

## **MINUTES OF KERSEY PARISH COUNCIL ORDINARY MEETING HELD ON MONDAY 4 MARCH 2019 IN KERSEY VILLAGE HALL AT 7.30 PM**

### **PRESENT**

John Hume – Chair, Penny Calnan, Giles Hollingworth, Stuart McQuaker, Kevin Pratt, Andrew Rogers, 9 members of the public and the Clerk – Sarah Partridge. Robert Lindsay attended for part of the meeting.

The chair welcomed everyone to the meeting. He explained that at Parish Council meetings there are a lot of regulatory matters which have to be attended to, more than 10 years ago. It is important for the Parish Council to be transparent about what business it conducts so the agendas are quite detailed. However, the Councillors try to ensure they are efficient in their preparation so that these items do not take too long. Parish Time has been moved to earlier in the meeting which will give parishioners the opportunity to comment on any agenda items before the Council. Their comments can then be taken into account during Council debate. Parish Time is an opportunity to bring matters to the attention of the Council. Councillors will then decide whether they wish to include any new items on an agenda for a future meeting. Decisions cannot be made in Parish Time; the Parish Council must ensure they have all the facts before debating a matter. There are standing orders regulating how the Council functions and meetings are run.

**30/19 APOLOGIES** – Apologies for absence were received and accepted from Yvonne Martin. Alan Ferguson sent his apologies.

**31/19 ACCEPT MEMBERS' DECLARATIONS OF INTEREST** – None.

**32/19 CONSIDER ANY DISPENSATION REQUESTS FOR PECUNIARY INTERESTS RECEIVED FROM COUNCILLORS** – None received.

### **33/19 REPORTS**

These were deferred to later in the meeting.

Receiving reports from our County and District Councillors often takes a considerable time. In an effort to make the meetings more efficient reports from the County and District Councillors will be circulated to all Parish Councillors in advance. The District and County Councillors will then be available at the meetings to answer questions from the Parish Council and parishioners. It was also agreed that these reports would be published on the website.

### **34/19 PARISH TIME**

Thanks were expressed to the group of people who recently tidied the bank on Cherry Hill next to the Church. Thanks was also offered to all those who helped with the annual spring litter collection.

### **35/19 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 28 January 2019 were signed and dated as being correct.

### **36/19 CLERK'S REPORT**

In compliance with the Parish Council complaints policy the complaint received in January was forwarded, by the Clerk, to the Monitoring Officer at Babergh. The Monitoring Officer confirmed that the Code of Conduct was not broken by the Councillor and the matter is now closed. A Councillor has reported to SCC highways that the road drains are blocked on Church Hill. The speed limit and school sign on Church Hill which is leaning over has also been reported. A number of pot holes have been reported to SCC, some of which have now been repaired. If residents spot any pot holes they were reminded to report them via the SCC website. There is a link from the Kersey website on the useful information page. The Parish Council is very grateful to Wendy Green at The Bell who kindly checks

the defibrillator on a regular basis. It is always ready for use should it be needed. Under our support package with CHT the defibrillator pads were replaced as they were out of date. The Clerk is progressing the project to set up a Village Emergency Telephone System. Anyone interested in being a volunteer should contact the Clerk. A successful litter collection was held recently with many residents joining in and helping to keep Kersey tidy. The school children joined in and tidied areas near the school. Thank you to all involved. A resident had been in contact about the hedge in Vale Lane which has not been cut by Babergh this year. Our district councillor Alan Ferguson is investigating. Nomination papers for the Parish Council elections, which will take place on 2 May, are now available from the Clerk. All seven seats on the Parish Council are up for election. Councillors were reminded that from 12 March until after the election there will be a moratorium where the Parish Council will not be publicly recognising or promoting the work of individual Councillors.

### **37/19 CORRESPONDENCE**

All correspondence for the Parish Council had been circulated to Councillors. There were two items to note:

- a) Connecting Communities, the pre-booked community bus service linking Kersey with Hadleigh has written to confirm that from 1 April they will not be accepting free bus passes. All passengers will be charged to ensure equality on cost for all bus users. Fares will not be increasing and will remain affordable.
- b) The next round of bids for the Community Infrastructure Levy (CIL) will open on 1 May for a month. Applications for CIL can be submitted twice a year, in May and October.

### **38/19 FINANCE**

- a) A copy of the accounts to date and a financial statement, showing bank balances, receipts and payments for approval were tabled by the Clerk; these are appended to the minutes. All payments were approved.
- b) The Council approved a payment for the Clerk for additional hours worked on GDPR. It had been previously agreed to pay the Clerk for additional hours worked on GDPR if she had used all her contractual hours. There was a small provision in the budget for GDPR hours, the underspend in the budget headings for Clerk's expenses and data protection would also be used to cover this expense. The balance would be taken from reserves.
- c) Councillors reviewed actual spending against the budget. The analysis showed that the Parish Council spending for the year will be within budget. Street lighting showed an over spend by £9.15 due to an under estimate on energy costs. Due to the timing of invoicing and budget setting this under estimate is likely to also affect next year's street lighting budget estimate. There will be an overspend in the training budget. £177.67 will be used from the training reserve in this financial year, leaving £320.02 in the training reserve.
- d) Giles Hollingworth confirmed the bank reconciliations had been correctly completed and verified against the cash book. Giles signed the bank statements and bank reconciliation.
- e) The Clerk confirmed the level of fidelity guarantee insurance cover is adequate at £150,000. Allowing for receipt of 50% of the precept in April it was estimated that bank balances would total approx. £28,000.
- f) Review and re-adopt the reserves policy – Councillors all had a copy of this policy, agreed it fitted the needs of the Council and resolved to re-adopt it. Copy appended to the minutes. There was a brief discussion about the general Parish Council reserve which was at the lower level of recommended amounts. It was agreed to monitor this carefully.

### **39/19 PLANNING APPLICATIONS**

#### a) Progress

**DC/18/05585 Linton House, The Street, Kersey, Ipswich Suffolk IP7 6DY**

Proposal: Full Planning Application - Erection of 2no. dwellings a cart lodge and improvements to vehicular access including alterations to frontage wall following demolition of existing structures.

Babergh refused permission for this application on 13 February 2019. Reasons for refusal were on the

grounds of; harm to the special interest of the setting of Linton House through the loss and subdivision of its garden and to the character of the Conservation Area; highways concerns and; the proposals conflict with the need to respect the scale, form and nature of adjacent development.

**DC/18/05586 Linton House, The Street, Kersey, Ipswich Suffolk IP7 6DY**

Application for Listed Building Consent - Erection of 2no. dwellings a cart lodge and improvements to vehicular access including alterations to frontage wall following demolition of existing structures. Babergh granted Listed Building Consent for alterations to the frontage wall on 13 February 2019.

b) Planning applications to consider

**DC/19/00594 - Little Manor, Church Hill, Kersey, Ipswich Suffolk IP7 6DZ**

Proposal: Notification of Works to Trees in a Conservation Area - Removal of two Ash trees in an internal hedge, Removal of one Ash tree in overcrowded group and removal of a branch overhanging boundary. Councillors considered this application and agreed to fully support the proposed tree works.

**40/19 KCPC WORKING GROUP**

General Report A report from KCPC Chair, Jonathan Marsh, was read. Little has changed since his report of the 28 January 2019. A quote from Michael Banks of £800 for labour, has been accepted to remove and replace the chestnut fencing. The Parish Council will be invoiced direct for materials so the VAT can be reclaimed. The mower is with Greens being serviced. The cricket net astroturf has been pressure washed and the surface is greatly improved.

Budget Approval Councillors all had a copy of the KCPC working group budget for 2019/20, copy appended. It was agreed to approve the budget which showed an estimated income of £820 and expenses of £4017. The estimated reserves at the start of the year are £3709.73.

**41/19 FOOTPATH WORKING GROUP**

General report Giles Hollingworth reported that as far as he knew all paths were walkable. The survey of directional sign posts along the footpaths is nearly complete, with several having been renewed. The mowers are in working order and ready for use. It was noted that there seemed to be a problem of cyclists using public footpaths in Wickerstreet Green. The landowner was aware but it is difficult to prevent this illegal activity. The new dog poo bins have been purchased and will be installed very soon. *Robert Lindsay arrived at the meeting.*

The Bell Inn and Kersey Mill, who have kindly sponsored the bins, have now approved the advertising signs and these will be produced and attached to the bins shortly. The Clerk will contact the sponsors to arrange collection of the sponsorship money. An article will be put in the newsletter to announce the location of the new bins. This may be a flyer or just an item in the newsletter. The Clerk will discuss and agree this with the newsletter. Kevin offered to produce some inserts to put inside the footpath maps notifying walkers of the bin locations. It was also agreed to ask The Bell if they would like to have some maps to place on their tourist information table. Footpath maps are also available in the church.

Budget Approval Councillors all had a copy of the Footpath working group budget for 2019/20, copy appended. It was agreed to approve the budget which showed an estimated income of £729.18 and expenses of £382.00.

**42/19 REVIEW AND ADOPT POLICIES**

Councillors had read all the new or updated draft policies.

Health and Safety Policy – it was agreed to amend to add ‘as necessary’ after training.

