

**KPC 130-04**  
**MINUTES OF THE MEETING OF KEDINGTON PARISH COUNCIL**  
**TUESDAY 17<sup>th</sup> SEPTEMBER 2024**  
**HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON**

**Present:** Cllr Ann Naylor (Chair)  
 Cllr Ross Standeven  
 Cllr Lynda Woodward  
 Cllr Dean Willett

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

**Also in attendance:** West Suffolk Councillor Marion Rushbrook

**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.

Cllrs Potter, Wheeler and Brooker are unable to attend for personal reasons.

Cllr Woodley is unable to attend due to work commitments.

Cllr Bull resigned earlier today.

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 3<sup>rd</sup> party recordings. The Parish Council will audio record the meeting.

**3. To receive members' declarations of Disclosable Pecuniary Interests and Other Registerable and Non-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 30<sup>th</sup> July 2024.**

Councillors confirmed they had received a copy of the draft minutes and had read them.

A resolution was put forward by Cllr Willett and seconded by Cllr Woodward to agree the minutes of the meeting of Kedington Parish Council held on 30<sup>th</sup> July 2024 as a true record. The resolution was unanimously agreed. Chair signed the minutes outside the meeting.

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

Cllr Rushbrook advised that there are ongoing discussions about bin collection schedules, bringing in a new food waste bin collection, new vehicles, staff needed and funding from the government. There will also be a new glass collection service that could impact the revenue of the Kedington Community Association and similar groups, who provide bottle banks.

**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.

A resolution was put forward by Cllr Standeven and seconded by Cllr Woodward to agree the Bank Reconciliation, the Payments and Receipts List, the Net Position by Cost Centre and Code report and the Reserves Balance report (ANNEX 1). The resolution was unanimously agreed.

**ACTION**

**ANNEX 1**

**6.2 Annual Governance and Accountability Return 2023/2024.**

Clerk confirmed that Councillors had received Section 3 of the Annual Governance and Accountability Return from the external auditors, PKF Littlejohn LLP, this being their Report and Certificate for the year ending 31<sup>st</sup> March 2024 (ANNEX 2).

ANNEX 2

Part 2 states “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.”

Clerk confirmed that a “Notice of conclusion of audit” (ANNEX 3) which details the rights of inspection in line with the statutory requirements, and the certified AGAR (Sections 1, 2 & 3) were published on the Parish Council’s website and placed on the notice boards on 16<sup>th</sup> August 2024.

ANNEX 3

When the relevant statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which the “Notice” must be published. The previous statute required 14 days; but it is now up to the authority to make this decision

They were removed from the notice boards 13<sup>th</sup> September 2024.

**6.3 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 16<sup>th</sup> August 2024 to PKF Littlejohn in accordance with Local Government Act 1972 s.151 for their work as the External Auditor and reviewing the Annual Governance and Accountability Return. This payment was initially authorised by the Chair and Clerk.

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

**6.4 Ratify payment of £314.90 to Clerk to refund the purchase of stationery supplies.**

Clerk asked Councillors to ratify by a resolution the refund payment to him of £314.90 on 16<sup>th</sup> August 2024 in accordance with the Local Government Act 1972 s.111, for stationery supplies; printer ink, Scotch tape and laminating pouches. The supplies were purchased from “Complete” that day by the Clerk using his debit card for his personal account as that was the only payment option available. This refund payment was initially agreed by the Chair and Clerk.

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

**6.5 Discuss and approve payment of Clerk’s expenses for March 2024 to September 2024.**

Clerk advised that his expenses from 28<sup>th</sup> March 2024 to 13<sup>th</sup> September inclusive amount to £21.60 (ANNEX 4) and can be paid in accordance with the Local Government Act 1972 s.111.

ANNEX 4

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

Clerk

**6.6 Ratify payment of £20.00 to Bob Dellar, RMS Tree Services for removing two mounds of grass cuttings and general garden cuttings on the Cut at the rear of the Old School House Cottages.**

Clerk reminded Councillors that as advised at the meeting on 18<sup>th</sup> June 2024, on Monday 3<sup>rd</sup> June 2024 Mr Dellar had commenced work on clearing a path area at the rear of the Cottages by removing two mounds of grass cuttings and general garden cuttings. This work had then been put on pause pending the outcome of Council’s decision whether or not to fully clear the path area, as recorded in the minutes of the meetings on 18<sup>th</sup> June 2024 and 30<sup>th</sup> July 2024. Mr Dellar advised the Clerk that the charge for this work on its own would be £20.00. Following Council’s decision not to continue clearing the path area the Chair and Clerk agreed this payment and it was made on 6<sup>th</sup> August 2024 in accordance with the Open Spaces Act 1906, s.9-10.

