

## **Chelmondiston Parish Council**

**[www.Chelmondiston.suffolk.gov.uk](http://www.Chelmondiston.suffolk.gov.uk)**

Chairman: Cllr. David Cordle, 'Trelowena', Hill Farm, Chelmondiston IP9 1JU

Parish Clerk: Mrs Jill Davis

e-mail: [clerk@chelmondistonpc.info](mailto:clerk@chelmondistonpc.info) or Tel: 07984733352

# **Annual Meeting of the Parish/Village 2018**

## **Minutes of CHELMONDISTON'S ANNUAL PARISH/VILLAGE MEETING** **held on TUESDAY 22<sup>nd</sup> MAY 2018 at 7.00pm in the VILLAGE HALL**

**Abbreviations:** SCCllr- Suffolk County Councillor; DCllr – District Councillor; SNT – Safer Neighbourhood Team; CC – County Council; PC – Parish Council; RFO – Responsible Finance Officer  
**Present:** approximately 30 residents (including Parish Cllrs)

1. **Welcome:** The Chairman opened the meeting and welcomed all. He voiced his concern of losing Mrs Sewell as Parish Clerk but was relieved that Mrs Jill Davis has joined the Parish Council and hoped that she would be in post for many years to come.
2. **Apologies:** received from Sam Nunn & Sophie Baylor (Playing Field Cttee); DCllr Patrick; Cllr Dot Cordle and Sean Cornish (Headteacher Chelmondiston C of E Primary School)
3. **To agree the minutes of the Annual Parish Meeting held on 23<sup>rd</sup> May 2017:**  
 Draft copies of the minutes had been on the website for several weeks. Copies available on the table and also on the chairs There were no dissenting voices, so the Chairman signed the minutes of last year's Parish meeting.

#### **4. Reports:**

##### **Chairman's Report – Cllr David Cordle**

The Chairman gave an overview of the Parish Council's work over the previous 12 months, mentioning the following:

- Thanked the Parish Council for their hard work.
- With sadness, the Chairman announced that the Vice Chairperson Mrs Rosie Kirkup was resigning. She has been a member of the Parish Council for over 17 years. She is a great inspiration, involved with many different committees and has worked very hard for the village. The Chairman wished Mrs Kirkup a happy and peaceful retirement and a heart felt thank you and appreciation for all the support she has given to the Parish Council.
- Mrs Kirkup was then presented with several gifts from the Chairman on behalf of the Parish Council. Mrs Kirkup thanked the members.
- The Chairman then introduced two new Councillors – Rob Bareham and David Webb and informed everyone that there was still a vacancy.
- The Chairman asked for volunteers to help with the trimming and cutting of the footpaths.
- The Chairman also informed everyone that only 3 members of the public helped with the litter pick and hoped that the following year the numbers would increase.
- The Chairman thanked Mrs Stevens and Mrs Cook for providing the refreshments.

##### **The Chairman then introduced SCCllr Wood**

##### **County Councillor's Report – Dave Wood**

- David began by wishing Mrs Kirkup a happy retirement and wishing her well.
- His report is attached to the minutes – **Appendix A**

##### **The Chairman introduced DCllr Davis**

##### **District Councillor Derek Davis**

- Derek also wished Mrs Kirkup well in her retirement and thanked her for the support.
- His report is attached to the minutes – **Appendix B**

##### **The Chairman introduced the RFO**

##### **RFO Annual Report**

- Jill thanked the Chairman for his kind words and also thanked Mrs Kirkup for her support.
- Jill informed everyone that the Notice of the public Rights was between 02/07/2018 – 10/08/2018 and that the annual report was available to take away. Any questions or queries to contact her by email. Also, all detailed information is available to view on the Parish Council's Website.
- Her report is attached to the minutes – **Appendix C**

**The Chairman Introduced Sara Hopkinson****5. Defibrillator/CPR Training**

- Sara Hopkinson informed everyone that training sessions were still available is anyone was interested and that the second defibrillator is situated at Pin Mill Sailing Club.