Complaints Policy & Procedure – the full address of Babergh was added.

Disciplinary and Grievance Policy – it was agreed to amend the wording where trade union was mentioned to read ‘a colleague’

Equality and Diversity Policy - adopted without any amendments.

Press, Media and Reporting Policy, including protocol for reporting at meetings of the Council – adopted with no amendments.

Copies of all these updated policies will be appended to the minutes and published on the website.

### **43/19 REPORTS**

**a) Suffolk County Councillor - Robert Lindsay** answered questions about his report. It is appended to the minutes of this meeting. It had been agreed that Kersey would monitor the traffic impact made on Wickerstreet Green by the business in Cox Hill, Boxford. Robert gave a brief update on a new report that SCC had failed another Special Educational Needs inspection. It stated that families were being let down. This is a concern, particularly the lack of communication which was causing problems. Robert asked about road safety at the A1141 cross roads when leaving Kersey. Lindsey Parish Council have asked SCC to review the safety of this junction as they consider it to be dangerous. It was confirmed to Robert that this junction had been a highway safety concern for Kersey residents for many years. The Parish Council had worked with a number of different County Councillors over the years but had never managed to achieve any effective solutions. Any support he could provide would be much appreciated.

**b) Babergh District Councillor – Alan Ferguson** had sent his report in advance. It is appended to the minutes of this meeting. There were no questions for the Clerk to pass on to Alan after the meeting. Alan's contact details are on the Kersey website should any parishioners wish to contact him.

### **44/19 REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT AND INTERNAL CONTROL SYSTEMS**

The Council reviewed the effectiveness of internal audit and internal control by considering the following areas. Scope of the internal audit, independence, competence, relationships and Internal Audit planning and reporting. The Parish Council approved the internal audit terms of reference and internal audit plan in May 2018. Councillors all had a copy of the internal control systems the Parish Council has in place. It was agreed these internal controls ensure the Council's financial management is effective. The Clerk had written to Natalie Blyth, our internal auditor who had written to confirm that she considered the procedures and safeguards the Council has in place are suitable and relevant to Kersey Parish Council. She confirmed that she is independent from the day-to-day business of the Council and believed herself to be competent for the tasks required. She also confirmed that she would be happy to continue as Internal Auditor. Councillors agreed they wished Natalie to continue as the Internal Auditor. Councillors then completed the Review of Effectiveness checklist answering questions about the evidence of achieving the relevant standards. Copy appended.

### **45/19 REVIEW OF RISK ASSESSMENTS**

Councillors all had copies of the risk assessments for the Parish Council.

**Business Risk Assessment –** It was agreed to amend the risk level from low to medium for staff, loss of Clerk and short-term incapacitation of Clerk as the impact of losing the Clerk was considered to be high even though the likelihood was low. It was agreed that the Chair should have the ability to access the Parish Council laptop, documents and emails in case the need arose. It was agreed to add to the Data protection section with regard to carrying out a regular update of the data audit and data retention audit. It was agreed to add a section on reputation, the risk to the Parish Council of their reputation being damaged was considered to be medium. The management of this risk was to employ a competent clerk who attends relevant training as necessary and for Councillors to attend initial and on-going training. Stuart McQuaker commented that he has considerable experience of risk management and offered to re-write this document in a different way, highlighting areas of risk. He also suggested using a more detailed system of identifying the level of risk taking into account the likelihood and impact of the risk. It was agreed to approve and adopt the current risk assessment document, amended with the above-mentioned changes. Stuart will produce a new document which he will share with the Clerk and Councillors to consider for next year.

Office, playground, mowing and litter picking risk assessments were all considered and approved. Copies of all the updated risk assessments are appended to the minutes. The relevant risk assessments will be given to all volunteers.

#### **46/19 TO CONSIDER THE NEED FOR AN SCC APPROVED GRIT BIN ON CHURCH HILL**

Since SCC are no longer using grit heaps as they are environmentally damaging, the Parish Council has been asked by a member of the public to consider installing a grit bin on Church Hill. According to the SCC criteria this location would not be approved since it is on a Priority 2 gritting route. Councillors considered that this location was unique and a supply of grit at this location was essential. It is on a steep narrow road, on a bend with the primary school at the top of the hill. The village has two entry/exit routes with a ford running through the centre of the village. Both entry/exit routes are steep hills with bends. Church Hill is the favoured route for parishioners to use since highway safety to travel onto the A1141 is dangerous the other way. It was agreed that Church Hill is a critical entry/exit point and should have a grit bin to ensure it is accessible even in freezing weather. The old grit heap was regularly used. Since the location is in a conservation area a black timber bin similar to the SCC approved grit bin in Vale Lane would be the preferred option. The Parish Council agreed they would be willing to purchase, install and maintain a grit bin at this location. (*Power LGA 1972 s137*) The Clerk will complete a grit bin application and a letter explaining the unique circumstances why a bin is required on Church Hill.

#### **47/19 TO CONSIDER THE CONCERNS RAISED ABOUT SPEEDING IN THE PARISH**

Councillors discussed the concerns raised about speeding in the Parish. The Clerk confirmed that in May 2016 SCC Highways carried out speed monitoring on Church Hill. The data from this showed traffic speeds were quite low and indicated speeding was not an issue. A change in speed limit was therefore deemed not necessary. Councillors feel that there may be an issue of speeding in the parish and agreed that they would like to try and have some more speed monitoring carried out to confirm this before deciding the best course of action to prevent speeding and improve highway safety in the parish. The areas of most concern where they feel monitoring should take place are:

- Church Hill on the bend before the houses
- Near The Splash
- Wickerstreet Green
- Near the play area on Hall Road
- Mill Lane, particularly with the primary school entrance being on this road. The children regularly walk along the road to the Glebe.
- Between Priory Hill and Bildeston Road.

#### **48/19 TRAINING**

Information about training courses is regularly circulated to all Councillors. Penny and Andrew have now both completed the two day SALC Councillor course. Stuart has completed the first day of the course. Penny gave some feedback about the course. She found it to be very interesting with plenty to learn. With regular legislative changes she felt that a refresher course for all Councillors may be beneficial. The Clerk confirmed there had been a whole council training session in recent years (2015). Penny also commented that they had learnt there are lots of grants available for parish projects, you just need to look for them. Andrew commented that the Community Infrastructure Levy (CIL) was an example of funding the Council may be able to access for new equipment for the playground. Some CIL funding is given directly to the Parish Council where new building has taken place; this is capped at 15% or 25% if a Neighbourhood Plan is in place. There is also the opportunity, twice a year in May and October to bid for funding from the general Babergh CIL fund. CIL funding can be spent on physical infrastructure such as roads and cycleways, social infrastructure such as schools, health and community halls and green infrastructure such as play areas. To access CIL funding the Council will need to consult with residents and those who use the facilities to find out what they would like. A Parish Infrastructure Investment Plan will need to be completed. To start this process, it was agreed to ask KCPC to consult with the school to find out what equipment they would like at the playground.

**49/19 REPORT FROM OTHER MEETINGS**

Police and Parish Forum – no Councillors had been able to attend. The minutes will be circulated.

**50/19 FORTHCOMING MEETINGS**

5 March Babergh Parish liaison meeting, this was a change of date from January. Unfortunately, the Clerk and Councillors were all unavailable.

11 March SALC/Babergh Area Forum – This has a revised format and is now a forum. Summary notes rather than minutes will be issued following the forum. No Councillors were available to attend.

26 March Footpath Working Group meeting at The Bell at 7.30pm.

**51/19 ANY OTHER BUSINESS**

A Councillor raised a concern about poor and dangerous parking on Church Hill and near the school at drop off and collection times for the school. It was agreed the Clerk would contact the school to highlight this concern and to ask whether parents parking at The Bell and walking up the hill was still encouraged.

There being no further business the meeting closed at 9.53pm.

