

Minutes of Kersey Parish Council ordinary meeting held on Monday 6 March 2023 at Kersey Village Hall at 7.30pm

Present: John Hume (Chair), David Butcher, Penny Calnan, Esme Chapman and Richard Walker

In attendance: Sarah Partridge (Clerk), Leigh Jamieson (BDC, Natalie Blyth (Internal Auditor) and one member of the public for part of the meeting.

The Chair invited the member of public present to speak. He is the owner of Curtis Farm which the Parish Council had received concerns that work had been carried out to this listed building without planning consent. The owner reassured the Parish Council that they had been working with the planning department at Babergh and the heritage officer when drawing up plans for work at their property. They had received planning consent for the works which are in progress. They are very aware of their responsibilities as owners of this historic listed property and were disappointed that unfounded concerns had been raised. The Chair thanked him for coming to the meeting to explain the situation to the Parish Council. There is a further update about this matter under planning later in the meeting.

The member of the public left the meeting.

31/23 Apologies –Apologies were received and accepted from Andrew Rogers (work). Robert Lindsay (SCC) had sent his apologies.

32/23 Co-option to fill the vacancy for one Parish Councillor

This vacancy can be filled by co-option, although the term of office only runs until May when Parish Council elections are taking place.

The notice of Election will be published on 16 March on the Kersey website and displayed on The Splash noticeboard. The Parish Council election has already been promoted in the Kersey newsletter. Anyone wishing to stand for election must hand deliver nomination papers to a Babergh Officer by Tuesday 4 April. Information, links to print nomination papers and book appointments is published on the Kersey Parish Council page of the website. A Babergh officer will be available to receive papers in Hadleigh on 17 and 27 March as well as other locations around the district. An appointment must be booked. All current Councillors will be emailed this information. The Clerk advised Councillors about the 'Pre election period' – a time when the Council should not be starting on new projects or promoting the work of individual Councillors so it is not seen as intending to influence voters.

At polling stations on 4 May all electors will need to take photographic identification in order to vote. This must be a formal document such as a driving licence, blue badge, passport, older persons bus pass etc. It does not need to be in date but it must have an easily recognisable photographic likeness. If you do not have one of these you can contact Babergh to request a Voter Authority Certificate. Councillors were asked to promote this message. A note will be put in the newsletter to remind parishioners.

33/23 Accept Members' Declarations of Interest

John Hume declared an interest in application DC/23/00663 Leys House, Church Hill due to a personal conflict of interest.

34/23 Consider any Dispensation requests for Pecuniary Interests received from Councillors – None received

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35/23 Public forum and reports

Reports had been circulated to all Councillors and published on the website before the meeting. Both reports are appended to these minutes.

- a. Suffolk County Councillor** – A report from Robert Lindsay was received. There were no questions.
- b. Babergh District Councillor report** – A report from Leigh Jamieson was received and Leigh answered questions from Councillors.
- c. Parish Time – Parishioners’ opportunity to raise matters and ask questions**

The current editor of the Kersey newsletter is stepping down. Anyone interested in becoming the new editor should contact Colin Grannell or Rachel Wells. It was brought to the attention of the Parish Council that the postman is retiring. The Parish Council agreed he would be missed by the community. It would be left to individuals as to how they wished to thank the postman. There seems to be an increase in littering on our roads, particularly the main roads.

36/23 Minutes of the previous meeting

The minutes of the meeting held on 30 January 2023 were confirmed as being correct and signed.

37/23 Clerk’s Report

The Clerk has been in contact with Kersey School. Their eco committee is keen to join in and support the community by holding a spring litter collection in areas near the school. The Clerk will lend them the litter pickers. The Clerk regularly updates the Kersey Community google calendar on the website with the details of events being organised. This is useful resource to check when planning events and to see what is going on in Kersey.

38/23 Correspondence

All correspondence for the Parish Council had been circulated to Councillors. The following item was noted:

Highways have sent notification that they will be completing pre-surface dressing repairs to roads in the Kersey Tye, Uplands and Williams Green area between 15 March and 12 April. Various roads may be temporarily closed, diversions will be put in place as necessary.

39/23 Finance

- a)** A financial statement, showing bank balances, receipts and payments for approval had been circulated to Councillors before the meeting; this is appended to the minutes. All payments were approved. Cashbook printouts were tabled for Councillors to view at the meeting.
- b)** The Council reviewed actual spending against the budget. The increase on budgeted spending is explained by the LED street lighting conversion project, which has been funded from the fixed asset reserve. This capital cost will be paid back to the fixed asset reserve from the street lighting budget over a period of years.
- c)** Penny Calnan confirmed she had checked and verified the bank reconciliation against the bank statements and the cashbook.
- d)** The Council reviewed and approved the updated reserves policy.
- e)** The Clerk confirmed the fidelity guarantee covers up to £50,000. This amount more than covers the funds held in the bank, including after the first instalment of the precept is received in April.

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40/23 Planning applications

a) Progress

Curtis Farm - The Clerk had spoken to an enforcement officer at Babergh regarding the possible non-compliance with planning and development at Curtis Farm. The officer had investigated and found there was no case for enforcement action. The work being carried out to the listed property has planning permission. The property owners are working with the planning department and heritage officers to ensure the work and all conditions of the planning consent are complied with. The chicken run, coop and vegetable garden cage are not considered to be in the curtilage of the listed building. They are sympathetic to the surroundings and not too large in proportion to their setting. They are the sort of thing you would expect to see in a farmhouse surroundings and there is no action that needs to be taken by enforcement.

b) Planning applications to consider

DC/23/00387 Manor Farm, Williams Green, Kersey, IP7 6EP

Proposal: Householder Application - Erection of single storey rear extension.

DC/23/00388 Manor Farm, Williams Green, Kersey, IP7 6EP

Proposal: Application for Listed Building Consent - Erection of single storey rear extension.

The applicant was not present.

The Council unanimously supported both these applications, subject to the conditions suggested in the Babergh Heritage Team report.

John Hume declared and interest and left the meeting.

DC/23/00663 Leys House, Church Hill, Kersey, Ipswich Suffolk IP7 6DZ

APPLICATION FOR PLANNING PERMISSION WITHOUT COMPLIANCE OF CONDITION(S) -

Proposal: Application under S73a for Removal or Variation of a Condition following grant of Planning Permission DC/21/02345 dated 17/06/2021 Erection of detached home office with guest accommodation (following demolition of greenhouse). Town and Country Planning Act 1990- To vary Condition Number: 2 (Approved Plans and Documents), Condition 3 (Agreement of Materials) and Condition 6 (Retaining Wall and Steps).

The Councillors present elected Penny Calnan to Chair this section of the meeting.

The applicant was not present.

The Council found this a difficult application to consider approval of since this development has already been carried out. It is not in accordance with the planning permission granted (DC/21/02345) and it does not comply with the conditions of that permission. The Parish Council would not wish to see this set a precedent for future non-compliance with planning conditions by other property owners. The Council agreed to neither support or object to this application but to bring to the attention of the planning department their concerns with the development:

The new development can be seen, in the distance, from a road in the Parish.

The size of the new terrace is quite large in relation to the original greenhouse (now demolished).

There may have been a tree or trees removed from the site as a result of this development.

There is concern of possible noise nuisance with the use of the hot tub, which does not appear on the original plans in application DC/21/02345.

John Hume re-joined the meeting.

Site visits had been stopped during Covid. It was agreed that the need for a site visit would continue to be considered on a case-by-case basis. There are times when a site visit can provide a better understanding of the development proposal in the context of the application site when this has not been provided in the application documents, using satellite imaging or viewing from the public highway.

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Leigh Jamieson gave his apologies and left the meeting.

41/23 Footpath Working Group

A report was received from Kevin Pratt. The paths under contract with Suffolk County Council had all had surface clearance works carried out twice during last year. Some had received additional cuts to ensure they were clear for walkers. It is hoped to hold a meeting for Footpath working group volunteers towards the end of March. The key priority being to ensure all the paths have an allocated volunteer ahead of the new mowing season. The risk assessment has been reviewed and updated by The Clerk and will be given to all volunteers. Kevin is going to stand down as Chair in April. He thanked all the volunteers for their work and support over the years he has been Chair of the Footpath working group. The Council wished to pass on to Kevin their thanks for his excellent work as Chair of this group and that of all the volunteers for keeping the footpaths in Kersey in such good condition.

42/23 KCPC Working Group

A quarterly inspection will be carried out this month and KCPC will shortly be looking at the mowing rota and arranging a maintenance morning.

