

KPC 132-01
MINUTES OF THE ANNUAL MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 19th MAY 2026
HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON

Present: Cllr Ann Naylor (Chair)
 Cllr Jeffery Potter (Vice-Chair)
 Cllr Terry Wheeler
 Cllr Ross Standeven
 Cllr Dean Willett
 Cllr Jeanette Kilpatrick
 Cllr Rosie Griffin

In attendance: John Boxall (Parish Clerk)

Also in attendance: Suffolk County Councillor Luke O'Brien, Vice Chair Suffolk County Council David Roach, West Suffolk Councillors Marion Rushbrook, Karen Richardson and Nick Clarke.

1. Election of Chair for year 2026/2027.

Cllr Naylor presided over this agenda item.

Following a discussion amongst the Councillors a resolution was put forward by Cllr Wheeler and seconded by Cllr Potter proposing Cllr Naylor continues as Chair. The resolution was unanimously agreed.

Cllr Naylor took the Chair and signed the Declaration of Acceptance of Office (ANNEX 1).

2. Election of Vice-Chair for year 2026/2027.

Following a discussion amongst the Councillors a resolution was put forward by Cllr Naylor and seconded by Cllr Willett proposing Cllr Potter continues as Vice Chair. The resolution was unanimously agreed.

3. Acknowledge agenda items of interest to members of the public present.

None present.

4. Welcome, Apologies and Resignations.

Chair welcomed everyone present.

Clerk advised that Cllr Bellamy is unable to attend for personal reasons. Apologies were accepted by all Councillors present.

Clerk advised there were no resignations.

Clerk advised that the Council, members of the public and press may audio record, film, photograph or broadcast the meeting, when the press and public are not lawfully excluded. Any member of the public who attends the meeting is advised that the Parish Council cannot control 3rd party recordings. The Parish Council will audio record the meeting and the recording will be deleted following approval of the minutes at the next meeting.

5. To receive members' declarations of Disclosable Pecuniary Interests and Other Registerable and Non-Registerable Interests in accordance with the Local Government Association Model Councillor Code of Conduct and/or with regard to Section 106 of the Local Government Finance Act 1992 and to receive any applications for dispensations on agenda items.

ACTION

ANNEX 1

Clerk reminded Councillors that at the last meeting Cllr Griffin was granted a dispensation in accordance with the Localism Act 2011 Sec.33 allowing her to take part in discussions but not vote on this meeting's agenda item 11.7.

Clerk advised that at the last meeting the Council didn't specify a period for which Cllr Griffin's dispensation has effect. The Localism Act 2011 Sec.33 (3) states "A dispensation under this section must specify the period for which it has effect, and the period specified may not exceed four years."

Following a discussion amongst the Councillors a resolution was put forward by Cllr Potter and seconded by Cllr Wheeler that Cllr Griffin's dispensation should last for a period of one year commencing from the date of the meeting at which the dispensation was granted, being 21st April 2026. The resolution was unanimously agreed.

6. Councillors who were present to agree as a true record the minutes of the Meeting of Kedington Parish Council held on 21st April 2026.

Councillors confirmed that they had received a copy of the draft minutes and had read them.

A resolution was put forward by Cllr Wheeler and seconded by Cllr Kilpatrick to agree the draft minutes of the Meeting of Kedington Parish Council held on 21st April 2026 as a true record. The resolution was unanimously agreed.

Chair signed the minutes during the meeting.

7. Discuss and agree Councillor Responsibilities for year 2026/27.

Councillor Responsibilities for the year 2026/2027 were discussed and agreed.

8. Receive visitor's reports and reports from District and County Councillors.

Cllr Clarke advised that with regards to the Local Government Reorganisation, the current plan is that there will be 66 Councillors for West Suffolk. In May 2027 there will be elections for the Unitary Authority and the election will be for five years, not the normal four years; the first year being in shadow. The shadow elections in May 2027 are not bound by the Boundary Commission, they are dealt with internally. The District Council elections that are due next year will be extended for one year until May 2028. Our Ward is likely to be the Kedington and Hundon Ward with one Councillor. The next elections in 2032 will be subject to the Boundary Commission. This is all subject to change though. Parish Council elections may be brought in line with this i.e. elections in May 2027 but for a five-year period also until May 2032. There is a consultation on this until the end of this month.

