cottages.

Clerk has emailed Trevor at MD Landscapes asking if he would be able to do this trimming and he has just emailed a reply saying “Yes, looked today, the bit of hedge and tree borders a rough copse next to the play area, we do actually run along that hedge to the end when we’re there, we could cut it a bit higher to take down the overhanging branches. To cut the Old School Field this year would be £195, if that’s acceptable.”

Clerk advised that this will be £195.00 plus VAT and that in 2021 the cost was £180.00 plus VAT and in 2022 was £189.00 plus VAT.

Cllr Wheeler asked if we were again asking for the hedge to be allowed to grow higher along Mill Road or is there any point in that now. Clerk advised that in his email to MD Landscapes he’d said not to take too much off the top, as cutting the top down to help it grow back thicker as a bit of a noise barrier assistance between the skate park and the adjacent houses was no longer required as the noisy centre box in the skate park has been removed.

Cllr Standeven proposed and Cllr Woodley seconded asking MD Landscapes to trim the hedge for £195.00 plus VAT. There were no other resolutions; unanimously agreed.

Clerk

13. Highway/Footpath/Street Furniture matters.

13.1 Youth Shelter.

Clerk advised that on 17th August 2023 Wayne Blackman advised him by email that he will have to remove the bench and take it to his yard for a clean-up, primer and paint and will be looking at £250.00 plus paint. This was co-authorized with the Chair by email on 20th August 2023.

A resolution was put forward by Cllr Wheeler and seconded by Cllr Naylor to accept the quote for £250.00. The paint to be purchased on the Parish Council’s account at Huws Gray. There were no other resolutions; unanimously agreed.

Clerk

13.2 Street Furniture Report actions.

Clerk advised that Wayne Blackman has completed the work to rub down and paint the benches, the Westward Deals noticeboard and the bins. Clerk advised that they all look really good and he is very pleased with the work.

Clerk advised he has received an invoice from Huws Gray for £56.42 inc VAT for the primer undercoat and the gold paint for the said wooden benches, noticeboard and bin.

A resolution was put forward by Cllr Standeven and seconded by Cllr Potter to pay the Huws Gray invoice. There were no other resolutions; unanimously agreed.

Clerk

Clerk advised he paid Mr Blackman the agreed £785.00 on 18th September 2023.

13.3 Silver Street Park bridges.

Clerk advised that with regards to the School Road entrance bridge, Suffolk County Council have confirmed by email that they are responsible for maintaining it. This relates to highways report reference 406427 regarding the bridge being “In need of maintenance/repair in particular to guards, hand rails and metal fencing. Needs to be taken back to galvanised finish.”

Their reply states “We have to prioritise everything that we do to make sure that we spend money and effort on the right type of work at the right time. We have taken into account the severity of the issue that you have reported and how many people this issue may affect. At this time, we do not feel that any action is necessary but appreciate that you were concerned enough to report this matter to us. We will continue to monitor this location as part of our routine inspections and works will be carried out if required in the future.”

Clerk reminded Councillors that with regards to the Silver Street entrance bridge, ownership is unregistered at the Land Registry and Suffolk County Council have previously advised that it is not on a highway maintained by them. This relates to highways report reference 406428

regarding the bridge being "In need of maintenance/repair in particular to guards, hand rails and metal fencing. Needs to be taken back to galvanised finish."

Clerk reminded that at the last meeting Cllr Richardson suggested contacting the Environment Agency to see if they can assist with ownership of the bridge. Clerk has done so but they can't help as they don't keep any details of ownership/responsibility.

Following a discussion Councillors agreed for it to be looked at in Cllr Wheeler's next annual Street Furniture Condition Report.

Cllr Wheeler

13.4 The Baulk footpath.

Clerk advised that since the last meeting he has made a number of enquiries with the Parish Council's insurers, Suffolk County Council, James Pickerin the Suffolk County Council Area Rights of Way Officer, previous minutes and the two previous Clerks.

