

Bradfield Combust with Stanningfield Parish Council

Nicola Glading, Parish clerk
Telephone: 01842 337488

Email: BradfieldCombustwithStanningfieldpc@outlook.com
Website:

BRADFIELD COMBUST WITH STANNINGFIELD PARISH COUNCIL MEETING held on JUNE 7th 2021 at STANNINGFIELD VILLAGE HALL

MINUTES

Present:

Cllr D Staff (Chairman)

Cllr A Langan (Vice Chairman)

Cllr C Walters

Cllr C Mears

Nicola Glading Parish clerk

D/Cllr Sara Mildmay-White (arrived late)

and 5 members of the public

2021/26	RECORDING OF MEETING	
a.	Clerk for minutes	
2021/27	APOLOGIES FOR ABSENCE	
	a) Councillors received apologies for absence from C/Cllr Soons b) Councillors consented to accept the apologies received	
2021/28	DECLARATIONS OF INTEREST	
b.	None	
2021/29	PUBLIC PARTICIPATION	
	<p>Members of the public may speak about specific items on this agenda. The clerk read out a statement that had been received pertaining to the track surrounding the green which will be considered later on at item 2021/34.</p> <p>“Why have you stated that you can deny me access to my property?” (This was in relation to a conversation that Cllrs Staff and Mears had with two members of the public)</p> <p>Cllr Staffs view was that nobody did say that and that the whole conversation had been misconstrued.</p> <p>Cllr Mears informed the meeting that there were differing strands to the conversation:</p> <ol style="list-style-type: none">1. Parking on The Green. This was answered and the residents had been sent confirmation of the boundaries of The Green.2. Was there a right of access to the land/ property. <p>The conversation had been around getting it right, sorting it out and who had got what.</p> <p>The residents were present, and told the meeting: You said that as a matter of courtesy to the PC, I should ask the permission of the PC to use my garage. This was refuted by the council. The emails pertaining to the subject were considered</p>	Appendix A

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	<p>Cllr Mears confirmed that everybody living round the Green has access to their property and that the Parish Council are looking into the (unregistered) access track that links two parish assets: The Green and the Allotments. He believes remarks have been taken out of context, and he has spent considerable hours trying to understand the position. The second piece of land at West View, owned by the residents, does not have vehicular access onto the track abutting it, as shown on the official copy of registration of title dated 12th February 2021</p> <p>Note: see 2021/33 a. & 2021/34 a. The parish council has engaged a solicitor to register both The Green and the Allotment access track.</p>	
2021/29	CO-OPTION OF ADDITIONAL COUNCILLOR	
a.	<p>Proposal: To co-opt Mr Bob Austin on to the parish Council Proposed by: Cllr Mears Seconded by: Cllr Walters It was unanimously AGREED that B Austin is co-opted on to the Council Clerk to send website address with access to policies and procedures.</p>	
b.	The Acceptance of Office and Declaration of Interest forms were completed and signed by Cllr Austin and the clerk	
2021/30	UPDATES FROM COUNTY and DISTRICT COUNCILLORS	
a.	<u>Update from County Councillor K. Soons</u> : The Cllr had sent her apologies; a report had been sent to councillors on 01.06.2021	Appendix B
b.	<u>Update from the District Councillor S Mildmay-White</u> Cllr Mildmay-White had advised that she would arrive late due to a prior meeting: a District report had been sent through	Appendix C
2021/31	MINUTES OF THE PARISH COUNCIL MEETINGS held on 3rd May 2021	
a.	The minutes of the Annual Parish Council meeting held on 3 rd May 2021 were unanimously AGREED	
b.	Business remaining from the meeting not on this agenda: none	
c.	The minutes of the first ordinary meeting held on 3 rd May 2021 were unanimously AGREED	
d.	Business remaining from the meeting not on this agenda : none	
2021/32	MATTERS RELATING TO STANNINGFIELD VILLAGE HALL	
a.	<p>Report on the progress of the kitchen/ bar area improvement project at Stanningfield Village Hall given by Cllr Staff: The work is almost finished The Hall is now a superb facility: SCA have done a great job on painting, and Cllrs Staff and Mears have worked tirelessly on the project. An extractor fan remains to be fitted. It was suggested that it would be appropriate to liaise with SCA and celebrate with a Hall opening event.</p>	
2021/33	MATTERS RELATING TO THE ALLOTMENTS, STANNINGFIELD	
a.	<p>It was AGREED that the allotment access track would be registered to the Parish Council with the Land Registry.</p> <p>The estimated legal costs of £3,000 to register both the allotment access track and the Green (see 2021/34 a.) were AGREED unanimously</p>	

