

MINUTES OF KERSEY PARISH COUNCIL ANNUAL MEETING HELD ON MONDAY 13 MAY 2019 IN KERSEY VILLAGE HALL AT 7.30 PM

PRESENT

John Hume – Chair, Penny Calnan, Dave Finch, Pascoe Gibbons, Philippa Harris, Kevin Pratt, Andrew Rogers, 38 members of the public, and the Clerk – Sarah Partridge. Leigh Jamieson - Babergh District Councillor attended for part of the meeting.

John Hume welcomed the new Councillors to the Parish Council following the contested election. He commented that there are elections every four years but there had not been a contested election for some years. All Parish Council vacancies are advertised, there has been a need to co-opt in recent years.

57/19 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.

58/19 ELECTION OF VICE CHAIR

Andrew Rogers was proposed, seconded and elected as Vice Chair.

All Councillors were reminded that they need to complete their Register of Interests within 28 days of election. Unfortunately, the Babergh Register of Interests on-line system is not currently available. The Clerk will send a link to all Councillors as soon as it becomes available.

59/19 APOLOGIES were received from Robert Lindsay. Leigh Jamieson sent apologies that he would arrive later in the meeting.

60/19 ACCEPT MEMBERS DECLARATION OF INTEREST

Andrew Rogers stated that he had a private interest in the planning application DC/19/01834 Land South West of Vale Lane. He has a relative who lives at the opposite end of Vale Lane.

Two members of the public joined the meeting.

61/19 CONSIDER ANY DISPENSATION REQUESTS FOR PECUNIARY INTERESTS RECEIVED FROM COUNCILLORS – None received

62/19 OTHER APPOINTMENTS

The following appointments were made and confirmed

- a) **Footpath Working Group** – Penny Calnan, Kevin Pratt and Andrew Rogers
- b) **KCPC Working Group** – Pascoe Gibbons
- c) **Millennium Book Fund** – all Councillors
- d) **SALC** – Kevin Pratt
- e) **Neighbourhood Watch** – vacancy
- f) **Village Hall** – Philippa Harris
- g) **Kersey Playing Field Association** – (Ex-officio, Chair of the PC) John Hume

Long Term Appointments

- a) **Franey & Rand Charities** – Rachael Rogers (4 year term ending May 2021)
- b) **Nightingale Trust** - Natalie Byth was re-elected for another term (4 year term ending May 2023)
David Woppard (4 year term ending May 2021)

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

Footpath Working Group:

Chair: Giles Hollingworth

Parish Councillors: Penny Calnan, Kevin Pratt and Andrew Rogers

Volunteers: David Anderson, Ray Attridge, Natalie Blyth, Viv Marsh, John Nicholls, Rachael Rogers, Matt Smith, James Walter and Gerald Whymark

Land Owner representatives: Clive Arthey and Sarah Partridge

KCPC Working Group:

Chair: Jonathan Marsh Secretary: Dominique Young

Parish Councillor: Pascoe Gibbons

Volunteers: Ian Fidell, Giles Hollingworth, Mark Pertwee and Will Steed

KVG Working Group (Kersey Volunteer Group)

Chair: John Hume

Parish Councillor: to be confirmed

Volunteers: to be confirmed

A KVG meeting will be arranged shortly to meet volunteers, give guidance and formally start this working group.

One member of the public joined the meeting.

63/19 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 8 April 2019 were signed and dated as being correct.

64/19 REPORT FROM BABERGH DISTRICT COUNCILLOR

This report will be received when Leigh Jamieson arrives at the meeting.

65/19 PARISH TIME

A member of the public asked if the agenda order could be changed so that the planning applications were considered earlier in the meeting. The Chair confirmed that he had already thought this a good idea. The Parish Council resolved to change the agenda order for the meeting and consider planning applications immediately after the Clerk's Report.

The Village Hall has applied for funding from the Calor Rural Community Fund to help fund upgrades to the kitchen and loos. This funding is allocated following public support via an on-line voting system. All residents are encouraged to register and vote.

66/19 CLERK'S REPORT

SCC Highways have confirmed they have improved their programme for verge cutting for this season. Kersey is scheduled to have the verges cut week commencing 17 June. KCPC have consulted the school to find out what equipment they would like at the playground which will be a helpful starting point for the Parish Infrastructure Investment Plan and hopefully applying for CIL funding in a future bid round. The school regularly ask parents to park considerately when visiting the school. The Bell Inn continue to offer parking for parents so they can park in a safe location and walk their children up the hill to the school. In response to some election material produced by some of the candidates for the recent Parish Council election the Clerk made it clear that there are Parish Council elections every four years. All Parish Councillors in recent years have not just been co-opted. At the Parish Council election in 2015 five Councillors were elected. This was a non-contested election since only five candidates stood for seven seats. The Parish Council and the Clerk make every effort to encourage candidates to stand for election. Notices advertising elections, and any casual vacancies which arise, are posted on all noticeboards in the Parish, in the newsletter and on the website to encourage all residents to consider standing as a Parish Councillor. The Parish Council has always been a democratically elected body.

67/19 PLANNING APPLICATIONS

a) Progress

DC/19/01295 Linton House, The Street, Kersey, Ipswich Suffolk IP7 6DY

Proposal: Planning Application. Erection of 1no. single storey two bed dwelling, improvements to vehicular access and alterations to frontage wall following demolition of existing structures in association with Listed Building Consent DC/18/05586

Kersey Parish Council had objected by majority to this application. Babergh refused permission; the reasons for refusal were given as highway safety concerns; the proposed development is a form of infill development which does not make a positive contribution to the local character, shape and scale of the area; and the proposal does not offer any mitigation due to the site falling within the 13km zone of influence of the Stour and Orwell Estuary Special Protection Area and Ramsar site.

APP/D3505/W/18/3206762 Kersey Mill, Hadleigh Road, Kersey, Ipswich IP7 6DP

Appeal under section 78 Town and Country Planning Act 1990

Proposal: Planning Application - Erection of two detached houses with cartlodge garages.

