



## **ERISWELL PARISH COUNCIL**

Parish clerk: Nicola Glading

Phone: 01842 337488

Email: [eriswellparishclerk@outlook.com](mailto:eriswellparishclerk@outlook.com)

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

### **Notes from Eriswell Parish Annual Assembly** **Held on May 28th 2024 at the Reading Room**

This is not a parish council meeting but is organised by the parish council.

It is for village groups to come along and let everyone know what has been happening during the year, and to suggest any future projects in our villages.

#### **ALL ARE WELCOME**

#### **Present:**

Cllr A Bibbey

Cllr B Foster

Cllr J Foster

Cllr R Hall

Cllr A James

Cllr G Tolmie

#### **In attendance:**

N Glading, parish clerk

Sgt P Maxfield

Sqn Ldr A Eaton

A Blenkiron, Managing Director, Elveden Farms Ltd

C/Cllr C Noble

D/Cllr G Kelly

and four members of the public

#### **1. Chairman`s Report**

Cllr A Bibbey took the Chair as Cllr L Hall had given apologies.

Looking back at what Eriswell Parish Council did over the past year, we have bought and installed new noticeboards, plus got a lot of garden work at The Reading Room.

Cllr Tolmie is driving footpath clearance.

Mr Blenkiron has been appointed managing director at Elveden Farms Ltd., and is welcomed to our meeting.

The speed device has indicated where speed traps would be most effective.

The village is in a stable state.

A fridge was donated as part of the Coronation celebration.

Remembrance services- we are lucky in that an American lady flies over to play the bugle

#### **2. Parish Council Accounts 2023-4 See Appendix A**

The clerk/ RFO had provided copies of the 2023- 2024 accounts, which were **RECEIVED**

There were no questions

### 3. Reports from attendees

(Reports from Eriswell groups will be part of the first ordinary meeting )

- (i) **Police:** Sgt P Maxfield reported that the team is now known as the Community Policing Team, which frees staff up: a massive change, enabling them to get into schools, great to get in before trouble can spill out. His team covers Lakenheath, Beck Row and Eriswell. If no suspect is identified the Police have options, including another agency taking priority. Cutting down repeat offences. Much more attendance at community events, whereas previously people would comment “we never see a policeman”. People gaining confidence in police. A Contact us if you want police presence, via website, X, Facebook.
- (ii) **West Suffolk District Councillor G Kelly:** The new West Suffolk Council been in place for a year now- things bubbling up and getting interesting. There is £25k left over from the decarbonisation project, which will be distributed to environmentally friendly projects, such as solar panels, volunteers on bikes – there is a rickshaw version “The last mile project “ which delivers to homes & businesses in Bury.  
As the general election is imminent, we are going into purdah, which means that we are not allowed to go public with anything that will affect the election.  
Thanks to you all for being Parish Councillors, we often get abuse.  
There is a CND camp envisaged in the area shortly.  
Sgt Maxfield commented that there is concern as to who will be attending, how many will come. He keeps asking for updates. If you do see anything suspicious, call the police.  
Councillor G Kelly told the meeting that the general election may turn things round. Planning has seen the first breach of conditions order (Persimmon at Haverhill), What`s right is right and this must be emphasised.  
The intrusive signs: have been logged by enforcement. One issue is the lack of staff- West Suffolk are taking on more enforcement officers.

Cllr A Bibbey outlined the things we do want to go forward with e.g. footpath between the two halves of the village.

### 4. Ideas going forward

No response

Meeting closed at 7.25pm

The meeting was immediately followed by the Eriswell Parish Council Annual Meeting



## ERISWELL PARISH COUNCIL

Parish clerk: Nicola Glading

Phone: 01842 337488

Email: [eriswellparishclerk@outlook.com](mailto:eriswellparishclerk@outlook.com)

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

## **MINUTES**

### **of the Eriswell Parish Council Annual Meeting held on 28th May 2024 at The Reading Room, Eriswell**

Present:

Cllr A Bibbey

Cllr B Foster

Cllr J Foster

Cllr R Hall

Cllr A James

Cllr G Tolmie

In attendance:

N Glading, parish clerk

Sgt P Maxfield

Sqn Ldr A Eaton

A Blenkiron, Managing Director, Elveden Farms Ltd

C/Cllr C Noble

D/Cllr G Kelly

and four members of the public

#### **2024/01 Election of Chairman**

Nominated: Cllr G Tolmie

Proposed by: Cllr Hall

Seconded by: Cllr Bibbey

There were no further nominations

There were two abstentions

The motion was Carried

#### **2024/02 Election of Vice Chairman**

Nominated: Cllr J Foster

Proposed by: Cllr B Foster

Seconded by: Cllr G Tolmie

There were no further nominations

There was one abstention

The motion was Carried

2024/03 Apologies for absence had been received from Cllr L Hall

2024/04 The Minutes of the May 2023 meeting were unanimously **AGREED** with PAPER A  
one correction – name corrected to Dawson- clerk had misheard.

2024/05 Chairman's report: Outgoing Chairman had given apologies

2024/06 The Acceptance of Office forms were agreed and will be signed

2024/07 All the Councillors present confirmed that the current Declaration of  
Interest forms remain the same as previously signed

2024/08 Statutory Business:

- a. Confirmed: that the clerk is also the Responsible Financial Officer
- b. Confirmed that there are no appointments on outside bodies
- c. Confirmed that policies, practices, and procedures will be reviewed in the forthcoming year
- d. Confirmed that the internal auditor is Anthony Preece of Ayuntee Accounting, Mildenhall

Meeting closed at 7.30pm



## ERISWELL PARISH COUNCIL

Parish clerk: Nicola Glading

Phone: 01842 337488

Email: [eriswellparishclerk@outlook.com](mailto:eriswellparishclerk@outlook.com)

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

### MINUTES

#### **of the FIRST ORDINARY ERISWELL PARISH COUNCIL MEETING held on MAY 28<sup>th</sup> 2024 at the Reading Room, Eriswell**

Present:

Cllr A Bibbey

Cllr B Foster

Cllr J Foster

Cllr R Hall

Cllr A James

Cllr G Tolmie

In attendance:

N Glading, parish clerk

Sgt P Maxfield

Sqn Ldr A Eaton

A Blenkiron, Managing Director, Elveden Farms Ltd

C/Cllr C Noble

D/Cllr G Kelly

and four members of the public

#### 2024/ 09 **CHAIRMANS WELCOME and RECORDING OF MEETING**

Cllr G Tolmie took the Chair and welcomed all to the meeting. No recording.

#### 2024/ 10 **APOLOGIES FOR ABSENCE**

- a. Councillors received apologies for absence from Cllr L Hall
- b. The Councillors consented to accept apologies received

#### 2024/ 11 **DECLARATIONS OF INTEREST**

none

#### 2024/12 **MINUTES OF THE MEETING HELD ON 26<sup>th</sup> MARCH 2024**

- a. The minutes of the Parish Council meeting held on March 26<sup>th</sup> 2024 were unanimously **AGREED** 2024 and to the Chair authorised to sign the same
- b. Business remaining from the meeting not on this agenda

#### 2024/13 **PUBLIC PARTICIPATION**

Why are the bus shelters not on the asset register

The place is overrun with deer / on Rob Minty`s agenda

Tree branch to be reported to UKPN

#### 2024/14 **UPDATES FROM COUNTY/DISTRICT COUNCILLORS**

- a. Update from RAF representative Sqn Ldr A Eaton  
Has only been in the job for one week  
45 sqn now back: increase in aircraft  
There will be a USAF change command in June  
Protest planned for July: concerns there will be an incursion

Lived in Suffolk 40 years and has been a parish councillor

Q: There are five cameras on the roundabout ? like trail cameras ?

A: Cllr Noble has asked Highways, no response as yet

Cllr R Hall showed picture of cameras on his phone

Sqn Ldr Eaton will enquire about

Q:Traffic- container lorries driven by Americans carrying American goods coming to Gate 2 and can` t get through, other gates are more appropriate

A: Sqn Ldr Eaton will investigate

- b. Update from Andrew Blenkiron FRAgS. FIAgM. Managing Director Elveden Farms Ltd.

