

KPC 129-06
MINUTES OF THE MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 21st NOVEMBER 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 Lynda Woodward
 Cllr Annette Brooker
 Cllr Dean Willett
 Cllr Eleanor Bull

In attendance: John Boxall (Parish Clerk)

Also in attendance: West Suffolk Councillors Marion Rushbrook, Karen Richardson and Nick Clarke and one parishioner.

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

None.

2. Welcome and Apologies.

The Chair welcomed everyone present. Cllr Woodley is unable to attend due to work commitments. Apologies accepted by all Councillors present.

3. 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.

4. Councillors who were present to agree as a true record the minutes of the meeting of Kedington Parish Council held on 17th October 2023.

Councillors confirmed they had received a copy of the minutes and had read them. A resolution was put forward by Cllr Wheeler and seconded by Cllr Woodward to agree the minutes of the meeting of Kedington Parish Council held on 17th October 2023 as a true record. There were no other resolutions; unanimously agreed. Chair signed the minutes outside the meeting.

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

Chair confirmed that Councillors had received the District and County Councillor's report (ANNEX 1).

Cllr Roach not attending due to personal reasons.

Cllr Clarke advised that all instances of flooding should be reported on the Suffolk County Council Highways Reporting Tool. This builds up a body of evidence that will help the correct allocation of funding to deal with flooding and drainage issues.

Cllr Rushbrook advised that she is still waiting to hear from Anglian Water regarding the planting at their site on the B1061. She is continuing to chase them for a resolution to this. A second planting season has now been missed.

ACTION

ANNEX 1

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

6.1 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 Standeven 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

6.2 Internal Auditor appointment.

Clerk advised that in accordance with the Local Audit and Accountability Act 2014, Part 3, section 7, a relevant authority, of which a Parish Council is one, must appoint a local auditor to audit its accounts for a financial year not later than 31st December in the preceding financial year.

Clerk advised that the cost of the internal audit is based on the annual income or expenditure of the Council, whichever is higher. Kedington Parish Council falls within the £50,001.00 to £100,000.00 range. Our net expenditure to 17th November 2023 was £49,202.21.

Clerk advised he has received a quote from Trevor Brown, who has conducted the internal audit in previous years, for a total cost of £340.00 (no VAT) that includes £40.00 travel costs.

Clerk advised that the Suffolk Association of Local Councils would appoint one of their Internal Auditors at a cost of £322.00 plus VAT = £386.40.

Cllr Wheeler proposed that Trevor Brown is asked to conduct the Internal Audit, seconded by Cllr Potter. There were no other resolutions; unanimously agreed.

Clerk

6.3 Ratify payment to Workwear Express for Hi Vis "Parade Coordinator" jacket.

Clerk asked Councillors to ratify by a resolution the payment of £47.57 including VAT on 26th October 2023 to Workwear Express for a Hi Vis Parade Coordinator jacket for use by Cllr Wheeler during the Remembrance Day Parade. The payment was initially authorised by the Chair and Clerk.

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

Clerk

6.4 Ratify payment to Clerk for refund of Land Registry enquiries.

Clerk advised that on Monday 23rd October 2023 Chair became aware of a highways report by an unknown person, reference number 423559, regarding a set of wooden sleepers having been laid into the grass verge as a set of steps on the northern side of Kings Hill. These gave an access from the back garden of a property on Kings Meadow onto Kings Hill via a gated fence. This grass is cut by MD Landscapes as part of the grass cutting contract and causes an obstruction to that. The grass is not owned by the Parish Council.

On Tuesday 24th October 2023 Clerk submitted a further highways report, reference number 426451, regarding shrubs having also been planted along the fence line at the top of the grass verge. The concern was that Suffolk County Council may not be aware of this occurring on land they own and/or are responsible for.