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2021/34	MATTERS RELATING TO THE VILLAGE GREEN	
a.	<p>It was AGREED that the Green would be registered to the Parish Council with the Land Registry.</p> <p>The estimated legal costs of £3,000 to register both the allotment access track and the Green (see 2021/33 a.) were AGREED unanimously</p> <p>NOTED: Vote of Thanks to Mrs Hazel Mears for all her work on matters pertaining to the Green and the access track.</p>	
2021/35	MATTERS RELATING TO STREET SIGNAGE and FURNITURE	
a.	<p><u>Renovation and usage of the red phone box at Stanningfield</u> Councillors to consider the future use of the red phone box at Stanningfield and bring ideas to the next meeting.</p>	
b.	<p><u>Adoption of the red phone box at Bradfield Combust</u> The clerk informed the meeting that an email had been received after the agenda had been sent out from BT on 01/06/2021 15:03 Dear Nicola, Thank you I have registered your application and will arrange for the consultation. We will let you know when the consultation has expired. Kind regards Mandy</p> <p>Cllr T Langan agreed to put up the necessary letter of notification of transfer</p>	Cllr T Langan
2021/37	MATTERS RELATING TO THE PLAY AREA STANNINGFIELD	
a.	<p>The plans for expenditure on additional items for the play area were considered. It was thought that, given the lack of required regulatory space a recommendation should be DEFERRED pending confirmation of the costs</p>	
b.	<p>The inspection from the Play Inspection Co., dated 18th March 2021 was considered. Councillors agreed that there was no need to purchase a padlock.</p>	
2021/38	MATTERS RELATING TO PLANNING/ EMERGENCY PLAN	
a.	<p>Review of the BC&S Emergency Plan (deferred last meeting) Cllr C Walters offered to review the current BC&S Emergency Plan</p>	Cllr C Walters
b.	<p>Application no: DC/21/0844/LB Expiry: 21st May 2021 Proposal Application for listed buildings consent - detached cart Lodge Location Bakers Farmhouse Church Road Stanningfield IP29 4RD Applicant Mr Sam Jordan The decision had been agreed by email consensus NO COMMENT</p>	WSC Planning dept advised of decision 01.06.2021
c.	<p>Application no: DC/21/0728/HH was considered. Consultation expiry: 4th June 2021 Proposal Householder planning application - a. replacement door b. ramped access Location 10 Bradfield Hall Ixer Lane Bradfield Combust Bury St</p>	WSC Planning dept advised of decision 8 th June 2021

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	Edmunds Suffolk Applicant Penny Anthony Councillors AGREED to SUPPORT																						
2021/39	FINANCE/ AUTHORISATION OF PAYMENTS																						
a.	The accounts payable May/June 2021 as listed below were unanimously APPROVED																						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Payee</th> <th style="text-align: left;">Item</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>N Glading</td> <td>Salary April 2021</td> <td style="text-align: right;">£254.64</td> </tr> <tr> <td>N Glading</td> <td>Salary May 2021</td> <td style="text-align: right;">£254.64</td> </tr> <tr> <td>N Glading</td> <td>Office expenses</td> <td style="text-align: right;">£78.00</td> </tr> <tr> <td>Glasswells</td> <td>Flooring Village Hall</td> <td style="text-align: right;">£3,934.80</td> </tr> <tr> <td colspan="3">Income</td> </tr> <tr> <td>UK Power networks</td> <td>NW housing, rental, LV OH & UG SERV GRN</td> <td style="text-align: right;">£47.93</td> </tr> </tbody> </table>	Payee	Item	Amount	N Glading	Salary April 2021	£254.64	N Glading	Salary May 2021	£254.64	N Glading	Office expenses	£78.00	Glasswells	Flooring Village Hall	£3,934.80	Income			UK Power networks	NW housing, rental, LV OH & UG SERV GRN	£47.93	
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2021/40	GOVERNANCE																						
a.	The revised Internal Control Statement and Report (SALC: March 2021) was considered and AGREED . The Chairman signed and Cllr T Langan authorised the Statement	Appendix D																					
b.	Annual Governance and Accountability Return 2020/21 To consider approval of the AGAR: (i) Certificate of Exemption – AGAR 2020/21 Part 2 (ii) Section 1 – Annual Governance Statement 2020/21 (iii) Section 2 – Accounting Statements 2020/21	Appendix E																					
2021/41	CHAIRS ITINERARY and REPORTS (on the night)																						
a.	<u>Chair`s report</u> (i) Email from Carmel D I Consultant Knight, Kavanagh & Page Ltd had been sent to councillors on 22.05.2021, it was agreed not to reply.																						
b.	<u>Councillor`s reports</u> (i) Councillors welcomed Cllr Bob Austin (ii) The new tree for the Green needs to be planted, Cllr C Walters offered to plant.	Cllr C Walters																					
2021/42	EXCHANGE OF INFORMATION																						
	Dates of forthcoming meetings were confirmed as August 9 th , October 11 th and December 13 th 2021																						

Meeting closed 9.20pm

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Appendix A

On 26 May 2021, at 19:11, Nicola Glading <BradfieldCombustwithStanningfieldpc@outlook.com> wrote:

Dear Mr Bryant

Ref: Your email dated 7th May 2021/ penultimate sentence:

"With regards to the partly grassed lane that abuts West view (formerly Red House Cottages) the land searches confirm the council have no comment to make as they do not own any land that abuts this property"

We would strongly refute this statement: the land you refer to as the partly grassed lane that abuts part of your recently acquired property has always been known as the track to the allotments and has acted as a link from the Village Green to the allotments since the early 1900s and indeed is the only public access to the allotments. Its location connects these two major Parish assets.

