

KPC 125-01

**MINUTES OF THE ANNUAL MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 21 MAY 2019
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON**

Present:

Cllr Heather Carre-Skinner - Chair
Cllr Simon McGuire – Vice-Chairman
Cllr Ian Evans
Cllr Ann Naylor
Cllr Justin Waite
Cllr Terry Wheeler
Cllr Stella Wilsher

In attendance:

Ms Marion Farrant – Parish Clerk

Also in attendance:

Suffolk County Councillor David Roach; District Councillors for West Suffolk Karen Richardson, Marion Rushbrook and Jim Meikle; Mr Joe Harrison (Parishioner).

- | | | ACTION |
|----------|---|---------------|
| 1 | <p>Election of Chairman for 2019 / 2020
Councillor Wheeler presided over this agenda item. Councillor Carre-Skinner put herself forward for the role of Chair; this was seconded by Councillor Waite. There were no other nominations, unanimous vote. Councillor Carre-Skinner signed the Declaration of Acceptance of Office form and took the Chair.</p> | Annex 1 |
| 2 | <p>Election of Vice-Chairman for 2019 / 2020
Councillor McGuire put himself forward for the role of Vice-Chairman; this was seconded by Councillor Waite. There were no other nominations, unanimous vote.</p> <p>Close meeting</p> | |
| 3 | <p>Parishioners Question Time and to acknowledge agenda items of interest to members of the public present (extra time allowed to cover items raised)
Mr Harrison expressed an interest in agenda item 6.</p> <p>Open meeting</p> | |
| 4 | <p>Welcome and apologies
The Chair welcomed all present. Apologies for absence were received from Councillor Quick (work). Councillors unanimously agreed Cllr Quick's apologies.</p> | |
| 5 | <p>To receive members' declarations of Disclosable Pecuniary Interests and Local Non-Pecuniary Interests in accordance with the revised Suffolk Code of Conduct and applications for dispensations on agenda items
Councillor McGuire declared a Non-Pecuniary Interest in agenda item 17.1.2.
Councillor Waite declared a Non-Pecuniary Interest in agenda item 10.7.
Councillor Wheeler declared a Non-Pecuniary Interest in agenda item 10.7.</p> | |

Close meeting

6 Co-option of new Parish Councillor

The Chair invited Mr Harrison to introduce himself and give a short presentation. Mr Harrison had previously been a Parish Councillor but due to personal reasons had to resign in October 2018. Mr Harrison explained he was now in a position to be able to apply to become a Parish Councillor again if co-opted and would be happy to resume the role. The Chair invited Councillors to ask questions before Mr Harrison was asked to leave the meeting so a vote could be taken. A resolution was put forward by Councillor Waite and seconded by Cllr Evans that Mr Harrison be co-opted as a Parish Councillor; there were no other resolutions; unanimously agreed. Mr Harrison re-joined the meeting and signed the Declaration of Acceptance of Office form.

Annex 2

7 To agree and sign as a correct record the minutes of the meeting of Kedington Parish Council held on 16 April 2019

A resolution was put forward by Councillor Waite, seconded by Councillor McGuire that the minutes of the meeting of Kedington Parish Council held on 16 April 2019 be agreed as a true record. There were no other resolutions; unanimously agreed. The Chairman duly signed the minutes.

8 Discuss and agree "Appointments / Councillor Responsibilities" for the Year 2019 / 2020

Appointments / Councillor Responsibilities for the year 2019/2020 were discussed and agreed and are attached to these minutes as Annex 3. The Employment, Grievance and Policy Committee was agreed under a resolution put forward by Councillor Waite and seconded by Councillor Wilsher. There were no other resolutions; unanimously agreed. The Finance Committee was agreed under a resolution put forward by the Councillor Wheeler and seconded by Councillor McGuire. There were no other resolutions; unanimously agreed. Councillor Responsibilities were agreed under a resolution put forward by Councillor Waite and seconded by Councillor Wilsher. There were no other resolutions; unanimously agreed.