43/23 Consider progress on whether Kersey should have a Village Emergency Telephone System

To date not enough volunteers have come forward for a Village Emergency Telephone System to operate. The defibrillator continues to be available for use in an emergency. It is housed near the back of The Bell Inn. There is also another public access defibrillator located at Kersey Mill. The Clerk regularly checks the defibrillator and these are reported on the Community Heartbeat Trust Webnos system.

44/23 Consider a Coronation celebration for Kersey

The general feedback from Parishioners and Councillors was that a smaller event, than a street party, should be held to celebrate this historic milestone and bring the community together. The Bell are happy to be involved in some way. It was agreed to hold a community picnic on The Glebe, with everyone bringing their own picnic, chairs or picnic blanket. The VPA pole marquee has been booked to provide a focal point and cover in the event of poor weather. The bunting stored in the village hall used at the Jubilee and QEII coronation will be used for decoration. The picnic will be held on Sunday 7 May at 12 noon. The Bell will be asked if they would like to run an outside bar on The Glebe. A risk assessment will be carried out. There will need to be a team to help put up and decorate the marquee. The Clerk will check whether the church will be open so the loo can be used. The school families and staff will be invited to join in with this event. The school will also be asked if they have any games/activities which could be loaned for the event to entertain the children. A separate invitation will be included with the April newsletter to invite the whole community. Councillors were also asked to promote the event.

45/23 Review effectiveness of internal audit and internal control systems

The Council reviewed and approved their internal control systems. It was agreed these are appropriate and the processes and safeguards are evident in the work of the Council. The internal auditor, Natalie Blyth, had reviewed these documents and confirmed she felt the procedures and safeguards are

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suitable. She also confirmed her independence from the Council and that she would be happy to continue as internal auditor for the Parish Council. The Council went through the review of effectiveness, appended. This confirms the scope, independence, competence, relationships, audit planning and reporting are all appropriate and were achieved during the year.

46/23 Review Risk Management Policy, Business Risk Register and risk assessments

The Council reviewed the Risk Management Policy, no changes were made to this policy as it remains appropriate. The Council reviewed the updated risk assessments, appended, and resolved to approved them all. A question was asked about how the actions are followed through. The Clerk confirmed that all volunteers are given an updated risk assessment relevant for the tasks they are completing. Data protection legislation is being followed and personal data is effectively protected by the Parish Council. It was noted that Councillors need to ensure they protect personal data and confidentiality when using email for Council business. These documents show there is effective management of the risks facing the Council.

47/23 Consider progress on the Parish Review and creating a public consultation questionnaire

The Babergh communities team are able to support this review and the Clerk will liaise with them to get things started. Due to the pre-election period Councillor input into this project will be delayed until after the election in May.

48/23 Agree content for the newsletter article 'Pride in our Parish'

It was agreed to write an article thinking our postman, who is retiring. Also, to thank the playground, footpath and KVG volunteers for all their work during the year and encourage more volunteers to come forward to join these working groups.

49/23 Training

SALC continues to offer online training as published on their website and circulated to Councillors. No new Councillor training will be booked until after the May elections. The Clerk had attended a Clerk networking session and an election briefing.

50/23 Reports from other meetings

The Clerk and Chair attended the Babergh Parish Liaison meeting in February where Babergh provided updates on their finances, planning, elections and their approach to locality support.

51/23 Forthcoming meetings

- a) Police and Parish Forum 22 March 23 in Hadleigh
- b) SALC Babergh Area Forum 7 March 7pm – 8.30pm on zoom The Chair to attend

52/23 Any other business – Councillors' opportunity to bring matters to the Council's attention

The road sign at Williams Green has been reinstated following repairs.

There has been very little interest in a Parish email update system so it will not be pursued at this stage.

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It was asked where footpath maps are available from? The Clerk confirmed they are in the Church and she will speak to The Bell to see if they could be an additional outlet.

The Annual Parish Assembly will be held on Monday 17 April at 7.30pm in Kersey Village Hall. This is an open meeting for all residents in the Parish. Annual reports will be received from all community organisations. This assembly may be immediately followed by a short Parish Council meeting if there are any urgent matters which need discussing before the Annual Parish Council meeting on 15 May 2023.

There being no further business the meeting closed at 9.36 pm.

Appended to these minutes are 23 pages:

- Suffolk County Councillor report from Robert Lindsay
- Babergh District Council report from Leigh Jamieson (2 pages)
- Kersey Parish Council finance sheet and cashbook printouts for 30 January 2023 (3 pages)
- Kersey Parish Council budget comparison (2 pages)
- Review effectiveness of internal audit
- Business Risk register and risk assessments (14 pages)

Signed

Date

Report for Kersey Parish Council 6/3/23

by County Councillor Robert Lindsay

Coronation Street Parties

The county council is waiving the fee for road closures for parishes wanting to have a street party. Details and guidance can be found on the SCC website link below. Application deadline is April 1st.

<https://www.suffolk.gov.uk/roads-and-transport/the-coronation-of-his-majesty-king-charles-iii>

County budget

For the 2023/24 budget the county council has now formally voted to increase the council tax precept by 4%, below the 5% cap they are allowed. An amendment by our political group (Green, LibDem, Independent) to raise it to just below the 5% cap to help fund social care and public transport was voted down.

As if to emphasise the need for more cash, the cabinet met February to discuss forecasts for its current year budget. The latest forecasts show that the council is having to use more reserves (£67m bringing the total reserves from £223m to £156m) than anticipated to cover additional costs in running its services. Our Group are concerned with the long-term effects of the Council's financial strategy.

£1bn 20-year Highways contract awarded to Milestone Infrastructure

The county's Highways maintenance contract with Kier Group is due to expire on October 1st. Kier failed to make the three-strong shortlist for the re-tendered contract which has now been awarded to Milestone, part of venture capital-owned M Group Services. Milestone, originally the UK facilities management arm of Swedish construction giant Skanska, will be responsible for maintenance of roads, pavements, rights of way, drainage, hedge trimming, construction of new road schemes, snow-clearing and gritting.

The contract is worth between £800 million and £1 billion. The tender aimed to ensure Milestone uses local suppliers and services where possible. Milestone's parent M Group is one of the top rated business support services companies for environmental and social governance.

Fire & Rescue Service's new risk management plan

The plan, approved by cabinet in February outlines all foreseeable risks in Suffolk and indicates the service's priorities and proposals to improve the service. Currently, the service suffers from low recruitment, poor retainment of officers, unmet response targets, and an increase in demand through extreme heatwaves caused by climate change. Our group supported the plan, but more investment is needed for this essential and increasingly needed service.

District Councillor Report

Budget News

The current economic situation has put pressure on the Council to deliver a balanced budget this year. The net cost of delivering services is set to increase by almost 20% from £10.43m in 2022/3 to £12.45m in 2023/24, while the cost of running and maintaining the council's housing stock has already increased by 50%.

It was a difficult decision to agree to this year's budget because while the Council has been able to use savings and investments to balance the books, next year's budget will see a 2.99% increase to the district council's share of council tax - the equivalent of an extra £5.30 a year, or 10p a week for residents in a Band D property.

Council tenants will also see a 7% increase in rents to try to keep pace with increased costs and ensure necessary investment in repairs and maintenance across the council's social housing stock. This will mean average weekly social rent increasing by £6.68 a week from £95.47 to £102.15. For affordable housing, weekly rents would increase by £9.41 from £134.39 to £143.80.

Although the books were balanced this year, the outlook for the forthcoming years is much more challenging.

Housing

Following an in-depth review of the Councils' Building Services the Council have self-referred themselves to the regulator for social housing. A number of properties were found to be failing Health & Safety compliance.

Detailed investigations showed that some of homes were not compliant, and that the current situation was:

In Babergh, of 3,502 properties

- 116 did not have an up-to-date electrical safety report.
- Seventy-two were overdue a gas safety inspection.
- Thirty-two were overdue asbestos re-inspection surveys.

A Regulatory Notice was issued for this breach of compliance. This means it will now monitor Babergh and Mid Suffolk Councils and will meet with the Council regularly to ensure the necessary changes are being made.

Also in housing, there are currently around 1000 homes across both districts sitting empty. To help bring these houses into use Babergh and Mid Suffolk District Councils have introduced their Houses4Homes service, providing help and support for owners of properties that have been empty for six months or more.

Houses4Homes supports the councils' aim to reduce the number of long-term empty properties within the districts, by helping to bring them back into use and discourage owners from leaving them empty.

New Depot funding

The councils have also sought agreement to add £6m to each budget to start the search for a single depot. The plan is to close three aging sites and consolidate them into a single 8-acre site at a location close to the A14, for the councils' 200 shared operational staff and fleet – including waste services, public realm, and building services and repairs teams.

Now the councils have approved funding, the next stage of the project will involve developing a more detailed business case.

Enso Solar Farm

The decision to locate a 30Mw solar farm between Burstall & Flowton is still up in the air. The application was approved by Babergh planning committee on the 8th Feb by a narrow margin, but was then rejected by Mid Suffolk the following week. This leaves the applicant to decide how to progress, but they are expected to progress with the appeal that they have already initiated.

As a member of the Babergh planning committee that approved the application I felt that it was a very difficult decision to make, and it ultimately came down to energy versus food. I felt that the benefits of securing renewable energy, in this case, along with the biodiversity benefits it accrued outweighed the loss of these fields.

May Elections

The council will be supporting the Electoral Commission's 'Got 5?' campaign running through March and April to raise awareness of upcoming elections and drive voter registration. The Commission will be advertising across a combination of channels including TV, radio, posters, social media, website banners, cinema advertising, and Google search. Babergh and Mid Suffolk Council will also be sharing the messages through the council's social media channels and invite our towns and parishes to do the same.

KERSEY PARISH COUNCIL
1 April 2022 - 31 March 2023

Printed on 03/03/2023

RECEIPTS

Date	Credit ref	Detail	Precept	Footpath	Jubilee	KCPC	Other Receipts	VAT	Total Receipts	Sub total
1-Apr-22		Balance brought forward		£ 3,864.82		£2,886.70	£ 14,306.10		£ 21,057.62	
1-Apr-22	Direct C	Lottery Community Fund - Jubilee grant			£ 2,780.00				£ 2,780.00	
11-Apr-22	Direct C	Babergh 50% Precept	£ 5,040.00						£ 5,040.00	£ 28,877.62
12-May-22	Direct C	W Steed - Jubilee			£ 75.00				£ 75.00	
19-May-22	Direct C	E Chapman - Jubilee			£ 10.00				£ 10.00	£ 28,962.62
6-Jun-22	bank	Bank interest 7 Mar-5 Jun					£ 1.85		£ 1.85	
7-Jun-22	Direct C	Babergh - Jubilee minor grant			£ 500.00				£ 500.00	£ 29,464.47
26-Jul-22	Cash Dep	Jubilee - Guest contributions			£ 170.00				£ 170.00	
27-Jul-22	200001	Jubilee - Guest contributions			£ 65.00				£ 65.00	£ 29,699.47
5-Sep-22	bank	Bank interest 6 Jun-4 Sep					£ 7.77		£ 7.77	
12-Sep-22	Direct C	Babergh 50% precept	£ 5,040.00						£ 5,040.00	
26-Sep-22	Direct C	SCC Rights of way surface clearance		£ 376.24					£ 376.24	£ 35,123.48
14-Nov-22	Cash Dep	KCPC Quiz				£ 804.51			£ 804.51	
14-Nov-22	200002	KCPC Quiz				£ 45.00			£ 45.00	
14-Nov-22	Direct C	M Pertwee - KCPC quiz				£ 45.00			£ 45.00	
28-Nov-22	200003	KCPC Quiz - donation				£ 200.00			£ 200.00	£ 36,217.99
5-Dec-22	bank	Bank interest 5 Sep-4 Dec					£ 14.43		£ 14.43	
22-Dec-22	Direct C	HMRC VAT refund						£1,477.11	£ 1,477.11	£ 37,709.53
			£10,080.00	£ 4,241.06	£ 3,600.00	£3,981.21	£ 14,330.15	£1,477.11	£ 37,709.53	

Total income this year (less balances brought forward) £ 16,651.91

KERSEY PARISH COUNCIL
1 April 2022 - 31 March 2023

Printed on 03/03/2023

PAYMENTS

Date	Cheque No	Detail	General Admin	Clerk's Salary & Staff Costs	Training/ external meetings	Street Lighting	Footpath	Jubilee	KCPC	S137	Other Payments	VAT	Total Payments	Sub total
16-May-22	101307	c SALC/NALC - Annual subs	£ 189.88										£ 189.88	
16-May-22	101308	c Suffolk.cloud - website hosting	£ 120.00										£ 120.00	
16-May-22	101309	c The Catering Experience - Jubilee						£ 1,256.00					£ 1,256.00	£ 1,565.88
	101310	x Cheque cancelled											£ -	
	101311	x Cheque cancelled											£ -	
7-Jun-22	101312	c Fresh Spice - Jubilee						£ 850.00					£ 850.00	
7-Jun-22	101313	c L Newbigging - Jubilee						£ 59.48				£ 0.83	£ 60.31	
7-Jun-22	101314	c S Partridge - Jubilee						£ 101.50				£ 11.47	£ 112.97	
7-Jun-22	101315	c J Hume - Jubilee						£ 220.27				£ 44.07	£ 264.34	
15-Jun-22	101316	c D Rogers (Bell Inn) - Jubilee						£ 152.70					£ 152.70	
15-Jun-22	101317	c Suffolk Fresh Strawb - Jubilee						£ 132.00					£ 132.00	
27-Jun-22	101318	c Suffolk Concert Band - Jubilee						£ 300.00					£ 300.00	£ 3,438.20
4-Jul-22	101319	c S Partridge - Clerk's salary		£ 1,309.69									£ 1,309.69	
4-Jul-22	101320	c S Partridge - Home work exp	£ 52.00										£ 52.00	
4-Jul-22	101321	c S Partridge - Clerk's exp	£ 39.14									£ 6.94	£ 46.08	
4-Jul-22	101322	c E Chapman - Cllr training			£ 156.00							£ 31.20	£ 187.20	
4-Jul-22	101323	c Tilian Partnership - Glebe maint									£ 100.00		£ 100.00	
14-Jul-22	101324	c Kersey Projects - Jubilee						£ 247.03					£ 247.03	£ 5,380.20
19-Aug-22	101325	c WJ Green - KCPC mower							£ 245.83			£ 49.17	£ 295.00	£ 5,675.20
5-Sep-22	101326	c S Partridge - Clerk's salary		£ 1,309.69									£ 1,309.69	
5-Sep-22	101327	c S Partridge - Home work exp	£ 52.00										£ 52.00	
5-Sep-22	101328	c Kersey Village Hall - hire	£ 67.00										£ 67.00	
21-Sep-22	DD	c ICO - Data protection reg	£ 35.00										£ 35.00	£ 7,138.89
26-Sep-22	101329	c Business Services CAS - insurance									£ 294.28		£ 294.28	£ 7,433.17
21-Nov-22	101330	c St Mary's PCC									£ 460.00		£ 460.00	
21-Nov-22	101331	c Community Heartbeat Trust									£ 126.00	£ 25.20	£ 151.20	
21-Nov-22	101332	c K Pratt - Footpath exp					£ 68.86				£ 9.98	£ 15.77	£ 94.61	
	101333	x Cheque cancelled											£ -	
21-Nov-22	101334	c Tilian Partnership - Glebe maint									£ 100.00		£ 100.00	£ 8,238.98
1-Dec-22	101335	x Playsafety Ltd cheque lost and stopped									£ 91.00	£ 18.20	£ 109.20	
8-Dec-22	101336	c WJ Green - Footpath mowers					£ 290.23					£ 58.06	£ 348.29	£ 8,696.47
30-Jan-23	101337	WJ Green - Footpath mowers					£ 122.38					£ 24.48	£ 146.86	
30-Jan-23	101338	S Partridge - Clerk's salary		£ 190.50									£ 190.50	
30-Jan-23	101339	S Partridge - Clerk's salary		£ 1,492.56									£ 1,492.56	
30-Jan-23	101340	S Partridge - Home work exp	£ 78.00										£ 78.00	
30-Jan-23	101341	S Partridge - Clerk's exp	£ 48.27									£ 9.35	£ 57.62	£ 10,662.01
28-Feb-23	101335	x Playsafety Ltd cheque lost and stopped									-£ 91.00	-£ 18.20	-£ 109.20	
28-Feb-23	101342	Playsafety Ltd - RoSPA insp									£ 91.00	£ 18.20	£ 109.20	
28-Feb-23	101343	SCC - Street lighting LED conversion				£ 2,450.20						£ 490.04	£ 2,940.24	

£ 681.29 £ 4,302.44 £ 156.00 £ 2,450.20 £ 481.47 £ 3,318.98 £ 245.83 £ - £ 1,181.26 £ 784.78 £ 13,602.25

Net total (No VAT) £ 12,817.47

Kersey Parish Council Finance

Details for Parish Council Meeting on 6 March 2023

Bank Balances at 31 January 2023

Business Premium Account	£27,648.61
Current Account	£1,891.86
	<u>£29,540.47</u>

Transfers between Business Premium and Current account since the last report

22-Feb-23	Transfer from BPA to current account	£2,000.00
03-Mar-23	Transfer from BPA to current account	£4,500.00

Income received since the last report

£0.00

Payments made since the last report

<u>Date</u>	<u>Chq no.</u>		
28-Feb-23	101342	Playsafety Ltd - RoSPA inspection	£109.20
28-Feb-23	101343	SCC - LED street lighting conversion	£2,940.24
			<u>£3,049.44</u>

Payments Due

<u>Chq no.</u>		
101344	S Partridge - Clerk's Salary	£1,492.56
101345	S Partridge - Clerk's Salary holiday pay	£556.68
101346	S Partridge - Clerk's Home working expenses	£78.00
101347	S Partridge - Clerk's expenses	£15.79
101348	Kersey Village Hall - hire	£48.00
		<u>£2,191.03</u>

Cheque 101335 for £109.20 to Playsafety Ltd lost in the post. Cheque stopped by Barclays Bank

Expenditure Agreed

Prepared by the Clerk for Kersey Parish Council

Kersey Parish Council Budget Versus Actual Receipts

Printed on 03/03/2023

Actual at 31/03/2021	Actual at 31/03/2022	Receipts	Budget yr ending 31/03/23	Actual to 1 March 23	Estimate at 31/03/2023	Budget yr ending 31/03/24	
£ 8,716.00	£ 9,533.00	Precept	£ 10,080.00	£ 10,080.00	£ 10,080.00	£ 11,420.00	
	£ 164.00	Babergh council tax support grant	£ -		£ -	£ -	
	£ 1,750.00	Filming donations	£ -			£ -	
£ 8.26	£ 2.01	Bank interest	£ 2.00	£ 24.05	£ 30.00	£ 15.00	
£ 831.00	£ -	Insurance claim for stolen bench	£ -		£ -	£ -	
£ 5.33	£ 2.93	Millennium Book Fund	£ -		£ -	£ -	
£ 729.16	£ 752.48	Footpath working group	£ 752.48	£ 376.24	£ 752.48	£ 752.48	
£ -	£ -	Jubilee working group	£ 3,280.00	£ 3,600.00	£ 3,600.00	£ -	
£ 1,831.67	£ 2,293.33	KCPC working group	£ 1,000.00	£ 1,094.51	£ 1,094.51	£ 1,000.00	
£ 533.72	£ 122.69	VAT repayment	£ 1,477.11	£ 1,477.11	£ 1,477.11		
£12,655.14	£14,620.44	Total receipts	£ 16,591.59	£ 16,651.91	£ 17,034.10	£ 13,187.48	
				Add to reserve	Estimate at 31/03/23		
		Reserves (Cash at bank)					
£ 3,271.96	£ 3,864.82	Footpath working group					
£ 4,776.94	£ 2,886.70	KCPC working group (ring fenced)					
£ 200.00	£ 200.00	Audit reserve		£ -	£ 200.00		
£ 449.19	£ 699.19	Training reserve					
£ 836.06	£ 925.06	Defib and VETS reserve					
£ 319.71	£ 484.71	Election expenses reserve		£ 165.00	£ 649.71		
£ 1,950.00	£ 2,080.00	Church Walk future maint reserve		£ 130.00	£ 2,210.00		
£ 358.50	£ 433.50	Footpath map printing reserve		£ 75.00	£ 508.50		
£ 2,957.53	£ 4,003.71	Fixed asset reserve					Some to be used for street lighting LED conversion
	£ 1,468.98	Filming donations reserve		£ 281.02	£ 1,750.00		Jubilee expenses of £281.02 from last financial year covered by external grant payment received in April 2022
	£ 164.00	BDC Council Tax Support grant res					
£ 5,199.36	£ 3,846.95	General Parish Council reserve					
£20,319.25	£21,057.62	Reserves					
£ 2,871.84	£ -	Millennium Book Fund account			£ -		Account closed Dec 2021 £2874.77 to KCPC Min 156/21
		General PC reserves policy - hold 6-12 months gross expenditure (£5,439 - £10,877 (5 yr average))					
		General PC reserves vary from year to year partly due to VAT being reclaimed the following year.					
		Yr end 31/03/2024 Precept £11,420 approved 30 Jan 23 Min ref 25/23 Tax base 192.58 = £59.30/yr for band D property 11.2 % increase					
		Yr end 31/03/2023 Precept £10,080 approved 31 Jan 22 Min ref 20/22 Tax base 189.02 = £53.32 for band D property 0 % increase					
		Yr end 31/03/2022 Precept £9,533 approved 18 Jan 21 Min ref 16/21 Tax base 178.78 = £53.32 for band D property 11.36% increase					
		Yr end 31/03/2021 Precept £8,716 approved 16 Dec 19 Min ref 206/19 Tax base 182.02 = £47.88 for band D property, 6.8% increase.					

Kersey Parish Council Budget versus actual Payments

Printed on 03/03/2023

Actual at 31/03/2021	Actual at 31/03/2022	Payments	Budget yr ending 31/03/23	Actual to 1 March 23	Estimate at 31/03/2023	Budget yr ending 31/03/24	Notes
£ 35.64	£ 79.88	Post/tel/stationery/copier cart	£ 135.00	£ 87.41	£ 92.85	£ 135.00	
£ 208.00	£ 208.00	Clerk's working from home exp	£ 208.00	£ 182.00	£ 260.00	£ 312.00	Increase to £6/week from 1 Oct 22
£ 76.69	£ 80.98	Hall hire for meetings	£ 132.00	£ 67.00	£ 115.00	£ 140.00	Village hall ctee room £7 main hall £12
£ 183.56	£ 188.56	SALC/NALC subscription	£ 190.00	£ 189.88	£ 189.88	£ 205.00	SALC 23/24 6% inc, NALC 7.71pence/elector (Dec 22 286 electors)
£ -	£ -	External audit	£ -	£ -	£ -	£ 10.00	Fees to year ending 2027 £210 unless exempt (£200 in reserve)
£ 35.00	£ 35.00	Data protection	£ 40.00	£ 35.00	£ 35.00	£ 40.00	ICO reg currently £5 discount for DD payment
£ 110.00	£ 110.00	Website hosting	£ 110.00	£ 120.00	£ 120.00	£ 120.00	Suffolk.cloud inc £10 fee for security certificate
£ 648.89	£ 702.42	Administration sub total	£ 815.00	£ 681.29	£ 812.73	£ 962.00	
£ 5,786.33	£ 5,742.01	Staff costs	£ 6,330.00	£ 4,302.44	£ 6,351.68	£ 7,200.00	SCP23 overspend funded from contingencies
£ 25.00	£ -	Training and external meetings	£ 250.00	£ 156.00	£ 250.00	£ 250.00	whole Council 2hrs £220, Cllr £156, others approx £50 mileage £100
£ 256.33	£ 259.95	Street lighting	£ 540.00	£ 2,450.20	£ 2,990.20	£ 540.00	LED conversion Sept 22 (£2450 funded from fixed asset reserve) LED energy usage lower, budget to remain same to pay back conversion capital cost to fixed asset reserve
£ 343.93	£ 343.94	Insurance (PC & Glebe)	£ 355.00	£ 294.28	£ 355.00	£ 615.00	PC Oct 20 CAS 3 year lta (Oct 23 will need new cover - quoted £560) (Glebe approx £55)
£ 80.00	£ 54.00	Glebe hedgecut	£ 85.00		£ 85.00	£ 95.00	
	£ -	Mowing the Glebe	£ 100.00	£ 200.00	£ 200.00	£ 250.00	year ending 31 Mar 23 £100 to come from contingencies
£ 86.00	£ 89.50	RoSPA inspection	£ 93.00	£ 91.00	£ 91.00	£ 100.00	
£ 29.24	£ -	Bin emptying charges	£ -	£ 9.98	£ 15.00	£ 20.00	Volunteer empties foc. Bin bags £20. BDC subsidised service £47/dog £40/litter. PC has 4 dog & 2 litter bins (if BDC cost £268)
£ 420.00	£ 460.00	St Mary's PCC	£ 460.00	£ 460.00	£ 460.00	£ 500.00	split: £265 Churchyd £190 Nletter £45 Clock (last inc Nov 2022)
£ 126.00	£ 126.00	Defibrillator annual support	£ 215.00	£ 126.00	£ 215.00	£ 215.00	CHT Defib managed solution £135, X2VETS £180 (reduced by £100 from Defib & VETS reserve)
£ -	£ -	Parish Council election costs	£ -		£ -	£ -	Paid from election reserve
£ 55.00	£ -	Footpath map leaflet redesign	£ -		£ -	£ -	
£ 315.00	£ -	Fixed assets	£ -		£ -	£ -	
£ -	£ -	Section 137	£ -		£ -	£ -	
£ 8,171.72	£ 7,777.82	General PC payments	£ 9,243.00	£ 8,771.19	£11,825.61	£ 10,747.00	
		Training reserve				£ -	
		Defib and VETS reserve				£ -	
		Election costs reserve	£ 165.00		£ 165.00	£ 165.00	4 year cycle (May 23) full £1,080, combined £920, uncontested £125
		Church Walk future maint reser	£ 130.00		£ 130.00	£ 130.00	Build up reserve for future maint costs
		Footpath map printing reserve	£ 75.00		£ 75.00	£ 75.00	Build up reserve for reprint £75/year (approx 1,000 maps/yr)
		Fixed asset reserve	£ -			£ -	
		General Parish Council reserve	£ -			£ -	
		Contingencies	£ 467.00			£ 303.00	
		Total Precept	£ 10,080.00	£ 8,771.19	£12,195.61	£ 11,420.00	Divide total by tax base of 192.58 to get band D council tax of £59.30
£ 50.58	£ 159.62	Footpath working group	£ 455.00	£ 481.47	£ 455.00		
£ -	£ 281.02	Jubilee working group	£ 3,667.00	£ 3,318.98	£ 3,318.98	£ -	Budget approved 7 Mar 22, 16 May 22 updated to £3,667 min 72/22 £281.02 spent in last financial year
£ 20.80	£ 7,058.34	KCPC working group	£ 1,847.00	£ 245.83	£ 1,847.00		
£ -	£ -	Agreed spending from reserves	£ 100.00		£ 100.00	£ 100.00	Defibrillator costs funded from Defib and VETS reserve
	£ 7,498.98	Other payments sub total	£ 6,069.00	£ 4,046.28	£ 5,720.98		
£ 8,243.10	£ 7,498.98	Total Budget	£ 16,149.00	£ 12,817.47	£ -	£ 11,520.00	
£ 122.69	£ 1,477.11	VAT on payments		£ 784.78			
£ 8,365.79	£ 16,753.91	Total PC & Other payments plus VAT		£ 13,602.25			

