



ERISWELL PARISH COUNCIL

Parish clerk: Nicola Glading

Phone: 01842 337488

Email: eriswellparishclerk@outlook.com

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

Eriswell Annual Assembly 23rd May 2023

1. Cllr A Bibbey welcomed all to the Annual Assembly
2. The Notes from the 2022 Annual Assembly were received (Appendix A)
3. The Chairman was not present
4. Copies of the EPC accounts were provided by the clerk (Appendix B)
5. There were no reports from voluntary groups

Appendix A

NOTES FROM ANNUAL PARISH MEETING

held on 29th MARCH 2022 at the MANNA café

Premises supplied by kind permission of Kim at the Bulgogi cafe

Number of attendees: 15

1. Welcome and introductions

The Chairman of Eriswell Parish Council presided and welcomed all to this informal meeting

2. 2021 Annual Parish Meeting did not take place because of pandemic restrictions

3. Eriswell Parish Council Summary of Year

Past year

New Noticeboards

New rubbish bins (numbers restricted by WSC collection routes)

Speed indicator Device (thanks to Cllr Colin Noble for funding this)

Earlsfield grass cutting (Issue: land belongs to owners NOT Parish)

Earlsfield land space : Registered Community Asset

Footpath improvements/ signage (thanks to footpath warden: Garth Tolmie)

Litter Picks

Fly tipping

Mrs Pearl Brunning was awarded the BEM

Upcoming projects

Bus shelter

Solar panels for the SID

Relationship with new owners of land space at Earlsfield: Cllr Hall commented that the community gets irate because there is no land for a play area, community building. At the back end of last year, the area of land were sold on again. Council is trying to find out the new owner so we can establish a good working relationship- as yet there has been no indication of the new owners plans. Land Registry has a backlog from the pandemic and the registration may be some months to be made public. Elveden representative may be able to help.

Relationship with Elveden Estates: quarterly meetings with the PC are envisaged

Hoping to get a footpath between Earlsfield and the older village so people can access playing field, reading rooms

Pavilion refurbishment

Reading Rooms refurbishment

Residents Association (Earlsfield)

Platinum Jubilee celebration- 4th June Recreation Ground- Slack ma Girdle (alternative morris dancers) need more volunteers to help with organisation

4. Eriswell Parish Council Accounts were presented by the clerk, no questions.

5. What's happening: Updates from Earlsfield/ Eriswell groups/ organisations

1. Eriswell Recreation Ground: Cllr Bibbey reported

Hoping to get permission from the landlords (Elveden Estates) to upgrade the small building: remove showers and put in a decent kitchen. A Plan of the building was on display. Paved picnic area to be created. Garth Tolmie has pruned the fruit trees, and Ben Sansom has turned over the wildflower meadow. The committee are putting up a sign to discourage fly tipping which has unfortunately been an issue.

2. Eriswell Reading Rooms: Cllr Bibbey reported

Last refurbishment was 58 years ago, needs a good overhaul. Damp is a problem.

3. Poors Charity: Cllr Bibbey reported

This land goes back to 1700s. Let out until recently. Working plan for allotments and car park extension. There are only 2 power points in the hall. Hope to achieve a longer lease so funding can be sought.

4. Sqn. Ldr. S Geary: Report

Eriswell Parish Council AGM Report – March 2022

Summary:

RAF Lakenheath working through a period of change and growth (drawdown of the F15C and stand-up of F35A) whilst delivering operations including air policing in Eastern Europe.

Recognised as the best USAF Installation for 2021 through the award of the Commander in Chief's Award for Installation Excellence.

Operations:

Air Policing Operations in Eastern Europe

Agile Combat Employment Initial Operating Capability in Aug 21

Afghanistan Repatriation in Sep 21

Stand-up of 495th Fighter Squadron (The Valkaries) in Oct 21

F35A First Aircraft Arrival (4 x F35A0) in Dec 21

Fighter Squadrons deployed to various European locations in response to the Ukraine crisis in Feb 22. Included first operational deployment of F35As, 75 days after FAA

Fighter Squadrons conducted a plethora of training sorties and deployments throughout the year and hosted a variety of visiting Squadrons, including 336th Fighter Squadron from Seymour Johnson Air Base from Nov 21 to Mar 22

High Profile Visitors:

Lord Lieutenant of Suffolk visited RAF Lakenheath in Sep 21

High Sheriffs and Deputy Lord Lieutenants of Suffolk, Cambridgeshire and Norfolk visited RAF Lakenheath in Oct 21

Commander USAFE (4* USAF) and other senior USAFE Officers visited RAF Lakenheath in Sep 21

DCOM Ops (3* RAF) visited RAF Lakenheath in Nov 21

Community Engagement:

48FW Senior Leadership Team (including the RAF Commander) have attended a multitude of engagement events throughout the year.