The Parish and the Parish Council therefore do have a great interest in this track and have over many years taken responsibility for it.

I trust that this clarifies

N Glading
Parish clerk
Nicola Glading

Fri 14/05/2021 19:56

To:

- Gregory John Bryant

Many thanks for your phone message today.

I have been out all day and only just picked it up.

Sorry to say that there has been a misunderstanding: what I said was that today I would be in Stanningfield to pull the relevant records from the archive storage.

I will scan in and photocopy over to you as soon as possible. I think the question was whether you would accept a hand delivery to your house or would you prefer by post? Perhaps the post would be safer given the new strain of Indian Covid that seems to be about?

I do hope your lady wife is continuing to make a good recovery,

Regards

Nicola Glading
Clerk to Bradfield Combust with Stanningfield Parish Council

Paper copies of all the relevant Deeds had been sent to Mr Bryant

Fri 07/05/2021 08:49

To:

- Gregory John Bryant

Dear Mr Bryant

Your recent question was considered at the recent Parish Council meeting.

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The Chairman will be happy to meet with you to allow sight of the documents relating to the village green and the allotments.

If you have any related documents, please may we view?

Please be re-assured that your question about the track to the allotments is being looked into.

I look forward to hearing from you so that a mutually convenient time and place can be arranged.

Kind regards

Nicola Glading

Clerk to Bradfield Combust with Stanningfield Parish Council

Sun 11/04/2021 15:01

To: Gregory John Bryant

Dear Mr Bryant

Thank you for your recent email,

The Chairman has agreed that this will be placed on the agenda at the next parish council meeting.

regards

Nicola Glading

Clerk to Bradfield Combust with Stanningfield Parish Council

From: Gregory John Bryant <gregoryjohnbryant@icloud.com>

Sent: 02 April 2021 06:45

To: BradfieldCombustwithStanningfieldpc@outlook.com

<BradfieldCombustwithStanningfieldpc@outlook.com>

Subject: The Green Stanningfield

Dear Nicola ,

Further to a very agreeable conversation with councillors Clive Mears & David Staff I wonder if it would be possible to have a copy of the official boundaries to the Green area together with relevant information to the maintainable status of the track . As a resident one feels it's probably necessary to have confirmation of the legal access to my home The Thatched Cottage The Green . Also I would request the parish councils position regarding access to my Double garage @ West View The Green Stanningfield thanking u in anticipation for your kind co-operation .

Kind regards

Gregory & Clare Bryant

Appendix B

Suffolk County Council Update

Suffolk County Council leader vows to "build back better, stronger, and greener after COVID"

On May 27th, Suffolk County Council held their 2021 AGM. Leader of the Council Matthew Hicks laid out his vision for the future.

Protecting vulnerable residents, strengthening Suffolk's economy and a strong focus on the environment are at the heart of council's new priorities.

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Protecting and supporting vulnerable residents, strengthening Suffolk's economy, a strong focus on the environment and delivering value for money for the taxpayer is at the heart of priorities outlined by Suffolk County Council's leader today.

Councillor Matthew Hicks said that in the next 4 years, Suffolk County Council will:

- Drive up educational standards through a project led by the National Literacy Trust.
- Maintain the Outstanding rating for Children's Services from OFSTED
- Launch a £20m programme to spend £10m tackling highways flooding and a further £10m improving and upgrading 500 miles of pavements and footpaths.
- £14.5m in upgrading or building new waste recycling centres.
- Continue investing £45m building over 800 new school places for children with Special Educational Needs

On education and children's services he said:

"We are already investing £45m building over 800 new school places for children with Special Educational Needs. Working with our partners, we will drive up educational standards through a project led by the National Literacy Trust and we will create a network of Family Hubs."

On adult social care and supporting vulnerable people he said:

"The reality is by 2031, a fifth of Suffolk's residents will be aged over 70, and we must be prepared for that. We will harness new technology, like we did when we supported the Digital Care Phone project last year. We will also continue our unwavering support for our fantastic care workers, who do so much to make sure people get the care and support they need.

"Since 2017 we have spent over £1bn on caring for vulnerable residents. This huge level of support "On the post pandemic economic landscape in Suffolk, He outlined his vision for an economic recovery looking to build an economy fit for the next 30 years, describing an economy that "embraces new greener technology, that invites investment in the right training and skills and benefits everyone equally."

On the environment, Councillor Hicks stressed that the people of Suffolk had made it clear during the election that environmental issues matter to them, along with other concerns around housing, infrastructure and their quality of life. He stressed that the environment would continue to be at the forefront of his administration's agenda.

Councillor Hicks said: "In 2019 this council declared a climate emergency – and since then we have been working hard to meet our responsibilities to become a carbon neutral authority by 2030.

