

Minutes of Kersey Parish Council ordinary meeting

held on Monday 18 January 2021 via Zoom videoconference at 6 pm

Present: John Hume (Chair), Penny Calnan, Dave Finch, Philippa Harris, Kevin Pratt and Andrew Rogers

In attendance: Sarah Partridge (Clerk), 1 member of the public and Leigh Jamieson (BDC). Robert Lindsay (SCC) attended for part of the meeting.

The Chair welcomed everyone to the remote Parish Council meeting. The Chair explained that the meeting will be recorded by the Parish Council. Anyone wishing to speak should raise their hand. There will, as usual, be the opportunity for members of the public to speak during Parish Time, the public participation session. The Chair thanked Natalie and Adrian Blyth for kindly putting up and taking down the Christmas tree in the centre of the village. It brightened up a fairly bleak Christmas.

1/21 Apologies – Apologies were accepted from Pascoe Gibbons due to work commitments.

2/21 Accept Members' Declarations of Interest - None

3/21 Consider any Dispensation requests for Pecuniary Interests received from Councillors – None received.

4/21 Public forum and reports

Both Robert Lindsay and Leigh Jamieson's reports had been circulated to all Councillors and published on the website before the meeting. The reports are appended to these minutes.

a. Suffolk County Councillor report - Robert Lindsay. There were no questions for Robert.

b. Babergh District Councillor report - Leigh Jamieson. Leigh answered many questions, particularly relating to the proposed parking charges for Hadleigh and Sudbury. Everyone present had concerns about the damaging impact parking charges would have on already struggling high street businesses and the rural community. It was felt these plans were not well considered and the proposed tariff was not appropriate. One-hour free parking was considered more acceptable if parking charges had to be brought in. Leigh said that the Babergh Cabinet have proposed the charges to raise finances to invest into sustainable transport including cycle paths.

Robert Lindsay gave his apologies and left the meeting.

c. Parish Time – Parishioners opportunity to raise matters and ask questions

Concern was raised about cyclists using public footpaths. It was suggested an article be put in the newsletter to highlight that cyclists are not allowed to ride on public footpaths.

Residents supported the idea of quiet lanes, they hoped this would reduce traffic speeds and increase awareness of and respect for the many different types of road users.

5/21 Minutes of the previous meeting

The minutes of the meeting held on 21 December 2020 were confirmed as being correct and will be signed later.

6/21 Clerk's Report

The Clerk had responded to the Babergh CIL consultation, the Joint Local Plan consultation and the standards in public life consultation. The Clerk had also registered Mill Lane, Hall Road, Boxford Road and Wickerstreet Green for the Quiet Lanes initiative. The Clerk has been liaising with SCC regarding the footpath map reprint. The leaflet has been updated and corrected. The new batch of leaflets will be

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printed shortly and then delivered to the Parish Council. The new map, which is accessibility compliant, has been published on the Kersey website. The Clerk has discussed the situation regarding the proposed new bench with the donor. They had offered a donation for a bench on footpath 12 overlooking the back of the village but having spoken to the landowner, it is not possible to put a bench in this location. The donor did not wish to contribute to a bench in the churchyard. There are no other suitable locations on public land in the parish so the donor does not wish to progress the matter. The Chair had spoken to a couple of former regular attendees of Parish Council meetings and found there was no particular reason why they were not currently attending. It is believed broadband coverage in Kersey is good and should not be an issue preventing members of the public joining remote meetings via Zoom.

7/21 Correspondence

All correspondence for the Parish Council has been circulated to Councillors. Some correspondence is to be considered as a separate agenda item. The items to note are:

Census 21 March 2021 - Households will soon be asked to take part in the nationwide survey of housing and the population. It has been carried out every decade since 1801, with the exception of 1941. Information from the digital-first census will help decide how services are planned and funded in each local area. Households will receive a letter with a unique access code in the post, allowing them to complete their questionnaire online. Paper questionnaires will be available on request. The newsletter team will be asked if they could highlight the census in the next edition.

SCC consultation on the Suffolk Design: Streets Guide. District and Borough planning authorities and the County Council are working together to improve the design criteria and guidance for new developments across the county. The guide seeks to draw together national policies, guidance and other best practice and set within the Suffolk context. It covers more than just technical standards for roads, as requirements for footpaths, cycleways, utilities, sustainable drainage are also set out. The consultation is open to members of the public for feedback in shaping the guidance until 10 February 2021. www.suffolk.gov.uk/suffolkstreets

Sunnica Energy Farm statutory consultation – A proposal for a new solar energy farm and battery storage facility connecting to the Burwell National Grid Substation in Cambridgeshire. This project is classified as a Nationally Significant Infrastructure Project (NSIP); therefore, the Parish Council has been invited to share its views on the scheme as part of the consultation. The Parish Council did not wish to make any comments on this scheme.

