

MINUTES OF KERSEY PARISH COUNCIL ANNUAL MEETING HELD ON MONDAY 15 MAY 2017 IN KERSEY VILLAGE HALL AT 7.30 PM

PRESENT

John Hume – Chair, Giles Hollingworth, Ian Fidell, Yvonne Martin, 7 members of the public, Alan Ferguson – Babergh District Councillor (for part of the meeting) and the Clerk – Sarah Partridge

47/17 ELECTION OF CHAIR

John Hume was proposed and elected as Chair of the Council; a Declaration of Acceptance of Office of Chairperson was completed and signed.

48/17 ELECTION OF VICE CHAIR

Yvonne Martin was proposed, seconded and elected as Vice Chair.

All Councillors were reminded to check their Register of Interests in case they need updating. Councillors should contact the Clerk if amendments need to be made.

John Maltby has resigned as a Parish Councillor for Kersey. Babergh has been informed and a notice advertising the vacancy has been displayed. By the end of May Babergh will confirm whether there will be a formal election or whether the Parish Council can co-opt. The Clerk and the Chair have both written to John to thank him for his many years of service.

49/17 APOLOGIES were received and accepted from Veronica Partridge and Iqbal Alam.

50/17 ACCEPT MEMBERS DECLARATION OF INTEREST - None

51/17 CONSIDER ANY DISPENSATION REQUESTS FOR PECUNIARY INTERESTS RECEIVED FROM COUNCILLORS – None received

52/17 OTHER APPOINTMENTS

The following appointments were made and confirmed

- a) **Footpath Working Group** –Giles Hollingworth and Ian Fidell
- b) **KCPC Working Group** – Giles Hollingworth and Ian Fidell
- c) **Millennium Book Fund** – all Councillors
- d) **SALC** – Iqbal Alam
- e) **Neighbourhood Watch** – Giles Hollingworth
- f) **Village Hall** –Veronica Partridge
- g) **Kersey Playing Field Association** – (Ex-officio, Chair of the PC) John Hume

Long Term Appointments

Nora Ryde has been the Parish Council representative for the Franey and Rand Charities for many years, she has now decided it is time to retire from this role and has resigned. Natalie Blyth was nominated and has agreed to be the Parish Council representative for the Franey and Rand Charities; she was duly appointed.

- a) **Franey & Rand Charities** – Natalie Blyth (4 year term ending May 2021)
- b) **Nightingale Trust** – Jill Harbinson (4 year term ending May 2021)
Natalie Byth (4 year term ending May 2019)

The members of Kersey Parish Council working groups were all confirmed as below:

Footpath Working Group:

Councillors: Giles Hollingworth – Chair and Ian Fidell

Volunteers - Bob Wheeler, Diana Pembroke, Jeremy Pembroke, Jill Line, Natalie Blyth, Ian Hattrick, Viv Marsh, Ray Attridge, David Anderson, Matt Smith, John Nicholls, James Walter, Brian Perfect, John Maltby and Gerald Whymark

Land Owner representatives: Clive Arthey and Sarah Partridge

KCPC Working Group:

Councillors: Giles Hollingworth and Ian Fidell

Volunteers: Jonathan Marsh (Chair of Working Group), Dominique Young (secretary), Pascoe Gibbons and Mark Pertwee

53/17 REPORTS

a) Suffolk County Councillor – Robert Lindsay was recently elected to represent the Cosford Division which includes Kersey. The Clerk had contacted Robert but he had not yet replied.

b) Babergh District Councillor – Alan Ferguson gave his report; appended to these minutes. Alan then answered several questions from the floor. One was around public access to Babergh officers after their move to Ipswich. Alan said Babergh are considering the idea of public access by arrangement at Hadleigh library. Another question was about how Babergh plans to increase their council house portfolio and also the housing target for the district and how the figures are calculated. The current target for Babergh is 255 houses per year. A clear explanation of how the figures are calculated was not available.

54/17 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 24 April 2017 were signed and dated as being correct.

Councillors then agreed to bring forward the agenda item for Planning and discuss this item next.

55/17 PLANNING APPLICATIONS

On 4 April the Parish Council had finally received a response to their letter of 25 January which raised concerns about the way Babergh had made their decision to approve the planning application B/16/01476/FUL Land west of Holly Tree Cottage, The Green and also raising wider concerns about the impact of this decision on future planning applications. Babergh's response has tried to answer most of our questions but it does not explain or satisfy how they came to their decision. There are two points the Parish Council feel they should raise in response to this letter. Firstly, the Parish Council is not happy with the long period of time it took Babergh to respond; in fact the response only seems to have been made after the Clerk sent a copy of our letter to the chief executive. The second point is that the answers given miss some of the key points the Parish Council raised. A particular concern with the way Babergh came to their decision is that they seem to have ignored local knowledge. One purpose of consulting Parish Councils about planning applications is because of their local knowledge, this local knowledge is an important factor in proper decision making and should not be ignored by the District Council. It was agreed a letter will be drafted and circulated to Councillors before being sent to Babergh.

There were no items of progress for planning applications.

B/17/00974 Agricultural building adjacent Red House Farm, Wickerstreet Green – Conversion and alterations to agricultural building to form 1 dwelling. Councillors had all viewed the application and documents on line. The Parish Council had previously supported a similar application for this site for conversion to a dwelling but had given comments concerning the ugly design and concern about the effects on the dormice in the area. This earlier application had been refused by Babergh. *The chair opened the meeting to the public for comments.* A member of the public commented that he still had concerns about the effect this development would have on the dormice, the survey document with the application shows that the survey only covers the area of concrete and not the whole application site.

He is also concerned that in the future the site will be extended to take in some of the important dormouse habitat surrounding the application site as the proposal is for a large house on a small plot. Another concern is that the site may be contaminated by diesel and asbestos, a full survey needs to be done so that appropriate action can be taken before any work commences. For these reasons he objects to this proposal, he would however support an application for a small house on this plot instead of converting a large, ugly barn which doesn't lend itself to conversion due to the original building materials used. The Parish Council had received a letter from a resident in Wickerstreet Green on behalf of a number of residents in this hamlet stating that they would support conversion to residential use and would object strongly to conversion to light industrial use.

The meeting was reconvened. Councillors discussed the application in more detail and agreed that they supported the conversion to form a residential dwelling. However, there are a four points the Council would like to raise. 1. A full habitat survey should be carried out, particularly in relation to dormice, as the current survey appears not to cover the whole application site, but just the area of concrete surrounding the barn, which is inadequate. 2. Further information is required about possible diesel and asbestos contamination on the site so that it can be dealt with appropriately. 3. The Parish Council would like to see a better design for the conversion which is more in keeping with the local vernacular. 4. In the previous application B/16/00833 the officer's report stated that *'the proposed development would be isolated development in the countryside. The location of the site is not sustainable as it is considered to be too remote from local amenities within nearby villages for access by means of transport other than the car and is not well related with an existing settlement boundary.'* The proposed barn for conversion is situated in the Parish of Kersey in the hamlet of Wickerstreet Green. The Parish Council believe this barn is well related to the existing hamlet of Wickerstreet Green and is close to the village of Boxford which offers local bus links and facilities. **B/17/00231** Stay Barn, The Street – Erection of 2 bay cart lodge. Councillors had viewed the application and documents on line. A similar application for a 3 bay cart lodge in 2013 was supported by the Parish Council and approved by Babergh. There were no comments from members of the public present. Councillors discussed this application and agreed to fully support it. *Alan Ferguson gave his apologies and left the meeting.*

56/17 CLERK'S REPORT

Screen Suffolk is the county wide film office for Suffolk, they co-ordinate and promote filming and photo shoots in Suffolk. In April Screen Suffolk co-ordinated a photo shoot for mini Boden, a children's clothing company in Kersey. A £50 donation was secured for the Parish. This has not been received to date, the Clerk has chased payment.

Community Action Suffolk annual membership for the Parish Council has been renewed, this is free for the Parish Council.

Defibrillator and VETS project update

The defibrillator is available should it be required in an emergency and is being regularly checked to ensure it is always ready. The Parish Council is keen to hear from anyone interested in being a contact for the Village Emergency Telephone System, the Parish Council has a few names but would welcome more volunteers.

57/17 CORRESPONDENCE

All correspondence for the Parish Council had been circulated to Councillors. Items to note:

a) Babergh Joint Local Plan has published a list of all the land put forward for potential housing or employment development allocation in the emerging Joint Local Plan. It follows from the Councils' two rounds of 'call for sites' undertaken during 2014 and 2016. No weight or status whatsoever is attributed to sites listed in the document. A separate planning assessment is being undertaken on these sites and further detail will be published in due course.

b) CIL - Babergh has written to confirm that Kersey has not received any Community Infrastructure Levy money to date; this would be due when any new development is built in the Parish.