**The Chairman introduced Mrs Kirkup****6. Neighbourhood Plan**

- Mrs Kirkup informed everyone that the process for the Neighbourhood Plan had begun.
- She further informed everyone that the posters from the school children that had been placed on the noticeboards in the Village Hall were how the children thought the parish should look in ten years' time.
- There were also several questions on sheets of paper for the parish to complete in relation to the key points that the Neighbourhood Plan must address.
- A more detailed report is attached to the minutes – **Appendix D**

**Break for 10 minutes****7. Reports from Local Groups:****Chelmondiston C of E Primary School**

The Clerk reported on the following:

- The school is going from strength to strength
- Numbers are increasing and next year the school expects the largest reception cohort for many years.
- There is a strong PTA which works well with the school and has funded the purchase of new interactive tablets for the classrooms.
- A Big Lottery Grant has been awarded which has been used to purchase new equipment for the reception play area

**Chelpin Players/Drama Group**

Pat Lakey reported on the following:

- She had been involved for 45 years
- They were looking for a young male lead
- Looking for new members
- Knew that they were very lucky in being able to perform and use the Village Hall for rehearsals and storage.

**Good Neighbours Group**

Alan Storey reported on the following:

- He thanked the Parish Council for the grant of £160.00. Without the grant it would be difficult to provide transport for hospital visits, collecting prescriptions, etc.
- He also informed everyone that they were Data Protection compliant

**Village Hall**

Patrick Mann reported on the following:

- Thanked the Parish Council for the grant of £3150.00.
- Understands that there might be reduction in grants going forward
- Have over £20,000.00 in reserves
- Have completed various maintenance issues, such as serviced the outside clock, electrical repairs
- Free WIFI in the hall
- Had the hall revalued £623,000.00
- The Village Hall accounts are available to view.
- The accounts and a report are attached to the minutes – **Appendix E**

### Women's Institute

Pat Lakey reported on the following:

- It was her third year as President
- The Women's Institute of Chelmondiston is 92 years old
- Various events planned, such as Soup and Sarny event, sponsored walk and the W. I have also produced a recipe book to name just a few.
- Meet every second Tuesday at the Village Hall (7pm) and new members are always welcome

### Horticultural Society

A report as follows:

- Has been running for 25 years
- Meet the last Tuesday of every month at 7.30pm in the Village Hall
- 43 members and the annual subscription is £7.50
- Organise various events but would like new members

### Chelpin Projects

Graham Pink reported on the following:

- In 2017 there were 2 main events – the Arthur Ransome Jamboree and the annual Fireworks.
- Both events raised funds and Chelpin Projects has funds available for local projects.
- A more detailed report is attached to the minutes – **Appendix F**

### Community Speed Watch

Andrew Sterling reported on the following:

- Just two members so are asking for new members to help.
- The members record the speed and registration of offending vehicles. Suffolk Police then send the vehicle owner a letter. After two letters persistent offenders may be targeted for police enforcement
- Anyone interested please contact Andrew

### The Shotley Peninsula Cycling Campaign

Rosie Kirkup reported on the following:

- Rosie confirmed that the group was still operating and were still working hard to bring about safer cycling on the peninsula.
- New members were welcomed – just sign up it's free.
- A more detailed report is attached to the minutes – **Appendix G**

### Carpet Bowls Club

Patrick Mann reported on the following:

- The club competes in the top division. Throughout the winter the club has taken part in 28 matches.
- The club were hoping for new members.
- They meet for practice, every Monday evening at 7.30pm and Fridays at 2.00pm.
- A more detailed report is attached to the minutes – **Appendix H**

### Chelmondiston Playing Field

The Clerk reported on the following:

- Two Grants had been applied for and now just waiting for the decisions.
- No football teams this year on the field
- The Playing Field is looking good thanks to Cllrs Stevens and Hawkins
- The accounts are attached to the minutes – **Appendix I**

**Chelmo Social Club**

A report as follows:

- Change of name from the over 60's
- 30 members but always looking for more
- Meets every Thursday 2.00pm – 4.00pm in the Village hall
- Organise various events such as mystery tours, visit to Dunwich and information events.