Precept consultation for Suffolk's Police and Crime Commissioner – proposals for the policing element of the council tax precept for the next financial year have been published indicating an increase. All residents are invited to respond to the survey via the PCC website. <https://suffolk-pcc.gov.uk/news/pcc-proposes-more-officers-for-the-county-through-policing-precept> The survey closes on 28 January.

8/21 Finance

a) A copy of the accounts to date and a financial statement, showing bank balances, receipts and payments for approval had been circulated to Councillors before the meeting; these are appended to the minutes. All payments were approved. A couple of questions were asked relating to footpath finances and the Church clock. The Footpath working group income is recorded separately in the accounts. The income is used to purchase equipment, fuel and materials for the group. Working group members are all volunteers and are not paid for their work. It was commented that the Church clock is not always showing the correct time. The Parish Council makes a financial contribution to the upkeep of the church clock, it does not have control over this work. The PCC will be informed of the problem.

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9/21 Receive a report from the Internal Auditor for the interim internal audit

Natalie Blyth had completed her interim internal audit in December where all matters were found to be in order. The full report had been circulated to all Councillors. It was noted the Annual Parish Assembly had not been held due to the pandemic but annual reports had been received and published on the website. The Chair thanked Natalie for completing this audit for the Parish Council.

10/21 Planning applications

a) Progress

DC/20/03597 River House Farm Barns, Church Hill, Kersey, Ipswich Suffolk IP7 6DY

Proposal: Planning Application - Conversion and alteration of River House Farm Barns, to form 1no. residential dwelling and associated garage annexe.

DC/20/03598 River House Farm Barns, Church Hill, Kersey, Ipswich Suffolk IP7 6DY

Proposal: Application for Listed Building Consent - Conversion and alteration of River House Farm Barns, to form 1no. residential dwelling and associated garage annexe

Both these applications have been withdrawn.

b) Planning applications to consider

DC/20/05834 Leys House, Church Hill, Kersey, Ipswich Suffolk IP7 6DZ

Proposal: Householder Application - Erection of single side/rear extension and erection of studio/annex for ancillary use to main dwelling (following demolition of existing greenhouse).

DC/20/05835 Leys House, Church Hill, Kersey, Ipswich Suffolk IP7 6DZ

Proposal: Listed Building Consent - Erection of single side/rear extension and erection of studio/annex for ancillary use to main dwelling (following demolition of existing greenhouse). Associated works as detailed within the Design Access and Heritage Statement.

The applicant was not present. The Parish Council decided to consider these two applications together but to consider the single storey side/rear extension separately from the erection of the studio/annex. Councillors discussed the single storey side/rear extension. It was noted the Babergh heritage response to this element of the application was that it would cause a medium level of less than substantial harm to the significance of the listed building and its contribution to the character and appearance of the conservation area. The proposal is for an extension to an extension which will look unbalanced in scale to the original listed house. It was agreed this would have a negative impact on the historic listed Leys House. It was resolved by a majority decision to object to this extension. With regard to the annex/studio this proposal is to replace an existing greenhouse; however, the proposed annex has a substantially larger footprint and it was considered this would cause harm to the setting of the listed Leys House and other listed buildings in the area and harm to the Conservation Area. There was also concern that approving the erection of the annex/studio in the garden would set a dangerous precedent and could lead to a separate dwelling in the future. The Parish Council resolved to object by a majority to the erection of a studio/annex in the rear garden.

DC/20/05885 Little Manor, Church Hill, Kersey, Ipswich Suffolk IP7 6DZ

Proposal: Householder Application - Erection of garden shed

The applicant was not present. The Babergh Heritage report was noted, which did not raise any concerns and supported the application. Councillors considered this application; it was felt it would not cause harm to the listed Little Manor or the Conservation Area. The Parish Council resolved by a unanimous decision to support this proposal.

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11/21 Footpath Working Group

Kevin Pratt reported that due to the recent wet weather all paths were very wet and muddy, some had been flooded. One or two missing footpath and bridleway signs had been replaced by Rights of Way. Volunteers had been doing some clearance work on one or two paths which were partly blocked by overhanging and fallen branches. Due to the pandemic, there has been an increase in walkers using the footpath network. It had been noted that some paths are used by cyclists which is not permitted on footpaths. It was concerning to see walkers and their dogs not sticking to the designated public rights of way, they are damaging grass margins and disturbing wildlife. It was agreed to put an article in local newsletters welcoming walkers to Kersey but to remind them to respect the land, wildlife and farming and to stick to the paths and keep their dogs under proper control. The article will be sent to the Hadleigh Community News, Box River News and the Kersey Newsletter. Kevin Pratt will draft and circulate an article for comments. The reminder in the Kersey newsletter will be edited to remove the 'where necessary' so the request is that dog owners keep their dogs under closed control.