Review of effectiveness of Internal Audit for Kersey Parish Council March 2023

Expected Standard	Evidence of Achievement	Yes or No	Additional comments or action to be taken
Scope of internal audit	<p>Terms of reference were (re)approved by full Council (give date).</p> <p>Scope of audit work takes into account both the council's risk assessment and wider internal control arrangements.</p> <p>Internal audit work covers the council's anti-fraud and corruption arrangements.</p> <p>Is the Council satisfied with what the internal audit work covers?</p> <p>Is any additional internal audit work required?</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p>	<p>16 May 2022 Minute ref 68/22</p>
Independence	<p>Internal Auditor has direct access to those charged with governance.</p> <p>Reports are made in own name to the council.</p> <p>Does the Internal Auditor have any other role within the council?</p>	<p>Yes</p> <p>Yes</p> <p>No</p>	<p>Reports received 11 May 22 min ref 69/22 and 19 Nov 22 min ref 141/22. Reports tabled at Council meetings.</p>
Competence	<p>Is the internal audit work carried out ethically, with integrity, objectivity and a good understanding of local council legislation and procedures?</p>	<p>Yes</p>	
Relationships	<p>Clerk/RFO and Internal audit are consulted on the internal audit plan and on the scope of each audit. (Evidence is on audit files).</p> <p>The responsibilities for Clerk/RFO and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (see risk assessments, job descriptions, terms of reference, Standing Orders and Financial Regulations).</p> <p>The responsibilities of council members for financial management are understood; training of members is carried out as necessary. (See Councillor training record).</p> <p><i>Note: It is the council as a whole that is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk.</i></p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Correspondence 4 May 22, 11 May 22 14 June 22 and 3 March 23</p>
Audit Planning and reporting	<p>Does the internal audit plan take account of all the risks facing the council?</p> <p>The Internal Audit Plan has been approved by the council (give date).</p> <p>Internal Audit has reported in accordance with the plan (give date).</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>16 May 2022 Minute ref 68/22</p> <p>As above</p>

Reviewed and adopted on: 6 March 2023

Minute reference: 45/23

Kersey Parish Council Business Risk Register

Topic	Risk Identified	Impact	Likelihood	Risk Rating	Management of Risk	Action
Precept	Not submitted	Severe	Unlikely	Medium	Full Minute – Clerk follow up	Agenda reminder in November and January
	Not paid by District Council	Severe	Unlikely	Medium	Confirm receipt	Check bank statements, report receipt to meeting
	Adequacy of precept	Moderate	Unlikely	Low	Consider all PC expenses when setting the budget and regular review of budget/actual	Agenda reminder (March, July, Sept & Nov)
Other Income	Cash handling	Moderate	Unlikely	Low	Cash handling is avoided, but where necessary appropriate controls are in place - Two people present when counting cash and a bank paying in slip completed. Cash carried discretely. Appropriate fidelity guarantee insurance cover in place	Fidelity guarantee insurance cover, agenda reminder in March
	Cash banking	Moderate	Unlikely	Low	Check bank statements. Complete regular bank reconciliations. Cash banked promptly. Cash carried to bank discretely	Councillor to verify & sign bank reconciliations at least quarterly. Councillor review of cashbook at least quarterly
Grants received	Claims procedure	Negligible	Unlikely	Low	Clerk check as required	Diary reminder
	Non receipt of grant when due	Moderate	Unlikely	Low	Clerk check as required	Diary reminder
Bank Deposits	Surplus funds	Negligible	Unlikely	Low	Review levels	Bank balances reported to ordinary meetings for all Councillors to review
Salaries	Wrong salary/ hours/rate paid	Negligible	Unlikely	Low	Check salary to minute, check hours and rate to contract, annual appraisal and up-to-date pay scales from SALC/NALC	Councillor to verify
	Employment status challenged	Negligible	Unlikely	Low	Verify correct action via the HMRC website and record information on payslip.	Clerk to check HMRC website in April
Direct Costs and overhead expenses	Goods not supplied to Council	Negligible	Unlikely	Low	Follow up on all orders	Approval check
	Invoice incorrectly calculated or recorded	Negligible	Unlikely	Low	Check arithmetic on invoices and perform regular bank reconciliations	Councillor to verify
	Cheque payable is excessive or to wrong party	Negligible	Unlikely	Low	Cheque signatories sign invoice, cheque and stub	Approval check

Kersey Parish Council Business Risk Register

Topic	Risk Identified	Impact	Likelihood	Risk Rating	Management of Risk	Action
Grants & support distributed	No power to pay or no evidence of agreement of Council to pay	Moderate	Unlikely	Low	Minute council agreement with the power used to authorise payment	Councillor to verify
	Conditions agreed	Negligible	Unlikely	Low	Agree and document any reasonable conditions	Clerk to check
Election Costs	Invoice at agreed rate	Negligible	Unlikely	Low	Clerk check and consider budget	Clerk to verify
VAT	VAT analysis	Negligible	Possible	Low	All items in cash book list	Clerk to verify
	Charged on purchases	Negligible	Unlikely	Low	Consider all items & check supplier UK VAT number is on invoice	Clerk to verify
	Claimed within time limits	Negligible	Possible	Low	Reclaim VAT annually after the end of the financial year	Clerk to confirm once VAT reclaim received
Reserves – General	Adequacy	Moderate	Unlikely	Low	Consider at budget setting meeting in November, confirm at year end. Should have between 6-12 months gross expenditure.	Clerk to check and report at year end.
Reserves - Earmarked	Adequacy	Moderate	Unlikely	Low	Consider at budget setting meeting and on review of final year end accounts	Clerk to check and report at year end.
Assets	Theft, loss, damage etc	Moderate	Possible	Medium	Annual inspection, review & update insurance & asset register annually. Assets insured with appropriate values. Moveable assets stored securely.	Agenda reminder to review annually in July
	Risk or damage to third party property or individuals	Severe	Possible	High	Review adequacy of Public Liability Insurance	Agenda reminder to review annually in July
Staff	Loss of Clerk	Moderate	Possible	Medium	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate including annual appraisal. Have a contract and job description. For business continuity in the event of the Clerk leaving have a list of procedures/tasks	Councillor opinion, annual Clerk job appraisal in autumn. Procedures & annual tasks list (agenda templates) compiled
	Short term incapacitation of Clerk	Moderate	Possible	Medium	Make arrangements for appropriate cover. To ensure business continuity in the event of incapacitation of the Clerk have a list of procedures/tasks. Chair can access emails, documents, website and laptop.	Contact SALC when necessary. Procedures and tasks list compiled.
	Fraud by Clerk	Moderate	Unlikely	Low	Fidelity guarantee insurance cover value appropriate. Internal Control Systems in place	Council to review annually agenda reminder in March
Council mtgs	Loss of Chairperson	Moderate	Possible	Medium	Elect a vice chairperson	AGM agenda in May