Has been in post for 6 weeks in listening mode. A few issues have been raised and will address in the near future. Meeting with the EPC Chairman to take place.

Mr Blenkiron was at Euston Estate for fifteen years.

- c. Update from C/Cllr Colin Noble: not a great deal to comment on, sent his Report on Monday.

Q: When will the traffic lights be installed?

A: All down to trigger points at Lakenheath, approximately 6-12 months

EPN should be given some notice, C/Cllr Noble will let EPC know

C/Cllr Noble raises the issues about Council Tax constantly.

He will look into potential funding. The parishes in his division include Eriswell and Lakenheath.

- d. Update from West Suffolk D/Cllr G Kelly and /or D/Cllr T Whitehead.

D/Cllr Kelly told the meeting that there was one thing he had not touched on during the Assembly: he is disappointed that there is so little that is asked for by the area from the Community Chest.

#### 2024/16 **Lords Walk Grassed areas**

- a. This is becoming a problem; the grass is very long and unkempt

After a long dry spell there is a very serious risk of fire.

The old growth has dried out and it is an absolute eye sore.

Is Mr Shipp deliberately leaving it for planning leverage?

Lords Walk needs a Residents Association.

C/Cllr Kelly has Planning meeting on Monday next week, planning consent refused.

Mr Shipp had a report done by Saville's which he says is still valid (thought to be currently null and void).

Also social housing- West Suffolk Council are leaning on developers to supply affordable houses and affordable rent (40%). Principal residence advocated- i.e. can only buy if you are going to live in it.

There should have been covenants when the houses were sold off, with a land management fee to manage the communal ground.

With land ownership comes responsibility: West Suffolk Council are telling Mr Shipp that he is not going to get planning. Need to push for a Residents Association.

2024/17   **MATTERS RELATING TO PLANNING**

- a. To consider DC/22/1693 sent to cllrs 10/05/2024. 1 day extension granted by Jo-Anne Rasmussen  
Concrete batching plant. Land at Brandon Road, Brandon Road, Eriswell.

Decision  
sent  
28.05.24

The eyesore at Wangford Road- supposed to have been parking shuttle for USAF, then Covid hit. It has evolved into lorry park for Rory Holbrook. Has applied for an extension to the temporary provision. West Suffolk Council has written to say that original specifications have not been met and it will have to revert to special protection area.

The traffic survey grossly understated the number of trucks

It is anticipated that the application will lead to more traffic on the A1065

## DECISION

**OBJECTION:** on grounds of pollution, highways safety, noise, smell, access and traffic

The wheel washer needs to keep dirt contained in that area.

## 2024/18 FINANCE/ AUTHORISATION OF PAYMENTS/ DONATIONS

- a. The May 2024 itemised expenditure/ invoices for payment was **APPROVED** and the signatories authorised to sign the relevant cheques.
- b. The Quarter 4 Accounting Statement 2023-2024 were **RECEIVED** and **AGREED**
  - (i) Payments made
  - (ii) Payments Received
  - (iii) Bank Reconciliation
  - (iv) Budget/ Expenditure
- c. The Annual Governance and Accountability Return 2023-2024 for submission to internal auditor and PKF Littlejohn, was unanimously **AGREED** and the Chairman to sign:
  - (i) Section 1 Annual Governance Statement
  - (ii) Section 2 Accounting Statements
- d. The signed Internal Control Statement was **RECEIVED**
- e. The EPC Risk Assessment was **AGREED**

## Appendix A

## Appendix B

Appendix  
C2024/19 **SID REPORT**

- a. Report from SID management volunteers Cllr R Hall and G Tolmie:  
The SID is now at the Volvo Garage