A resolution was put forward by Cllr Standeven and seconded by Cllr Willett to ratify this payment. The resolution was unanimously agreed.

**6.7 Approve payment of £20.76 to Playquip for supply of ten bolts to repair a swing seat in Old School Field.**

Clerk advised that on Tuesday 3<sup>rd</sup> September 2024 Cllr Naylor advised him that one of four bolts was missing from one of the swing seats in Old School Field. These are used to secure the seat to the chains. Clerk viewed the swing the following day and a second bolt was missing. Neither bolt could be found. Clerk made contact with Peter Sander at Playquip who subsequently supplied him with a pack of 10 bolts at a cost of £20.76 inc. VAT and delivery. This payment was initially authorised by the Chair and Clerk. The bolts were received on Thursday 12<sup>th</sup> September 2024 and one was replaced on Friday 13<sup>th</sup> September by the Clerk, the second having re-appeared in place. All eight bolts on the two swings were tightened by the Clerk.

Clerk asked Councillors to ratify by a resolution the payment of £20.76 to Playquip in accordance with the Open Spaces Act 1906 ss.9 and 10.

A resolution was put forward by Cllr Standeven and seconded by Cllr Woodward to approve this payment. The resolution was unanimously agreed.

Clerk

**6.8 Discuss Onecom upgrade to full fibre to premise.**

Clerk advised Councillors that on 5<sup>th</sup> September 2024 he had an email from Onecom followed by a phone call with them.

Our current 60 month deal started in June 2023 to provide 40mb downloads and 20mb uploads. Our current service is fibre to the local cabinet and copper wire to the office. Full fibre broadband is now available and we can upgrade to it. It will provide 80mb downloads and 40mb uploads. The total price of £60.96 +VAT will remain the same. We would start a new 60 month agreement with no termination charge for our current deal. This will provide a more reliable service.

A resolution was put forward by Cllr Naylor and seconded by Cllr Standeven to approve this change. The resolution was unanimously agreed.

Clerk

**6.9 Employers' Liability Insurance renewal.**

Clerk advised that our current insurance expires on 30<sup>th</sup> September 2024 so is due for renewal on 1<sup>st</sup> October 2024.

Clerk obtained three quotes that were emailed to Councillors on Friday 13<sup>th</sup> September 2024. Two of these quotes included cover for buildings insurance for both a 1yr and a 3yr agreement.

However, yesterday Monday 16<sup>th</sup> September 2024, the Clerk spoke to Steve Brown who had returned from holiday and he confirmed that the Kedington Community Association already have buildings insurance cover for the office and meeting room. Amended quote details without buildings insurance cover were then emailed to Councillors.

Following a discussion amongst Councillors a resolution was put forward by Cllr Woodward and seconded by Cllr Willett to accept the 3yr agreement from Zurich Insurance. There were no other resolutions; unanimously agreed.

Clerk

Payment can be made in accordance with Local Government Act 2000 s.101.

## 7. Grants

**7.1. Uptakes.**

Clerk advised there are none.

## 7.2. Applications.

### a. 2<sup>nd</sup> Kedington Rangers.

Following a discussion amongst Councillors it was agreed that more information was required. Councillors are happy to support the Rangers and grant funds but would like more detail of what the activities and supplies etc. are and how much they would cost. The Councillors also want the Rangers to have their own bank account to pay any funds into.

Clerk

## 8. Clerk's report.

### 8.1 Parish Council office lease update.

Clerk advised that on 19<sup>th</sup> August 2024 he received an email from Lorraine Swan at Adept Solicitors stating:-

"I have looked through the lease you have supplied and cannot see anything in it that would be detrimental to the Parish Council.

The rent is stated to be a peppercorn which in effect means that no rent is payable. The payments that would have to be made are for all of the services to the property and any rates or taxes that are applied to it. Electricity is via a sub meter and the Parish Council would be responsible for payments of electricity due from the readings on it. The Parish Council would also be responsible for a proportion of the insurance on the property. The proportion or premium isn't specified and this is something you may want clarified.

The Lease is for 50 years which is a long term commitment, but as it contains an unconditional break clause for the tenant, it can be ended on notice at any time. It does not specify the length of notice needed however and this may be something else to clarify. There is no provision for the Landlord to be able to break the term so your tenancy would be secure for the full length of the Lease.