"£3m to improve heating systems in council offices, fire stations and schools. And we are investing £14.5m in upgraded or new waste recycling centres and we are promoting greater biodiversity."

He also celebrated the increase diversity of the county council, noting that 39% of councillors were now women and the election of one of the youngest county councillors in the country. He confirmed his new cabinet and noted significant changes to some portfolios.

These were:

- Combining Finance and Environment into a single portfolio
- The creation of a new Cabinet member for Education, SEND and Skills
- A new portfolio focusing on Ipswich, Operational Highways and Flooding; and separately a portfolio that links Transport Strategy with Economic Development and Waste
- Bringing together Public Health, Public Protection and Communities into a single portfolio

In explaining these changes, Councillor Hicks said that placing Finance and Environment together reflects the fact the council now publishes a carbon budget alongside the financial budget. He also

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hoped that by splitting Operational Highways from Transport Strategy, more focus could be given to addressing issues with highways maintenance.

Finally, by merging Public Health, Public Protection and Communities into a single portfolio, this would enable these areas to continue working closely together, as they have since the pandemic began.

In a speech dominated by COVID, Councillor Hicks said:

“We have seen COVID 19 disrupt every part of our lives.”

He paid tribute to the those who have died of COVID in Suffolk, noting that county council’s plans for healing woods, approved in July 2020, were now under development.

Councillor Hicks added:

“I promise that their memories will not be forgotten. Our plans for healing woods will, I hope, help the healing process for all those that suffer the pain of grief.”

“He went on to thank all those organisations and individuals involved in delivering the vaccination rollout across the county, noting that “the vaccine continues to represent hope for us all.”

Closing his speech, Councillor Hicks looked ahead to the proposed ending of COVID restrictions next month, noting that the new post pandemic world will come with its own challenges and opportunities, he said.

“we will not stumble back and carry on as if nothing happened – we will learn from some of the new ways of working that have emerged. With this strengthened Conservative administration - we can build back better, we must build back greener, we will build back stronger.”

Additionally, the Cabinet and Cabinet Deputy appointments were announced:

- Deputy Leader & Cabinet Member for Finance & Environment – Richard Rout
- Cabinet Member for Adult Care – Beccy Hopfensperger
- Cabinet Member for Children & Young People’s Services – James Reeder
- Cabinet Member for Education, SEND & Skills – Rachel Hood
- Cabinet Member for Economic Development, Transport Strategy, & Waste – Richard Smith
- Cabinet Member for Ipswich, Operational Highways, & Flooding – Paul West
- Cabinet Member for Public Health, Public Protection, & Communities – Andrew Reid
- Deputy Cabinet Member for Fostering and Adoption – Stephen Burroughes
- Deputy Cabinet Member for Highway Drainage – Steve Wiles
- Deputy Cabinet Member for Property – Craig Rivett
- Deputy Cabinet Member for Protected Landscapes & Archaeology – Melanie Vigo di Gallidoro
- Deputy Cabinet Member for SEND – Chris Chambers
- Deputy Cabinet Member for Transport Strategy – Alexander Nicoll

Schools across Suffolk recognised for their efforts in encouraging active travel

On May 5th, Pupils from Great Barton Primary Academy and Stowupland High School were recognised for their efforts in encouraging active and sustainable travel.

The Pupils have received Bronze Modeshift STARS accreditations for their efforts. Exning Primary School who first received a Bronze accreditation in 2019, has become the first primary school in Suffolk to receive a Silver Modeshift STARS accreditation for their ongoing commitment and hard work.

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- Great Barton Primary Academy – encouraging road safety, by working with local councils to relocate and promote the puffin crossing near the school. This includes designing new street signs and a Park & Stride campaign
- Stowupland High School – encouraging active and sustainable travel and road safety. A group of sixth form students set up a walking bus to help new Year 7 students build confidence walking to a new school
- Exning Primary School – received their silver accreditation for their ongoing hard work promoting sustainable travel, road safety and improving air quality outside the school gates by running an anti-idling campaign.

The Modeshift STARS Accreditation scheme encourages schools across England to implement their own travel plans to increase levels of sustainable and active travel in order to improve the health and well-being of children and young people. More information on Modeshift STARS can be found at – www.suffolk.gov.uk/adviceontravel as well as top tips and advice on travelling to school.

The accreditations further support the county council's Let's make a change for the future campaign which is encouraging residents to consider more active and sustainable travel options during the COVID-19 pandemic to avoid overcrowding the county's transport network, and longer term to experience the benefits of improved health and wellbeing, less congestion and cleaner air.

Walk in the footsteps of Anglo-Saxon Kings on new Suffolk countryside trail

On May 11, it was announced that a new seven-mile walking trail near the site of Sutton Hoo had been created in Suffolk's Deben Valley revealing the hidden archeological secrets of the area. Walkers will be transported back 1,500 years and experience the landscape once home to a long-lost Anglo-Saxon settlement at Rendlesham where the East Anglian Kings once lived. Hidden gems from other periods of history will also be unveiled, such as a medieval priory, a stately home, a decoy pond and ancient woodland.

