

Bradfield Combust with Stanningfield Parish Council

Nicola Glading, Parish clerk, 6, Albert Rolph Drive Lakenheath, Suffolk IP27 9DA
Tel: 01842 337488 Email: BradfieldCombustwithStanningfieldpc@outlook.com
Website: <http://bradfieldcombustwithstanningfield.suffolk.cloud/>

MINUTES

of the Bradfield Combust with Stanningfield Annual Parish Council Meeting
held on 12th September 2022 at Stanningfield Village Hall

Present:

Cllr D Staff

Cllr T Langan

Cllr C Mears

Cllr T Kaciubsky

In attendance: D/Cllr S Mildmay-White, N Glading, parish clerk, and two members of the public

One minutes silence was observed to reflect on the sad loss of HRH Elizabeth II

2022/39	CHAIRMANS WELCOME and RECORDING OF MEETING	
a.	There was no recording of the meeting	
2022/40	APOLOGIES FOR ABSENCE	
	a) Apologies for absence were received from Cllr K Soons b) The Council consented to accept the apologies received	
2022/41	DECLARATIONS OF INTEREST	
a.	None	
2022/42	PUBLIC PARTICIPATION	
	None	
2022/43	UPDATES FROM COUNTY and DISTRICT COUNCILLORS	
a.	To receive an update from County Councillor K. Soons: not present	
b.	D/ Cllr S Mildmay-White reported that there had been a good turnout for the Proclamation	
2022/44	MINUTES OF THE PARISH COUNCIL MEETINGS held on 18th July 2022	
a.	The Minutes of the Parish Council meeting held on the 18 th of July 2022 were RECEIVED and AGREED as an accurate record. The Chair was authorised to sign the Minutes 18 th July 2022.	
b.	To consider business remaining from the meeting not on this agenda: none	
c.	Dates of meetings for 2023 were set as Jan 9 th , March 13 th , May 15 th , July 10 th , Sept 11 th , Nov 13 th	
2022/45	MATTERS RELATING TO PLANNING	
a.	The Councillors considered application DC/ 22/146 LB Location: Coldham Hall, Stanningfield: install four wall mounted electrical sockets in first floor living room SUPPORT	
b.	The Councillors considered application Update on application no: DC/22/1170/HH (Received after agenda was published) