

KPC 129-09
MINUTES OF THE MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 20th FEBRUARY 2024
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
Cllr Annette Brooker
Cllr Dean Willett
Cllr Eleanor Bull
- In attendance:** John Boxall (Parish Clerk)
- Also in attendance:** Suffolk County Councillor David Roach.

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

No members of the public present.

2. Welcome and Apologies.

The Chair welcomed everyone present.

Cllr Woodward is unable to attend due to personal commitments. Apologies accepted by all Councillors present.

West Suffolk Councillors Rushbrook, Richardson and Clarke have a full Council meeting this evening regarding budget setting and are unable to attend.

Clerk advised that the Council, members of the public and press may audio record, film, photograph or broadcast the meeting, when the press and public are not lawfully excluded. Any member of the public who attends the meeting is advised that the Parish Council cannot control 3rd party recordings. The Parish Council will audio record the meeting.

Cllr Wheeler asked if the above was going to be read out at each meeting and Clerk confirmed it was. Cllr Wheeler asked if it should then be added as an agenda item. Clerk advised it wasn't an item for discussion or one that needed a decision on and therefore it wouldn't be. Cllr Roach confirmed it is given at other meetings he attends as part of the preamble given by the Chair or the Clerk and is not an agenda item.

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. Agree the minutes of previous meetings.**4.1 Councillors who were present to agree as a true record the minutes of the meeting of Kedington Parish Council held on 16th January 2024.**

Councillors confirmed they had received a copy of the draft minutes that was emailed to them on 25th January 2024 and had read them. A resolution was put forward by Cllr Potter and seconded by Cllr Standeven to agree the minutes of the meeting of Kedington Parish Council held on 16th

January 2024 as a true record. There were no other resolutions; unanimously agreed. Chair signed the minutes outside the meeting.

4.2 Those who were present to agree as a true record the minutes of the Kedington Annual Parish Meeting held on 23rd May 2023.

Clerk advised that on Thursday 15th February 2024 he attended an online input arranged by Scribe regarding summons, agenda and minutes. This event was attended by over 200 Clerk's, Deputy Clerks, Responsible Financial Officers, Administration Assistants etc. During the input he learnt that the minutes of an Annual Parish Meeting do not have to wait to be approved until the next Annual Parish Meeting; they can be approved at a subsequent Parish Council meeting. This aids recollection of the Annual Parish Meeting to enable approval of the minutes.

Councillors confirmed they had received a copy of the draft minutes that was emailed to them on 16th February 2024 and had read them. The draft minutes have also been available to view on the Parish Council's website since 27th October 2023. A resolution was put forward by Cllr Potter and seconded by Cllr Naylor to agree the minutes of the Annual Parish Meeting held on 23rd May 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 reports that were received and emailed to them earlier today (ANNEX 1).

Cllr Roach advised there has been a cabinet re-shuffle recently and he is now the Deputy Cabinet Member for Fostering and Adoption.

Clerk asked and Cllr Roach advised that the 7.5T weight restriction application is still being held up by Essex County Council Highways.

6. Receive budget statements and any other financial reports and agree any necessary action.

6.1 Review and agree budget statements.

Chair confirmed that Councillors had received the relevant documents that were emailed to them on 16th February 2024.

Clerk advised that these additionally included the "Summary of Receipts and Payments all Cost Centres and Codes" report that hasn't been presented to Council previously.

At the previous meeting Cllr Willett asked why the Net Position report and the Bank Reconciliation had differing figures for totals of both payments and receipts. Clerk advised that as far as he was aware at that time the Net Position report doesn't include code transfers or bank transfers because they are not recorded as receipts or payments on Scribe.

Clerk has since made enquiries with Scribe regarding this and has been advised of the following.

The Summary of Receipts and Payments report shows the full breakdown of net receipts and payments for the financial year to date. It doesn't show any brought forward figures or code transfers or bank transfers. On the final page of the Summary report both the net and gross totals are shown and the gross totals match the Bank Reconciliation figures that are also inclusive of the relevant VAT payments. Bear in mind some payments are zero VAT and electricity is 5% VAT.

The Net Position by Cost Centre and Code report is an old report on Scribe which was used because it had the ability to include a balance brought forward for reserves (and others i.e. Grants and King's Coronation). However, it doesn't record code transfers or bank transfers. As this report is only net of VAT it will never match the Bank Reconciliation as that includes the VAT. It does however match the net figures shown on the Summary report.

Our Financial Regulations say that at each meeting of the Parish Council and at each financial year end, the Clerk/RFO shall produce a bank reconciliation, a list of payments and receipts and a net position for review and verification by the Councillors. These shall be recorded within the

minutes of the relevant meeting. Therefore, the Summary of Receipts and Payments report will not be presented to the Council as a matter of course.

A resolution was put forward by Cllr Wheeler and seconded by Cllr Bull to agree the Bank Reconciliation, the Payments and Receipts List and the Net Position by Cost Centre and Code report (ANNEX 2). There were no other resolutions; unanimously agreed.

