



## ERISWELL PARISH COUNCIL

Parish clerk: Nicola Glading

Phone: 01842 337488

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

### MINUTES

#### of the Eriswell Parish Council Meeting held on 28<sup>th</sup> June 2023

Present:

Cllr L Hall (Chairman)

Cllr A Bibbey (Vice Chairman)

Cllr B Foster

Cllr J Foster

Cllr R Hall

Cllr A James

Cllr P Maxfield

In attendance: D/Cllr G Kelly, D/Cllr T Whitehand, N Glading- parish clerk, G Tolmie- EPC Footpath warden and 5 members of the public

2023/ 26	<b>CHAIRMANS, WELCOME and RECORDING OF MEETING</b>	
	Clerk to record for minutes only	
2023/ 27	<b>APOLOGIES FOR ABSENCE</b>	
a.	Apologies for absence had been received from Sqn. Ldr Geary	
b.	Councillors consented to accept the apologies received	
2023/ 28	<b>DECLARATIONS OF INTEREST</b>	
	None	
2023/29	<b>MINUTES OF THE MEETING HELD ON 23<sup>rd</sup> May 2023</b>	
a.	The minutes of the Parish Council meeting held on 23 <sup>rd</sup> May 2023 were unanimously <b>AGREED</b> and the Chair authorised to sign the same	
b.	Business remaining from the meeting not on this agenda: none	
2023/30	<b>PUBLIC PARTICIPATION</b>	
	(i) A resident raised concerns about fireworks on 4th July 4 <sup>th</sup> as the grass at Earlsfield/ Lords Walk is very dry. Clerk to ask Sqn. Ldr Geary to ensure that US personnel are made aware of a hazardous situation , and alert Mr Shipp of a hazard.	clerk
	(ii) A resident told the meeting that Mr Shipp (the current owner of the open spaces at Earlsfield/ Lords Walk) was present at Earlsfield recently, instructing a person to spray an open area. She made the point that the community - or at the least the houses adjacent to the area - should have been notified about 1. Content of sprayer 2. Dates of spraying. Furthermore, farmers wishing to spray have to contact the Environment Agency. Some chemicals are dangerous to bees.	Appendix A
	(iii) Potholes- Cllr Bibbey has had reply from the enforcement officer at County Council Highways about potholes and partially blocked pathways.	
	(iv) It had been noted that Mulley's buses appear to be stopping (by request) outside Cllr Fosters house, although the location is no longer a designated stopping point (decision by the bus company)	
	(v) A resident told the meeting that Highways used to cut the bushes back.	clerk

	<p>Clerk to discuss action with Suffolk Highways.</p> <p>(vi) D/Cllr Whitehand introduced herself as the newly elected District Councillor. She commented that the grass verges are a nightmare at the moment, giving rise to visibility hazards. She agreed that the lack of a footpath between the two parts of the villages is detrimental to community cohesion, and she undertook to chase both hedge/grass cutting and footpath clearing.</p>	
2023/31	<b>UPDATES FROM COUNTY/DISTRICT COUNCILLORS</b>	
a.	<u>Update from Sqn. Ldr. Stew Geary:</u> had given apologies, no report had been received.	
b.	<u>Update from C/Cllr Colin Noble:</u> not present at the meeting	
c.	<p><u>Update from West Suffolk D/Cllr G Kelly</u></p> <p>West Suffolk is now under a new administration: a mix of Independent Liberal, Labour and Green members. We feel that we are there to try and do what's right. Cheshire Council have a similar arrangement. Portfolio holders have changed. There is a ban on the weed killer glyphosate, he will pick this up with Environment. Cutting of roadside verges is managed by Suffolk County Council and the work is contracted out to West Suffolk Council.</p> <p>Open spaces: if there is a wildflower area on public land, and the Parish has asked for it to be left, WSC will not cut. There are 2 cuts per annum now- was 8 cuts per annum previously.</p> <p>Already kicked off a local plan review as it appears that all the development has been driven by opportunistic developers. There are other ways of doing it- Cambridge has produced a land use map i.e. what's the best use of that land? Considering best use of 'our' land. WSC has a new direction.</p> <p>Cllr Kelly will follow up on Mulley's bus service.</p> <p>Cllr Kelly is attending a simulated aircraft failure exercise and will be talking to the Base Commander General and to Lord Iveagh</p> <p>Q. Traffic- there are traffic issues generally - large lorries particularly. Traffic flows should be looked at particularly at Gate 2 - most traffic should be via Gate 8. Need for lights control, or a weight limit (remembering that there are farm vehicles)</p> <p>Please could Cllr Kelly bring this up with the base commander?</p> <p>A. Yes</p> <p>Q. Is it correct that 40% of residents do not pay council tax?</p> <p>A. The money is supposed to be for local services, but it disappears.</p> <p>In terms of streetlighting, Lakenheath area ownership is nonsense, split between Housing Associations, Suffolk County Council and the Parish.</p> <p>It is indefensible that Bury St Edmunds does not pay for streetlight electricity and the new members are challenging this.</p>	
2023/32	<b>PARISH COUNCIL VACANCIES</b>	
a.	Declaration of Interest forms were given to Cllrs Maxfield and James and were returned to the clerk.	clerk
2023/33	<b>EARLSFIELD VILLAGE HALL and PLAY AREA PROJECT</b>	
a.	<p>Update on project: an email received from the landowners representative was read out by Cllr J Foster (see Appendix B)</p> <p>The clerk had invited Mr Hewitt and Mr Shipp to this meeting, but they had declined as they said that they were still in confidential talks about their plans. However, the members were pleased to note that Mr Hewitt and Mr Shipp are still minded to provide land for a village hall and a play area.</p>	Appendix B