There were no other items of note which are not already on the agenda to discuss later in the meeting.

58/17 FINANCE

- a) It was confirmed that the Clerk, Sarah Partridge, would continue as the Responsible Financial Officer, Natalie Blyth was reappointed as Internal Auditor. The Lead Councillor – Finance was agreed as Giles Hollingworth.
- b) Review of Financial Regulations, these need to be reviewed annually and it is best to review these at the annual meeting each May. Councillors had reviewed and adopted new Financial Regulations in November 2016; the Clerk advised that she was not aware of any change in circumstances or legislation requiring a change to the Financial Regulations. Councillors agreed to re-adopt the Financial Regulations without any amendments.
- c) The Council reviewed the bank mandate arrangements. A new cheque signatory is required following the resignation of John Maltby. It was agreed to add Giles Hollingworth as another signatory. It was agreed all other existing bank mandate arrangements were appropriate and should remain the same. Any two of John Hume, Yvonne Martin or Giles Hollingworth are to sign cheques and withdrawal requests. The Clerk has telephone access to the Barclays bank accounts to transfer money between the two Parish Council accounts and the Clerk is able to view only Parish Council accounts online.
- d) Councillors all had a copy of the Parish Council accounts for the year ending 31 March 2017, these were considered and it was resolved to approve and sign these; a copy of the accounts are appended to these minutes. Giles Hollingworth confirmed he had met with the Clerk and reviewed all the finance documentation and he had checked the bank reconciliations had been completed and verified them against the cash book and year end accounts. Giles signed the bank statements to confirm reconciliations they had been completed correctly. Councillors reviewed the sheet showing the significant variances between the year ending 2016 and the year ending 2017 and agreed this gave a clear explanation for the variances. Councillors reviewed the final budget comparison for the year, the year-end bank reconciliation and the allocated reserves, it was agreed the allocated reserves and the general Parish Council reserve were appropriate.
- e) Councillors answered all the questions in Section 1 of the Annual Return for the Year Ending 31 March 2017, it was resolved to approve this section and it was duly signed by the Chair and the Clerk. Section 2 of the Annual Return for the Year Ending 31 March 2017 was reviewed and it was resolved to approve this section, it was duly signed by the Chair. The notice for electors' rights will be displayed and published by 5 June giving electors the opportunity to inspect the Parish Council accounts. Accounts information will also be published on the Kersey website. Natalie Blyth will complete her internal audit of the accounts on 22 May and complete section 4 of the external audit papers.
- f) A financial statement was tabled by the Clerk, which is appended to these minutes. Payments were all agreed. The Clerk confirmed that the Parish Council has received the first instalment of the precept, £3,670, from Babergh.

59/17 KCPC WORKING GROUP

KCPC Working Group members met on 11 April. The bark replacement project has now been finished with topsoil spread and seeded with grass. A quarterly inspection was carried out on 2 April; the older pieces of timber equipment are being monitored as they are beginning to show their age. The air skier was repaired under warranty in April and is now back in full working order. The mower has recently been repaired after a breakdown. It is hoped that a couple of new people will shortly be joining the Working Group. A date in November will soon be confirmed for the popular quiz night.

60/17 FOOTPATH WORKING GROUP

Giles Hollingworth gave his report. SCC had sent a cutting schedule for mowing footpaths this year. The contract is the same as last year, SCC will pay 5p/m to mow category one paths twice during the growing season. The Footpath Working Group will cut category one and two paths in the parish as usual, this had been agreed with SCC. There are now eighteen footpath volunteers. Giles and the Clerk are currently giving consideration to the sections of path allocated to each person and the amount of work each path requires. As Giles is not familiar with every designated footpath this

assessment is taking some time to complete but hopefully this will be done by the time of the next Footpath working group meeting on 13 June. Both the two wheeled strimmer machines and the hand held strimmer have now been checked over and serviced by Ian Fidell and all seem to be in sound working condition. Ian was thanked for his effort in this regard. Apart from identifying the volunteers Giles said he still has much to do and learn about the work of the Footpath working group but progress is being made.

The Chair thanked Giles and Ian for all the work they are doing for both KCPC and the Footpath working groups.