Kersey Parish Council Business Risk Register

Topic	Risk Identified	Impact	Likelihood	Risk Rating	Management of Risk	Action
Council meetings	Village Hall not available for mtgs	Negligible	Unlikely	Low	Kersey School could be used for meetings and are aware of possible need, confirmed Apr 18	Contact school if/when necessary
Loss	Consequential loss due to critical damage or third-party performance	Moderate	Unlikely	Low	Review adequacy of insurance cover	Agenda reminder to review insurance in July
Legal Powers	Illegal activity or payment	Moderate	Possible	Medium	Educate Council as to their legal powers. Produce a list of powers with the budget. Record powers in minutes.	Clerk and Councillors to attend training.
Financial Records	Inadequate records	Moderate	Unlikely	Low	Clerk to complete and check financial records regularly and internal audit review and review by lead Councillor for finance.	Agenda reminder to complete internal audit in September and April after the year end accounts are complete
	Loss of records	Moderate	Unlikely	Low	Clerk to backup documents regularly and keep an electronic copy at a different location or in 'cloud storage'	Clerk to verify annually
Minutes	Accurate and legal	Moderate	Unlikely	Low	Review and sign at following meeting	Agenda
	Long term storage	Negligible	Unlikely	Low	Minute books/documents archived at Suffolk Records Office	Consider annually
All documents, records and electronic data	Loss of records due to fire, flood or computer failure affecting efficient running of the Parish Council or loss of privacy for Data subjects	Severe	Unlikely	Medium	Keep records/documents in filing cabinet/shelves/desk not on the floor. Review adequacy of insurance cover. Keep regular back-up of electronic data and keep a back-up off site or in 'cloud storage'. Ensure personal data is securely stored to protect privacy and comply with GDPR. Password protection used.	Agenda reminder to review insurance cover in July. Carry out annual data retention audit and delete as necessary. Remind Councillors to store data securely and delete securely.
Data Protection	Non-compliance with the General Data Protection Regulations including loss of personal data	Moderate	Possible	Medium	The Parish Council to comply with the GDPR legislation. Councillors trained to understand requirements. Councillors need to ensure they protect personal data and confidentiality when using email for Council business. Regularly update the Data Audit taking necessary actions.	Clerk to report data protection compliance annually. New Councillors to attend training. Renew consent every 5 years.
The Transparency Code	Non-compliance with the Transparency Code	Moderate	Possible	Medium	The Clerk to upload the relevant information to the website after every meeting. Website to be reviewed at the end of the financial year to ensure relevant annual information is uploaded.	Clerk to update website after every meeting. Councillors to regularly check the website.

Kersey Parish Council Business Risk Register

Topic	Risk Identified	Impact	Likelihood	Risk Rating	Management of Risk	Action
Website accessibility	Website is not accessible to all users	Low	Low	Low	Review website accessibility and republish the accessibility statement annually.	Clerk to review website and statement and report progress to Sept meeting.
Members Interests	Conflict of interest	Moderate	Possible	Medium	Declarations of interest to be minuted, any conflict to be addressed as appropriate	Agenda & minutes
Volunteers and employees	Injury/ill health	Moderate	Possible	Medium	Ensure Employers Liability Insurance is in place. All volunteers are covered under the Parish Council insurance when they are acting under the instruction of the Parish Council and using Parish Council owned equipment. Risk assessments carried out for work to be done by volunteers and advice given as necessary. Make a list of volunteers and tasks allocated.	Agenda reminder to review insurance cover in July. Review risk assessments in March. Update volunteer registers.
Parish Council Reputation	Damage or loss of reputation by Clerk	Moderate	Unlikely	Low	The Parish Council employs a competent Clerk who attends regular on-going training as necessary.	Clerk to attend relevant training.
	Damage or loss of reputation by Councillors	Moderate	Possible	Medium	Parish Councillors are all expected to attend initial training and then to attend on-going training as necessary.	Clerk to ensure new Councillors are booked to attend initial training and all Councillors receive information about further training opportunities.
	Perceived lack of relevance within community	Moderate	Possible	Medium	Regular Parish Council reports in the Kersey Newsletter. Encourage attendance at Annual Parish Assembly. Promote the Kersey website which shows the work of the Parish Council.	Publicise Annual Parish Assembly widely.
COVID-19	Transmission of disease at meetings	Severe	Possible	Medium (Low if remote meetings are held)	Appropriate COVID-19 safety measures will be put in place for face to face meetings, a separate risk assessment will be completed. Government guidance will be followed. If legislation is in place to allow remote meetings, these will be considered if the disease risk increases.	Ensure legislation is in place to allow for remote meetings. Ensure risk assessment takes account of latest government guidance.
COVID-19	Transmission of disease by volunteers	Severe	Unlikely	Medium	Volunteers undertaking tasks the PC advised to take necessary precautions, and follow the current government guidance. Risk assessment carried out for each activity.	Ensure risk assessments are up to date, review when advice changes.
	Last reviewed by Kersey Parish Council on 6 March 2023				Minute Reference: 46/23	
	Updated March 2023					

Kersey Parish Council Risk Assessment for Litter Picking

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Action
Broken glass or sharp objects	Volunteer Cuts & serious injury	Medium	Volunteers to remove using the litter picker or shovel and brush. Avoid any contact with sharp objects by hand and if possible, wrap before bagging. Only remove sharp objects if safe to do so.	Ensure volunteers have a litter picker.
Drug related litter, hypodermic needles, unknown liquids in containers, asbestos	Volunteer Cuts, serious injury, illness or infection	Low	Volunteers should not move any of these hazardous items. Note the location and contact Babergh District Council public realm to request safe removal by trained staff. If there is ANY doubt about the safety of an item leave it and let Babergh know. In the event of a puncture wound from a syringe or needle: *Do not suck the wound. *Squeeze it to make it bleed. *Rinse and dress the wound. *Go to A & E immediately for medical attention (within 2 hours if possible).	Ensure volunteers have Babergh contact details: Public.realm@baberghmidsuffolk.gov.uk
Manual handling/ Heavy Items	Volunteer Muscle strain	Low	Only collect light weight items using a litter picker. Do not over fill bags. For heavy items note the location and report to public realm at Babergh for safe removal. The need for manual handling tasks kept to a minimum. Good manual handling techniques used when lifting and carrying – keep back straight, bend knees, keep object close to body and don't twist back.	
Dog faeces	Volunteer Ill health	Low	Wash contaminated equipment and hands as necessary.	Volunteers to wear gloves.
Vegetation and plants	Volunteer Infection, ill health, splinter, allergy, eye injury	Low	Use gloves and litter picker and avoid reaching into hedges in such a way as to expose face, eyes, skin to scratches from thorns. If you can't reach an item safely, leave it. Be aware that blackthorn can cause wounds to go septic. Be aware of common poisonous plants such as giant hogweed and hemlock.	
Working near public highway or right of way	Volunteer/Public/ animals Injury/death due to collision	Medium	Work facing on-coming traffic. Do not remove litter from a live carriageway. High visibility clothing worn. Work only carried out during daylight hours in good visibility. Be careful near dogs & livestock.	Volunteers to wear hi-visibility clothing.
Lone working	Volunteer	Low	Work with another person if possible. Take a mobile telephone with you. Tell someone where you are going & when you expect to return.	
Environment Uneven surface, extreme weather	Volunteer Slips, trips, falls Other injury	Low	Avoid working on steep slopes including ditches. If litter can't be safely reached with a litter picker, leave it. Don't step in long grass/vegetation where rabbit holes and obstacles are not visible. Work suspended in extreme weather conditions. Stop work in an electrical storm. Wear clothing appropriate for weather. Work only during daylight hours.	

