



ERISWELL PARISH COUNCIL

Parish clerk: Nicola Glading

Phone: 01842 337488

Email: eriswellparishclerk@outlook.com

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

Notes from the Eriswell Parish Annual Assembly **(Annual Parish Meeting) 2025**

Five members of the public, D/Cllr G Kelly, Mr A Blenkiron, Cllr Tolmie, Cllr Bibbey, Cllr James and the clerk, N Glading, were present.

ANNUAL ASSEMBLY 2025

1. Chairman's report: Cllr Tolmie told the meeting that this is an occasion when we look back. Eriswell parish council has had a productive year, managed to go forward on some issues, changes, new people.
2. Reports from community groups:
 - a) **Eriswell Recreation Ground Committee**: The Pavilion kitchen is very dilapidated. The clerk has sourced some funding to help with some of the required renovations, and some of the play equipment improvements indicated by the monthly inspection report. Andrew Bibbey is getting a quote to reboard the ceiling. In the past, the Pavilion was used by a football team. Looking at rejuvenation. There are issues with moles, David King has come up with an innovative attachment to the tractor, which flattens the molehills. Doug and Amanda very keen to join in and helping with the mowing.
 - b) **Reading Room Committee**: A Bibbey told the meeting that the Reading Room Committee is very grateful to Andrew Blenkiron and Elveden Farms, as some of the rotten windows are to be replaced, which is great news. Patch painting is currently underway, and a new electric point installed by James Brunning.
 - c) **Poor's Charity**: Bryan Foster had given his apologies; this is a dormant charity.
 - d) **Eriswell Footpath Warden**: The old definitive map now transitioned to a pdf. Garth Tolmie spotted that around half of the footpaths were unmarked on the new version, he is discussing this with Suffolk County Council, seeking correction.
 - e) **Other groups**: Parochial Church Council: on the spiritual side we have maintained our congregation. The new position being advertised, currently being covered by Mark/ Paul Tamma, Andy Borrat. Pearl Brunning has been PCC treasurer for 53 years. The biggest challenge is the lack of income. £10,000 per annum has to be paid to the Diocese to cover the Diocesan management structure. The Friends of St Lawrence Church have been working at putting in a toilet, the approximate cost of which is £50,000. Andrew Bibbey maintains the churchyard on a voluntary basis. Eriswell parish council has funded the purchase of plants alongside the wall, Andrew Bibbey has planted out.
 - f) **Reports from members of the public**
The new people at the Pub are willing to get involved
3. **Summary of Expenditure and Income**
This is the same as the more detailed report at 2025 158c.

SCC	Streetlights	£2,047.37
WSC	Bins	£574.08
staff	Home working £79 + £23.10 postage	£102.10
staff	Salary March 2024	£466.45
staff	Salary June 2024	£466.45
CAS	website	£60.00
SALC	Payroll fee	£54.00
staff	salary April £466.45 May £466.45	£932.90
ICO	FEE	£40.00
Ayunttee Accounting	Internal Audit	£150.00
SALC	Membership fee	£210.03
staff	Homeworking allowance	£79.00
staff	Salary July 2024	£466.45
Reading Room	Hall hire	£80.00
HMRC (cheque dated 24/09/2024)	Tax	£349.80
staff	Salary Sept 2024	£466.45
staff	Salary August 2024	£466.45
Clear Insurance	Insurance	£893.90
One suffolk	Web hosting	£60.00
N Glading	Home working £79 + £30.30 xmas lights	£109.30
staff	salary oct 24	£466.45
SALC	payroll service	£36.00
A Bibbey	re-imburse	£194.74
Elveden farms	xmas trees	£399.60
staff	salary Nov 24	£466.45
staff	salary Dec 24	£466.45
staff	salary Jan 25	£466.45
Lakenheath pc	wreath	£20.00
HMRC	Tax	£349.80
HMRC	underpayment advised by SALC	£718.91
staff	salary Feb 25	£466.45
HMRC	underpayment advised by SALC	£35.96
Lloyds	bank charge	£5.75
A Bibbey	plants war memorial and duplicate noriceboard key	£74.50
staff	Salary March 25	£548.80
SALC	Playground insp training	£318.00
Lloyds	bank charge	£4.75
Year end total expenditure		£13,113.79

4. Looking forward: Noted that the revenue generated from events was very low. On the plus side, people will access the `old` part of the village via the permissive footpath which is being provided by Elveden. Pearl Brunning suggests a speaker next year, to be confirmed by the Chairman.