Because of the length of the Lease it must be registered at the Land Registry. This is something we can help with if you proceed.

Finally clause 25 of the Lease means that the Lease would be what is termed "contracted out". This means that at the end of the Term the Parish Council would not have an automatic right of renewal. However, given the length of the term I don't think this would be an immediate issue for you.

As previously indicated as no premium is payable and no rent payable there is no SDLT due."

Lorraine subsequently advised that registering the lease at Land Registry will be £200.00 plus VAT and the relevant registration fee, which at present would be £40.00 but is subject to Land Registry's current fees so could increase or decrease if they amend it. She confirmed that this is in addition to the £200.00 plus VAT for checking the Stamp Duty Land Tax liability and the advice regarding the lease.

Clerk advised that he went to the Kedington Community Association meeting on Monday 9<sup>th</sup> September 2024 and it was agreed that the Parish Council's fair contribution towards Kedington Community Association costs including the buildings insurance will be £360.00 pa once the lease is agreed.

With regards to the length of notice needed from the Parish Council to terminate the lease Steve Brown suggests that 6 months would be appropriate.

Steve has also confirmed that the peppercorn rent will be £1.00 per annum.

With regards to the Parish Council registering the lease at the Land Registry, Steve has said "I guess our solicitor will be OK with that".

Clerk asked Councillors to agree by a resolution the approval of the lease once the fair contribution value, the length of notice and value of peppercorn rent are added to it.

A resolution was put forward by Cllr Naylor and seconded by Cllr Standeven to approve the lease as stated. There were no other resolutions; unanimously agreed.

Clerk

Clerk asked Councillors to approve by a resolution the future payment of £200.00 plus VAT and the relevant registration fee, which at present would be £40.00 and any additional increase of this, to register the Lease at the Land Registry. This payment to be made from the Legal Fees earmarked reserve in accordance with Local Government Act 1972 s.111.

A resolution was put forward by Cllr Naylor and seconded by Cllr Standeven to approve this future payment as stated. There were no other resolutions; unanimously agreed.

Clerk

Clerk asked Councillors to approve by a resolution the payment now of £200.00 +VAT to Adept Solicitors for checking the Stamp Duty Land Tax liability and for their advice regarding the lease. This payment to be made from the Legal Fees earmarked reserve in accordance with Local Government Act 1972 s.111. This advice and the payment value was previously approved by a resolution at the Council's meeting on 16<sup>th</sup> January 2024, KPC 129-08 refers.

A resolution was put forward by Cllr Naylor and seconded by Cllr Standeven to approve this payment as stated. There were no other resolutions; unanimously agreed.

Clerk

## 9. Play Equipment.

### 9.1 Receive defect reports and agree any necessary action.

Chair confirmed that Councillors had received the reports that were received today and emailed to them today. They relate to inspections carried out on 9<sup>th</sup> September 2024. All findings are low or very low risk so no further action is necessary.

### 9.2 Discuss replacing one of the two cradle swing seats in the enclosed play area on Old School Field with a Tango swing seat.

Cllr Woodward advised she has seen another second potential replacement swing seat. She will send a photo of it to the Clerk.

Cllr Willett commented that before replacing a swing seat we need to make sure that any replacement will fit and that it is safe to make changes to the original design.

Cllr Woodward has also seen a potential replacement ramp for the zip wire if ever the current one becomes too dangerous or high risk. She will send a photo of it to the Clerk.

It was agreed that Cllr Woodward will send details of the two potential swing seat replacements i.e. where they are from and how much they will cost.

Cllr  
Woodward

Clerk will then make enquiries as to whether they would fit and be safe.

Clerk

## 10. Environmental / Grounds Maintenance matters.

### 10.1 Old School Field hedge trim.

Clerk advised that MD Landscapes trimmed the hedge and the overhanging tree branches between the entrance gate and the Old School House Cottages on Tuesday 4<sup>th</sup> September 2024. Chair and Clerk having previously agreed £195.00+VAT, that is the same as last year. Clerk asked Councillors to approve by a resolution payment of £195.00+VAT, in accordance with the Open Spaces Act 1906 ss.9 and 10, once the invoice is received.

A resolution was put forward by Cllr Willett and seconded by Cllr Woodward to approve this payment as stated. There were no other resolutions; unanimously agreed.

Clerk

### 10.2 Removal of windblown Poplar tree adjacent to Silver Street Park update.

Clerk advised that following a number of phone calls and emails to and from Havebury, they have today confirmed to him that their contractor is going to "clear the fallen tree over the river".