Clerk received a reply that day stating "The issue you have raised is not on a highway maintained by us and we are therefore unable to take any action" and "There are numerous organisations and individuals who own areas of land which are used by the public but are not maintained by us". One of the examples of this was given as "The extent of the maintained highway usually includes the road, pavement or verge. Usually hedges, ditches, fences adjacent to a road or footway are beyond the extent of the highway and are part of the adjacent landowner's property." It was therefore a possibility that the owners of the house on Kings Meadow may own that part of the verge.

The only way to establish ownership therefore, was to conduct a search of the Land Registry records. Following a discussion with the Chair, this was completed on 27th October 2023. Title number SK10193 reveals that the verge is owned by "The County Council of the administrative County of West Suffolk." Clerk has advised Suffolk County Council of their

ownership of the verge and has asked them to let him know what action, if any, they plan to take.

Searches of the Land Registry records are only payable online using bank card details. The Parish Council does not have a bank card for use with its Barclays account. With the Chair's approval the Clerk made the payment of £44.90 (no VAT) using his personal Lloyds account and the monies were refunded to him from the Parish Council's Barclays account, again having been authorised by the Chair.

Clerk asked Council to ratify the £44.90 payment for the Land Registry search by the Clerk and the subsequent refund of £44.90 paid to him on 27th October 2023. Cllr Standeven proposed ratifying the payments and Cllr Willett seconded the proposal. There were no other resolutions; unanimously agreed.

Clerk

7. Grants.

7.1. Uptake. NONE

7.2. Applications.

a. Suffolk Accident Rescue Service

Chair confirmed that Councillors had received this application that is for help with the Service's clinical operations. Following a discussion Cllr Woodward proposed granting £250.00 to the Service and Cllr Bull seconded the proposal. There were no other resolutions; unanimously agreed.

Clerk

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

8.1 Watermill Field daffodil bulb planting.

Chair thanked all those that attended on Sunday 29th October 2023. A very successful mornings work.

9 Play Equipment.

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

Chair confirmed that Councillors had received the reports that were emailed to them on 17th November 2023. They relate to inspections carried out on 1st November 2023.

Cllr Potter advised that he has cleaned most of the graffiti off today. He will clean the remainder from the skate board ramp as soon as he can.

Clerk advised that as previously agreed, he emailed Playquip asking if they would be interested in the work identified in the report that wasn't already due to be completed by another. Clerk received their quote on 2nd November 2023 and having reviewed it and found that it was likely to need three quotes in accordance with our Financial Regulations, as it was likely to be in excess of £5,000, the Clerk sent requests for quotes to six other similar companies. Online Playground has submitted a quote, three are not quoting and two haven't replied.

Cllr Wheeler suggested having one Councillor or a group of Councillors go through the defect reports and the quotes and report back to the Council. Cllrs Woodward, Brooker, Wheeler and Potter volunteered to review quotes in readiness for our next meeting.

Cllrs
Woodward,
Brooker,
Wheeler and
Potter

9.2 Rower on Silver Street Park.

Clerk updated that despite numerous emails he still awaits the correct invoice from Wickstead.

10. Environmental / Grounds Maintenance matters.

10.1 West Suffolk Council review of their grass cutting and wider grounds maintenance service.

Chair confirmed that Councillors had received the email regarding this that was forwarded to them on 3rd November 2023.

Following a discussion, it was agreed that the Parish Council should respond to this review. The review asks for comments by Friday 24th November 2023. Councillors were asked to send their comments to the Clerk by email.

Cllr Wheeler suggested identifying exactly what areas are cut by West Suffolk Council in order to be able to comment on those areas. He also suggested the option of the Parish Council also taking on all of the cutting currently done by West Suffolk Council.

Cllr Willett suggested the response could be that the Parish Council would like to take on more grass cutting responsibility and would like funding for this from West Suffolk Council.

It was agreed that the first course of action will be for the Clerk to contact West Suffolk Council to identify exactly where they cut in the Parish and when/how often.

It was also agreed to contact MD Landscapes to see if they would be able to take on the extra work.

Clerk to also confirm that we can respond later than Friday 24th November 2023 and if so, by when, as this was a short response deadline.

All Councillors

Clerk

Clerk

Clerk

10.2 Grounds maintenance contracts.

Clerk advised that whilst in the process of preparing the budget for 2024/2025 he has asked MD Landscapes if they could give an indication of what they might charge for a renewal of the contract. Clerk advised that the contracts are due for renewal from 1st April 2024. MD Landscapes have said they would be looking at a price increase of around 5%.

From information contained within the minutes of the meeting on 16th February 2021, the Clerk is aware that MD Landscapes have carried out the work since at least April 2009 on consecutive three-year deals. The minutes state that as the Parish Council were very pleased with MD Landscapes there was no need to go out to tender. Clerk is also aware that there has been no price increase since the start of the 2018-2021 three-year deal. Clerk decided to look into the need to put the contract out for tender.

Paragraph 11.1 h) of the Financial Regulations state "When it is to enter into a contract of less than £30,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk/RFO shall obtain 3 quotations." The current contracts are for £11,260.80 net p.a. and so fit this regulation.

However, with regards to the exceptions set out in paragraph a), this states "Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

Item (iv) states "for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council."

Clerk then submitted a query to the Suffolk Association of Local Councils asking if the exceptions listed at i. to vi. inclusive can only be used in an "emergency" as the Parish Council may consider extending the current contract, with a price increase no doubt, without having to put it out for quotes. The Suffolk Association of Local Councils replied stating "We believe it is reasonable to extend an existing contract by resolution already procured by the Council especially if you are satisfied with the quality of service and price."

Based on the quality of work, flexibility and value for money provided by MD Landscapes, the Clerk asks that Councillors agree not to ask for quotes from elsewhere for the ground maintenance contracts, taking into account the price quoted.

Clerk also asks that the same be applied to the strimming contract due for renewal at the same time that MD Landscapes took over in April 2023, again taking into account the price quoted.

Cllr Wheeler proposed not asking for quotes from elsewhere and Cllr Willett seconded the proposal. There were no other resolutions; unanimously agreed.

Clerk

11. Highway/Footpath/Street Furniture matters.

11.1 Claimed Public Footpaths in Kedington.

Clerk confirmed that Councillors had received the draft Committee Report and maps from David Last, the Definitive Maps Officer from Suffolk County Council that were emailed to them on 30th October 2023. To make comment, if any, by Thursday 23rd November 2023.

The recommended action in the draft report states "It is recommended that a modification order be made under section 53(3)(b) of the Wildlife and Countryside Act 1981, to add two public footpaths to the definitive map, with the particulars contained in paragraph 56 being incorporated into the definitive statements".

On 30th October 2023 the Clerk sent an email to David Last, instigated by the Chair, asking "If both sides of the Cut do become PRow, I assume Suffolk County Council will then take over the maintenance i.e. the cutting of the grass and the strimming of the banks, and also the lease. Currently the Parish Council pays a peppercorn rent to Thurlow Estate and pays contractors to cut the grass and strim the banks."

The reply that day was "No, I'm afraid when a public right of way is added to the definitive map through user evidence it does not become maintainable by the County Council, nor does the County Council take ownership or lease of the surface it crosses. This is because the route is deemed to have been dedicated as a public right of way over the 20 years immediately prior to the date the public's right to use the route was brought into question (these dates are dealt with in the report), a period in which there was no maintenance provided by the County Council.

If the route were recorded based on ancient documentary evidence, which often shows the route has been a public right of way for hundreds of years then it would be maintainable by the County Council, but as the report shows, there is virtually no historical documentary evidence."

Following a discussion regarding who would maintain the area of the Cut privately owned and fenced off at present if it does become a Public Right of Way, it is understood that it will be the responsibility of the owner to maintain it as one.

11.2 20's Plenty for Suffolk.

As discussed at the last meeting, Chair advised that she has spoken to Cllr Roach about this and a Speed Detection Radar traffic survey will be conducted by the Speed and Safety Team on Mill Road. Chair will update Council once the results are received.