Kersey Parish Council Risk Assessment for Litter Picking

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Action
Environmental risks Insects, ticks & snakes	Volunteers Stings and bites	Low	Do not disturb insect nests. Ticks can carry Lymes disease – cover exposed skin by wearing long sleeves and trousers. Check for ticks and remove carefully – seek medical advice. Be able to identify adders; keep away, seek medical advice in unlikely event of bite.	
Dead animals	Volunteer Contamination by rotting corpse	Low	Do not attempt to remove. Note the location and report to Babergh public realm for safe removal.	
Flood water	Volunteer	Low	Do not enter flood water	
Lack of awareness of risks	Volunteer	Low	Guidance given to all volunteers and a copy of the risk assessment shared with all. Under 18's to be accompanied by a parent or guardian. For group events keep a list of those volunteering and pass this register to the Clerk.	Volunteers to confirm receipt of the risk assessment. Attendance register filed.
COVID-19	Volunteer	Low	Current government guidance and health protection measures to be followed.	

Volunteers are advised to wear suitable footwear and clothing appropriate for the weather.

Volunteers to wear gloves (gardening or disposable) and a hi-visibility reflective waistcoat and use a litter picker.

Volunteers to observe personal hygiene after litter picking, washing hands and if necessary, clothing.

Volunteers have a duty to themselves and the public to work safely. If there are ANY doubts about the safety of any material leave it and give the details of the item and its location to Babergh Public Realm Team public.realm@baberghmidsuffolk.gov.uk who will arrange safe removal.

Volunteers (aged 16 to 80) are covered by Parish Council insurance when they are acting under the instruction of the Parish Council using Parish Council owned equipment. Volunteers may use their own equipment, which is suitable for the task, but damage to their equipment will not be covered by the Parish Council insurance.

Risk Assessment carried out by: Sarah Partridge on: 4 March 2023

Review of Risk Assessment to be carried out annually.

Kersey Parish Council COVID-19 Risk Assessment for Parish Council Meetings

The Parish Council has identified that there is a risk of transmission of COVID-19 to all those attending Parish Council meetings. Parish Councillors, the Clerk, District and County Councillors and members of the public.

The Parish Council will regularly review the current Government guidance regarding COVID-19 and public gatherings. Currently there are no Government restrictions in place regarding COVID-19. Legislation allowing remote meetings expired on 7 May 2021 meaning that the Parish Council must now meet face-to-face to conduct business.

If transmission rates of COVID-19 increase and Government guidance and legislation allows then the Parish Council will consider meeting by remote means with public access to join remotely, because this is best way to prevent transmission of COVID-19 and is the risk-free way for the Parish Council to conduct business and ensure public engagement.

Kersey Village Hall management committee has carried out their own risk assessment which means the hall is available for hire and the Parish Council consider this a suitable venue for Parish Council meetings.

The impact of the transmission of COVID-19 has the potential to be severe. Some people are more badly affected and become seriously ill, are hospitalised or even die. Even with actions taken to mitigate the risks, as set out below, the risk rating for face-to-face meetings is still considered to be medium because we do not know the vaccination status or health vulnerabilities of attendees.

Risks and actions to mitigate the risks follow on the next page.

Kersey Parish Council COVID-19 Risk Assessment for Parish Council Meetings

Risk Identified	Risk Rating	Actions to mitigate the risk	Notes
An attendee or a member of their household has symptoms of COVID-19	High	Reminder included in the notice of meeting stating if an attendee or anyone in their household has COVID-19 symptoms they are requested not to attend the meeting. Questions, comments or concerns can be submitted to the Clerk or Councillors prior to meetings.	
COVID-19 transmission due to close contact	Medium	Social distancing encouraged. Tables and chairs will be spaced out.	
COVID-19 is transmitted via the air in the room	Medium	Ensure there is adequate ventilation in the hall.	
Sharing of documents and pens	Medium	Paper documents will not be issued. Attendees to bring all necessary documents and pens with them. Where it is necessary for Councillors/the Clerk to sign documents, they will use their own pen.	
Attendees touch shared surfaces	Medium	All attendees encouraged to wash their hands thoroughly when they return home after the meeting.	
More than the village hall maximum capacity arrives to attend the meeting	Medium	If many people attempt to attend the meeting the Parish Council will ensure an orderly queue is managed and only the maximum village hall capacity number of people enter the hall. (Main hall 100 people and committee room 15 people as at March 2023) Members of the public will be reminded they can contact the Clerk or Councillors before a meeting to submit questions, comments or concerns.	

Risk Assessment carried out by: Sarah Partridge on: 4 March 2023
 Review of risk assessment to be carried out as Government guidance is changed or updated.

Kersey Parish Council Risk Assessment for Mowing, Strimming and Hedge Trimming (using hand held tool)

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Action
Use of equipment Moving blades, Vibration, Noise, Hot engine, Sharp blades	Volunteer Cuts & serious injury Hearing damage Burns	Medium	All operatives to wear suitable protective clothing, ie stout or steel toe capped boots, ear defenders, visors/glasses, protective gloves, long sleeves and long trousers. Volunteers made aware of safe handling and use of tools and equipment, training offered where necessary. Tools carried below waist level, sharp points downwards. Equipment inspected by operative prior to each use. Equipment fitted with appropriate safety cut-off switches. Take care near hot engine parts. Time period of actually using strimmer/trimmer limited to 1 hr prolonged use. Ensure there is 5 metres space between volunteers using a swinging tool.	Remind operatives of precautions when issuing mowing rota. Volunteers to acknowledge they have received and read the risk assessment.
Inadequate maintenance	Volunteer Injury	Low	Maintained in accordance with manufacturers' instructions, carried out by suitably qualified/competent person. Maintenance records retained. Equipment inspected by operative prior to each use.	Operatives to report damage or mechanical issues to be rectified.
Clearing blockages	Volunteer Cuts & serious injury	Low	Mowers/strimmers/trimmers fitted with safety cut off devices. Operatives to wear safety gloves, glasses/visor. Equipment is switched off and safe before clearing blockage.	Safety equipment kept with mower - gloves, ear defenders, visor/safety glasses
Stones/glass thrown up	Volunteer/Public Cuts & wounds	Low	Operatives to check area for glass/stones before cutting grass and remove as necessary. Ensure no members of public are within 9 metres when using equipment.	
Manual handling	Volunteer Muscle strain	Low	The need for manual handling tasks kept to a minimum. Assistance is sought were necessary. Good manual handling techniques used when lifting and carrying – keep back straight, bend knees, keep object close to body and don't twist back.	
Dog faeces disturbed by equipment	Volunteer Ill health	Low	Operatives instructed to check area for dog faeces before cutting grass and carefully remove as necessary. Wash contaminated equipment and hands as necessary.	Operatives to wear disposable gloves and wash hands after.
Vegetation and plants	Volunteer Infection, ill health, splinter, allergy, eye injury	Low	Use gloves and eye protection. Do not cut anything above 4m in height. Do not use cutting tools above your shoulder height. Ensure the area is clear of other volunteers when cutting taller vegetation. Be aware that blackthorn can cause wounds to go septic. Be aware of common poisonous plants such as giant hogweed and hemlock – if in doubt leave alone. Do not cut bracken the spores should not be breathed in; a respirator must be used when cutting bracken.	

Kersey Parish Council Risk Assessment for Mowing, Strimming and Hedge Trimming (using hand held tool)

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Action
Working near public highway or right of way	Volunteer/Public/ animals Injury/death	Medium	High visibility clothing worn. Work only carried out during daylight hours. Stop work if public are present. Do not leave tools/equipment unattended. Be careful near dogs & livestock – stop work if necessary to avoid spooking animals	
Refilling equipment with fuel	Volunteer Fire/ Spillage/ Inhalation of fumes	Medium	Re-fuel when engine is cool in a well-ventilated area. No smoking observed. Fuel kept and transported in approved containers. Funnel or spout used for decanting the fuel. Caps replaced carefully after refill. Fuel stored away from ignition sources, in a cool, dark place. Mower/trimmer/trimmer stored and used away from ignition sources. Spilt fuel cleared immediately, cloth stored away from ignition sources before disposal Rubber gloves provided. Operative instructed to wash hands after completing job.	Remind operatives of precautions when issuing mowing rota.
Storing petrol	Volunteer/Public Fire hazard/ Spillage/ Fume inhalation	Low	No smoking observed. Area is properly ventilated. Fuel kept and transported in approved containers. Appropriate safety signs e.g. 'no smoking' and 'Petroleum Spirit' 'Highly Flammable' in place. Overall security of the storage area assessed.	
Environment Uneven surface, Extreme weather	Volunteer Slips, trips, falls Other injury	Low	Operative to visually inspect work areas to minimise slip and trip hazards, removing any hazards as appropriate. Keep tools and equipment tidy. Work suspended in extreme weather conditions. Stop work in an electrical storm. Wear clothing appropriate for weather. Work only carried out during daylight hours.	
Environmental risks Ticks & snakes	Volunteers Bites	Low	Ticks can carry Lymes disease – cover exposed skin by wearing long sleeves and trousers. Check for ticks and remove carefully – seek medical advice. Be able to identify adders; keep away, seek medical advice in unlikely event of bite.	
Lone working	Operative	Low	Work with another person if possible. Take a mobile telephone with you. Tell someone where you are going & when you expect to return.	
COVID-19	Volunteer/public	Medium	Current government guidance and health protection measures to be followed by volunteers.	