ANNEX 2

- 6.2 Appoint a non-signatory Councillor to conduct a review of the system of internal control.**
Clerk advised that our Financial Regulations state that at least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices. This should be before 31st March each year.

The Internal Control Statement states that as part of its internal control, the Kedington Parish Council has appointed a non-signatory Councillor to conduct a review of the system of internal control via the following tests on an annual basis with a written report of any findings to be submitted to the Council and minuted as received.

Cllr Bull volunteered to conduct the review.

Cllr Bull

7. Grants.

7.1. Uptake. NONE

7.2. Applications.

a. St Peter and St Paul Mother and Toddler Group.

Following a discussion amongst Councillors a resolution was put forward by Cllr Standeven and seconded by Cllr Wheeler to grant £300.00 to the St Peter and St Paul Mother and Toddler Group. There were no other resolutions; unanimously agreed.

Clerk

b. 1st Kedington Rainbows.

Following a discussion amongst Councillors a resolution was put forward by Cllr Wheeler and seconded by Cllr Standeven to grant £500.00 to the 1st Kedington Rainbows. There were no other resolutions; agreed by a majority of 5:3.

Clerk

c. Free Food in Haverhill.

Following a discussion amongst Councillors it was agreed that further information was required before a decision could be made i.e. amount applied for, what it's to be spent on, data on usage by Kedington Parish parishioners and others.

Clerk

d. Friends of Kedington Library, Knit, Stitch and Natter Group.

Following a discussion amongst Councillors a resolution was put forward by Cllr Wheeler and seconded by Cllr Woodley to grant £200.00 to the Knit, Stitch and Natter Group. There were no other resolutions; unanimously agreed.

Clerk

8. Clerk's report.

8.1 Review and agree Safeguarding Policy.

Following a discussion amongst Councillors it was agreed that amendments needed to be made. Clerk asked Councillors to send to him any amendments they felt necessary. This item to be taken forward to the next meeting.

All
Councillors

8.2 Review and agree Health and Safety Policy.

Following a discussion amongst Councillors it was agreed that amendments needed to be made. Clerk asked Councillors to send to him any amendments they felt necessary. This item to be taken forward to the next meeting.

All
Councillors

8.3 Review and agree Expenses Policy.

A resolution was put forward by Cllr Potter and seconded by Cllr Willett to adopt the Expenses Policy. There were no other resolutions; unanimously agreed.

Clerk

8.4 Queens Platinum Jubilee bench update and approve adding to Asset Register.

Clerk advised that the bench was installed on Thursday 1st February 2024.

Clerk advised that at the meeting on 21st June 2022 it was agreed by resolutions that when the balance is due for payment, it is paid for from the General Reserves. The outstanding balance is £198.00 +VAT = £237.60. Invoice was received and paid on Friday 9th February 2024.

At Clerk's request a resolution was put forward by Cllr Wheeler and seconded by Cllr Standeven to add the bench to the Asset Register at a value of £1,980.00 net. There were no other resolutions; unanimously agreed.

Clerk

8.5 Parish Councillors new email addresses update.

Clerk advised that he and all Councillors are now set up and using their new @kedingtonpc.org.uk email addresses. All Councillors' Summons to Meetings consent forms have been updated. The website has also been updated with all new email addresses. Thanks very much to everyone for getting this done so quickly.

8.6 Parish Council office lease update and agree payment for identification verification.

Clerk advised that in order to provide advice Adept Property Lawyers need a file set up with verified identification and funds on file and details of the persons with authority to sign the terms of engagement. Chair and Clerk to be the persons with authority to sign and provide identification. This can be done in person or online.

In person also involves sending original bank statements, identity and address documents to Adept. The "persons" can then either attend their office or take part in a video call.

Online involves the use of an app called Thirdfort requiring one form of identification and it also links into the Council's Barclays account for anti-money laundering purposes i.e. to verify the source of the funds. It has no access to log in details and only stores the data while they carry out the checks and then it is deleted from their database. This is at a cost of £15.00 +VAT per person.

Clerk and Chair have opted for the online identification verification and Clerk asks that Council agree this extra payment by a resolution.

A resolution was put forward by Cllr Standeven and seconded by Cllr Bull to pay £30.00 +VAT for the online identification verification. There were no other resolutions; unanimously agreed.

Clerk

8.7 West Suffolk Local Plan final consultation for discussion and any comments.

Clerk emailed the consultation to Councillors on 30th January 2024. The Parish Council has no comments to make.

8.8 West Suffolk Council's approach to Street Trading review for discussion and any comments.

Clerk emailed the review to Councillors on 5th February 2024. One Councillor had submitted comments personally but Councillors had no comments to submit as the Parish Council.

8.9 West Suffolk Council's Housing, Homelessness Reduction and Rough Sleeping Strategy for discussion and any comments.

Clerk emailed the strategy to Councillors on 6th February 2024. The Parish Council has no comments to make.