**8. Topics from the Parish**

- Residents are concerned that cars are parking on pavements and have to walk around them.
- Suffolk County Council unable to help due to finances.
- Cllr Deacon spoke re the 'Woodlands' Development. Babergh District Council had approved the planning application, however, a formal letter from the Parish Council had been sent to the housing Minister to ask for a judicial review.
- A resident informed everyone that a group of residents were looking at the process of the decision by Babergh District Council.
- A resident asked DCllr Davis why he had voted for the development when the vast amount of comments and the Planning Committee of the Parish Council were against it. DCllr Davis informed everyone that the application had been fully debated and all comments had been taken into account. He voted for the application because of the affordable housing.
- Sally Chicken thanked the Parish Council for all their hard work and stated that the village was a great place to live in.

The Chairman thanked everyone for attending and the meeting was closed at 8.47pm.

Signature: ..... 

Name: ..... D. CORDLE

Date: ..... 21/5/19.

**Suffolk County Councillor David Wood's  
Annual Report 2017/18**

The council year started with a new Council, following the election in May the Conservative administration increased their majority and the make up of the council is:-

Conservative 52

Labour 11

Lib Dem 5

Green 3

Ind. 4

The Lib Dems Green and Independent councillors have decided to join forces thereby creating a new political group.

**Home to School Transport.**

By far one of the most contentious issues have been the proposed changes to the way home to school transport is provided within the county. With the possibility of 3000 pupils losing their free transport my group to call in the Cabinet decision of September 12<sup>th</sup> on the grounds that a fully comprehensive impact assessment had not been undertaken, we questioned the expected savings, research had not been undertaken with regards the impact these changes would have on educational attainment, the increase in car use and the impact on school viability. This call in was supported by the Scrutiny Committee and referred back to cabinet. As such further work was undertaken and the new proposals went out for public consultation in the new year. Unfortunately the administration defeated a motion calling for the findings and the final proposals to be part of the next council agenda, which means they will now be considered by the cabinet at their June meeting.

**Chief Executive.**

Our chief executive Deborah Cadman left Suffolk to take up a new post as the CEO of the new West Midlands Combined Authority.

We will be joined by our new CEO Nicola Beach who leaves her post in Essex to take up the position at the end of May.

**Budget**

The increase this year in the County Councils share of Council Tax was 4.99% made up of an increase in council tax of 1.99% and 3% for Adult Social Care. Even with this increase the council still has to make considerable savings on its services.

**Police & Crime Commissioner.**

After commissioning a review the PCC has announced he will not be pursuing a take over of the Fire Service. As the review found there was insufficient evidence to suggest a change in governance would result in improved efficiency, effectiveness, public safety or result in any savings.

### **Plastic Bottles**

My group was responsible for putting a motion before council asking the government to introduce a deposit scheme for plastic bottles and putting the county forward to be a pilot area. This was fully supported and as such the council wrote to Michael Gove urging him to bring this about. We are still waiting to see if he takes up our offer.

### **Public Highways**

Pot holes, re surfacing, signs, hedges, verges you name it they all seem to be a problem and I have to admit in all my years as a councillor this is the worst I have ever known it.

As such the County Council has borrowed £21m for a resurfacing programme that should be completed by 2021 unfortunately this will pay for only 1,000 miles which is just 25% of our roads.

We have also received £2.5m from the government to help with pot hole repairs. So far this calendar year we have received over 11,000 complaints about pot holes and insurance claims against the council have risen from 363 in 2013 to 647 in 2017 resulting in payouts of £226,432.

The issue has been raised with the portfolio holder on numerous occasions her latest excuse is this has been the worst winter since 1963, one wonders where she was in the 70's, 80's and even 10 years ago. The County Council has certainly got to raise its standards and question whether its contract with Kier is proving value for money.

### **AONB Boundary Review**

Consultation on the proposed extension to Suffolk Coast & Heaths Area of Outstanding Natural Beauty will finish on the 20<sup>th</sup> April thanks to all of those who have taken part and hopefully towards the end of this year Natural England will deposit the results with the Secretary of State for confirmation.

### **Stutton Primary School**

Stutton Primary School has been saved from closure mainly due to the efforts of the staff, parents and Governors who must all be congratulated. It will now form part of a Multi Academy Trust and hopefully go from strength to strength.