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MINUTES

of the **ERISWELL PARISH COUNCIL MEETING** held on **APRIL 29th 2025**

Present:

Cllr G Tolmie

Cllr A James

Cllr A Bibbey

N Glading parish clerk; D/Cllr G Kelly; Mr A Blenkiron, MD, Elveden Farms.

Five members of the public

2025/ 148	CHAIRMANS WELCOME and RECORDING OF MEETING
a.	The Chairman welcomed all to the meeting- no declared recording
2025/ 149	APOLOGIES FOR ABSENCE
	a) Apologies had been received from Cllr B Foster and Cllr J Foster b) The Councillors consented to accept the apologies received
2025/150	CO-OPTION OF NEW COUNCILLOR
b.	a) Co-option of a Councillor to replace Cllr L Hall: there were no nominations. b) Clerk to ask Cllr Toyah Harrington to provide her completed Declaration of Interest form.
2025/ 151	DECLARATIONS OF INTEREST
	To receive Members' declarations of Disclosable Pecuniary Interests: None
2025/152	MINUTES OF THE MEETING HELD in March 2025
a.	The minutes of the Parish Council meeting held in March 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: recruitment of new Councillors – next meeting
2025/153	PUBLIC PARTICIPATION
	Members of the public may speak about specific items on this agenda or suggest future items: None
2025/154	UPDATES FROM COUNTY/DISTRICT COUNCILLORS
a.	<u>Update from Sqd. Ldr. Adam Eaton:</u> Not present (i) Amazon locker including copy of diagram supplied at last meeting (ii) Primary issue is van collections, Evri, tesco etc
b.	<u>Update from C/Cllr Colin Noble:</u> Not present
c.	<u>Update from West Suffolk D/Cllr Gerald Kelly and /or D/Cllr Tracy Whitehead</u> (D/Cllr Whitehead was not present) D/Cllr Gerald Kelly reported on a local issue in Lakenheath, a side wall the flint has come away from the inner chalk wall. Traffic lights are in place. West Suffolk are the first to go for LEDs in country. The 2030 Net zero target will be revised. Not feasible.

	<p>Local Gov Reform- focussing on towns/ parishes taking on West Suffolk land. 1/2/3 unitaries in Suffolk? Deadline is next Friday; the Secretary of State makes the decision in the Autumn.</p> <p>Fewer Neighbourhood Watch groups anymore.</p> <p>Lakenheath: Sport England picked Lakenheath to produce a report on sustainable projects. Trying to ensure as broad as possible, including Eriswell.</p> <p>One idea is a cycle track around Lakenheath. Remember that this is not all around defined sports, could be (e.g.) gardening. West Suffolk has some money if you know of anything that's wanted please shout.</p> <p>D/Cllr Kelly will send Cllr Bibbey a link (Church improvements).</p> <p>Cllr Tolmie asked for examples of extra responsibilities parish councils could have?</p> <p>D/Cllr Kelly: one example is the second play area Lakenheath at Bristow Way.</p> <p>The bin collection has been out of sync, largely due bank holidays, apologies.</p>
e	<p><u>Update from Police Officer Pete Maxfield</u>: he has been representative of Suffolk Police for 22 years.</p> <p>PC Andy Green gone, a new person starting, to cover Lakenheath and the Rows with handover. He will introduce himself to clerk</p> <p>Team of 4 to take part in a physical challenge.</p> <p>Statistics show that crime is particularly in our village.</p> <p>Lords Walk was a `hot spot` when he started – theft from vehicles –</p> <p>There was a burglary- grabbed keys of Ford Ranger (the door had been left open)</p> <p>In Lakenheath, there is a problem with stolen vehicles, and theft of trailers</p> <p>Believed to be a local `chop shop` .</p> <p>Organised crime moving up from London.</p> <p>Volvo garage CCTV caught a peculiar crime.</p> <p>Note that there are dodgy people going round offering gardening, this is a scam.</p> <p>Cllr James asked about the anti-nuclear weapons protestors.</p> <p>Pete Maxfield believes that Police presence has been scaled down this year.</p> <p>On Friday there were two arrests, namely aggravated public decency.</p> <p>On Saturday, seven arrests.</p> <p>“Furious and wanton cycling “ is, bizarrely, still on English law books.</p> <p>Attempting to educate US service personnel about scooters.</p> <p>The guilty driver in the B1112 case received a two year sentence. The two policemen who were badly injured at the time are now back at work.</p> <p>There has been some success in reducing drink driving.</p>
e.	<p><u>Update from Mr A Blenkiron, MD Elveden Farms</u></p> <p>Very dry weather, we have received less than one inch of rain.</p> <p>Onions and potatoes doing well.</p> <p>Graziers fairly happy</p> <p>Seventeen pairs stone curlews have made nests.</p> <p>Elveden are building new reservoir, lined with plastic, the extraction will be from Icklingham or bore holes.</p> <p>This Thursday- bidding on food supply for new site.</p> <p>Residential- moving on apace, demand is strong</p> <p>Ten new American tenants.</p> <p>Thatch at the Plough needs attention.</p> <p>Various reports of fly tipping dealt with.</p> <p><i>Mr Blenkiron and D/Cllr Kelly left the meeting.</i></p>
2025/155	LORDS WALK UPDATES
b.	Update on Radcliffe Road streetlights (Suffolk County Council Streetlighting)

