



ERISWELL PARISH COUNCIL

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MINUTES

Of the ERISWELL PARISH COUNCIL MEETING held on 28th June 2022 at the Reading Rooms Eriswell

Present:

Cllr L Hall Chairman)

Cllr A Bibbey (Vice Chairman)

Cllr R Hall

Cllr B Frost

Cllr A James

Cllr P Maxfield

In attendance: Sqn. Ldr. S Geary, N Glading, parish clerk, Mr G Tolmie EPC footpath warden, and two members of the public

NIC check sheet

2022/ 21	CHAIRMAN'S WELCOME and RECORDING OF MEETING	
	The Chairman welcomed everyone to the meeting. No recording was declared	
2022/ 22	APOLOGIES FOR ABSENCE	
a. b.	Apologies for absence had been received from Cllr P Seaney and C/Cllr C Noble The Councillors consented to accept the apologies received.	
2022/ 23	DECLARATIONS OF INTEREST	
	None	
2022/24	MINUTES OF THE MEETING HELD ON 24th May 2022	
a.	The minutes of the Annual Parish Council meeting held on 24 th May 2022 were unanimously AGREED and Chairman authorised to sign the same	Website 07.07.22
b.	The minutes of the Parish Council meeting held on 24 th May 2022 were unanimously AGREED and Chairman authorised to sign the same	Website 07.07.22
c.	Business remaining from the meeting not on this agenda: none	
2022/25	PUBLIC PARTICIPATION	
	<ol style="list-style-type: none"> 1. Because Cllr C Noble cites data protection as the reason for not revealing the identity of the new owner of the land at Earlsfield, the community have had to resort to crown funding to pay for this to be done. Clearly, the grass cutting is the responsibility of the new owners who choose to remain anonymous. 2. Could Sqn Ldr. Geary warn USAF personnel that the area is very dry, could it be borne in mind particularly during the July 4th parties. 3. Resident reported very loud music from the Chequers public house until 1.30am, which kept villagers awake. 4. Traffic: in 2016, the then Chairman, Mrs P Brunning met with Cllr Noble, the Diocese Archdeacon and Matthew Hancock MP to discuss the Church wall and what could be done to alleviate the issue of the wall being hit by vehicles as it is far too close to the wall. Nothing has been done by the Church in subsequent years. Signs cannot be put up because this is prohibited within a conservation area. 	

2022/26	UPDATES FROM COUNTY/DISTRICT COUNCILLORS	
a.	<p>Update from Sqn. Ldr. Stew Geary: Sqn. Ldr Geary confirmed absolutely that the Radcliff Road streetlights were designated by the MoD as belonging to Suffolk County Council (date) Everything has been transferred and sits with Suffolk County Council</p> <p>Drop off area update: Please would the Squadron Leader expedite the plans for a drop off area. It was agreed that this would be pushed through as soon as possible.</p> <p>Amazon are on standby to provide lockers, please ensure that these are big enough as the previous lockers did not have enough capacity The holdup is the Defensive Infrastructure Organisation, who have informed Sqn. Leader Geary that "it`s workload waiting to be signed off"</p>	Appendix A
b.	To receive an update from C/Cllr Colin Noble: not present	
c.	To receive an update from West Suffolk D/Cllr S Frost: not present	
2022/27	MATTERS RELATING to PLANNING AT ERISWELL	
a.	To consider application DC/22/0768/FUL - one dwelling Land Adjacent To 42 Earls Field Raf Lakenheath Suffolk. Applicant: Vintegga Homes OBJECTION Unanimous	Appendix B Planning officer informed 29.06.2022
b.	To consider application DC/22/0774/FUL - 148 bays for parking provision at Liberty Village Raf Lakenheath Suffolk SUPPORT Unanimous	Planning officer informed 29.06.2022
2022/28	MATTERS RELATING TO STREET FURNITURE/ LIGHTING	
a.	Update on Radcliff Road lights: Sqn Ldr Geary has confirmed (at 26a.) that this lighting has been handed over to Suffolk County Council . C/Cllr C Noble to asked about this at the next meeting that he attends	
b.	Update on Lighting units repairs outstanding: no change	
c.	Update on Purchase of bin for outside Earlsfield shops: waiting for advice from WSC. Liaise with Cllr R Hall as he will relocate the existing bin	
d.	Update on Noticeboard lettering: Cllr A Bibbey had obtained a quotation of £ 82.65 (inc VAT) for the lettering. It was unanimously AGREED to purchase the lettering at £82.65	
e.	Update on missing 30 mph sign: this has now been replaced	
f.	New signage: SSP direct supply disc signs and brackets @£45 + VAT each Cllr L Hall and clerk to investigate number required and prices of different material and report back to next meeting	
g.	Update on adoption of Automatic External Defibrillator: still under investigation	
h.	Update on Earlsfield grass cutting insurers to be chased, the owner of the land has still not contacted the parish. Clerk reported that, as it is land and not a house with a postcode, Land Registry search application must be made by post. Clerk has completed and sent the form. Fee £7. Awaiting results	
2022/29	CHAIRMANS and OTHER REPORTS	
a.	<p><u>Chairmans Itinerary and Report</u></p> <p>(i) Litter picks urgently needed: date 15th July at the shops for Earlsfield.</p> <p>(ii) The Chairman reported the donation of a funding bucket</p>	