**10.6 Seeking the advice of Thurlow Estates about the future maintenance of the Cut update.**

Chair advised that Morgan Groom, the Assistant Royal Surveyor for Thurlow Estates, has advised her that he has visited the Cut and he is happy with the way it is being maintained. Chair is waiting for his advice regarding the river bank and flooding but he has indicated it's very unlikely anything will be done. This is not just due to cost but also to the difficulty in obtaining a licence to dredge the river. This would have to be due to a substantial risk to life or property; a garden is not classed as property.

**11. Highway/Footpath/Street Furniture matters.****11.1 Installing an informal route and picnic benches on Watermill Meadow update.**

Clerk advised that following a number of phone calls and emails to and from West Suffolk Council and Suffolk County Council to establish what the informal route around the Risbridge Meadow is made of and how much it cost, in order to get an idea as to how much a similar informal route around the Watermill Meadow might cost, he has established that this query is now being dealt with by the Greenspace team under the reference SR00248445. Clerk awaits their reply.

Clerk

Clerk advised he has also made enquiries with the Environment Agency to see how far away from the river an informal route needs to be and the outcome is that any activity within 8 metres of the bank of a main river may need permission. Clerk has established that the River Stour is on the Environment Agency Statutory Main River Map. Therefore, the informal route would need to be more than 8 metres from the river bank. Cllr Willett will have a look and see how far into the Meadow that would be and would it still be worthwhile doing.

Cllr Willett

**11.2 Placing wooden posts along West End Lane grass verge update.**

Clerk advised that he sent letters to the adjacent residents asking for their views on the posts. He has received replies from the residents of four of the nine properties. The residents of two of the properties are in favour and the residents of the other two properties are against placing posts along the verge.

Clerk reminded Councillors that he received an email from Chris Miller, a Highways Licensing Officer, on Thursday 23<sup>rd</sup> May 2024 advising that on receipt of payment of the fee, that is £160.00, the application will be approved. Mr Miller also advised that the Council will need to provide "confirmation that the position of the posts, which will need to be a minimum 500mm from the carriageway edge, will achieve the aim of deterring parking".

Clerk advised that his concern relates to confirming that the position of the posts will achieve the aim of deterring parking. On 10<sup>th</sup> September 2024 Clerk spoke to Mr Miller who in turn consulted with Charlotte Front, the Licensing manager at the time of the application. Mr Miller then advised Clerk that in the circumstances they were reticent to approve the application but would do so on the understanding that the Parish Council accept it may not actually achieve the aim and would be at a cost in excess of £4,000.00. Mr Miller also highlighted that all it may achieve is to move some or all of the parking elsewhere and that other things to consider are maintenance of the posts and the increased work for the West Suffolk Council grass cutters to strim around the posts.

Following a discussion amongst Councillors a resolution was put forward by Cllr Standeven and seconded by Cllr Willett to not place wooden posts along the grass verge. There were no other resolutions; unanimously agreed.

Clerk

**11.3 Discuss replacing the wooden picnic benches in the Old School Field with plastic benches.**

Cllr Standeven to continue his research into plastic or resin replacement benches.

Cllr  
Standeven**12. Outstanding estimates awaited or work ordered. NONE**



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

#### 13.1 Celebrations of the 80<sup>th</sup> Anniversary of VE Day on 8<sup>th</sup> May 2025 update.

Chair advised that some members of the Kedington Community Association, including herself, met with some members of the Royal British Legion recently to discuss this. There are no set plans as yet, they are still waiting for more information to come out. The KCA and RBL are putting a plan of action together and the Parish Council will assist them.

#### 13.2 Discuss a tree and plaque being placed in Silver Street Park in memory of Mrs Jessie Lifford.

Following a discussion amongst Councillors it was decided to decline this request. Councillors were concerned that if this request were accepted it would set a precedent for future requests and they want Silver Street Park to remain an open space. Councillors were of the view that the tree planted in memory of Margaret Starling earlier this year was a one-off.

Clerk

#### 13.3 Local History Recorder update.

Chair advised that Peter Deeks is unable to continue as the Local History Recorder. Vacancy to be advertised and Clerk to seek assistance of the Suffolk Local History Council with this.

Clerk

#### 13.4 Provision of a plaque for the Kedington Millennium Oak tree and clearing the area around it update.

Chair advised that Bob Dellar has looked at the area around the tree and it's fine. The tree next to it needs a little bit of clipping back.

Chair has sent a design for the plaque to the Church, Peter Deeks and John Brett. They are very happy with it. Chair received a quote today from Gary at We Do Signs and Labels for £250.00 including VAT to do the plaque and a steel bar to mount it on.

A resolution was put forward by Cllr Standeven and seconded by Cllr Willett to pay for the plaque and mounting post. There were no other resolutions; unanimously agreed.

Clerk

#### 13.5 Clerk/RFO Performance Development Review.

Chair updated that the Clerk's Performance Development Review was conducted by herself and Cllr Potter on Thursday 5<sup>th</sup> September 2024. There are no issues to report and objectives were set for the forthcoming year. Clerk is to set aside Tuesdays to complete the CiLCA qualification.

Clerk

### 14. Housing/Planning.

#### 14.1 Planning applications for discussion at meeting.

Clerk advised there are none.

#### 14.2 Planning application observations conveyed by the Parish Council.

Clerk advised to see 14.3.d and 14.3.e and 14.3.f below

#### 14.3 Planning applications decisions received from the District Council.

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

Chair advised that this application was approved on 12<sup>th</sup> August 2024.

b. DC/23/1940/VAR - Land West Of Haverhill Road, Kedington - Planning application - variation of conditions 2, 5, 17 and 22 of DC/22/0336/FUL to allow use of amended plans and for delivery times to be amended to between the hours of 04.30-20:00 on Monday to Saturday for one retail unit (class E) and associated vehicular and pedestrian accesses.

Chair advised that this application was approved on 12<sup>th</sup> August 2024.

- c. **DC/24/0647/VAR - 22 Haverhill Road, Kedington – Planning application - variation of condition 2 (approved plans) of DC/24/0060/HH to allow for use of amended plans for a single storey rear extension.**

Chair advised that this application was approved on 31<sup>st</sup> July 2024.

- d. **DC/24/0772/TPO - Street Record, Church Walk, Kedington – TPO 035 (1961) tree preservation order - one Horse Chestnut (T013 on plan) remove dead wood from crown of tree back to first available live side branch.**

No objections to this application were submitted on 1<sup>st</sup> August 2024 and Chair advised it was approved on 12<sup>th</sup> August 2024.

- e. **DC/24/0845/HH - Simms Farm, Simms Lane, Kedington – Householder planning application - a. new window on front elevation b. new windows and doors on rear elevation c. removal of existing chimney d. demolition of existing lean to extensions on rear elevation.**

No objections to this application were submitted on 1<sup>st</sup> August 2024 and Chair advised it was approved on 15<sup>th</sup> August 2024.

- f. **DC/24/0890/HH - Stablecroft, Rectory Road, Kedington – Householder planning application - dormer on west-facing roof slope to serve principal bedroom.**

No objections to this application were submitted on 1<sup>st</sup> August 2024 and Chair advised it was approved on 3<sup>rd</sup> September 2024.

**14.4 Discuss response to National Planning Policy Framework consultation.**

Councillors had no comments to make.

**15. Date and location of next Parish Council meeting.**

Clerk advised the next Parish Council meeting will be held on Tuesday 15<sup>th</sup> October 2024 at 7pm in the Parish Council Office Meeting Room.

The meeting closed at 8:47 p.m.

Signed ..... *A E Naylor* ..... Date.....,.....15<sup>th</sup> October 2024.....



# ANNEX 1

13 September 2024 (2024-2025)

## Kedington Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 13/09/2024</b>		
	Cash in Hand 01/04/2024		82,553.72
	<b>ADD</b> Receipts 01/04/2024 - 13/09/2024		93,032.55
			175,586.27
	<b>SUBTRACT</b> Payments 01/04/2024 - 13/09/2024		34,942.34
<b>A</b>	Cash in Hand 13/09/2024 (per Cash Book)		<b>140,643.93</b>
	Cash in hand per Bank Statements		
	Petty Cash 13/09/2024	0.00	
	Natwest Bank - Kedington Parish 13/09/2024	86,753.72	
	Barclays - Kedington Parish Council 13/09/2024	53,890.21	
			<b>140,643.93</b>
	Less unrepresented payments		
			140,643.93
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>140,643.93</b>
	<b>A = B Checks out OK</b>		