61/17 LOCAL HOUSING NEEDS SURVEY – TO CONSIDER PROGRESS ABOUT CONDUCTING A SURVEY

The Clerk had spoken to SALC for advice about conducting a survey. Babergh District Council can offer support and parishes often work with Community Action Suffolk who charge a fee for carrying out surveys. The Clerk then contacted Babergh and spoke to the officer who supports local housing needs surveys. The life of a survey is five years so the last housing needs survey for Kersey, carried out in 2007, is now well out of date. When housing needs surveys are carried out now there are a broader range of questions including questions about open market housing as well as affordable housing. An approximate cost to carry out a survey and data analysis with Community Action Suffolk is £3,000 which Councillors considered to be a large amount of money for Kersey. It was agreed to invite the officer to an informal meeting to discuss with Councillors all the options.

62/17 TO CONSIDER THE POSSIBILITY OF ADOPTING AND RELOCATING THE KERSEY TELEPHONE KIOSK AT KERSEY MILL TO HOUSE A PUBLIC ACCESS DEFIBRILLATOR

Kersey Mill has confirmed that they are interested in having the telephone kiosk on their site to house a community public access defibrillator. This would be available at all times for use by anyone in the event of an emergency. This would be of benefit to Kersey residents using the facilities of Kersey Mill as well as those living or travelling near the Kersey Mill site. The Clerk had contacted BT to make enquiries about adopting the kiosk and then passing ownership to Kersey Mill, no response had been received as yet. A member of the public present said that he was still interested in adopting the kiosk, as he lived beside the kiosk and it helped delivery drivers find his house since his address is incorrectly listed as on Priory Hill. (The Clerk confirmed that Babergh District Council can help with correcting his address.) He also felt the kiosk was a nice heritage feature. BT has already confirmed that an individual cannot adopt the kiosk. The Council agreed that the Clerk should continue to work towards the Parish Council adopting the kiosk and then passing ownership to Kersey Mill so that they can relocate the kiosk to the Kersey Mill site to house a community public access defibrillator.

63/17 TO DISCUSS THE IDEA OF MAKING IMPROVEMENTS TO THE PEDESTRIAN BRIDGE OVER THE SPLASH

A member of the public had asked if the pedestrian bridge over the Splash could be improved, it is currently poorly maintained, the paint is peeling and the timber side boards are rotting. It is also of a poor rather basic but functional design which is disappointing in such a prominent and well photographed part of the village, also popular with visiting artists. It was commented by a member of the public that the basic design using scaffold pole type steel and plain timber boards was inappropriate in the Conservation Area of Kersey and a better design should be considered more in keeping with the heritage setting. Councillors discussed this issue. The bridge is functional and low maintenance and is part of the public highway so a matter for Suffolk County Council. It was agreed the Clerk should write to SCC highways to ask when they are planning any carry out any maintenance to the footbridge as the paintwork is in poor condition and the timber boards at the sides are rotting. The Clerk will also ask what other options there may be regarding alternative heritage designs or modifications for the bridge.

64/17 TRAINING

Information about training courses is regularly circulated. Giles Hollingworth attended the Heritage training session offered by the Suffolk Preservation Society on 14 March. It was asked if there was any new information which needed to be passed to other Councillors. Giles said he was not aware of anything.

65/17 REPORTS FROM MEETINGS

Police and Parish Forum AGM – Giles Hollingworth had attended this meeting, held in Hadleigh. The main issues discussed were about speeding and parking.

66/17 FORTHCOMING MEETINGS

12 June SALC/Babergh area meeting – Iqbal Alam to attend as SALC representative.

Tuesday 13 June Kersey Footpath working group meeting 7.30pm The Bell

29 June Parish Liaison meeting 10am Bildeston – John Hume will attend.

5 July Police and Parish Forum at Chelmondiston – No Councillors will attend unless there is a matter to draw to the attention of the police.

67/17 ANY OTHER BUSINESS - None

68/17 PARISH TIME

A member of the public said they were aware of a rise in scam telephone calls where callers are purporting to be from Microsoft or BT to try and steal personal information and money. Microsoft and BT are very unlikely to make direct calls so residents were advised to beware any unsolicited callers.

There being no further business the meeting closed at 9.45 pm.

Appended to these minutes are 7 sheets:

Babergh District Council Report from Alan Ferguson (2 sheets)

Kersey Parish Council Accounts for the Year Ending 31 March 2017 (4 sheets)

Kersey Parish Council Finance Sheet for 15 May 2017

DISTRICT COUNCILLOR'S REPORT FOR KERSEY PARISH COUNCIL

MONDAY 15th MAY 2017

KEY POINTS AT THE END OF THE SECOND YEAR OF BABERGH CONSERVATIVE ADMINISTRATION

Introduction

End of Year 2

As we reach the end of the second year in its history with a Conservative majority in Babergh I can again report that the year has been challenging. In the year, Babergh (and Mid Suffolk) have had to address some key issues that are almost all about “process change” to facilitate better and more effective decision making. The next 2 year will focus more on “outcomes” for our constituents.