12/21 KCPC Working Group

a. General report

Jonathan Marsh had sent a short report to say that the working group had carried out a safely distanced winter maintenance morning. The hedge was cut and the rubber chips raked level. The working group are delighted about the Suffolk Community Foundation grant funding and keen to get the project started being mindful of the need to claim the Babergh grant funding before March.

b. Playground improvement project

Councillors had full details of the project. With the confirmation of the Suffolk Community Foundation – Suffolk Giving Fund grant the Parish Council with KCPC had now secured all the funding necessary for the project to go ahead. The aim of the playground improvement project is to improve the play facilities for all children, but particularly for disabled children. The project is to install a galvanised steel basket swing with a single neutral colour rubber wet pour safety surface under and around the swing. To ensure the existing mini play frame and climbing wall will remain fit for purpose for many years to come a local contractor will fit steel foundation feet. This will mean not having to remove or replace entire pieces of equipment. This will reduce the cost and protect the environment from waste. The total cost of the project is £6,880.28. Funding has been secured from The Suffolk Community Foundation, Suffolk Giving Fund of £1,146.67, Babergh Capital grant of £2,293.33, Leigh Jamieson has offered local award funding of £300. KCPC has set aside £500 of their funds and the balance will come from the Millennium Book fund as agreed by the Parish Council at the start of this fund-raising effort. The Suffolk Foundation grant can be released once the Parish Council has approved and signed the terms and conditions, provided updated Safeguarding and Equality and Diversity Policies, given two weeks' notice of the start date for the project and assurances that work will be COVID compliant. Once the project is completed a grant monitoring report will need to be completed. The grant must be used within 12 months of receipt. The Parish Council resolved to accept the grant and place the orders with the contractors in the hope that the project can be completed this spring. While the contractors are on site the playground will be closed. Both contractors will be asked to provide assurances their work will be COVID compliant.

13/21 Review and adopt policies

a. Equality and Diversity Policy

This policy has been updated to include reference of The Equality Act and its 9 protected characteristics.

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b. Safeguarding Policy

This policy has been updated to include a named safeguarding officer and contact details. The Parish Council Chair is the designated safeguarding officer.

Both the above policies were approved and adopted. These are appended to these minutes and will be published on the Kersey website.

14/21 Set date and time for the spring litter collection during March

It was agreed that organising a litter collection during the pandemic was not appropriate and with KVG volunteers regularly collecting litter and reporting problems litter is not so much of an issue. The Chair will write to KVG volunteers thanking them and reminding them of their responsibilities. More volunteers are always welcome to join the KVG, a note will be put in the newsletter promoting the KVG.

15/21 Consider any actions necessary due to the COVID-19 pandemic

Community support remains in place. If anyone needs a new flyer with details of the community volunteers who are happy to help residents during the pandemic, they can contact the Clerk for a copy. The playground remains open. Support and help is also available from Babergh including financial support. Residents can contact Leigh Jamieson our district councillor leigh.jamieson@babergh.gov.uk

16/21 Confirm the budget and precept amount for 2021/2022

Councillors all had a copy of the draft budget as agreed at the November meeting. Babergh has now published the tax base for Kersey which has reduced to 178.78. This -1.8% decrease in the tax base will increase the council tax for all households even before taking into account the increase in the budget for 2021/22. The government has offered a local council tax support grant, Kersey will receive £164.00. The government has confirmed there will not be referendums for Parish Council tax rises this year. The Parish Council considered the effect of the tax base and grant and the possibility that additional support may not be available in future years. Also, that the government always has the right to insist there is a referendum held for increases in parish council tax precepts, as they have for the higher tiers of government. Taking this into account the Parish Council resolved to confirm the draft budget of £9,633, £100 will be used from reserves, and to request a total precept of £9,533.

Admin	£788.00
Clerk's salary & staff costs	£6,230.00
Training/external meetings	£250.00
Street lighting	£300.00
Parish Council insurance	£300.00
Glebe insurance	£50.00
Hedge cut - The Glebe	£80.00
Playground safety inspection	£90.00
St Mary's PCC	£460.00
Defibrillator & Village Emergency Tel	£215.00
Election costs	£165.00
Church Walk future maintenance	£130.00
Footpath map printing reserve	£75.00
Mowing The Glebe	£100.00
Contingencies	£300.00
Precept	£9,533.00

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This will mean the Kersey Parish Council element of the council tax for a band D property will be £53.32 for 2021/22. The 2020/21 amount was £47.88. On a small precept this looks a large increase of 11.36%, however, this is an increase of just over 45p/month for a band D property. The full budget sheet is appended to these minutes.