9 Play Equipment.**9.1 Receive defect reports and agree any necessary action.**

Clerk confirmed that at 1049 hrs today he received reports regarding inspections carried out on Wednesday 14th February 2024 showing completed items as per the next agenda item. Clerk has not sent the reports to Councillors.

9.2 Playground equipment repair/maintenance update.

Clerk advised that the work took place between Wednesday 31st January 2024 and Monday 12th February 2024 following a delay whilst waiting for the correct sized end caps to be received. The invoice was received Monday 12th February 2024 and included an additional £98.00 net for the quick link repairs as agreed. Clerk inspected the work on Friday 16th February 2024 and paid the invoice the same day.

Playquip further advised that the zipline was serviced and it all looks fine. However, the zipwire seat chain is an old Wicksteed swing seat chain and ideally this should be covered for comfort and finger/hand protection. Following a discussion amongst Councillors, it was agreed that no further action is necessary.

10. Environmental and Grounds Maintenance matters.**10.1 Discuss and agree maintenance of planting areas in Silver Street Park.**

Clerk advised that Shawn Winters has emailed him saying "Taken a look at the raised area, just needs a trim up of some bits and general tidy and suggest replant with some fresh lavender/sage for ground cover and other few stimulating shrubs. Other area is in need of quite a bit of work to tidy it up, would suggest at first a thin out of the shrub density by shaping and or removing older wood from the fog woods etc. (fog = found on ground). I can of course complete the work but it's difficult to put a price on it I'm afraid but happy to work on a day rate initially."

In a second email Shawn has said "We can offer a rate of £160 for the day and yes of course I can source the plants, many of them I can get reduced price due to the nature of what they are for. As to the climbers yes as a matter of course I'd remove." These are the climbers on the log roll of the raised bed.

A resolution was put forward by Cllr Wheeler and seconded by Cllr Willett to ask Shawn to proceed with the work on the raised bed area initially. There were no other resolutions; unanimously agreed.

Clerk

10.2 Discuss and agree renewal of grounds maintenance grass cutting contracts.

Clerk advised that these are due for renewal on 1st April 2024 and as agreed by a resolution at the meeting on 21st November 2023, he has obtained a quote from M D Landscapes (Anglia) Ltd to continue carrying out the work. The quote, as discussed at the pre-budget meeting, was and is a 5% increase. This totals £11,823.84 per annum +VAT = £14,188.61.

There are 17 cuts for each contract from April to October each year with the total cost of the contract being split into 12 monthly payments.

A resolution was put forward by Cllr Wheeler and seconded by Cllr Potter to award the contracts to M D Landscapes (Anglia) Ltd for a further three years. There were no other resolutions; unanimously agreed.

Clerk

10.3 Discuss and agree renewal of grounds strimming contract.

Clerk advised that this is due for renewal on 1st April 2024 and as agreed by a resolution at the meeting on 21st November 2023, he has obtained a quote from M D Landscapes (Anglia) Ltd to continue carrying out the work. The initial quote as discussed at the pre-budget meeting was and is a 5% increase.

This was originally from £300.00 per strim to £315.00 per strim +VAT. This is for a minimum of 7 strims from April to September with an extra 8th strim in October as required. The strims are paid for individually.

However, when quoting for the contract last year M D Landscapes (Anglia) Ltd forgot to include £20.00 +VAT for the Watermill Meadow. Once they realised they let the Clerk know during a phone conversation but said they were happy to continue as quoted. Clerk forgot to add this to the figures quoted at the pre-budget meeting, so their price last year would have been £320.00

+VAT per strim. So for this year £320.00 plus 5% will be £336.00 +VAT per strim. This increases the budget from the agreed £2,520.00 net to £2,688.00 net.
M D Landscapes (Anglia) Ltd are also happy to have a 3-year contract at that same price.

A resolution was put forward by Cllr Wheeler and seconded by Cllr Potter to award the contract to M D Landscapes (Anglia) Ltd for a further three years. There were no other resolutions; unanimously agreed.

Clerk

11. Highway/Footpath/Street Furniture matters.

11.1 Appoint a Councillor to review and complete the Street Furniture Condition Report.

Cllr Wheeler volunteered to complete the report again this year.

Cllr
Wheeler

11.2 Discuss and agree costs to place wooden bollards along West End Lane grass verge.

Clerk advised he has received a quote from Whippetree English Timber Merchants for £1,482.76 +VAT including delivery for 38 x 1.10m green oak posts with 4-way weather tops.

Clerk advised that on average reflectors are £1 to £1.50 each and sized around 90mm x 40mm and Postcrete is £10.27 inc VAT per bag at Huws Gray. Installation will also need paying for.

Following a discussion amongst Councillors it was agreed to obtain permission from Suffolk County Council Highways before proceeding any further.

Clerk

11.3 Speed Indicator Device spare battery update.

Clerk advised that the Speed Indicator Device battery was received on 30th January 2024 and Mr Naylor has collected it from him. The invoice was received and paid on 9th February 2024.