The trail has been created by Suffolk County Council's Archaeological Service (SCCAS) and is one of the activities made possible by the National Lottery Heritage Fund. SCCAS received a grant of £517,300 to fund "Rendlesham Revealed: Anglo-Saxon Life in South-East Suffolk", a community archaeological project to uncover hidden history in the area.

To guide them, walkers can download an online guide, which will point out the history along the way, as they take in meadows, open fields, woodland and riverside paths. The guide is available on the Suffolk Heritage Explorer website: heritage.suffolk.gov.uk/rendlesham

We know that our physical and mental wellbeing benefit greatly from being outdoors and being in touch with nature. As the weather starts to improve, and we are able to travel in accordance with Government guidelines, getting outside for a walk is a really positive thing to do.

This new 'In the footsteps of Kings' trail in the peaceful Deben Valley countryside offers these benefits perfectly, as well as a unique and immersive experience exploring the local history. It is a great addition to the Discover Suffolk series, and available in time for the virtual Suffolk Walking Festival which begins on 22 May.

New cycle parking installed thanks to Government's Active Travel Fund

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It was announced on May 12th that four new cycle parking stands had been installed in Hadleigh town as a result of the Government's Active Travel Fund to help make cycling safer and easier. One of the positives to come out of the COVID-19 crisis is the noticeable increase in people cycling. Whether that is for commuting to work to avoid overcrowding the transport network, for leisure or as part of an exercise routine.

This has resulted in reduced congestion and improvements in air quality as well as supporting people's health and wellbeing.

The installation of the cycling parking stands follows community consultation by Hadleigh Town Council and Hadleigh Cycling Club, working in partnership with the county and district councils.

The stands can be found at the following locations in Hadleigh:

- On the corner where Angel Street joins the High Street
- Outside Pedal House, on the concourse on the High Street
- At Hadleigh Church
- On Maiden Way, just off the High Street

Hadleigh Cycling Club is also looking to produce a map of the cycle routes around the town and the surrounding countryside.

A new electric taxi-bus service launched in East Suffolk

On May 13th, Suffolk County Council launched Katch – a new sustainable, electric taxi-bus service in the East of the county.

Katch provides a travel solution for local residents and visitors in Wickham Market and Framlingham, as well as for those who need to meet their rail connections at Wickham Market train station in Campsea Ashe.

With support from East Suffolk Council, Framlingham Town Council, Community Rail Network, East Suffolk Lines Community Rail Partnership, Greater Anglia and CarsSmart, Katch delivers on the commitment Suffolk councils have made to grow the region's passenger transport in a sustainable way. It also plays a part in cutting carbon to help reach the Government's ambition of zero emissions by 2050 and Suffolk County Council's own target of being carbon neutral by 2030.

Katch started on Monday 17 May 2021 and will run as a trial for 12 months.

The service will be available seven days a week from:

- 6.30am to 10.30pm on Monday to Saturday
- 9am to 7pm on Sunday

All journeys must be booked in advance via the Katch App or telephone by calling 01728 55 44 55.

The cost of a return journey is £7 and a single journey is £4.

If successful and is regularly used by commuters and rail passengers, Suffolk County Council is keen to facilitate further schemes across the county.

Suffolk County Council is delighted to be able to offer the new sustainable, electric taxi-bus service in the East of the county. The service will provide a travel solution for local residents and visitors in Wickham Market and Framlingham as well as for those who need to meet their train connections at Wickham Market train station in Campsea Ashe.

It is also hoped the service will encourage more people to consider using public transport rather than relying on the car. Following a successful trial, there is an opportunity for this type of flexible and green alternative travel to be considered across other communities in Suffolk.

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Long-awaited Pride in Suffolk's Past exhibition opened at The Hold

On May 14th, it was announced that the long-awaited Pride in Suffolk's Past exhibition will open on May 17th, in line with Covid-19 regulations.

This will be only the second exhibition to open in this brand-new venue - which partially opened for the first time last September - and is a fantastic opportunity for visitors to come and get a taste of what is on offer – all for free!

The Pride in Suffolk's Past exhibition, which is the culmination of an in-depth two-year project, uses original documents found in Suffolk Archives and local collections to explore the hidden histories of lesbian, gay, bisexual, transgender and gender non-conforming people in Suffolk's past.

Due to legal and social repression these stories have all too often gone untold but now these experiences can be shared for future generations to understand how things have changed over time, as well as what work there is still to be done. Complementing the archival materials on display, the exhibition also contains contributions shared by the thriving LGBTQ+ community in Suffolk today.

The exhibition is open seven days a week from Monday 17 May until Sunday 4 July. Tickets are free of charge but must be booked in advance: www.ticketsource.co.uk/suffolk-archives

The Hold is able to reopen its doors with the Pride in Suffolk's Past Exhibition. This is such an important exhibition reflecting the lives of the LGBTQ+ community in Suffolk both past and present. I'd also like to thank everyone involved in the project who has shared their stories and supported the exhibition, ensuring that these voices can be heard.