	<p>The Chairman reported that C/Cllr Noble has made good on his promise to re-instate these lights (Appendix A)</p> <p>There is concern that the flattened car park lights could be a trip hazard. Clerk to speak to owner of the car park (thought to be the car rental manager)</p>																											
c.	<p>Update on Unsafe/broken footpath light between Myrtle and Hawthorne (Suffolk Council Streetlighting). C/Cllr Noble has arranged for this to be removed (Appendix A)</p> <p>The Councillors thanked C/Cllr Noble for his assistance.</p>																											
e.	Update on advertising signage (Planning Enforcement WSC) No update available.																											
2025/156	MATTERS RELATING TO PLANNING																											
a.	None at time of agenda																											
2025/157	FINANCE/SAVINGS ACCOUNT																											
a.	The clerk confirmed £20k was moved to EPC savings account																											
2025/158	FINANCE/ AUTHORISATION OF PAYMENTS/ DONATIONS/OTHER EXPENDITURE																											
a.	<p>The expenditure April 2025 was AGREED and councillors authorised approved councillors to sign off</p> <table><tr><th>Payee</th><th>Item</th><th>Amount</th></tr><tr><td>Staff salaries April</td><td></td><td>£722.06</td></tr><tr><td>West Suffolk Council</td><td>Bin emptying 04/25 to 03/26</td><td>£599.91</td></tr><tr><td>SALC</td><td>Membership fee</td><td>£277.06</td></tr><tr><td>SALC</td><td>Payroll charge</td><td>£54.00</td></tr><tr><td>Re-imburse Clerk litter pickers</td><td>amazon</td><td>£19.90</td></tr><tr><td>Re-imburse Clerk litter hoops</td><td>amazon</td><td>£27.54</td></tr><tr><td>Re-imburse Clerk</td><td>Postage HMRC</td><td>£3.35</td></tr><tr><td>Re-imburse clerk</td><td>warning triangles for litter pick (Amazon)</td><td>£13.99</td></tr></table>	Payee	Item	Amount	Staff salaries April		£722.06	West Suffolk Council	Bin emptying 04/25 to 03/26	£599.91	SALC	Membership fee	£277.06	SALC	Payroll charge	£54.00	Re-imburse Clerk litter pickers	amazon	£19.90	Re-imburse Clerk litter hoops	amazon	£27.54	Re-imburse Clerk	Postage HMRC	£3.35	Re-imburse clerk	warning triangles for litter pick (Amazon)	£13.99
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b.	<p>The clerk confirmed that a refund from HMRC of £701.84 had been received.</p> <table><tr><th>Income</th><td></td><td></td></tr><tr><td>CLAIM VAT REFUND</td><td></td><td></td></tr><tr><td>07-Apr-25</td><td>HMRC VTR XJV126000102187</td><td>701.84</td></tr></table>	Income			CLAIM VAT REFUND			07-Apr-25	HMRC VTR XJV126000102187	701.84																		
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c.	<p>The end of year accounts, from April 2024 to March 2025 were RECEIVED (Appendix B)</p> <p>(i) Payments made</p> <p>(ii) Payments received</p> <p>(iii) Bank reconciliation and copy of bank statement</p> <p>(iv) Expenditure/ Budget</p>																											
d.	<p>The Annual Governance and Accountability Return (AGAR) 2024/25 was unanimously AGREED in the following order (Appendix C)</p> <p>(i) Section 1 – Annual Governance Statement 2024/25</p> <p>(ii) Section 2 – Accounting Statements 2024/25</p> <p>The Chairman and the clerk signed the AGAR</p>																											
2025/159	SID REPORT																											
a.	<p>Report from SID management volunteer G Tolmie (Appendix D)</p> <p>Cllr Tolmie talked the meeting through the graphs- there are still speeders.</p>																											