	Cllr Maxfield commented that the situation is getting worse with each subsequent owner, we need to take control of the land: can we have support from District? Cllr Kelly pointed out that development on Lords walk is not sustainable because of a Section 4 agreement. The only building that is allowed is infill. The District Council is keen to help																
b.	Update on the Community Ownership Fund <b>NOTED</b> Possible application in Round 4.																
c.	<b>NOTED:</b> The 2018 Article 4 statement of conditions imposed by West Suffolk Council: the open spaces are an amenity for the resident, there must not be any fences erected by the owner.	Appendix C															
d.	The recent the communication from Chloe Osborne, Office of the Rt Hon Matt Hancock MP was considered. Councillors would ask for our MPs support	clerk															
2023/34	<b>EARLSFIELD GRASS CUTTING</b>																
a.	Update on grass cutting: None, although it was <b>NOTED</b> that the edges of the large space opposite the shopping area has been cut round the edges. EPC do not know who instructed or paid for this work.																
2023/35	<b>MATTERS RELATING TO PLANNING</b>																
a.	<b>NOTED:</b> The Delegation Panel decisions 8 <sup>th</sup> June 2023: particularly the decision on DC/20/2232/FUL to delegate the decision to Katherine Hale, the case officer, who is minded to grant, despite LPC's strong objections.																
2023/36	<b>FINANCE/ AUTHORISATION OF PAYMENTS/ DONATIONS</b>																
a.	It was <b>RESOLVED to AGREE</b> the June 2023 itemised expenditure/ invoices for payment and the signatories were authorised to sign the relevant cheques EPC ACCOUNTS PAYABLE June 2023 <table border="1"> <tr> <td>Staffing</td><td>Salary June 2023</td><td>£362.97</td></tr> <tr> <td>Clerk</td><td>Re-imbursement of fee for use of Manna café</td><td>£20.00</td></tr> <tr> <td>HMRC</td><td>Payment Qtr 1</td><td>£272.00</td></tr> <tr> <td>ICO</td><td>Fee</td><td>£40.00</td></tr> <tr> <td>Ayuntee Accountancy</td><td>Internal audit</td><td>£150.00</td></tr> </table>	Staffing	Salary June 2023	£362.97	Clerk	Re-imbursement of fee for use of Manna café	£20.00	HMRC	Payment Qtr 1	£272.00	ICO	Fee	£40.00	Ayuntee Accountancy	Internal audit	£150.00	
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b.	The approved and signed Annual Return and the internal auditors report was considered and <b>NOTED</b>	Appendix D															
2023/37	<b>SID REPORT MAY 2023</b>																
a.	Report from SID management volunteers Cllr R Hall and G Tolmie Set other side of roundabout up since 5 <sup>th</sup> May 2023 busiest time 4-5 pm 85 <sup>th</sup> percentile i.e. what most people go at is 31 mph One at 60 mph Cllr Maxfield will update about Speed Officers deployment at the next meeting	Appendix E  Cllr Maxfield															
2023/38	The missing defibrillator was discussed: it was thought that a message on social media may help with discovering its whereabouts. The new Community Centre will need a defibrillator.																
2023/39	<b>DAMAGE TO CHURCH WALL</b>																
a.	To discuss preventing damage to the Church wall at Eriswell Cllr A Bibbey is working on a project to prevent further damage to the Church wall at Eriswell. He has checked with Church insurers for their view. Cllr Bibbey will write to SCC Highways and ask for the position to be clarified, as a matter of urgency.	Cllr Bibbey															
2023/40	<b>CHAIRMANS and OTHER REPORTS</b>																
a.	<u>Chairmans</u> itinerary and report, to include (a. is deferred from previous):																