The Pride in Suffolk's Past exhibition is the result of a wider project forming part of Sharing Suffolk Stories, the countywide National Lottery Heritage Fund supported programme of activities which enables communities to discover more about the history of where they live and to share it in new and engaging ways

Project to share stories of Newmarket's WW2 Jewish refugees

A new heritage project was announced on May 17th which aims to uncover stories of Jewish refugees who were housed in Newmarket during World War 2.

The joint heritage project is being run by Suffolk Archives and the National Horseracing Museum.

The project has been inspired by the memoir of one of these refugees, Fritz Ball, who with his wife Eva was among 25 Jewish refugees living at Palace House Stables (now part of the National Horseracing Museum in Newmarket) in September 1939.

Fritz's memoir gives a fascinating insight into the life of the refugees sent to Newmarket at this time, highlighting the kindness they initially experienced from the locals and how this changed with the outbreak of war. It also helps us to understand the challenges faced by those arriving in a new place and adjusting to the cultural differences experienced.

As well as his memoir, Sandra is also the proud owner of one of Fritz's cellos, which he succeeded in bringing with him on the long journey to Newmarket from their home in Berlin. The instrument features strongly in Fritz's memoirs and it is hoped it can play a part in how these stories can go on to be shared more widely. The project team are exploring the possibility of working with local schools and the wider community to create a new piece of music which responds to the stories being researched.

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This project forms part of Sharing Suffolk Stories, the countywide National Lottery Heritage Fund supported programme of activities which enables communities to discover more about the history of where they live and to share it in new and engaging ways.

New guide drafted to support major developments in Suffolk

It was announced on May 17th that Suffolk County Council had launched a consultation on an updated version of its "Developers Guide".

The guide is a document to support all those involved in major planning applications in the county. Whenever major developments are considered, for example new housing or industrial sites, they will likely have an impact on the local community. This could result in increased demands on the local infrastructure, for example more local traffic, more people living in a community, more school places needed, and many other local services.

To make sure that new developments result in improvements to local communities, developers must make financial contributions to local authorities, known as Section 106 agreements, or through the Community Infrastructure Levy. This money can then be put towards services to support the increase in demand made by the new development.

This updated guide has not been written as a set of rules, but to support developers and make them aware of what they should consider with their plans. It explains how we calculate the levels of financial contributions, so that we can manage the impact of a development and make sure it has a positive impact on our communities.

During 2019/20, the county council secured over £46m towards infrastructure from Section 106 agreements. We must continue to secure sufficient contributions from developments, to help fund services like schools, libraries and household waste recycling centres. This will help us to protect communities, their residents, and the demands on local services.

Discover something new with Suffolk Walking Festival 2021

Suffolk's Walking Festival returns in 2021 for its 14th instalment, but this year as the very first Virtual Suffolk Walking Festival.

Due to the Covid-19 pandemic the guided Suffolk Walking Festival cannot take place, instead the new virtual festival will include self-guided walks with fun facts about Suffolk, family activity sheets, podcasts and videos from around the county.

The festival will also include a 'My Suffolk, Your Suffolk' feature of favourite walks, and a competition where you can win 4 tickets to next year's festival and a year's subscription to the Suffolk Magazine.

The 10-day Virtual Walking Festival will take place between Saturday 22 May and Monday 31 May and all information can be accessed at suffolkwalkingfestival.co.uk and by facebook.com/suffolkwalkingfestival.

You don't have to be an avid walker to join the fun as the activities range from short strolls and gentle rambles to some more challenging hikes. Following the increase in popularity of walking over the last 12 months, the festival this year aims to nurture members of the public's newfound interest in Suffolk's countryside and the positive impact walking has had on our physical health, mental wellbeing and the environment.

In a year when many events and group gatherings are cancelled or considerably reduced it is fantastic that the Suffolk Walking Festival 2021 is able to happen in some form.

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The pandemic has encouraged many more of us to go out walking and discover our county's beautiful countryside. Walking has so many known benefits for our health and wellbeing. Suffolk's Walking Festival is supported by Suffolk councils, many partners and charities including BBC Radio Suffolk, Suffolk Magazine, National Trust and RSPB, and community groups such as Shotley Open Spaces and Clare Country Park. Members of the public are being encouraged to share their photos and experiences of the festival this year online by using the hashtag #SWF21.

State-of-the-art vehicles join Suffolk Fire and Rescue Service's fleet

On May 20th, it was announced that Suffolk Fire and Rescue had unveiled three new vehicles, packed with the latest technology, to support firefighters at emergency incidents.

The Command Support Vehicles will typically be used as a hub at large, complex incidents, from which officers can manage operations and work with other emergency services.

Some of the new features on the vehicles include:

- Dedicated WiFi, enabling officers at the scene to quickly stream and share data, images, footage and plans with colleagues who are based remotely, for example at the Combined Fire Control Room
- LCD display built into the side of the vehicle, allowing officers to share content with other agencies attending an incident, such as live drone footage and plans
- Latest communications and computer technology with access to live information, weather reports, data on substances and chemicals, and direct contact with other agencies and services

Suffolk Fire and Rescue Service has invested £360,000 in the new units, which replace the three existing Command Support Vehicles.