Annex 3

Close meeting

9 Receive Visitor's Reports

Suffolk County Councillor David Roach reported he had completed the walk of 2.3 miles along the Public Right of Way from Kedington to Samuel Ward School with the Appeals Committee in respect of the School and Post 16 Travel Policy coming into force from September 2019. Councillor Roach pointed out to the Appeals Committee on the walk, the hazards of the open ditches, pond and the fact that Redrow Homes will begin building work in late 2019 which will mean children will also have to negotiate a building site on their walk to school, which will continue for approximately 10 – 15 years. This could cause a number of hazards in the winter months when the path becomes wet and muddy. Councillor Roach further reported that Suffolk County Council had changed the rules for the new policy which allowed Public Rights of Way to be used in the calculation of mileage to schools; he added the policy is based on children being accompanied to school by parents/carers, which seems illogical because a lot of parents have to work. Councillor Roach said he will be attending the Appeals Committee Hearings this week for children that have been refused transport and hoped that decisions will be reached by Friday. Clerk reported she had written a further letter to Gordon Jones, supporting parents/carers and urging Suffolk County Council to reconsider the policy on the grounds of safety for the children. Councillor Roach advised that a copy of the letter should be sent to Councillor Graham Newman at Suffolk County Council. Councillor Roach said he would email Parish Councillors after the Hearing to let them know how things had progressed. Clerk to send Councillor Roach email addresses for Parish Councillors.

MF

Councillor Roach reported that Suffolk County Council is to invest 45 million pounds for Special Needs Children. Next full Suffolk County Council Cabinet Meeting will be on Thursday 23 May 2019.

District Councillor Marion Rushbrook reported the three new Councillors had been attending a lot of Annual Parish Council meetings in the Ward and getting to know more about the Parishes they are representing. Councillor Rushbrook reported that 50% of Council Tax comes from rural areas with 75% of land covering by West Suffolk Council being rural.

District Councillor Karen Richardson reported she was pleased to be representing Kedington again as a District Councillor, but this time along with two other District Councillors which gives three "voices" now on West Suffolk Council, which she hoped would greatly benefit many rural Parishes. Councillor Richardson said she has added her objections to children using the PROW from Kedington to Samuel Ward School. Councillor Richardson said she had been copied in on a letter from Suffolk Preservation Society, which they sent to the Planning Department opposing the proposed new development of 140 new homes in Hundon Road, Kedington. Councillor Richardson said that Barnardiston which is warded with Kedington, Hundon, Clare and other Parishes would possibly lean towards Kedington if they need services as they have no Parish Council.

District Councillor Jim Meikle reported he was pleased to be representing Kedington and working with Councillors Richardson and Rushbrook. Councillor Meikle said he had concerns over the proposed 140 houses in Hundon Road in terms of sustainability. Councillor Meikle reported he had a meeting with Councillor Wheeler and the Clerk after the Election to familiarise himself with Kedington and its needs.

Councillor Evans asked about meeting dates for West Suffolk Council and whether they would clash with Kedington Parish Council meetings. Councillor Roach said dates had now been published on the West Suffolk Website. Councillor Richardson said she would get a diary together and liaise with the Clerk.

KR

The Chair thanked Councillors for their reports and said the Parish Council looked forward to working with them all.

Open meeting

10

Receive Clerks' Report

- Clerk reported she had attended an event on 15 May 2019 to launch Suffolk County Council's "Highways Community Self Help Scheme" for Town and Parish Councils. Clerk will circulate literature for Councillor's comments in a Reading Pack.
- Clerk read out an email from Information and Communications Technology at West Suffolk Council regarding the "Street Naming Process". The email confirmed the process for responding to proposed street names on new developments and the response time which will be 21 days.
- National Association of Local Councils have announced the average Band D precept increase in 2019/2020 is actually 4.9% and not 5.7% has published in March 2019.
- Kedington Parish Council completed their re-declaration of compliance to The Pensions Regulator on 17 April 2019 to confirm pension eligibility for employees.
- Internal Audit for Kedington Parish Council for the financial year ending 31 March 2019 will be carried out on Thursday 13 June 2019.

- Clerk reported the Parish Council had received an email from the Chairman of Kedington Community Association Committee regarding whether the agreement of the Committee to allow Anglian Water to have a stand at Meadowlark for the purpose of providing information regarding the new water treatment works in Little Wrattling should be allowed, when the Committee had refused a stand for the "Hands Off Our Kedington Parish" group (against the proposed development of 140 new homes in Hundon Road, Kedington). The email was asking for an email vote as to whether the Anglian Water stand should be allowed.