Appended to these minutes are 34 pages:

- Kersey Parish Council receipts and payments to date (2 pages)

- Kersey Parish Council finance sheet for 4 March 2019

- Kersey Parish Council Budget comparison sheet

- Reserves Policy

- KCPC working group budget

- Footpath working group budget

- Policies: Health and Safety Policy, Complaints Policy and Procedure, Disciplinary and Grievance Policy and Procedure, Equality and Diversity Policy, Press, Media and Reporting Policy, including protocol for reporting at meetings of the Council (11 Pages)

- Suffolk County Council report from Robert Lindsay

- Babergh District Council report from Alan Ferguson (3 pages)

- Review of Effectiveness of Internal Audit

- Business, Office, Playground, Mowing and Litter Picking risk assessments (12 Pages)

**KERSEY PARISH COUNCIL**  
**1 April 2018 - 31 March 2019**

Printed on 03/03/2019

**RECEIPTS**

<b>Date</b>	<b>Credit ref</b>	<b>Detail</b>	<b>Precept</b>	<b>KCPC</b>	<b>Footpath</b>	<b>Other Receipts</b>	<b>VAT</b>	<b>Total Receipts</b>	<b>Sub total</b>
1-Apr-18		Balance brought forward		£ 2,889.33	£ 1,736.75	£ 11,733.32		£ 16,359.40	
3-Apr-18	Direct C	Babergh 50% Precept	£ 3,976.50					£ 3,976.50	£ 20,335.90
4-Jun-18	Bank	Bank Interest 5 Mar-3 Jun				£ 9.14		£ 9.14	£ 20,345.04
3-Aug-18	Direct C	SCC - Footpath mowing			£ 364.59			£ 364.59	£ 20,709.63
3-Sep-18	Bank	Bank Interest 4 Jun - 2 Sept				£ 9.29		£ 9.29	
10-Sep-18	Direct C	Babergh 50% Precept	£ 3,976.50					£ 3,976.50	£ 24,695.42
16-Nov-18	100109	KCPC Quiz income		£ 1,203.00				£ 1,203.00	£ 25,898.42
3-Dec-18	Bank	Bank Interest 3 Sep-2 Dec				£ 9.98		£ 9.98	£ 25,908.40
			<b>£ 7,953.00</b>	<b>£ 4,092.33</b>	<b>£ 2,101.34</b>	<b>£ 11,761.73</b>	<b>£ -</b>	<b>£ 25,908.40</b>	

**KERSEY PARISH COUNCIL**  
**1 April 2018- 31 March 2019**

Printed on 03/03/2019

**PAYMENTS**

<b>Date</b>	<b>Cheque No</b>	<b>Detail</b>	<b>General Admin</b>	<b>Clerk's Salary &amp; Staff Costs</b>	<b>Training/ external meetings</b>	<b>Street Lighting</b>	<b>KCPC</b>	<b>Footpath</b>	<b>S137</b>	<b>Other Payments</b>	<b>VAT</b>	<b>Total Payments</b>	<b>Sub total</b>
9-Apr-18	101164	c Suffolk.cloud - website hosting	£ 100.00									£ 100.00	
9-Apr-18	101165	c WJ Green - Footpath						£ 204.09			£ 40.82	£ 244.91	£ 344.91
14-May-18	101166	c SALC - Annual Subscription	£ 178.80									£ 178.80	£ 523.71
9-Jul-18	101167	c G Hollingworth - Footpath exp						£ 25.86			£ 5.18	£ 31.04	
9-Jul-18	101168	c WJ Green - Footpath						£ 20.79			£ 4.16	£ 24.95	
9-Jul-18	101169	c S Partridge - Clerk's Exp	£ 10.84								£ 2.16	£ 13.00	
9-Jul-18	101170	c S Partridge Clerk's home working	£ 52.00									£ 52.00	
9-Jul-18	101171	c S Partridge Clerk's Salary		£ 1,166.16								£ 1,166.16	£ 1,810.86
6-Aug-18	101172	c SALC - Cllr training K Pratt			£ 62.50						£ 12.50	£ 75.00	
6-Aug-18	101173	c SALC - Clerk's networking			£ 17.00						£ 3.40	£ 20.40	
10-Sep-18	101174	c Came & Co - Insurance								£ 331.76		£ 331.76	
10-Sep-18	101175	Kersey Playing Field Assoc								£ 39.90		£ 39.90	
10-Sep-18	101176	c SALC - Cllr training K Pratt			£ 51.50						£ 10.30	£ 61.80	
10-Sep-18	101177	c S Partridge - Clerk's Exp		£ 14.17								£ 14.17	
10-Sep-18	101178	c S Partridge Clerk's home working	£ 52.00									£ 52.00	
10-Sep-18	101179	c S Partridge Clerk's Salary		£ 1,166.16								£ 1,166.16	
10-Sep-18	101180	c Kersey Village Hall - hire	£ 35.00									£ 35.00	£ 3,607.05
8-Oct-18	101181	c Playsafety Ltd - RoSPA inspect								£ 84.00	£ 16.80	£ 100.80	
8-Oct-18	DD	d ICO - Data protection reg	£ 35.00									£ 35.00	£ 3,742.85
19-Nov-18	101182	c K Pratt - Footpath exp						£ 19.49			£ 3.90	£ 23.39	
19-Nov-18	101183	c SALC- Clerk training			£ 25.00						£ 5.00	£ 30.00	
19-Nov-18	101184	c SALC - Cllr training A Rogers			£ 51.50						£ 10.30	£ 61.80	
19-Nov-18	101185	c CHT - Defib annual support								£ 126.00		£ 126.00	
19-Nov-18	101186	c Kersey Village Hall - KCPC					£ 40.00					£ 40.00	
19-Nov-18	101187	c Lenny's - KCPC Quiz food					£ 342.60				£ 68.52	£ 411.12	
19-Nov-18	101188	c St Mary's PCC								£ 420.00		£ 420.00	
19-Nov-18	101189	c S Partridge - Clerk's Exp	£ 1.00		£ 14.17							£ 15.17	£ 4,870.33
28-Jan-19	101190	S Partridge Clerk's Salary		£ 1,166.16								£ 1,166.16	
28-Jan-19	101191	S Partridge Clerk's home working	£ 52.00									£ 52.00	
28-Jan-19	101192	S Partridge - Clerk's Exp	£ 72.58								£ 14.40	£ 86.98	£ 6,175.47
			£ 589.22	£ 3,512.65	£ 221.67	£ -	£ 382.60	£ 270.23	£ -	£ 1,001.66	£ 197.44	£ 6,175.47	

**KERSEY PARISH COUNCIL  
FINANCE**

**Details for Parish Council Meeting, 4 March 2019**

**Bank Balances At 31 January 2019**

Business Premium Account	£19,224.02
Current Account	£1,853.95
	<u>£21,077.97</u>

**Transfers between Business Premium and Current account since the last meeting**

None

**Income received since the last meeting**

None

£0.00

**Payments made since the last meeting**

Date    Chq no.  
None

£0.00

**Payments Due**

<u>Chq no.</u>		
101193	SALC - Councillor training Calnan, Rogers, McQuaker	£247.20
101194	SCC - Street lighting	£280.99
101195	Advancescape Ltd - 3 new dog bins	£225.00
101196	Kersey Village Hall - Hall hire	£30.00
101197	S Partridge - Clerk's Salary	£1,166.16
101198	S Partridge - Clerk's Home working expenses	£52.00
		<u>£2,001.35</u>

Expenditure Agreed .....

Prepared by the Clerk for Kersey Parish Council

VAT not included in budget figures	2018/19	2018/19	2018/19	2018/19	2019/20	
	Budget/ Precept 2018/2019	Actual to 31 Jan 2019	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	£84.42	£0.00	£84.42	£135.00	
Clerk's working from home exp	£208.00	£156.00	£52.00	£208.00	£208.00	£4/week
Hall Hire:Parish Council 12 @ £5	£55.00	£25.00	£30.00	£55.00	£60.00	
Annual Parish Assembly @ £10	£10.00	£10.00	£0.00	£10.00	£10.00	
SALC subscription	£180.00	£178.80	£0.00	£178.80	£180.00	
External Audit	£100.00	£0.00	£100.00	£100.00	£100.00	External audit fees for 17/18 to 21/22 £200 unless exempt (18/19 to new audit reserve fund)
Data Protection	£188.00	£35.00	£0.00	£35.00	£35.00	ICO reg £35 paid by DD minute ref 128/18. new GDPR May 2018 DPO Yr 1 £150, Yr 2 £50 (DPO not required Gov agreed May 18)
Website hosting	£100.00	£100.00	£0.00	£100.00	£100.00	Suffolk.cloud
<b>Sub total for Admin</b>	<b>£976.00</b>	<b>£589.22</b>	<b>£182.00</b>	<b>£771.22</b>	<b>£828.00</b>	
Clerk's Salary & Staff Costs	£4,915.00	£3,512.65	£1,402.35	£4,915.00	£4,905.00	SCP27 18/19 £12.815/hr. 18/19 Clerk Salary plus extra GDPR hours - 12 approx £150, mileage £100
Training/External Meetings	£250.00	£221.67	£28.33	£250.00	£250.00	LCPAS whole cl £120, Cllr £115, Clerk netwk x2 £20, others £50 18/19 used £177.67 from reserve
Street Lighting	£225.00		£234.15	£234.15	£240.00	18/19 Energy costs higher than estimated.
Parish Council Insurance	£340.00	£331.76	£0.00	£331.76	£340.00	Oct 17 new 3 year Long term agreement with Came & Co
Glebe Insurance	£50.00	£39.90	£0.00	£39.90	£50.00	
Hedge Cut - The Glebe	£80.00		£80.00	£80.00	£80.00	
Playground Safety Inspection	£87.00	£84.00	£0.00	£84.00	£87.00	
Dog Litter Bin emptying charge	£45.00		£45.00	£45.00	£45.00	
St Mary's Church	£420.00	£420.00	£0.00	£420.00	£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	£135.00	£215.00	CHT memb'shp inc Defib managed solution £135, X2VETS £180 (18/19/20 reduced by £100 funded from Defib & VETS reserve)
Chairman's Allowance	£0.00		£0.00	£0.00	£0.00	
Election costs	£25.00		£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	£130.00	
Footpath Map printing reserve	£75.00		£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	£300.00	18/19 Reduced by £100 to cover GDPR additional cost for year 1.
<b>Precept</b>	<b>£7,953.00</b>	<b>£5,325.20</b>	<b>£2,410.83</b>	<b>£7,736.03</b>	<b>£7,990.00</b>	<b>Precept for 2019/20 £7,990 Approved 28 Jan 2019 Min ref 24/19</b>
						<b>19/20 Tax base 178.23 = £44.83 for a band D property.</b>
Other PC income	£28.41					Bank interest
<b>PC Income</b>	<b>£7,981.41</b>					
Agreed spending from PC reserves:	£100.00		£100.00	£0.00	£100.00	Defibrillator costs funded from Defib and VETS reserve
		£204.09				FP reserve - repair to old DR mower
				£177.67		Training reserve - Councillor training
	<b>£8,081.41</b>	<b>£5,529.29</b>	<b>£2,510.83</b>	<b>£7,736.03</b>	<b>£8,090.00</b>	<b>Total Budget</b>
						<b>KCPC Income 17/18 - Estimated £820.00. Actual £</b>
						<b>Footpath Income 18/19 - Estimated £729.18. Actual £</b>
						<b>Millennium Book Fund Income 18/19 - Est £2.80. Actual £</b>
<b>KCPC</b>	£1,017.00	£382.60	£1,017.00	£1,399.60	£4,017.00	
<b>Footpath</b>	£382.00	£66.14	£315.86	£382.00	£382.00	Plus spent £204.09 on repairs to old DR mower from FP reserve
<b>Millennium Book Fund</b>	£0.00			£0.00		
Total actual spend		£5,978.03				
				<b>Estimated</b>		
<b>Reserves (Cash at Bank)</b>	<b>At 1.4.18</b>			<b>at 31.3.19</b>		<b>Precept for 2018/19 £7953 (Budget approved 22 Jan 18 min ref 17/18)</b>
KCPC Working Group (Ring fenced)	£2,889.33			£3,509.73		<b>Tax base 180.98 = £43.94 for a band D property</b>
Footpath Working Group	£1,736.75			£2,195.70		
Defib & VETS reserve	649.06					Precept for 2017/18 £7340 (approved 16 Jan 17 min ref 15/17)
Election costs reserve	£837.50			£862.50		Tax base 183.47 = £40 for a band D property
Church Walk Maintenance Reserve	£1,560.00			£1,690.00		
Training reserve	£497.69			£320.02		
Footpath Map printing reserve	£188.50			£263.50		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			£792.50		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.