17/21 Agree content for the newsletter article 'Pride in our Parish'

It was agreed to include a reminder of the community support offered during the pandemic and that Babergh also offer support. Andrew Rogers will write a short article asking residents to respect all road users and encourage reduced speeds in the Parish. John Hume will write an article promoting the KVG and welcoming new volunteers. Kevin Pratt will write a separate article for footpaths.

18/21 Training

SALC continues to offer online training as published on their website.

19/21 Reports from other meetings

Notes from the SALC Babergh area forum held on 23 November have been circulated to Councillors and are available on the SALC website. The forum still needs a vice-chair if any Councillors are interested.

20/21 Any other business – Councillors opportunity to bring matters to the Council's attention

It has been noted that work has commenced on the conversion of the barn at the far end of Wickerstreet Green next door to Red House Farm. The appropriate authorities are now involved to ensure compliance with wildlife protection measures.

Concern was raised that Sudbury Citizens Advice Bureau funding has been withdrawn by the Babergh cabinet. Some Babergh Councillors are trying to overturn the decision.

The next scheduled Parish Council meeting will be on Monday 1 March 2021 at 6pm via Zoom.

There being no further business the meeting closed at 7.40pm.

Appended to these minutes are 12 pages:

Suffolk County Council report from Robert Lindsay (2 pages)

Babergh District Council report from Leigh Jamieson (2 pages)

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

Kersey Parish Council finance sheet for 21 January 2021

Equality and Diversity Policy

Safeguarding Policy (3 pages)

Kersey Parish Council budget comparison 2020/21, budget and precept for 2021/22

Signed

Date

Kersey PC 18.1.21 Report from County Councillor Robert Lindsay

County considering raising precept 4%

The county council is preparing to raise the precept on the council tax for 21/22 for the general budget by 1.99% - the maximum allowed – and by 2% for social care (below the 3% allowed). The council is assuming about £41m extra spending over the previous year and so is taking £23m from “risk reserves” to balance the budget. The Government may make up some or all of this.

Green budget amendments for county council 2021-22 budget

The county is currently preparing its budget for 2021-22 and my political group – LDGI - is planning a few amendments. We have chosen three key priorities for our budget amendment: Warm homes, Supporting community groups and charities through the pandemic, and Income generation & the climate emergency. We will be proposing multiple projects and policy decisions around these three key themes.

County - Biodiversity motion unanimously approved

This was passed at full Council on the 3rd December, enhancing the measures already pledged by Babergh and other district councils around Suffolk. Suffolk owns all the rural verges and much county farm land so there is potential for far greater positive impact. The actions in the motion are

- Delivery of a biodiversity strategy.
- Assessment of how SCC can lead partner organisations in this field.
- Adoption of biodiverse land management options on Suffolk council's own land.
- A letter to the Secretary of State calling for a clear and ambitious national biodiversity strategy.

Views wanted on the new Suffolk Streets Guide

The county is currently running a consultation on its proposed Streets Guide, which will assist with the design of new housing estates showing how best to create road layouts that promote walking and cycling. A new Street Guide has been commissioned to update guidance for residential streets. Comments on the draft guide are welcomed and there is a survey to complete. The consultation closes at 5pm on 10th February 2021.

Link: <https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/suffolk-design-streets-guide/>

Consultation on the Suffolk Climate Change Action Plan

In November and December SCC ran a series of six online workshops for invitees from the six sectors on the Suffolk Climate Action Plan.

They were each video recorded and can be viewed online

<https://www.suffolk.gov.uk/planning-waste-and-environment/initiatives/pledge-to-climate-emergency-declaration/>

The public are being asked to give their own feedback on online forms to each sector.

- Sustainable Buildings
- Large Industrial & Commercial Energy Users
- Transport & Air Quality
- Small Industrial & Commercial Energy Users
- Energy & Planning
- Community Action & Schemes

January Newsletter

Car Parking Charges

The Cabinet were due to decide on the implementation of Car Parking charges across the district on the 7th January. Following public outcry and the submission of a valid petition, this matter has now been deferred until the February Cabinet meeting. This will allow members to debate the decision at both Overview and Scrutiny on Monday 18th and at Full Council, the following day. Although members will not have a vote on the final decision, other than as part of the wider budget review, residents' feelings can now be fully discussed prior to Cabinet.

The main charges causing concern are –

Sudbury Main car parks	
30mins	Free
1Hour	50p
2hours	£1
3hours	£2
Hadleigh Main Car Parks	
30mins	Free
3hours	£1

Vehicle Fleet

Cabinet have agreed to move to using HVO as a replacement for conventional diesel in the Council vehicle fleet. This is a cleaner, less polluting fuel and results in reducing the councils CO2 emissions by 900 tonnes a year. This represents 26% reduction of the Councils total emissions.