10.1 Consider further action (on action taken or reports received since last meeting:

Councillors agreed that Kedington Community Association Committee should decide about who has stands at Meadowlark as this was their event and something the Parish Council did not feel they should vote on.

11 Finance Committee

11.1 Consider any matters arising from 09 April 2019 meeting:

None.

11.2 Receive draft minutes from 14 May 2019 meeting:

Councillor Wheeler went through highlights of the meeting:

- The financial position at 30 April 2019 is satisfactory with £4,744.62 of the budget spent (5.80%), leaving a balance of £77,095.38. Additionally, £50,195.05 is held in Reserves.
- Agree new bank signatories: it was agreed to defer this matter to the June Finance Committee Meeting when the names of those serving on this committee will be known after the Annual Meeting of Kedington Parish Council
- Ratify necessary I.T. work for Parish Council Office: Clerk reported there have been problems with the Parish Council computer for which the Chairman sanctioned work to be carried out immediately. A resolution was put forward by the Chairman and seconded by Councillor Carre-Skinner that the total cost of this work (£110.00) be ratified. There were no other resolutions; unanimously agreed. ***Clerk was requested to speak to Nicom Ltd to seek costings for the Company to become the Parish Council's I.T. Specialist.***
- Cost of larger litter bin on Old School Field and new dog bin in Dash End were received. Clerk had sourced quotations from Earth Anchors Ltd and Broxap Street Furniture and catalogues from each Company were viewed. The Street Furniture Condition Report was also looked at as there are at least three other dog bins where the bottom of the bins are badly rusted and need replacing.

MF

Earth Anchors:

90 litre "Big Ben" litter bin £338.00 plus delivery plus vat

45 litre HGN dog bin for mounting on existing posts £161.00 each

Broxap:

No price for 90 litre litter bin as design does not match Parish Council existing bins

40 litre BX45 dog bin for post mounting £140 each

A resolution was put forward by the Chairman and seconded by Cllr Evans that a recommendation be put forward to full Parish Council for ratification to purchase the "Big Ben" litter bin and four dog bins from Earth Anchors at a cost of £982.00 plus £48.00 delivery plus vat @ 20%. There were no other resolutions; unanimously agreed.

- Grants - Thank you email received from the Treasurer of St Edmundsbury Newstalk for the £100.00 grant awarded to them by Kedington Parish Council, under Sn 137, LGA 1972 as being of benefit to local people.
- Grants – Application from Haverhill and District Twin Towns Association deferred to full Parish Council Meeting.
Grants – East Anglia's Children's Hospices: £200 awarded under Sn 137, LGA 1972, as being of benefit to local people.
- Grants – Kedington & District Branch, The Royal British Legion: £500 awarded under Sn 137, LGA 1972, as being of benefit to local people, subject to Parish Council ratification.
- Grants – St Peter & St Paul Church Kedington – Restoration Committee: £300 awarded under Sn 137, LGA 1972, as being of benefit to local people.
- Grants – Hands Off Our Kedington Parish: grant deferred until outcome of current Planning Application for 140 new homes in Hundon Road, Kedington is determined.
- Thirteen payments and one Direct Debit totalling £5,032.79 for Supplier Payments as at 30 April 2019 approved on 14 May 2019 and cheques signed by the Chairman (Cllr Wheeler) and Cllr McGuire.

11.3 Sign Income & Expenditure and Asset Statement for financial year ending 31st March 2019:

The Income & Expenditure and Asset Statement for the financial year ending 31st March 2019 was received and signed by the Chairman of the Finance Committee, Councillor Wheeler. A copy is attached to these minutes as Annex 4.

Annex 4

11.4 Agree and sign Section 1 – Annual Governance Statement - of the Annual Return for the financial year ending 31 March 2019:

Section 1 – Annual Governance Statement – of the Annual Return were reviewed and agreed under a resolution put forward by Councillor Evans and seconded by Councillor Wheeler. There were no other resolutions; unanimously agreed. The Chairman and Clerk duly signed the document. A copy is attached to these minutes as Annex 5.