At Clerk's request a resolution was put forward by Cllr Bull and seconded by Cllr Wheeler to add the battery to the Asset Register at a value of £189.00 net. There were no other resolutions; unanimously agreed.

Clerk

11.4 Maintenance of Arms Lane update.

Clerk advised that the pot holes were repaired on Monday 12th February 2024 and he awaits the invoice.

12. Outstanding estimates awaited or work ordered.

There are none.

13. Any other reports or on-going matters.

13.1 Community Emergency Plan update.

Clerk advised that the Plan was submitted for final approval on 26th January 2024. It was received back on 8th February 2024 for further amendments, some of which have been made, mainly contact details.

Freddie Gulliver, the Emergency Planning Officer, has concerns regarding the table on page 10 and the entry relating to "Road blocks". This section mentions farmers with tractors and chainsaws. Mr Gulliver asks if the Community Emergency Planning Group (CEPG) asks a farmer to clear a road of a fallen tree and the farmer gets injured, who is liable? He advises that any external resources the CEPG use for support need to be fully trained, qualified, competent and have their own insurance/public liability insurance to carry out the task appropriately. His advice is that the best thing to do is an entry on the Suffolk County Council Highways reporting Tool and to remove the part of the entry relating to farmers.

Clerk

Mr Gulliver also advised to remove Kirk Pearson and Andy Lyle from table on page 14 relating to 4x4 drivers until we are sure of any insurance issues. He will advise the Clerk of an organisation who provide details of what training, qualifications etc. are available to be a competent 4x4 driver.

Clerk

13.2 Discuss and agree provider for Children’s Sports and Wellbeing Day.

Following a discussion regarding quotes from Prestige Sports and KBL Event Hire, Councillors decided to proceed with Prestige Sports.

Prestige Sports have advised the Clerk that they can provide 2x coaches and the equipment for £300.00 +VAT. The maximum number of children they could accommodate is 32 as they work on a 1 coach to 16 children ratio. Councillors asked if they could provide another coach for an additional £150.00 +VAT and have 48 children. Clerk will contact Prestige Sports to establish this.

Clerk

A resolution was put forward by Cllr Naylor and seconded by Cllr Wheeler to accept the Prestige Sports quote and to ask if they could provide an extra coach for £450.00 +VAT total. There were no other resolutions; unanimously agreed.

Clerk

13.3 D-DAY 80 celebrations update.

Chair gave an update following the groups meeting on Tuesday 13th February 2024. Clerk confirmed there is £1,000.00 included in next year’s budget for this event.

An inflatable assault course costing £300.00 has been provisionally booked. A resolution was put forward by Cllr Wheeler and seconded by Cllr Willett to confirm this booking for this amount. There were no other resolutions; unanimously agreed.

Clerk

A jazz band, the Hannah Horton Quartet, costing £650.00 has been provisionally booked. A resolution was put forward by Cllr Wheeler and seconded by Cllr Willett to confirm this booking for this amount. There were no other resolutions; unanimously agreed.

Clerk

14. Housing/Planning.

14.1 Applications for discussion at meeting.

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

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

Clerk

b. DC/24/0106/FUL - Community Centre, Arms Lane, Kedington - Planning application - a. single storey side and rear extensions b. detached store.

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

Clerk

14.2 Planning Applications – Observations conveyed by Parish Council.

a. DC/24/0060/HH - 22 Haverhill Road, Kedington - Householder planning application - single storey rear extension (following demolition of existing store).

Clerk advised that no objections to this application were submitted on 6th February 2024.

14.3 Planning Applications – Decisions received from District Council.

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

Clerk advised that this application was withdrawn on 11th January 2024.

15. Date and location of next Parish Council meeting.

The next Parish Council meeting will be held on Tuesday 26th March 2024 at 7 pm in the Parish Council Office Meeting Room.

The meeting closed at 9:09 p.m.

Signed *A E Naylor* Date.....26th March 2024.....

ANNEX 1

Kedington Parish Council – Tuesday 20 February

Report from district councillors: Nick Clarke, Karen Richardson and Marion Rushbrook

West Suffolk Local Plan (Regulation 19) submission consultation 2024

Audience: Residents, businesses, landowners, stakeholder

30 January 2024 to 12 March 2024

West Suffolk Council has published the pre-submission local plan for consultation.

This is the local plan for West Suffolk. It contains planning policies and allocations for the growth of West Suffolk over the plan period of 2023 to 2040.

Responses to this final submission draft will be sent with this document and the evidence used to draft the plan to be examined by an independent inspector appointed by the Secretary of State.

The local plan is vital to shape where we live, work, shop and play. It helps meet housing needs, so communities have somewhere to live, the right type of homes are built in the right places and so they are adaptable to support people's changing health needs as they get older. It is key to ensuring land is allocated for different types of businesses, supporting their ambitions and enabling job creation. A local plan also plays a crucial role in ensuring community uses such as shops, public services and leisure uses are in the right places. Whilst facilitating the management of development the local plan protects and enhances what is good and special about West Suffolk including its heritage, neighbourhood character, sense of community and our valued natural environment.