### **Locality GRANTS**

CHELTON DISTRICT PARISH COUNCIL - OUTDOOR PLAY & GYM EQUIPMENT

SOUTH SUFFOLK LEISURE - GREAT 2020



Clerk Clerk &lt;chelmondistonpc@gmail.com&gt;

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**Annual Meeting of the Parish**

3 messages

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**Clerk Clerk** <chelmondistonpc@gmail.com>  
To: Derek Davis <derek.davis@babbergh.gov.uk>

Sun, May 27, 2018 at 7:18 PM

Hi Derek,  
How's you?  
Guess what, I am chasing down your report.  
Could please email it to me

--  
Kind Regards

Jill Davis  
Clerk to Chelmondiston Parish Council  
Address: Michelle, Church Road, Chelmondiston. IP9 1HT  
Tel: 01473 780159  
e-mail: clerk@chelmondistonpc.info

Derek  
Davis  
Annual  
meeting of  
the Parish

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You may request to be removed as a contact at any time please contact: clerk@chelmondsitonpc.info

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2011 saying it is not want residents wanted.

This led to Jennie Jenkins resigning, a power struggle ensued with the Tory group but eventually John Ward was elected as council leader.

In his acceptance speech he stressed a referendum would be held, and he would also appoint a more inclusive cabinet.

The merger plans fell apart with the then Suffolk County Council leader Colin Noble commissioned a viability study into having a Unitary Authority, with all councils in Suffolk. Mr Noble was then toppled as the leader by the Tory group and we wait to see what the new leader, Matthew Hicks, wants to do.

Meanwhile, Cllr Ward was as good as his word and appointed an Independent onto the Cabinet, and after much thought and with some trepidation I accepted the offer and have become Member Responsible for Organisational Delivery, which includes better customer service and an IT system, which is easier to navigate. It is a challenge, but I never been one to shy away from difficult situations and I believe it can lead to benefits for residents on the peninsula and wider afield.

Two other big challenges ahead are the final decision by the Boundary Commission on the make up of wards, and it will be interesting to see in August how the peninsula is divided. The other important consultation document to be finalised is our Joint Local Plan, which will have a big bearing on future developments in the districts.

Housing is hugely controversial, not just here but nationwide, with the need for thousands of new homes an imperative.

While it is understandable some people do not want development near their homes, without building then many young people can not move out from their parents' house, or stay on the peninsula, when they return from university for example. There is also the issue of empty-nesters wanting to downsize.

It is not easy, but we can not make everyone happy.

One of the benefits of new developments is affordable homes, and we have recently taken delivery in Lavenham through the Community Land Trust, and more recently shared ownership homes in Holbrook, helping people get on the housing ladder.

Finally, Babergh has helped towards getting funding for play equipment in Chelmondiston, and continues to offer advice in getting grants and being as supportive as possible.

I have always believed your ward councillor should be as open and accessible as possible so please feel free to get in touch.

Cllr Derek Davis

Berners Ward

01473 787375

07824167196

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From: Clerk Clerk <chelmondistonpc@gmail.com>

Sent: 27 May 2018 19:18:07

To: Derek Davis

Subject: Annual Meeting of the Parish

[Quoted text hidden]

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Clerk Clerk <chelmondistonpc@gmail.com>  
To: Derek Davis <Derek.Davis@babergh.gov.uk>

Tue, May 29, 2018 at 5:59 PM

Derek, Thank you.

[Quoted text hidden]

## Chelmondiston Parish Council

[www.Chelmondiston.suffolk.gov.uk](http://www.Chelmondiston.suffolk.gov.uk)

Chairman: Cllr. David Cordle, 'Trelowena', Hill Farm, Chelmondiston IP9 1JU

Parish Clerk: Mrs Jill Davis, 'Michelle', Church Road, Chelmondiston IP9 1HT

e-mail: [clerk@chelmondistonpc.info](mailto:clerk@chelmondistonpc.info) or Tel: 01473 780159

## END OF YEAR REPORT 2017-2018

Firstly, may I take this opportunity to introduce myself. My name is Jill Davis and I have been doing this role for just over 5 months.

### NOTES

Copies of Summary of Receipts and Payments Annual return and Bank Reconciliations for 2017 – 2018 have been supplied.

Any questions that you may have about the accounts that have been supplied could you please put them in writing via post or email whichever you prefer.

The full accounts are still with the Internal Auditors LCPAS and I am waiting for their written report. From there and they will need to be with the external auditors by the 11<sup>th</sup> June 2018.

