

# **KERSEY PARISH COUNCIL**

**An Ordinary meeting of Kersey Parish Council will be held on Monday 9 July 2018 in Kersey Village Hall at 7.30pm.**

Clerk to the Parish Council, 3 July 2018

## **AGENDA**

### **Kersey Parish Council Ordinary meeting, Monday 9 July 2018**

1. To receive and consider apologies for absence
2. Accept Members' Declarations of Interest
3. To consider any Dispensation requests for Pecuniary Interests received from Councillors
4. Reports from
  - a) Suffolk County Councillor, Robert Lindsay
  - b) Babergh District Councillor, Alan Ferguson
5. To confirm & sign minutes of the previous meeting held on 18 June 2018 (minutes circulated)
6. Clerk's Report
7. Correspondence
8. Finance
  - a) Note current bank balances & ratify expenditure
  - b) Review actual spending against budget
  - c) Confirm bank reconciliations have been completed and verified
9. Planning Applications
  - a) Progress
  - b) There are no new planning applications to consider
10. KCPC Working Group – general report
11. Footpath Working Group - general report
12. To agree a response to the Submission Draft Suffolk Minerals & Waste Local Plan Consultation
13. To agree a response to the consultation on an update to the Draft Statement of Community Involvement for Babergh District Council.
14. Review Parish Council Asset Register, including report on physical inspection of assets and insurance cover and a review of the fidelity guarantee cover
15. To discuss cycling accidents at The Splash
16. To appoint a new SALC representative for the Parish Council
17. Training
18. Report from other meetings –
19. Forthcoming meetings – 10 July Babergh Parish Liaison meeting  
15 August Police and Parish Forum
20. Any other business
21. 'Parish Time' – an opportunity for Parishioners to bring matters to the attention of the Council

The Press & Public are invited to attend this meeting.

The date of the next ordinary Parish Council meeting is Monday 10 September 2018.