Chair

11.3 Grass verge West End Lane.

Chair updated that on 15th November 2023 she sent an email to West Suffolk Council customer services:-

"The attached photograph highlights the issues. Cars are parking on the open green space in front of the houses on Westward Deals, West End Lane, Kedington. The Parish Council did at one point plant spring flowers along this grass area. I doubt very much if there will be many this spring.

Would West Suffolk object if the Parish Council were to purchase a copy of signs to ask 'please do not park on grass area' and place these on the grass area?

Many years ago, West Suffolk allowed Kedington Parish Council to erect small bollards on the green area in front of the Limes, Mill Road, Kedington. We obviously would like to consider trying appropriate signage first on this specific piece of grass verge.

Your comments please."

Cllr Potter commented that there were similar issues on the verge on the east side of Haverhill Road, between White Horse Road and Mill Road. There are other similar areas also.

Following a discussion amongst Councillors it was agreed to look at resolving the West End Lane verge first. To await a reply from West Suffolk Council regarding signage and for the Clerk to obtain pricing for signage.

Clerk

12. Outstanding estimates awaited or work ordered.

12.1 Queens Platinum Jubilee bench.

Clerk advised that Dan Mayes installed the concrete base on Thursday 9th November 2023. The price for this was £995.00 (no VAT) that was agreed by a resolution at the meeting on 19th September 2023.

On 10th November 2023 the Clerk paid £587.75 to Mr Mayes, this being the unspent balance of the King's Coronation budget, as agreed by a resolution at the meeting on 18th July 2023.

With regards to the balance of £407.25 payable to Mr Mayes, at its meeting on 21st June 2022 the Council agreed by a resolution to pay the balance due for the manufacture of the bench from the General Reserves. Clerk therefore paid the balance of £407.25 for the base installation to Mr Mayes from the General Reserves and Clerk asks that the Council ratify this payment by a resolution. A resolution was put forward by Cllr Standeven and seconded by Cllr Potter to ratify this payment. There were no other resolutions; unanimously agreed.

Clerk

13. Any other reports or on-going matters.

13.1 Remembrance Day Street Parade on Sunday 12th November 2023.

Chair thanked all those that attended. The Parade and service went very well.

13.2 Father Christmas visits the Parish on Saturday 9th December 2023.

Chair advised that this is taking place at the Community Centre from 10:00 am to 1:00 pm. There will be a collection for Reach Community Projects and the Joshua Tarrant Trust that supports children with brain tumours.

The Community Centre cafe will be open for food and drink.

Following a discussion, a resolution was put forward by Cllr Brooker and seconded by Cllr Bull to allocate a budget of £50.00 for the Chair to purchase selection boxes and sweets etc. for vulnerable children in the Parish and those at the Broadlands Hall School and be refunded for those purchases. There were no other resolutions; unanimously agreed.

Chair
Clerk

13.3 Office Lease.

Clerk advised that he received an update from Steve Brown last week that he has finally made contact with their solicitor Rhodri Rees, who promised to get something to him by Friday 17th November 2023. Mr Rees stated that he had to check that the lease would be compliant with the KCA Constitution. Steve stated that having the Parish Council on site was for the benefit of the community but Mr Rees wanted to check and make sure.

Clerk had an email from Steve this afternoon as follows:-

"I received these questions from Rhodri the other day ahead of the draft Lease which I will forward asap. Are you OK with the proposed responses in RED below? "