	(iii) The Chairman told the meeting that signs for bridle paths to let public know horses cost around £120 (inclusive VAT) per sign plus delivery, total of £720. Clerk to ask PRow for permission to put up the signs.	
b.	<p><u>Other Group/ Committee/ Councillors reports</u>, to include:</p> <p>(i) Eriswell Recreation Ground Committee: Booking last Sunday in July (donation), checked the toilets are working. Placement of signs is under discussion</p> <p>(ii) Reading Rooms Committee: boiler serviced recently. Funding from Elveden Farms may be sought. The councillors AGREED that the Reading Rooms Committee may approach Elveden Farms. Need to arrange a Committee meeting</p> <p>(iii) Poors Charity: access for allotments to be looked at.</p> <p>(iv) Report from Mr G Tolmie, Eriswell Footpath Warden Outstanding issue: tree has been fixed.</p> <p>(v) Traffic Volume studies (Mr G Tolmie) Last statistics are from about 7 years ago, there have been no further studies since that time. There needs to be a re-observation of where they are today for the local plan. The volume of traffic has increased, all data was collected before major builds. Report to be shared with Lakenheath PC.</p>	Appendix C
c.	<p><u>Other topics to consider:</u></p> <p>(i) It was AGREED that double yellow lines at Earlsfield are needed. Next meeting.</p> <p>(ii) Welcome to Eriswell signage. Cllr Bibbey will look at making up the white fencing from recycled timber</p> <p>(iii) VW Beetle parked on grass at Earlsfield is still there (remind C/Cllr Colin Noble next meeting)</p> <p>(iv) Hedge growing over the wall in Eriswell- Mrs Brunning will supply contact details to clerk of the person at Elveden Farms who deals with horticulture</p> <p>(v) Signage for e.g., bin it don't chuck it, keep our streets clean to be placed all over the village along with please pick up your dog poop signs, around the bridle paths, slow down for horses (horse warning signs) Cllr L Hall is lead – deferred pending report</p> <p>(vi) Wildflower planting seeding along the verges throughout the village - thought not feasible</p> <p>(vii) Consider the purchase of a second speed indicator device: deferred</p> <p>(viii) Removal of large (tractor) tyre at Earlsfield- this remains on the estate. Ask District and County Councillors at the next meeting: this is not within the remit or capabilities of a parish council</p>	
2022/ 30	SPEED INDICATOR DEVICE/ HIGHWAYS	
b.	<p>Speed Indicator Device:</p> <p>a) Report from SID volunteers Cllr R Hall and G Tolmie</p> <p>b) Update on installation of three additional solar panels and bracket: these have been installed by Mr G Tolmie and Cllr R Hall</p> <p>c) Speed gun initiative: lack of the required 6 volunteers has meant EPC are unable to progress the project</p> <p>d) 40mph limit from Earlsfield to Sparks corner: deferred</p> <p>e) Relocation of the speed limit signs to the top of the hill coming into Little</p>	