48FW personnel attended 22 local Remembrance Events in Nov 21.

Civic leaders and local community representatives attended the USVF Autumn Reception at RAF Lakenheath in Sep 21, and the Yuletide and Thanksgiving Eve events in Nov 21.

Current Inbox:

Engaging with local authorities to address increasing housing requirements and Road Safety Risk on A1065.

Working through a lease for land at Earlsfield (Car Sales Lot) for goods drop-off/collection point for USVF families.

Working-up plans for community engagement activities at Suffolk Show and Queen's Platinum Jubilee events.

Working with Honorary Commanders and British/American Committee to deliver community engagement events, focussing on single airmen living in the dormitories.

Preparing for change of 48FW Senior Leadership Team in Summer 22.

Estimated increase of 900 people during next several years

Could the traffic issues be alleviated by opening another gate? This would be very expensive and require staffing.

Working with Elveden Estates regarding alternative parking on Earlsfield Road, a designated area shared with car dealership. A new Amazon locker is envisaged.

One attendee reported that the trial opening period of gate 2 at 6am has been beneficial.

6. Suffolk Police: Connor Lyon introduced himself as Mark Shipton's replacement. Eriswell is not an area of high crime. Main issues are fly tipping / hare coursing. The community team are based at the Hub. Call 101 to contact. Calls are reacted to on a threat/ risk/ harm basis. Dealing with motorcyclists using the cut off channel.
7. District Councillors Stephen Frost: commented that last Wednesday was the second anniversary of lockdown. The word Cllr Frost would use to describe the past two years is 'challenging'. West Suffolk administered business grants on behalf of the government., a big task, plus staff working from home. £1.13m down in finances. Loss this year should be less as revenue streams pick up. Cllr Frost is supportive of facilities on the Earlsfield estate, a long term project. He has a meeting with WSDC Chief Executive to discuss the situation. There remains the issue of a concentration at Earlsfield of many households who don't pay council tax, yet services have to be provided. The government compensate but it is nowhere near enough.
8. General comments
We are Fed up with the grass not being cut at Earlsfield
Strimming competition was suggested
Some houses were flooded because drains were filled with debris
US personnel – please stress significant differences with driving in UK (spouses are only invited)

Appendix B

Payments ----- Date	Payee	Payment Details	Expenditure Amount in GBP
06 April 2022	N Glading reimbursement	Postage	£21.25
06 April 2022	N Glading reimbursement	Office & room hire	£88.00
06 April 2022	N Glading	March 2022 salary	£459.00
12 April 2022	HMRC	Tax payable	£16.00
26 April 2022	SALC	Payroll charge	£54.00
29 April 2022	N Glading	April 2022 salary	£319.98
29 April 2022	N Glading reimbursement	Annual Assembly	£58.48
09 May 2022	WSC	Bin emptying Earlsfield	£499.20
17 May 2022	SALC	Membership fee	£177.38
18 May 2022	SCC	SID posts	£380.00
31 May 2022	N Glading	May 2022 salary	£318.78
31 May 2022	N Glading reimbursement	Cartridges & room hire	£26.72
31 May 2022	Westcotec	Solar panels & brackets	£513.00
12 July 2022	N Glading salary	June salary	£318.98
12 July 2022	NG Re-imbursement	Land registry enq, expenses	£85.00
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22 July 2022	SCC	Street lighting	£1,007.50
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07 October 2022	N Glading	salary August+Sept/ expenses	£773.20
07 October 2022	BHIB	Insurance EPC	£736.55

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28th November 2023	Website	Hosting	£60.00
15th December 2023	N Glading	Salary November	£318.98
15th December 2023	N Glading	office expenses	£30.70
20th December 2023	RBL	Wreath	£30.00
17th January 2023	N Glading	Salary Dec + expenses	£413.78
18th January 2023	HMRC	Tax payable	£239.20
24th February 2023	N Glading	Salary Jan	£342.97
21st March 2023	N Glading	Salary Feb, March	£1,047.62
21st March 2023	N Glading	Office expenses	£112.66
24th March 2023	SALC	Payroll services	£54.00
TOTALS		0	£11,504.41

Receipts ----- Date	Ref	From	Details	Amount
29/04/2022	bgc	WSDC	Precept	£14,549.00
22/07/2022		Returned Streetlight cheque		£1,007.50
13/03/2023	bgc	WSC	Grant coronation	£300.00
31/03/2023	bgc	HMRC	VAT refund	£709.84
				£16,566.34