Final agreed budget/precept for 2018/2019  
Agreed 22 Jan 18, minute ref 17/18

KERSEY PARISH COUNCIL  
Budget to 31 Mar 2019 and Precept for 2019/2020

VAT not included in budget figures	2018/19	2018/19	2018/19	2018/19	2019/20	
	Budget/ Precept 2018/2019	Actual to 30 June 2018	Estimated balance to 31 March 2019	Estimated total to 31 March 2019	Budget/ Precept 2019/2020	Notes:
<b>Parish Council</b>						
Post/Tel/Stationery/copier cartridge	£135.00		£135.00	£135.00		
Clerk's working from home exp	£208.00		£208.00	£208.00		£4/week
Hall Hire:Parish Council 11 @ £5	£55.00		£55.00	£55.00		
Annual Parish Assembly @ £10	£10.00		£10.00	£10.00		
SALC subscription	£180.00	£178.80	£0.00	£178.80		
External Audit	£100.00		£100.00	£100.00		External audit fees for 17/18 to 21/22 £200 unless exempt
Data Protection	£188.00		£188.00	£188.00		ICO reg £38, new GDPR enforced May 2018 DPO Yr 1 £150, Yr 2 £50
Website hosting	£100.00	£100.00	£0.00	£100.00		Suffolk.cloud
<b>Sub total for Admin</b>	<b>£976.00</b>	<b>£278.80</b>	<b>£696.00</b>	<b>£974.80</b>	<b>£0.00</b>	
Clerk's Salary & Staff Costs	£4,915.00		£4,915.00	£4,915.00		SCP27 18/19 £12.815/hr. 18/19 Clerk Salary plus extra GDPR hours - 12 approx £150, mileage £100
Training/External Meetings	£250.00		£250.00	£250.00		LCPAS whole cl £120, Cllr £110, Clerk netwk x2 £20, others £50
Street Lighting	£225.00		£225.00	£225.00		
Parish Council Insurance	£340.00		£340.00	£340.00		Oct 17 new 3 year Long term agreement with Came & Co
Glebe Insurance	£50.00		£50.00	£50.00		
Hedge Cut - The Glebe	£80.00		£80.00	£80.00		
Playground Safety Inspection	£87.00		£87.00	£87.00		
Dog Litter Bin emptying charge	£45.00		£45.00	£45.00		
St Mary's Church	£420.00		£420.00	£420.00		18/19 split £265 Churchyd £110 Nletter £45 Clock (last increased Nov 2017)
Defibrillator & Village Emergency Tel	£135.00		£135.00	£135.00		CHT memb'shp inc Defib managed solution £135, VETS £100 (18/19 reduced by £100 funded from Defib & VETS reserve)
Chairman's Allowance	£0.00		£0.00	£0.00		
Election costs	£25.00		£25.00	£25.00		Routine elections every 4 years, next election in May 2019
Church Walk future maintenance	£130.00		£130.00	£130.00		
Footpath Map printing reserve	£75.00		£75.00	£75.00		Build up reserve for reprint £75/year (approx 1,000 maps/yr)
Contingencies	£200.00		£200.00	£200.00		18/19 Reduced by £100 to cover GDPR additional cost for year 1.
<b>Precept</b>	<b>£7,953.00</b>	<b>£278.80</b>	<b>£7,673.00</b>	<b>£7,951.80</b>	<b>£0.00</b>	<b>Precept for 2018/19 £7953 / Tax base 180.98 = £43.94 for a band D property. Budget approved 22 Jan 18 minute ref 17/18</b>
<i>Other PC income</i>						Bank interest
<b>PC Income</b>	<b>£7,953.00</b>					
Agreed spending from PC reserves:	£100.00		£100.00	£100.00	£100.00	Defibrillator costs funded from Defib and VETS reserve
	<b>£8,053.00</b>	<b>£278.80</b>	<b>£7,773.00</b>	<b>£8,051.80</b>		<b>Total Budget</b>
<b>KCPC</b>	£1,017.00			£0.00		<b>KCPC Income 17/18 - Estimated £820.00. Actual £</b>
<b>Footpath</b>	£382.00	£204.09		£204.09		<b>Footpath Income 18/19 - Estimated £729.18. Actual £</b>
<b>Millennium Book Fund</b>	£0.00			£0.00		<b>Millennium Book Fund Income 18/19 - Est £2.80. Actual £</b>
Total actual spend		£482.89				
<b>Reserves (Cash at Bank)</b>	<b>At 1.4.18</b>			<b>Estimated at 31.3.19</b>		
KCPC Working Group (Ring fenced)	£2,889.33					
Footpath Working Group	£1,736.75					
Defib & VETS reserve	649.06					Precept for 2017/18 £7340 (approved 16 Jan 17 min ref 15/17)
Election costs reserve	£837.50					Tax base 183.47 = £40 for a band D property
Church Walk Maintenance Reserve	£1,560.00					
Training reserve	£497.69					
Footpath Map printing reserve	£188.50					Precept for 2016/17 £6,786 plus CTax Support Grant £43.08
Fixed Asset Reserve	£1,996.05					Tax Base 181.25 = £37.44 for a band D property
Council Tax Support grant money	£729.50					Budget approved 25 Jan 16 minute ref 18/16
General Parish Council Reserve	£5,275.02					
	<b>£16,359.40</b>					Precept for 2015/16 £6,700 plus a CTax Support Grant £86.17
Millennium Book Fund Account	£2,847.60					Tax Base 180.31 = £37.16 for a band D property
General PC reserves - advice is to hold between 6-12 months gross expenditure (£5,000 - £10,000) General PC reserves vary from year to year partly due to VAT being paid one year and reclaimed the following year.						