2025/160	EPC EMERGENCY PLAN REVIEW and ASSET REGISTER
a.	Left on agenda- suggest deferral until new email addresses are available
b.	The final Asset Register was unanimously AGREED (Appendix E)
2025/161	CHAIRMANS and OTHER REPORTS
a.	<u>Chairmans/ clerk</u> report (on the night) <ul style="list-style-type: none"> (i) Update on the installation of outside electric points at Lords Walk shops and Pavilion: Mr James Brunning has been asked to look at the sites. (ii) Litter pick 12th April 2025: many bags of rubbish were collected, in all there were approximately thirteen volunteers, all local people. (iii) VE day: commemorative bench has been ordered: clerk to chase
c.	<u>Councillors'</u> reports (on the night) None
d.	<u>Reports from other groups</u> were covered during the Annual Assembly <ul style="list-style-type: none"> a) Eriswell Recreation Ground Committee b) Reading Room Committee c) Poor's Charity d) Report from Cllr G Tolmie, Eriswell Footpath Warden
2025/162	EXCHANGE OF INFORMATION: Clerk on annual leave from 12/05/2025 for two weeks

Light refreshments were served after the meetings

Meetings 2025

May 27th 2025 Annual Parish Council Meeting and Parish Council meeting

June 24th 2025 Parish Council meeting

July 29th 2025 Parish Council meeting

August 2025 Summer break

September 30th 2025 Parish Council meeting

October 28th 2025 Parish Council meeting

November 25th 2025 Parish Council meeting

December 2025 Parish Council meeting to be confirmed nearer the time

Appendix A



28.04.2025

Hi Nicky, Please see above picture taken on the completion of the works to replace the live wire stump.

The other replacement lamp units are on order and I will be getting the works date shortly.

Take Care.

With kind regards, | Colin Noble | Conservative County Councillor for Row Heath Division, Suffolk County Council | National Peer and Member of the Conservative Executive, Member of the People and Places Board, Local Government Association | Patron of the Conservative Friends of Small Business | 2 Russell Road, Ipswich, Suffolk IP1 2BX | Tel: [07545 423 795](tel:07545423795) | www.suffolk.gov.uk

Radcliffe Road streetlights

18/03/2024-

Phone call to clerk from Richard Webster Asset Manager - Street Lighting at Suffolk County Council / Suffolk Highways,

The Radcliffe Road lights should have been adopted by Suffolk County Council. Agreed that the ball was dropped some years ago. Mr Webster will task Ady Last, local Highways engineer, to inspect feasibility next week.

Streetlighting re. Radcliffe Road Lighting

Sorry for the delay in responding, the lights we are aware of on Lords Walk are at the base entrance and at the Lakenheath end roundabout, see maps below,

All the assets are owned by SCC, I am not aware of any Eriswell or Lakenheath parish council owned lights at this location.