Devolution

Devolution (now just for Suffolk) sits on a Minister’s desk in Whitehall. I will be amazed if it goes ahead with Suffolk alone as it goes against all the “bigger is better” principles that this government has pushed in a devolution context.

Governance Arrangements

After the Babergh AGM in May 17 and when we move to Ipswich, Babergh District Councillors will move from a Committee to a Cabinet governance arrangement. This (in theory at least) should make decision making quicker and easier although the power of decision making will rest in the hands of a smaller group of Councillors.

Public Access

An odd name for part of the decision to move from Babergh and Needham Market to Endeavour House, Ipswich. The move will take place in the middle of the year and be completed by September 17. With a shared back office Officer support arrangement this should make us more efficient as we will sit alongside our County Council colleagues and money will be saved by not having 2 half empty District Council buildings. However, the move will be challenging although we will ensure that support arrangements are put in place so that constituents do not have to go to Ipswich if they wish to meet with Council Officers. Full details of location, opening hours and staffing levels have yet to be released.

Boundary Commission

As I have briefed previously, the Boundary Commission (BC) is looking at the number of District Councillors that we have in Babergh DC. Currently we have 43 but the Chief Executive has advised the BC that we require only 31 to populate the various committees that are needed to manage day to day business. The new number, therefore, is likely to be close to 31 (effective for next District Council elections in 2019) rather than the 36 that we suggested. I voted against 31 in the Full Council Meeting as I think the logic that got us to that number is flawed ie every District Councillor will sit on a minimum of 2 committees. The jury is out on that one, but irrespective, I do not anticipate the reduction from 43 to 31 to impact on the South Cosford Ward

Housing (Public Sector)

We have recently completed a new public sector housing development in Lavenham and we have another in Glemsford that should be completed this year. We also have ambitious plans to build more council owned property – possibly on suitable garage sites. Details to follow but Angel Court is also expected to deliver a significant number of properties. Finally, Angel Court in Hadleigh, also provides significant opportunities for additional flats.

Housing – Private Sector

We are building nowhere near the number of private sector houses that are required for our growing population in Babergh. However, I will remain strongly in favour of “right type”, “right place” and “right number” as we look at individual planning applications

We have also agreed that a new McCarthy Stone development will go ahead in Hadleigh. The approval is for 65 flats and 2 and 3 bedroom chalet bungalows in what is best known as the site where Tesco planned (and failed) to build their supermarket. The project has been well monitored and influence for the better by Councillor Sian Dawson (Hadleigh North) to ensure that it is built to a high standard in keeping with the desirable location behind the High Street and close to the river. Building work is planned to start before the end of 2017.

East House Hadleigh

At last and after too many years, the disposal of East House has been agreed. It was offered at offers over £650,000 and it went under offer within 2 weeks – sold for £700K to a developer. This valuable asset should again become a high profile part of the town.

5 Year Land Bank

As part of our housing delivery requirements from national government, we are required to maintain a 5 year supply of land bank of potential building sites. Just last month, and out of the blue, Babergh has declared that it no longer meets this requirement, which makes us vulnerable to speculative planning applications. Not good news and especially relevant to villages where significant developments are being considered – currently none in Kersey to my knowledge.

Alan Ferguson

(tel: 01449 741542)

15th May 2017

KERSEY PARISH COUNCIL RECEIPTS AND PAYMENTS END OF YEAR ACCOUNT

31-Mar-16		31-Mar-17
£ 6,700.00	Precept	£ 6,786.00
£ 1,178.50	KCPC	£ 773.00
£ 415.40	Footpath	£ 415.40
£ 2.84	Millennium Book Fund	£ 2.84
£ 7.97	Bank Interest	£ 6.26
£ 86.17	Council Tax Support Grant	£ 43.08
£ 1,091.01	Transparency Fund Grant	£ 344.33
£ -	Other income	£ 1,137.00 Defibrillator donations
£ 1,003.61	VAT Repayment	£ 240.70
£ 10,485.50	TOTAL RECEIPTS	£ 9,748.61