With these new, more advanced vehicles in the fleet, Suffolk Fire and Rescue Service has even better tools at its disposal to take command of incidents.

It's important that the service continues to invest in such equipment, so that staff and crews can carry out their jobs to the best of their abilities, and are safe whilst doing so. In turn, this helps us to protect Suffolk's residents.

In the last couple of years, our firefighters have been kitted out in new uniforms and we've introduced three new appliances to the fleet. We are currently refurbishing Princes Street station in Ipswich and planning the construction of a brand new blue light station in Stowmarket. Our next projects include bringing in four new appliances which have enhanced tools to support at road traffic collisions, as well as updating breathing apparatus sets, handheld radios and IT.

Appendix C West Suffolk District Councillor's Report May 2021

West Suffolk Council has been running, with business partners and representatives, campaigns to encourage people to shop local and support our West Suffolk economy.

We remain at the forefront of helping our businesses access millions of pounds in grants and rate relief. The total delivered to date now exceeds £105 million.

Recently we made a further £1.8million available to West Suffolk businesses who are not eligible for the Government's Restart Grant, with many receiving automatic payments.

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By way of background, throughout the pandemic West Suffolk Council has been paying out Additional Restrictions Grants to supply chain businesses and those not in the ratings system and so not eligible for the Government grant schemes.

The Government recently launched the Restart Grant with a one-off payment to help businesses in the ratings system reopen safely.

Now using discretionary funding from Government, West Suffolk Council has launched the ARG Restart Payment to help some of those businesses ineligible for the Government scheme but who have business property costs. These include market traders, those in shared premises that aren't the rate payer, and supply chain businesses to retail, hospitality, leisure and tourism.

Communities

I am pleased to say we have continued with much needed and nationally ground breaking projects such as Mildenhall Hub which will open this year.

Our Local Plan preparations are entering its next phase following a very successful start, despite the pandemic. Other organisations are contacting us about the way we went about engagement which saw more people submit written comments than we have had before.

This plan is vital in making sure we continue to manage growth and secure the long-term prosperity of West Suffolk in the best possible way. I am pleased to say we are ahead of the Government development figures set for West Suffolk and the latest figures out show last year we also exceeded our own targets for delivering affordable homes despite the pandemic.

On a less happy note, I also wanted to mention the role our Council, and in particular our Chair and Vice-Chair, played in supporting our communities to pay their respects to the late Prince Philip, The Duke of Edinburgh. As many of you know he was a frequent visitor to the area.

Banksy Exhibition: An incredible exhibition of modern art including the famous street artist Banksy is opening at Moyses Hall Museum on Sunday 23rd May until 30th September.

Council meetings

We anticipate that after 21 June, there may be changes to the social distancing requirements. With the support of the current Chair and Vice-Chair, we are therefore proposing to move the Council meeting from 15 June to 22 June. This would give us the best chance to be able to have as many members as possible participating in person at the meeting. We will confirm arrangements for that meeting in due course once we understand more about what the restrictions will actually be then. In order to do this, we also need to move the June Cabinet meeting from 22 June to 29 June.

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Appendix D INTERNAL CONTROL STATEMENT YEAR ENDING MARCH 2021

1. SCOPE OF RESPONSIBILITY

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

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

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

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

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The council reviews its obligations and objectives and approves budgets for the following year at its November meeting. The January meeting of the council approves the level of precept for the following financial year.

The full council meets 10 times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the parish clerk.

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

Clerk to the Council/Responsible Finance Officer:

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

Payments:

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

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Council. Payments made electronically are authorised by the council and checked by the Chairman and Clerk. Any re-imbusement of expenses/ costs incurred by the Chairman is further authorised by a nominated Councillor (non signatory)

Income:

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

Risk Assessments/Risk Management:

The council reviews its risk assessment annually in January, and regularly reviews its systems and controls.

Internal Audit:

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

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

External Audit:

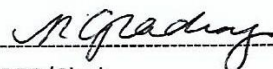
The council's external auditors, submit an annual certificate of audit which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

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



Chairman



RFO/Clerk

Approved and adopted by BC & S Parish Council

Meeting date: 7th June 2021

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INTERNAL CONTROL REPORT

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

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

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

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

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

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Regular bank reconciliation, independently reviewed	Yes	
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	Yes	
Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved	Yes	BC & S PC has adopted the General Power of Competence
Payments supported by invoices, authorised and minuted	Yes	
Regular scrutiny of income records to ensure income is correctly received, recorded and banked	Yes	
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification	Yes	
Contracts of employment for staff Contract annually reviewed Updating records to record changes in relevant legislation PAYE/NIC properly operated by the Council as an employer	Yes Not applicable	Payroll is outsourced to SALC Payroll Services
VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook	Yes	
Regular financial reporting to Parish Council	Yes	
Regular budget monitoring statements as reported to Parish Council	Yes	
Compliance with DCLG Guide <i>Open & Accountable Local Government 2014, Part 4:</i> Officer Decision Reports	Yes	