	Eriswell (Cllr L Hall). The agreed increase in housing at Lakenheath will clearly have an impact on Eriswell traffic. Ongoing.	
2022/31	FINANCE/ AUTHORISATION OF PAYMENTS/ DONATIONS	
a.	The June 2022 itemised expenditure/ invoices for payment were AGREED and the signatories authorised to sign the relevant cheques	Appendix D
b.	The Annual Governance and Accountability Return 2021-2022 (Exempted Authority) was considered and AGREED . The Chairman was authorised to sign the AGAR as appropriate (i) Section 1 Annual Governance Statement (ii) Section 2 Accounting Statement	Appendix E
2022/32	GOVERNANCE	
a.	The signed Internal Control Statement was received and AGREED	
2022/33	EXCHANGE OF INFORMATION: Police cadets are giving people advice about cold callers There is a very informative pamphlet "Think Twice", Cllr Maxfield supplied the clerk with a copy. Clerk to scan and post on website.	
	Next meetings - 26th July 2022 Manna Cafe August 2022: No meeting, 27th September 2022, 25th October 2022, 29th November 2022, December: No Meeting	

Meeting closed 9.13pm

Appendix A

Council Update

RAF Lakenheath May 2022:

Operations/Exercises:

- All 3 Fighter Squadrons completed routine training sorties in the UK throughout May and Jun to retain competency and currency on the aircraft.
- During the Memorial Day weekend, the 492nd FS participated in a flyover of Cambridge University and the 494th FS participated in a flyover of Normandy.
- 48FW suspended flying activity over the QPJ Bank Holiday weekend.

Community Matters:

Suffolk Show (31 May – 1 Jun 22). USVF provided a large footprint in the Military Village at the Suffolk Show. Security Forces, Military Working Dogs, Special Ops Wg, Medical, Fire, Flying Squadrons, Logistics and Fitness capabilities were all represented at the Show. In addition, the Honour Guard and a marching contingent of USVF personnel also participated in the QPJ Pageant Parade at the Suffolk Show.

Change of Command. The 48FW Senior Leadership Team has been changing over this month. Tomorrow will see the Change of Command Ceremony for the 48FW Commander. Col Jason “VASCO” Camilletti will be replaced by Brig Gen Joseph “Knuckles” Campo.

Appendix B

2022/27	MATTERS RELATING to PLANNING AT ERISWELL
a.	<p>The application DC/22/0768/FUL was considered- one dwelling Land Adjacent To 42 Earls Field Raf Lakenheath Suffolk. Applicant: Vintegga Homes</p> <p>https://planning.westsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RB3IUPPD07800</p> <p>OBJECTION – unanimous</p> <p>District Cllr Stephen Frost has previously, on several occasions, informed Eriswell Parish Councillors that no further planning permissions will be granted on the Earlsfield Estate.</p> <p>We would remind the District Council that there is an asset of community value agreement in place.</p> <p>The councillors are concerned that further applications on the site will be put forward if this is approved, the application is for a small corner of the much larger triangle of land between Earlsfield Road and Myrtle Close.</p> <p>The Council were unable to find any official credentials of Vintegga Homes online. Parish Councils operate under transparency rules, it is unacceptable that the applicant does not feel any need to do the same.</p>

Traffic Volume Study 2

B1112 / Eriswell Road T-Junction

For Eriswell Parish

June 2022

It would appear that both Suffolk County Council and West Suffolk District Council (DC/10/0644/CR3) use traffic volume data observed in 2013, by AECOM/WSP (**job 60445024**) for their 2022 and future road/traffic planning for the B1112 to Eriswell Road T-junction (priority junction). This data is now 9 years old and baseline observations are in urgent need of an update to reflect current actual road usage patterns.

With the acquisition of a Speed Indicator Device (SID) in the parish of Eriswell, it has been possible to extract traffic data (both speeds **and volumes**) at various points along the B1112.

Figures 3.1 and 3.2 (pages 83 and 84) of the AECOM report were used to identify the last official AM and PM Peak observations. The observations took place on **23/10/2013** and the site (priority cross-roads) monitoring diagrams with results are as follows.

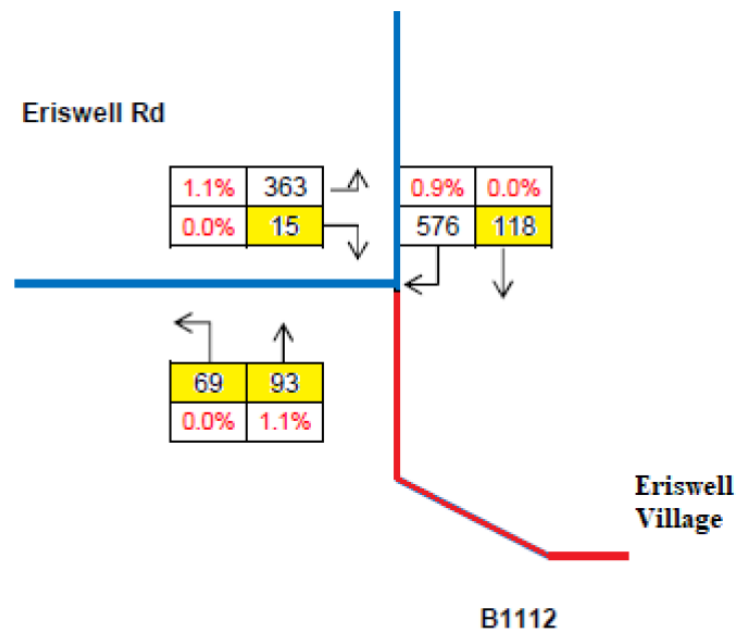


Fig 1. AECOM 2013 Observed Traffic (AM Peak Hour)

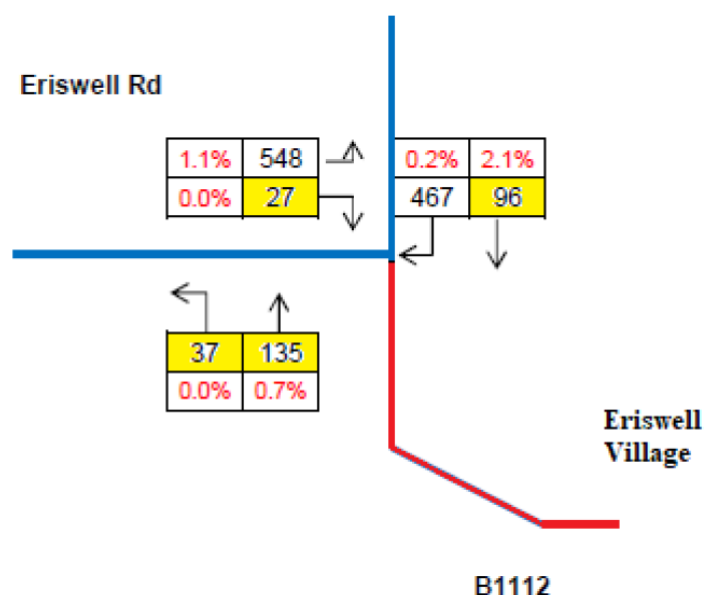


Fig 2. AECOM 2013 Observed Traffic (PM Peak Hour)

Two **3 hour time periods** were selected for the AECOM/WSP report for observations at all arms at this intersection (23/10/2013):

- 07:00 to 10:00 (AM)
- 16:00 to 19:00 (PM)

It should be noted at this point, table 4.5 of the AECOM report noted the '2015 baseline' figures for this junction. These were not observed figures, but the application of the 'TEMPRO Growth Factor 2013-2015' model predictions for this intersection. The model predicted a 1.83%/1.93% traffic volume growth from 2013 to 2015.

For the AECOM '2020 baseline' figures, a 'TEMPRO Growth Factor 2015-2020' was applied. The model predicted a growth of 8.82%/9.16% on top of the previous 2013-2015 predictions (Table 3.1).

Predictions upon predictions.

The combined predictions (2013->2015 plus 2015->2020) estimating around 11% growth from 2013 to 2020.

Of particular interest to this study is arm highlighted in red in figure 1 and figure 2 above, as this is the road that leads both into and out of Eriswell Village. It is on this arm that the Eriswell Parish SID monitors traffic speed and volumes.

As there is no SID monitoring for two of the three arms of this intersection, it can be assumed that the remaining arms will have similar increases in vehicular traffic.

SID Monitoring Findings

“To measure is to know” – William Thomson (aka Lord Kelvin) 1824-1907.

The Eriswell Village SID measurement periods that were used to capture data:

1. ‘Into Eriswell Village’ - 18/03/2021 to 13/05/2022
2. ‘Out of Eriswell Village’ - 14/01/2022 to 09/02/2022
3. ‘Out of Eriswell Village’ - 11/02/2022 to 17/03/2022

The data captured during each period is presented in this study.