The consultation runs from 30 January (9am) to 12 March (5pm) 2024

You can view the latest draft of the plan and give your feedback by visiting the council's virtual village hall exhibition at <https://orlo.uk/yTAfh>

To find out more and how you can give your feedback. Alternatively if you can email planning.policy@westsuffolk.gov.uk or phone 01284 757368.

Elections for a Police and Crime Commissioner will be held on Thursday 2 May 2024.

As a council, West Suffolk Council (WSC) are not allowed to do anything in the pre-election period that may influence the outcome of the election. This year, the pre-election period (which

was previously referred to as ‘purdah’) will start on Thursday 21 March when the election notice is published.

During this time, normal work goes on. However, they should avoid involving any election candidates within publicity and avoid giving the impression that they are supporting or favouring one political party’s views over another.

They are also expected to avoid expressing views about things that may be controversial or lead people to vote in certain ways. So, for example, they should avoid responding to new consultations, or hosting public forums, where it may provoke local controversy. They may continue to carry on non-controversial campaigns, or express views they already have an agreed position on, but they shouldn’t start new campaigns or consultations during this time.

In addition, candidates, political parties and associations will not be allowed to use council resources for campaigning or election purposes.

Consultations

Help shape West Suffolk Council’s (WSC) approach to Street Trading.

WSC will be reviewing its street trading policy later this year.

Street Trading covers a wide range of outdoor retail and catering activities undertaken in public streets. It includes flower sellers, ice-cream vendors, fancy goods, souvenir stalls and a variety of hot and cold catering activities such as burger vans.

Before they progress any further, they want to hear from residents, businesses, traders and other stakeholders through our short online survey.

The survey asks for thoughts on a range of issues which could potentially be covered and addressed in their new policy.

Take part at <https://orlo.uk/QG8XX>

Housing, homelessness reduction and rough sleeping strategy consultation

Audience: Residents, businesses, stakeholders, parish and town councils, community groups.

6 February 2024 to 18 March 2024

West Suffolk Council is inviting people to give their insight and input into the development of our new Housing, Homelessness Reduction and Rough Sleeping Strategy and action plan.

The council adopted its new Strategic priorities in December 2023 including the delivery of affordable, available and decent homes.

Through this consultation and engagement, we want to help more people better afford a place to live, improve living conditions and reduce homelessness.

We are asking people for their views on a number of actions which could then shape our new Housing, Homelessness Reduction and Rough Sleeping Strategy.

The consultation runs from 6 February to 18 March at 11.59pm. Take part by completing the online survey. West Suffolk Council Housing, Homelessness Reduction and Rough Sleeping Strategy

County Cllr Report for Kedington PC.

It's been a busy few days at county council with the budget setting process being finalised at last weeks' full council (details below)

There has been a lot of press coverage over the reporting of an Ofsted report on children's services. This led to 2 cabinet and one deputy cabinet member resigning their roles and a cabinet re-shuffle taking place. As a result of which I have now been appointed to the deputy cabinet member role for Fostering and Adoption.

SCC Budget Headlines February 2024

The increase of **4.99%** to Council Tax is made up of a 2.99% increase in general Council Tax and a 2.00% increase dedicated to funding adult care. This will see the council's share of a Band B property's bill rise by £1.12 per week, compared to last year.

The £752.8m package was approved at the Full Council meeting on Thursday 15 February 2024, with the priority to protect vulnerable adults and children across the county.

Despite the recently announced uplift in government funding and asking residents for the maximum Council Tax contribution, it is still not sufficient to cover the rising costs imposed by inflation, or the increasing levels of demand for services - in particular children's care, special educational needs and disabilities (SEND) and home to school transport.

However, as a direct result of the government's recent intervention to provide further funding, the following proposals were approved:

- £500,000 of project funding will be made available to all arts and heritage organisations in Suffolk from April 2025 – it is intended that this funding will be available every year going forward
- £528,000 of core funding to nine arts and heritage organisations in Suffolk will end in March 2025
- £45,000 will be reinstated to support the County Music Service from April 2024
- £9 million of reserves will be used to balance the 2024-25 budget

To provide care and services for vulnerable children and adults, the next two years will see an additional £42.7 million allocated to children's services, and an additional £29.9 million for adult services. However, this means £64.7 million of savings needs to be found at the same time.

These significant savings over the next two years include:

- £11 million of staffing costs through changing the way services are delivered and restructuring across the council
- £30.6 million of additional savings from an extension of the council's hugely successful Adult Social Care Transformation programme.

I continue to have regular discussions with Highways and also a tour round the patch to try and pick up issues as they arise but please feel free to let me know if you have any questions on this and other highways issues. The new contractor for county is a company called Milestone who have taken over the contract from

Kier. We are seeing an improvement in how they tackle the works. There is still a backlog which was created from the handover.

With the recent heavy rain there has been a focus on flooding and drainage and there is a lot of work going on now to resolve a lot of the outstanding works.