£ 629.73	Administration	£ 652.86
£ 4,416.77	Clerk's Salary	£ 4,105.20
£ 352.49	Training and external meetings	£ 182.28
£ 169.94	Street Lighting	£ 192.90
£ 724.74	KCPC	£ 2,798.81
£ 10.96	Footpath	£ 34.92
£ -	Millennium Book Fund	£ -
£ 136.50	Footpath Map Printing	£ -
£ -	Section 137	£ 1,859.50 Defibrillator project
£ 503.01	Insurance	£ 524.15
£ 75.00	Glebe Hedgecut	£ 75.00
£ 80.00	RoSPA Inspection	£ 84.00
£ 400.00	St Mary's Church	£ 400.00
£ 41.29	Dog bin emptying charge	£ 41.29
£ -	Fixed Asset repairs	£ -
£ 429.18	Laptop for Parish Clerk	£ -
£ 87.50	Parish Council Election costs	£ -
£ 240.70	VAT on Payments	£ 611.77
£ 8,297.81	TOTAL PAYMENTS	£ 11,562.68

RECEIPTS & PAYMENT SUMMARY

£ 16,480.86	Balance as at 1st April	£ 18,668.55
£ 10,485.50	Total Receipts	£ 9,748.61
£ 8,297.81	Less Payments	£ 11,562.68
£ 18,668.55		£ 16,854.48

CUMULATIVE FUNDS IN THE BANK AT 31 MARCH

£ 15,006.25	Barclays Business Premium a/c	£ 13,482.29
£ 820.39	Barclays Current a/c	£ 527.44
£ 2,841.91	Ipswich Building Society a/c	£ 2,844.75
£ 18,668.55		£ 16,854.48
£ -	Less Unpresented Cheque	£ -
£ 18,668.55	Balance c/f	£ 16,854.48

The Accounts represent fairly the financial position of Kersey Parish Council as at 31 March 2017 and reflect its receipts and payments during the year.

Signed
Responsible Finance Officer

Date

I certify that the accounts were formally approved at the Council Meeting on 15 May 2017

Signed
Chair of Kersey Parish Council

Date

**KERSEY PARISH COUNCIL
YEAR END ACCOUNTS
1 April 2016 - 31 March 2017**

**Kersey Parish Council Consolidated Accounts
Year End Bank Reconciliation as at 31 March 2017**

Funds at the Bank

Barclays

Business Premium Account	£13,482.29
Current Account	<u>£527.44</u>
	<u>£14,009.73</u>

Ipswich Building Society

Millennium Book Fund Account	<u>£2,844.75</u>
	<u>£16,854.48</u>

Balances as per Cashbooks

Kersey Parish Council balance b/f 1 April 2016	£15,826.64
Millennium Book Fund balance b/f 1 April 2016	<u>£2,841.91</u>
	£18,668.55
Plus total Receipts	<u>£9,748.61</u>
	<u>£28,417.16</u>

Total payments	<u>£11,562.68</u>
	£11,562.68

Total Receipts plus balances at 1 April	£28,417.16
Less Total Payments	<u>£11,562.68</u>
	<u>£16,854.48</u>

Allocated reserves held in bank

Millennium Book Fund (Ring Fenced)	£2,844.75
KCPC Working Group (Ring Fenced)	£2,453.66
Footpath Working Group	£2,035.35
Defibrillator and Village Emergency Tel	£49.06
Election Provision	£812.50
Church Walk Future Maintenance	£1,430.00
Training reserve	£285.69
Footpath Map printing reserve	£113.50
Fixed Asset reserve	£1,145.82
Council Tax Support Grant	£729.50
Parish Council General Reserves	<u>£4,954.65</u>
	<u>£16,854.48</u>

