



ERISWELL PARISH COUNCIL

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MINUTES

of the ERISWELL PARISH COUNCIL MEETING held on JUNE 24th 2025 at THE READING ROOM ERISWELL

Present:

Cllr G Tolmie (Chairman)

Cllr A Bibbey

Cllr B Foster

Cllr T Harrington

In attendance: N Glading (parish clerk), J Tillotson (MoD) D/Cllr G Kelly and three members of the public.

2025/ 23	CHAIRMANS WELCOME and RECORDING OF MEETING
	The Chairman welcomed all to the meeting. No recording.
2025/ 24	APOLOGIES FOR ABSENCE
	a) Apologies for absence had been received from: Cllr J Foster, Cmdr. A Eaton, A Blenkiron, C/Cllr C Noble. b) The Councillors consented to accept the apologies received
2025/25	CO-OPTION OF NEW COUNCILLOR
	a) Co-option of a Councillor to replace Cllr L Hall There were no nominations.
2025/ 26	DECLARATIONS OF INTEREST
	None
2025/27	MINUTES OF THE MEETING HELD in May 2025
	a) The minutes of the Parish Council meetings held in May 2025 were unanimously AGREED as an accurate record and the Chairman authorised to sign the same.
	b) Business remaining from the meeting not on this agenda: None
2025/28	PUBLIC PARTICIPATION
	a) A resident informed the meeting that the pot holes at Little London remain an issue b) Cllr Tolmie has complained to PROW team that Footpath 1 has not been cut properly.
2025/29	UPDATES FROM COUNTY/DISTRICT COUNCILLORS
a.	Update from Commander Adam Eaton: not present, J Tillotson reported that have been noise complaints and that every effort has been made to mitigate this. There has been a prolonged period of settled weather, therefore planes are taking off towards Brandon, which may have led to an impression of more activity.

	<p>Enquiries were made to the Noise and Vibration centre about noise contours: no immediate plans to update the current information.</p> <p>Working with Amazon and Elveden on the drop off point to mitigate traffic bottleneck is a work in progress still. Will talk to Bruce Holly tomorrow for a specific update on traffic.</p> <p>J Tillotson told the meeting that the Suffolk Resilience Forum wants an update on the EPC Emergency Plan.</p> <p><i>J Tillotson left the meeting</i></p>
b.	<p>Update from C/Cllr Colin Noble: had been aiming to attend but was held up</p>
c.	<p>Update from West Suffolk D/Cllr Gerald Kelly and /or D/Cllr Tracy Whitehead (D/Cllr Whitehead was not present)</p> <p>D/Cllr Kelly is the portfolio holder for Governance Regulatory and Environment, with responsibility for Lakenheath, Eriswell and Elveden. He was in London yesterday at the Climate Action week, there were several important people/ celebrities in attendance, such as Natasha Kaplinski, Stephen Fry, Hannah Fry, UN Sec General Representative, Emma Pinchbeck (she chairs the committee, and is Microsoft Director), Damon Hill.</p> <p>Africa is looking to reduce the stranglehold of utility companies.</p> <p>Local Government Reform continues the circular arguments: a unitary authority is not popular. Ultimately, the decision will be made by the Secretary of State.</p> <p>West Suffolk Council are keen to ensure that the reserves that have been built up are not just absorbed into the new entity. Parishes may be able to take on additional responsibility.</p> <p>Recycling is to be simplified, with a second wheelie bin for recycling. Customers will have four bins: normal for land fill, plus two for recycling, and a food caddy.</p> <p>D/Cllr Kelly was in Mildenhall today, clearly the temperature is up, the USAF are clearly sensitive.</p> <p>Health Service: integrated care boards told to reduce by 53%</p> <p>Online presentations on devolution - links have been sent out by the clerk</p> <p>Update on the signs and West Suffolk Enforcement last Tuesday the Cabinet took steps to target Enforcement and the apparent lack of action.</p>
d.	<p>Update from a representative of Suffolk Police: The new incumbent, Scott Cameron, introduced himself, he is getting feel for what's going on in the area. He has previously worked in Bury St Edmunds.</p> <p>There is no Community Speed watch in Eriswell. He will carry out speed checks. Currently monitoring and making sure everyone is safe. Checking licences e.g. Chequers. There have been irrigation system thefts from farms in the area.</p> <p>Cllr Tolmie: we do have a Speed Indication Device, and he has initiated an excel spreadsheet which shows when transgressions occur. The SID statistics are included in the minutes.</p> <p>Lords Walk is a parking nightmare.</p> <p>No-one has met the local traffic officer.</p> <p>LPC understands that Police no longer deal with traffic, but there are issues which officer Cameron agreed to pass on.</p> <p>A caravan was stolen two days ago from Lords Walk.</p> <p>D/Cllr Kelly observed that whilst parking was ditched by the police and taken on by District Councils, the Police kept offences that carry endorsement e.g. parking on zig zags. The real problem is that bad parking has become a habit. Relying on traffic officers is not prudent.</p> <p>Q: Past few weeks- night time (c 10 to 11 at weekends) there appears to be a form of drag racing down the main road?</p>