Background info on SEND (Special Educational Needs and Disability)

Suffolk local area partnership commits to urgent improvements to SEND services and apologises to families

The partnership responsible for overseeing and delivering services for children and young people with Special Educational Needs and Disabilities (SEND) in Suffolk have apologised to families and commits to urgent action to strengthen and accelerate improvement plans following an inspection by Ofsted and the Care Quality Commission.

- Ofsted and CQC Inspection Report finds significant concerns with SEND services
- The Local Area Partnership promise urgent action to accelerate and strengthen improvement plans
- Senior leaders offer joint apology to Suffolk families

The inspection, which took place in November, highlighted that ‘there are widespread and/or systemic failings leading to significant concerns’ about the experiences and outcomes of children and young people with SEND. The report can be read [here](#).

The local area partnership which delivers SEND services is made up of Suffolk County Council, the NHS Suffolk and North East Essex Integrated Care Board (ICB) and NHS Norfolk and Waveney ICB.

The inspection report, published January 30th, identifies two priority actions as follows:

1. The partnership should work more collaboratively and effectively to improve strategic planning. This needs to deliver systems with measurable impact that will create better experiences and outcomes for children and young people with SEND.
2. Leaders should cooperate to take urgent action to improve the timeliness and quality of the statutory Education Health Care plan process, Education Health Care plan needs assessments and Education Health Care plans and annual reviews. This should ensure that plans meaningfully capture the views and aspirations of children and young people with SEND and their families, so that they get the right support at the right time.

The local area partnership is now implementing a number of urgent actions. These include the proposed investment of £4.4 million into SEND services next year by Suffolk County Council (subject to Full Council agreement on February 15), and the establishment of a Suffolk SEND Improvement Board, which will be chaired by an Independent Chair, to oversee the improvement plan and actions needed. A new SEND Strategy is also in the process of being co-produced with parents and carers to set the strategic direction.

Nicola Beach, Chief Executive of Suffolk County Council, said:

“We accept that our improvement work has not yet had the positive impact on the experience of children and young people with SEND and their families in Suffolk.

“This is not good enough and I apologise to children and young people and their families.

“We accept the findings of the report and we must now go further and faster as a partnership to deliver the urgent improvements needed.

“Our SEND staff work with passion and conviction every day to make children's lives better and it is important to recognise this and thank them for their ongoing hard work and commitment. I understand the challenges that colleagues face and that is why I will continue to work with senior leaders from the NHS to strengthen changes to make a difference.”

Ed Garratt, Chief Executive of NHS Suffolk & East Essex ICB, said:

“Children in Suffolk with special educational needs and disabilities deserve the very best support available, and it is deeply disappointing that as a system we have still not been able to deliver this for them.

“Despite the very great challenges around demand and funding, the ICB is absolutely committed to working with its system partners to ensure the required improvements to services are achieved as speedily as possible.

“We have already identified ways we can reduce the current long waiting times for autism spectrum disorder (ASD) assessment and diagnoses and a recovery plan is being implemented and has been shared with the Ofsted and CQC inspectors.

“The ICB has also invested £700,000 in recurring funding in the voluntary and community sector to provide support for families waiting for these diagnoses, as well as co-producing a new parent resource pack as part of the Suffolk Local Offer. This is in addition to £1.2m invested recently in our Childrens Mental Health Services.

“The inspectors provided positive feedback about our crisis mental health support and peripatetic service, which is an excellent collaboration with our voluntary and community sector partners.”

Tracey Bleakley, Chief Executive, NHS Norfolk and Waveney ICB, said:

“We recognise that special educational needs and disabilities (SEND) services in the Waveney area of Suffolk have not met the high standards which our children and young people need and deserve.

“We acknowledge that waits to access some support are still too long and the ICB is committed to working with system partners including families to continue to listen and respond to feedback with respect to the need to reduce waits and meet needs earlier.

“We have invested in a number of significant transformation programmes of work, including implementation of a successful keyworker service, known locally as Care Navigators for children and young people with learning disabilities and/or autism, and improved speech and language provision for children with education, health and care plans in Waveney, reducing wait times from two years to eight months.

“We have also delivered a waiting list initiative for Autism Spectrum Disorder (ASD)/ Attention Deficit Hyperactivity Disorder (ADHD) assessments in response to increased pathway waits, to be expanded in 2024/25, and improved the support offer for children and young people with eating disorders and disordered eating.

“By working collaboratively with partners we are confident that we can make the necessary improvements to SEND services to ensure that children, young people and their families and carers can access the support they need, when they need it.”

Rachel Hood, Cabinet Member for Education, SEND and Skills, at Suffolk County Council said:

“We are sorry that experiences and outcomes of some children and young people with special educational needs and disabilities are not as good as they should be, and as we want them to be.

“The report has confirmed that we already know where our problems are and we will continue with our programme of significant investment and reform so that improvements are felt by all.