There is also the potential legal challenge against the Local Government Reorganisation.

David Roach advised the website for the consultation is suffolkgrhub.gov.uk

Cllr Clarke advised that the Locality Budget will therefore be reduced from four Councillor budgets to one.

Cllr Clarke advised that the Local Plan went to Government and has stalled; there needs to be more houses than in the original plan. There has been a call for land that closes tomorrow.

Cllr Clarke advised the Better Recycling campaign is running.

Cllr Clarke advised the potential Forest City development continues to trundle along and is quite frightening for a lot of people.

Cllr Richardson advised that neighbouring villages are complaining about the Essex Waste Ltd. planning application.

Cllr O'Brien advised he's in his second week now as our new County Councillor. He had a half-day induction last week and the first full Council meeting is on Thursday 21st May 2026 at which the Cabinet will be decided. He is going to be Chair of the Education Scrutiny Committee.

David Roach will update Cllr O'Brien with regards to the 7.5T weight restriction application on the B1061 from the A143 crossroads to Sturmer.

9. Receive accounting statements and any other financial reports and agree any necessary action.

9.1 Review and agree accounting statements.

Chair confirmed that Councillors had received the relevant documents.

A resolution was put forward by Cllr Wheeler and seconded by Cllr Naylor to agree the Bank Reconciliation, the Payments and Receipts List, the Net Position by Cost Centre and Code report and the Reserves Balance report (ANNEX 2). The resolution was unanimously agreed.

ANNEX 2

9.2 Precept for 2026/2027.

Clerk advised that the 2026/2027 Precept of £91,704.00 was received into the Barclays account on 30th April 2026.

9.3 Receive Internal Auditor's Report for year ending 31st March 2026.

Clerk advised that the internal audit took place on Friday 8th May 2026. Clerk reported that, apart from "Internal control objective M", the Internal Auditor found everything to be in order and completed the Annual Internal Audit Report 2025/26 (ANNEX 3) that is part of the Annual Governance and Accountability Return 2025/26.

ANNEX 3

With regards to objective M, this is because the Notice for the Exercise of Public Rights 2024-25 had an incorrect date on it. The date of announcement must be not less than 1 day before the date of commencement of the period during which any person has the right to inspect and make copies of accounting records etc. The date of announcement should therefore have been 2nd June 2025 or earlier, not 3rd June 2025.

The Internal Auditor also completed his Audit Report to Kedington Parish Council. This advised that "By examination of the 2025/26 accounts and supporting documentation it was confirmed that the Clerk, in the role as the Council's Responsible Financial Officer, continued to undertake the administration of the Council's financial affairs to a high standard and produced financial management information to enable the Council to make well-informed decisions."

Clerk advised that the Annual Internal Audit Report 2025/26, the Exercise of Public Rights 2024-25 and the Audit Report to Kedington Parish Council 2025/26 are/will be available on the Parish Council website.

Clerk

9.4 Agree and sign Section 1 – Annual Governance Statement 2025/26 of the Annual Governance and Accountability Return 2025/26 for the financial year ending 31st March 2026.

Councillors agreed Section 1 – Annual Governance Statement 2025/26 for the financial year ending 31st March 2026 (ANNEX 4).

ANNEX 4

The Chair and Clerk signed the form and it will be posted on the Parish Council website.

Clerk

9.5 Agree and sign Section 2 – Accounting Statements 2025/26 of the Annual Governance and Accountability Return 2025/26 for the financial year ending 31st March 2026.

Councillors agreed Section 2 – Accounting Statements 2025/26 for the financial year ending 31st March 2026 (ANNEX 5).

ANNEX 5

The Chair signed the form and it will be posted on the Parish Council website.

Clerk

The Clerk had already signed the form prior to presenting it to the Council for approval.

9.6 Agree £18.00 refund payment to Councillor Naylor for her purchase of drinks and nibbles for the Annual Parish Meeting on 28th April 2026.

Clerk advised that on 28th April 2026 Cllr Naylor paid a total of £18.00 for coffee, tea, milk, nuts and crisps for those that attended the Annual Parish Meeting later that evening.

A resolution was put forward by Cllr Wheeler and seconded by Cllr Potter to refund the payment of £18.00 to Cllr Naylor. The resolution was unanimously agreed.

Clerk

Clerk advised this can be paid in accordance with Local Government Act 1972, s.111.

10. Grants.

10.1. Uptakes.

a. St Peter and St Paul Toddler Group.

Clerk advised that the £400.00 grant was paid on 1st May 2026 and thanks were received by email on 5th May 2026.

b. 1st Kedington Rainbows.

Clerk advised that the £417.00 grant was paid on 27th April 2026 and thanks were received from Emma Brown during the 21st April 2026 meeting.

10.2. Applications.

a. Friendship Club.

Following a discussion amongst Councillors a resolution was put forward by Cllr Naylor and seconded by Cllr Willett to grant £300.00 to the Friendship Club. The resolution was unanimously agreed.

Clerk

Clerk advised this can be paid in accordance with Local Government Act 1972, s.137.

11. Clerk's report.

11.1 Review and adopt Data Protection and Information Management Policy.

Clerk confirmed this Policy is unchanged since the last review.

11.2 Review and agree Accessibility statement.

Clerk advised that he has amended the Accessibility Statement on the website in accordance with the Council's compliance with Assertion 10 introduced by the Smaller Authorities Proper Practices Panel Practitioners' Guide 2025

11.3 Review and adopt Grant Award Policy.

Clerk confirmed this Policy is unchanged since the last review.

11.4 Review and adopt the Local Government Association Model Councillor Code of Conduct 2020.

Clerk confirmed this Code of Conduct is unchanged since the last review.

11.5 Review and agree Community Emergency Plan.

Clerk advised that with the consent of Lynda Woodward, Kris Woodley and Colin Jenkinson he has amended or added their details on/to the Plan.

Cllr Standeven raised the matter of defibrillator training. Chair advised there is training available at the Epi Centre and she will advertise this on Facebook.

Chair

Cllr Willett advised that the Plan still refers to Lynda and Kris as "KPC". Clerk will amend this.

Clerk

Chair confirmed that Councillors had received and read the above five documents at items 11.1 to 11.5 inclusive.

Following a discussion amongst Councillors a resolution was put forward by Cllr Standeven and seconded by Cllr Griffin to adopt and agree all of the aforementioned five documents at items 11.1 to 11.5 inclusive. The resolution was unanimously agreed.

Clerk

11.6 Review and adopt Standing Orders.

Clerk reminded Councillors that at the last meeting during a discussion to amend the Co-Option Policy it was agreed to discuss amending the voting procedure in Standing Orders paragraph 8 at this meeting.

Clerk suggests that Standing Orders paragraph 8 is amended to remove the need for an absolute majority if more than two persons have applied for a vacancy.

Clerks suggestion is to amend paragraph 8 to state:-

"Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour:-

- i. the name of the person having the least number of votes shall be struck off the list and a fresh vote taken.
- ii. if more than one person shares the least number of votes the person having the most number of votes will be appointed.
- iii. if more than one person shares the least number of votes and more than one person shares the most number of votes, the persons having the most number of votes will be appointed or a fresh vote taken between them dependant on the number of vacancies.
- iv. a tie in votes may be settled by the casting vote exercisable by the Chair of the meeting."

Following a discussion amongst Councillors a resolution was put forward by Cllr Naylor and seconded by Cllr Potter to adopt Standing Orders once this amendment is made. The resolution was unanimously agreed.

Clerk

1954 hrs David Roach left the meeting.

11.7 Leasing the land owned by Kedington Parish Council that runs between Silver Street and Silver Street Park update.

Clerk confirmed that Councillors had received the draft agreements that he emailed to them on Friday 15th May 2026. These are agreements with Dilip and Daxa Visana and with Glenn and Christopher Edwards regarding their use of a part of this land.

Following a discussion amongst Councillors a resolution was put forward by Cllr Naylor and seconded by Cllr Willett to agree these agreements. The resolution was unanimously agreed.

Clerk

Cllr Kilpatrick asked if there was going to be an agreement for the Post Office van to park on this part of the block paving area, as they currently do on Wednesday mornings. Following a discussion amongst Councillors it was agreed that the Clerk would speak to Dilip and Daxa and to the lady who normally works the Post Office van regarding where the van can be parked on the block paving.