- 1 A 50-year lease term will require registration at the Land Registry. This in turn will need a Land Registry compliant plan. This must be based on the ordnance survey, be sufficient to identify both the extent of the demise and allow its location to be identified from surrounding geographic features. By way of illustration I am attaching the tile plan for the library title.
Noted Is 50 years still the agreed term?
- 2 Is someone able accurately to plot the Parish Council's rooms onto this plan, or onto a similar clean OS plan if I obtain one from our OS agents. The OS plan fee will be about £25 to £30.
Steve had a go at plotting the PC offices - Rhodri has seen it and is sending him a blank copy to complete so this should suffice
- 3 KCA will need to insure but will the Parish Council be required to reimburse that insurance (the proportion which relates to their premises).
This cost could be calculated in floor area and included with the annual agreed service fee?
- 4 KPC will maintain internally, but as the KPC rooms are part of larger building KCA will need to maintain the whole of the building externally. I am assuming that KCA want to pass the cost of external maintenance on to KPC but please confirm.
It would make it simpler if KCA were responsible for maintaining the exterior of the building. The exception might be if KPC chose to make alterations or replace windows/doors etc.
- 5 Referring to the point about the electricity, I will assume that the supply used by KPC is sub-metered. As other shared costs cannot be measured I will provide that these are payable as a fair proportion of those costs according to use rather than area. I am suggesting this because unlike a business office in a shared building I anticipate that the various occupations can be seasonal by some and others more frequent/greater users of shared facilities than others.
Yes, Electricity supply is sub-metered and charged bi-annually. The formula for other costs needs to be agreed. I'm ok with the proposal.
- 6 I can see no kitchen or toilet facilities on the drawing of the KPC rooms. Please confirm they are to have the use of those facilities.
Yes, they have shared use of facilities in the Centre.

Councillors agreed the proposed responses. Clerk to advise Steve Brown.

Clerk

13.4 Community Emergency Plan.

Clerk advised that the draft Plan has been emailed to Steve Henthorn who forwarded it to his successor Freddie Gulliver, the Emergency Planning Officer. It's also been emailed to our partners at the Royal British Legion, the Church and the Kedington Community Association. It is being updated/amended based on their responses.

Clerk

13.5 Community Hub.

Chair confirmed that the Community Hub will re-start on Thursday 7th December 2023. Chair advised that some funding has been secured from Cllr Roach towards the cost of a new dishwasher.

Chair also spoke briefly about the D-DAY 80 celebrations. Each West Suffolk Councillor agreed to fund £200.00 and Parish Councillors agreed a budget of £1,000.00 from Parish Council funds. Clerk advised he has allowed for a £1,000.00 budget for this in the 24/25 Precept.

14. Housing/Planning.**14.1 Applications for discussion at meeting.**

- a. DC/23/1740/HH – 15 Mill Road, Kedington - Householder planning application - single storey rear extension.**

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

Clerk

- b. DC/23/1772/FUL – Land rear of Dane Lodge, Haverhill Road, Kedington – Planning application - change of use from agricultural land to garden land.**

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

Clerk

14.2 Planning Applications – Observations conveyed by Parish Council.

- a. DC/23/1518/FUL – 103 Westward Deals, Kedington - Planning application - construction of driveway with access.**

Clerk advised that objections to this application were submitted on 17th October 2023.

- b. DC/23/1458/HH - Stonebridge Farm, Aviemore, Hundon Road, Kedington - Householder planning application - Single storey rear extension b. single storey side extension c. loft conversion c. existing entrance door changed to window.**

Clerk advised that no objections to this application were submitted on 17th October 2023.

14.3 Planning Applications – Decisions received from District Council.

- 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.**

Clerk advised that this application was approved on 13th October 2023.

15. National Salary Award for 2023/2024.

Clerk advised that on 1st November 2023 the National Association of Local Councils was informed by the Local Government Association that the National Joint Council for Local Government Services had reached agreement on rates of pay applicable from 1st April 2023 to 31st March 2024.

Employers are encouraged to implement this pay award as swiftly as possible.

The terms of that agreement are that with effect from 1st April 2023 there is an increase of £1,925.00 on all National Joint Council spinal column pay points up to point 43.

Clerk is currently paid £16.64 per hour at Spinal Column Point 25. This pay award equates to an increase at this Spinal Column Point to £17.64 per hour.

Clerk requests that as of 1st November 2023 his salary is increased from £16.64 per hour to £17.64 per hour. A resolution was put forward by Cllr Brooker and seconded by Cllr Potter to agree the Clerk's request. There were no other resolutions; unanimously agreed.