**Kedington Parish Council**  
**PAYMENTS & RECEIPTS LIST**

13 September 2024 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
44	Clerk Salary	30/07/2024	KPC 129-06 21-11-23 & KPC	Barclays - Kadington	Routine Payment/€	Payment - Wages John Bowall	John Bowall Clerk	Z	-2,004.08		-2,004.08
45	Village Cleaner	30/07/2024	KPC 129-07 19-12-23 & KPC	Barclays - Kadington	Routine Payment/€	Payment - Wages Dennis Brow	Dennis Brownlow - Village	Z	-146.44		-146.44
46	Telephone and Broadband	31/07/2024	KPC 129-08 16-1-24	Barclays - Kadington	Routine Payment/€	Payment - Telephone and Broa	Onecom Ltd	S	-60.96	-12.19	-73.15
47	Subscriptions	01/08/2024	KPC 129-08 16-1-24	Barclays - Kadington	Routine Payment/€	Payment - Subscription	Suffolk Association of Local	Z	-669.83		-669.83
48	Asset Maintenance	01/08/2024	KPC 130-03 30-7-24	Barclays - Kadington		Payment - Silver Street Park m	Shawn Winters	Z	-315.50		-315.50
49	Grounds, Contract A (Inc Churc	02/08/2024	KPC 129-08 16-1-24 & KPC 1	Barclays - Kadington	Routine Payment/€	Payment - Grass cutting	M D Landscapes (Anglia) LI	S	-742.56	-148.51	-891.07
49	Grounds, Contract B (Old Sch F	02/08/2024	KPC 129-08 16-1-24 & KPC 1	Barclays - Kadington	Routine Payment/€	Payment - Grass cutting	M D Landscapes (Anglia) LI	S	-75.86	-15.17	-91.03
49	Grounds, Contract E (Great Ma	02/08/2024	KPC 129-08 16-1-24 & KPC 1	Barclays - Kadington	Routine Payment/€	Payment - Grass cutting	M D Landscapes (Anglia) LI	S	-121.38	-24.28	-145.66
49	Grounds, Contract D (Calford G	02/08/2024	KPC 129-08 16-1-24 & KPC 1	Barclays - Kadington	Routine Payment/€	Payment - Grass cutting	M D Landscapes (Anglia) LI	S	-45.52	-9.10	-54.62
50	Grounds - Strimming	02/08/2024	KPC 129-08 16-1-24 & KPC 1	Barclays - Kadington	Routine Payment/€	Payment - Strimming	M D Landscapes (Anglia) LI	S	-336.00	-67.20	-403.20
52	Grounds - Extras	06/08/2024	KPC 130-04 17-9-24	Barclays - Kadington		Payment - Village maintenance	RMS Tree Services	Z	-20.00		-20.00
51	Contingencies / Sundries	06/08/2024	KPC 130-03 30-7-24	Barclays - Kadington		Payment - Flower Festival	Annette Brooker	S	-76.26	-15.25	-91.51
53	Contingencies / Sundries	08/08/2024	KPC 129-10 26-3-24	Barclays - Kadington		Payment - Sports and Wellbein	Prestige Sports	S	-220.00	-44.00	-264.00
53	Grants and Donations - Sec 13:	08/08/2024	KPC 129-10 26-3-24	Barclays - Kadington		Payment - Sports and Wellbein	Prestige Sports	S	-230.00	-46.00	-276.00
54	Audit	16/08/2024	KPC 128-07 20-12-22 & KPC	Barclays - Kadington		Payment - External Auditor	PKF Littlejohn LLP	S	-315.00	-63.00	-378.00
55	Stationery	16/08/2024	KPC 130-04 17-9-24	Barclays - Kadington		Payment - Office supplies	John Bowall Clerk	S	-262.42	-52.48	-314.90
56	Email	23/08/2024	KPC 129-08 16-1-24	Barclays - Kadington	Routine Payment/€	Payment - TalkTalk email	TalkTalk	S	-4.17	-0.83	-5.00
57	Office Cleaning	29/08/2024	KPC 129-08 16-1-24	Barclays - Kadington	Routine Payment/€	Payment - Office cleaning	Ana Lopes	Z	-17.00		-17.00
59	Clerk Salary	30/08/2024	KPC 129-06 21-11-23 & KPC	Barclays - Kadington	Routine Payment/€	Payment - Wages John Bowall	John Bowall Clerk	Z	-2,004.08		-2,004.08
60	Village Cleaner	30/08/2024	KPC 129-07 19-12-23 & KPC	Barclays - Kadington	Routine Payment/€	Payment - Wages Dennis Brow	Dennis Brownlow - Village	Z	-146.44		-146.44
58	Telephone and Broadband	30/08/2024	KPC 129-08 16-1-24	Barclays - Kadington	Routine Payment/€	Payment - Telephone and Broa	Onecom Ltd	S	-60.96	-12.19	-73.15
61	Grounds, Contract A (Inc Churc	02/09/2024	KPC 129-08 16-1-24 & KPC 1	Barclays - Kadington	Routine Payment/€	Payment - Grass cutting	M D Landscapes (Anglia) LI	S	-742.56	-148.51	-891.07
61	Grounds, Contract B (Old Sch F	02/09/2024	KPC 129-08 16-1-24 & KPC 1	Barclays - Kadington	Routine Payment/€	Payment - Grass cutting	M D Landscapes (Anglia) LI	S	-75.86	-15.17	-91.03
61	Grounds, Contract E (Great Ma	02/09/2024	KPC 129-08 16-1-24 & KPC 1	Barclays - Kadington	Routine Payment/€	Payment - Grass cutting	M D Landscapes (Anglia) LI	S	-121.38	-24.28	-145.66
61	Grounds, Contract D (Calford G	02/09/2024	KPC 129-08 16-1-24 & KPC 1	Barclays - Kadington	Routine Payment/€	Payment - Grass cutting	M D Landscapes (Anglia) LI	S	-45.52	-9.10	-54.62
62	Grounds - Strimming	02/09/2024	KPC 129-08 16-1-24 & KPC 1	Barclays - Kadington	Routine Payment/€	Payment - Strimming	M D Landscapes (Anglia) LI	S	-336.00	-67.20	-403.20
<b>Total</b>									<b>-9,195.78</b>	<b>-774.46</b>	<b>-9,970.24</b>