Clerk

Clerk advised that Cllr Griffin has tried unsuccessfully to get a quote/quotes from other solicitors. We have one quote of £1,800.00 inc VAT from Fairhurst Menuhin & Co. Solicitors.

Clerk has been back in touch with Adams Harrison but even though they no longer represent Cllr Griffin and her husband in the purchase of their house, they still consider there to be a potential conflict of interest and can't represent them with regards to a lease.

Clerk has also contacted Fairhurst Menuhin & Co. with regards to an amended lease in light of matters discussed at previous meetings. Clerk advised he was expecting a phone call earlier this afternoon but did not receive one. Clerk advised he will continue making enquiries with Fairhurst Menuhin & Co.

Clerk

Cllr Standeven suggested Holmes & Hills Solicitors also.

Clerk

11.8 Submitting a proposal to Suffolk County Council as part of its Bus Service Improvement Plan 2 update.

Chair advised she is in the process of finalising a letter to be sent to other Parish Councils and if necessary a questionnaire to be sent to Kedington parishioners.

Chair

11.9 Renewal of Royal British Legion Hall as an Asset of Community Value update.

Chair advised she submitted the application on 15th May 2026.

12. Play Equipment.

12.1 Receive monthly play park inspection reports and agree any necessary action.

Clerk confirmed that Councillors had received the reports that relate to inspections carried out on 16th April 2026 and the report that relates to an inspection of just Old School Field carried out on 1st May 2026.

Clerk reminded Councillors that we now receive reports for Old School Field monthly and Silver Street Park bi-monthly.

Councillors discussed racially aggravated graffiti on Old School Field play equipment and it was agreed it would be reported to the Police.

Chair

It was also agreed to advertise on Facebook that it had been reported to the Police.

Chair

Cllr Wheeler volunteered to fill in the hole in the ground that had been found on Old School Field by the Inspector.

Cllr
Wheeler

All other findings are low or very low risk.

12.2 Discuss a quote to conduct an annual service and fit a new cable on the cable runway in Old School Field.

Clerk advised that the cable runway had its last annual service by Playquip during works conducted by them on 9th and 10th July 2025. Playquip also indicated that we may need a new cable this year, 2026.

Clerk has been in contact with Playquip regarding a quote for an annual service of the cable runway and to see if the cable needs replacing.

The quote for the service is £345.00 +VAT, the same as last year.

The quote to supply and fit a new 10mm runway cable is £259.00 +VAT. This doesn't include a fitting charge as, if it's done at the same time as the service they take the cable down to check it as part of the service anyway.

Playquip have confirmed that the decision to fit a new cable or not will be made on the day the service is carried out. The technicians will take a cable with them and only fit one if necessary and with approval of course.

Following a discussion amongst Councillors a resolution was put forward by Cllr Wheeler and seconded by Cllr Standeven to accept this quote to service the cable runway and have the cable replaced if necessary. The resolution was unanimously agreed.

Clerk

Clerk advised this can be paid in accordance with the Open Spaces Act 1906 ss.9 and 10.

13. Environmental/Grounds Maintenance matters.

Clerk advised there are none.

14. Highway/Footpath/Street Furniture matters.

14.1 Work required in accordance with Cllr Wheeler's Street Furniture Reports of 2025 and 2026 update.

Clerk advised that all work outstanding from the 2025 report has been brought forward and all other work is complete.

Regarding the 2026 report, it was agreed that:-

- Clerk will contact Trevor Pharaoh with regards to the bench opposite the British Legion and the bench at the entrance to Westward Deals,
- Clerk will research a new liner for the litter bin on West End Lane.
- Clerk will research a new notice board for the Westward Deals and ask Trevor Pharaoh to install it.
- Clerk will ask Hightech Window Cleaning if they will clean the grit bins and the two dog bins identified in the report.

Clerk

14.2 Wooden picnic benches in Old School Field update.

Clerk advised that as agreed at the last meeting he has contacted Trevor Pharaoh regarding removing the old varnish/paint from the two benches, sanding them and applying Teak oil and he has quoted £290.00 +VAT to do so. Trevor is aware that the benches will need securing back in place into or under the grass matting as they originally were.

Trevor is aware the Parish Council has an account with Huws Gray if needed.

Following a discussion amongst Councillors a resolution was put forward by Cllr Wheeler and seconded by Cllr Potter to accept this quote and have the work done. The resolution was unanimously agreed.

Clerk

Clerk advised this can be paid in accordance with Open Spaces Act 1906 ss.9 and 10

15. Any other reports and on-going matters.

15.1 Housing Needs Survey discuss.

Clerk reminded Councillors that at its meeting on 11th November 2025 it had discussed conducting a Housing Needs Survey and that it had resolved to discuss it again in 6 months' time.

Following a discussion amongst Councillors, including Cllr Clarke and Cllr O'Brien, a resolution was put forward by Cllr Willett and seconded by Cllr Wheeler to discuss this again once the new Unitary Authorities are in place and have bedded in for one year, so circa May 2029. The resolution was not agreed by a majority of 4-3.

Following further discussion amongst Councillors a resolution was put forward by Cllr Potter and seconded by Cllr Naylor to discuss this again in one year's time. The resolution was unanimously agreed.

Clerk

16. Housing/Planning.**16.1 Planning applications for discussion at meeting.**

Clerk advised there were none.

16.2 Planning applications observations conveyed by the Parish Council.

- a. **SCC/0188/25SE – Former site of Karro Foods, Stour Business Park, Little Wrattling - change of use to Sui Generis (Materials Recycling Facility) for the management of inert waste, production of primary and secondary aggregates, and concrete.**

Clerk advised that the Parish Council's comments regarding this application were submitted on 5th May 2026.

16.3 Planning applications decisions received from the District Council.

- a. **DC/26/0422/HH – 18 The Orchard, Kedington – Householder planning application - a. single storey front extension, b. single storey side and rear extension, insertion of ground floor window on side elevation.**

AND Re-consultation

Householder planning application - a. single storey front extension, b. insertion of two bay windows on front elevation, c. single storey side and rear extension, d. insertion of ground floor window on side elevation.

Clerk advised that no objections to this application were submitted on 27th April 2026, however the application was then withdrawn on 6th May 2026.

17. Date and location of next Parish Council meeting.

Clerk advised the next Parish Council meeting will be held on Tuesday 16th June 2026 at 7pm in the Parish Council Office Meeting Room.

The meeting closed at 8:41 p.m.

Signed..... *A E Naylor* Date.....16th June 2026.....

ANNEX 1

DECLARATION OF ACCEPTANCE OF OFFICE

For completion by the Chair (or Mayor) or by a Parish Councillor of a Town or Parish Council

I, (1) Ann Naylor

having been elected to the office of (2) Chair

of (3) Kedington Parish Council

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 AENaylor Date 19th May 2028

This declaration was made and signed before me.

Signed  Date 19th May 2028

Proper Officer* of Kedington Parish Council

- (1) *Insert the name of the person making the declaration.*
- (2) *Insert "Member", "Chair" or "Mayor" as appropriate.*
- (3) *Insert the name of the authority of which the person making the declaration is a Member, Chair or Mayor.*

S. 83(4) Local Government Act 1972 requires the declaration to be made in the presence of the Proper Officer* and delivered to the Council:

- (a) in the case of a chair, at the meeting at which he/she is elected
- (b) in the case of a councillor, before or at the first meeting of the Council after his/her election

In either case if the council at that meeting so permit, it may be made before or at a later meeting fixed by the Council.

* or a Member of the Council

ANNEX 2

15 May 2026 (2026-2027)

Kedington Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 15/05/2026		
	Cash in Hand 01/04/2026		87,457.46
	ADD Receipts 01/04/2026 - 15/05/2026		92,801.28
	SUBTRACT Payments 01/04/2026 - 15/05/2026		180,258.74
			12,132.28
	Cash in Hand 15/05/2026 (per Cash Book)		168,126.46
B	Cash in hand per Bank Statements		
	Petty Cash 15/05/2026	0.00	
	Natwest Bank - Kedington Parish 15/05/2026	82,037.78	
	Barclays - Kedington Parish Council 15/05/2026	86,088.68	
			168,126.46
	Less unpresented payments		
			168,126.46
	Plus unpresented receipts		
	Adjusted Bank Balance		168,126.46
	A = B Checks out OK		