Clerk

Clerk further advised that from 1st April 2023 to 31st October 2023 he has been paid £16,307.20 gross. Clerk advised that an increase to £17.64 per hour increases that by £980.00 to £17,287.20 (£140.00 pcm x7 = £980). Therefore, Clerk is due back pay of £980.00 gross. Clerk requests this be paid in his next salary payment on 30th November 2023. A resolution was put forward by Cllr Standeven and seconded by Cllr Willett to agree the Clerk's request. There were no other resolutions; unanimously agreed.

Clerk

At this point the Chair asked the Clerk and members of the public present to leave the room to allow Parish Councillors to discuss the Clerk's Spinal Column Point pay scale in private and the meeting was suspended.

Following a discussion amongst Councillors the Clerk returned and the meeting resumed. Chair advised the Clerk that the Councillors would like to move him up from Spinal Column Point pay scale 25 to scale 28. Therefore, as of 1st December 2023 the Clerk's hourly rate of pay will be £19.05.

Clerk

16. Events: Please bring your diaries.

16.1 Date and location of next meeting.

The next Parish Council meeting will be held on Tuesday 19th December 2023 at 7 pm in the Parish Council Office Meeting Room.

The meeting closed at 9:00 p.m.

Signed *A E Naylor* Date.....19th December 2023.....

ANNEX 1

Report for Kedington Parish Council – Tuesday 21 November 2023

From West Suffolk District Councillors: Nick Clarke, Karen Richardson and Marion Rushbrook

Very small report this month – we will keep you up to date when we have information.

Grass Cutting Review Update

On Thursday 9 November Cllr Ian Shipp (Cabinet Member for Leisure) gave an update on the review they are currently carrying out.

You should have received communications from Cllr Ian Ship asking for your input into the review.

Promoting NHS Long Covid services and Citizens Advice support

Citizens Advice West Suffolk has asked us to share information regarding the support available to people with Long Covid.

[Long Covid Project - Suffolk West Citizens Advice \(suffolkwestcab.org.uk\)](https://suffolkwestcab.org.uk)

Online planning systems - unavailable on Tuesday 21 November, 5pm-8pm

The date of essential upgrades to the online planning system has been postponed from Wednesday 15 November to Tuesday 21 November. Due to an essential upgrade, our online planning systems will be unavailable on Tuesday 21 November between 5pm and 8pm.

Finally, a reminder we each have our locality budgets available. These are easy to apply for, email any one of us.