## **Kersey Parish Council Reserves Policy**

Auditors recommend that general reserve levels should be for reasonable working capital. General unmarked reserves should usually lie between a range of 6-12 months gross expenditure. There should be reserves to meet objectives and commitments, also unforeseen additional costs ie maintenance of fixed assets, legal fees etc. Kersey Parish Council will hold earmarked reserves for a number of items in order to ensure funds are available for projects and irregular payments do not make the budget/precept fluctuate unnecessarily.

### Millennium Book Fund, KCPC Working Group and Footpath Working Group

Funds held for the above groups are held as allocated reserves.

### Defibrillator and Village Emergency Telephone

Funds for this project are held in an allocated reserve. Any defibrillator/VETS budget left at the end of a financial year will be added to the defibrillator/VETS reserve for use in future years.

### Training reserve

New Councillors are all expected to attend initial training. Councillors and the Clerk will attend relevant training as needed. A reserve will be built up so there are funds available for necessary training, particularly following the election of new Councillors. Any training budget left at the end of a financial year will be added to the training reserve for use in future years.

An allowance will be allocated in the budget each year for the below items to build up an appropriate reserve.

### Audit

Under the audit regulations the Parish Council may be exempt from external audit. This cannot be confirmed until after the end of the financial year. The reserve will cover audit fees should they be incurred.

### Election Provision

If an election was a stand-alone contested election the cost would be £800 - £1000, if it was uncontested and held alongside another election then the costs would be reduced to approx. £100.

### Church Walk Future Maintenance

Following the major surfacing works in September 2005 for Church Walk (the vehicular access road from Mill Lane, past the school to the Church Lych gate) the Parish Council agreed to start a fund which could be used as a contribution to any future maintenance of Church Walk. See minute ref 130/06.

### Footpath Map

SCC and Kersey PC have jointly produced a footpath map splitting the cost 50:50. The cost to the Parish Council to print the maps is part of the Council's commitment to promoting tourism and Kersey, also educating people about the footpaths which the Parish Council helps to maintain.

### Fixed Asset Reserve

To enable the Council to build up a fixed asset reserve to fund future replacement or repairs to assets without increasing the precept the Parish Council has agreed that any underspend on the budget at the end of every year should be put into the fixed asset reserve.

This Policy was approved at a Parish Council Meeting on 4 March 2019 Minute reference: 38/19

**DRAFT Kersey Parish Council KCPC Working Group Budget  
for Years ending 31 March 2019 & 2020**

<b>Actual for 2016/17</b>	<b>Actual for 2017/18</b>		<b>Budget for 2018/19</b>	<b>Actual to 26 Feb 19 for 2018/19</b>	<b>Budget for 2019/20</b>
<b>£4,479.47</b>	<b>£2,453.66</b>	<b>Estimated Reserve as at 1 April</b>	<b>£2,889.33</b>	<b>£2,889.33</b>	<b>£3,709.73</b>
		<b>Estimated Income</b>			
£773.00	£1,001.00	<b>Quiz</b>			
		Income	£720.00	£1,203.00	£720.00
		Raffle	£100.00		£100.00
		Other quiz income			
	£30.00	Other income - donation for quiz questions			
<b>£773.00</b>	<b>£1,031.00</b>	<b>Total estimated Income</b>	<b>£820.00</b>	<b>£1,203.00</b>	<b>£820.00</b>
		<b>Estimated Expenses</b>			
		<b>General KCPC running expenses</b>			
£15.73		General maint & safety equip	£50.00		£50.00
£110.80	£149.52	Mower maint/service	£200.00		£200.00
£6.02		Mower fuel	£50.00		£50.00
		Rubber chippings top up			
		Rubbish sacks	£2.00		£2.00
		Printer Ink for KCPC secretary	£20.00		£20.00
		<b>Quiz</b>			
£40.00	£40.00	Hall hire	£40.00	£40.00	£40.00
£325.17	£405.81	food prizes	£600.00	£342.60	£600.00
		Other quiz expenses	£35.00		£35.00
			£20.00		£20.00
<b>£497.72</b>	<b>£595.33</b>	<i>sub total of general KCPC running expenses</i>	<b>£1,017.00</b>	<b>£382.60</b>	<b>£1,017.00</b>
		<b>One off additional expenses</b>			
£2,301.09		Replace bark with rubber chippings			
		Replace chestnut fencing			£3,000.00
<b>£2,798.81</b>	<b>£595.33</b>	<b>Total Estimated Expenses</b>	<b>£1,017.00</b>	<b>£382.60</b>	<b>£4,017.00</b>
<b>£2,453.66</b>	<b>£2,889.33</b>	<b>Estimated Reserve at 31 March</b>	<b>£2,692.33</b>	<b>£3,709.73</b>	<b>£512.73</b>

**Budget for 2018/19 approved 5 March 2018 minute ref 33/18**

**Kersey Parish Council**  
**Footpath Working Group Budget**  
**Years ending 31 March 2018 & 2019**

DRAFT

Actual figures 2016/17	Actual figures 2017/18		Budget for 2018/19	Actual figures to 26 Feb 19 2018/19	Budget for 2019/20
£1,654.87	£2,035.35	Reserve as at 1 April	£1,736.75	£1,736.75	£2,195.70
<b>Estimated Income</b>					
£415.50	£415.40	Mowing Category 1 paths for SCC	£729.18	£729.18	£729.18
		Footpaths 6281m @5p/m x 2 cuts			
		Bridleways 722m @7p/m x 2 cuts			
	£20.00	Sale of very old mower			
<b>£415.50</b>	<b>£435.40</b>	<b>Total estimated Income</b>	<b>£729.18</b>	<b>£729.18</b>	<b>£729.18</b>
<b>Estimated Expenditure</b>					
£8.33	£4.83	Fuel - Est petrol 30 L @ £1.20/L	£36.00	£24.52	£36.00
£0.00	£0.00	Oil 2 L	£15.00	£0.00	£15.00
£0.00	£0.00	New drive belt for mower	£26.00	£0.00	£26.00
£26.59	£0.00	Mower parts, repairs, service	£300.00	£245.71	£300.00
£0.00	£0.00	Safety equipment	£5.00	£0.00	£5.00
	£729.17	New TR4 mower/wheeled strimmer			
<b>£34.92</b>	<b>£734.00</b>	<b>Total estimated Expenditure</b>	<b>£382.00</b>	<b>£270.23</b>	<b>£382.00</b>
<b>£2,035.45</b>	<b>£1,736.75</b>	<b>Estimated Reserve as at 31 March</b>	<b>£2,083.93</b>	<b>£2,195.70</b>	<b>£2,542.88</b>

SCC pays the Parish Council as a contractor, reserves are built up to pay for replacement equipment as necessary.

Insurance for volunteers is included in the PC insurance package.