The Baulk is footpath 018 and White Horse Lane is footpath 017. The Clerk has included White Horse Lane in his findings as it has a very similar asphalt surface on it.

Previous minutes that are held on the computer dating back to 2006 make no mention of the asphalt surfaces. The minutes do however record that in January/February 2007 the concrete gravel boards were installed on the Baulk by the Parish Council.

Marion Farrant (Clerk from 2006-2021) is aware of the concrete gravel boards but has confirmed that the asphalt surfaces were not installed during her tenure. She confirmed that there was no contact with Suffolk County Council regarding the concrete gravel boards.

Helen Donoghue (Clerk pre 2006) remembers the Baulk asphalt surface but not specifically when it was laid nor whether or not White Horse Lane was done also, but she thinks it would have been in the 1990s. She thinks it's possible the Parish Council got Suffolk County Council to lay the asphalt surfaces but only because she doesn't remember doing any specifications or measuring for the footpaths, but she can't be sure.

James Pickerin has also advised that he can't find anything in their files relating to the installation of the surfaces or the boards and as such can't say that they are responsible. He further states regarding the boards, given the date of the works, nature of the materials and methods used he imagines the works were not undertaken by Suffolk County Council and we therefore don't have any responsibility for the structures.

As a result of the above and information received in previous meetings, the Clerk believes the Parish Council is therefore responsible for maintaining both asphalt surfaces and the concrete gravel boards only.

However, the District Council is still responsible for cleaning the surface of the footpaths, Highways reports 415283 and 416193 refer.

Former Cllr Deeks also asked previously if the footpaths could be reclassified to pathways. James Pickerin has confirmed that Highways will only adopt a pathway if it is already up to pathway standard, they won't adopt a footpath and then raise it to the pathway standard.

13.5 Dog litter bin Mill Road.

Clerk advised that this is the bin at the junction with the pathway that leads to School Crescent. The wooden post on which the dog litter bin is mounted has snapped at ground level and has come out of the ground. With co-authorisation of the Chair, on 10th August 2023 Clerk asked Ross Van de Zande if he would be available to replace the wooden post and re-mount it and the bin. Mr Van de Zande was advised that any supplies that are required could be obtained from Huws Gray using the Parish Council's account.

On Friday 15th September 2023 Mr Van de Zande confirmed he has removed the bin and post and will reinstate it on his return, he's away at present. He hasn't given the Clerk a quote as yet.

A resolution was put forward by Cllr Naylor and seconded by Cllr Potter to authorise payment of up to £150.00 to Mr Van de Zande. There were no other resolutions; unanimously agreed.

Clerk

13.6 Vehicle speed on B1061 Haverhill Road.

Clerk advised that following an enquiry by the Chair with the Road Safety Camera Team a response was received on 3rd August 2023:-

"We still have our enforcement site on B1061 Kedington on the verge by Mill Road. It is a green site with the aim being to try to visit it a minimum of once every six weeks. It appears the last planned enforcement visit on 7th June found an emergency road closure in place so it was unable to be enforced at that time and does not appear to have been able to be rescheduled in the vast list of sites to be covered. Recently this has not been achievable due to various staffing issues with operators working the west of the County, which I believe has a higher number of enforcement sites than both central and north/east Suffolk. Steps have been taken to resolve these issues and we have a new operator just started with us who is covering the west. I have just spoken to him and Kedington is actually on his list for sites to be visited in that area today, so that is good news.

I also recently received the complaint passed from a resident via Matt Hancock through our Police and Crime Commissioner's Office about speeding on the B1061 at Little Wratting, just over the Parish boundary. To respond to this last Monday, I deployed an SDR there to see what the speeding levels come back like, which will be collected next week and processed. I anticipate it will reflect the same as Kedington and will doubtless require a site setting up there too which may help the overall situation if it occurs. This will also give our operators a bit of flexibility along that road and keep the drivers guessing!"

Chair is chasing an update.