ANNEX 2

17 November 2023 (2023-2024)

Kedington Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 17/11/2023		
	Cash in Hand 01/04/2023		85,328.43
	ADD Receipts 01/04/2023 - 17/11/2023		89,975.28
			175,303.71
	SUBTRACT Payments 01/04/2023 - 17/11/2023		52,717.96
A	Cash in Hand 17/11/2023 (per Cash Book)		122,585.75
	Cash in hand per Bank Statements		
	Petty Cash 17/11/2023	0.00	
	Barclays - Kedington Parish Council 17/11/2023	40,462.37	
	Natwest Bank - Kedington Parish Council 17/11/2023	82,123.38	
			122,585.75
	Less unrepresented payments		
			122,585.75
	Plus unrepresented receipts		
B	Adjusted Bank Balance		122,585.75
	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
9 Reclaimed VAT	16/10/2023		Barclays - Kedington I		Receipt - VAT Reclaimed	HMRC	Z	1,728.57		1,728.57
100 Reserve	17/10/2023	KPC 128-02 21-6	Natwest Bank - Kedr		Payment - Platinum Jubilee be	Artisteel Limited	S	-891.00	-178.20	-1,069.20
101 Contingencies / Sundries	23/10/2023	KPC 129-05 17-1	Barclays - Kedington I		Payment - TV licence	TV Licensing	Z	-159.00		-159.00
103 Equipment New	26/10/2023	KPC 129-06 21-1	Barclays - Kedington I		Payment - Parade Coordinator	Workwear Express	S	-39.64	-7.93	-47.57
105 Poppy Appeal - Sec 138B	26/10/2023	KPC 129-05 17-1	Barclays - Kedington I		Payment - Donation	Poppy Appeal	Z	-100.00		-100.00
104 Electricity	26/10/2023	KPC 128-08 7-2:	Barclays - Kedington I		Routine Payment/Direct Payment - Electricity	Kedington Community Associ	X	-244.49	-12.22	-256.71
102 Email	26/10/2023	KPC 128-08 7-2:	Barclays - Kedington I		Routine Payment/Direct Payment - TalkTalk email	TalkTalk	S	-4.17	-0.83	-5.00
107 Contingencies / Sundries	27/10/2023	KPC 129-06 21-1	Barclays - Kedington I		Payment - Land Registry	John Bowll Clerk	Z	-44.90		-44.90
106 Office Cleaning	27/10/2023	KPC 128-08 7-2:	Barclays - Kedington I		Routine Payment/Direct Payment - Office cleaning	Ana Lopes	Z	-16.00		-16.00
111 Dropbox	31/10/2023	KPC 128-08 7-2:	Barclays - Kedington I		Routine Payment/Direct Payment - Dropbox yearly sub	John Bowll Clerk	S	-79.90	-15.98	-95.88
108 Telephone and Broadband	31/10/2023	KPC 128-08 7-2:	Barclays - Kedington I		Routine Payment/Direct Payment - Telephone and Bro	Onecom Ltd	S	-17.01	-3.40	-20.41
109 Clerk Salary	31/10/2023	KPC 128-08 7-2:	Barclays - Kedington I		Routine Payment/Direct Payment - Wages John Bowll	John Bowll Clerk	Z	-1,710.01		-1,710.01
110 Village Cleaner	31/10/2023	KPC 128-08 7-2:	Barclays - Kedington I		Routine Payment/Direct Payment - Wages Dennis Brow	Dennis Brownlow - Village Cl	Z	-133.32		-133.32
112 Grounds, Contract A (Inc Cl)	02/11/2023	KPC 128-08 7-2:	Barclays - Kedington I		Routine Payment/Direct Payment - Grass cutting & hed	M D Landscapes (Angle) Ltd	S	-707.20	-141.44	-848.64
112 Grounds, Contract B (Old Cl)	02/11/2023	KPC 128-08 7-2:	Barclays - Kedington I		Routine Payment/Direct Payment - Grass cutting & hed	M D Landscapes (Angle) Ltd	S	-72.25	-14.45	-86.70
112 Grounds, Contract E (Great I)	02/11/2023	KPC 128-08 7-2:	Barclays - Kedington I		Routine Payment/Direct Payment - Grass cutting & hed	M D Landscapes (Angle) Ltd	S	-115.60	-23.12	-138.72
112 Grounds, Contract D (Calford)	02/11/2023	KPC 128-08 7-2:	Barclays - Kedington I		Routine Payment/Direct Payment - Grass cutting & hed	M D Landscapes (Angle) Ltd	S	-43.35	-8.67	-52.02
112 Grounds - Extras	02/11/2023	KPC 128-08 7-2:	Barclays - Kedington I		Routine Payment/Direct Payment - Grass cutting & hed	M D Landscapes (Angle) Ltd	S	-195.00	-39.00	-234.00
114 Reserve	10/11/2023	KPC 129-06 21-1	Natwest Bank - Kedr		Payment - Platinum Jubilee be	Dan Mayes	Z	-407.25		-407.25
113 King's Coronation	10/11/2023	KPC 129-03 18-7	Barclays - Kedington I		Payment - Platinum Jubilee be	Dan Mayes	Z	-587.75		-587.75
Total								-3,839.27	-445.24	-4,284.51