	<p>a) Cllrs L and R Hall to prepare a comprehensive costing to seek permission from SCC Highways to erect signs on the verges (owned by SCC Council) once the specific locations have been identified by Cllrs Hall. The cllrs will do more research into multi village signs.</p> <p>b) Earlsfield Road sign: now replaced.</p> <p>c) Streetlights Radcliff Road: to remain on agenda.</p> <p>d) Update from Cllr R Hall on repairs to the damaged noticeboard at Earlsfield shops: Cllr R Hall will carry out the work before September 2023</p> <p>e) Update from Cllr A Bibbey on repairs to the noticeboard at square: Cllr Bibbey will do the work next week.</p> <p>f) Overhanging branches at Eriswell village - dealt with previously</p>	<p>Cllrs L and R Hall</p> <p>Cllr R Hall</p> <p>Cllr Bibbey</p>
b.	<u>Councillors' reports</u> None	
c.	<p><u>Reports from other groups</u></p> <p>a) <b>Eriswell Recreation Ground Committee:</b> the play area cut area has been cut by David, Ben has offered to cut the field as the stalks are knee high so it needs doing.</p> <p>b) <b>Reading Rooms Committee:</b> An invoice has been received from the Performing Rights Society, despite telling that organisation last year that the Reading Rooms are exempt. Cllr Bibbey has written another letter. Once the volunteers have a tower they can look at loft and roof and decide the way forward. The new noticeboard has arrived. This is constructed of manmade material that looks like oak and has a self-healing backing.</p> <p>c) <b>Poors Charity:</b> No report</p> <p>d) <b>Report from Mr G Tolmie, Eriswell Footpath Warden:</b> BR5 - Concerns regarding access due to pavement vegetation overgrown. Excessive growth of vegetation this season all over the parish. FP1 - He has met with the SCC Rights of Way officer. Footpath looks to have been have done with a strimmer rather than a mower. Width should be 1.5m throughout. FP2 - Parts need to be re-in stated. Elveden Estate tenants ploughed over 2 portions of the path during cleanup works. This footpath was not cut. BR4 – Recent ploughing action reduced path width and covered part of the footpath with rocks. Trees need to be cut back to widen access.</p>	
2023/41	<b>EXCHANGE OF INFORMATION:</b> Information may be shared (with the permission of the Chairman) None	
	<p>Forthcoming meetings</p> <p>July 25<sup>th</sup> 2023</p> <p>August 2023 no meeting</p> <p>September 19<sup>th</sup> 2023</p> <p>October 17<sup>th</sup> 2023</p> <p>November 22<sup>nd</sup> 2023</p> <p>December 2023: no meeting</p>	

## Appendix A

Andrew Bibbey <andrewdbibbey@gmail.com>

To: Sarah Shepherd Tue 13/06/2023 23:33

Hi Sarah

We have had more complaints (not just Pearl!) as nothing has been done and it is of course growing ever bigger. This is in front of Victoria Terrace, The Street, Eriswell. We shall have people walking in the road in another week or so, extremely dangerous I'm sure you would agree.

We look forward to some speedy action.

Many thanks

Andrew Bibbey ERISWELL pc

**Reply:**

To: Andrew Bibbey

Date: Wed 14/06/2023 09:48

Dear Andrew

I will let the relevant department immediately.

Kind Regards, **Sarah Shepherd BSc (Hons) DipSurv MRICS**

**Estate Surveyor** Elveden Farms Ltd T: 01842 890223



## Appendix B

From Eriswell Parish Clerk To Brian Hewkin and David Shipp Thu 15/06/2023 08:16

Dear David and Brian

I am writing to invite you both to the next Eriswell parish council meeting on 28<sup>th</sup> June at 7pm at the Manna Cafe This will give you an opportunity to tell the councillors of your plans for Earlsfield/ Lords Walk estate.