Meeting closed at 7.15pm



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MINUTES

of the Eriswell Parish Council Annual Parish Council Meeting held on 23rd May 2023 at The Reading Rooms, Eriswell

Present:

Cllr A Bibbey

Cllr B Foster

Cllr R Hall

In attendance: Three members of the public and N Glading, parish clerk

2023/01	Election of Chairman Cllr L. Hall was proposed as EPC Chairman There were no other nominations. Cllr L Hall was elected as Chairman	
2023/02	Election of Vice Chairman Cllr A Bibbey was proposed as EPC Vice Chairman There were no other nominations. Cllr A Bibbey was elected as Vice Chairman	
2023/03	Apologies for absence were received from Cllr L Hall, D/Cllr G Kelly, D/Cllr T Whitehand, Garth Tolmie (Footpath warden)	
2023/04	The Minutes of the Annual Parish Council meeting held in May 2022 were unanimously AGREED with one change (typo: Cllr Foster)	Appendix A
2023/05	Chairman's report Not present, not received	
2023/06	The Acceptance of Office forms were signed.	
2023/07	Declaration of Interest forms were distributed: to be completed and returned to the clerk within 21 days.	
2023/08	Statutory Business: a. It was confirmed that the clerk is also the Responsible Financial Officer b. Appointments on outside bodies: not applicable c. To confirm that policies, practices, and procedures will be reviewed in the forthcoming year.	
2023/09	To confirm meeting dates 2023: To be confirmed: see First Ordinary Meeting	

Appendix A

MINUTES

of the Annual Meeting of Eriswell Parish Council held on 24th May 2022 at The Manna Café, Earlsfield

Present:

Cllr L Hall

Cllr A Bibbey

Cllr R Hall

Cllr B Foster

Cllr A James

Cllr P Maxfield

In attendance: C/Cllr C Noble, D/Cllr S Frost, N Glading, parish clerk and four members of the public

2022/01	Election of Chairman Proposed Cllr L Hall Proposed by Cllr B Foster Seconded by Cllr R Hall There being no other proposals, Cllr L Hall was elected as Chairman. Cllr L Hall signed the Declaration of Acceptance of Office of Chairman	
2022/02	Election of Vice Chairman Cllr A Bibbey was Proposed by Cllr R Hall Seconded by Cllr B Foster There being no other proposals, Cllr A Bibbey was elected as Vice Chairman Cllr A Bibbey signed the Declaration of Acceptance of Office of Vice Chairman	
2022/03	Apologies for absence had been received from Cllr P Seaney, Sqn. Ldr. S Geary. The councillors accepted the apologies.	
2022/04	The Minutes of the Annual Parish Council meeting held May 2021 were AGREED as an accurate record	
2022/05	Chairman's report Cllr L Hall told the meeting that it has been a productive year. A has gone on behind the scenes. \the council has installed a bus shelter, provided more bins and now have a Speed Indicator Device. She said that more is coming, councillors should give themselves a pat on the back	
2022/06	Councillors Declarations of interest (pecuniary and non-pecuniary): all councillors confirmed that their current declarations remain unchanged <i>Cllr L Hall asked Cllr A Bibbey to take over as Chair of the meeting</i>	
2022/07	Statutory Business a. It was confirmed that the council meets the General Power of Competence and that the general Power of Competence is adopted. b. It was confirmed that the clerk is also the Responsible Financial Officer. c. There are no appointments on outside bodies. d. It was confirmed SALC is the appointed internal auditor for the forthcoming year	

	e. It was confirmed that policies, practices, and procedures will be reviewed in the forthcoming year	
2022/08	Meeting dates 2022: 28th June 2022 26th July 2022 August 2022: No meeting, 27th September 2022 25th October 2022 29th November 2022 December: No Meeting	

Meeting closed at 7.30 pm



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MINUTES

of the FIRST ORDINARY ERISWELL PARISH COUNCIL MEETING

held on MAY 23rd 2023 at the Reading Rooms, Eriswell

Present:

Cllr A Bibbey (Vice Chairman)