Following the 9/11 incidents the USAF blocked the access to the Lords Walk both ends and much of the residential estate, it appears the access has now been opened but we were not made aware. No maintenance has been undertaken on the lights within their cordon throughout the time it was barriered off. I'm surprised anything actually works in the area and we have no records of any changes the USAF made during the closed off period... I have asked that the area is checked but that may take a few weeks to be carried out.

Sorry not much help I'm afraid, but we were not informed when they closed the roads and we weren't informed when they opened them either, so to be honest we've been in the dark...

Many thanks, Andy

Andrew Allberry Street Lighting Systems Manager

To: Richard.Webster@suffolkhighways.org Fri 26/07/2024 08:30

Dear Richard

We spoke in March and you agreed that SCC had dropped the ball in not picking up these streetlights, you are going to ask Ady Last to inspect.

Could you let me have an update please? The councillors were pleased to hear that these lights are at last being looked at.

Appendix B

Payments Date	Chq No	Payee	Payment Details	Expenditure Amount in GBP	Salaries	HMRC	Payroll Services	Office Expenses	Eastfield Projects/ Grass cutting	Hire Of Hall	Website	Training	Grass Cutting	Insurance	Subs + Audit & Bank charges	Maintenance/ Improvements/ Street furniture	Donations/ Grants	Bin emptying	Street Lighting	Contingency/ Other
12-Apr-24	945	SCC	Streetlights	2,047.37															2047.37	
08-Apr-24	949	WSC	Bins	574.08														574.08		
02-Apr-24	947	N Glading	Home working £79 + £23.10 postage	102.10					102.10											
02-Apr-24	948	N Glading	Salary March 2024	466.45	466.45															
28-Jun-24	955	N Glading	Salary June 2024	466.45	466.45															
27-Jun-24	951	CAS	website	60.00							60.00									
13-Jun-24	950	SALC	Payroll fee	54.00			54.00													
04-Jun-24	952	N Glading	salary April £466.45 May £466.45	932.90	932.90															
10-Jul-24	953	ICO	FEE	40.00											40.00					
04-Jul-24	954	Ayuntee Accounting	Internal Audit	150.00											150.00					
16 August 2024	959	SALC	Membersh ip fee	210.03											210.03					
06 August 2024	957	N Glading	Homework ing allowance	79.00				79.00												
06 August 2024	956	N Glading	Salary July 2024	466.45	466.45															
27 August 2024	958	Reading Room	Hall hire	80.00						80.00										
08-Oct-24	963	HMRC (cheque dated 24/09/20 24)	Tax	349.80		349.80														
01-Oct-24	961	N Glading	Salary Sept 2024	466.45	466.45															
01-Oct-24	960	N Glading	Salary August 2024	466.45	466.45															
01-Oct-24	962	Clear Insurance	Insurance	893.90										893.90						
28-Nov-24	964	one suffolk	hosting	60.00							60.00									
08-Nov-24	967	N Glading	Home working £79 + £30.30 xmas lights	109.30				79.00												30.30
08-Nov-24	965	N Glading	salary oct 24	466.45	466.45															
06-Nov-24	966	SALC	payroll service	36.00			36.00													
01-Nov-24	968	A Bibbey	re- imburse	194.74																194.74
12-Dec-24	971	elveden farms	xmas trees	399.60																399.60
03-Dec-24	969	N Glading	salary nov 24	466.45	466.45															
28-Jan-25	973	N Glading	salary dec 24	466.45	466.45															
28-Jan-25	974	N Glading	salary jan 25	466.45	466.45															
21-Jan-25	970	lakenhe ath pc	wreath	20.00																20.00
09-Jan-25	972	HMRC	Tax	349.80		349.80														
19/02/2025	975	HMRC	underpay ment advised by SALC	718.91		718.91														
19-Feb-25	FPO	N Glading	salary feb	466.45	466.45															
12-Mar-25	FPO	HMRC	underpay ment advised by SALC	35.96		35.96														
25-Mar-25	Service charge	Lloyds	bank charge	5.75											5.75					
26-Mar-25	FPO	A Bibbey	plants war memorial and duplicate noticeboard key	74.50												74.50				
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25-Mar-25	FPO	SALC	Playgroun d insp training	318.00								318.00								
28-Mar-25	Service charge	Lloyds	bank charge	4.75											4.75					
				13,113.79	6063.85	1454.47	90.00	342.45	0.00	80.00	120.00	318.00	0.00	893.90	410.53	74.50	0.00	574.08	2047.37	644.64