The Council will now procure a supplier for the provision of HVO fuel and the supply and installation of a fuel tank at Chilton Depot, Sudbury. The storage tank will cost the Council approx. £50K but will be the only expense. HVO is an alternative way to produce high-quality bio-type diesel fuels without altering the vehicles themselves. These fuels are colloquially referred to as “renewable diesel fuels” instead of “biodiesel”.

Garden waste (brown bin) collections

The garden waste (brown bin) collections were suspended from Monday 11 January 2021 until further notice. This is to allow crews to prioritise essential waste collections, such as the collection of refuse, recycling, and clinical waste.

Unfortunately, the Serco crews have been affected by Covid and are either off work or isolating. Suspending collections allows the waste team to free up available crew members to work on priority collections. Future invoices will be adjusted to compensate for this period of non-collection.

Precept Survey

Last year the government gave PCCs the ability to raise the policing element of the precept by up to £15 per annum for a Band D property for the next financial year.

Suffolk's PCC, Tim Passmore, is proposing to use this maximum increase. If the plans go ahead, it is said that this extra funding will provide in the region of 70 additional police officers recruited to the force in the next financial year. A survey to gauge the public response to his proposal opened on the 5th January and closes on the 28th.

Fees and Charges 2021/22

The 2021/22 schedule for fees and charges was agreed at Cabinet on the 7th. Fees and charges are an important source of income to the Council, enabling important services to be sustained and provided. In 2021/22 Babergh's fees and charges are budgeted at £4.0m, which is 12% of the Council's gross expenditure.

In addition to the proposed parking charges mentioned above other key changes/increases relate to licensing, the green environment (bins and dog bins) and household waste.

KERSEY PARISH COUNCIL
1 April 2020 - 31 March 2021

Printed on 15/01/2021

RECEIPTS

Date	Credit ref	Detail	Precept	KCPC	Footpath	Other Receipts	VAT	Total Receipts	Sub total
1-Apr-20		Balance brought forward		£ 2,966.07	£ 2,593.38	£ 10,475.78		£ 16,035.23	
15-Apr-20	Direct C	Babergh 50% Precept	£ 4,358.00					£ 4,358.00	£ 20,393.23
8-Jun-20	Bank	Bank interest 2 Mar-7 Jun				£ 4.65		£ 4.65	£ 20,397.88
31-Jul-20	Direct C	SCC Footpath mowing			£ 364.59			£ 364.59	£ 20,762.47
7-Sep-20	Bank	Bank interest 8 Jun - 6 Sep				£ 2.61		£ 2.61	
9-Sep-20	Direct C	AXA Insurance - claim				£ 691.00		£ 691.00	
21-Sep-20	Direct C	Babergh 50% Precept	£ 4,358.00					£ 4,358.00	
25-Sep-20	Direct C	AXA Insurance - claim				£ 140.00		£ 140.00	£ 25,954.08
1-Dec-20	Bank	Bank interest 7 Sep - 6 Dec				£ 0.50		£ 0.50	
10-Dec-20	Direct C	SCC Footpath mowing			£ 364.57			£ 364.57	£ 26,319.15
			£ 8,716.00	£ 2,966.07	£ 3,322.54	£ 11,314.54	£ -	£ 26,319.15	

KERSEY PARISH COUNCIL
1 April 2020 - 31 March 2021

Printed on 15/01/2021

PAYMENTS

Date	Cheque No	Detail	General Admin	Clerk's Salary & Staff Costs	Training/ external meetings	Street Lighting	KCPC	Footpath	S137	Other Payments	VAT	Total Payments	Sub total
6-Jul-20	101241	c SALC - Annual subs	£ 183.56									£ 183.56	
6-Jul-20	101242	c Suffolk.cloud - website hosting	£ 110.00									£ 110.00	
6-Jul-20	101243	c WJ Green - Footpath						£ 34.56			£ 6.91	£ 41.47	
6-Jul-20	101244	c BD Hurren - new bench								£ 315.00		£ 315.00	
6-Jul-20	101245	c K Pratt - Footpath exp						£ 16.02			£ 3.20	£ 19.22	
6-Jul-20	101246	c S Partridge - Clerk home working	£ 52.00									£ 52.00	
6-Jul-20	101247	c S Partridge - Clerk salary		£ 1,196.65								£ 1,196.65	
6-Jul-20	101248	c S Partridge - Clerk exp	£ 17.97								£ 3.60	£ 21.57	
22-Jul-20	101249	c SALC - Clerk training			£ 25.00						£ 5.00	£ 30.00	£ 1,969.47
7-Sep-20	101250	c S Partridge - Clerk home working	£ 52.00									£ 52.00	
7-Sep-20	101251	c S Partridge - Clerk salary		£ 1,262.17								£ 1,262.17	
7-Sep-20	101252	c S Partridge - Clerk exp	£ 19.30								£ 2.40	£ 21.70	
22-Sep-20	101253	c CAS - insurance								£ 294.28		£ 294.28	
18-Sep-20	DD	c ICO - Data protection fee	£ 35.00									£ 35.00	£ 3,634.62
5-Nov-20	101254	c Playsafety Ltd - RoSPA insp								£ 86.00	£ 17.20	£ 103.20	
5-Nov-20	101255	c CHT - Defib annual support								£ 126.00	£ 25.20	£ 151.20	
5-Nov-20	101256	c St Mary's PCC								£ 420.00		£ 420.00	£ 4,309.02
			£ 469.83	£ 2,458.82	£ 25.00	£ -	£ -	£ 50.58	£ -	£ 1,241.28	£ 63.51	£ 4,309.02	