Cllr B Foster

Cllr R Hall

In attendance: Three members of the public and N Glading, parish clerk

2023/ 09	CHAIRMAN'S WELCOME and RECORDING OF MEETING	
	In the absence of the Chairman, Cllr Bibbey took the Chair and welcomed all to the meeting. Clerk to record for minutes only	
2023/ 10	APOLOGIES FOR ABSENCE	
a.	Apologies for absence were received from Cllr L Hall, D/Cllr G Kelly, D/Cllr T Whitehand, Garth Tolmie (Footpath warden)	
b.	The Councillors consented to accept the apologies received	
2023/ 11	DECLARATIONS OF INTEREST	
	None	
2023/12	MINUTES OF THE MEETING HELD ON APRIL 11th 2023	
a.	The Minutes of the Parish Council meeting held on April 11 th 2023 were unanimously AGREED and the Chair authorised to sign the same	
b.	Business remaining from the meeting not on this agenda: none	
2023/13	PUBLIC PARTICIPATION	
	Members of the public may speak about specific items on this agenda or suggest future items. (i) Who is actually responsible for looking after public footpaths and the paths along the street in Eriswell village ? The reason I am asking is that the Public Footpath from the Reading Room down to the weir bridge is getting very overgrown and difficult to walk along. Also the pavement between the turning into the playing field and the church is very narrow now because the verge is very overgrown which means you are very close to the traffic especially lorries, tractors etc and it feels quite dangerous especially as most of it is not sticking to the speed limit through the village. <i>This has now been cut / thought by District Council. Elveden Estates are the landowner.</i> (ii) A resident expressed concern that the grassed area in Earlsfield are not being cut by the landowners (agenda item 2023/17a.)	
2023/14	UPDATES FROM COUNTY/DISTRICT COUNCILLORS	
a.	To receive an update from Sqn. Ldr. Stew Geary: not present.	
b.	To receive an update from C/Cllr Colin Noble: not present.	

c.	To receive an update from West Suffolk D/Cllr G Kelly and /or D/Cllr T Whitehand: had given apologies: not present.													
2023/15	PARISH COUNCIL VACANCIES													
a.	It was RESOLVED to co-opt three additional Members: Jane Foster Peter Maxfield Adam James Acceptance of Office forms were signed, and Declaration of Interest forms were distributed: to be completed and returned to the clerk within 21 days.													
2023/16	EARLSFIELD VILLAGE HALL and PLAY AREA PROJECT													
a.	Update on project: seeking a meeting with the landowners													
2023/17	EARLSFIELD GRASS CUTTING													
a.	To consider the email received from the landowners representative: Clerk has informed D/Cllr G Kelly of this email and he is meeting with the Head of West Suffolk planning to suggest that the land is to be designated as re-wilding in perpetuity. If this is private land why would residents pay to have it cut? The statement seems wholly contradictory: how will it be enforced? The Land Registry shows Mr Shipp as the owner of the land. Individuals have to look at their covenants/ not every covenant is enforceable. This is the third change of ownership; any such covenant has not been implemented before. Clerk to check Community Asset registration. Clerk to investigate UK Community Ownership Fund Could the residents cut the grass? Not an offence to do it- to cut grass is a civil tort	Appendix A												
2023/18	MATTERS RELATING TO PLANNING													
a.	Application no: DC/23/0702/TPO Consultation Expiry: 31 May 2023 Proposal TPO 031 (2017) tree preservation order - one Pine (T15 on plan and order) remove all lateral branches on northern aspect. Location 6 Earls Field Raf Lakenheath Suffolk IP27 9QH DECISION: No Comment													
2023/19	FINANCE/ AUTHORISATION OF PAYMENTS/ DONATIONS													
a.	The May 2023 itemised expenditure/ invoices for payment were unanimously AGREED and the bank signatories authorised to sign the relevant cheques ACCOUNTS PAYABLE MAY 2023 <table border="1"> <thead> <tr> <th>Payee</th><th>Item</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>Staff</td><td>salaries April 2023</td><td>£362.97</td></tr> <tr> <td>Staff</td><td>salaries May 2023</td><td>£362.77</td></tr> <tr> <td>J Foster re-imburse</td><td>Coronation event</td><td>£954.27</td></tr> </tbody> </table>	Payee	Item	Amount	Staff	salaries April 2023	£362.97	Staff	salaries May 2023	£362.77	J Foster re-imburse	Coronation event	£954.27	
Payee	Item	Amount												
Staff	salaries April 2023	£362.97												
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b.	The Accounting Statements Quarter 4 2022-2023 The Quarter 4 Accounts were RECEIVED and AGREED (i) Payments made (ii) Payments Received (iii) Bank Reconciliation (iv) Budget/ Expenditure	Appendix B												