Receipts Date	Ref	From	Details	Amount	Precept	C/Tax Support Grant	Grants & Donations	Bank Interest	VAT
25-Apr-24	fpi	WSC	Precept	15,127.00	£15,127.00				
Total					£15,127.00				

Eriswell	Parish Council				
Bank Reconciliation					
Opening balance April 2023					£40,127.12
Cash sheet balances:					
Total Receipts					£15,127.00
Total Payments					£28,113.79
					-£12,986.79
Balance					£27,140.33
Lloyds closing balance 31st March 2025					£27,140.33
Lloyds savings account					£15,000.00
					£42,140.33

CLOSING BANK BALANCE					
28-Mar-25	SERVICE CH PAY	xx	4.75	27,140.33 balance	
27-Mar-25	SUFFOLK A' FPO	xx	318	27,145.08 balance	
27-Mar-25	MS N J GLA' FPO	xx	548.8	27,463.08 balance	
26-Mar-25	A D BIBBEY FPO	xx	74.5	28,011.88 balance	
25-Mar-25	SERVICE CH PAY	xx	5.75	28,086.38 balance	
12-Mar-25	HMRC - AC' FPO	xx	35.96	28,092.13 balance	
03-Mar-25	MS N J GLA' FPO	xx	466.45	28,128.09 balance	
21-Feb-25	TRANSFER - PAY	xx	15,000.00	28,594.54 balance	
19-Feb-25	975 CHQ	xx	718.91	43,594.54 balance	

[illegible]

BUDGET VARIANCE 2024-2025 to date																		
£15,127.00 Precept																		
(No other income)																		
	Salaries	HMRC	Payroll Services	Office Expenses inc home working allow	Earlsfield Projects/ Grass cutting	Hire Of Hall	Website	Training	Grass Cutting	Insurance	Subs + Audit & Bank charges	Maintenance Improvements/Street furniture	Donations\ Grants	Bin emptying	Street Lighting	Xmas	Contingency/ Other	
Expenditure	£4,198.05	£349.80	£90.00	£372.59	£0.00	£80.00	£0.00	£0.00	£0.00	£893.90	£250.03	£194.74	£0.00	£574.08	£2,047.37	£30.30	£0.00	
Budget	£5,000.00	£400.00	£110.00	£400.00	£250.00	£80.00	£160.00	£150.00	£0.00	£900.00	£500.00	£1,500.00	£350.00	£1,000.00	£3,100	£300.00	£927.00	
Variance	£801.95	£50.20	£20.00	£27.41	£250.00	£0.00	£160.00	£150.00	£0.00	£6.10	£249.97	£1,305.26	£350.00	£425.92	£1,052.63	£269.70	£927.00	

Annual Governance and Accountability Return 2024/25 Form 2

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less must, after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - » does not meet the qualifying criteria for exemption, or
 - » does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided the authority completes:**
 - a) **The Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2025**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 + VAT for each letter; and
 - b) **The Annual Governance and Accountability Return (Form 2)** which is made up of:
 - a) **Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor,
 - b) **Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority,
 - c) **Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority. **NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
3. The authority must approve Section 1 Annual Governance Statement **before** approving Section 2 Accounting Statements and both must be approved and published on the authority website/webpage **before 1 July 2025**.

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:

- **Annex 1 – Sufficiency 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.**

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.

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 initialed.
- 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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Have the dates set for the period for the exercise of public rights been published?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 1	For any statement to which the response is 'no', is an explanation available for publication?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has an explanation of significant variations been published where required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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>)	<input type="checkbox"/>	<input type="checkbox"/>

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

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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.

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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

Signature of person who carried out the internal audit

Date

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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.	✓		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. (If or local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund/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:

29/04/2025

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

Chair

Clerk

and recorded as minute reference:

2025/158 d.