The Annual Return for the accounts have been signed by the Chairman and have been approved by the Parish Council at the Parish Council Meeting held on the ~~3<sup>rd</sup> April 2018~~.

1st May 2018

The end of year full accounts will be made available to the public via the website and the noticeboards from the 02/07/2018 – through Friday 10/08/2018. Days and times will be put onto the notices.

## FINANCES

Appendix .

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page 2

Year End 2017-2018 both bank accounts £70,684.00

Total receipts for the year was £34,973.18 which £24,430.00 was the precept (which was the same as the <sup>previous</sup> ~~following~~ year)

Grants for the year £2,250.00 (£1500.00 recycling centre only and £750.00 towards the outdoor gym equipment for the playing field).

Total Payments came in at £25,581.12 which was 23% below budget. That saving was mainly down to the precept for the Playing Field and other savings.

### GENERAL RESERVES

Have been kept high £36,619.41

However ear marked reserves for :

Playing field

Recycling Centre

Tennis Courts

Community Path

Total: ~~£~~34,107.37

Ms Jill Davis  
Chelmondiston Parish Council  
'Michelle'  
Church Road  
Chelmondiston  
Suffolk  
IP9 1HT

Our ref SF0085  
Your ref SB01859

Email sba@pkf-littlejohn.com

05 September 2018

Dear Ms Davis

**Chelmondiston Parish Council**

**Completion of the limited assurance review for the year ended 31 March 2018**

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Chelmondiston Parish Council for the year ended 31 March 2018. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

**Action you are required to take at the conclusion of the review**

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

## Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

**Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 2nd Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD.** Please include the reference SF0085 or Chelmondiston Parish Council as a reference when paying by BACS.

## Timetable for 2018/19

Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be no earlier than Monday 10 June 2019, i.e. 10 weeks after the year end.

It is anticipated that the instructions will be sent out during March 2019 in line with current practice, subject to arrangements for the 2018/19 AGARs and Certificates of Exemption being finalised by SAAA. Our instructions will cover any changes about which smaller authorities need to be aware.


In line with the Accounts and Audit Regulations 2015:

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2019, i.e. 1 to 12 July inclusive. In practice this means that public rights may be exercised:
  - at the earliest, between Monday 3 June and Friday 12 July 2019; and
  - at the latest, between Monday 1 July and Friday 9 August 2019.

If there are any changes to the above arising from updates to the statutory requirements, you will be notified in good time.

In order to assist you in this process, we plan to include a pro forma template notice with a suggested inspection period on our website, as in previous years. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Yours sincerely



PKF Littlejohn LLP

# Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

CHELMONDISTON 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 2018, that:

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

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

23.1 A)

dated

01/05/2018

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

Chairman

Clerk

*[Signature]*  
J. Davis

Other information required by the Transparency Codes (not part of Annual Governance Statement)  
Authority web address

chelmondiston.cne.suffolk.net

## Section 2 – Accounting Statements 2017/18 for

CHELMONDISTON

PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	£56,330	£61,292	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	£24,430	£24,430	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	£10,481	£10,543	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	£8,733	£8,327	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	£21,216	£17,254	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	£61,292	£70,684	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	£61,292	£70,684	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	£427,800	£740,600	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	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
	N/A	✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

J. Jarvis

Date

01/05/2018

These accounting statements are unaudited and subject to change. Date of internal audit 8/5/2018. J. Jarvis (RFQ/Parish Clerk).

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

01/05/2018

and recorded as minute reference:

23.1 C)

Signed by Chairman of the meeting where approval of the Accounting Statements is given

C. Cooke

# Chelmondiston Parish Council

## Notice of conclusion of audit

### Annual Governance & Accountability Return for the year ended 31 March 2018

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Chelmondiston Parish Council for the year ended 31 March 2018 has been completed and the accounts have been published.</p> <p>2. The Annual Governance &amp; Accountability Return is available for inspection by any local government elector of the area of Chelmondiston Parish Council on application to:</p> <p>(a) <u>Jill Davis</u> <u>Parish Clerk / Responsible Finance Officer</u> <u>'Michelle'</u> <u>Church Road, Chelmondiston.</u> <u>IP9 1HR. 01473 780159</u></p> <p>(b) <u>Thursday / Friday &amp; Saturday</u> <u>10.00 AM - 6pm</u></p> <p>3. Copies will be provided to any person on payment of £ <u>10p(c)</u> for each copy of the Annual Governance &amp; Accountability Return. <u>(per sheet)</u></p> <p>Announcement made by: (d) <u>Jill Davis</u></p> <p>Date of announcement: (e) <u>19/9/2018</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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## Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Chelmondiston Parish Council – SF0085

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2017/18

(Except for the matters reported below)\*, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review.