KERSEY PARISH COUNCIL SIGNIFICANT VARIANCES FOR YEAR ENDING 31 MARCH 2017

31-Mar-16		31-Mar-17	Variance	% Variance	Reason for variance
£ 6,700.00	Precept	£ 6,786.00	£ 86.00	1.3%	Increased to cover budgeted expenses
£ 1,178.50	KCPC	£ 773.00	-£ 405.50	-34.4%	Quiz night income lower due to lower attendance, income down £405.50
£ 415.40	Footpath	£ 415.40	£ -	0.0%	
£ 2.84	Millennium Book Fund	£ 2.84	£ -	0.0%	
£ 7.97	Bank Interest	£ 6.26	-£ 1.71	-21.5%	
£ 86.17	Council Tax Support Grant	£ 43.08	-£ 43.09	-50.0%	Discretionary grant £43.08 received from District Council due to tax base changes (reduced from £86.17 YE 2016)
£ 1,091.01	Transparency Fund Grant	£ 344.33	-£ 746.68	-68.4%	Grant £344.33 received to help with costs of complying with Transparency Code, spent during the year (YE 2016 more transparency costs so larger grant applied for and received)
£ -	Other income	£ 1,137.00	£ 1,137.00	100.0%	YE 17 Donation from County Councillor £1,000 and £137 from parishioners for defibrillator project
£ 1,003.61	VAT Repayment	£ 240.70	-£ 762.91	-76.0%	Less VAT reclaimed due to less VAT paid in YE 2016.
£ 10,485.50	TOTAL RECEIPTS	£ 9,748.61			
£ 629.73	Administration	£ 652.86	£ 23.13	3.7%	
£ 4,416.77	Clerk's Salary	£ 4,105.20	-£ 311.57	-7.1%	YE 16 additional hours worked to prepare Council for new transparency code, hours now adjusted to take account of increased workload, but in YE 16 there were additional setup hours worked not repeated in YE 17
£ 352.49	Training and external meetings	£ 182.28	-£ 170.21	-48.3%	YE 17 planning training £70 for sessions attended March 16 and March 17. YE 16 whole Council training £220.
£ 169.94	Street Lighting	£ 192.90	£ 22.96	13.5%	YE 17 energy costs increased
£ 724.74	KCPC	£ 2,798.81	£ 2,074.07	286.2%	YE 17 Increased spending due to project to replace bark chips with rubber chips £2301.09. Quiz night costs £220 lower YE 17 due to lower attendance.
£ 10.96	Footpath	£ 34.92	£ 23.96	218.6%	Increased due to £26.59 spend on parts for mower repairs
£ -	Millennium Book Fund	£ -	£ -	0.0%	
£ 136.50	Footpath Map Printing	£ -	-£ 136.50	-100.0%	YE 16 New footpath maps printed cost £136.50
£ -	Section 137	£ 1,859.50	£ 1,859.50	100.0%	Defibrillator purchased £1,650.00, electrical fitting £83.50, Community Heartbeat Trust annual membership (support package) £126.00
£ 503.01	Insurance	£ 524.15	£ 21.14	4.2%	
£ 75.00	Glebe Hedgecut	£ 75.00	£ -	0.0%	
£ 80.00	RoSPA Inspection	£ 84.00	£ 4.00	5.0%	
£ 400.00	St Mary's Church	£ 400.00	£ -	0.0%	
£ 41.29	Dog bin emptying charge	£ 41.29	£ -	0.0%	
£ -	Fixed Asset repairs	£ -	£ -	0.0%	No fixed asset repairs
£ 429.18	Laptop for Parish Clerk	£ -	-£ 429.18	-100.0%	YE 16 Laptop purchased £429.18 partly funded by Transparency grant from YE 16
£ 87.50	Parish Council Election costs	£ -	-£ 87.50	-100.0%	YE 16 P Council Elections held May 15 charges invoiced July 15 no election YE 17
£ 240.70	VAT on Payments	£ 611.77	£ 371.07	154.2%	YE 17 Increased due to KCPC project to replace bark chips with rubber chips £447.67 VAT paid on this project
£ 8,297.81	TOTAL PAYMENTS	£ 11,562.68			
£ 30,161.00	Fixed Assets	£ 30,161.00	£ -	0.0%	