Appendix  
D

## 2024/20 CHAIRMANS and OTHER REPORTS

- a. Chairmans itinerary and report
  - a) Meeting with C/Cllr Noble 17/05/2024 -Cllr L Hall & clerk: deferred pending Cllr Halls return.
- b. Clerks report
  - a) Decarbonisation Initiative Fund: progressing
  - b) Update on Asset of Community Value  
Unit 10 Little London – additional cost (repair) **£654.16 + VAT** Sent to cllrs 22/05/2024 **AGREED**  
(quotation to replace the above obsolete lantern with a new LED type and to install a new weatherproof box for safe isolation purposes for future maintenance)

c) Thriving Communities Scheme is replacing the Community Chest

b. Councillors' reports

- a) Benefits of getting and using a .gov.uk domain (Cllr Tolmie)  
Recommended (not mandatory) that all PCs get a .gov address.  
This is a cabinet initiative.
  - 1. Agree domain name
  - 2. Recommend: tap into  
**AGREED** that Cllr Tolmie would look into costings
- b) Funding application for two new items of play equipment at the Recreation Ground had been suggested by Cllr J Foster). It was agreed that ERGMC would work up an application inclusive swing seats, new bark.

c. Reports from other groups

- a) Eriswell Recreation Ground Committee: A generous donation has been made to the Eriswell Recreation Ground Management Committee. Need to be able to generate income
- b) Reading Room Committee: The problem is it's not our building. Ground source heat pump? Cash wise the committee is stable. Need new loppers
- c) Poors Charity: have had two meetings. Nearly rented ground out, were going to rent out to people with animals. Will cut down and fence, turn into one large allotment/ may be able to split into smaller plots.
- d) Report from Cllr G Tolmie, Eriswell Footpath Warden - nothing to report, five finger posts left to do

2024/21 **EXCHANGE OF INFORMATION:** Information may be shared (with the permission of the Chairman)  
None

Next meeting June 25<sup>th</sup> 2024

Meeting closed 9.01pm



## Appendix A

Payee	Item	Amount
Community Action Suffolk *	Duplicate requested by payee	£60.00
Staff costs	April	£466.45
Staff costs	May	£466.45

## Appendix B

### Annual Governance and Accountability Return 2023/24 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 2023/24

- 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:
  - does not meet the qualifying criteria for exemption; or
  - does not wish to certify itself as exempt
- Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
  - The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email **or** by post (not both) **no later than 30 June 2024**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
  - The **Annual Governance and Accountability Return (Form 2)** which is made up of:
    - Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
    - Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
    - Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.

**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
- The authority **must** approve Section 1 Annual Governance Statement **before** approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.

#### 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 2023/24**, page 4
- **Section 1 – Annual Governance Statement 2023/24**, page 5
- **Section 2 – Accounting Statements 2023/24**, 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 2023/24 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.

Annual Governance and Accountability Return 2023/24 Form 2

Page 4 of 6

## Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2023/24, 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 2024. 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 2024**. 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 initialised.
- 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 Chair, 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 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- 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 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation available for publication?	✓	
Section 2	Has the 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 Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2024</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> )	n.a.	

\*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 2023/24 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 2024, 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 2024 and a completed Certificate of Exemption is submitted no later than **30 June 2024** notifying the external auditor.

Eriswell Parish Council

certifies that during the financial year 2023/24, 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 2023/24: £16,114

Total annual gross expenditure for the authority 2023/24: £13,333

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 2020
- In relation to the preceding financial year (2022/23), 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 2024.

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

Signed by the Responsible Financial Officer

Date

*A. Glading*

28/05/2024

I confirm that this Certificate of Exemption was approved by this authority on this date:

28/05/2024

Signed by Chair

Date

*[Signature]*

28.05.24

as recorded in minute reference:

2024/18 c.

Generic email address of Authority

eriswellparishclerk@outlook.com

Telephone number

01842 337488

\*Published web address

<http://eriswell.onesuffolk.net>

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2024. Reminder letters for late submission will incur a charge of £40 + VAT.**

Annual Governance and Accountability Return 2023/24 Form 2

Page 2 of 2

## Annual Internal Audit Report 2023/24

Eriswell Parish Council

<http://eriswell.onesuffolk.net>

Website/Email Address

During the financial year ended 31 March 2024, 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 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

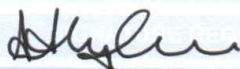
Date(s) internal audit undertaken

11/06/2024

Name of person who carried out the internal audit

ANTHONY JOHN PREECE

Signature of person who carried out the internal audit



Date

12/06/2024

\*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 2023/24

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 2024, that:

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

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

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

28/05/2024

and recorded as minute reference:

2024/18 C.