13 September 2024 (2024-2025)

**Kedington Parish Council**  
**Net Position by Cost Centre and Code (Between 01/04/2024 and 13/09/2024)**

**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		100.00
8	Councillors Expenses				50.00		50.00
9	Clerks and Councilor Trai				1,000.00	180.00	820.00
10	Insurance				2,000.00		2,000.00
11	Scribe Accountants Softw				561.60	561.60	
16	Website				130.00		130.00
38	Subscriptions				710.00	669.83	40.17
50	Dropbox				80.00		80.00
54	Audit				655.00	655.00	
55	Electricity				1,000.00		1,000.00
56	Telephone and Broadband				700.00	304.80	395.20
57	Post				20.00		20.00
58	Stationery				175.00	262.42	-87.42
60	Email				175.00	20.85	154.15
61	Office Cleaning				250.00	68.00	182.00
67	Shared Office Costs with				360.00		360.00
72	TV Licence				169.50		169.50
73	Portable Appliance Testing				180.00		180.00
					<b>8,318.10</b>	<b>£2,722.60</b>	<b>6,688.80</b>

**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						
49	Recreation Equipment						
63	Legal Fees						
64	Training						
71	Elections						

**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				4,000.00	607.17	3,392.83
59	Pest Control				600.00	600.00	
74	D-DAY 80				1,000.00	973.50	25.10
					<b>6,800.00</b>	<b>£2,181.07</b>	<b>3,418.83</b>

**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						

**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		280.00		5,000.00	2,230.00	3,050.00
51	Poppy Appeal - Sec 138B				100.00		100.00
			<b>£280.00</b>		<b>5,100.00</b>	<b>£2,230.00</b>	<b>3,160.00</b>

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

13 September 2024 (2024-2025)

**Kedington Parish Council**  
**Net Position by Cost Centre and Code (Between 01/04/2024 and 13/09/2024)**

**Cost Centre Name**

<b>HMRC VAT</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
	44 Reclaimed VAT						
<hr/>							
<b>PRECEPT</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
	43 Precept		88,746.00				88,746.00
			88,746.00				88,746.00
<hr/>							
<b>Salary</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
	1 Clerk Salary			33,684.00	14,095.06		19,588.94
	3 Village Cleaner			2,300.00	942.00		1,358.00
	4 National Insurance Contrib			3,400.00	1,580.64		1,819.36
				38,384.00	16,617.70		22,766.30
<hr/>							
<b>Village Maintenance</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
	20 Grounds, Contract A (Inc C			8,910.72	3,712.80		5,197.92
	21 Grounds, Contract B (Old I			910.35	379.30		531.05
	22 Grounds, Contract E (Gret			1,456.56	606.90		849.66
	23 Grounds, Contract D (Calf			546.21	227.60		318.61
	25 Grounds - Extras			1,000.00	120.00		880.00
	26 Grounds - Strimming			2,520.00	2,016.00		504.00
	28 Equipment New			1,000.00	98.90		901.10
	30 Contingencies / Sundries			500.00	341.30		158.70
	31 Recreation Equipment			4,000.00			4,000.00
	32 War Memorial			200.00			200.00
	33 Tree Maintenance			3,000.00	230.00		2,770.00
	35 Amenity Cleansing			6,300.00	1,494.51		4,805.49
	68 The Cut Peppercorn Rent			1.00			1.00
	69 Office Extension Pepperc			1.00			1.00
				30,346.84	8,227.31		21,118.53
<hr/>							
<b>NET TOTAL</b>				<b>88,026.00</b>	<b>88,746.84</b>	<b>82,978.68</b>	<b>144,788.38</b>