A 1-hour moving window was calculated from the SID data gathered and compared to the 2013 AM and PM Peak Hour observed measurements (AECOM Report figures 3.3 and 3.4).

What follows is the graphs and observations for each of the 3 SID monitoring sites/periods.

For SID monitoring period 1 (Into Eriswell Village)

The graph below shows the monitoring period from 18/03/2022 to 13/05/2022, compared to the last AM and PM observed baselines captured (23/10/2013) in AECOM report. The SID data was recorded when the SID was placed opposite the Volvo dealership in Eriswell, monitoring traffic heading South on B1112 into the village of Eriswell (away from the B1112 <-> Eriswell Road T-junction).

It can be seen that the **actual current measured vehicle volumes exceed the AECOM 2013 baseline by 88% on a near-daily basis.**

It can further be seen that even on weekends, the 2013 baseline observations are **exceeded by 50%.**

The SID data gathered thus indicates that the PM capacity of ALL Arms of this junction have already been far exceeded (AECOM table 4.5).

The planning authority for Suffolk and West Suffolk currently way underestimates the number of vehicles driving from Mildenhall and Lakenheath, through the village of Eriswell, to obtain access to the A1065.

It should be noted that this data is current recorded volumes and does not take into account any future medium/large scale housing developments planned for Lakenheath/Mildenhall (as documented in the WSDC Local Plan).

This study also does not take into account the large increase of manpower numbers that is anticipated on RAF Lakenheath to support the new F35 squadrons (It's not just about housing, it's also work opportunities that increase traffic volumes through the village of Eriswell).

This intersection must with some urgency be surveyed again and the 'PICADY Junction 8 Software' rerun on this new observed data while updating paragraph 4.4 and Table 4.5 of the AECOM report. This action must be undertaken BEFORE any further future planning scenarios can be attempted.

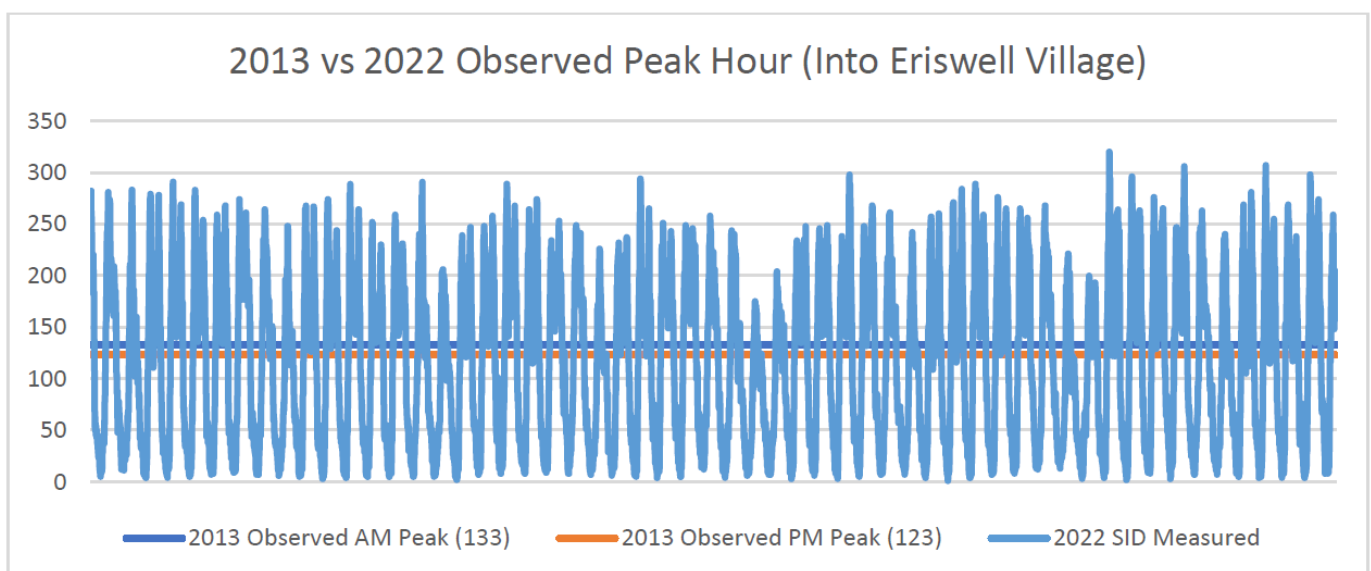


Fig 3. 2022 Peak Hour SID Measurement vs 2013 Observations

For SID monitoring period 2 (Out of Eriswell Village)

The graph below shows the monitoring period from 14/01/2022 to 09/02/2022, compared to the last AM and PM observed baselines captured (23/10/2013) in AECOM report. The SID data was recorded when the SID was placed mid-way down The Street, Eriswell, monitoring traffic heading North on B1112 out of the village of Eriswell (to the B1112 <-> Eriswell Road T-junction).

It can be seen that **current measured vehicle volumes both weekday and weekend far exceed** both AM and PM observed baselines of 2013.

Most weekdays the traffic volume exceeds the 2013 observed volumes by over 100%.

The AECOM predicted traffic volume growth for 2015 (2%) and 2020 (9%) are gross underestimates of the current traffic situation.

The planning authority for Suffolk and West Suffolk currently way underestimates the number of vehicles driving through the village of Eriswell from the A1065.

This intersection must with some urgency be surveyed again and the 'PICADY Junction 8 Software' rerun on this observed data while updating paragraph 4.4 and Table 4.5 of the AECOM report. This action must be undertaken BEFORE any further future planning scenarios can be attempted by WSDC

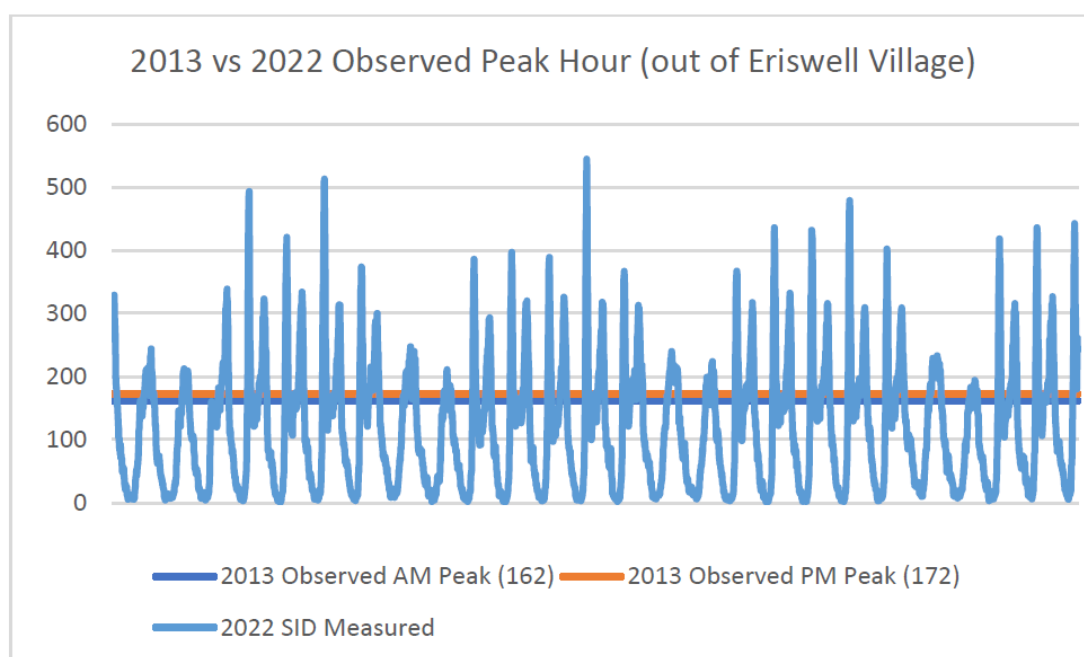


Fig 4. 2022 Peak Hour SID Measurement vs 2013 Observations

For SID monitoring period 3 (Out of Eriswell Village)

The graph below shows the monitoring period from 11/02/2022 to 17/03/2022 compared to the last AM and PM observed baselines captured (23/10/2013) in AECOM report. The SID data was recorded when the SID was placed mid-way down The Street, Eriswell, monitoring traffic heading North on B1112 out of the village of Eriswell (to the B1112 <-> Eriswell Road T-junction).