Last amended March 2018

## KERSEY PARISH COUNCIL FIXED ASSET REGISTER

Date of Acquisition	Acquisition Cost	Description	Replacement/ Reinstatement Cost	Location	Additional Details (including disposal)
Jan-95	£2,030.00	Embankment Slide (2.5m high 6.55m long) Castle and Ramp	£5,500.00	Playground, The Glebe, Hall Rd	Remodelled July 2011 by Norfolk Games & Frames. Slide now incorporated into a castle with a timber ramp to climb up. Following damage by fallen tree, insurance claim, slide replaced and fort repaired by NGF May 2014
Jul-11	£3,000.00	slide remodel (castle & ramp)			
Jul-11	£950.00	Seal See-Saw	£1,000.00	Playground, The Glebe, Hall Rd	Supplied & installed by Norfolk Games & Frames
Jan-95	£1,650.00	Adventure Trail - Balance Beam, Tram Tacks, Swinging Steps and Log Walk	£1,975.00	Playground, The Glebe, Hall Rd	2017 beginning to show signs of age, monitor.
Jan-95		Spring Rooster		DISPOSED OF MAY 2014	Removed as broken May 2014 original acquisition value £590.
Jan-95	£950.00	Junior Swing (1 flat, 1 cradle seat)	£1,526.00	Playground, The Glebe, Hall Rd	Swing seats & chains replaced July 2011 Timber swing frame replaced May 2014 by Norfolk Games & Frames
Jan-95	£1,110.00	Mini Playframe	£2,650.00	Playground, The Glebe, Hall Rd	Remodelled July 2011 by Norfolk Games & Frames. Scramble net replaced with timber climbing wall. 2017 beginning to show signs of age, monitor.
Jul-16	£20.00	Metal rubbish bin with lid	£20.00	Playground, The Glebe, Hall Rd	replaced 2016 (old bin rusted away)
May-07	£100.00	Mower Hutch	£150.00	KCPC (The Haven)	
		<i>Playground Equipment total</i>	<u>£12,821.00</u>		
Jul-11	£320.00	Timber Exercise Bench (2m long)	£320.00	The Glebe, Hall Road	Supplied & installed by Norfolk Games & Frames (For insurance just an asset in same way as a bench, no playground equipment liability)
Jun-11	£937.00	Air Skier	£935.00	The Glebe, Hall Road	Supplied & installed by Fresh Air Fitness
Jun-11	£1,262.00	Self Weighted Rower	£1,260.00	The Glebe, Hall Road	Supplied & installed by Fresh Air Fitness
Jun-11	£1,207.00	Elliptical X Trainer	£1,205.00	The Glebe, Hall Road	Supplied & installed by Fresh Air Fitness
		<i>Outdoor Fitness Equipment total</i>	<u>£3,720.00</u>		
Dec-08	£4,460.00	Cricket practice net	<u>£2,000.00</u>	The Glebe, Hall Road	
1997	£220.00	Street Lamp No6 SONI50-SG	£215.00	Top of The Street next to Pump	All street light brackets mounted on electricity/BT poles.
	£200.00	Street Lamp No1 SON50-SG	£215.00	The Street outside Cresslands	All street lights maintained by SCC under a contract
	£200.00	Street Lamp No2 SONI50-SG	£215.00	Church Hill half way up the hill	
	£200.00	Street Lamp No3 PL-TX42-HF	£215.00	Outside Vicarage, Church Hill	
	£200.00	Street Lamp No5 SONI50-SG	£215.00	Vale Lane outside No 9	
Jun-04	£323.00	Street Lamp No7 PL-T42-HF	£215.00	Vale Lane outside No 2	
1995	£80.00	Large Noticeboard	£180.00	The Splash	Made by Bryn Hurren. Oak, 1/2 open 1/2 glass lockable door
Dec-00	£85.00	Large Noticeboard	£180.00	The Forge	Made by Bryn Hurren. Oak, 1/2 open 1/2 glass lockable door
1995	£15.00	Wooden Noticeboard	£40.00	Next to Telephone Box	Made by Bryn Hurren. Small open noticeboard fixed to single post
1995	£15.00	Wooden Noticeboard	£40.00	Vale Lane	Made by Bryn Hurren. Small open noticeboard fixed to single post
1995	£15.00	Wooden Noticeboard	£40.00	Wickerstreet Green	Made by Bryn Hurren. Small open noticeboard fixed to single post
1995	£15.00	Wooden Noticeboard	£40.00	The Tye	Made by Bryn Hurren. Small open noticeboard fixed to single post

Last amended March 2018

## KERSEY PARISH COUNCIL FIXED ASSET REGISTER

Date of Acquisition	Acquisition Cost	Description	Replacement/ Reinstatement Cost	Location	Additional Details (including disposal)
Nov-01	£86.00	Wooden Bench Seat (34"55"34")	£120.00	Bildeston Road Corner	Bench with no back in 3 sections, made by Bryn Hurren
	£348.00	Metal Bench (98" long)	£400.00	Outside Priory Cottage	
1992	£300.00	Wooden Bench (65" long)	£400.00	Top of The Street next to Pump	Made by Bryn Hurren. 'KERSEY' carved in back rail and brass plate 'In Memoriam Richard B Kersey 13 July 1915 - 17 April 1989 Muriel Kersey 18 June 1913 - 31 May 1993'
1997	£310.00	Wooden Bench (71" long)	£400.00	The Splash	Brass plate 'Village of the Year Competition 1997'
Dec-09	£358.00	Wooden Bench (68" long)	£400.00	Church Hill next to village sign	Made by Bryn Hurren. Plaque 'Donated by Lewis Mowles Trust 2009'
Sep-08	£348.00	Wooden Bench (70" long)	£400.00	At the top of Church Walk outside Church Lych Gate	Made by Bryn Hurren. Plaque 'Donated by Lewis Mowles Trust 2009'
1993 & Oct 09	£705.00	Wooden Seat around Oak Tree (bench sections each 40" long)	£1,500.00	Vale Lane Triangle	6 sided bench with back rests around the tree. Plaque 'Donated by Lewis Mowles Trust 1993'. Repaired & enlarged 2009
Feb-07	£635.00	Wooden Top seat on white brick base (52" long)	£250.00	Vale Lane Triangle	Rebuilt by Mark Mansfield Feb 07. Cast metal plaque 'Commemoration of the Coronation of King George VI May 12 1937' Timber top replaced Dec 11
1995	£300.00	Wooden Bench (64" long)	£400.00	Children's Playground, Glebe	Made by Bryn Hurren. '19 KERSEY 95' carved in back rail.
	£795.00	Village Pump	£795.00	Top of The Street	Cast Iron water pump workings (probably Victorian) covered by oak shuttering. Tony Farnish replaced timber frame and shuttering & hand rail Sept 2007.
1987	£2,500.00	Village Sign	£2,500.00	Church Hill	Made by Phil Darby (gifted to PC). Decorative carved Oak sign, box section top on solid post. Oak carved plaque added Sept 2003 'Designed and Made by Phil Darby 1 Nov 1917 - 12 Nov 2002'. Brick plinth constructed around the base April 2012. Oak weatherboard top with lead strip replaced by Bryn Hurren July 2013
	£1,000.00	8 Oak Bollards surrounded by Granite Sett paving	£1,000.00	Church Hill	Oak bollards replaced and Granite Setts repaired by Tony Farnish June 2006.
2004	£100.00	Metal Plaque	£50.00	Oak Tree at Williams Green	Cast metal plaque on stand.'Commemoration of the Coronation of King George VI May 12 1937' (gifted to PC)
Nov-10	£1.00	Oak Street Sign 'Kedges Lane'	£50.00	Entrance to Kedges Lane, fixed to wall outside Kedges End	Made by John Maltby (gifted to PC)
2003	£80.00	Oak Street Sign 'The Street'	£50.00	The Street, fixed to wall outside Cresslands	Made by John Maltby
2003	£80.00	Oak Street Sign 'Church Hill'	£50.00	Church Hill, fixed to wall outside The Pottery	Made by John Maltby
2008	£50.00	Street Signs x 2 'Cyclists please Dismount')	£60.00	Fixed to either side of the foot bridge over the Splash	Made by John Maltby
Mar-08	£53.00	Metal Litter Bin	£53.00	Wall mounted near The Splash	
May-09	£144.00	Dog Litter Bin	£144.00	Post Mounted in Kedges Lane	
	£50.00	Wooden/metal Litter Bin	£100.00	Bildeston Road corner	
Oct-13	£15.00	Timber grit box with lid	£40.00	Vale Lane	Box constructed for PC by Giles Hollingworth
May-17	£1.00	Timber grit box with lid	£40.00	Bildeston Road corner	Box constructed for PC by Giles Hollingworth
		<i>Street Furniture total</i>	<u>£11,012.00</u>		