c.	<p>The Annual Governance and Accountability Return 2022-2023 for submission to internal auditor and PKF Littlejohn was considered. (Appendix B)</p> <p>(i) It was RESOLVED to APPROVE and SIGN the Certificate of Exemption</p> <p>(ii) It was RESOLVED to APPROVE and SIGN Section 1 of the Annual Governance Statement</p> <p>(iii) It was RESOLVED to APPROVE and SIGN Section 2 of the Accounting Statement</p>	Appendix C
d.	The signed Internal Control Statement was RECEIVED	Appendix D
e.	EPC Risk Assessment was RECEIVED	Appendix E
2023/20	SID REPORT MAY 2023	
a.	Report from SID management volunteers Cllr R Hall and G Tolmie: The previous footpath and SID reports are still current and correct	
2023/21	DAMAGE TO CHURCH WALL	
a.	Discussions appertaining to the prevention of damage to the Church wall at Eriswell (Cllr A Bibbey) are ongoing.	
2023/22	CHAIRMANS and OTHER REPORTS	
a.	<p><u>Chairmans</u> itinerary and report, to include (deferred from previous):</p> <p>a) Cllrs L and R Hall to prepare a comprehensive costing at the January 2023 meeting and Clerk 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. Deferred</p> <p>b) Earlsfield Road sign: check that this has now been replaced.</p> <p>c) Streetlights Radcliff Road: speak to C/Cllr C Noble</p> <p>d) The frequency of meetings at the Manna Café were reviewed: it was decided to leave these as alternate months. The increased charge of £20 was AGREED.</p> <p>e) Broken noticeboard at Earlsfield shops- suggestion is to move the board situated at Sparkes Corner (too close to road, water ingress, becomes very dirty from vehicles splashing) However, Cllr R Hall has obtained a sliding door to replace.</p> <p>f) Update from Cllr Bibbey: mending the noticeboard at the Square</p> <p>g) The road closure previously notified will not now go ahead until 2024.</p>	
b.	<u>Councillors'</u> reports: none	
c.	<p><u>Reports from other groups</u></p> <p>a) <u>Eriswell Recreation Ground Committee</u>: For the Coronation celebration picnic, everyone got stuck in, cleaned Pavilion and toilets, and thanks to David King for cutting the field.</p> <p>b) <u>Reading Rooms Committee</u>: Not a lot to report, cleared the wall at the back, gate remains to be cleaned, cut the grass today as Tony Lawson has been very ill. Waiting to borrow a tower to inspect the roof. Then Cllr Bibbey will complete a report to Elveden Estates.</p> <p>c) <u>Poors Charity</u>: met last Wednesday: couple are interested in Poors land may bring in a little of revenue.</p> <p>d) <u>Report from Mr G Tolmie, Eriswell Footpath Warden</u>: the report from the last meeting is still current.</p>	

2023/23	CORONATION MAY 2023	
a.	Report on the Coronation event: this took place on 7 th May 2023 and was a great success. Letter of thanks to be written to On the Road Again Raised awareness of the lack of footpath between Earlsfield / Lords Walk and the older part of our village.	
2023/24	EXCHANGE OF INFORMATION: Information may be shared (with the permission of the Chairman) Defibrillator on next agenda	
	Forthcoming meetings June 28 th 2023 July 25 th 2023 August 2023 no meeting September 19 th 2023 October 17 th 2023 November 22 nd 2023 December 2023: no meeting	

Meeting closed 8.46pm

Appendix A

Email from Landowners representative:

Sent: 11 May 2023 08:16

To: Eriswell Parish Clerk <eriswellparishclerk@outlook.com>

Subject: Re: Grassed areas at Lords Walk/ Earlsfield

Hi Nicky, we do not want our grassed areas cut, we are looking at re-wilding it, In the land registry documents for each house there is a covenant for each owner to pay a fee to us for such maintenance on the site, we have not invoked this covenant but have had advice this would be some where around £220 to £250 per annum per house. This is private land and not for communal use.

We are in negotiations regarding the land so until we have a conclusion to these we have to leave things as they are.

12/05/2023

Email from parish clerk:

Sorry to say we are getting complaints from the residents about the grassed areas not being cut?

Is this something you will engage your own contractor to do, or would you prefer EPC to get the work done and then invoice you?

We still need to arrange a meeting, maybe you could let me have some dates?

Regards

Nicky

Appendix B

Payments ----- Date	Ref	Chq No	Payee	Payment Details	Expenditure Amount in GBP
06 April 2022	chq	873	N Glading reimbursement	Postage	£21.25
06 April 2022	chq	869	N Glading reimbursement	Office & room hire	£88.00
06 April 2022	chq	874	N Glading	March 2022 salary	£459.00
12 April 2022	chq	870	HMRC	Tax payable	£16.00
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Eriswell Parish Council
Bank Reconciliation

Opening balance April 2022	£28,292.03
Cash sheet balances:	
Total	
Receipts	£16,566.34
Total Payments	£11,504.41
	£33,353.96
Santander balance transferred/ account closed/see statement below	£3,961.65
Total payments, receipts, Santander transfer	£37,315.61
Closing balance at 31st March 2023 (see statement below)	£37,315.61