The value of the village hall has been included with Box 9 of the annual accounting statements. However, the smaller authority has indicated that it is custodial trustee of the village hall as such this should not be contained on their asset register. Therefore, the Box 9 figure should read £117,599.99 rather than £740,599.99. The smaller authority should restate this figure in the corresponding box on next year's AGAR and write "restated" in the box along with the new figure.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

### 3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

*PKF Littlejohn*

Date

04/09/2018

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

# Annual meeting of the Parish Neighbourhood Plan Appendix D.

The NDP Steering Group has had its first meeting with the consultancy engaged by the PC to assist us in writing the Plan. We will be using the VDF, but this will be a more robust plan which, if accepted by the Inspectorate, will have to become part of BDC's overall area plan. We hope to have it completed in about 18 months' time.

The plan is focussed on what development we, the community of Chelmondiston, think is appropriate for us. Whether we like it or not there will be development in this area – the District Council is in the process of drawing up its new plan for the area to meet government targets for growth and housing, so if we do not do our NDP, BDC's view on what is appropriate will be what becomes the guiding factor in how they respond to any applications for development here. It is NOT an option to stick with the status quo, or to say no to anything and everything.

Our plan must conform to government guidelines on planning – which is one the reasons why we need a planning consultant to help us. In addition, we have to demonstrate that it is something contributed to by the whole community, and one of the final stages is a public referendum where you will all be asked to look at our proposals and vote yes or no. That will take place some time next year.

That is why we will be consulting with the local population all the way through the process. As a first step in that consultation we will be visiting various groups and societies asking for your views on what we should be putting into the plan. This includes the local children who are going to be given a project to imagine how they think the village should be in 10 years time.

Please will you help us to make this a truly community plan? If we cannot demonstrate local participation, the plan will be rejected by the Inspector.

Around the room are various questions on sheets of paper relating to each the issues which we see as the key points our plan must address:

- public facilities
- built heritage
- landscape protection
- green spaces
- housing (affordability, amount, style, siting)
- leisure and recreation
- special natural heritage (AONB, SSSI etc)
- transport and traffic issues

Please jot down any ideas you have in relation to each of the questions. There are 5 sheets in all. Thank you.

# Chelmondiston Village Hall

Registered Charity Number 304728

## Receipts and Payments Account for the year ended 31<sup>st</sup> March 2018

Receipts:	2018 £	2017 £	Payments:	2018 £	2017 £
Balances brought forward					
Cash at bank	2,925.38	2,861.34	Cleaners	335.25	387.87
Cash on deposit	20,999.79	19,472.76	Community Action Suffolk		25.00
	23,925.17	22,334.10	Electricity	443.29	462.74
Lettings	5,617.50	5,822.09	Heating oil	1,634.64	903.00
Donations received	30.00	60.00	Housekeeping	145.88	99.94
Interest received	11.60	27.03	Insurance	1,014.48	818.75
			Maintenance	4,271.92	4,528.00
Transfer of Parish Council Precept	3,075.00	3,610.00	Performing Rights license	128.66	127.66
			Rates	101.79	105.62
			Secretary/Treasurer expenses	46.58	51.92
			Sundries	15.78	
			Waste disposal Babergh	208.00	208.00
			Water	253.32	184.55
			Bank charges	60.00	25.00
			Balances carried forward		
			Cash at bank	1,988.29	2,925.38
			Cash on deposit	22,011.39	20,999.79
					23,925.17
	<u>32,659.27</u>	<u>31,853.22</u>		<u>32,659.27</u>	<u>31,853.22</u>

### Independent Examiner's Report

I have examined the accounting records and supporting documents and confirm that the above account is in accordance therewith.