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

Chair

Clerk

### 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 2023/24 for

Eriswell Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	28,292	37,316	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	14,549	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	5,980	1,595	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	5,454	5,733	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	6,051	7,600	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	37,316	40,127	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	37,316	40,127	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	65,739	66,496	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).
<b>For Local Councils Only</b>	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)		✓	
11b. Disclosure note re Trust funds (including charitable)			✓

I certify that for the year ended 31 March 2024 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

*AC Grading*  
Date 27/05/2024

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

28/05/2024

as recorded in minute reference:

2024/18 c.

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

*[Signature]*

**ERISWELL PARISH COUNCIL**

**INTERNAL CONTROL STATEMENT FOR YEAR ENDING 31 MARCH 2024**

**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 by Eriswell Parish Council



## ERISWELL PARISH COUNCIL

### INTERNAL CONTROL REPORT

The Accounts & Audit (England) Regulations 2015 aims to strengthen governance and accountability through requirements related to internal control and internal audit.

Whilst the Parish Council has reviewed the effectiveness of the internal audit (independence, competence, proportionate and scope), it has a requirement levied on it to ensure that its financial management is adequate and effective and that it has a sound system of internal control: -

'The regulations require active participation by members in providing positive assurance to the electors of their stewardship of public money. The framework of accountability is risk-based i.e. level of control and management must be appropriate to the risk involved. The Council must determine the most appropriate method of internal control.... care should be taken to ensure that internal control tests are proportionate and relevant and that they are neither seen as, nor intended as, undue interference in the RFO's day to day management of financial affairs.'

As part of its internal control, the Parish Council has appointed a non-signatory Councillor to conduct a review of the system of internal control via the following tests on a quarterly basis with a written report of any findings to be submitted to the Council and minuted as received.

CONTROL TEST	TEST DONE	COMMENTS
	Yes or No	
Ensuring an up to date Register of Assets	✓	
Regular maintenance arrangement for physical assets	✓	
Annual review of risk and the adequacy of Insurance cover	✓	
Annual review of financial risk	✓	
Awareness of Standing Orders and Financial regulations	✓	
Adoption of Financial and Standing Orders	✓	
Regular reporting on performance by contractors	n/a	
Annual review of contracts (where appropriate)	n/a	

Regular bank reconciliation, independently reviewed	✓	
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	✓	
Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved	✓	
Payments supported by invoices, authorised and minuted	✓	
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	✓	
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification	✓	
Contracts of employment for staff	✓	SALC payroll service
Contract annually reviewed	✓	
Updating records to record changes in relevant legislation		
PAYE/NIC properly operated by the Council as an employer		
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook	✓	
Regular financial reporting to Parish Council	✓	
Regular budget monitoring statements as reported to Parish Council	✓	
Compliance with DCLG Guide <i>Open &amp; Accountable Local Government</i> 2014, Part 4: Officer Decision Reports	✓	

Compliance with Local Transparency Code Of 2014: Items of expenditure incurred over £500	✓	
Verifying that the Council is compliant with the General Data Protection Regulation requirements  Are the following in place: <ul style="list-style-type: none"> <li>• Audit / Impact Assessment</li> <li>• Privacy Notices</li> <li>• Procedures for dealing with Subject Access Requests</li> <li>• Procedure for dealing with Data breaches</li> <li>• Data Retention &amp; Disposal Policies</li> </ul>	✓	
Minutes properly numbered and paginated with a master copy kept in for safe-keeping	✓	
Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality	✓	
Adoption of Codes of Conduct for Members	✓	
Declaration of Acceptance of Office	✓	

Review of system of Internal Controls carried out by:

Name: GARTH TOLMIE

JANE FOSTER

Signature:



Additional comments by reviewer:



## Appendix D

On 31 August 2023 at 15:00 the SID was installed on the B1112 on the pole positioned at the start of the village of Eriswell. The SID was positioned to monitor traffic coming from the A1065 on the B1112 heading towards the St. Laurence church in Eriswell.