**Budget for 2017/18 approved 6 March 2017 minute ref 30/17**  
**Purchase of new TR4 mower approved min ref 87/17**  
**Budget for 2018/19 approved 5 March 2018 minute ref 34/18**

# **Kersey Parish Council Health and Safety Policy Statement**

Our policy is to provide and maintain working conditions, equipment and systems of work which are safe and healthy for all our employees, Councillors and volunteers. In accordance with the Health & Safety at Work Act (1974), all employees have a duty to take reasonable care to avoid injury to themselves and others by their work activities and must co-operate with the Council and others in meeting statutory requirements of the Act.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work/council activities;
- To consult with Councillors, employees and volunteers on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for Councillors, employees and volunteers;
- To ensure all Councillors, employees and volunteers are competent to do their tasks, and to give them adequate training, where necessary.
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

The main way Kersey Parish Council will implement this policy is through carrying out risk assessments of council activities and regularly reviewing these assessments.

This Policy was approved at a Parish Council Meeting on 4 March 2019

Minute reference: 42/19

# **Kersey Parish Council**

## **Complaints Policy and Procedure**

The following procedure should be followed by anyone wishing to make a complaint against Kersey Parish Council.

Parish Councillors are bound by the Suffolk Local Code of Conduct for members which has been adopted by Kersey Parish Council. Any complaints against a Parish Councillor should be referred directly to the Monitoring Officer at Babergh District Council, Endeavour House 8 Russell Road Ipswich IP1 2BX.

Complaints against an employee of the Parish Council should be addressed to the Chair of the Parish Council.

If you have any other complaint about the Parish Council you should write to the Parish Clerk.

The purpose of this complaints procedure is to put things right if things go wrong. Any complaints about the Council's procedures or administration will be dealt with fairly, in a timely fashion and the process will be reasonable, accessible and transparent. The following procedure is designed for those complaints which cannot be satisfied by less formal measures or explanations provided to the complainant by the Clerk or Chair of the Council.

### **Stage One**

1. The complainant should be asked to put the complaint about the Council's procedures or administration in writing to the Clerk, or if the complainant does not wish to put the complaint to the Clerk then it should be addressed to the Chair of the Council.
2. The Clerk (or Chair) shall acknowledge receipt within 14 days.
3. The Clerk (or Chair) shall respond to the complaint with the intention of resolving the complaint. The Clerk shall also inform the Chair or another appropriate Councillor of the complaint and the resolution offered to the complainant within 21 days.
4. If the complainant is not satisfied with the resolution offered then the complainant should be asked to make a written request to the Clerk (or Chair) for a meeting, confirming the grounds of the complaint.

### **Stage Two – Before the meeting**

5. The Clerk (or Chair) shall acknowledge receipt of the complaint and request for a meeting and advise the complainant when the matter will be considered at a meeting by the Council. The complainant shall be advised whether the complaint will be treated as confidential.
6. The complainant shall be invited to attend the meeting and to bring with them a representative if they wish.
7. Seven clear working days prior to the meeting the complainant shall provide the Council with copies of any documentation or other evidence relied on. The Council shall provide the complainant with copies of any documentation upon which they wish to rely at the meeting and shall do so promptly, allowing the complainant the opportunity to read the material in good time for the meeting.

# **Kersey Parish Council**

## **Complaints Policy and Procedure**

### **At the meeting**

8. The Council shall consider whether the circumstance of the meeting warrant the exclusion of the public and press. Any decision on a complaint shall be announced at the Council meeting in public.
9. The Chair should introduce everyone and explain the procedure.
10. The complainant (or representative) should outline the grounds for complaint and thereafter questions may be asked by a) the Clerk and then b) Councillors.
11. The Clerk will have the opportunity to explain the Council's position and questions may be asked by a) the complainant and then b) Councillors.
12. The Clerk and then the complainant should be offered the opportunity to summarise their position.
13. The Clerk and the complainant should be asked to leave the room while Councillors decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back.
14. The Clerk and the complainant should be given the opportunity to wait for the decision but if the decision is unlikely to be finalised on that day they should be advised when the decision is likely to be made and when it is likely to be communicated to them.

### **After the meeting**

15. The decision should be confirmed in writing within seven working days together with details of any action to be taken.

This Policy was adopted by Kersey Parish at a meeting on 4 March 2019

Minute reference: 42/19

**Kersey Parish Council**  
**DISCIPLINARY AND GRIEVANCE POLICY AND PROCEDURE**

This policy applies to all employees of the Parish Council and aims to facilitate a speedy, fair and consistent solution to an employee's disciplinary status or employment grievance.

**Disciplinary Procedures**

1. The Parish Council's aim is to encourage improvement in individual conduct and performance. This procedure sets out the action which will be taken when the Council's rules or acceptable standards are breached.

2. This procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.

- At every stage you will be advised of the nature of the complaint, be given the opportunity to state your case, and be represented or accompanied by a colleague of your choice.
- You will not be dismissed for a first breach of discipline, except in the case of gross misconduct, when the penalty will normally be dismissal without notice and without pay in lieu of notice.
- You have a right to appeal against any disciplinary action taken against you.
- The procedure may be implemented at any stage for your alleged misconduct.
- If you request, you have the right to be accompanied at a disciplinary hearing by a colleague.

3. Before taking formal disciplinary action, the Parish Council will make every effort to resolve the matter by holding informal discussions with you. Only where this fails to bring about the desired improvement will the formal disciplinary procedure be implemented.

4. If conduct or performance is unsatisfactory, you will be given a written warning or performance note. Such warnings will be recorded, but disregarded after 6 months of satisfactory service. You will also be informed that a final written warning may be considered if there is no sustained satisfactory improvement or change. (Where a matter is sufficiently serious – for example because it is having, or is likely to have, a serious harmful effect on the Council, it may be considered necessary to move directly to a final written warning.)

5. If the offence is serious, or there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given which will include the reason for the warning and a note that if no improvement or change results within 12 months, you may be subject to dismissal. Unless dismissal involves gross misconduct, employees will receive a period of notice, or payment in lieu.

**Kersey Parish Council**  
**DISCIPLINARY AND GRIEVANCE POLICY AND PROCEDURE**

6. If facing dismissal or action short of dismissal such as loss of pay or demotion – the following minimum statutory procedure will be followed:

- You will receive a written note setting out the allegation and the basis for it.
- A meeting will be held to consider and discuss the allegation. The disciplinary hearing will be considered by a panel of three of members of the Parish Council including the Chair (if appropriate).
- You will be given a right of appeal, including an appeal meeting.
- You will be reminded of your right to be accompanied at any meetings.

7. If after investigation, it is confirmed that you have committed an offence of the following nature (the list is not exhaustive) the normal consequence will be dismissal without notice or payment in lieu of notice – theft, damage to property, fraud, incapacity for work due to being under the influence of alcohol or illegal drugs, physical violence, bullying and gross insubordination. Whilst alleged gross misconduct is being investigated, you may be suspended, during which time you will be paid your normal rate of pay. Any decision to dismiss you will be taken by the Parish Council only after full investigation.

8. Appeals - If you wish to appeal against any disciplinary decision, you must appeal, in writing, within five working days of the decision being communicated to you by the Parish Council. Three Parish Council Members who were not involved in the original disciplinary action will hear the appeal and decide the case as impartially as possible.

### **Grievance Procedures**

1. It is the Parish Council's policy to ensure that employees with a grievance relating to their employment can use a procedure which can help to resolve grievances as quickly and as fairly as possible.
2. If you have a grievance about your employment you should communicate this either verbally or in writing to the Parish Council. We hope that the majority of concerns will be resolved at this stage.
3. If you feel that the matter has not been resolved through informal discussions, you may raise the matter formally with the Parish Council. You will be invited to attend a meeting to discuss the grievance and be notified in writing of the decision. A panel of three members of the Parish Council, including the Chair (if appropriate), will consider the grievance. You have the right to be accompanied by a colleague at all grievance meetings. You will be given the right to appeal against the decision.
4. Any appeal will be considered by a panel of three members of the Parish Council who were not involved in the original hearing, and who will decide the case as impartially as possible.

This policy was adopted by Kersey Parish Council at a meeting on 4 March 2019  
Minute Reference: 42/19

## **Kersey Parish Council Equality and Diversity Policy**

Kersey Parish Council is committed to a policy of equality and diversity for all residents, volunteers, employees and potential employees and will fulfil its legal responsibilities under all legislation concerning equal opportunities.

The Council will actively develop positive practices which promote equality of opportunity and enable everyone to fully participate and employees to realise their full potential. No resident, volunteer, job applicant or employee will receive less favourable treatment on the grounds of gender, race, colour, creed, nationality, ethnic or national origin, physical or mental disability, sexual orientation, marital status, or will be disadvantaged by any condition which cannot be justified.

The Council will ensure that all decisions on participation, recruitment, selection, training, promotion and career development are based on abilities, merits, and objective job-related criteria.

The Parish Council endeavours to create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all those involved are recognised and valued.

It is the responsibility of all Council Members and employees to adopt and implement this policy as part of their professional activities and conduct.