Annex 5

11.5 Agree and sign Section 2 – Accounting Statements 2018/2019 – of the Annual Return for the financial year ending 31 March 2019:

Section 2 – Accounting Statements – were reviewed and agreed under a resolution put forward by Councillor Evans and seconded by Councillor Waite. There were no other resolutions; unanimously agreed. The Chairman and Clerk duly signed the document. A copy is attached to these minutes as Annex 6.

Annex 6

11.6 Ratify Finance Committee recommendations for new dog and litter bins:

A resolution was put forward by Councillor Waite and seconded by Councillor Harrison that the Parish Council should accept the Finance Committee recommendation to purchase one new litter bin and four new dog bins from Earth Anchors at a cost of £982.00 plus £48.00 delivery plus vat @ 20%. There were no other resolutions; unanimously agreed.

11.7 Grants:

11.7.1 Haverhill and District Twin Towns Association

The Chair read out a letter received from Haverhill and District Twin Towns Association seeking a grant from Kedington Parish Council. The grant was deferred from the Finance Committee Meeting so all Councillors could consider this. Councillor Evans requested the Parish Council seek clarity as to how many members from Kedington are involved in the group and to define the benefits to people in Kedington apart from them being able to attend events put on by the group to raise money for their funds.

MF

At this point Councillor Waite and Councillor Wheeler declared a Non-Pecuniary Interest in that they are members of the Kedington & District Branch, The Royal British Legion.

11.7.2 Kedington & District Branch, The Royal British Legion

The Chair read out a letter received from Kedington & District Branch, The Royal British Legion seeking a grant towards the cost of providing a Garden of Remembrance at the front of the Legion Hall. A resolution was put forward by Councillor McGuire and Seconded by Councillor Wilsher that the Parish Council should ratify the Finance Committee's recommendation to award a grant of £500 under Sn 137, LGA 1972, as being of benefit to local people. There were no other resolutions; unanimously agreed.

12 Form working party to overhaul current Standing Orders and Financial Regulations in line with new NALC Model Standing Orders (2018) and Financial Regulations

Clerk reported that NALC have brought out revised Model Standing Orders (2018) and that the Parish Council should overhaul their Standing Orders and Financial Regulations to ensure the Parish Council is compliant with new regulations, etc. A working party consisting of the Clerk, Councillor Evans, Councillor Harrison and Councillor Wheeler was agreed.

13 Play Equipment

13.1 Receive defect report(s) (if any); agree action:

Play and Fitness Equipment Inspection Reports were received. All defects were noted as very low or low risk and are in hand for repair. Clerk still chasing Playmaintain Ltd regarding the contract they have been given to carry out the repairs.

13.2 Skate ramp (update):

Councillor Wheeler reported that an informal meeting had been held with residents of Mill Road and the Environmental Health & Housing Manager to discuss the ongoing problems with noise on the skate ramp. The Clerk and Councillor Quick were also in attendance. The noise from the centre box seems to be causing a lot of the problem and Councillor Wheeler suggested that the top of the box be lifted to see how much noise dampening material has been used. If there was sufficient space, the plan is to fill the centre box with a dry mix of sharp sand and concrete; this will hopefully dampen the "thudding" noise given off when scooters land from the ramps. The area would be fenced off with heras fencing while the work was in progress. Councillors were happy for the Parish Council to purchase the materials needed. Councillor Naylor reported there was also a problem with young people playing loud music whilst sitting on the skate ramp late at night.

14 Environmental / Grounds Maintenance Matters

14.1 Felled tree outside Kedington Primary Academy:

Clerk reported she was still investigating the TPO tree that had been felled outside Kedington Primary Academy on Church Walk. There appears to be some confusion as to the number of the tree on the TPO plan and Clerk will be liaising with Vertas, the agents who looks after Kedington Primary Academy Trees to seek further clarification as to why the tree, which looked healthy was cut down.

MF

14.2 Any other environmental/grounds maintenance matters:

None.

Non-agenda item – Guillotine

With the time at 9.45 p.m. it was agreed under a proposal put forward by Councillor Wheeler and seconded by Councillor Waite to raise the guillotine for twenty minutes to allow remaining business to be transacted.