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>

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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 & 159

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

Signature: [Signature]

Date: 28/04/2025

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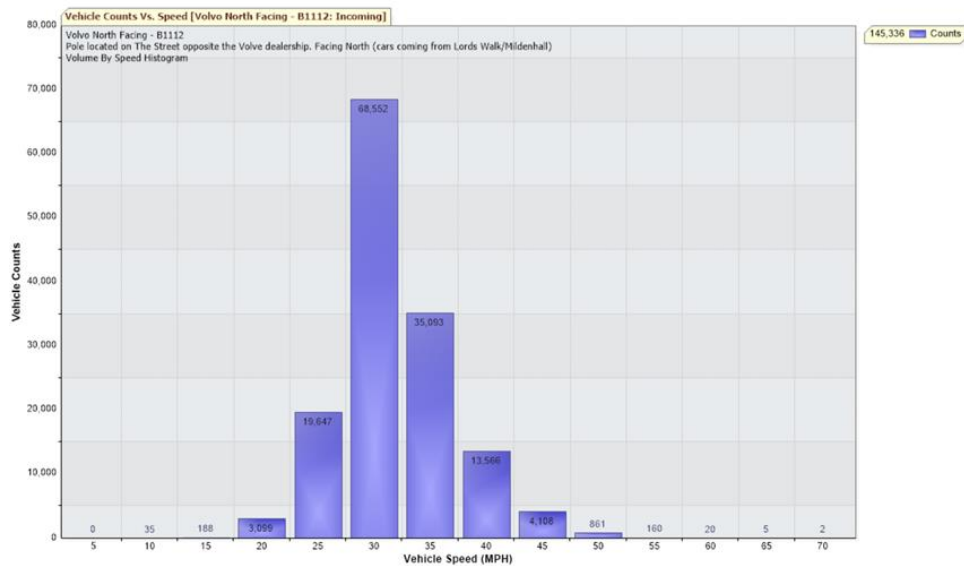
Appendix D

Eriswell Parish Council Traffic Report February/March 2025

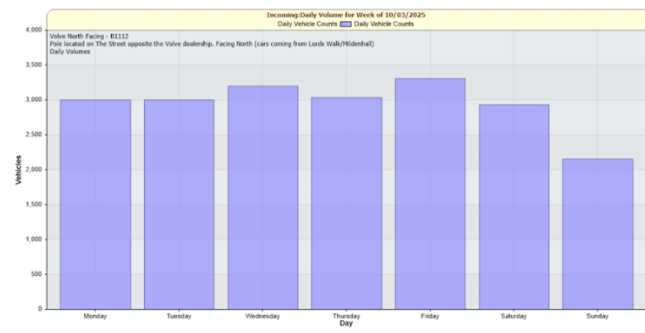
On 08 May 2024 at 18:00 the SID was installed on the B1112 on the pole positioned opposite the Volvo dealership, The Street, in the village of Eriswell. The SID was positioned to monitor traffic coming from the direction Lakenheath heading South towards Eriswell Village. Traffic speed and volumes were measured from 00:00AM 31st January up until 13:59PM on 24th March 2025. There was between 3000 and 3350 vehicles on weekdays passing this point. There was between 2200 and 2900 vehicles per day over the weekend heading towards the village. The busiest times during the week was 07:45-08:45 (Avg. 242 cars p/h) and 16:00-17:00 (Avg. 267 cars p/h). The 85th Percentile Speed (most people) travel at or below 34.6 MPH past his point. The 50th Percentile Speed (half the traffic) travel at or below 28.6 MPH past his point. The fastest speeds recorded during this period was 70MPH (x2) and 65MPH (x5).

The SID is positioned 670m past where the 30MPH zone starts (460m past the T-junction).