I will ensure that you as near the beginning of the agenda as possible, so that you don't have to remain for the whole meeting (unless you wish to do so, of course)

I will send an agenda nearer the date.

Regards Nicola Glading Clerk to Eriswell Parish Council

Reply From Brian Hewkin . Fri 16/06/2023 15:00

Hello Nicola, thank you for your kind invitation but as we are still in confidential talks with other parties it would be too soon to tell you anything, but we are still minded to provide land for a community centre and play ground. As soon as we know just what we decide we will be pleased to attend a meeting and inform you. Just for your information, legal proceedings are being formalised regarding those on the estate who have fenced off and/or using our land.

## Appendix C

### The Openness of Local Government Bodies Regulations 2014

#### Land at the 'Balmcrest' Housing Estate, Lords Walk, Eriswell

This note constitutes the statement of reasons required to be prepared by the Council by the 2014 Regulations.

The Forest Heath District Council has resolved to formally withdraw permitted development rights for the erection of enclosures and means of enclosure on a number of parcels of land at the 'Balmcrest' housing estate at Lords Walk, Eriswell for the following reasons:

- i) All of the land parcels currently or previously functioned as public open space to serve the needs of the residents of the housing estate. The open spaces contribute to the 'open' character of the estate and the fluidity of movement for pedestrians.
- ii) The housing estate is currently being developed by the current landowners and the Council has received a number of planning applications proposing small and large scale housing within the areas of public open space.
- iii) Furthermore, the applicants via their agents, have confirmed that some of the spaces (particularly the smaller individual spaces) "could be sold off as garden land" if those planning applications are not favourably considered.
- iv) The retention of the availability of the public open spaces is important to the health and wellbeing of the residents of the housing estate and there is evidence that the spaces are used and valued by them. The spaces also contribute significantly to the layout qualities and visual character of the housing estate and, whilst continuing to function as open space for residents of the estate, they also serve to reduce recreational pressure on sensitive ecological sites located away from the site but in its vicinity (including the Breckland Special Protection, Special Area of Conservation, the Breckland Farmland Site of Special Scientific Interest, the Maidscross Hill Site of Special Scientific Interest, and the Eriswell Low Warren Site of Special Scientific Interest).
- v) The District Council considers the short and medium term use of the public open space land is at risk from current and/or future landowners.
- vi) The Council considers the withdrawal of permitted development rights for enclosures and means of enclosure around and within the open spaces of the housing estate would enable it to control the potential loss of these spaces to public use.

The reasons for the decision accords with various policies set out in the Development Plan for the area, as follows:

- i) Forest Heath Core Strategy (2009) – Policies CS2, CS5 and CS13(g)
- ii) Joint Development Management Policies Document (2015) – Policies DM2, DM10, DM11, DM12, DM22, DM41 and DM42



Alternative options were considered including the potential for compulsory purchase of the land parcels, but the option to withdraw permitted development rights was favoured as a more convenient and less draconian means of achieving the aim of retaining the land for public use. The 'do nothing' option was also considered but the risk of losing the public open spaces and the consequential harm that would arise to the public interest was considered too great for no actions to be taken.

The decision to proceed was taken on Wednesday 11<sup>th</sup> July 2018.

## Appendix D

### Annual Governance and Accountability Return 2022/23 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 2022/23

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
  - a) does not meet the qualifying criteria for exemption; or
  - b) does not wish to certify itself as exempt
2. 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**:
  - a) 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 2023**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
  - b) 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.**
3. 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 2023**.

#### 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 2022/23**, page 4
- **Section 1 – Annual Governance Statement 2022/23**, page 5
- **Section 2 – Accounting Statements 2022/23**, 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 2022/23 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 **£210 +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.

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) 2022/23, 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 2023. 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 2023**. 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. 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 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- 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 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have 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 Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	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?	✓	
	Has the bank reconciliation as at <b>31 March 2023</b> been reconciled to Box 8?	✓	
	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> )	na	

\* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



## Certificate of Exemption – AGAR 2022/23 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 2023, 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 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

### ERISWELL PARISH COUNCIL

certifies that during the financial year 2022/23, 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 2022/23: **£11,504** MAXIMUM AMOUNT £25,000

Total annual gross expenditure for the authority 2022/23: **£16,566** MAXIMUM AMOUNT £25,000

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 **£210 +VAT** will be payable.