Patrick Mann  
(Treasurer)

Steve Ade  
15<sup>th</sup> April 2018

I hope you all have access to a copy of the accounts

Page 2

## Receipts

Lettings remain the same as last year, at £5822.00 which is good as we lost the synergy group who came twice a month, the donation was for the sale of surplus chairs. The parish council precept was reduced as the hall paid for half of the new post and rail fencing.

The management committee is aware that parish council support may have to be reduced in the coming years, which is why we are keeping reserves in our deposit Account of some £20,000. The hall is over 100 years old and will need maintenance from time to time. At the moment we are able to keep letting rates at present levels which are £17.00 for a session in winter and £14.00 in summer.

## Payments

Our outgoings remain much the same, although this year we replaced the storage shed in the car park, contributed to the post and rail fencing, and treated the damp in the entrance porch, which explains the £4500.00 shown as maintenance.

For those of you who don't come into the Hall very often, you may be surprised how much use it gets, the Carpet Bowls club meets every Monday evening and most Friday afternoons with Matches every other week, Wednesday Mornings and Thursday evenings see a Zumba keep fit group Whilst Childrens dancing takes place on Tuesday evenings, The Parish Council, WI, and Horticultural Club all meet once a month, Childrens and adult parties take up some week ends.

I will conclude by mentioning that we have set up a library in the committee Room, the books are free for anyone to borrow, any keen readers will know that what was the county library only comes once a month.

Any questions

Breakdown of Maintenance Payments for 2018

Clock	£200.00
Outside decorations	£290.00
Decorations for Toilets	£730.00
Lights for Defib	£206.00
Eastern fire & repairs	£388.00
Water Boiler	£323.00
Electrical Test	£577.00
Electrical Repairs	£1134.00
Boiler Service	£ 217.00
Total	£4365.00

# Chelpin Projects

Formerly: Chelmondiston & Pin Mill Community Council

Annual  
meeting of the Parish

APPENDIX F

Page 1



We have been asked to keep our reports brief this evening, and I will try.

Looking back at 2017, we had 2 main events:

The Arthur Ransome Jamboree in May.

The Fireworks – in November of course.

The Jamboree was perhaps our most ambitious event ever. For those who were not there:

In addition to the normal Village fair activities: Music, Barbecue, Cream Teas, and various stalls from local organisations, we also had:

Victorian Swing Boats

The Vintage Cinema showing archive footage of Pin Mill, and Shotley

Guest speakers at the Sailing Club talking about various aspects of Arthur Ransome's life and work

Taster sailing sessions where 64 children sailed for the first time. And I understand over half returned to shore!

Special edition T-Shirts were on sale and we still have a few left.

Susy Bishop led a group of pupils from Holbrook around Pin Mill entertaining us with We didn't mean to go to Sea.

We raised some money from this event, although not enough to cover all of our costs, (not that this was our primary driver for this event), but we have had some very welcome Grants from Suffolk Coast and Heaths, and The Suffolk Coast which are greatly appreciated.

The Fireworks event also raised some money, really good display and well attended. Slight problem when the wind changed direction, but luckily no serious injuries.

And so overall, we have funds which can be used for local organisations / projects.

We have been able to help Playgroup and Primary School with some funds for specific projects, but if your organisation needs funds, or if anybody wants to suggest a good way to use some money, please let me know.

The Christmas Eve Carols at The Sailing Club just seem to get more popular each year, and a collection is taken during the evening. The charity that we supported last year was the Dom's Trust. This is a charity set up for research into stammering, raise awareness, and drive programmes to overcome this disability. The charity was set up in 1997 in memory of Dominic Barker, who took his own life due to the burden of stammering. Over £350 was raised during the evening, which makes the sore throat very worthwhile.

So that is the positives:

Appendix F  
Page 2

Unfortunately, for this year we have nothing planned, and we are at a bit of a crisis point as an organisation.

Over the last 2 years we have lost key members of the Committee, including members who held key positions. We currently do not have a Treasurer or a Secretary.

I had planned to give up my post as Chairman and become Treasurer, but the Deputy Chairman has resigned due to family commitments, and so my cunning plan goes into the Baldric category of cunning plans.

We have not had a committee meeting this year, and we have not issued a Chelpin magazine.