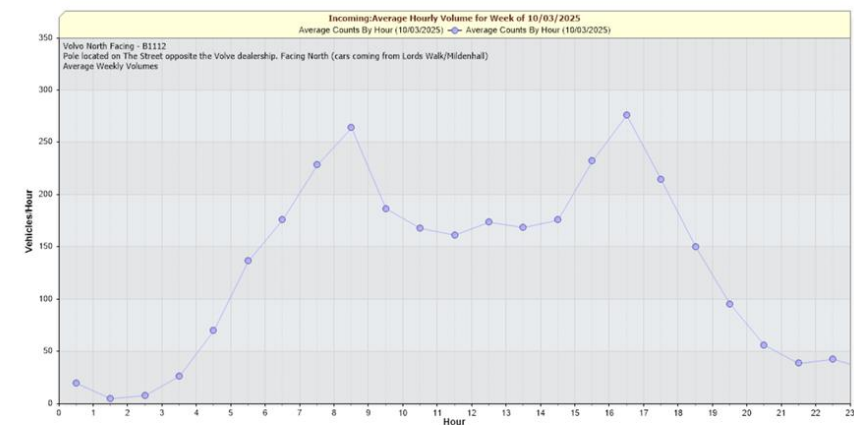
The next pages show: - Speed vs vehicle counts at the point listed above. - Typical hourly volumes (weekdays) passing this point - Community Speed Watch Team Limit (35MPH) exceedances table - SID Location aerial diagram



31/01/2024 to 24/03/2025 into Eriswell village – Traffic from Mildenhall/Lords Walk



Typical weekday volumes heading from Mildenhall/Lords Walk on B1112 into Eriswell village



Typical weekday volumes/hour heading from Mildenhall/Lords Walk on B1112 into Eriswell village

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0 - 1	27	11	12	16	12	19	20
2 - 2	8	8	5	4	7	4	19
2 - 3	18	9	3	3	9	14	13
3 - 4	26	28	40	26	30	14	22
4 - 5	53	51	67	54	53	37	37
5 - 6	86	112	92	98	77	30	26
6 - 7	74	86	81	87	96	31	19
7 - 8	60	69	84	78	73	69	29
8 - 9	60	82	64	78	73	68	40
9 - 10	61	44	53	51	61	50	66
10 - 11	65	43	62	49	52	67	63
11 - 12	73	53	61	76	45	72	88
12 - 13	80	76	62	63	56	73	80
13 - 14	80	65	68	73	91	110	90
14 - 15	86	82	102	91	66	94	75
15 - 16	99	121	85	88	99	85	73
16 - 17	123	149	140	142	127	92	74
17 - 18	101	98	113	125	68	78	54
18 - 19	56	68	56	67	65	74	49
19 - 20	42	36	46	34	60	64	44
20 - 21	28	36	29	33	42	40	32
21 - 22	22	22	24	25	42	40	31
22 - 23	27	44	36	38	45	44	35
23 - 24	36	28	27	29	25	43	27
Totals	1391	1421	1412	1428	1374	1312	1106

Exceeding Community Speed Watch Team Limit of 35MPH – February 2025

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0 - 1	13	12	8	9	6	19	21
2 - 2	8	11	6	7	8	19	15
2 - 3	8	6	11	5	4	13	13
3 - 4	27	23	33	30	23	19	30
4 - 5	90	60	62	69	68	38	41
5 - 6	102	73	82	66	66	38	30
6 - 7	85	72	78	77	78	64	35
7 - 8	93	66	67	73	82	58	30
8 - 9	89	53	66	59	77	69	57
9 - 10	61	33	54	51	37	66	92
10 - 11	73	34	27	44	37	72	102
11 - 12	62	43	58	55	44	97	92
12 - 13	80	51	49	64	72	114	98
13 - 14	54	47	47	51	53	97	78
14 - 15	71	48	58	53	67	94	90
15 - 16	100	84	103	82	96	111	72
16 - 17	103	82	91	105	124	116	82
17 - 18	78	82	99	99	88	93	89
18 - 19	49	49	65	61	50	78	64
19 - 20	38	44	38	45	35	65	38
20 - 21	29	28	32	17	37	44	34
21 - 22	14	20	27	26	25	46	29
22 - 23	28	34	36	36	31	58	33
23 - 24	15	14	14	18	25	36	35
Totals	1370	1069	1211	1202	1233	1524	1300

Exceeding Community Speed Watch Team Limit of 35MPH – March 2025