Last amended March 2018

## KERSEY PARISH COUNCIL FIXED ASSET REGISTER

Date of Acquisition	Acquisition Cost	Description	Replacement/ Reinstatement Cost	Location	Additional Details (including disposal)
1995	£260.00	Strimmer	£220.00	Footpath Working Group - JM	Zenoah Komatsu G23L
1998		Grass Cutter		DISPOSED OF DECEMBER 2017	Manual start DR VECTOR XL/C. Original acquisition value £800. Dec 17 sold for parts £20
Jul-07	£520.00	DR Trimmer/Mower	£600.00	Footpath Working Group - JM	Briggs and Stratton engine, electric start DRT TRM O55E (6.25) Code No 93301
Jul-17	£730.00	DR Timmer/Mower	£800.00	Footpath Working Group - JM	Briggs and Stratton engine, TR4 Pro-XL (8.75) electric start serial No 232043
Mar-06		KCPC Lawnmower		DISPOSED OF JUNE 2013	Original acquisition cost £160 Disposed of June 2013 - Sold £20
Apr-13	£510.00	KCPC Lawnmower	£425.00	KCPC - Mower hutch	Husqvarna R153SV Mower, PNC 953 876 509 Serial No 0350
		<i>Mowers and Machinery total</i>	<u>£2,045.00</u>		
Dec-01	£250.00	Canon FC224 Photocopier	£250.00	Clerk's Office (Inc in core cover)	Serial Number UUE 13142
Oct-15	£346.00	ASUS X555LA Laptop	£350.00	Clerk's Office (Inc in core cover)	Serial Number F8N0CV14380033F also keyboard and mouse
		<i>Office equipment total</i>	<u>£600.00</u>		
	<b>£30,439.00</b>	<b>Total Acquisition Value</b>			

### Total replacement/reinstatement value of assets owned by Kersey Parish Council

Playground Equipment	£12,821.00
Outdoor Fitness Equipment	£3,720.00
Cricket Net	£2,000.00
Street Furniture	£11,012.00
Mowers and Machinery	£2,045.00
Office Equipment	£600.00
<b>Total Current Value of PC Assets</b>	<b>£32,198.00</b>

Oct-09	2 x Table Tennis Tables	£460.00	Kersey Village Hall	2 x Blue Indoor Butterfly Compact tables <b>owned by Kersey TT Club</b> insured by PC acquisition cost £400
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March 2011 Acquisition values recorded for all assets following change in audit requirements  
For audit purposes Kersey Parish Council uses the acquisition cost as the fixed asset valuation.

All items on this asset register are covered for public liability  
Policy excess £250, only items with a value of £250 and over are included on the insurance property list

Valuations reviewed by Parish Council July 2017, Minute reference 91/17