14. Outstanding estimates awaited or work ordered.

14.1 Queens Platinum Jubilee bench.

Clerk advised that as per emails he has sent to Councillors, he has been in contact with Thurlow Estates regarding consent to place the bench on the Cut. Clerk has been advised that Tim Barling, the Agent/Estate Manager, is leaving on 10th October. Clerk has been advised that permission will be given but wouldn't be confirmed "for a few weeks" i.e. after Mr Barling's departure. So we still haven't yet got formal permission to install the bench on the Cut.

Following emails from Councillors, the Clerk has advised Etienne at Artisteel that the bench should be powder coated black and has advised Etienne of the continued delay. Etienne has advised he will send the bench off for powder coating once permission has been given to locate it on the Cut.

Clerk has also updated MD Landscapes regarding the continued delay. He has advised that we're not sure when official permission will be given at present, but probably not until mid-October at the earliest. It may be that we'd want the location area on the Cut strimming/cutting as part of the last summer season cut anyway, pending getting the permission. Trevor has replied saying "I'm sure we can accommodate."

Following emails from Councillors, a majority agreed to Dan Maye's quote to install a single concrete base at £995.00 no VAT, there being one abstention. Clerk has advised Mr Mayes of this and of the delay regarding permission being given to locate it on the Cut. Mr Mayes has offered to hold his quote (for 8 weeks from 13th September 2023).

A resolution was put forward by Cllr Naylor and seconded by Cllr Potter to accept Mr Maye's quote to install a single concrete base at £995.00 no VAT. There were no other resolutions; unanimously agreed.

Clerk

15. Any other reports or on-going matters.**15.1 Local History Recorder.**

Clerk advised that in his resignation email former Cllr Deeks said "I will of course continue as village recorder for the Suffolk Local History Council and to that end I wish to reimburse the Parish Council for the initial membership payment. Would you please confirm the amount and how best to pay the amount to you? Any future payments to SLHC will be paid directly by me. I wish you and all of the parish councillors success and good health in the future.

Clerk has since spoken with Mr Deeks and reminded him that a resolution was passed at the 21st June 2022 meeting to pay the annual subscription fee and in a conversation with Mr Deeks on 8th August 2023 the Clerk asked him to advise Council of any member fees due. Mr Deeks subsequently emailed the Clerk saying "I need to clarify something relating to village recorder. I want to formally recognise how much I appreciate the support of the Parish Council and that I look forward to it continuing. What I do not need or want is financial support. Any other support or encouragement will be most welcome."

Chair advised that her view is that the Parish Council should always pay this subscription fee, regardless of who the Local History Recorder is.

A resolution was put forward by Cllr Potter and seconded by Cllr Standeven to continue to pay the annual subscription fee. There were no other resolutions; unanimously agreed.

Clerk

15.2 Community Emergency Plan.

Chair confirmed that Councillors had received her draft plan emailed to them on 15th September 2023.

Chair updated that Mr Vince Williams, the Emergency Planning Officer, who attended the Community Centre and gave an input regarding the Plan in July, sadly passed away recently.

Chair suggested sending the draft to Steve Henthorn, another Emergency Planning Officer, for review. Also to be sent to our partners at the Royal British Legion, the Church and the Kedington Community Association.

Clerk

Cllrs
Standeven
and Woodley

Cllrs Standeven and Woodley agreed to be the First Aiders and will price up First Aid kits.

15.3 Children's Sports and Wellbeing Day.

Clerk advised that Prestige Sports have looked at their staffing and can't facilitate this in the two week October half-term break on top of their expanding sports camps for October.

Clerk advised that Adam Dellar has advised that "in September it will just be me on my own, back to my roots. I am still working over in Sudbury and running camps from there too. I am free on Tuesday 31st currently. I know previously we have supplied 3 staff. I can offer something slightly different and more unique potentially. I have a fleet of inflatables which I use and hire out as a business. It could be an inflatable morning / day with some sports activities set up too for the children to enjoy." Adam Dellar later advised that the activities could easily be done inside if necessary.

Councillors discussed having more than one staff member to supervise 30 to 35 children, having it outside rather than inside, whether to leave it for now and make earlier arrangements with Prestige Sports for July 2024 or to see if Prestige Sports would be available for a weekend in the near future, weather depending.

Clerk to contact Prestige Sports regarding any availability for a weekend in the near future.

Clerk

16. Housing/Planning.

At this point Cllr Roach advised he was going to be leaving but before he did he wanted to update that the application by Acorn Energy for the anaerobic digester just outside Haverhill on the A1307 has come in and been verified. There will be a public consultation running to the end of October. Chair advised that the planning application number is SCC/0045/23/SE.

16.1 Applications for discussion at meeting.

- a. **DC/23/1361/LB - Water Mill, Mill Road, Kedington – Application for listed building consent - Installation of two roof lights to loft space on rear elevation.**

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

Clerk

16.2 Planning Applications – Observations conveyed by Parish Council.

- a. **DC/23/0304/FUL - Karro Food Group Ltd, Haverhill Road, Little Wrattling – Planning application - installation of ground mounted solar photovoltaic systems.**

Clerk updated that by a majority, there being one abstention, the Parish Council supported this application and this was submitted to the Planning Officer on 21st July 2023.

- b. **DC/23/1078/FUL - Storage Depot, Haverhill Road, Little Wrattling – Planning application - a.one replacement dwelling (following demolition of existing dwelling and outbuilding) b.existing garden to revert to agriculture.**

Following responses by email from Councillors and in accordance with the resolution made at the meeting on 20th December 2022, agenda item 14.1, in accordance with the Local Government Act 1972 s101, no objections were submitted to the Planning Officer on 7th August 2023.

- c. **DC/23/1097/TPO - Dane House, Haverhill Road, Kedington – TPO 275 (1999) tree preservation order - two Yew (T5 and T6 on plan and on order) lateral crown reduction by up to two metres on northern, southern and eastern aspects.**

Following responses by email from Councillors and in accordance with the resolution made at the meeting on 20th December 2022, agenda item 14.1, in accordance with the Local Government Act 1972 s101, no objections were submitted to the Planning Officer on 7th August 2023.

- d. **DC/23/1127/FUL - Solar Farm, Water Hall Farm, Waterhall Road, Wixoe - Planning application - Installation of a renewable energy scheme comprising ground mounted photovoltaic arrays with associated substation, invertors, landscaping, biodiversity enhancement areas, fencing, access gate and ancillary infrastructure.**

Following responses by email from Councillors and in accordance with the resolution made at the meeting on 20th December 2022, agenda item 14.1, in accordance with the Local Government Act 1972 s101, no objections were submitted to the Planning Officer on 11th August 2023.

- e. **DC/23/1130/HH - Barton Place Barn, Rectory Road, Kedington - Householder planning application – vehicular and pedestrian access.**

Following responses by email from Councillors and in accordance with the resolution made at the meeting on 20th December 2022, agenda item 14.1, in accordance with the Local Government Act 1972 s101, no objections were submitted to the Planning Officer on 14th August 2023.

- f. **DC/23/1214/TPO - 12 St Peters Close, Kedington - TPO 551 (2014) - Tree preservation order - one Sycamore (T1 on plan, G3 on order) - crown lift to 4.5 metres.**

Following responses by email from Councillors and in accordance with the resolution made at the meeting on 20th December 2022, agenda item 14.1, in accordance with the Local Government Act 1972 s101, no objections were submitted to the Planning Officer on 17th August 2023.

16.3 Planning Applications – Decisions received from District Council.

a. DC/23/0373/TPO - 37 St Pauls Drive, Kedington – TPO 551 (2014) tree preservation order - a. one Sycamore (T1 on plan within G1 on order) and one Maple (T3 on plan within G1 on order) fell b. three Sycamore (T2, T7, T8 on plan within G1 on order) reduce lower lateral branch spread by up to three metres c. two Plum (T4 and T5 on plan within G1 on order) overall crown reduction by up to one metre d. one Oak (T6 on plan within G1 on order) reduce lower crown by up to 2.5 metres.