An appeal has been made to the Secretary of State against the decision of Babergh District Council to refuse permission for DC/18/01829. The appeal will be determined on the basis of written representations. All the previous representations made to Babergh on the application have been sent to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal. The Parish Council may make comments, or modify/withdraw previous representations. The Parish Council agreed to consider this appeal after considering a new application for Kersey Mill later in the meeting.

b) To consider applications received:

The Chair outlined the procedure to discuss the applications; if the applicant is present, they will be invited to speak, then members of the public will be invited to speak, they may speak once only for a maximum of three minutes. The applicant will be invited to respond to comments and answer further questions. Councillors will then discuss the application and the Parish Council will make its decision. The Chair reminded everyone present that the Parish Council will only consider material planning matters, as listed on the website, and will not take into account non-material matters.

DC/19/01761 Hall House, The Green, Kersey, Ipswich Suffolk IP7 6EB

Proposal: Application for Listed Building Consent. Erection of cart lodge following removal of dilapidated double garage and **DC/19/01760** Householder Application. Erection of cart lodge following removal of dilapidated double garage.

It was noted that the Babergh Heritage Team considered there was no harm to listed building and the scale and design was acceptable. Councillors considered the height of this proposed cart lodge and the proposed materials, which would be in keeping. It was agreed, unanimously, to support both the applications.

Leigh Jamieson joined the meeting.

DC/19/01766 Kersey Mill, Hadleigh Road, Kersey, Ipswich Suffolk IP7 6DP

Proposal: Full Planning Application - Erection of 2no. dwellings with associated outbuildings

The Chair stated that this was the third application to be considered by the Parish Council for two dwellings and associated outbuildings on the Kersey Mill site. The Parish Council had supported the previous two applications.

The applicant stated that they had lodged an appeal to an earlier refused application in June 2018; it is a slow process. They only wished to build two new homes on the site, if either, the appeal was successful, they would withdraw this current application or, if this application was successful, they would withdraw their appeal. This new application has been amended to a barn and courtyard style development, closer to the existing commercial buildings, in response to Heritage comments. Additional homes on the site are necessary for the safe operation of the water mill, which at times requires a quick reaction to problems and to ensure the site is secure. They have been burgled four times in the last four years and have had further intruder incidents. It has been difficult to address the concerns of all consultees as the comments

and suggested changes to proposals sometimes conflict. The applicant stated that Historic England have objected on the grounds that this proposal will cause harm to significance of the setting of the listed buildings, not any harm to the actual listed buildings. Historic England have also stated that the planning authority will need to give serious weight to the public benefits of the application. The applicant stated that to continue to secure the future of the Mill and open it as a working museum they required more people to live on site. Their insurance requires this as well as complying with health and safety when operating and managing the Mill and weir gates. This sometimes needs to be carried out quickly at any time of the day or night to protect the Mill. There is the potential for the Mill to become derelict again if opening the Mill to the public and the restoration project is not continued, both these require more people living on site. They have no plans for further housing development on the site, they just require two homes to provide additional manpower on site at all times to protect and secure the Mill.

One member of the public commented that he objected to the proposal on heritage grounds, he said this would be development in open countryside.

The applicant said that Suffolk Mills Group fully supported the application as they understand the significance of preserving and running a historic mill.

Councillors then discussed the application. There were concerns about the size of the proposed development. The buildings would not overshadow the listed buildings and are agricultural barn style, which some felt was good. Some felt the houses should be situated close to the existing buildings. Other Councillors felt that it was important to understand the need for additional people to live on site to protect the security and ensure the health and safety of those operating the Mill, they considered that the support of Suffolk Mills Group was an important factor to take into account. Others felt that this proposal was just too large and not necessary to secure the Mill site. Some Councillors supported the view of Historic England that this proposed development would harm the setting of the listed buildings but others felt the response and earlier advice from Historic England was conflicting and the proposal would not affect any of the important views of Kersey Mill. The harm to the significance of the setting of the listed buildings was a grey area and needed careful consideration balanced against the public benefits of safeguarding the Mill. The proposed houses would barely be seen as it was close to and behind the tree belt. Some felt the proposals would be an intrusion into open countryside. All Councillors supported the excellent work carried out to preserve Kersey Mill but some had concerns about the impact this proposed development would have on the heritage aspects of the site, as mentioned by Historic England. Following a vote, 4 against and 3 in favour, the Parish Council resolved to object to this application.

Councillors then discussed the appeal **APP/D3505/W/18/3206762** for the earlier application at Kersey Mill. It was agreed that the Parish Council would not change or make any further comments for the appeal.

Andrew Rogers stated that he had a private interest in the planning application DC/19/01834 Land South West of Vale Lane. He has a relative who lives at the opposite end of Vale Lane. After discussion it was agreed this private interest would not breach the Nolan Principles as set out in the Code of Conduct and he would take a full part in the planning discussions and vote.

DC/19/01834 Land South West Of, Vale Lane, Kersey, Suffolk

Proposal: Outline Planning Application (all matters reserved) - Erection of up to 8no. dwellings with parking and access from a new shared driveway with a single access to Hall Road.

The applicant said since the pre-application meeting, they had taken account of views expressed and have included a buffer zone of trees where the application size abuts existing properties in Vale Lane. The proposal is for three 2 bed bungalows, one semi-detached 2 bed house, two 3 bed houses and one 4 bed house. There is no social housing but this proposal will meet the need for smaller homes which will be more affordable. She said the proposal would be a small natural extension of Vale Lane. The homes nearest Vale Lane would be bungalows and there are no plans for any further development.

Nine members of the public spoke in objection to the proposal for the following reasons:

- It is out of character and in sight of the grade I listed Church.
- It would create a densely populated area where there are few amenities and facilities.
- There is a poor bus service so residents would be reliant on private vehicles.