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

Date of review of system of Internal Controls..... 7/6/21

Review of system of Internal Controls carried out by Cllr A. Langan

Name..... A.R. LANGAN Signature..... A.R. Langan

Report submitted to Council (date)..... 7th June 2021

(minute reference) 2021/40a

Next review of system of Internal Controls due..... 2022

Additional comments by reviewer:

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APPENDIX E AGAR

CERT EXEMPT TO PKF 25/06/21

Annual Governance and Accountability Return 2020/21 Part 2

To be completed only by Local Councils, Internal Drainage Boards and other smaller authorities* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to CERTIFY themselves as EXEMPT from a limited assurance review

Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2020/21

- Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - does not meet the qualifying criteria for exemption; or
 - does not wish to certify itself as exempt
- Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2021**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - The **Annual Governance and Accountability Return (Part 2)** which is made up of:
 - Annual Internal Audit Report (page 4)** must be completed by the authority's internal auditor.
 - Section 1 – Annual Governance Statement (page 5)** must be completed and approved by the authority.
 - Section 2 – Accounting Statements (page 6)** must be completed and approved by the authority.**NOTE: Authorities certifying themselves as exempt SHOULD NOT send the completed Annual Governance and Accountability Return to the external auditor.**
- The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.

Publication Requirements

Smaller authorities **must** publish various documents on a publicly available website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- Certificate of Exemption**, page 3
- Annual Internal Audit Report 2020/21**, page 4
- Section 1 – Annual Governance Statement 2020/21**, page 5
- Section 2 – Accounting Statements 2020/21**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Part 3 of the AGAR 2020/21 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 **£200 +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.

If it decides to certify itself as exempt, the authority must complete and return the Certificate of Exemption on Page 3 to the external auditor to confirm that it has certified itself exempt.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

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

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Guidance notes on completing Part 2 of the Annual Governance and Accountability Return (AGAR) 2020/21, 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 2021. 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 2021**. 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. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, 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 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- 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 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation available for publication?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	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?	na	
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>)	na	

**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.ada.org.uk

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Certificate of Exemption – AGAR 2020/21 Part 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 2021, 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 2021 and a completed Certificate of Exemption is submitted no later than **30 June 2021** notifying the external auditor.

Bradfield Combust with Stanningfield Parish Council

certifies that during the financial year 2020/21, 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 2020/21: £22,006 R AMOUNT £00,000

Total annual gross expenditure for the authority 2020/21: £20,231 R AMOUNT £0,000

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 Part 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.



By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2017
- In relation to the preceding financial year (2019/20), 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 you are able to confirm that the above statements apply and that 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 2021.

By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:	07/06/2021
	07/06/2021	as recorded in minute reference:	2021/40 b.
Signed by Chairman	Date		
	07/06/2021		

Generic email address of Authority: bradfieldcombustwithstanningfieldpc@outlook.com Telephone number: 01842 337488

*Published web address

<http://bradfieldcombustwithstanningfield.suffolk.cloud/> SITE/WEBPAGE ADDRESS

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 2021. Reminder letters incur a charge of £40 +VAT

Bradfield Combust with Stanningfield Parish Council

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Annual Internal Audit Report 2020/21

Bradfield Combust with Stanningfield Parish Council

<http://bradfieldcombustwithstanningfield.suffolk.cloud/>

During the financial year ended 31 March 2021, 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 2020/21 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.			NONE HELD
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 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")	✓		
L. The authority publishes information on a website/webpage, up to date at the time of the internal audit, in accordance with the Transparency code for smaller authorities.	✓		
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		

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

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

Date(s) internal audit undertaken

17/06/2021

Name of person who carried out the internal audit

SANDRA BROWN (ON BEHALF OF SAIC)

Signature of person who carried out the internal audit

S. J. Brown

Date

17/06/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

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Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Bradfield Combust with Stanningfield 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 2021, 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.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			✓
			<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>

*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:

07/06/2021

and recorded as minute reference:

MIP 2021/40 b. E

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

Chairman

D. Staff REQUIRED

Clerk

N. Glading REQUIRED

Other 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://bradfieldcombustwithstanningfield.suffolk.cloud/>

SITE/WEBPAGE ADDRESS

Bradfield Combust with Stanningfield Parish Council

Nicola Glading, Parish clerk
Telephone: 01842 337488

Email: BradfieldCombustwithStanningfieldpc@outlook.com
Website:

Section 2 – Accounting Statements 2020/21 for

Bradfield Combust with Stanningfield Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	12,754	15,157	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	13,129	13,370	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	1,379	8,636	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	2,265	3,808	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	9,839	16,423	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	15,157	16,932	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	15,157	16,932	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	374,730	493,466	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings		0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 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

N. Glading R.F.O. REQUIRED
Date 07/06/2021

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

K.D.S. 07/06/2021

as recorded in minute reference:

2021/40 b MINUTE

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

K.D.S. D. Staffs. REQUIRED