It can be seen that **current measured vehicle volumes both weekday and weekend exceed** both AM and PM observed baselines of 2013.

Most weekdays the traffic volume exceeds the 2013 observed volumes by over 100%.

The AECOM predicted traffic volume growth for 2015 (2%) and 2020 (9%) are gross underestimates of the current traffic situation.

The planning authority for Suffolk and West Suffolk currently way underestimates the number of vehicles driving through the village of Eriswell from the A1065.

This intersection must with some urgency be surveyed again and the 'PICADY Junction 8 Software' rerun on this observed data while updating paragraph 4.4 and Table 4.5 of the AECOM report. This action must be undertaken BEFORE any further future planning scenarios can be attempted by WSDC.

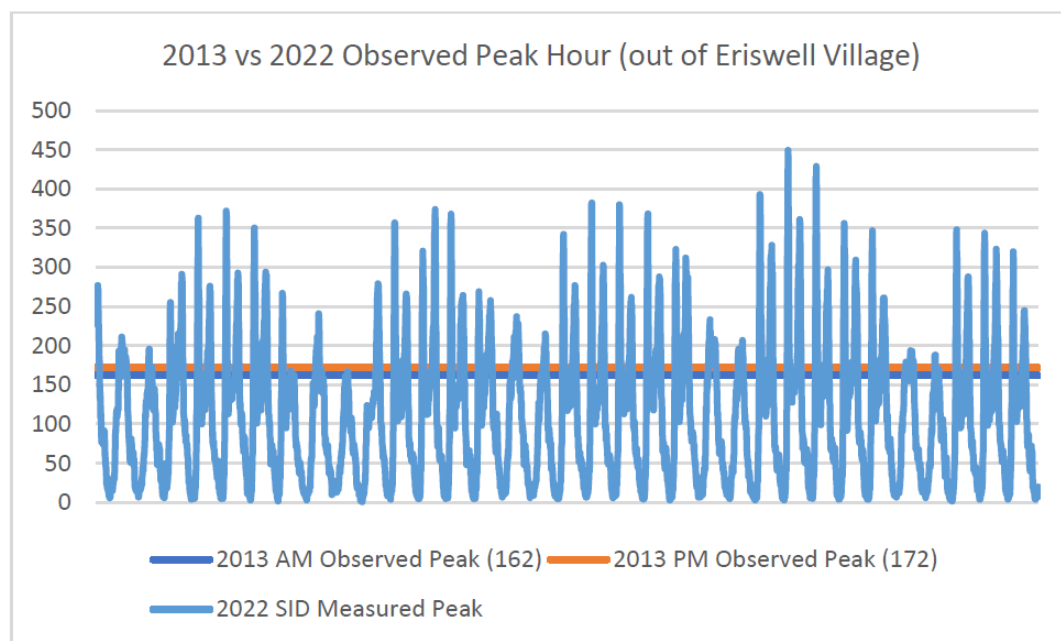


Fig 5. 2022 Peak Hour SID Measurement vs 2013 Observations

Closing Comments

Suffolk County Council is about to embark on the installation of traffic lights at this junction as a recommend mitigation action for traffic volumes predicted for 2020.

It would be foolhardy to continue blindly with this installation without an immediate re-survey, based on 2022 traffic volume observed data, and to evaluate if indeed traffic lights, within the bounds of Suffolk Highways land (no additional land purchase), are the correct course of mitigation action.

From data measured in this report it can be seen that the predictions made in 2016/8, based on data measured in 2013, were far from the reality experienced today. Below are the 'calculated TEMPRO' values for 2013 -> 2022

Into Eriswell Village on B1112 from Eriswell Rd T-Junction				
Period	AM (TEMPRO)	AM Peak Volume	PM (TEMPRO)	PM Peak Volume
2013 Observed (Figs 3.1 and 3.2)		133		123
2013 - 2015 TEMPRO (Table 3.1)	1.0183	135	1.0193	125
2015 - 2020 TEMPRO (Table 3.1)	1.0882	147	1.0916	137
2022 SID Observed (Calculated TEMPRO)	1.9549	260	2.0325	250