Volunteers (aged 16 to 80) are covered by Parish Council insurance when they are acting under the instruction of the Parish Council using Parish Council owned equipment. Volunteers may use their own equipment, which is suitable for the task, but damage to their equipment will not be covered by the Parish Council insurance.

Risk Assessment carried out by: Sarah Partridge

on: 4 March 2023

Review of Risk Assessment to be carried out annually.

Kersey Parish Council Risk Assessment for the Parish Council Office

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Further action required & by who?
Working in home office	Operative/Clerk Personal injury, trips and falls	Low	Cables not left trailing, all kept tidily out of the way. Documents and files stored neatly on shelves/desk or in filing cabinet. No items left on the floor creating trip hazards. Steps used to reach high shelves. Employers Liability Insurance in place	Council to review insurance in July
Use of office equipment ie computer, printer, photocopier	Operative/Clerk Electric shock Dust inhalation	Low	Equipment regularly inspected to check that it is good working order. The plugs and cables are checked to ensure they are secure and no wires are exposed. Ensure cables are not left trailing. Ensure all equipment is fully maintained as appropriate. Follow manufacturer's instructions when replacing toner and ink cartridges.	Remind operatives to check equipment regularly.
Use of office equipment ie computer, and screen/monitor	Operative/Clerk Back problems, repetitive strain, eye strain	Low	A suitable chair and desk which can be adjusted to the appropriate heights are used. Operative to take regular breaks to reduce the risk of repetitive strain and eye strain.	
Cash handling	The Parish Council through potential loss. Clerk and Volunteers Threat to personal safety, stealing, dishonesty	Low	Cash handling is avoided, but where necessary appropriate controls are in place. The Parish Council does not hold petty cash. No cash payments are made from cash received; all cash is banked intact. Cash receipts from fundraising events is counted by two people and the money prepared for banking and the paying in slip completed by two people. Cash is promptly banked and carried to the bank discretely. Appropriate fidelity guarantee insurance cover in place.	Council to review fidelity guarantee annually, agenda July
Payment of small/sundry expenses	Parish Council/ Clerk/Volunteers Fraud, stealing, dishonesty	Low	Small items of expenditure for Clerk's expenses or other small sundry items purchased as agreed in the budget or at a meeting, which cannot be purchased with an invoice made out to the Parish Council for payment by cheque, should be purchased and a VAT receipt given to the Clerk. The payment will be authorised in the usual way, as for all payments, with 2 councillors signing the receipt, cheque and cheque stub. Repayment to individuals for expenses should be made on a regular basis. All payments are made by cheque.	

Kersey Parish Council Risk Assessment for the Parish Council Office

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Further action required & by who?
Loss of documents and data	Parish Council Business continuity fire, flooding, computer failure, data subjects	Medium	Keep records/documents in filing cabinet/shelves/desk not on the floor. Review adequacy of insurance cover. Keep regular back-up of electronic data and keep a back-up off site or in 'cloud' storage. Ensure personal data is securely stored to protect privacy and comply with data protection legislation	Council to review insurance cover annually, agenda July
Lone working	Clerk Personal safety	Low	When arranging to meet an unknown member of the public on Parish Council business, arrange to meet them while accompanied by a Councillor. Take a mobile phone, tell someone where you are going & when you expect to return.	
Manual handling	Operative Muscle strain	Low	The need for manual handling tasks kept to a minimum. Assistance from others is sought were necessary.	
Use of contractors	Operative/Public Various injuries/death	Low	All contractors asked for Health & Safety policy All contractors asked to produce a Risk Assessment for the associated work activities. Contractor to have public liability insurance cover of at least £5 million. All work of contractors is monitored and recorded.	
COVID-19	Clerk	Low	Current government guidance and health protection measures to be followed.	

Risk Assessment carried out by: Sarah Partridge
Review of Risk Assessment to be carried out annually.

on: 4 March 2023

Kersey Parish Council playground, fitness equipment and cricket net risk assessment

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Further action required & by who?
Defective Surfaces – Safety surfaces, Open grass	Volunteers/public Slips, trips, falls	Medium	Regular inspections for defects e.g. holes, mole hills, glass etc (recorded). Loose fill surfaces regularly levelled. Rubber matting checked to ensure edges are firmly held down. Rapid response to defect repairs. Warning signs erected as necessary Mossy areas cleared regularly Public Liability insurance in place	Remind volunteers to check when mowing. Also checked at quarterly inspections Council to review Insurance in July
Equipment	Volunteers/public injury	Medium	Equipment regularly inspected for damage/vandalism (recorded) Quarterly inspection carried out by competent person (recorded) Annual inspection carried out by RoSPA Defects repaired asap Dangerous equipment removed from use Fixing bolts/screws/welds regularly inspected	Remind volunteers to check when mowing. Also checked at quarterly inspections Annual RoSPA inspection in Sept
Fencing	Volunteers/public Cuts	Low	Fences regularly inspected (recorded). Rapid response to defect reports. Fence removed if in dangerous condition and temporary one erected.	Remind volunteers to check when mowing. Also checked at quarterly inspections & annual RoSPA
Seating	Volunteers/public Injury	Low	Facilities regularly inspected (recorded). Defects repaired asap. Dangerous equipment removed from use. Facilities constructed of durable materials. Facilities secured to ground to minimise vandalism.	Remind volunteers to check when mowing. Also checked at quarterly inspections & annual RoSPA
Dog Fouling	Volunteers/public Infection/ill health	Low	'NO Dogs' signs erected. Bin provided and emptied regularly. Grass walked and fouling removed prior to grass cutting.	Remind volunteers to check when mowing. Also checked at quarterly inspections & annual RoSPA
Gates	Volunteers/public Entrapments	Low	Closures inspected regularly. Rapid response to defect reports	Remind volunteers to check when mowing. Also checked at quarterly inspections & annual RoSPA

Kersey Parish Council playground, fitness equipment and cricket net risk assessment

Hazard	Who and how harmed?	Risk rating	Actions already taken to reduce the Risk	Further action required & by who?
Bins	Volunteers/public Cuts, ill health	Low	Inspected regularly and repairs done as needed. Dangerous bins removed from use. Bin constructed of toughened material. Bins regularly emptied.	Remind volunteers to check when mowing. Also checked at quarterly inspections & annual RoSPA
Vegetation	Volunteers/public Poisoning, cuts	Low	Hazardous vegetation removed and/or cut well back.	Remind volunteers to check when mowing. Also checked at quarterly inspections & annual RoSPA
Mowing and strimming	Volunteers/public Various		SEE SEPARATE 'MOWING' RISK ASSESSMENT	
COVID-19	Volunteers/public	Low	There is a risk to all users of contracting or passing on COVID-19, the risk varies depending on the current infection rates in the area and country. Current Government guidance and health protection measures will be monitored and action taken by the Parish Council if necessary.	Parish Council to monitor government guidance changes.

A RoSPA inspector visits the Playground every September to carry out a thorough safety inspection. Their report is kept by the Parish Council.

Quarterly inspections are carried out by a competent person using a thorough check list. This ensures that everything is checked. The quarterly inspections are looking for defects, faults, corrosion and wear as well as generally checking the whole playground for any problems or hazards. Quarterly inspection reports are kept in a file by the Parish Council.

Regular inspections are carried out by volunteers when they mow the playground, their inspections are recorded in a book kept with the mower near the playground.

Volunteers (aged 16 to 80) are covered by Parish Council insurance when they are acting under the instruction of the Parish Council using Parish Council owned equipment.

Risk Assessment carried out by: Sarah Partridge on: 4 March 2023

Review of Risk Assessment to be carried out annually.