15 Highway/Footpath/Street Furniture matters

15.1 Community SpeedWatch (update):

Councillor Evans reported that there had been no further volunteers come forward from the Notices placed on all Notice Boards. At present there have been six volunteers come forward which is enough to commence the scheme. A resolution was put forward by Councillor Waite and seconded by Councillor Wheeler that Councillor Evans should be co-ordinator of the scheme in Kedington Parish; there were no other resolutions; unanimously agreed. A further resolution was put forward by Councillor Wheeler and seconded by Councillor Waite that the Parish Council should agree to go forward with the scheme, which will cost approximately £1,000. There were no other resolutions: seven votes for, one abstention, resolution carried. It was agreed that the Parish Council will seek a grant to help with the cost from the District and County Councillor's Locality Budgets.

MF

15.2 Any other Highways/Footpath/Street Furniture matters:

Clerk reported a certified true copy of Suffolk County Council (Borough of St Edmundsbury (Stopping, Waiting and Loading Prohibitions and Restrictions and On-Street Parking Places) (Map Based) Order 2019 has been received from Suffolk Legal Department. A copy of the Order is available for anyone to view.

16 Any other reports (on-going matters)

None.

17 Housing/Planning

17.1 Applications for discussion at meeting:

17.1.1 Proposed new development in Hundon Road, Kedington (update):

Clerk reported she had formulated a response to the Planning Application for 140 new homes and this has been sent to the Planning Officer.

At this point Councillor McGuire declared a Non-Pecuniary Interest in that his employment is with a Company who carry out work for Anglian Water.

17.1.2 Little & Great Wratting – New Water Works (update):

Clerk reported Parish Council complaint to West Suffolk Council has now moved to Stage 2.

17.2 Planning Applications – Observations conveyed by Parish Council:

None.

17.3 Planning Applications – Decisions received from Borough Council:

None.

17.4 At this point Councillor Wilsher declared a Non-Pecuniary Interest in that the person who sent the email is her brother-in-law.

Any other housing / planning matters:

Clerk reported she had received an email from the builder regarding 4 The Parade, Westward Deals, Kedington, asking if he could possibly agree a way forward with the Parish Council to convert the ground floor into flats as he had no uptake in marketing the ground floor for retail use. The Chair sought views from Councillors and the Clerk was requested to circulate the Planning File to Councillors so they could re-acquaint themselves with the application.

MF

MOS.

18 Consultations

None.

19 Events

19.1 Nominations:

19.1.1 Suffolk CPD Training (Preventing County Lines) 5th & 6th August 2019
Clerk, Councillor Naylor and Councillor Wilsher nominated to attend

19.2 Councillor absences (update):

The Chairman requested Councillors update the Clerk with any planned absences.

20 Any new matters (for discussion only)

As Clerk will not be available for the next Kedington Parish Council meeting scheduled for 18 June 2019, the meeting will take place on 11 June 2019. for

The meeting closed at 10.07 p.m.

The date of the next meeting will be the **Tuesday, 11 June 2019** commencing at 7.40 p.m. in The Meeting Room, Parish Council Office, Arms Lane, Kedington.

Signed 

Dated 11 JUNE 2019

DECLARATION OF ACCEPTANCE OF OFFICE

I.....HEATHER CARRE-SKINNER..... (1)

having been elected to the office of.....CHAIR..... (2)

.....KEDINGTON...PARISH...COUNCIL..... (3)

declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

Signed: Heather Carré Skinner Date: 21 MAY 2019

This declaration was made and signed before me.

Signed: Marion Farrant Date: 21 MAY 2019
PARISH CLERK / RFO
KEDINGTON PARISH COUNCIL
Proper Officer of the Council (4)

- (1) insert the name of the person making the declaration
- (2) insert "Member" or "Mayor" or "Deputy Mayor" or "Chairman" or "Vice-Chairman" as appropriate
- (3) insert the name of the authority of which the person making the Declaration is elected to
- (4) where the declaration is made before another person authorised by Section 83(3) of the Local Government Act 1972, state instead the capacity in which that person takes the Declaration*

*Under Section 83(3) of the Local Government Act 1972, a declaration for members or elected mayors of a county, district or London borough council shall be made before two members of the council, its elected mayor, its proper officer, a justice of the peace or magistrate in the United Kingdom, the Channel Isles or the Isle of Man, or a commissioner appointed to administer oaths in the Supreme Court. A Declaration for members of parish councils shall be made before a member or the proper officer of the council.

The declaration must be made within two months of election for county, district and London borough councillors or, in the case of parish councillors, in accordance with section 83(4) of the 1972 Act.

DECLARATION OF ACCEPTANCE OF OFFICE

I HENRY JOSEPH HARRISON (1)
having been elected to the office of MEMBER (2)
..... KEDINGTON PARISH COUNCIL (3)

declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

Signed:  Date: 21 MAY 2019

This declaration was made and signed before me.

Signed: Marion Farrar Date: 21 MAY 2019
PARISH CLERK / RFO
KEDINGTON PARISH COUNCIL
Proper Officer of the Council (4)

- (1) insert the name of the person making the declaration
- (2) insert "Member" or "Mayor" or "Deputy Mayor" or "Chairman" or "Vice-Chairman" as appropriate
- (3) insert the name of the authority of which the person making the Declaration is elected to
- (4) where the declaration is made before another person authorised by Section 83(3) of the Local Government Act 1972, state instead the capacity in which that person takes the Declaration*

*Under Section 83(3) of the Local Government Act 1972, a declaration for members or elected mayors of a county, district or London borough council shall be made before two members of the council, its elected mayor, its proper officer, a justice of the peace or magistrate in the United Kingdom, the Channel Isles or the Isle of Man, or a commissioner appointed to administer oaths in the Supreme Court. A Declaration for members of parish councils shall be made before a member or the proper officer of the council.

The declaration must be made within two months of election for county, district and London borough councillors or, in the case of parish councillors, in accordance with section 83(4) of the 1972 Act.

KEDINGTON PARISH COUNCIL Councillors' Contact List

May 2019

Parish Year 1: 2019-2020 (All terms of office expire May 2023)

Parish Councillors

(Councillors' responsibilities)

Role	Name	Telephone	e-mail Address	Postal Address
Chairman of Parish Council	Dr Heather CARRE-SKINNER	Mob: 07855 468021	hcarre80@hotmail.com	8 School Crescent, Kedington CB9 7NF
Vice-Chairman of Parish Council	Mr Simon MCGUIRE	Home: 01440 712778 Mob: 07880 555841	mguire@kedington.eclipse.co.uk	19 Dane Close, Kedington, CB9 7NX
Parish Councillor	Mr Ian Charles EVANS	Home: 01440 703152 Mob: 07976 688002	ianevans60@gmail.com	Calford Green Cottage Calford Green, CB9 7UN
Parish Councillor	Mr Henry Joseph HARRISON (Joe)	Home: 01440 713144 Mob: 07837 726929	janetandjoe.harrison@icloud.com	8 St Pauls Drive, Kedington, CB9 7HS
Parish Councillor	Mrs Ann Elizabeth NAYLOR	Home: 01440 710473 Mob: 07789 690808	annienaylor@hotmail.co.uk	Head Masters Cottage, 1 School Road, Kedington, CB9 7NG
Parish Councillor	Mr Andrew QUICK	Mob: 07875 169952	andrew220283@hotmail.com	16 St Pauls Drive, Kedington, CB9 7HS
Parish Councillor	Mr Justin WAITE	Mob: 07870 501503	jaywaite99@gmail.com	Keepers Cottage, Sturmer Road Kedington, CB9 7NR
Parish Councillor	Mr Terry WHEELER	Home: 01440 702971	tpwheeler@btinternet.com	3 Dash End Lane, Kedington, CB9 7QS
Parish Councillor (Co-opted)	Mrs Stella Madeline WILSHER	Mob: 07766 428439	stella3@btinternet.com	Toad House, White Horse Road, Kedington, CB9 7NL