Net total (No VAT) £ 4,245.51

Kersey Parish Council Finance

Details for Parish Council Meeting on 18 January 2021

Bank Balances At 31 December 2020

Business Premium Account	£20,533.20
Current Account	£1,661.83
	<u>£22,195.03</u>

Transfers between Business Premium and Current account since the last meeting

None

Income received since the last meeting

07-Dec-20 Bank interest	£0.50
10-Dec-20 SCC Footpath mowing	£364.57
	<u>£365.07</u>

Payments made since the last meeting

<u>Date</u>	<u>Chq no.</u>	
	None	
		<u>£0.00</u>

Payments Due

<u>Chq no.</u>		
101257	Babergh - Dog bin emptying charge	£35.09
101258	S Partridge - Clerk's salary	£1,286.83
101259	S Partridge - Clerks home working expenses	£52.00
101260	S Partridge - Clerk's expenses	£28.76
		<u>£1,402.68</u>

Expenditure Agreed

Prepared by the Clerk for Kersey Parish Council

Kersey Parish Council Equality and Diversity Policy

Kersey Parish Council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination. This commitment is to all residents, volunteers, employees and potential employees involved in the work of the Parish Council and the provision of services. The Parish Council will fulfil its legal responsibilities under The Equality Act 2010.

The Equality Act 2010 sets out following characteristics, which are protected characteristics:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation.

It is unlawful to discriminate directly or indirectly because of any of these protected characteristics.

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 age, physical or mental disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, 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, pay and benefits and career development are based on 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 18 January 2021

Minute reference: 31/21

Kersey Parish Council Safeguarding Policy

This safeguarding policy will enable Kersey Parish Council to demonstrate its commitment to keeping safe both children and adults in the community who may be at risk. It will also ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing the harm or abuse is supported.

Kersey Parish Council recognises that it has a fundamental duty of care towards children and vulnerable adults and acknowledges its responsibilities to safeguard their wellbeing and protect them from harm or abuse while engaged in parish council activities or using parish council facilities. Kersey Parish Council is committed to the welfare of children and vulnerable adults and opposes all forms of harm and abuse ie discrimination, exploitation, neglect and manipulation.

The guidelines, as outlined in this policy, aim to protect both children and vulnerable adults from harm or abuse, and also Kersey Parish Councillors, volunteers and employees from false accusation of inappropriate behaviour or abuse.

Definitions

Child

“Anyone who has not yet reached their 18th birthday”. Children Act 1989.

Adults at Risk

An individual who is aged 18 years or over who “Has needs for care and support, is experiencing, or is at risk of, abuse or neglect and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.” Care Act 2014.

Types of Abuse

There are four main types of abuse: physical abuse, emotional abuse, sexual abuse and neglect. It is important to note that self-neglect is part of neglect. Adults may also experience financial abuse.

Related Policies

This policy will need to be read in conjunction with the following Parish Council policies:

- Equality and diversity policy
- Data protection policy
- Complaints policy and
- any others deemed appropriate

Responsibility - Recognising that child and vulnerable adult protection is our responsibility, whether or not our individual roles involve working directly with children and vulnerable adults.

Accountability - Actively holding ourselves accountable in maintain these protection standards.

Behaviour - Acting as role models of child-friendly behaviours and practices. This includes using appropriate language and dress code.

Kersey Parish Council Safeguarding Policy

Equality - Treating all children and vulnerable adults equally with respect and fairness regardless of age, culture, caste, nationality, creed, ethnicity, health status, physical and psychological ability, family situation, sex, language, racial origin, socio-economic status, religious belief and /or sexual orientation.