“There are more than 21,000 children and young people identified in Suffolk schools as having SEND. This number has increased by 30% since 2019. We are aware we have struggled to keep up with this demand.

“Sadly, we are not alone in the challenges we face and, alongside our Suffolk MPs, we continue to lobby Government for greater support. Nationally, the Government accepts that SEND provision is not working well and published its improvement plan in March 2023, which promises widespread reform and help for local partners. “In the meantime, we will continue to bolster and increase the pace of our improvement.”

Alongside key priorities, the report identifies a number of areas where the partnership is working well. These include:

- In some areas, the local area partnership has worked successfully to improve services
- Strong levels of capital investment have increased the availability of special school places
- Initiatives to equip professionals in schools, such as the online tool to support schools, Valuing SEND or VSEND, are showing early signs of impact
- Several health teams support families sensitively and successfully, including the neonatal physiotherapy service
- Social care teams are effective. Social work assessments and reviews are comprehensive and helpful.
- Many providers, such as schools and colleges, praise their relationship with the local area partnership

As a result of this inspection, a monitoring inspection will be carried out within approximately 18 months. The local area partnership is now required to prepare and submit a priority action plan to address the identified areas for priority action.

The Ofsted and CQC report follows two years of significant investment into the way SEND services are delivered in Suffolk. Reform progress has been monitored by the Department for Education, who reported [in March 2023](#), that progress was ‘reassuring’ and noted ‘the leadership’s commitment to improvement in a wide range of areas’.

Significant pieces of reform include:

- Investment of more than £55 million to create more than 1,250 additional places in specialist and mainstream schools
- Creation of specialist SEND support teams and training for all Suffolk schools to support them to meet the additional needs of children in mainstream schools
- Proposed investment of £4.4m in 2024/25 and £3.4m in 2025/26 to expand our statutory SEND teams and secure sufficient educational psychology resource to improve the quality and timeliness of Education Health and Care assessments and reviews

- The ICB has invested £700,000 in recurring funding in the voluntary and community sector to provide support for families waiting for these diagnoses, as well as co-producing a new parent resource pack as part of the Suffolk Local Offer

ANNEX 2

16 February 2024 (2023-2024)

Kedington Parish Council

Prepared by: John Bassett (Clerk/RF) Date: 16/2/24
Name and Role (Clerk/RF etc)

Approved by: Anna Douglas (Chair) Date: 20/2/24
Name and Role (Chair of Finance etc)

Bank Reconciliation at 16/02/2024			
	Cash in Hand 01/04/2023		85,328.43
	ADD Receipts 01/04/2023 - 16/02/2024		91,315.89
			176,644.12
	SUBTRACT Payments 01/04/2023 - 16/02/2024		82,888.77
A	Cash in Hand 16/02/2024 (per Cash Book)		93,965.35
	Cash in hand per Bank Statements		
	Petty Cash 16/02/2024	0.00	
	Natwest Bank - Kedington Parish 16/02/2024	71,391.47	
	Barclays - Kedington Parish Council 16/02/2024	22,583.88	
			93,965.35
	Less unrepresented payments		
			93,965.35
	Plus unrepresented receipts		
B	Adjusted Bank Balance		93,965.35
	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
138 Subscriptions	19/01/2024	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Dire	Payment - Information Commi	Information Commissioner's I	Z	-35.00		-35.00
139 Email	19/01/2024	KPC 129-07 19-1	Barclays - Kedington I		Payment - New emails and do	Nitcom IT Services Ltd	S	-145.83	-29.17	-175.00
140 Asset Maintenance	19/01/2024	KPC 129-08 16-1	Barclays - Kedington I		Payment - Computer health ch	Nitcom IT Services Ltd	S	-41.67	-8.33	-50.00
141 Silver Street Park	23/01/2024	KPC 129-08 16-1	Barclays - Kedington I		Payment - Village maintenanc	Andy Lyle	Z	-110.00		-110.00
142 Contingencies / Sundries	23/01/2024	KPC 129-07 19-1	Barclays - Kedington I		Payment - Bird boxes	John Boxall Clerk	Z	-114.00		-114.00
143 Email	24/01/2024	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Dire	Payment - TalkTalk email	TalkTalk	S	-4.17	-0.83	-5.00
144 Office Cleaning	26/01/2024	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Dire	Payment - Office cleaning	Ana Lopes	Z	-16.00		-16.00
145 Clerk Salary	30/01/2024	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Dire	Payment - Wages John Boxall	John Boxall Clerk	Z	-1,971.70		-1,971.70
146 Village Cleaner	30/01/2024	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Dire	Payment - Wages Dennis Brow	Dennis Brownlow - Village Cl	Z	-133.32		-133.32
147 Telephone and Broadband	31/01/2024	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Dire	Payment - Telephone and Bro	Onecom Ltd	S	-56.50	-11.30	-67.80
11 Grants and Donations - Sec :	05/02/2024		Barclays - Kedington I		Receipt - Grant	Suffolk County Council	E	300.00		300.00
148 Grounds, Contract A (Inc Chi	05/02/2024	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Dire	Payment - Grass cutting	M D Landscapes (Anglia) Ltd	S	-707.20	-141.44	-848.64
148 Grounds, Contract B (Old Sc	05/02/2024	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Dire	Payment - Grass cutting	M D Landscapes (Anglia) Ltd	S	-72.25	-14.45	-86.70
148 Grounds, Contract E (Great I	05/02/2024	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Dire	Payment - Grass cutting	M D Landscapes (Anglia) Ltd	S	-115.60	-23.12	-138.72
148 Grounds, Contract D (Callfor	05/02/2024	KPC 128-08 7-2:	Barclays - Kedington I	Routine Payment/Dire	Payment - Grass cutting	M D Landscapes (Anglia) Ltd	S	-43.35	-8.67	-52.02
149 Reserve	09/02/2024	KPC 128-02 21-6	Natwest Bank - Kedir		Payment - Platinum Jubilee be	Artisteel Limited	S	-198.00	-39.60	-237.60
150 Asset Maintenance	09/02/2024	KPC 129-08 16-1	Barclays - Kedington I		Payment - Speed Indicator De	Westrotac	S	-196.50	-39.30	-235.80
151 Recreation Equipment	16/02/2024	KPC 129-07 19-1	Natwest Bank - Kedir		Payment - Play equipment rep	Playquip UK Ltd	S	-9,257.00	-1,851.40	-11,108.40
Total								-12,918.09	-2,167.61	-15,085.70