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

- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), 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 the above statements apply and 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 2023.

**Signing this certificate confirms the authority will comply with the publication requirements.**

Signed by the Responsible Financial Officer *M. Gearing* SIGNED Date **23/05/2023** I confirm that this Certificate of Exemption was approved by this authority on this date: **23/05/2023**

Signed by Chairman *[Signature]* SIGNED Date **23/05/2023** as recorded in minute reference: **2023/19c(i)** MINUTE REFERENCE

Generic email address of Authority **eriswellparishclerk@outlook.com** GENERIC EMAIL ADDRESS Telephone number **01842337488** TELEPHONE NUMBER

\*Published web address **http://eriswell.onesuffolk.net/** PUBLISHED WEBSITE/WEBPAGE ADDRESS

**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 2023. Reminder letters for late submission will incur a charge of £40 + VAT.**



# Annual Internal Audit Report 2022/23

## ERISWELL PARISH COUNCIL

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

During the financial year ended 31 March 2023, 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 2022/23 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

09/06/2023 10/06/2023

ANTHONY JOHN PREECE

Signature of person who carried out the internal audit



Date

10/06/2023

\*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 2022/23

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 2023, 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
			has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.
			✓

\*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:

23/05/2023

and recorded as minute reference:

2023/19 c(ii)

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

Chairman

SIGNED

Clerk

SIGNED

### 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 2022/23 for

### ERISWELL PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	30,137	28,292	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	14,141	14,549	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4,404	5,980	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	4,812	5,454	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	11,625	6,051	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	32,245	37,316	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	32,245	37,316	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	65,740	65,739	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).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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

 SIGNED

Date 22/05/2023

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

23/05/2023

as recorded in minute reference:

2023/19 c (iii) E

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

 SIGNED



# Annual Internal Audit Report 2022/23

ERISWELL PARISH COUNCIL

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

During the financial year ended 31 March 2023, 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 2022/23 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.	<input checked="" type="checkbox"/>		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>		
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick 'not covered')	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
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 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

09/06/2023 10/06/2023

ANTHONY JOHN PREECE

Signature of person who carried out the internal audit



Date 10/06/2023

\*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).

## Appendix E SID REPORT

On 05 May 2023 at 10:20 the SID was installed on the B1112 on the pole in Little Eriswell. The SID was positioned to monitor traffic coming from the roundabout in the village of Lords Walk heading towards Lakenheath. Traffic speed was measured up until 10:45PM of 01 June 2023.

There are between 4100 and 4600 vehicles per weekday passing this point heading towards Lakenheath.

There are between 2600 and 3500 vehicles per day over the weekend heading towards Lakenheath.

The busiest times during the week are 16:00-17:00 (Avg. 605 cars p/h). Unlike other areas measured in the parish, there is only one daily peak.

The 85<sup>th</sup> Percentile Speed (most people) travel at or below 36.0 MPH past his point.

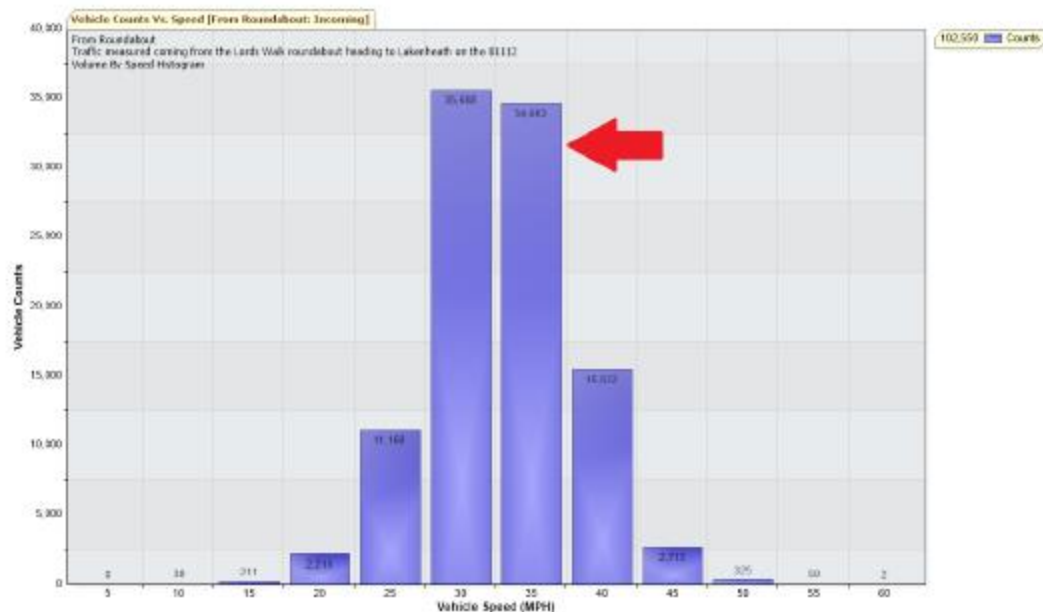
The 50<sup>th</sup> Percentile Speed (half the traffic) travel at or below 30.3 MPH past his point.