- The road is not suitable for more traffic, there is a blind bend which causes highway concerns for vehicles and pedestrians.
- It is on prime agricultural land in an isolated location which will destroy the peace and tranquillity of the area.
- This would create a precedent for more development, there are no natural boundaries to this proposal.
- It is outside the built-up area boundary.
- There are empty homes in the village and some have been on the market for some time demonstrating that there is no need for more housing in Kersey.
- The site is rising land so the development will be visible and affect views across the countryside and the Church.
- It will have a disastrous impact on views when approaching the village.
- The drawings are misleading as the proposed development will not actually fit on the site.
- This development is in the Brett Valley Special Landscape Area. Local development plans and policies must be followed. This development will not enhance the qualities of the area and are not appropriate to the setting, in scale or character.
- It will urbanise the area.
- There are no public or economic benefits to this development.
- All the properties on the South West of Vale Lane would be impacted by this development and most (80% following a survey by residents) are strongly opposed to it. The Parish Council should take account of the concerns expressed and represent the wishes of local people by objecting to this application.
- There is no evidence of a need for more housing, this is something the Parish Council needs to address by carrying out a housing needs survey and completing a Neighbourhood Plan.

The Chair commented that the Parish Council are considering whether or not to carry out a Neighbourhood Plan which would include a housing needs survey as part of the process. To create a Neighbourhood Plan would be a substantial piece of work, requiring a significant amount of time and hard work by members of the community. It is also an expensive exercise. However, the Parish Council will give this careful consideration.

The applicant responded to say that Babergh have asked for more sites for housing for their new Local Plan and this site has been put forward. The development would be seen from Vale Lane but would not be seen from the Church. There is a lack of smaller homes for young people who need to be encouraged to live in the parish.

The Parish Council discussed the application.

- The location is on a blind bend causing highway safety concerns for vehicles, and pedestrians. The traffic survey identified an average vehicle speed of 32mph in a 30mph zone. This proposal will increase traffic in a dangerous location on a double bend, near to where people park for the school and playground.
- There is a lack of public transport leading to reliance on private vehicles.
- This development is too big and the need for more housing in Kersey is not defined or proven, there are empty houses in the parish. Completing a housing needs survey and a Neighbourhood Plan for the Parish is important to identify if there is a need for housing and where it should be located. It was commented that some private rental properties in the parish are in very poor condition.
- The development would mean the loss of agricultural land and a hedgerow.
- This development will set a precedent. There are no natural boundaries to prevent further development along the road.
- The proposal is not in keeping or appropriate to the setting.
- There are no exceptional circumstances for this development outside the built-up area boundary.
- There are no community benefits to this development.
- The majority of residents of Vale Lane are not in favour of this development so the Parish Council should represent their views.

The Parish Council resolved by a unanimous vote to object to the application.

There was then a ten minute break in the meeting. 33 members of the public left the meeting.

68/19 REPORT FROM BABERGH DISTRICT COUNCILLOR

The Chair congratulated Leigh Jamieson on his recent election to Babergh District Council and asked him to give his report.

One member of the public re-joined the meeting.

Leigh gave his report; this is appended to the minutes. He then answered questions from the floor.

Leigh Jamieson gave his apologies and left the meeting. Two members of the public left the meeting.

The Parish Council resolved suspend Standing Order 3x and to continue the meeting.

69/19 CORRESPONDENCE

All correspondence for the Parish Council has been circulated to Councillors. There are 4 items to note:

- a) The Parish Council has been given notice of the Independent Examination of the Minerals and Waste Local Plan. The Parish Council made some minor comments to the consultation but will not be making any representations to the inspector at the hearings which start on 19 June.
- b) Babergh opened their latest bid round for Community Infrastructure Levy (CIL) funding on 1 May, it will close on 31 May. There will be another bid round in October.
- c) SALC Survey for Suffolk Constabulary following a number of changes they introduced in 2018. They are particularly interested in understanding what has worked well and to comment if there are any elements of these changes which have not worked so well. It was agreed not to send any comments in response to this survey.
- d) There had been a concern that the 112 bus service which takes people from Hadleigh to Sudbury via Kersey, Semer, Bildeston, Chelsworth, Monks Eleigh, Brent Eleigh, Little Waldingfield, Great Waldingfield, twice a week on Tuesdays and Thursdays was under threat and would cease to operate. However, it has now been confirmed that this was an administrative oversight and the 112 bus will continue to operate. SCC will be considering new methodology for which rural buses should get subsidies and one of the new criteria is that buses with a high proportion of elderly and disabled passengers should get a subsidy. Robert Lindsay says this is undoubtedly the case on route 112.

70/19 FINANCE

a) It was confirmed that the Clerk, Sarah Partridge, would continue as the Responsible Financial Officer, Natalie Blyth was reappointed as Internal Auditor. It was agreed Kevin Pratt would be the Lead Councillor for Finance.

b) Terms of Reference for Internal Audit and Annual Internal Audit Plan was reviewed by the Parish Council; it has been updated to reflect some minor changes in the Practitioners Guide. It was adopted; copy appended to these minutes.

c) Review of Financial Regulations, these need to be reviewed annually. There was a slight change to values for paragraph 11.1c Contracts. *The thresholds for public contracts covered by The Public Contract Regulations 2015 are:*

- a. *For public supply and public service contracts £181,302 (as at July 2018)*
- b. *For public works contracts £4,551,413 (as at July 2018).* The Parish Council agreed to re-adopt the Financial Regulations with the above amendment.
- d) The Council reviewed the bank mandate arrangements. Three authorised signatories are required on both Barclays and Ipswich Building Society accounts. The signing arrangements are any two of the three authorised signatories. The correspondence address is the Clerk at the Parish Council registered address - Bridges Farm, The Tye, Kersey, Ipswich, IP7 6HB. John Hume will continue as signatory. Kevin Pratt and Penny Calnan were appointed as the two new signatories. The Clerk has telephone banking access to the Barclays accounts to check balances and make internal transfers between the Business Premium and Current accounts as necessary. The Clerk has Internet Banking access to 'view only' the Barclays accounts via a secure on-line log in. The Parish Council resolved to approve the above arrangements.
- e) A financial statement was tabled by the Clerk, which is appended to these minutes. Payments were all agreed. The financial statement confirmed the Parish Council has received the first instalment of the precept (£3,995) from Babergh.

f) The Parish Council approved the new pay scales for the Clerk for 2019 to 2020. Due to the introduction of the national living wage the NJC agreement includes the introduction of a new pay spine from 1 April 2019. The Clerk was on SCP 27 but under the new pay spine from 1 April 2019 the Clerk will be on SCP 20.