This policy was adopted by Kersey Parish Council at a meeting on 4 March 2019

Minute reference: 42/19

**Kersey Parish Council**  
**Press, Media and Reporting Policy**  
**Including Protocol for Reporting at meetings of the Council**

**Introduction**

1. In the interests of openness and transparency Kersey Parish Council is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council's publication scheme, please contact the Parish Clerk.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet.
3. This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 2018, other legislation which may apply and the Council's standing orders and financial regulations. The Council's financial regulations and relevant standing orders referenced in this policy are available via the Council's publication scheme.
4. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council's standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the Code of Conduct adopted by the Council, a copy of which is available via the Council's publication scheme.

**Communications with the media, including social media**

5. The Council's communications with the media seek to represent the corporate position and views of the Council.
6. This policy applies on those occasions when the Parish Council, as a corporate body, is asked for a statement, a comment or information from the media, or as a corporate body issues a press release, or information to factually clarify/correct other comments published in the media. Media is defined as any activity "reporting" on the Parish Council.
7. This policy does not, and is not intended to, apply when individual Councillors are contacted directly by the media for a personal comment/statement nor when individual Councillors contact the media with a personal statement in their private capacity. Councillors must make it clear that any views expressed, where different from Council Policy, are their own personal views. (Councillors are not permitted to use their title 'Councillor' and staff are not permitted to use their job title.) Councillors and staff should take care not to misrepresent the corporate position and views or to damage the reputation of others in the Council or the Council itself and/or bring the Parish Council into disrepute. Councillors must bear in mind their responsibilities under the Code of Conduct.

**Kersey Parish Council**  
**Press, Media and Reporting Policy**  
**Including Protocol for Reporting at meetings of the Council**

8. The general principle is that the Chair of the Parish Council will act as the press officer. Any official contact with the media concerning the Parish Council's policies, the decisions it takes and the services it provides will be made by the Chair following consultation with the Clerk.

9. Press releases and statements will be prepared by the Clerk and/or Chair in association with other Councillors as required, and will normally be restricted to matters that have been debated and agreed by the Parish Council.

10. Any approach or enquiry from the media about any matter relating to the Parish Council should be referred to the Chair and Clerk. A decision will then be made, in consultation with other Councillors where necessary, about the format and content of any response. Any response to any media item will be made by the Chair following consultation with the Clerk.

11. As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone.

12. In the main, Councillors have the same legal duties on-line as anyone else, but failure to comply with the law may have more serious consequences. Councillors should take extra care when electoral campaigning and when writing on planning matters. Councillors are expected to abide by the Code of Conduct including the Nolan Principles (as enshrined in the Code of Conduct) and the Data Protection Act when working with the media and social media and in all their work on behalf of the Council.

13. Councillors and staff must avoid making any social media communications that could damage the Council's official business or reputation, even indirectly. On-line content should be objective, balanced, informative and accurate. What is written on the Internet is permanent. The key to whether on-line activity is subject to the Code of Conduct is whether the Councillor is giving the impression that he/she is acting as a councillor. It is the perception which counts. If the perception is that a Councillor is acting as a councillor, the provisions of the Code of Conduct apply.

**"Do's and Don'ts" as a Councillor**

- Comments should be respectful and informative, never intimidatory, condescending or "loud". "Loud" is when capital letters are used. Use sentence-case format.
- Refrain from posting controversial or potentially inflammatory remarks. Language which could be deemed as offensive, discriminatory, especially in respect of race, sexuality disability etc. should not be published on any social media website.
- Avoid personal attack, on-line fights and hostile communications.
- Never use an individual's name unless you have written permission.
- Never make false or misleading statements.
- Respect the privacy of other Councillors, staff and residents.
- Be aware not to publish anything which violates laws or regulations.

**Kersey Parish Council**  
**Press, Media and Reporting Policy**  
**Including Protocol for Reporting at meetings of the Council**

**Meetings**

14. A meeting of the Council and its committees are open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council's standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.

15. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council's standing orders.

16. The photographing, recording, filming, use of social media or other reporting of a meeting of the Council and its committees which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted, subject to the protocol below for reporting at meetings.

17. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting.

**Protocol for the reporting at meetings of the Council**

1. Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the Council, or a committee, including any public participation session.

2. Reporting is restricted by legislation to the proceedings of the meeting, in other words from calling to order to the official closure of the meeting.

3. In accordance with Government guidelines, Council policy does not permit the filming or photographing of persons under the age of eighteen or vulnerable adults without permission of a responsible adult.

4. Any persons who object to being filmed or photographed and have moved to an area designated for this purpose should also not be filmed or photographed. However, the Council cannot guarantee that anyone will not be filmed or photographed.

5. Any person intending to report should give notice before the commencement of the meeting to the Clerk or Chair of the Council. This will enable reasonable facilities to be afforded.

**Kersey Parish Council**  
**Press, Media and Reporting Policy**  
**Including Protocol for Reporting at meetings of the Council**

6. Where the Council has been so notified, the Chair will announce at the start of the meeting, that proceedings may be filmed, photographed or recorded and invite any members of the public not wishing to be filmed or photographed to move to a designated area.
7. Any filming or recording of meetings should be conducted overtly from a fixed point in an area of the meeting room specified by the Clerk or Chair.
8. Live oral commentary will not be permitted at any time.
9. The use of flash photography or additional lighting will not be allowed unless agreement has been reached in advance of the meeting.
10. Recordings will not be made for reporting by the Council or any other person during any part of the meeting when the public and press are excluded.
11. Persons reporting on a meeting who act improperly or in a disruptive manner could be excluded from the meeting. 'Disruptive behaviour' would include any action or activity which disrupts the conduct of the meeting or impedes other members of the public from being able to see, hear or film etc., the proceedings. This might include:
- Moving outside designated public areas
  - Excessive noise during debate
  - Intrusive lighting and use of flash photography
  - Asking people to repeat for the purpose of recording
  - Failure to observe this protocol
12. Those reporting on meetings should not edit the recordings, films or photographs in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being photographed, filmed or recorded.
13. Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those recording and reporting to ensure compliance, including data protection and defamation. They will be responsible for any allegations of breaches of the law which may result from their use of recorded material and are admitted to the Council meeting on the basis that they accept this responsibility. The Council reserves the right to initiate legal proceedings in appropriate circumstances.
14. The Council takes no responsibility for any recording made by others. It also takes no responsibility where a recording which it makes is subsequently used by any third party. Any third party making or editing a recording of a meeting shall in doing so be taken to have indemnified the Council against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses whatsoever relating to the making or use of that recording.

**Kersey Parish Council**  
**Press, Media and Reporting Policy**  
**Including Protocol for Reporting at meetings of the Council**

15. The Council asserts no copyright or control over recordings of meetings made by itself or others whilst on Council premises, subject to paragraph 12 above.

16. Generally, archived recordings made by the Council will be available on request.

This policy was adopted by Kersey Parish Council at a meeting on 4 March 2019

Minute Reference: 42/19

## **Report for Kersey PC 4.3.19**

### **Budget cuts approved by cabinet**

Council Tax is due to rise by a total of 3.99% - 2.99% increase in general council tax and 1% for the Social Care Precept;

- The budget includes a savings requirement of £10.1m, divided across all departments.

This financial year's forecast deficit has reduced from over £8m to £5.9m. But a lot of this is due to not replacing staff, particularly social workers, who have left, so is not sustainable. However a big part of the cost over runs is to do with sending SEN children out of county which the planned £45m investment in Special Educational Needs places in Suffolk over the next five years should tackle.

### **Citizens Advice cuts**

The NHS in the form of Clinical Commissioning Groups in Suffolk has come forward to match fund the county's cut grant of £184,000 for 2019/20. But the full cut is still going ahead next year and it is not clear whether the CCGs will renew their funding. I voted against the budget mainly because of this cut to CAB.

### **New opt in policy for school travel**

For pupils eligible for free school travel from September 2019, parents must now opt in to confirm their child has a seat on the bus from March 1<sup>st</sup> to the end of May. Under the former school travel policy, the seat was reserved automatically, even if pupils did not show up.

### **Boxford weight restriction**

I have been assured by Highways that this will not impact on the number of lorries heading towards Wickerstreet Green, it is merely changing the direction they go around Boxford village itself.

Robert Lindsay

Suffolk County Councillor

**DISTRICT COUNCILLOR'S REPORT FOR KERSEY  
PARISH COUNCIL – 4<sup>th</sup> MARCH 2019**

**Introduction**

A short report today under the new reporting arrangements but I will be pleased to answer any supplementary questions as required.

You may wish to know that the pre-election period (usually known as purdah) for the Local Elections will begin on the 26<sup>th</sup> of March 19. From this date until polling day any materials prepared or released by council officers must not appear to be designed to generate public support for a political party or candidate. As such any press releases issued by the Council will contain statements by officers rather than Councillors during this period and Councillors will not be able to participate in any publicity for events. However, this does not prevent Councillors from continuing to undertake normal activities and officers will continue to support ward members working on behalf of their residents during this period.

**Disposal of Corks Lane Buildings**

The plan to bring the disposal of Corks Lane to the Planning Committee early in 2019 were frustrated by an attempt to have the old Babergh Council Chamber listed grade II. This has now been reviewed by the Secretary of State and **refused**. The plan now is to bring it to the Planning Committee in March 19 as any further delay would push it back to after the Local Elections in May.