Traffic speed was measured from 00:00 on 21 March 2024 up until 10:59 of 16 April 2024.

There are between 2700 and 3000 vehicles per weekday passing this point heading towards Eriswell.

There are between 1900 and 2400 vehicles per day over the weekend heading towards Eriswell.

The busiest times during the week are 06:00-07:30 (Avg. 320 cars p/h) and 16:00-17:00 (Avg. 270 cars p/h).

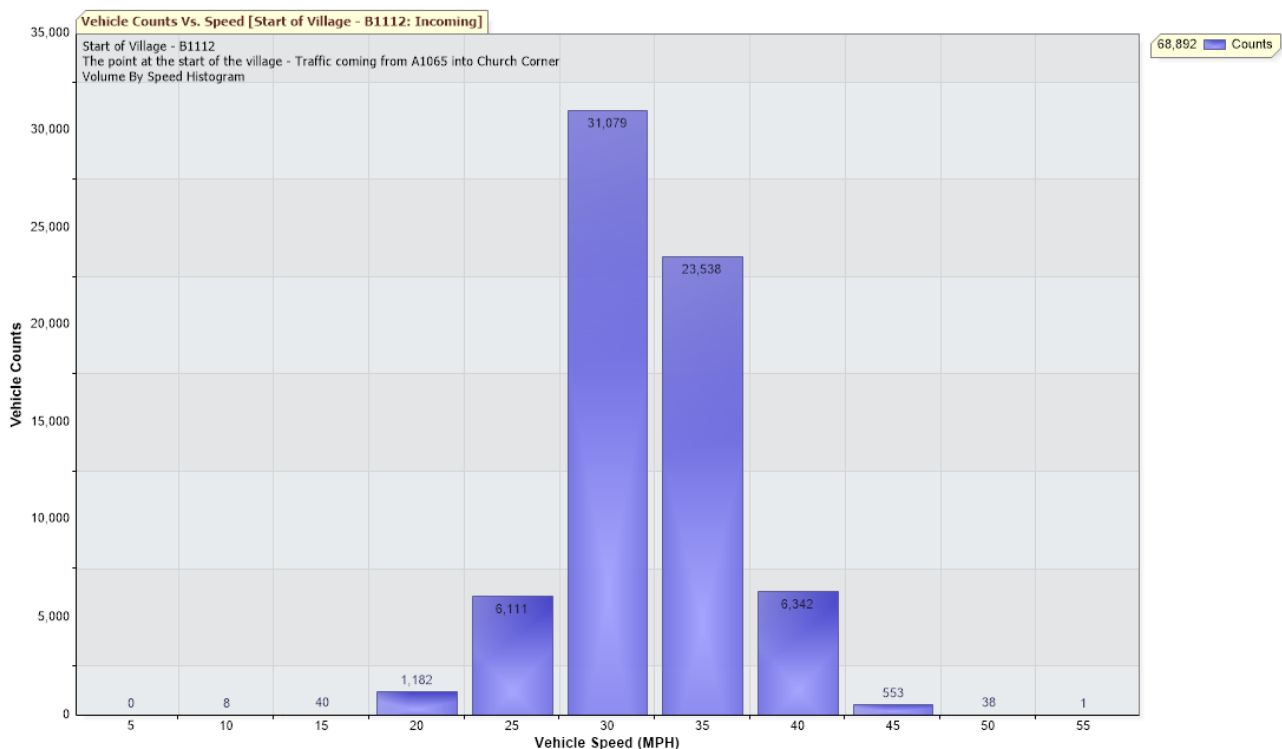
The 85th Percentile Speed (most people) travel at or below **34.3MPH** past his point.