71/19 PARISH COUNCIL ACCOUNTS AND GOVERNANCE STATEMENTS FOR THE YEAR ENDING 31 MARCH 2019

- a) Natalie Blyth, the Internal Auditor, had carried out her Internal Audit on 7 May where she found everything to be in order. A copy of her report was available at the meeting for all Councillors to read. Natalie completed the Annual Internal Audit Report 2018/19 for the Annual Governance and Accountability Return.
- b) Councillors all had a copy of the Parish Council accounts for the year ending 31 March 2019, these were considered and it was resolved to approve the year end accounts. The Chair signed the accounts; a copy of the accounts are appended to these minutes. Councillors reviewed the sheet showing the significant variances between the year ending 2018 and the year ending 2019 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.
- c) It was agreed to set the dates for the period for the exercise of public rights from 17 June to 26 July 2019. Notice and guidance notes will be displayed on the noticeboard and on the website alongside all the financial information as required. This gives the electors of Kersey the opportunity to inspect the Parish Council accounts.
- d) Having completed the year end accounts and considered the requirements Kersey Parish Council resolved to certify itself as exempt from a Limited Assurance Review for the year ending 31 March 2019.
- e) The RFO and Chair signed the Certificate of Exemption.
- Penny Calnan briefly left the meeting. One member of the public left the meeting.*
- f) The Parish Council answered all the questions for the Annual Governance Statement 2018/19, confirming the Parish Council had complied with all the necessary legislation and accounting requirements. It was resolved to approve this section and it was duly signed by the Chair and Clerk.
- Penny Calnan re-joined left the meeting.*
- g) The Accounting Statements for 2018/19 were reviewed and it was resolved to approve this section, it was duly signed by the Chair.

72/19 REVIEW AND ADOPT POLICIES

- a) Standing Orders – The Parish Council resolved to re-adopt these without any amendments.
- b) Freedom of Information Policy and Publication Scheme – The Parish Council re-adopted the Freedom of Information Policy and adopted the updated Publication Scheme.

73/19 PLANNING APPLICATIONS

Most of this item had been completed earlier in the meeting, see minute ref 67/19. The Clerk had written a complaint to Babergh regarding application DC/19/01061. The Parish Council was granted an extension of time to respond to the application, however, the officer decided the case before waiting for the Parish Council's comments. The Parish Council wished for reassurance that the planning department has reviewed and changed their internal processes so that this situation will not arise again. The Clerk had not received any formal acknowledgement but spoke to Philip Isbell's assistant on 13 May who said the complaint had been passed to a member of the planning management team to respond. The assistant will chase them to make a response.

74/19 KCPC WORKING GROUP

Jonathan Marsh gave his report - Little has changed since the March report. The chestnut fencing has been replaced and looks good. KCPC is looking volunteers for the grass cutting rota as three volunteers have resigned. KCPC members will be filling in for now. Pascoe Gibbons will canvas the school parents to find new volunteers. There has not been any response regarding suggestions for new equipment.

75/19 FOOTPATH WORKING GROUP

The Footpath Working Group met in March. Surface clearance of the footpath network for this season has been started by volunteers. The paths should all be walkable. Please let Giles Hollingworth know if there are any problems with the footpaths.

76/19 TO CONSIDER A1141 CROSSROADS HIGHWAYS SAFETY

Robert Lindsay had met with the relevant highways officer, Cllr James Finch and Cllr Clive Arthey about the crossroads on the A1141 near to Kersey Mill. The officer is going to investigate the accident record at this location to see if there are a significant number of recorded accidents. This might then enable investment for safety measures, though what these would be is unclear. It was suggested that the Parish Council could contact the landowner to see if he was willing to cut back the scrub that has grown up on top of the bank which would help to improve visibility. It was agreed the Clerk will write to the landowner.

77/19 TO CONSIDER THE COSTS OF SPEED MONITORING IN THE PARISH

It was agreed the Clerk will circulate the speeding data she had found and the costs for further speed monitoring. This item will be added to the agenda of the next ordinary Parish Council meeting.

78/19 TRAINING

Information about training courses is regularly circulated. New Councillors will require training. Councillors confirmed that the SALC two-day Councillor training was extremely helpful and worthwhile. The Parish Council may also consider some bespoke whole Council training.

79/19 FORTHCOMING MEETINGS

SALC Babergh Area Forum 17 June – Kevin Pratt will attend.

Police and Parish Forum 19 June 7.30pm Barham Village Hall – It was agreed no Councillor will attend. However, if in the future there is an issue a Councillor will attend. The minutes will be circulated to all Councillors.

80/19 ANY OTHER BUSINESS

A new planning application had been received since publishing the agenda. The Clerk will be in touch with Councillors to arrange a date for an extraordinary meeting to consider this application.

The Chair thanked everyone for their contributions and excellent discussions during such a long meeting. He commented that this was an unusually long meeting.

There being no further business the meeting closed at 10.42 pm.

Appended to these minutes are 8 sheets:

Babergh District Councillor report

Terms of Reference for Internal Audit and Annual Internal Audit Plan (2 pages)

Kersey Parish Council Finance Sheet for 13 May 2019

Kersey Parish Council Accounts for the Year Ending 31 March 2019 (4 pages)

DISTRICT COUNCILLOR'S REPORT FOR KERSEY PARISH COUNCIL 13 MAY 2019

Babergh Council Elections

I am delighted to have won the Babergh council elections in the ward of South East Cosford and I look forward to working with the Kersey parish council and village community for the next four years.

South East Cosford ward had the highest turn out of any ward in Babergh and the second highest turn out in Suffolk with 55% of people voting, which shows that there is still a healthy interest in local democracy here.

The results across Babergh could be transformational. The Conservatives now have 15 councillors and other political groups have 17, which means the Conservatives no longer have a majority. The second largest group is the Independents with 8 councillors, the Greens including myself with four councillors, LibDems with 3 and Labour with 2.