**Babergh Joint Area Parking Plan**

This plan, which **does not include** any proposals to increase car parking charges in Babergh, sets out eight parking policy objectives and what they are intended to achieve. They include proposals that will:

- Establish a principle whereby parking will be allowed where possible and controlled where necessary
- Utilise off-street parking places to assist with traffic management and support local communities
- Set out how parking petitions and consultations will be managed
- Establish standard on-street parking scheme operating hours, with scope for different timings where need is proven
- Make clear the council's position on parking on footpaths

The policies will be used to guide councils' decision making around parking. The proposed plan does not set out specific proposals for parking restrictions for specific areas, nor is it a blue-print to change current paid parking arrangements.

More locally, I have an overriding concern that Babergh DC does not have a long-term strategic plan to provide additional parking in Hadleigh. With the likely growth in housing locally, this issue needs to be addressed by the new Administration as a matter of urgency.

**Investments**

This has been mentioned before, but to update you, Parish Council members will wish to be aware that Babergh and Mid Suffolk DCs have the green light to double their lending from Central Government from £50M to £100M. The principle being our borrowing at a low rate of interest to then allow CIFCO Capital Ltd to invest in commercial assets for profit. To date the first £50M has been invested/allocated to the purchase of a mixed portfolio of assets including office, retail and warehousing space. When all £100M is invested, we expect to achieve a healthy return in the order of 6%.

I will be formally appointed as a Director of the Holding Companies at the next Babergh Council Meeting on 19<sup>th</sup> March 19. But having attended (as an observer) a meeting of the Holding Companies on 17<sup>th</sup> February 19, I was encouraged by the level of expertise and scrutiny involved. I was also pleased to hear that further investment in retail has been given a lower priority until we have a better understanding of Brexit and the likely future of struggling high streets in competition with the internet. Irrespective, this will be a very important element of Babergh's future income stream if services are to be maintained.

**Services**

I was recently made aware that Babergh is failing to carry out hedge cutting in some areas of the Parish. This is quite unacceptable, and I have asked the Cabinet Member to make enquiries as to why this has not been done. The question has been posed to the Officer responsible for this aspect of Babergh's support but as of today, the question had not been answered. I will follow up as required.

**Local Elections**

The Local Elections for the new 32 Councillor Babergh District (down from 43) will take place on **Thursday 2<sup>nd</sup> May 19**. This will be your opportunity to either re-elect me or replace me as you prefer! Irrespective of who you will actually vote for, can I encourage you to drop into your local polling station on the day. Every vote really does count.

*Alan Ferguson*

Alan Ferguson, District Councillor South Cosford Ward

## **Babergh and Mid Suffolk's Capital Investment Fund Company (CIFCO)**

### **Briefing note for Councillors to use with Parish and Town Councils**

Babergh and Mid Suffolk have established a joint company (CIFCO Capital) that borrows money from the Councils which it then invests through the purchase of commercial properties. The first phase of funding approved by the Councils was up to £50 million. In February 2019 both Councils agreed a further £50 million phase of funding, which will bring the total fund to £100 million when fully invested.

As a result of austerity driven reductions in Government grants to Local Government, Babergh and Mid Suffolk have decided that it is necessary to generate alternative sources of income rather than make reductions to Council services. The purpose of CIFCO is to create an additional net revenue income stream that can be used to pay for Council services.

The CIFCO Board is comprised of 2 Councillor Directors, and 3 Non-Executive Directors who were recruited for their relevant sector expertise. The Councillors receive no remuneration for their Director roles and the Non-Executive Directors each receive £10,000 per annum. Further information about CIFCO Capital is available on the company's website:- <https://cifcocapital.com/>

In making investment decisions the CIFCO Board is also advised by professional property agents, lawyers, fund managers and managing agents. To date CIFCO has invested circa £45m through the purchase of 10 properties. In deciding to purchase these properties the Board has considered, applied due diligence, and dismissed over 60 potential property purchases.

All such decisions must be in accordance with the CIFCO Business Plan, which is reviewed and approved by each Council on an annual basis. In particular, the Business Plan includes a detailed approach to risk. CIFCO invests to create a diverse portfolio, ensuring no single market, sector or tenant contains a disproportionate level of the overall funds invested and therefore mitigating any risk of tenant or market failure. For example, this approach has successfully ensured that over the last 12 months CIFCO has been reducing retail risk and exposure.

CIFCO focus on properties with secure, longer term, leases to strong covenants, in order to lower the likelihood of tenant failure and fluctuations in income; and continuously monitors the performance of the fund.

The Councils themselves are borrowing the money (currently up to £50m) that is then loaned on to CIFCO. The Councils borrow this money either on a short-term basis or from the Public Works Loan Board ('PWLB') either when purchases are made or at a point afterwards, depending upon the Councils cashflow position. Where the Councils then loan the money to CIFCO this must be at commercial rates. These loans are secured by the properties that are purchased. If CIFCO were to default on the loans, the property ownership would revert to the Councils. The Councils would then service their PWLB loans from the income received directly from the properties. The loans that the Councils have

taken out from PWLB are at a significantly lower rate than the interest rate that CIFCO pay to the Councils and as such it is unlikely that the property income would not cover the costs of these loans.

Over the last 2 years the CIFCO arrangement has been successfully established. This has generated net income to the Councils of £1.4m which will grow to £5.5m over the next 4 years. The Councils originally decided to establish this fund for £50m. £50m was determined to be the minimum level required to establish a cost-effective company structure and balanced portfolio. Now that these arrangements have matured the Councils have agreed to increase the total fund to £100m. This is anticipated to increase the income generated to the Councils by £3.8m over the next 4 years and is still considered to be a proportionate level of investment as compared to the overall size and financial budgets of the Councils.

In addition to these income generating investments both Councils are simultaneously continuing their own regeneration-based investments within each District which includes, for example, leisure centre improvements, retail & leisure developments, industrial estate development and house building. This is a financial commitment and investment for Babergh of £86m over the next 4 years and of £81m for Mid Suffolk over the same period.

# Review of effectiveness of Internal Audit for Kersey Parish Council March 2019

## Meeting the Standards

Expected Standard	Evidence of Achievement	Yes or No	Additional comments or action to be taken
Scope of internal audit	<p>Terms of reference were (re)approved by full Council (give date).</p> <p>Scope of audit work takes into account both the council's risk assessment and wider internal control arrangements.</p> <p>Internal audit work covers the council's anti-fraud and corruption arrangements.</p> <p>Is the Council satisfied with what the internal audit work covers?</p> <p>Is any additional internal audit work required?</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p>	14 May 2018 Minute ref 62/18
Independence	<p>Internal Auditor has direct access to those charged with governance.</p> <p>Reports are made in own name to the council.</p> <p>Does the Internal Auditor have any other role within the council?</p>	<p>Yes</p> <p>Yes</p> <p>No</p>	Reports received 10 May 2018 min ref 63/18 and 12 Nov 18 min ref 158/18. Reports tabled at Council meetings.
Competence	<p>Is the internal audit work carried out ethically, with integrity, objectivity and a good understanding of local council legislation and procedures?</p>	<p>Yes</p>	
Relationships	<p>Clerk/RFO and Internal audit are consulted on the internal audit plan and on the scope of each audit. (Evidence is on audit files).</p> <p>The responsibilities for Clerk/RFO and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (see risk assessments, job descriptions, terms of reference, Standing Orders and Financial Regulations).</p> <p>The responsibilities of council members for financial management are understood; training of members is carried out as necessary. (See Councillor training record).</p> <p><i>Note: It is the council as a whole that is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk.</i></p>	<p>Yes</p> <p>Yes</p>	Correspondence 30 April 18 and 27 Feb 19
Audit Planning and reporting	<p>Does the internal audit plan take account of all the risks facing the council?</p> <p>The Internal Audit Plan has been approved by the council (give date).</p> <p>Internal Audit has reported in accordance with the plan (give date).</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	14 May 2018 Minute ref 62/18 As above (10/5/18 & 12/11/18)

**Reviewed and adopted on:** 4 March 2019 minute reference 44/19

Note: Review of effectiveness of internal audit must be reviewed and adopted by council annually during the financial year and before 31 March.