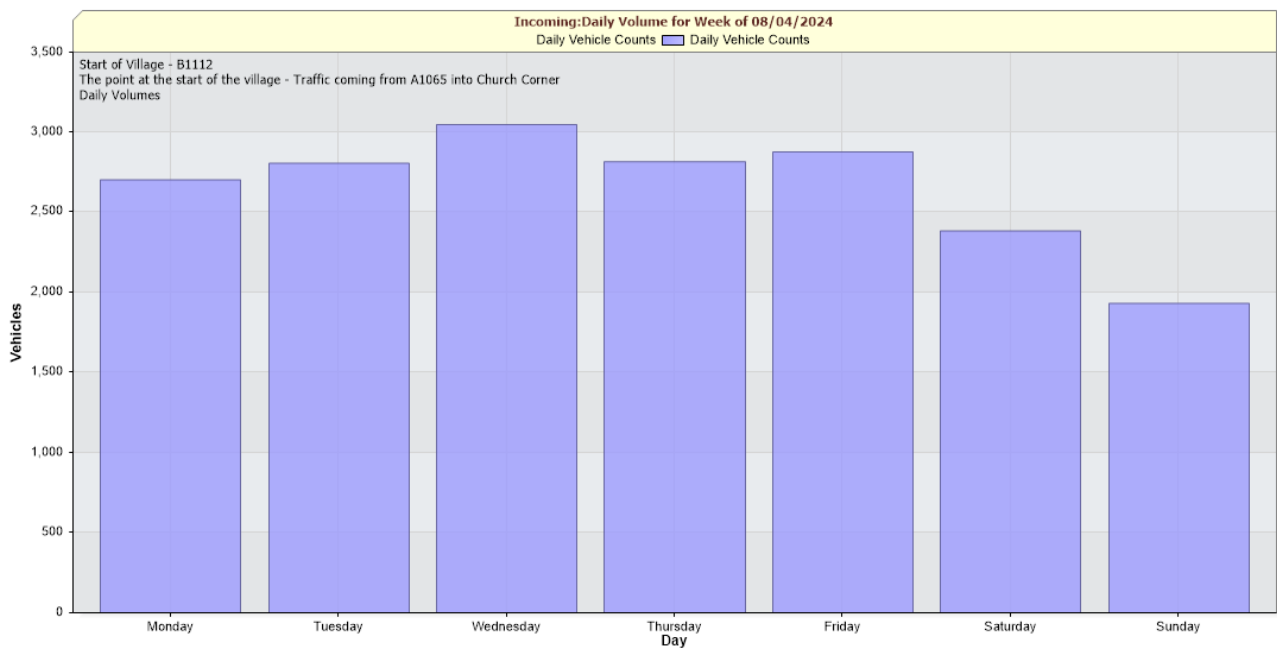
The 50th Percentile Speed (half the traffic) travel at or below **29.4 MPH** past his point.

The fastest speed recorded was **55MPH (x1)**.

The next pages show:

- Speed vs vehicle counts at the point listed above.
- Typical hourly volumes (weekdays) passing this point
- Community Speed Watch Team Limit (35MPH) exceedances





Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0 - 1	7	7	6	1	5	8	9
2 - 2	0	0	2	3	1	10	9
2 - 3	1	0	1	0	1	9	5
3 - 4	4	4	2	3	5	2	2
4 - 5	13	17	2	12	11	7	4
5 - 6	61	77	72	38	58	16	7
6 - 7	84	95	75	55	54	15	9
7 - 8	40	60	44	37	37	17	9
8 - 9	23	33	28	11	25	32	12
9 - 10	29	33	26	4	20	20	29
10 - 11	35	28	26	16	21	21	32
11 - 12	38	19	28	21	22	23	38
12 - 13	40	15	24	30	23	21	21
13 - 14	54	24	22	28	38	27	37
14 - 15	52	24	33	21	21	24	24
15 - 16	64	41	33	52	29	33	27
16 - 17	57	41	40	52	41	27	29
17 - 18	52	28	46	38	31	30	27
18 - 19	31	18	12	27	18	24	25
19 - 20	20	8	13	18	18	20	13
20 - 21	19	11	12	19	18	17	8
21 - 22	18	17	19	20	22	15	17
22 - 23	20	13	10	12	14	8	14
23 - 24	8	6	10	6	12	8	6
<b>Totals</b>	<b>770</b>	<b>619</b>	<b>586</b>	<b>524</b>	<b>545</b>	<b>434</b>	<b>413</b>