Reserves	£	10,000.00
Contingency	£4,500.00	
Environmental	£500.00	
Village improvement projects	£1,000.00	
SID	£4,000.00	
	£10,000.00	



J31D4701EKMBA000026058001001 357 000

ERISWELL PARISH COUNCIL
2 DOGWOOD WALK
RAF LAKENHEATH
BRANDON
SUFFOLK
IP27 9QP



Rec 14/3/2023

Your account statement

Issue date: 6 April 2023

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: NEWMARKET (309558)

Sort code: 30-95-58 Account number: 00072068

BIC: LOYDGB21360

IBAN: GB26 LOYD 3095 5800 0720 68



TREASURERS ACCOUNT

ERISWELL PARISH COUNCIL

Account summary

Balance On 09 Mar 2023	£37,520.05
Total Paid In	£1,009.84
Total Paid Out	£1,214.28
Balance On 31 Mar 2023	£37,315.61

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
09 Mar 23		STATEMENT OPENING BALANCE			37,520.05
13 Mar 23	BGC	WEST SUFFOLK COUNC 0	300.00		37,820.05
21 Mar 23	CHQ	000910		1,047.62	36,772.43
21 Mar 23	CHQ	000911		112.66	36,659.77
24 Mar 23	CHQ	000912		54.00	36,605.77
31 Mar 23	BGC	HMRC VTR XJV126000102187	709.84		37,315.61
31 Mar 23		STATEMENT CLOSING BALANCE	1,009.84	1,214.28	37,315.61

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

BGC - Bank Giro Credit

CHQ - Cheque

ERISWELL PARISH COUNCIL

INTERNAL CONTROL STATEMENT FOR YEAR ENDING 31 MARCH 2023

1. SCOPE OF RESPONSIBILITY

Eriswell Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently, and effectively.

The council is responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can, therefore, only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively, and economically.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The council reviews its obligations and objectives and approves budgets for the following year at the meeting closest to its December meeting. The same meeting of the council approves the level of precept for the following financial year.

The full council meets 4 times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the parish clerk.]

The council carries out regular reviews of its internal controls, systems and procedures. See attached Report.

Clerk to the Council/Responsible Finance Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for advising on the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems and policies are adhered to.

Payments:

All payments are reported to the council for approval. Two members of the council must sign every cheque or order for payment. The signatories should consider each payment against the relevant invoice, sign the invoice and initial the cheque counterfoil. All authorised cheque signatories are members of the Council. No officer of the Council can sign cheques. Where delegation permits, as per s.101(1)(a) of the Local Government Act of 1972 and the Council's Financial Regulations, a report will be provided to the next full Council.

Income:

All income is received and banked in the council's name in a timely manner and reported to the council.

Risk Assessments/Risk Management:

The council reviews its risk assessment annually in [month], and regularly reviews its systems and controls.

Internal Audit:

The council appoints an independent and competent internal auditor who reports to the council on an annual basis on the adequacy of it's:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk management

External Audit:


The council's external auditors, submit an annual certificate of audit which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The council has responsibility for conducting an annual review of the effectiveness of the system of internal control, which should include a review of the effectiveness of internal audit. The results of that review must be considered by the Council, which should also approve the Statement of Internal Control.



Chairman



RFO/Clerk

Approved and adopted by Eriswell Parish Council
January 2022

Form completed May 2023

Appendix D AGAR

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:

DDMM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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	<i>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.</i>
2. (+) Precept or Rates and Levies	14,141	14,549	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	4,404	5,980	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	4,812	5,454	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	11,625	6,051	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	32,245	37,316	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	32,245	37,316	<i>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.</i>
9. Total fixed assets plus long term investments and assets	65,740	65,739	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Appendix E EPC Risk Assessment

ERISWELL PARISH COUNCIL			RISK ASSESSMENT		
Definition of Risk Management					
Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its					
strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and services delivery arrangements					
This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to					
minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured,					
systematic and focused approach to managing risk, which:					
· Identifies the subject					
· Identifies what the risk may be					
· Identifies the level of risk					
· Evaluates the management and control of the risk and records findings					
· Reviews, assesses and revises procedures if required					
Subject	Identified Risk(s)	H/M/L	Management/Control	Review/Assess/Revise	
Business	Council not being	L	All files & recent records	Review when necessary. Ensure	
Continuity	able to continue its		(paper & electronic) are kept	procedures below are	
	business due to an		with the Clerk. The Council	undertaken.	
	unexpected or tragic		has a secure backup		
	circumstance		system that backs up the files		
Meeting Location	Adequacy	L	Meetings are currently held at the Reading Rooms	Existing procedure adequate.	
	Health & Safety		or Manna Café	Annual review of Risk Assessment.	
			All premises & facilities are		
			considered satisfactory from		
			H & S, accessibility & comfort		