Participation - Ensuring that children and vulnerable adults are supported to practice their right to express views on all matters, which affect them and their surroundings. Their views will be adequately taken into consideration.

Practices - Prohibiting offensive or abusive language (including teasing and taunting), and the use of gestures or symbols that could be interpreted as insulting or provocative.

Confidentiality - Keeping details of the victims of abuse in reported cases of abuse confidential.

Partnership - Working in partnership with local authorities, communities, partner agencies, vulnerable adults, children and families to promote the welfare, health and development of children, and vulnerable adults to protect them from harm.

Actions

- Respond to, keep a written record of and report actual or suspected concerns, suspicions or violations regarding any kind of abuse or exploitation. See details below.
- Ensure that all activities are safe and risks have been assessed in advance.
- Always work in an open environment and avoid being alone with one child or vulnerable adult. Ensure any private conversation with a child or vulnerable adult is in plain view of others.
- Where possible, obtain written parental or guardian consent if the need arises to administer emergency first aid and/or other medical treatment. Keep a written record of any injury that occurs, along with the details of any treatment given.
- No photography and videography of children without parental consent or vulnerable adults is permitted at any time.

Responding to abuse or an allegation

- Reassure the person concerned.
- Listen to what they are saying.
- Remain calm and do not show shock or disbelief.
- Tell them that the information will be treated seriously.
- Ask questions to ensure you gather the full facts but do not start to investigate or ask detailed probing questions.
- Don't promise to keep it a secret.
- Tell the child or adult at risk what you are going to do next to get help to keep him/her safe.
- Comply with the Parish Council's Data Protection Policy.

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Recording an allegation

A written record must be kept about any concern regarding an adult or child with safeguarding needs. This must include:

- Details of the person involved.
- The nature of the concern.
- Use the adult at risk/child's words where possible.
- Record what they are saying.
- Record what you have been told/witnessed as soon as possible.
- The actions taken, decision made and why they were made.

All records must be signed and dated and then securely and confidentially stored in line with the General Data Protection Regulations (GDPR).

Reporting

All actual or suspected concerns, suspicions or violations regarding any kind of harm, abuse or exploitation must be reported to the Local Authority as well as to the Parish Council Chair and Clerk.

If a child or vulnerable adult is deemed to be in immediate danger or a crime has been committed contact the police.

Designated Safeguarding Officer

The Parish Council Chair is the designated safeguarding officer and can be contacted using the following details:

Chair of Kersey Parish Council
Bridges Farm
The Tye
Kersey
Ipswich
IP7 6HB

Telephone: 01787 210859

Email: kerseypc@gmail.com

This policy was adopted by Kersey Parish Council at a meeting on 18 January 2021

Minute reference: 13/21

KERSEY PARISH COUNCIL
Budget to 31 Mar 2021 and Precept for 2021/2022

VAT not included in budget figures	2020/21	2020/21	2020/21	2020/21	2021/22	
	Budget/ Precept 2020/2021	Actual to 17 Jan 21	Estimated balance to 31 March 2021	Estimated total to 31 March 2021	Budget/ Precept 2021/2022	Notes:
Parish Council						
Post/tel/stationery/copier cartridge	£135.00	£7.32	£127.68	£135.00	£130.00	
Clerk's working from home exp	£208.00	£104.00	£104.00	£104.00	£208.00	£4/week
Hall Hire:Parish Council 12 @ £5	£60.00	£29.95	£30.05	£60.00	£100.00	Also Zoom subscription for remote meetings (Pro Annual £100)
Annual Parish Assembly @ £10	£10.00	£0.00	£0.00	£0.00	£10.00	
SALC subscription	£185.00	£183.56	£0.00	£183.56	£190.00	3% increase for 21/22
External audit	£0.00	£0.00	£0.00	£0.00	£0.00	External audit fees for 17/18 to 21/22 £200 unless exempt (£200 in reserve)
Data protection	£40.00	£35.00	£0.00	£35.00	£40.00	ICO reg currently £5 discount for DD payment
Website hosting	£110.00	£110.00	£0.00	£110.00	£110.00	Suffolk.cloud inc £10 fee for security certificate
Sub total for Admin	£748.00	£469.83	£261.73	£731.56	£788.00	
Clerk's salary & staff costs	£5,400.00	£2,458.82	£3,057.31	£5,516.13	£6,230.00	Hours increased 20/21 scale SCP20 £13.51/hr. Inc element for extra hours
Training/external meetings	£250.00	£25.00	£225.00	£250.00	£250.00	SALC whole Council 2hrs £220, Cllr £110, others approx £50 mileage £100
Street lighting	£275.00	£0.00	£275.00	£275.00	£300.00	
Parish Council insurance	£370.00	£294.28	£0.00	£294.28	£300.00	Oct 20 new 3 year Long term agreement with CAS
Glebe insurance	£50.00	£0.00	£50.00	£50.00	£50.00	
Hedge cut - The Glebe	£80.00	£0.00	£80.00	£80.00	£80.00	
Playground safety inspection	£90.00	£86.00	£0.00	£86.00	£90.00	
Dog litter bin emptying charge	£48.00	£0.00	£48.00	£48.00	£0.00	Dec 20 withdrew from BDC contract
St Mary's PCC	£420.00	£420.00	£0.00	£420.00	£460.00	split: £265 Churhyd £150 Nletter £45 Clock (last increased Nov 2020)
Defibrillator & Village Emergency Tel	£215.00	£126.00	£89.00	£215.00	£215.00	CHT memb'shp inc Defib managed solution £135, X2VETS £180 (20/21 reduced by £100 funded from Defib & VETS reserve)
Chairman's allowance	£0.00	£0.00	£0.00	£0.00	£0.00	
Election costs	£165.00	£0.00	£165.00	£165.00	£165.00	Routine 4 yearly elections, next due May 2023 (Full election costs £1,163)
Church Walk future maintenance	£130.00	£0.00	£130.00	£130.00	£130.00	
Footpath map printing reserve	£75.00	£0.00	£75.00	£75.00	£75.00	Build up reserve for reprint £75/year (approx 1,000 maps/yr)
Mowing The Glebe	£100.00	£0.00	£100.00	£100.00	£100.00	
Contingencies	£300.00	£0.00	£300.00	£300.00	£300.00	(20/21 £116.13 used for Clerk's salary overspend)
Precept	£8,716.00	£3,879.93	£4,856.04	£8,735.97	£9,533.00	Precept for 21/22 £9,533.00 Approved 18 Jan 21 Min ref 16/21
						21/22 Tax base 178.78 = £53.32 for band D property 11.36% increase (an increase of 45p/month)
<i>Other PC income</i>	£7.76					Bank interest
<i>Insurance claim for bench</i>	£831.00					Insurance claim for stolen metal bench to go into fixed asset reserve
PC Income	£9,554.76					
Agreed spending from PC reserves:	£100.00	£0.00	£100.00	£100.00	£100.00	Defibrillator costs funded from Defib and VETS reserve
Fixed asset reserve		£315.00				New bench at Playground
	£9,654.76	£4,194.93	£4,956.04	£8,835.97	£9,633.00	Total Budget
						KCPC Income 20/21 - Estimated £1000.00 Actual to date £0
						Footpath Income 20/21 - Estimated £729.18. Actual to date £729.16
						Millennium Book Fund Income 20/21 - Est £4.00. Actual £0
KCPC	£1,197.00	£0.00	£1,197.00	£1,197.00		
Footpath	£406.00	£50.58	£355.42	£406.00		
Millennium Book Fund	£0.00	£0.00		£0.00	£0.00	
Total actual spend		£4,245.51				Precept for 2020/21 £8,716.00 Approved on 16 Dec 2019 Min ref 206/19
					Estimate	20/21 Tax base 182.02 = £47.88 for a band D property, 6.8% increase.
Reserves (Cash at Bank)	At 1.4.20	Spent	Added from budget		at 31.3.21	
KCPC Working Group (Ring fenced)	£2,966.07					Precept for 2019/20 £7,990 Approved 28 Jan 2019 Min ref 24/19
Footpath Working Group	£2,593.38					19/20 Tax base 178.23 = £44.83 for a band D property.
Audit reserve	£200.00				£200.00	
Defib & VETS reserve	£747.06				£747.06	Precept for 2018/19 £7953 (Budget approved 22 Jan 18 min ref 17/18)
Election costs reserve	£154.71		£165.00		£319.71	Tax base 180.98 = £43.94 for a band D property
Church Walk maintenance reserve	£1,820.00		£130.00		£1,950.00	
Training reserve	£224.19				£224.19	Precept for 2017/18 £7340 (approved 16 Jan 17 min ref 15/17)
Footpath map printing reserve	£338.50		£75.00		£413.50	Tax base 183.47 = £40 for a band D property
Fixed asset reserve	£2,202.99	£315.00	£831.00		£2,718.99	
General Parish Council reserve	£4,788.33				£4,788.33	Precept for 2016/17 £6,786 plus CTax Support Grant £43.08
	£16,035.23					Tax Base 181.25 = £37.44 for a band D property
Millennium Book Fund account	£2,866.51					
General PC reserves - policy is to hold between 6-12 months gross expenditure (£4,912 - £9,825 (5 yr average)) General PC reserves vary from year to year partly due to VAT being paid one year and reclaimed the following year.						