Clerk advised that this application was approved on 19th July 2023.

b. DC/23/0884/HEDGE - Access Road, Building Site Between Greys Lane and Church Lane, Barnardiston – Hedgerow Removal Notice - removal of 5 metre length hedgerow in association with DC/23/0253/HEDGE.

Clerk advised that this application was approved on 18th August 2023.

c. DC/21/0938/FUL - Old Karro Foods Site, Little Wratting - Planning application - change of use from general industrial (class B2) to open air storage (class B8).

Clerk advised that this appeal was subsequently allowed on 11th August 2023.

17. Events: Please bring your diaries.

17.1 Date and location of next meeting.

The next Parish Council meeting will be held on Tuesday 17th October 2023 at 7 pm in the Parish Council Office Meeting Room.

The meeting closed at 8:59 p.m.

Signed *A E Naylor* Date.....17th October 2023.....

ANNEX 1

Kedington Parish Council Meeting Tuesday 19 September 2023

West Suffolk District Councillors Report. Nick Clarke, Karen Richardson and Marion Rushbrook

Nothing much to report from the Council.

A reminder that many of the Council meetings are open for residents/public to attend.

Thursday 21 September, Overview and Scrutiny at 5.00pm at. The following are some of the items on the agenda:

Modern Slavery, CCTV at West Suffolk Council, Suffolk County Council: Police and Crime Panel.

Tuesday 26 September, Council at 7.00pm

the future of the Western Way Project is on the agenda. The new administration is proposing the scheme to be scrapped. Going forward with the scheme will have risk and cost implications, cancelling the project have its own risks and costs (compensation).

Both meetings will be held in the Council Chamber, West Suffolk House, Western Way, Bury St Edmunds IP33 3YU.

Residents are allowed to ask question(s) from the council. You have to register to talk and the Democratic Services team assist and explain the guidelines. Here are the details for the meeting.

The Community Chest funding round for 2024-25. Closing 29 September 2023

Community Chest funding supports voluntary and community groups who make a contribution to improving the quality of life for people in West Suffolk.

Funded activities must help deliver the Families and Communities Approach and Families and Communities Strategy and eligibility criteria apply. The minimum amount that can be applied for is £2,500. This funding can be for one off projects or revenue funds for services. Before you apply, please read West Suffolk Council [Community Chest Funding 2024-25 Guidance for applicants](#) There is a flow chart in this guidance that is not accessible to screen readers, so if you need help to understand the contents please contact us on the details below.

To view the content of the application ahead of completing it, please read the [West Suffolk Council Community Chest Grant Sample Application Form](#)

[Community Chest Online Application Form](#) Please note - Community Chest applications will only be accepted by completing **the form online**. Reminder - The editable PDF sample application template is designed to help organisations plan and prepare for submission.

To discuss your application prior to submission please contact families.communities@westsuffolk.gov.uk or phone 01638 719235.

New policing model: PCC and Chief answer your questions

The way local policing is delivered in Suffolk is changing and a new county policing model goes live in December 2023.

In advance of the changes, the Police and Crime Commissioner Tim Passmore and Chief Constable Rachel Kearton are hosting a series of meetings to talk through the plans with local communities and answer any questions they may have.

Meetings will be held across the county through September and October with an online meeting in November. These are:

WEST AREA: Thursday 21 September 2023 at Bury Town Football Club, Cotton Lane, Bury St Edmunds IP33 1XP

SOUTH AREA: Wednesday 4 October 2023 at Police Headquarters, Portal Avenue, Martlesham IP5 3QS

EAST AREA: Tuesday 10 October 2023 at Wherry Hotel, Bridge Road, Oulton Broad, Lowestoft NR32 3LN

MID SUFFOLK: Tuesday 17 October 2023 at the new Stowmarket Police Station, IP14 2QU

All meetings start at 6.30pm and there is no need to book, just turn up on the evening.