	A: Officer Cameron is aware of this. <i>Officer Cameron left the meeting</i>
e.	Update from Mr A Blenkiron , MD Elveden Farms: had given apologies
2025/30	LORDS WALK UPDATES
a.	Update on Radcliffe Road streetlights (Suffolk County Council Streetlighting) Cllr Noble was not at the meeting; it was noted that he has confirmed that the streetlight lights are on order.
b.	Update on advertising signage (Planning Enforcement WSC): covered at 2025 /9 c.
c.	Letter to land owner about progress on his formal proposal of land transfer to PC. It has been several months now, still no response from Mr Shipp or his associate.
d.	At Earlsfield shopping centre, the redundant lights are a clear tripping hazard. Not sure if all are disconnected. Clerk to speak to the car park owner about health and safety and removal. D/Cllr Kelly is concerned and will approach environmental health should it become necessary.
2025/31	MATTERS RELATING TO PLANNING
	None at time of agenda Cllr Tolmie has observed that the West Suffolk Planning site has a map that is not working, which has been the case c. 3 months.
2025/32	FINANCE/ AUTHORISATION OF PAYMENTS/ DONATIONS/OTHER EXPENDITURE
	a. The items of expenditure for June 2025 were APPROVED and the appropriate councillors authorised to sign off. Appendix A b. RECEIVED: Auditors Report and signed off AGAR Appendix B c. RECEIVED: EPC Accounts First Quarter 2025/2026 Appendix C
2025/33	SID REPORT
a.	RECEIVED: Summary Report from Cllr G Tolmie, manager of SID device: a full report to be published next month. NOTED: that the traffic enforcement officers appear at the least effective times. Appetite for a Speed watch team remains low, plus the camera is expensive, also the attitude of drivers can be difficult for team members. ANPR is really the answer.
2025/34	EPC EMERGENCY PLAN REVIEW
a.	The EPC Emergency Plan was considered and AGREED No councillors phone numbers to be included. D/Cllr Kelly told the meeting that, in the 1960s, an advice letter from the MoD went out – inside the wire, they must notify us, outside the wire, nothing to do with MoD. If anyone has a copy of the original letter, please let the clerk know. Inside the Base, shutters have come down. The Emergency Plan should be about communications rather than response.
2025/35	CHAIRMANS and OTHER REPORTS
a.	<u>Chairmans/ clerk report (on the night)</u> (i) Update on the installation of outside electric points at Lords Walk shops and Pavilion: clerk has spoken to Kim about using the socket outside the Manna café. An email has been sent outlining the initiative. (ii) New .gov email addresses: the commencement date of changeover was AGREED as 01.07.2025

	(iii) Commemorative bench: the councillors considered the siting of the new decorative bench It was unanimously RESOLVED to select option 5 Appendix D
b.	<u>Councillors' reports (on the night)</u> (i) Tractor tyre: Cllr Harrington told the meeting that she has found someone in Ely who wants it, awaiting collection.
c.	<u>Reports from other groups</u> a) Eriswell Recreation Ground Committee (AGM) including recent PIC Report: approached by Lakenheath Youth Football Club. The club management would take on the responsibility of getting the ground up to football standards. There are matches on Saturday and Sunday. Cllr B Foster feels that it would be shame to lose the playing field. Chequers will benefit and we will have something more useable. The wooden chain bridge has had to be removed (inspectors report) Next Agenda – discuss how the parish council could support the playing field. b) Reading Room Committee (AGM) Replacement windows for the back end are on the way, courtesy of Elveden, and, once installed, the chairman will organise a decorating working party. Idea of improving lighting with LEDs. Gate remains to be done. Thanks to Cllr Bibbey for mowing round the outside. Cllr B Foster will look at the fence to check that all is well. c) Poor's Charity: Publicity `for rent` adverts have gone up, awaiting response. Cllr Tolmie will post on Facebook. d) Report from Cllr G Tolmie, Eriswell Footpath Warden: Fingerpost broken (bridleway 4) reported to PROW. Sparkes Farm permissive pathway being used by several people.
2025/36	EXCHANGE OF INFORMATION: Information may be shared (with the permission of the Chairman) None