Babergh council used to run with a committee system of governance which involved councillors from all parties by proportion to the size of their groups in decision making. When the conservatives won their first majority in 2015, they moved to a cabinet system with the leader choosing his or her own cabinet. By law this cannot be changed for five years.

So however the administration is eventually made up – and negotiations are ongoing – we will have to have a cabinet system for at least the next three years. The leader and his or her cabinet will be voted on by the whole council at its first annual meeting on May 22.

On a personal level I have lived in Bildeston for the last 15 years with my wife. We moved up, from our childhood home in South Essex, back in early 2004. I moved up to follow work and it was the best move we could have made. From the very moment we moved up here we fell in love with the whole area and still do to this day. It will now be an honour to represent the residents of the area to the best of my ability to maintain the communities we love.

Leigh Jamieson

District Councillor – South East Cosford

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Kersey Parish Council Internal Audit

Terms of Reference and Internal Audit Plan May 2019

It is the Parish 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.

To safeguard Kersey Parish Council finances there are three systems of control:

- **Internal Control**
- **Internal Audit**

Internal audit is a key component of the system of internal control. Its purpose is to independently review, evaluate and report on the effectiveness of risk management, internal control and governance processes to ensure they are adequate, effective, and in line with current regulations. Internal audit does not actively seek evidence of fraud, corruption, error or mistakes, but can assist the Parish Council in its responsibility for the prevention and detection of such occurrences

- **Limited Assurance Audit Review**

The Parish Council may be exempt from a limited assurance audit review. In which case a certificate will be sent to the external auditor, appointed by Smaller Authorities Audit Appointments and the Annual Governance and Accountability Return completed as necessary.

The Internal Auditor is independent of the operations (financial control/management) of the Council; competent in the understanding proper practices in relation to governance and accounting requirements within the legal framework and powers of smaller authorities; has an awareness of relevant risk management issues; and has an understanding of simple accounting and basic PAYE and VAT requirements. Any change in personal circumstances that may cause a question over the independence requirement must be reported by the Internal Auditor to the Parish Council.

Internal Audit work will be carried out using guidance from the *Governance and Accountability for Smaller Authorities in England March 2019*.

The Parish Council with the Internal Auditor will determine the scope and coverage of the work to be carried out by internal audit in accordance with proper practices and guidance. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective. The internal audit function must be independent from the management of the financial controls and procedures of the authority which are the subject of review. The person carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the authority. It is for each authority to decide, given its circumstances, what level of competency is appropriate, and to keep this issue under review. Internal audit is an on-going function, undertaken regularly throughout the financial year, to test the continuing existence and adequacy of the authority's internal controls. It results in an annual assurance report to members designed to improve effectiveness and efficiency of the activities and operating procedures under the authority's control.

The Parish Council's internal control systems comprise a whole network of systems established to provide reasonable assurances to:

- The effectiveness of operations.
- Compliance with applicable policies, procedures, laws and regulations.
- Safeguarding assets and interests from losses of all kinds, including those arising from fraud, irregularity and corruption.
- The integrity and reliability of information, accounts and data.

The Internal Auditor will use a predominantly systems-based approach to internal audit to:

- Carry out a selective assessment of compliance with relevant procedures, policies, regulations and internal controls. Noting that their establishment and alteration is the responsibility of the Parish Council.
- Review the reliability and integrity of financial information.
- Carry out an internal audit review twice during the year. One interim review midway through the financial year and one after the year-end accounts have been completed. Providing the Parish Council with a written report on the results of each internal audit review.
- Complete the Annual Internal Audit Assurance Report in the Annual Governance and Accountability Return.

**Kersey Parish Council Internal Audit
Terms of Reference and Internal Audit Plan May 2019**

Internal Control	Scope of Internal Audit	Internal Auditor Comments
Proper bookkeeping	<ul style="list-style-type: none"> • Is the cashbook maintained and up to date? • Is the cashbook arithmetic correct and regularly balanced? 	
Standing Orders and Financial Regulations	<ul style="list-style-type: none"> • Evidence the Council has adopted and regularly reviewed Standing Orders and these are tailored to the Council. • Evidence that the Council has adopted and regularly reviewed Financial Regulations and evidence these are tailored to the Council. • Has a Responsible Financial Officer been appointed with specific duties? 	
Payments controls	<ul style="list-style-type: none"> • Have items or services above the de minimus amount been competitively purchased? • Are payments in the cashbook supported by invoices, authorised and minuted? • Has VAT on payments been identified, recorded and reclaimed? • Is S 137 expenditure minuted, separately recorded in the accounts and within statutory limits? 	
Risk management arrangements	<ul style="list-style-type: none"> • Does a review of the minutes identify any unusual financial activity? • Do minutes record the Council carrying out an annual risk assessment? • Is there evidence that risks are being identified and managed? • Is appropriate insurance cover in place for employment, public liability and fidelity guarantee? • Is insurance cover adequate and reviewed annually? • Are internal control systems documented and regularly reviewed? • Has the Council carried out a Review of the Effectiveness of Internal Audit and internal control systems during the year? 	
Budgetary Controls	<ul style="list-style-type: none"> • Has the annual budget been properly prepared and agreed? • Evidence the precept amount was agreed by Council and clearly minuted? • Is actual expenditure against the budget regularly reported to the Council? • Are there any significant unexplained variances from budget? 	
Income Controls	<ul style="list-style-type: none"> • Is income properly recorded and promptly banked? • Does the precept recorded agree to the Council Tax authority's notification? • Are security controls over cash & near-cash adequate & effective? 	
Petty Cash	<ul style="list-style-type: none"> • Is petty cash in operation? 	
Payroll Controls	<ul style="list-style-type: none"> • Do all employees have contracts of employment? • Do salaries paid agree with those approved by the Council? • Are other payments to employees reasonable and approved by the Council? • Have PAYE/NIC been properly operated by the Council as an employer? 	
Assets controls	<ul style="list-style-type: none"> • Does the Council maintain an Asset Register? • Is the Asset Register reviewed annually? • Do asset insurance valuations agree with those in the asset register? 	
Bank Reconciliation	<ul style="list-style-type: none"> • Are bank reconciliations completed regularly and reconciled with the cash book? • Do bank balances agree with bank statements? • Are bank balances regularly reported to Council meetings? 	
Year-end procedures	<ul style="list-style-type: none"> • Are year-end accounts prepared using the appropriate procedures? • Is there a financial trail from underlying records to presented accounts? • Has the appropriate Annual Governance & Accountability Return been completed? 	
Internal and External Audit Reports	<ul style="list-style-type: none"> • Have Internal Audit reports been considered by Council? • Has appropriate action been taken regarding matters raised in Internal Audit reports? • Has the External Audit report been considered by Council? • Has appropriate action been taken regarding matters raised in External Audit reports? 	
Additional matters	<ul style="list-style-type: none"> • What is the Parish Council website address? • Has the Council complied with the Transparency Code by publishing relevant information on their website? • Is the Council registered with the Information Commissioners Office? • Was an Annual Parish Assembly held? • Is the Council making progress towards meeting the General Data Protection Regulation requirements? 	