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

13 September 2024 (2024-2025)

**Kedington Parish Council**  
**Reserves Balance**  
**2024-2025**

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<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Capital</b>					
General Reserves	62,130.48	11,162.25			73,292.73
<b>Total Capital</b>	<b>62,130.48</b>	<b>11,162.25</b>			<b>73,292.73</b>
<b>Earmarked</b>					
Recreation Equipment	1,314.90	4,000.00			5,314.90
War Memorial	728.00	200.00			928.00
Legal Fees	4,000.00				4,000.00
Training	300.00				300.00
Elections	2,918.09				2,918.09
<b>Total Earmarked</b>	<b>9,260.99</b>	<b>4,200.00</b>			<b>13,460.99</b>
<b>TOTAL RESERVE</b>	<b>71,391.47</b>	<b>15,362.25</b>			<b>86,753.72</b>
<b>GENERAL FUND</b>					<b>53,890.21</b>
<b>TOTAL FUNDS</b>					<b>140,643.93</b>

# ANNEX 2

## Section 3 – External Auditor’s Report and Certificate 2023/24

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 2024; 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 2023/24

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.

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

None

### 3 External auditor certificate 2023/24

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 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

15/08/2024



# ANNEX 3

## Kedington Parish Council

### Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31<sup>st</sup> March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for Kedington Parish Council for the year ended 31 March 2024 has been completed and the accounts have been published.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Kedington Parish Council on application to:

Mr John Boxall  
Kedington Parish Council  
c/o Village Stores  
17 Silver Street  
Kedington  
Haverhill  
Suffolk  
CB9 7QG  
Tel: 01440 708577  
Email: clerk@kedingtonpc.org.uk

By appointment only between 9.00 a.m. and 4.00 p.m.

3. Copies will be provided to any local government elector of the area on payment of £0.20 pence for each copy of the Annual Governance & Accountability Return.


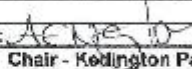
Announcement made by: Mr John Boxall  
Clerk to Kedington Parish Council

Date of announcement: 16<sup>th</sup> August 2024

# ANNEX 4

## KEDINGTON PARISH COUNCIL

### CLERK'S MILEAGE & EXPENSES

DATE	PURPOSE OF JOURNEY	MILES	CAR PARK	EXPENSES
28/3/24	PC Agenda removed from noticeboards	3.00		
12/4/24	PC Agenda to noticeboards	3.00		
18/4/24	PC Agenda removed from and PCC election notices to noticeboards	3.00		
3/5/24	PCC election notices removed from noticeboards	3.00		
17/5/24	PC Agenda and Annual Parish Meeting Agenda to noticeboards	3.00		
23/5/24	PC Agenda removed from noticeboards	3.00		
30/5/24	Annual Parish Meeting Agenda removed from noticeboards	3.00		
31/5/24	Notice of the exercise of public rights to noticeboards	3.00		
4/6/24	Notice of General Election to noticeboards	3.00		
14/6/24	PC Agenda to noticeboards	3.00		
20/6/24	PC Agenda and Notice of General Election removed from noticeboards, Election Agents and Statement of Persons Nominated to noticeboards.	3.00		
15/7/24	Election Agents, Statement of Persons Nominated and Notice of the Exercise of Public Rights from noticeboards.	3.00		
26/7/24	PC Agenda to noticeboards	3.00		
1/8/24	PC Agenda removed from noticeboards	3.00		
16/8/24	Notice Of Conclusion Of Audit to notice boards	3.00		
13/9/24	PC Agenda to noticeboards and Notice Of Conclusion Of Audit removed from notice boards	3.00		
	<b>Total miles</b>	<b>48.00</b>	<b>0.0</b>	<b>0.0</b>
	0.45 pence per mile =	21.60		
	Car park =		£0.00	
	Expense =			£0.00
	<b>Total claim =</b>			<b>£21.60</b>
	Signed: 			
	Parish Clerk			
	Signed: 			
	Chair - Kedington Parish Council			