KERSEY PARISH COUNCIL
Budget to 31 Mar 2017 and Precept for 2017/2018

VAT not included in budget figures	2016/17	2016/17	Transferred to earmarked reserve 31.3.17	2017/18	Notes:
	Budget/ Precept 2016/2017	Actual to 31 March 2017		Budget/ Precept 2017/2018	
Post/Tel/Stationery/copier cartridge	£135.00	£106.65		£135.00	
Clerk's computer/working from home	£208.00	£208.00		£208.00	£4/week
Hall Hire:Parish Council 10 @ £5	£50.00	£60.00		£50.00	
Annual Parish Assembly @ £10	£10.00	£10.00		£10.00	
SALC subscription	£166.00	£168.21		£172.98	16/17 estimate, actual notified after budget set.
Community Action Suffolk subs	£30.00	£0.00		£0.00	2016/17 membership now free
External Audit	£100.00	£100.00		£100.00	Audit for Years ending 14/15 to 16/17 no fee if income or expenditure below £10,000
ICO Data Protection registration	£35.00	£0.00		£35.00	
Website hosting				£100.00	Used to be free with SCC, SCC withdrew service, now with Suffolk.cloud
Sub total for Admin	£734.00	£652.86		£810.98	
Clerk's Salary	£3,920.00	£4,105.20		£4,150.00	SCP27 16/17 £12.440 17/18 £12.564/hr 16/17 over budget covered by transparency grant, increase hrs to 27.5/month
Training/External Meetings	£250.00	£182.28	£67.72	£250.00	LCPAS whole cl £120 Clerk netwk x2 £20+mileage
Street Lighting	£210.00	£192.90		£210.00	
CAS Suffolk Insurance	£480.00	£485.14		£500.00	IPT increased to 10% Oct 16. Long Term undertaking expired,new agreement due Oct 17
Glebe Insurance	£50.00	£39.01		£50.00	
Hedge Cut - The Glebe	£83.00	£75.00		£83.00	
Playground Safety Inspection	£85.00	£84.00		£85.00	
Dog Litter Bin emptying charge	£44.00	£41.29		£45.00	
St Mary's Church	£400.00	£400.00		£400.00	16/17 split £245 Churchyd £110 Nletter £45 Clock (last increased Nov 2014)
Defibrillator & Village Emergency Tel				£226.00	£137 CHT membership inc Defib managed solution £126 VETS £100
Chairman's Allowance	£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	£300.00	£0.00		£300.00	
Adjustment to round precept				£0.02	
Precept	£6,786.00	£6,257.68	£297.72	£7,340.00	
Transparency Fund Grant	£344.33				
Locality grant from SCC Jenny Antill	£1,000.00				Spent on defibrillator project
Donations from residents - defib	£137.00				Spent on defibrillator project
Council Tax support grant	£43.08		£43.08	£0.00	
Bank interest	£6.26			£0.00	
PC income	£8,316.67				
			£581.19		underspend on budget transferred to Fixed asset reserve as agreed min ref 17/15
Agreed spending from reserves:					
Defibrillator project S137	£771.56	£1,859.50	£49.06		£137 Defibrillator project (use Jubilee steps money)
	£9,088.23	£8,117.18	£971.05	£7,340.00	
Reserves (Cash at Bank)	As at 1.4.16		At 31.3.17		
KCPC Working Group (Ring fenced)	£4,479.47		£2,453.66		
Footpath Working Group	£1,654.87		£2,035.35		Precept for 2017/18 £7340 (approved 16 Jan 17 minute ref 15/17)
Jubilee Steps (now Defib & VETS)	£771.56		£49.06		Tax base 183.47 = £40.00 for a band D property
Election provision	£787.50		£812.50		
Church Walk Maintenance Fund	£1,300.00		£1,430.00		
Admin photocopier reserve	£35.00		£0.00		This reserve no longer required so transferred to gen reserve
Training reserve	£217.97		£285.69		
Footpath Map printing reserve	£38.50		£113.50		
Fixed Asset Reserve	£564.63		£1,145.82		Precept for 2016/17 £6,786 plus CTax Support Grant £43.08
Council Tax Support grant money	£686.42		£729.50		Tax Base 181.25 = £37.44 for a band D property
General Parish Council Reserve	£5,290.72		£4,954.65		Budget approved 25 Jan 16 minute ref 18/16
	£15,826.64		£14,009.73		
General PC reserves - advice is to hold between 6-12 months gross expenditure (approx £5,000 - £10,000)					
General PC reserves vary year to year partly due to VAT being paid one year and reclaimed the following year.					

VAT repayment
2016/17 £240.70 rec'd
2017/18 £611.77 (VAT paid the previous year)

**KERSEY PARISH COUNCIL
FINANCE**

Details for Parish Council Meeting, 15 May 2017

Bank Balances At 30 April 2017

Business Premium Account	£17,152.29
Current Account	<u>£527.44</u>
	£17,679.73

Transfers between Business Premium and Current account since the last meeting

08-Mar-17 Transfer from BPA to current	£1,000.00
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Income received since the last meeting

10-Apr-17 Babergh Precept first 50% payment	<u>£3,670.00</u>
	£3,670.00

Payments made since the last meeting

<u>Date</u>	<u>Chq no.</u>		
23-Mar-17	101130	J Marsh - KCPC expenses	<u>£68.38</u>
			£68.38

Payments Due

<u>Chq no.</u>		
101131	SALC- annual subscription	£173.71
101132	Suffolk.Cloud - Annual website hosting and support	£100.00
101133	WJ Green - KCPC mower repair	<u>£55.80</u>
		£329.51

Expenditure Agreed

Prepared by the Clerk for Kersey Parish Council