**KERSEY PARISH COUNCIL
FINANCE**

Details for Parish Council Meeting, 13 May 2019

Bank Balances At 30 April 2019

Business Premium Account	£19,516.86
Current Account	<u>£1,146.47</u>
	<u>£20,663.33</u>

Transfers between Business Premium and Current account since the last meeting

06-Mar-19 Transfer from BPA to current	£3,000.00
26-Apr-19 Transfer from BPA to current	£1,000.00

Income received since the last meeting

15-Feb-19 SCC - Footpath mowing payment	£364.59
04-Mar-19 Bank Interest	£9.59
15-Mar-19 HMCR - VAT refund	£288.25
26-Mar-19 The Bell Inn - Dog bin sponsorship	£70.00
26-Mar-19 S de Lara Bell (Kersey Mill) - Dog Bin sponsorship	£140.00
15-Apr-19 Babergh - 50% Precept	<u>£3,995.00</u>
	<u>£4,867.43</u>

Payments made since the last meeting

<u>Date</u>	<u>Chq no.</u>		
20-Mar-19	101200	WJ Green - KCPC Mower service	£102.15
20-Mar-19	101201	Babergh - Dog bin emptying	£49.55
25-Mar-19	101202	Spingold - Dog Bin sponsor stickers	£24.00
9-Apr-19	101203	MW Nice Ltd - KCPC Fencing	<u>£830.16</u>
			<u>£1,005.86</u>

Payments Due

<u>Chq no.</u>			
101204	Suffolk.Cloud - Website hosting	£100.00	
101205	SALC- Annual subscription	£178.87	
101206	Michael Banks- KCPC Playground fencing labour charge	£450.00	
101207	Mrs S Partridge - Clerk's Expenses	£108.46	
101208	MW Nice Ltd - KCPC Fencing	<u>£23.57</u>	
		<u>£860.90</u>	

Expenditure Agreed

Prepared by the Clerk for Kersey Parish Council

KERSEY PARISH COUNCIL RECEIPTS AND PAYMENTS END OF YEAR ACCOUNT

31-Mar-18

31-Mar-19

£ 7,340.00	Precept	£ 7,953.00
£ 1,031.00	KCPC	£ 1,203.00
£ 435.40	Footpath	£ 939.18
£ 2.85	Millennium Book Fund	£ 7.48
£ 11.70	Bank Interest	£ 38.00
£ 311.04	Transparency Fund Grant	£ -
£ 550.00	Other income	£ -
£ 608.62	VAT Repayment	£ 288.25
£10,290.61	TOTAL RECEIPTS	£10,428.91
£ 684.22	Administration	£ 671.22
£ 4,298.79	Staff costs	£ 5,397.80
£ 38.00	Training and external meetings	£ 413.50
£ 204.45	Street Lighting	£ 234.15
£ 595.33	KCPC	£ 467.72
£ 734.00	Footpath	£ 477.73
£ -	Millennium Book Fund	£ -
£ -	Footpath Map Printing	£ -
£ -	Section 137	£ -
£ 373.76	Insurance	£ 371.66
£ 70.00	Glebe Hedgecut	£ -
£ 84.00	RoSPA Inspection	£ 84.00
£ 400.00	St Mary's Church	£ 420.00
£ 126.00	Defibrillator Annual support	£ 126.00
£ 41.29	Dog bin emptying charge	£ 41.29
£ -	Fixed Asset repairs	£ -
£ -	Parish Council Election costs	£ -
£ 288.25	VAT on Payments	£ 352.27
£ 7,938.09	TOTAL PAYMENTS	£ 9,057.34

RECEIPTS & PAYMENT SUMMARY

£16,854.48	Balance as at 1st April	£19,207.00
£10,290.61	Total Receipts	£10,428.91
£ 7,938.09	Less Payments	£ 9,057.34
£19,207.00		£20,578.57

CUMULATIVE FUNDS IN THE BANK AT 31 MARCH

£16,042.61	Barclays Business Premium a/c	£16,521.86
£ 316.79	Barclays Current a/c	£ 1,102.78
£ 2,847.60	Ipswich Building Society a/c	£ 2,855.08
£19,207.00		£20,479.72
£ -	Less unpresented cheques	£ 126.15
£ -	Plus bank debit error	£ 225.00
£19,207.00	Balance c/f	£20,578.57

The Accounts represent fairly the financial position of Kersey Parish Council as at 31 March 2019 and reflect its receipts and payments during the year.