Kedington Parish Council
PAYMENTS & RECEIPTS LIST

15 May 2026 (2026-2027)

Voucher	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
8	Office Cleaning	21/04/2026	KPC 131-08 20-1-26	Barclays - Kedington	Routine Payment/T	Payment - Office cleaning	Ara Lopes	Z	-19.00		-19.00
9	Clerks and Councilor Training	24/04/2026	KPC 131-10 31-3-26	Barclays - Kedington		Payment - SALC Training	Suffolk Association of Local	S	-70.00	-14.00	-84.00
10	Reserve	27/04/2026	KPC 131-11 21-4-26	Natwest Bank - Ked		Payment - Grant	1st Kedington Rainbows	E	-417.00		-417.00
2	Precept	30/04/2026	KPC 131-07 16-12-25	Barclays - Kedington		Receipt - 2026/2027 Precept	West Suffolk Council	Z	91,704.00		91,704.00
12	Clerk Salary	30/04/2026	KPC 131-07 16-12-25 & KPC	Barclays - Kedington	Routine Payment/T	Payment - Wages John Boxall	John Boxall Clerk	Z	-2,266.16		-2,266.16
13	Village Cleaner Salary	30/04/2026	KPC 131-07 16-12-25 & KPC	Barclays - Kedington	Routine Payment/T	Payment - Wages Dennis Brown	Dennis Brownlow Village Cl	Z	-162.76		-162.76
11	Telephone and Broadband	30/04/2026	KPC 131-08 20-1-26	Barclays - Kedington	Routine Payment/T	Payment - Telephone and Broa	Onecom Ltd	S	-69.61	-13.92	-83.53
14	Grounds, Contract A (Inc Churc	30/04/2026	KPC 131-08 20-1-26	Barclays - Kedington	Routine Payment/T	Payment - Grass cutting	M D Landscapes (Anglia) Li	S	-742.56	-148.51	-891.07
14	Grounds, Contract B (Old Sch F	30/04/2026	KPC 131-08 20-1-26	Barclays - Kedington	Routine Payment/T	Payment - Grass cutting	M D Landscapes (Anglia) Li	S	-75.86	-15.17	-91.03
14	Grounds, Contract E (Great Me	30/04/2026	KPC 131-08 20-1-26	Barclays - Kedington	Routine Payment/T	Payment - Grass cutting	M D Landscapes (Anglia) Li	S	-121.38	-24.28	-145.66
14	Grounds, Contract D (Calford G	30/04/2026	KPC 131-08 20-1-26	Barclays - Kedington	Routine Payment/T	Payment - Grass cutting	M D Landscapes (Anglia) Li	S	-45.52	-9.10	-54.62
15	Grounds - Strimming	30/04/2026	KPC 131-08 20-1-26	Barclays - Kedington	Routine Payment/T	Payment - Strimming	M D Landscapes (Anglia) Li	S	-336.00	-67.20	-403.20
17	Grants - Sec 137	01/05/2026	KPC 131-10 31-3-26	Barclays - Kedington		Payment - Grant	Kedington Toddler Group	Z	-400.00		-400.00
16	Asset Maintenance	01/05/2026	KPC 131-10 31-3-26	Barclays - Kedington		Payment - Village sign plinth	M D Landscapes (Anglia) Li	S	-170.00	-34.00	-204.00
Total									86,808.15	-326.18	86,481.97

Kedington Parish Council
Net Position by Cost Centre and Code - All Cost Centres and Codes

15 May 2025 (2025-2027)

Cost Centre Name

<u>Administration</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
7	Clerks Expenses				60.00	35.15	24.85
8	Councillors Expenses				50.00		50.00
9	Clerks and Councillor Trail				100.00	70.00	30.00
10	Insurance				1,650.00		1,650.00
11	Scribe Accounts Software				561.60		561.60
16	Website				144.00		144.00
38	NALC & SALC Subscriptic				700.00	694.76	5.24
50	Dropbox				79.90		79.90
54	Internal Audit				380.00		380.00
55	Electricity				450.00		450.00
56	Telephone and Broadband				850.00	69.61	780.39
58	Stationery				350.00		350.00
60	Email				250.00		250.00
61	Office Cleaning				250.00	19.00	231.00
67	Shared office costs with K				360.00	360.00	
72	TV Licence				182.00		182.00
73	Portable Appliance Testing				150.00		150.00
75	ICO Data Protection Fee				63.00		63.00
76	Suffolk Local History Reco				15.00		15.00
77	External Audit				315.00		315.00
					6,980.60	£1,248.62	6,711.88