Out of Eriswell Village on B1112 from Eriswell Rd T-Junction				
Period	AM (TEMPRO)	AM Peak Volume	PM (TEMPRO)	PM Peak Volume
2013 Observed (Figs 3.1 and 3.2)		162		172
2013 - 2015 TEMPRO (Table 3.1)	1.0183	165	1.0193	175
2015 - 2020 TEMPRO (Table 3.1)	1.0882	180	1.0916	191
2022 SID Observed (Calculated TEMPRO)	2.2840	370	1.8023	310

Appendix D

<u>Payee</u>	<u>Item</u>	<u>Amount</u>
ICO	Fee	£40.00
N Glading	Salary	£318.98
N Glading	Expenses Apr, May, June	£78.00
N Glading	Land Registry enquiry	£7.00
HMRC	Tax	£239.00
	Streetlights REPLACEMENT	
SCC	CHEQUE	£1,107.50

Annual Governance and Accountability Return 2021/22 Form 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2021/22

- Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, following the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - does not meet the qualifying criteria for exemption; or
 - does not wish to certify itself as exempt
- Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2022**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - The **Annual Governance and Accountability Return (Form 2)** which is made up of:
 - **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.

NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.
- The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2021/22**, page 4
- **Section 1 – Annual Governance Statement 2021/22**, page 5
- **Section 2 – Accounting Statements 2021/22**, page 6
- Analysis of variances
- Bank reconciliation
- **Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.**

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2021/22 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£200 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

If it decides to certify itself as exempt, the authority must complete and return the Certificate of Exemption on Page 3 to the external auditor to confirm that it has certified itself exempt.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2021/22, Sections 1 and 2

- An authority that wishes to declare itself exempt from the requirement for a limited assurance review must do so at a meeting of the authority after 31 March 2022. It should not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The Certificate of Exemption must be returned to the external auditor no later than **30 June 2022**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- The authority must publish numerical and narrative explanations for significant variances in the accounting statements on **page 6**. Guidance is provided in the *Practitioners' Guide** which may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish, on the authority website/webpage, the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation available for publication?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Certificate of Exemption – AGAR 2021/22 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2022, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2022 and a completed Certificate of Exemption is submitted no later than **30 June 2022** notifying the external auditor.

ENTER NAME OF AUTHORITY
Eriswell Parish Council

certifies that during the financial year 2021/22, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2021/22: **£18,545** R AMOUNT £00,000

Total annual gross expenditure for the authority 2021/22: **£16,437** R AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.


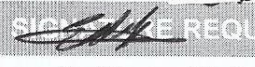
By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2018
- In relation to the preceding financial year (2020/21), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2022.

By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:
	28/06/2022	28/06/2022
Signed by Chairman	Date	as recorded in minute reference:
	28/06/2022	2022/316
Generic email address of Authority	Telephone number	
eriswellparishcouncil@outlook.com	01842337488	

*Published web address

http://eriswell.onesuffolk.net/

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2022. Reminder letters incur a charge of £40 +VAT

Annual Internal Audit Report 2021/22

ERISWELL

<http://eriswell.onesuffolk.net/>

During the financial year ended 31 March 2022, 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 2021/22 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**
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. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")	✓		
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).		✓	
O. (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

05/06/2022

23/06/2022

Name of person who carried out the internal audit

V Waples (on behalf of SALC)

Signature of person who carried out the internal audit

Date 23/06/2022

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

** Note: 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).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Eriswell 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 2022, 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.	✓		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 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.	✓		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 taking place 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
			✓

*For any statement to which the response is 'no', an explanation must be published

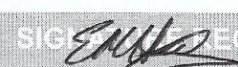
This Annual Governance Statement was approved at a meeting of the authority on:

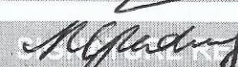
28/06/2022

and recorded as minute reference:

2022/31B

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

Chairman  SIGNATURE REQUIRED

Clerk  SIGNATURE REQUIRED

Other information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No

<http://eriswell.onesuffolk.net/> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

Eriswell Parish Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
1. Balances brought forward	28,032	30,137	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	14,125	14,141	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	379	4,404	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	5,044	4,812	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	7,701	11,625	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	29,791	32,245	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	29,791	32,245	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	59,982	65,740	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 PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 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] **SIGNATURE REQUIRED**

Date **27/06/2022**

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

28/06/2022

as recorded in minute reference:

M2022/316 **REFERENCE**

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

[Signature] **SIGNATURE REQUIRED**