The fastest speed recorded was 60MPH. Reminder: The point of measurement is only 110m after exiting the roundabout.

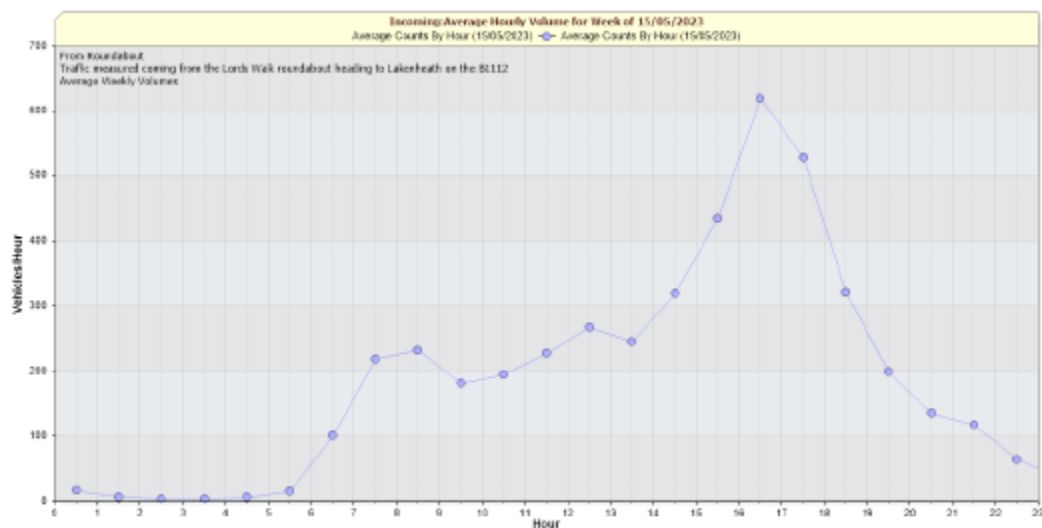
The next pages show:

- Speed vs vehicle counts at the point listed above.
- Typical hourly volumes (weekdays) passing this point
- Speed Limit exceedances of 35MPH for May

?



05/05/2022 to 01/06/2022 in Little Eriswell – Traffic from Roundabout



Typical weekday volumes/hour heading from roundabout at Lords Walk to Lakenheath

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0 - 1	27	15	22	17	23	34	41
1 - 2	10	15	8	11	7	16	24
2 - 3	8	2	3	4	9	16	17
3 - 4	9	5	4	5	6	11	19
4 - 5	9	8	8	4	9	14	16
5 - 6	22	29	25	21	16	27	16
6 - 7	80	125	108	90	72	56	27
7 - 8	146	162	168	119	150	80	49
8 - 9	113	134	139	107	130	113	76
9 - 10	95	121	108	109	80	160	104
10 - 11	118	104	108	82	77	152	150
11 - 12	146	115	142	95	121	162	162
12 - 13	150	141	135	99	160	197	160
13 - 14	146	135	138	131	188	189	179
14 - 15	178	173	177	141	224	190	160
15 - 16	199	219	230	184	263	174	167
16 - 17	256	293	297	236	302	178	209
17 - 18	254	300	261	212	298	205	168
18 - 19	217	224	234	218	240	199	188
19 - 20	165	153	172	137	218	175	167
20 - 21	120	116	140	118	153	123	112
21 - 22	78	61	77	76	95	75	83
22 - 23	48	39	58	46	66	57	60
23 - 24	37	40	48	41	44	54	38
Totals	2631	2729	2810	2303	2951	2657	2392

Exceeding Speed Limit of 35MPH