Meeting closed 8.50pm

Remaining meetings 2025

July 29th 2025

August 2025 Summer break

September 30th 2025

October 28th 2025

November 25th 2025

December 2025 Winter break

Appendix A

ACCOUNTS PAYABLE JUNE 2025

Payee	Item	Amount	VAT reclaimable	vat number
NG	salary May 25	£486.22		
NG home working	Apr to June	£78.00		
Ayuntee Accounting	Internal Audit fee	£150.00	£25.00	324904314
Bench	David Ogilvie	£2,107.00	£351.20	498729960
ICO	Annual fee	£52.00		
HMRC	Tax	£553.40		

Appendix B

Annual Governance and Accountability Return 2024/25 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 2024/25

- 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 2025**. 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 2025**.

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 2024/25**, page 4
- **Section 1 – Annual Governance Statement 2024/25**, page 5
- **Section 2 – Accounting Statements 2024/25**, 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 2024/25 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. The words "external auditor" have the same meaning as the words "local auditor" in the Accounts and Audit Regulations 2015.

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

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return (AGAR) 2024/25, 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 2025. 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 2025**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or 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 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- 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 2025**.

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 31 March 2025 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>)		

Certificate of Exemption – AGAR 2024/25 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 2025, 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 2025 and a completed Certificate of Exemption is submitted no later than **30 June 2025** notifying the external auditor.

ERISWELL PARISH COUNCIL

certifies that during the financial year 2024/25, 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 2024/25: **£15,127**

Total annual gross expenditure for the authority 2024/25: **£13,114**

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 2021
- In relation to the preceding financial year (2023/24), 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 2025.

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

Signed by the Responsible Financial Officer

Date

29/04/2025

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

29/04/2025

Signed by Chair

Date

29/04/2025

as recorded in minute reference:

2025/158d.

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 2025. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2024/25

ERISWELL PARISH COUNCIL

<http://eriswell.onesuffolk.net>

During the financial year ended 31 March 2025, 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 2024/25 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 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 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 2024-25 AGAR period, were public rights in relation to the 2023-24 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 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

02/04/2025

ANTHONY JON FREEL

Signature of person who carried out the internal audit



Date

02/04/2025

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).
If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is due to be repeated. If coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

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 2025, 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 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:

29/04/2025

and recorded as minute reference:

2025/158 d.

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>

Section 2 – Accounting Statements 2024/25 for

ERISWELL PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	37,316	40,127	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	15,127	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,595	0	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	5,733	6,064	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	7,600	7,050	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	40,127	42,140	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	40,127	42,140	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	66,496	72,496	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).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date 28/04/2025

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

29/04/2025

as recorded in minute reference:

2025/158 d.