			aspects for clerk, Cllrs and public			
Parish Office	H & S, Working Alone,	L	Parish Clerk works from home.	Annual review of Risk		
	Trips & Falls		Parish insurance covers Clerk for	Assessment.		
			Council equipment. Parish	Risk Assessments of Clerks work		
			paperwork is securely housed.	environment completed		
Council Records	Loss through theft,	L	Papers, both current and	Damage or theft is unlikely		
Hard copy	fire or damage		archived, will be held at the	all provisions are taken to		
			Clerk's home address.	prevent this risk.		
Council Records	Loss through damage,	M	All online documents are stored	Regular review.		
Electronic	hacking or stolen computer		on the Clerk's hard drive, which is password protected.			
			External storage device containing up to date information			
			would be given to Chair in emergency situation			
Volunteers	Injury and damage	M	Job specific RA to be carried out and	Existing procedures		
			insurance cover checked	adequate		
FINANCE						
Subject	Identified Risk(s)	H/M/L	Management/Control	Review/Assess/Revise		
Precept	Adequacy of precept	M	Sound budgeting to underline	Existing procedures		
			annual precept. The Parish Council	adequate.		
			monitor budget information			
			with detailed budgets prepared			

			in late autumn.		
Insurance	Adequate	L	An annual review is undertaken of	Existing procedures	
	Compliance	L	all insurance arrangements in	adequate.	
	Fidelity	L	place. Employer's Liability, Public	Review provision and	
	Cost	L	Liability and Fidelity Guarantee are	compliance annually.	
	Guarantee		a statutory requirement. Key man cover in place		
Banking	Inadequate checks	L	The Council has Financial Regulations	Existing procedures	
			which set out requirements for	adequate.	
			banking, cheques and internal audit	Review Financial Regulations as	
				necessary.	
Cash	Loss through theft or	L	No petty cash is kept.		
	dishonesty		Cashbook & Banking reconciliation is prepared by		
			the RFO and verified by the Chairman.		
			All payments must be detailed in the		
			Financial Reports presented to	Existing procedures	
			Council. In consultation with the Chair, Clerk has	adequate.	
			delegated authority to pay invoices (SOs)	Annual review of Financial	
			prior to meeting approval.	Regulations.	
			Cheques require 2 signatories		
Clerk	Loss of Clerk	M	In the event of the Clerk resigning/	Membership of SALC	

			long term sickness, the			
			council will employ a locum clerk to	'Key man' insurance cover in place		
			cover interim.			
	Fraud	L	The requirements of Fidelity	Existing procedures		
			Guarantee insurance must be adhered to.	adequate.		
			Internal procedures in place.			
	Actions undertaken	L	Clerk should be provided with relevant			
			training, reference books, access to			
			assistance and legal advice.			
	Salary paid	L	Payroll is managed by SALC payroll services.			
			Payslips are shown to Chair at authorising meeting			
Payroll	Breach of employment	L	Procedures in place. Members of NALC &	Annual Audit carried out		
	laws including NI &		SALC who provide updates for review by	by Internal Auditor		
	Tax		full council. Payroll outsourced to SALC			
Election Costs	Risk of Election cost	M	Risk in an election year.	Existing procedures adequate		
			Sum allocated to cover election costs			
			There are no measures			
			which can be adopted to minimise the			
			risk of having a contested election.			
	Risk of election to fill	M	Cost of the election would be met from	Consideration of increase in		

	a casual vacancy		earmarked funding.	budget to allow contingency.		
VAT	Re-claiming/charging	L	The council has financial regulations	Existing procedures		
			which set out the requirements. VAT	adequate.		
			recovered annually.			
Annual	Not submitted within	L	AGAR is completed and signed by the	Existing procedures		
Governance and	within the time		council and the internal auditor. It is then	adequate.		
Accountability	limit		checked and sent on to the external			
Return (AGAR)			auditor within the time limit.			
ASSETS						
Subject	Identified Risk(s)	H/M/L	Management/Control	Review/Assess/Revise		
Street furniture	Damaged bins, dog bins,	L	An Asset Register is kept up to date and	Existing procedures		
and office equipment	notice boards, benches or		insurance is held at the appropriate	adequate.		
	telephone boxes		level for all items. Regular checks are			
			made on all equipment.			
LIABILITY						
Subject	Identified Risk(s)	H/M/L	Management/Control	Review/Assess/Revise		
Legal powers	Illegal activity or payments	L	All activity and payments made within	Existing procedures		
			the powers of the parish council are to be	adequate.		
			resolved and clearly minuted.			
Minutes/Agendas	Accuracy and Legality	L	Minutes and agendas are produced in the	Existing procedures		
Statutory Documents	Non-compliance with		prescribed method and adhere to legal	adequate.		