There is also an online meeting on Tuesday 7 November 2023 at 6pm via Microsoft Teams. Please email spcc@suffolk.police.uk to register and an invite will be sent through via email in advance of the meeting.

ANNEX 2

15 September 2023 (2022-2024)

Kedington Parish Council

Prepared by: John Boxall (Clerk/Rfo) Date: 15/9/23
Name and Role (Clerk/RFO etc)

Approved by: Anna Taylor (Chair) Date: 19/9/23
Name and Role (Chair of Finance etc)

Bank Reconciliation at 15/09/2023			
	Cash in Hand 01/04/2023		65,328.45
	ADD		
	Receipts 01/04/2023 - 15/09/2023		69,246.71
			173,575.14
	SUBTRACT		
	Payments 01/04/2023 - 15/09/2023		34,260.25
A	Cash in Hand 15/09/2023 (per Cash Book)		139,314.86
	Cash in hand per Bank Statements		
	Party Cash 15/09/2023	0.00	
	Natwest Bank - Kedington Parish 15/09/2023	84,295.83	
	Barclays - Kedington Parish Council 15/09/2023	56,019.03	
			139,314.86
	Less unpresented payments		
			139,314.86
	Plus unpresented receipts		
B	Adjusted Bank Balance		139,314.86
	A = B Checks out OK		