Kedington Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

<u>Administration</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>	
7	Clerks Expenses				100.00	43.65	56.35	
8	Councillors Expenses				100.00		100.00	
9	Clerks and Councilor Travel				1,000.00	240.00	760.00	
10	Insurance				3,000.00	1,836.48	1,163.52	
11	Scribe Accountants Software				561.60	561.60		
16	Website				130.00	120.00	10.00	
19	Elections		-3,000.00		3,000.00			
38	Subscriptions				750.00	654.32	95.68	
50	Dropbox				100.00	79.90	20.10	
52	Hall Hire				200.00		200.00	
54	Audit				607.00	605.50	1.50	
55	Electricity				2,000.00	244.49	1,755.51	
56	Telephone and Broadband				700.00	499.00	201.00	
57	Post				20.00		20.00	
58	Stationery				175.00		175.00	
60	Email				60.00	29.19	30.81	
61	Office Cleaning				250.00	80.00	170.00	
62	Protect and Detect - Fire							
67	Shared Office Costs with				360.00		360.00	
					£-3,000.00	13,113.80	£4,884.13	6,118.47

Asset Register

<u>Asset Register</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>
39	Community Asset						
40	Infrastructure Asset						
41	Vehicle, Plant, Furniture E						

Earmarked Reserves

<u>Earmarked Reserves</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>
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		-1,328.97		1,050.50	
71	Elections			3,000.00		81.91	2,918.09
		£20,761.37		£1,871.03		£3,442.41	18,978.89

General Parish Requirements

<u>General Parish Requirements</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>
46	Asset Maintenance				3,500.00	1,552.33	1,947.67
59	Pest Control				600.00	600.00	
70	King's Coronation	350.00		370.00	1,000.00	1,720.00	
		£350.00		£370.00	£5,100.00	£3,872.33	1,947.67

General Reserves

<u>General Reserves</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>
45	Reserve	45,761.86		1,328.97		1,288.25	45,792.58
		£45,761.86		£1,328.97		£1,288.25	45,792.58

Grants and Donations

<u>Grants and Donations</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>
36	Grants and Donations - Ge	230.00			5,000.00	2,250.00	2,980.00
51	Poppy Appeal - Sec 138B				100.00	100.00	

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

17 November 2023 (2023-2024)

**Kedington Parish Council
Net Position by Cost Centre and Code**

<u>Cost Centre Name</u>		£280.00		6,100.00		£2,360.00		2,880.00	
HMRC VAT									
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>		
			Budget	Actual	Budget	Actual	Budget		
44	Reclaimed VAT			2,818.07			2,818.07		
				£2,818.07			2,818.07		
PRECEPT									
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>		
			Budget	Actual	Budget	Actual	Budget		
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>Current Balance</u>		
			Budget	Actual	Budget	Actual	Budget		
1	Clerk Salary				29,400.00	17,546.38	11,853.62		
3	Village Cleaner				2,100.00	1,227.64	872.36		
4	National Insurance Contrib				3,000.00	1,951.92	1,048.08		
					£4,600.00	£20,725.94	13,774.08		
Village Maintenance									
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>		
			Budget	Actual	Budget	Actual	Budget		
20	Grounds, Contract A (Inc C				8,486.40	4,950.40	3,536.00		
21	Grounds, Contract B (Old I				867.00	505.75	361.25		
22	Grounds, Contract E (Grec				1,387.20	809.20	578.00		
23	Grounds, Contract D (Calf				520.20	303.45	216.75		
24	Silver Street Park				500.00		500.00		
25	Grounds - Extras				1,000.00	419.99	580.01		
26	Grounds - Strimming				4,000.00	1,950.00	2,050.00		
28	Equipment New				1,000.00	365.46	634.54		
30	Contingencies / Sundries				1,000.00	353.60	646.40		
31	Recreation Equipment								
32	War Memorial								
33	Tree Maintenance				3,000.00		3,000.00		
35	Amenity Cleansing				6,000.00	2,860.30	3,139.70		
68	The Cut Peppercorn Rent				1.00	1.00			
69	Office Extension Pepperc				1.00		1.00		
					£27,762.80	£12,618.16	15,244.64		
NET TOTAL		£87,083.23		£88,784.07	85,678.40	£48,202.21	192,281.48		

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