Other Contacts

Accountant	Mrs Bridget TURNER	01440 706721 07760 191350		145 Westward Deals, Kedington, CB9 7PW
Advisory Body	Suffolk Assn. Of Local Councils (SALC) CEO Sally Longmate Deputy CEO Jim FRIEND	01473 833 713 Fax: 01473 833714 Note: only Chair or Clerk allowed to contact SALC	ceosalc@btconnect.com or adminsalc@btconnect.com	11a Hill View Business Park, Claydon, Ipswich, IP6 0AJ (Open: 8.30am till 5pm Mon-Thur; till 2pm Fri)
Advisory Body	Local Council Public Advisory Service CEO Jayne COLE	01787 829576 07419 295390	ceo@lcpas.co.uk admin@lcpas.co.uk	6 Aragon Court CLARE Sudbury, Suffolk CO10 8FA
Calford Green Matters	Contact Parish Clerk			
Parish Clerk	Ms Marion FARRANT	Office: 01440 708577 (Answerphone) Mobile: 07833 431184	clerk.kedingtonpc@tiscali.co.uk	c/o NISA Village Stores 17 Silver Street Kedington CB9 7QG

Role	Name	Telephone	e-mail Address	Postal Address
Suffolk County Councillor	David ROACH	01440 768966 Mob: 07889 510003	roachdj@sky.com	37 Bumpstead Road Haverhill, CB9 8QA
West Suffolk Councillors	Karen RICHARDSON Marion Rushbrook	Mob: 07894 390815 Mob: 07795 391938	karen.richardson@fdl.co.uk mazzer17@gmail.com	Sparrow's Cottage, The Street Great Wratting, CB9 7HQ 17 Dane Close, Kedington CB9 7NX
Emergencies	Jim Meikle Contact Parish Clerk in first instance.	Mob: 07894 078723	jmeikle.council@gmail.com	
Environmental Matters	Contact Parish Clerk in first instance.			
Kedington Library		01440 703449	Dawn.Bamford@suffolklibraries.co.uk	Arms Lane, Kedington, CB9 7QQ
Suffolk Police		Dial 101. In an emergency call 999		

Councillors' Responsibilities

	Chair - Cllr Carre-Skinner Cllr Naylor	Finance Committee	Cllr McGuire Cllr Carre-Skinner Cllr Evans Cllr Harrison Cllr Wheeler	Representative at Planning Meetings	Parish Council
Children/Youth					
Church/Ch' yard	Parish Council			Play Equipment	Parish Council
Cleansing/Litter	Cllr Naylor	Footpaths	Cllr Justin Waite	Policing/Public Order	Parish Council
Clerk & Office	Chair - Cllr Carre-Skinner	Grass cutting	Cllr Wheeler, Cllr Evans	Risk Assessments	Clerk, Cllr Waite
Contact Magazine	Clerk			Risbridge Meadow	Parish Council
		Grounds	Parish Council	Riverside Walk	Cllr Wheeler
Employment, Grievance and Policy Committee					
	Cllr Carre-Skinner	Housing (Affordable)	Parish Council	Road repairs/traffic	Cllr Waite, Cllr Evans
	Cllr McGuire	KCA Representative	Clerk	Royal British Legion	Cllr Waite, Cllr Wheeler
	Cllr Evans			SALC 1 st	Chair, Clerk
	Cllr Harrison				Lead: Cllr Wheeler
	Cllr Naylor	Ketton Review	Clerk	Street Furniture	Cllr McGuire
	Cllr Quick				Cllr Waite
	Cllr Waite	Old School Field Dev	Lead: Cllr Wheeler	Website	Clerk
	Cllr Wheeler	Old School Field Dev	Cllr McGuire	Facebook Page	Cllr Carre-Skinner
	Cllr Wilsher	Old School Field Dev	Cllr Carre-Skinner		Cllr Waite
Dogs	Cllr Carre-Skinner, Cllr Wilsher	Old School Field Dev	Cllr Harrison		
Emergencies	Cllr McGuire Cllr Wheeler Cllr Wilsher	Planning	Parish Council	Wildlife, environmental & green matters	Cllr Terry Wheeler Cllr Ian Evans