**Kedington Parish Council
PAYMENTS & RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
8 Reclaimed VAT	14/07/2023		Barclays - Kadington I		Receipt - VAT Reclaimed	HMRC	Z	1,089.50		1,089.50
58 Clerks Expenses	25/07/2023	KPC 129-03 18-7	Barclays - Kadington I		Payment - Clerk's expenses	John Bosaill Clerk	Z	-43.65		-43.65
58 Asset Maintenance	25/07/2023	KPC 129-03 18-7	Barclays - Kadington I		Payment - Clerk's expenses	John Bosaill Clerk	Z	-36.52		-36.52
59 Email	25/07/2023	KPC 128-08 7-2:	Barclays - Kadington I		Routine Payment/Direx Payment - TalkTalk email	TalkTalk	S	-4.17	-0.83	-5.00
60 Telephone and Broadband	31/07/2023	KPC 128-08 7-2:	Barclays - Kadington I		Routine Payment/Direx Payment - Telephone and Bro	Onecom Ltd	S	-65.52	-13.10	-78.62
61 Clerk Salary	31/07/2023	KPC 128-08 7-2:	Barclays - Kadington I		Routine Payment/Direx Payment - Wages John Bosaill	John Bosaill Clerk	Z	-1,710.01		-1,710.01
62 Village Cleaner	31/07/2023	KPC 128-08 7-2:	Barclays - Kadington I		Routine Payment/Direx Payment - Wages Dennis Brow	Dennis Brownlow - Village Cl	Z	-133.52		-133.52
63 Equipment New	31/07/2023	KPC 129-03 18-7	Barclays - Kadington I		Payment - Litter bin	The Green Room	Z	-60.00		-60.00
64 Grounds, Contract A (Inc Chi	01/08/2023	KPC 128-08 7-2:	Barclays - Kadington I		Routine Payment/Direx Payment - Grass cutting	M D Landscapes (Angle) Ltd	S	-707.20	-141.44	-848.64
64 Grounds, Contract B (Old Scl	01/08/2023	KPC 128-08 7-2:	Barclays - Kadington I		Routine Payment/Direx Payment - Grass cutting	M D Landscapes (Angle) Ltd	S	-72.25	-14.45	-86.70
64 Grounds, Contract E (Great I	01/08/2023	KPC 128-08 7-2:	Barclays - Kadington I		Routine Payment/Direx Payment - Grass cutting	M D Landscapes (Angle) Ltd	S	-115.60	-23.12	-138.72
64 Grounds, Contract D (Calford	01/08/2023	KPC 128-08 7-2:	Barclays - Kadington I		Routine Payment/Direx Payment - Grass cutting	M D Landscapes (Angle) Ltd	S	-43.35	-8.67	-52.02
65 Grounds - Strimming	01/08/2023	KPC 128-08 7-2:	Barclays - Kadington I		Routine Payment/Direx Payment - Strimming	M D Landscapes (Angle) Ltd	S	-300.00	-60.00	-360.00
66 War Memorial	14/08/2023	KPC 129-01 16-5	Natwest Bank - Kadir		Payment - War Memorial	Independent Memorial Inspo	S	-2,310.00	-462.00	-2,772.00
67 Grounds - Extras	17/08/2023	KPC 129-02 20-6	Barclays - Kadington I		Payment - Flower bulbs	Boston Bulb Company Ltd	S	-34.99	-7.00	-41.99
68 Audit	17/08/2023	KPC 128-07 20-1	Barclays - Kadington I		Payment - External Auditor	PKF Littlejohn LLP	S	-315.00	-63.00	-378.00
69 Email	29/08/2023	KPC 128-08 7-2:	Barclays - Kadington I		Routine Payment/Direx Payment - TalkTalk email	TalkTalk	S	-4.17	-0.83	-5.00
70 Telephone and Broadband	31/08/2023	KPC 128-08 7-2:	Barclays - Kadington I		Routine Payment/Direx Payment - Telephone and Bro	Onecom Ltd	S	-148.41	-29.68	-178.09
71 Clerk Salary	31/08/2023	KPC 128-08 7-2:	Barclays - Kadington I		Routine Payment/Direx Payment - Wages John Bosaill	John Bosaill Clerk	Z	-1,710.01		-1,710.01
72 Village Cleaner	31/08/2023	KPC 128-08 7-2:	Barclays - Kadington I		Routine Payment/Direx Payment - Wages Dennis Brow	Dennis Brownlow - Village Cl	Z	-133.32		-133.32
73 Website	31/08/2023	KPC 128-08 7-2:	Barclays - Kadington I		Routine Payment/Direx Payment - Website	Suffolk.Cloud	Z	-120.00		-120.00
74 Office Cleaning	31/08/2023	KPC 128-08 7-2:	Barclays - Kadington I		Routine Payment/Direx Payment - Office cleaning	Ana Lopes	Z	-16.00		-16.00
75 Elections	01/09/2023	KPC 129-04 19-9	Barclays - Kadington I		Payment - Election Expenses	West Suffolk Council	Z	-81.91		-81.91
76 Grounds, Contract A (Inc Chi	07/09/2023	KPC 128-08 7-2:	Barclays - Kadington I		Routine Payment/Direx Payment - Grass cutting	M D Landscapes (Angle) Ltd	S	-707.20	-141.44	-848.64
76 Grounds, Contract E (Great I	07/09/2023	KPC 128-08 7-2:	Barclays - Kadington I		Routine Payment/Direx Payment - Grass cutting	M D Landscapes (Angle) Ltd	S	-115.60	-23.12	-138.72
76 Grounds, Contract B (Old Scl	07/09/2023	KPC 128-08 7-2:	Barclays - Kadington I		Routine Payment/Direx Payment - Grass cutting	M D Landscapes (Angle) Ltd	S	-72.25	-14.45	-86.70
76 Grounds, Contract D (Calford	07/09/2023	KPC 128-08 7-2:	Barclays - Kadington I		Routine Payment/Direx Payment - Grass cutting	M D Landscapes (Angle) Ltd	S	-43.35	-8.67	-52.02
77 Grounds - Strimming	07/09/2023	KPC 128-08 7-2:	Barclays - Kadington I		Routine Payment/Direx Payment - Strimming	M D Landscapes (Angle) Ltd	S	-300.00	-60.00	-360.00
78 Grounds - Extras	12/09/2023	KPC 129-04 19-9	Barclays - Kadington I		Payment - Strimming	RMS Tree Services	Z	-190.00		-190.00
Total								-8,504.50	-1,071.80	-9,576.30