I can only say at this point, that if anybody has some spare time, or if they know of any newcomers to the village who they think would be interested in helping out, please let me know.

I will be organising a committee meeting very soon, and a Chelpin will be issued with an appeal for help, but I fear from previous appeals that this may be wishful thinking.

I don't like to end on a negative, and I'm sure that we will "muddle through" and that there will at least be a Fireworks event. Although some residents will also see that as a negative!

Thank you for your time.

Many thanks

## APPENDIX G

# Annual Parish Meeting

SPCC

The Shotley Peninsula Cycling Campaign is still here and still working hard to bring about safer cycling on the peninsula, through a mix of off-road wherever possible, and where not, safely signed routes. We have had some setbacks, notably the withdrawal of permission from a leading landowner who had originally been very supportive. This meant that our plans to submit a planning application for the route from Bourne Bridge to Freston Hill, have had to go back to the drawing board, but progress is being made once more on this section.

On a more optimistic note, we are supporting a bid for funding that is being made through the AONB to enable a route which we have surveyed and discussed with them along the southern side of the peninsula, using mainly quieter roads, but also incorporating some resurfacing of existing bridleways in the Freston area. The bid has passed the initial phase and is now in the process of a detailed application, so we keep our fingers crossed. This route will tie in nicely with our projected route following the B1456, for which we have secured funding already via the Ganges development for the section between Shotley Point and Shotley Street.

If you are members please respond to our GDPR request for permission to hold your details, otherwise we will be obliged to drop you from our list. If you are not members, please sign up – it's free! It is very important to us to have a healthy number of supporters to demonstrate that there is genuine desire to improve not only cycling for those who are daunted by the amount of traffic on our main roads, but also to enable access for those with mobility constraints who, without safer routes, are unable to get out and about without cars.

## Bowls club report for Parish meeting 2018

The club has now been running for 33 years, and competes in the top division of the East Suffolk Carpet bowls league, and we currently have just under 30 members ,two of which now play for the county. Teams for matches involve 16 members.

We play in the village hall on Monday evenings and Friday afternoons, matches against other clubs take place throughout the year, with a winter league & a summer league

Several social events are also organised by the club during the year, and incidently we are probably the biggest users of the village hall ,contributing some £1750.00 a year to Hall funds

We are always looking for new members ,it is never too late to start , two of our playing members are in their nineties, but it would be nice to see some from their forties,ladies and gentlemen play at the same level.

Just come along on a Monday evening

Patrick Mann ( Captain )

# Annual Parish meeting - May 22/5/2018

Appendix I

Page 1

## CHELMONDISTON PLAYING FIELD

### Receipts and Payments Account for the year ended 31st March 2018

Receipts	£	2017/18 £	2016/17 £	Payments	£	2017/18 £	2016/17 £
Opening balances:				Community Action Suffolk membership			
Lloyds Bank	1,648.57		625.32	Electricity	98.80	111.85	
Cash	61.09		114.57	Insurance	313.37	282.83	
		1,709.66	739.89	Rates	14.79	14.37	
				Safety inspection	96.00	90.00	
				Water	72.10	95.44	
Use of football pitch	250.00		360.00	Tennis court maintenance			
Use of pavilion			40.00				
		250.00	400.00	Field maintenance:			
				Bench		461.00	
Parish Council Precept			2,000.00	Cable ties		6.00	
				Fencing		24.99	
				Lawn mower servicing		70.00	
				Strimmer servicing	15.00		
				Other	45.68		
				Strimmer nylon line	14.99		
				Padlock & chain	9.99		
				Keys	10.00		
				Parking fees		5.00	
				Petrol for mower + diesel	80.28	95.07	
				Pitch marking		49.00	
				Table tennis equipment		27.43	
				Turf		97.25	
				Pavilion maintenance:			
				Closing balances:			
				Lloyds Bank	1,093.31	1,648.57	
				Cash	95.35	61.09	
						1,188.66	1,709.66
		1,959.66	3,139.89			1,959.66	3,139.89

Sophie Baylor (Treasurer)

### Independent Examiner's Report

I have examined the account book, receipts etc. and bank account statements and confirm that the above account is in accordance therewith.

Steve Ade  
23rd April 2018