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



Appendix C

Transaction Date	Transaction Type	Transaction Description	Debit Amount	Credit Amount	Balance
28/05/2025	FPO	MS N J GLADING REIMBURSE ANNUAL MEETING	£29.44		£19,840.89
28/05/2025	FPO	MS N J GLADING MAY SALARY 404337	£486.02		£19,870.33
28/05/2025	FPO	IT SERVICES CAS INVOICE	£193.00		£20,356.35
27/05/2025	PAY	LLOYDS SERVICE CHARGES REF : 454761310	£4.25		£20,549.35
01/05/2025	FPO	WEST SUFFOLK COUNCIL BINS	£599.91		£20,553.60
01/05/2025	FPO	SUFFOLK ASSN LOCAL COUNCILS PAYROLL	£54.00		£21,153.51
01/05/2025	FPO	SUFFOLK ASSN LOCAL COUNCILSMEMBERSHIP	£277.06		£21,207.51
01/05/2025	FPO	MS N J GLADING APRIL SALARY	£722.06		£21,484.57
01/05/2025	FPO	MS N J GLADING APRIL EXPENSES 404337	£64.78		£22,206.63
28/04/2025	BGC	PRECEPT		£15,741.00	£22,271.41
14/04/2025	FPO	SUFFOLK COUNTY COUNCIL STREETLIGHTS	£561.96		£6,530.41
14/04/2025	FPO	HMRC - ACCOUNTS TAX OS advised by SALC	£349.80		£7,092.37
14/04/2025	FPO	ERISWELL PLAYING FIELD GRANT	£400.00		£7,442.17
08/04/2025	PAY	TRANSFER TO SAVINGS ACCOUNT as instructed	£20,000.00		£7,842.17
07/04/2025	BGC	HMRC REFUND VAT		£701.84	£27,842.17
Total first qtr			£23,742.28	£16,442.84	
Reconciliation					
Opening Balance	£27,140.33				
Debits	23,742.28				
	3,398.05				
Credits	£16,442.84				
	19,840.89				

Appendix D

Bench Siting Options – June 2025



Eriswell Parish Council purchased a VE commemorative bench which has recently arrived and the siting thereof has to be decided.

The bench will have to be affixed to a rectangular patch of concrete which will still have to be put in place.

To date 5 proposals have been received. I strongly encourage all to visit the proposed sites, spending some time at each location to get a feeling of the site.

The site options are listed below.

Option 1

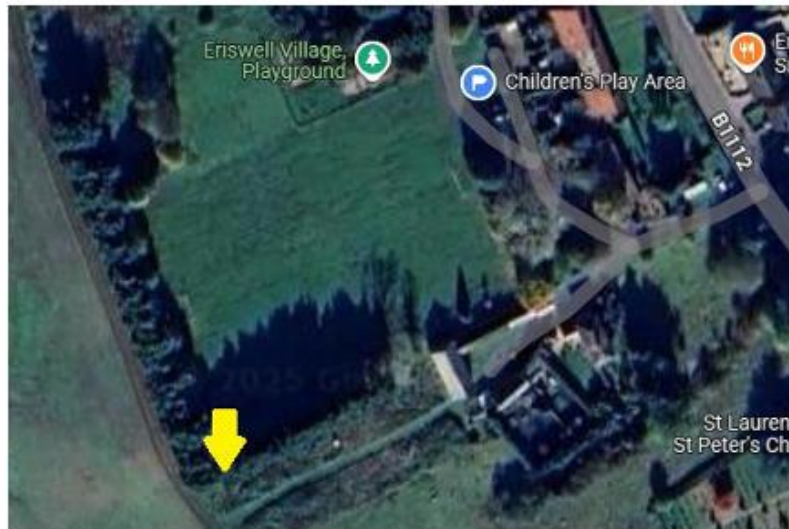
The commemorative garden (aka the circle). <https://w3w.co/long.clotting.enlighten>



The commemorative garden is a circular patch of mowed field located just beyond the north west corner of the playing field. The field is surrounded by trees that have been planted over the years to commemorate various events. It is a tranquil location and although there is already a single wooden bench there, recently rejuvenated, there is ample room for a second bench.

Option 2

The playing field. <https://w3w.co/hence.ferrying.absorbs>



This corner of the playing field is used by many walkers daily as a means of access to the farm track and cutoff channel beyond. It is a tranquil location set back a little from the playing field with lots of shade provided by the trees in this corner.

Option 3

The war memorial site. <https://w3w.co/dustbin.brimmed.string>



There is an existing grassy area between the war memorial and the church wall. This is not a tranquil site by any means, but the site does have direct relevance to the bench. There is some afternoon shade provided by the trees in the church.

Option 4

The village square. <https://w3w.co/factories.warms.foresight>.



There is an existing bench in the village square which will have to undergo a revamp in the near future. As the bench will no doubt be removed from site for the works, it would be an ideal opportunity to swap out this bench. This is not a tranquil site, but is set back a bit from The Street and can be safely accessed by many more residents, being central to Eriswell village. The revamped old bench can then be re-sited at option 1, 2 or 5, or possibly with permission from Elveden, sited along the newly established Sparks Farm Path.

The existing cement base is big enough to accommodate the new bench.