15 September 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	43.65	56.35	
8	Councillors Expenses				100.00		100.00	
9	Clerks and Councilor Trail				1,000.00	240.00	760.00	
10	Insurance				3,000.00		3,000.00	
11	Scribe Accountants Softw				561.60	561.60		
14	New Office Equipment							
16	Website				130.00	120.00	10.00	
17	Zoom							
18	Legal Fees							
19	Elections							
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	605.50	1.50	
55	Electricity				2,000.00		2,000.00	
56	Telephone and Broadband				700.00	410.49	289.51	
57	Post				20.00		20.00	
58	Stationery				175.00		175.00	
60	Email				60.00	20.85	39.15	
61	Office Cleaning				250.00	48.00	202.00	
62	Protect and Detect - Fire e							
67	Shared Office Costs with P				360.00		360.00	
					£-3,000.00	13,113.80	£2,889.41	7,424.18

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				2,310.00	1,190.00
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	
71	Elections					81.91	2,918.09
		£20,761.37		£1,871.03		£3,442.41	18,979.98

General Parish Requirements		Bal. B/Pwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
46	Asset Maintenance				3,500.00	36.52	3,463.48
59	Pest Control				600.00	600.00	
70	King's Coronation	350.00		370.00	1,000.00	1,132.25	587.75
		£350.00		£370.00	£5,100.00	£1,768.77	4,061.23

General Reserves		Bal. B/Pwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
45	Reserve	45,761.86		1,328.97			47,090.83
		£45,761.86		£1,328.97			47,090.83

HMRC VAT		Bal. B/Pwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
44	Reclaimed VAT			1,089.50			1,089.50

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

15 September 2023 (2023-2024)

Kedington Parish Council
Net Position by Cost Centre and Code

<u>Cost Centre Name</u>						
						£1,089.60
						1,089.60
PRECEPT						
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>	
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
43	Precept			85,576.00		
						85,576.00
				85,576.00		85,576.00
Salary						
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>	
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
1	Clerk Salary				29,400.00	12,267.59
3	Village Cleaner				2,100.00	861.00
4	National Insurance Contrib				3,000.00	1,301.28
5	Pension Contributions					
					34,500.00	14,429.87
						20,070.13
Subscriptions, Grants and Donations						
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>	
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
35	Grants and Donations - Se	230.00			5,000.00	1,000.00
51	Poppy Appeal - Sec 138B				100.00	
						4,230.00
						100.00
		230.00			5,100.00	1,000.00
						4,330.00
Village Maintenance						
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>	
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
20	Grounds, Contract A (Inc C				8,486.40	3,536.00
21	Grounds, Contract B (Old I				867.00	361.25
22	Grounds, Contract E (Gres				1,387.20	578.00
23	Grounds, Contract D (Calf				520.20	216.75
24	Silver Street Park				500.00	
25	Grounds - Extras				1,000.00	224.99
26	Grounds - Strimming				4,000.00	1,650.00
27	Equipment Repairs					
28	Equipment New				1,000.00	325.82
30	Contingencies / Sundries				1,000.00	149.70
31	Recreation Equipment					
32	War Memorial					
33	Tree Maintenance				3,000.00	
35	Amenity Cleansing				6,000.00	1,430.15
68	The Cut Peppercorn Rent				1.00	
69	Office Extension Pepperc				1.00	
					27,792.80	8,472.68
						19,280.14
NET TOTAL		£87,093.23		£87,096.60	86,678.40	£81,803.12
						207,902.01

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

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ANNEX 3

Section 3 - External Auditor's Report and Certificate 2022/23

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

1 Respective responsibilities of the auditor and the authority

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 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

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 accurately completed before submission for review:

- The smaller authority has not addressed the 'except for' matter raised by the internal auditor when qualifying the prior year annual return. Section 2, Boxes 2 and 3 for the prior year should read £83,548 and £11,544 respectively.

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

None.

3 External auditor certificate 2022/23

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 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

15/08/2023