Signed *S Partridge*
Responsible Finance Officer

Date *4 May 2019*

I certify that the accounts were formally approved at the Council Meeting on 13 May 2019

W. Lawrence
Signed
Chair of Kersey Parish Council

Date *13.5.19*

KERSEY PARISH COUNCIL
YEAR END ACCOUNTS
1 April 2018 - 31 March 2019

Kersey Parish Council Consolidated Accounts
Year End Bank Reconciliation as at 31 March 2019

Funds at the Bank

Barclays

Business Premium Account	£16,521.86
Current Account	<u>£1,102.78</u>
	£17,624.64

Less unpresented cheques:

101200	£102.15
101202	<u>£24.00</u>
	£126.15

Plus Bank debit error (chq 101195 debited twice)

	<u>£225.00</u>
	£17,723.49

Ipswich Building Society

Millennium Book Fund Account	<u>£2,855.08</u>
	<u>£20,578.57</u>

Balances as per Cashbooks

Kersey Parish Council balance b/f 1 April 2018

£16,359.40

Millennium Book Fund balance b/f 1 April 2018

£2,847.60

£19,207.00

Plus total Receipts

£10,428.91

£29,635.91

Total payments

£9,057.34

£9,057.34

Total Receipts plus balances at 1 April

£29,635.91

Less Total Payments

£9,057.34

£20,578.57

Allocated reserves held in bank

Millennium Book Fund (Ring Fenced) £2,855.08

KCPC Working Group (Ring Fenced) £3,624.61

Footpath Working Group £2,198.20

Audit reserve £100.00

Defibrillator and Village Emergency Tel £658.06

Election Provision £862.50

Church Walk Future Maintenance £1,690.00

Training reserve £334.19

Footpath Map printing reserve £263.50

Fixed Asset reserve £2,293.15

Council Tax Support Grant £729.50

Parish Council General Reserves £4,969.78

£20,578.57

Kersey Parish Council bank reconciliation prepared by
the Clerk and RFO Sarah Partridge on 4 May 2019

KERSEY PARISH COUNCIL SIGNIFICANT VARIANCES FOR YEAR ENDING 31 MARCH 2019

31-Mar-18		31-Mar-19	Variance	% Variance	Reason for variance (Auditor PKF Littlejohn require explanation if over 15% and more than £200)
£ 7,340.00	Precept	£ 7,953.00	£ 613.00	8.4%	Increased to cover budgeted expenses & new costs of GDPR compliance
£ 1,031.00	KCPC	£ 1,203.00	£ 172.00	16.7%	Quiz night income up due to higher attendance, income up by £202 (YE 18 £30 donation for use of quiz questions)
£ 435.40	Footpath	£ 939.18	£ 503.78	115.7%	Dog bin sponsorship £210, mowing payment increased £313 (YE 18 £20 old mower sold)
£ 2.85	Millennium Book Fund	£ 7.48	£ 4.63	162.5%	Bank interest rate increased
£ 11.70	Bank Interest	£ 38.00	£ 26.30	224.8%	Bank interest rate increased
£ 311.04	Transparency Fund Grant	£ -	£ 311.04	-100.0%	No Grant (YE 18 Grant £311.04 received to help with Transparency Code compliance)
£ 550.00	Other income	£ -	£ 550.00	-100.0%	No other income (YE 18 Donation received for defibrillator £500 and from photo shoot in Kersey £50)
£ 608.62	VAT Repayment	£ 288.25	-£ 320.37	-52.6%	Less VAT reclaimed due to less VAT paid in YE 2018
£ 10,290.61	TOTAL RECEIPTS	£ 10,428.91			
£ 684.22	Administration	£ 671.22	£ -13.00	-1.9%	
£ 4,298.79	Staff costs	£ 5,397.80	£ 1,099.01	25.6%	Statutory pay increase and Clerk's contracted hours increased by 26 hrs £412. GDPR compliance additional Clerk hours £704. Reduced travel costs £17
£ 38.00	Training and external meetings	£ 413.50	£ 375.50	988.2%	Increased training costs for new Councillors £371
£ 204.45	Street Lighting	£ 234.15	£ 29.70	14.5%	Energy costs increased
£ 595.33	KCPC	£ 467.72	£ -127.61	-21.4%	Quiz food costs decreased £63 and mower costs decreased £66
£ 734.00	Footpath	£ 477.73	£ -256.27	-34.9%	Decreased spending on mower £483, purchase dog bins £207 increased fuel £19
£ -	Millennium Book Fund	£ -	£ -		
£ -	Footpath Map Printing	£ -	£ -		
£ -	Section 137	£ -	£ -		
£ 373.76	Insurance	£ 371.66	£ 2.10	-0.6%	
£ 70.00	Glebe Hedgecut	£ -	£ 70.00	-100.0%	Hedge cutting not charged (Will be charged in Year Ending 2020)
£ 84.00	RoSPA Inspection	£ 84.00	£ -	0.0%	
£ 400.00	St Mary's Church	£ 420.00	£ 20.00	5.0%	Grant increased
£ 126.00	Defibrillator Annual support	£ 126.00	£ -	0.0%	
£ 41.29	Dog bin emptying charge	£ 41.29	£ -	0.0%	
£ -	Fixed Asset repairs	£ -	£ -		
£ -	Parish Council Election costs	£ -	£ -		
£ 288.25	VAT on Payments	£ 352.27	£ 64.02	22.2%	
£ 7,938.09	TOTAL PAYMENTS	£ 9,057.34			
£ 30,439.00	Fixed Assets	£ 30,664.00	£ 225.00	0.7%	Increased due to purchase of 3 dog poo bins

Explanation of High Reserves. On the Annual Return Accounting Statement box 7 is more than twice box 2 because Kersey Parish Council has agreed to hold allocated reserves as listed on the bank reconciliation.
Total reserves £20,578.57. Allocated reserves £15,608.79. Parish Council general unallocated reserves £4,969.78