**KEDINGTON PARISH COUNCIL
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2019**

	2019	2019	2018	2018
	£	£	£	£
INCOME				
Precept	76,881.00		71,761.00	
Interest Received	89.13		84.11	
Grants Received	0.00		0.00	
S106 Grants Received	16,929.43		3,343.32	
Sundry Income	114.20		0.00	
		94,013.76		75,188.43
EXPENDITURE				
Agency Services				
Amenity Cleansing	5,149.93		5,265.27	
Grounds Contract A	8,486.40		8,319.96	
Grounds Contract B	867.00		849.96	
Grounds Great Meadow	1,386.60		1,359.96	
Grounds Calford Green	520.20		510.00	
Grounds Silver Street Park Flower Bed	160.00		320.00	
Grounds Strimming	2,268.00		2,914.00	
Grounds Extras	1,241.00		3,855.72	
Recreational Equipment	3,297.00		0.00	
Recreation Equipment Repairs	80.00		319.90	
New Equipment	1,372.34		35.99	
Village Amenities	646.92		1,736.85	
Tree Maintenance	5,125.00		3,470.00	
War Memorial Maintenance	0.00		0.00	
Development Fund	0.00		1,294.99	
Asset Maintenance	2,314.00		0.00	
Sundries/Contingencies	1,671.56		1,887.41	
		34,585.95		32,140.01
General Administration				
Salaries	23,387.10		18,193.61	
Clerks Expenses	286.88		303.61	
Councillors Expenses	0.00		136.34	
Printing, Postage & Stationery	603.35		709.19	
Accountancy & Audit	1,176.40		1,511.40	
Training	65.00		426.37	
Insurance	2,134.76		2,052.65	
Subscriptions	770.59		792.67	
Office Expenses	1,490.44		1,205.79	
		29,914.52		25,331.63
Sn137 Payments		2,731.28		3,501.37
Grants Paid Out				
New Equipment		0.00		0.00
S106		16,469.43		3,028.52
SURPLUS/(DEFICIT) FOR THE YEAR		10,312.58		11,186.90
Transfer (to)/from Reserves		(23,397.70)		0.00
		(13,085.12)		11,186.90
General Fund brought forward		63,281.17		52,094.27
General Fund carried forward		50,196.05		63,281.17

**KEDINGTON PARISH COUNCIL
 STATEMENT OF ASSETS
 FOR THE YEAR ENDED 31 MARCH 2019**

	2019 £	2019 £	2018 £	2018 £
Current Assets				
Cash at bank and in hand	55,499.62		62,512.49	
Prepayments	0.00		0.00	
VAT Recoverable	3,231.75		2,051.82	
Other Debtors	<u>3,500.00</u>		<u>3,500.00</u>	
		62,231.37		68,064.31
Current Liabilities				
Creditors	<u>12,035.32</u>		<u>4,783.14</u>	
		(12,035.32)		(4,783.14)
		<u>50,196.05</u>		<u>63,281.17</u>
Represented by:				
		£		£
Recreation Equipment Reserve		3,000.00		13,769.30
War Memorial Reserve		2,900.00		2,300.00
Deveopment Fund		0.00		4,705.00
General Reserve		<u>44,296.05</u>		<u>42,506.87</u>
		<u>50,196.05</u>		<u>63,281.17</u>

The above statements represent fairly the financial position of the Parish Council at 31 March 2019

Signed:

J. G. Whel

 Chairman of Finance Committee

Dated:

21 May 2019

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

KEDINGTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	YES	—	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES	—	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	YES	—	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	—	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	—	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	YES	—	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	YES	—	<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	YES	—	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	—	—	N/A	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

21/05/2019

and recorded as minute reference:

KPC 125-01 Agenda Item 11.4

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Heather Carr-Saunders

Clerk

M. Farrant

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

KEDINGTON.ONE.SUFFOLK.NET

Section 2 – Accounting Statements 2018/19 for

KEDINGTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	52,094	63,281	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	71,761	76,881	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,427	17,133	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	18,230	23,387	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	45,771	83,712	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	63,281	50,196	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	62,512	55,500	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	290,604	337,794	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	-	NO	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

M. Farrant

Date

21/05/2019

I confirm that these Accounting Statements were approved by this authority on this date:

21/05/2019

as recorded in minute reference:

KPC 125-01 Agenda Item 11.5

Signed by Chairman of the meeting where the Accounting Statements were approved

Reather Coughlin