16 February 2024 (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	555.00	445.00
10	Insurance				3,000.00	1,836.48	1,163.52
11	Scribe Accountants Softw				561.60	561.60	
16	Website				130.00	120.00	10.00
19	Elections		-3,000.00		3,000.00		
38	Subscriptions				750.00	689.32	60.68
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	394.49	1,605.51
56	Telephone and Broadband				700.00	669.03	30.97
57	Post				20.00		20.00
58	Stationery				175.00	161.23	13.77
60	Email				60.00	187.53	-127.53
61	Office Cleaning				250.00	112.00	138.00
62	Protect and Detect - Fire e						
67	Shared Office Costs with P				360.00		360.00
				£-3,000.00	13,113.80	£8,016.73	4,087.87

Asset Register

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

Earmarked Reserves

Code	Title	Bal. B/Pwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
48	War Memorial	3,500.00				2,310.00	1,190.00
49	Recreation Equipment	10,571.90				9,257.00	1,314.90
63	Legal Fees	4,000.00					4,000.00
64	Training	300.00					300.00
66	2021-2022 Underspend	2,379.47		-1,118.87		1,050.50	210.10
71	Elections			3,000.00		81.91	2,918.09
			£20,761.37	£1,881.13		£12,899.41	8,833.08

General Parish Requirements

Code	Title	Bal. B/Pwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
46	Asset Maintenance				3,500.00	2,082.76	1,417.24
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	£4,402.76	1,417.24

General Reserves

Code	Title	Bal. B/Pwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
45	Reserve	45,761.86		1,118.87		1,496.25	45,384.48
			£45,761.86	£1,118.87		£1,496.25	45,384.48

Grants and Donations

Code	Title	Bal. B/Pwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
35	Grants and Donations - St	230.00		300.00	5,000.00	2,500.00	3,030.00
51	Poppy Appeal - Sec 138B				100.00	100.00	

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

16 February 2024 (2023-2024)

Kedington Parish Council
Net Position by Cost Centre and Code

<u>Cost Centre Name</u>						
		£230.00	£300.00	£,100.00	£2,800.00	3,030.00
<u>HMRC VAT</u>						
<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>
44	Reclaimed VAT					
						<u>Current Balance</u>
						<u>Budget</u>
<u>PRECEPT</u>						
<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
				886,678.00		86,678.00
<u>Salary</u>						
<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	26,254.27
3	Village Cleaner				2,100.00	1,727.80
4	National Insurance Contrib				3,000.00	2,803.68
					34,600.00	30,786.75
						3,714.26
<u>Village Maintenance</u>						
<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	7,072.00
21	Grounds, Contract B (Old I				867.00	722.50
22	Grounds, Contract E (Gret				1,387.20	1,156.00
23	Grounds, Contract D (Calf				520.20	433.50
24	Silver Street Park				500.00	110.00
25	Grounds - Extras				1,000.00	419.99
26	Grounds - Strimming				4,000.00	2,250.00
28	Equipment New				1,000.00	365.46
30	Contingencies / Sundries				1,000.00	504.20
31	Recreation Equipment					
32	War Memorial					
33	Tree Maintenance				3,000.00	1,150.00
35	Amenity Cleansing				6,000.00	4,290.45
68	The Cut Peppercorn Rent				1.00	1.00
69	Office Extension Peppercorn				1.00	1.00
					27,782.80	18,476.10
						8,287.70
NET TOTAL		£87,083.23		£88,248.00	86,678.40	£78,476.00
						182,440.83

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

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