## Kersey Parish Council Business Risk Assessment

Topic	Risk Identified	High/Med/Low	Management of Risk	Action
Precept	Not submitted	Low	Full Minute – Clerk follow up	Agenda reminder in November and January
	Not paid by District Council	Low	Confirm receipt	Check bank statements, report receipt to meeting
	Adequacy of precept	Low	Consider all PC expenses when setting the budget and regular review of budget/actual	Agenda reminder (March, July, Sept & Nov)
Other Income	Cash handling	Low	Cash handling is avoided, but where necessary appropriate controls are in place - Two people present when counting cash and a bank paying in slip completed. Cash carried discretely. Appropriate fidelity guarantee insurance cover in place.	Fidelity guarantee insurance cover, agenda reminder in March
	Cash banking	Low	Check bank statements. Complete regular bank reconciliations. Cash banked promptly Cash carried to bank discretely.	Councillor to verify & sign bank reconciliations at least quarterly. Councillors review cashbook at least quarterly
Grants received	Claims procedure	Low	Clerk check as required	Diary reminder
	Receipt of grant when due	Low	Clerk check as required	Diary reminder
Bank Deposits	Surplus funds	Low	Review levels	Bank balances reported to ordinary meetings for all Councillors to review
Salaries	Wrong salary/hours/rate paid	Low	Check salary to minute, check hours and rate to contract and up-to-date pay scales from SALC	Councillor to verify
	Employment status challenged	Low	Agree with Inland Revenue employment status. Letter received December 2011 & filed, also checked with HMRC in June 2013.	Clerk to write to HMRC again
Direct Costs and overhead expenses	Goods not supplied to Council	Low	Follow up on all orders	Approval check
	Invoice incorrectly calculated or recorded	Low	Check arithmetic on invoices and perform regular bank reconciliations	Councillor to verify
	Cheque payable is excessive or to wrong party	Low	Cheque signatories sign invoice, cheque and stub	Approval check

## Kersey Parish Council Business Risk Assessment

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

## Kersey Parish Council Business Risk Assessment

Topic	Risk Identified	High/Med/Low	Management of Risk	Action
Council meetings	Loss of Chairperson	Low	Elect a vice chairperson	AGM agenda in May
	Village Hall unavailable for meetings	Low	Kersey School could be used for meetings & are aware of possible need, confirmed Apr 18	Contact school if/when necessary
Loss	Consequential loss due to critical damage or third-party performance	Low	Review adequacy of insurance cover	Agenda reminder to review insurance in July
Legal Powers	Illegal activity or payment	Medium	Educate Council as to their legal powers Produce a list of powers with the budget	Clerk and Councillors to attend training. Powers list
Financial Records	Inadequate records	Low	Clerk to complete and check financial records regularly and internal audit review and review by lead Councillor for finance.	Agenda reminder to complete internal audit in September and April after the year end accounts are complete
	Loss of records	Low	Clerk to backup documents regularly and keep an electronic copy at a different location or in 'cloud storage'	Clerk to verify annually
Minutes	Accurate and legal	Low	Review and sign at following meeting	Agenda
	Long term storage	Low	To archive old minute books and other important documents with the Suffolk Records Office	Consider annually
All documents, records and electronic data	Loss of records due to fire, flood or computer failure affecting efficient running of the Parish Council Data subjects	Low	Keep records/documents in filing cabinet/shelves/desk not on the floor. Review adequacy of insurance cover. Keep regular back-up of electronic data and keep a back-up off site or in 'cloud storage' Ensure personal data is securely stored to protect privacy and comply with GDPR. Password protection used.	Agenda reminder to review insurance cover in July.  Carry out annual data retention audit and delete as necessary. Remind Councillors to store data securely and delete securely.

## Kersey Parish Council Business Risk Assessment

Topic	Risk Identified	High/Med/Low	Management of Risk	Action
Data Protection	Non-compliance with the General Data Protection Regulations including loss of personal data	Medium	The Parish Council continues to work towards compliance with the new GDPR legislation. Councillors trained to understand requirements  Regularly update the Data Audit taking necessary actions	Clerk to report progress to meetings. Clerk to organise Councillor training. Renew consent every 5 years.
The Transparency Code	Non-compliance with the Transparency Code.  This code ensures members of the public have access to relevant Council information.	Medium	The Clerk to upload the relevant information to the website after every meeting. Website to be reviewed at the end of the financial year to ensure relevant annual information is uploaded.	Clerk to update website after every meeting. Councillors to regularly check the website.
Members Interests	Conflict of interest	Medium	Declarations of interest to be minuted, any conflict to be addressed as appropriate	Agenda & minutes
Volunteers	Injury/ill health	Medium	All volunteers are covered under the Parish Council insurance when they are acting under the instruction of the Parish Council and using Parish Council owned equipment. Risk assessments carried out for work to be done by volunteers and advice given as necessary. Make a list of volunteers and tasks allocated.	Agenda reminder to: Review insurance cover in July.  Review risk assessments in March
Parish Council Reputation	Damage or Loss of reputation	Medium	The Parish Council employs a competent Clerk who attends regular on-going training as necessary. Parish Councillors are all expected to attend initial training and then to attend on-going training as necessary.	Clerk to ensure new Councillors are booked to attend initial training and all Councillors receive information about further training opportunities.

## Kersey Parish Council Risk Assessment for the Parish Council Office

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

## Kersey Parish Council Risk Assessment for the Parish Council Office

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

**Risk Assessment carried out by:** Sarah Partridge

**on:** 27 February 2019

**Review of Risk Assessment to be carried out annually.**

## Kersey Parish Council Playground Risk Assessment

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

## Kersey Parish Council Playground Risk Assessment

<b>Hazard</b>	<b>Who and how harmed?</b>	<b>Risk</b> <small>Low Med High</small>	<b>Actions already taken to reduce the Risk</b>	<b>Further action required &amp; by who?</b>
<b>Bins</b>	Volunteers/public Cuts, ill health	Low	Inspected regularly and repairs done as needed. Dangerous bins removed from use. Bin constructed of toughened material. Bins regularly emptied.	Remind volunteers to check when mowing. Also checked at quarterly inspections
<b>Vegetation</b>	Volunteers/public Poisoning, cuts	Low	Hazardous vegetation removed and/or cut well back.	Remind volunteers to check when mowing. Also checked at quarterly inspections
<b>Mowing and strimming</b>	Volunteers/public Various		SEE SEPARATE 'MOWING' RISK ASSESSMENT	

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

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

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

Volunteers are covered by Parish Council insurance when they are acting under the instruction of the Parish Council using Parish Council owned equipment.

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

**on: 27 February 2019**

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

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

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

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

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

**Risk Assessment carried out by: Sarah Partridge**

**on: 27 February 2019**

**Review of Risk Assessment to be carried out annually.**

## Kersey Parish Council Risk Assessment for Litter Picking

Hazard	Who and how harmed?	Risk Low Med High	Actions already taken to reduce the Risk	Action
<b>Broken glass or sharp objects</b>	Volunteer Cuts & serious injury	Medium	Volunteers to remove using the litter picker. Avoid any contact with sharp objects by hand and if possible wrap before bagging. Only remove sharp objects if safe to do so.	Volunteers to confirm they have received and read the risk assessment.
<b>Drug related litter, hypodermic needles, unknown liquids in containers, asbestos</b>	Volunteer  Cuts, serious injury, illness or infection	Low	Volunteers should not move any of these hazardous items. Contact should be made with Babergh District Council for these items to be removed by trained staff.  If there is any doubt about the safety of an item leave it and let Babergh know.	Ensure volunteers have Babergh contact details: <a href="mailto:Public.realm@baberghmidsuffolk.gov.uk">Public.realm@baberghmidsuffolk.gov.uk</a>
<b>Manual Handling</b>	Volunteer  Muscle strain	Low	The need for manual handling tasks kept to a minimum. Assistance from others is sought were necessary. Good manual handling techniques used when lifting and carrying – keep back straight, bend knees, keep object close and don't twist back.	
<b>Dog faeces</b>	Volunteer Ill health	Low	Wash contaminated equipment and hands as necessary.	Volunteers to wear gloves.
<b>Vegetation and plants</b>	Volunteer Infection, ill health, splinter, allergy, eye injury	Low	Use gloves and avoid reaching into hedges in such a way as to expose face, eyes skin to scratches from thorns. If you can't reach an item safely, leave it. Be aware that blackthorn can cause wounds to go septic. Be aware of common poisonous plants such as giant hogweed and hemlock.	
<b>Working near public highway or right of way</b>	Volunteer/Public/animals Injury/death	Low	Work facing on-coming traffic. Do not remove litter from a live carriageway. High visibility clothing worn. Work only carried out during daylight hours in good visibility. Be careful near dogs & livestock.	Volunteers to wear hi-visibility clothing.
<b>Environment</b> Uneven surface, Extreme weather	Volunteer  Slips, trips, falls Other injury	Low	Avoid working on steep slopes including ditches. If litter can't be safely reached with a litter picker, leave it. Work suspended in extreme weather conditions. Stop work in an electrical storm. Wear clothing appropriate for weather. Work only during daylight hours.	
<b>Environmental risks</b> Ticks & snakes	Volunteers  Bites	Low	Ticks can carry Lymes disease – cover exposed skin by wearing long sleeves and trousers. Check for ticks and remove carefully – seek medical advice. Be able to identify adders; keep away, seek medical advice in unlikely event of bite.	

## Kersey Parish Council Risk Assessment for Litter Picking

Hazard	Who and how harmed?	Risk <small>Low Med High</small>	Actions already taken to reduce the Risk	Action
<b>Lone Working</b>	Operative	Low	Work with another person if possible. Take a mobile telephone with you. Tell someone where you are going & when you expect to return.	

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

Volunteers to wear gloves and a hi-visibility reflective waistcoat and use a litter picker.

Volunteers have a duty to themselves and the public to work safely. If there are any doubts about the safety of any material it should be avoided.

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

**Risk Assessment carried out by:** Sarah Partridge and John Hume

**on:** 22 February 2019

**Review of Risk Assessment to be carried out annually.**