VAT not included in budget figures	2018/19	2018/19	2018/19	2019/20			
Parish Council	Budget/ Precept 2018/2019	Actual to 31 Mar 2019	Added to reserves in year	Budget/ Precept 2019/2020	Notes:		
Post/Tel/Stationery/copier cartridge	£135.00	£84.42	£0.00	£135.00	£50.58 budget transferred to Clerk's salary GDPR hours		
Clerk's working from home exp	£208.00	£208.00	£0.00	£208.00	£4/week		
Hall Hire: Parish Council 12 @ £5	£55.00	£55.00	£0.00	£60.00			
Annual Parish Assembly @ £10	£10.00	£10.00	£0.00	£10.00			
SALC subscription	£180.00	£178.80	£0.00	£180.00			
External Audit	£100.00	£0.00	£100.00	£100.00	External audit fees for 17/18 to 21/22 £200 unless exempt (18/19 £100 added to new audit reserve)		
Data Protection	£188.00	£35.00	£0.00	£35.00	ICO reg £35 GDPR DPO Yr 1 £150 (DPO not required Gov agreed 05/18) £153 budget transferred to Clerk's Salary GDPR Hours		
Website hosting	£100.00	£100.00	£0.00	£100.00	Suffolk.cloud		
Sub total for Admin	£976.00	£671.22	£100.00	£828.00			
Clerk's Salary & Staff Costs	£4,915.00	£4,915.00	£0.00	£4,905.00	SCP27 18/19 £12.815/hr. 18/19 Clerk Salary plus extra GDPR hours - 12 approx £150, mileage £100		
		£203.58	£0.00		Overspend on Clerks's salary for additional GDPR hours. Total overspend £482.80. Budget transferred from Data Protection £153.00, post/tel/stationery £50.58 & see also funds used from general reserves £279.22		
Training/External Meetings	£250.00	£250.00	£0.00	£250.00	LCPAS whole cl £120, Clr £115, Clerk netwk x2 £20, others £50 18/19 used £163.50 from training reserve		
Street Lighting	£225.00	£234.15	£0.00	£240.00	18/19 Energy costs higher than estimated. Overspend transferred from contingencies budget		
Parish Council Insurance	£340.00	£331.76	£0.00	£340.00	Oct 17 new 3 year Long term agreement with Game & Co		
Glebe Insurance	£50.00	£39.90	£0.00	£50.00			
Hedge Cut - The Glebe	£80.00	£0.00	£0.00	£80.00			
Playground Safety Inspection	£87.00	£84.00	£0.00	£87.00			
Dog Litter Bin emptying charge	£45.00	£41.29	£0.00	£45.00			
St Mary's Church	£420.00	£420.00	£0.00	£420.00	18/19 split £265 Churchyd £110 Nletter £45 Clock (last increased Nov 2017)		
Defibrillator & Village Emergency Tel	£135.00	£126.00	£9.00	£215.00	CHT memb'shp inc Defib managed solution £135, X2VETS £180 (18/19/20 reduced by £100 funded from Defib & VETS reserve) £9 added to reserve		
Chairman's Allowance	£0.00	£0.00	£0.00	£0.00			
Election costs	£25.00	£0.00	£25.00	£25.00	Routine elections every 4 years, next election in May 2019. £25 added to reserve		
Church Walk future maintenance	£130.00	£0.00	£130.00	£130.00	£130.00 added to reserve		
Footpath Map printing reserve	£75.00	£0.00	£75.00	£75.00	Build up reserve for reprint £75/year (approx 1,000 maps/yr) £75 added to reserve		
Contingencies	£200.00	£0.00	£0.00	£300.00	18/19 Reduced by £100 to cover GDPR additional cost for year 1. £9.15 budget transferred to street lighting		
Precept	£7,953.00	£7,316.90	£339.00	£7,990.00	Precept for 2019/20 £7,990 Approved 28 Jan 2019 Min ref 24/19		
					19/20 Tax base 178.23 = £44.83 for a band D property.		
Other PC income	£38.00				Bank interest		
PC Income	£7,991.00						
Agreed spending from PC reserves:	£100.00	£0.00		£100.00	Defibrillator costs funded from Defib and VETS reserve min 6/18		
		£204.09			FP reserve - repair to old DR mower min 34/18		
		£163.50			Training reserve - Councillor training min 38/19		
		£279.22			General PC reserve - Clerk's salary additional hours for GDPR min 38/19		
	£8,091.00	£7,963.71	£339.00	£8,090.00	Total Budget	KCPC Income 18/19 - Estimated £820.00. Actual £1203.00 Footpath Income 18/19 - Estimated £729.18. Actual £942.18 Millennium Book Fund Income 18/19 - Est £2.80. Actual £7.48	
KCPC	£1,017.00	£467.72		£4,017.00			
Footpath	£382.00	£273.64		£382.00	Plus spent £204.09 on repairs to old DR mower from FP reserve		
Millennium Book Fund	£0.00	£0.00				Minute ref 38/19 Reserves policy adopted. Remaining total budget underspend allocated to fixed asset reserve. £7953 - £7316.90 - £339.00 = £297.10	
Total actual spend		£8,705.07					
Reserves (Cash at Bank)	At 1.4.18	Added	At 31.3.19				
KCPC Working Group (Ring fenced)	£2,889.33		£3,624.61		Precept for 2018/19 £7953 (Budget approved 22 Jan 18 min ref 17/18)		
Footpath Working Group	£1,736.75		£2,198.20		Tax base 180.98 = £43.94 for a band D property	VAT repayment	
Audit reserve	£0.00	£100.00	£100.00			2018/19 Actual £288.25.	
Defib & VETS reserve	£649.06	£9.00	£658.06		Precept for 2017/18 £7340 (approved 16 Jan 17 min ref 15/17)		
Election costs reserve	£837.50	£25.00	£862.50		Tax base 183.47 = £40 for a band D property		
Church Walk Maintenance Reserve	£1,560.00	£130.00	£1,690.00				
Training reserve	£497.69		£334.19				
Footpath Map printing reserve	£188.50	£75.00	£263.50		Precept for 2016/17 £6,786 plus CTax Support Grant £43.08		
Fixed Asset Reserve	£1,996.05	£297.10	£2,293.15		Tax Base 181.25 = £37.44 for a band D property		
Council Tax Support grant money	£729.50		£729.50		Budget approved 25 Jan 16 minute ref 18/16		
General Parish Council Reserve	£5,275.02		£4,969.78				
	£16,359.40		£17,723.49		Precept for 2015/16 £6,700 plus a CTax Support Grant £86.17		
Millennium Book Fund Account	£2,847.60		£2,855.08		Tax Base 180.31 = £37.16 for a band D property		
General PC reserves - advice is to hold between 6-12 months gross expenditure (£4,706 - £9,412 (5 yr average)) General PC reserves vary from year to year partly due to VAT being paid one year and reclaimed the following year.							