Asset Register

<u>Asset Register</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
39	Community Asset						
40	Infrastructure Asset						
41	Vehicle, Plant, Furniture E						

Earmarked Reserves

Earmarked Reserves		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
48	War Memorial	4,000.00					4,000.00
49	Recreation Equipment	10,000.00					10,000.00
63	Legal Fees	3,770.00					3,770.00
64	Training	300.00					300.00
71	Elections	2,918.09					2,918.09
80	Local Government Reorga			1,000.00			1,000.00
		£20,988.09		£1,000.00			21,988.09

General Parish Requirements

General Parish Requirements		Receipts		Payments		Current Balance	
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
30	Contingencies / Sundries				500.00		500.00
46	Asset Maintenance				2,000.00	170.00	1,830.00
59	Mole Control				980.00	980.00	
78	Family Christmas Event				400.00		400.00
					3,880.00	£1,160.00	2,730.00

General Reserves

<u>General Reserves</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
45	Reserve	64,728.63		-112.32		4,566.62
						60,049.69
		<u>64,728.63</u>		<u>-112.32</u>		<u>4,566.62</u>
						<u>60,049.69</u>

Grants and Donations

Grants and Donations			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
36	Grants - Sec 137				6,500.00	978.40	5,521.60
51	Poppy Appeal - Sec 138B				120.00		120.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

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15 May 2026 (2026-2027)

Kedington Parish Council
Reserves Balance
2026-2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
General Reserves	64,728.63		4,566.62	-112.32	60,049.69
Total Capital	64,728.63		4,566.62	-112.32	60,049.69
Earmarked					
Recreation Equipment	10,000.00				10,000.00
War Memorial	4,000.00				4,000.00
Legal Fees	3,770.00				3,770.00
Training	300.00				300.00
Elections	2,918.09				2,918.09
Local Government Reorganisati		1,000.00			1,000.00
Total Earmarked	20,988.09	1,000.00			21,988.09
TOTAL RESERVE	85,716.72	1,000.00	4,566.62	-112.32	82,037.78
GENERAL FUND					86,088.68
TOTAL FUNDS					168,126.46

ANNEX 3

Annual Internal Audit Report 2025/26

KEDINGTON PARISH COUNCIL

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During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not covered ¹
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓ NONE HELD
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR, it was 'not covered').			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).		✓	SEE ITEM IS OF DETAILED AUDIT REPORT
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

08/05/2026

DD/MM/YYYY

DD/MM/YYYY

ENTER TREVOR BROWN ACPFA

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date 08/05/2026

¹If the response is 'no' please state the implications and action being taken to address any weaknesses in control identified (add separate sheets if needed).

²Note: if the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

ANNEX 4

Section 1 – Annual Governance Statement 2025/26

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 2026, that:

	Agreed		Yes/No/Not Applicable	Yes/No/Not Applicable
	Yes	No		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of Internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of abuse, 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.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
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.	✓			disclosed everything it should have about its business activity during the year including events arising after the year end if relevant.
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	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a trust or trusts.
			✓	
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓			has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

*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 must be published with the Annual Governance Statement.

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

19/05/2026

and recorded as minute reference:

MINUTE 9.4 REFERENCE

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

Chair

Clerk

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ANNEX 5

Section 2 – Accounting Statements 2025/26 for

KEDINGTON PARISH COUNCIL

	Year ending		Notes and guidelines
	31 March 2025 £	31 March 2024 £	
1. Balances brought forward	82,554	95,354	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	88,748	77,032	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	7,700	7,144	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	39,183	42,910	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	44,464	49,163	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	95,354	87,457	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	95,354	87,457	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	286,352	285,822	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	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including P/LB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33

I certify that for the year ended 31 March 2025 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.

SIGNATURE REQUIRED

Date

19/05/2026

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

19/05/2026

as recorded in minute reference:

MINUTE 9.5 REFERENCE

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

Aenglor SIGNATURE REQUIRED