	statutory requirements		requirements.			
			Minutes are approved and signed at the	Undertake adequate training.		
			next meeting unless there is a resolution			
			made to defer approval until the			
			following meeting.			
			Minutes and agendas are displayed	Members to adhere to Code of		
			according to legal requirements. Business	Conduct and Standing Orders.		
			conducted at Council meetings should be			
			managed by the Chair according to			
			Standing Orders			
Public Liability	Risk to third party,	L	Insurance is in place. Risk Assessment of	Existing procedures		
	property or		any individual event undertaken, and cover confirmed	adequate.		
	individuals		with insurer			
Employer Liability	Non-compliance with	L	Undertaken ongoing training to ensure	Existing procedures		
	employment law		Clerk is aware of current legislation.	adequate.		
			Seek advice from Council's insurance			
			company where required. Employer's			
			Liability in place.			
Employee Liability	Causing injury(damage)	L	Insurance cover in place.			
	to employer's property					
Councillor Liability	Causing injury		Insurance cover in place.			

	(damage to Councillors)					
Legal Liability	Legality of activities	L	Clerk to clarify legal position on proposals and to seek advice if necessary.	Existing procedures adequate.		
	Proper and timely reporting via minutes	L	Council always receives and approves minutes at meetings. Where possible minutes are circulated shortly after the meeting.	Existing procedures adequate.		
Freedom of Information and Data Protection	Loss or inappropriate use of data leading to damage to cllrs, staff, public and loss of PC's reputation	M-H	A model publication scheme Privacy Data Notices Privacy Policy Data Protection Policy	Any impacts made under the FOI and Data Protection. Regular policy reviews.		
COUNCILLORS' PROPRIETY						
Subject	Identified Risk(s)	H/M/L	Management/Control	Review/Assess/Revise		
Members Interest	Conflict of Interest	M	Councillors have a duty to declare any interest at the start of the meeting or when a conflict becomes apparent during a meeting.	Existing procedures adequate.		
COUNCIL REPUTATION						
Subject	Identified Risk(s)	H/M/L	Management/Control	Review/Assess/Revise		
Councillors and staff	Bringing the council into disrepute	M	Councillors understand and receive training on the Code of Conduct.	New councillors to receive training.		

			A professional approach is undertaken on	Members to identify any		
			parish council matters.	specific training needs.		
Grass Cutting	Damage to property,	M-H	Grass cutting is undertaken for the Council	Existing procedures		
	or to persons		by a third party. Clerk to check third party	adequate. All documents seen		
			has all the relevant up to date insurance documents	and copies taken for file.		
RELEVANT DOCUMENTATION						
Standing Orders			Disability & Equality Act 2010			
Financial Regulations				Employment Rights Act 1996		
Code of Conduct			Data Protection Act 2018			
Disability Discrimination Act 1995				Local Government Act 1972		
Audit Commission Act 1998				Local Government Act 2000		
Local Government & Rating Act 1997				Local Government Act 2003		
Local Audit and Accountability Act 2014				Localism Act 2011		
1. Purpose						
To provide guidance to the Council to enable them to control risks associated with their activities.						
2. Scope						
This procedure applies to all notified risks of Eriswell Parish Council.						
3. Definitions						
A. Risk - A risk is the likelihood that the potential for harm or loss posed by a hazard will materialise						
B. Hazard - A hazard is a condition in the parish, equipment, article, substance, machine, installation, or situation that has the potential to cause						
harm or loss or both.						

C. Control Measures - Precautionary measures that reduce or eliminate the risk.						
D. Competent Person - A person who, by reason of their training, knowledge and experience, is considered capable of adequately assessing the						
health and safety risks associated with the operation being carried out.						
E. Residual risk - The risk that remains after all the identified control measures have been put into place.						
4. Method						
The Parish Council should follow the general principles of prevention:						
4.1 If possible avoid risk altogether						
4.2 Evaluate the risks which cannot be avoided						
4.3 Combat risks at source						
4.4 Take advantage of technological and technical progress for improving working methods and making them safe						
4.5 Replacing the dangerous by the non-dangerous or the less dangerous						
4.6 Give appropriate instruction to Councillors and contractors.						
Reviewed May 2023						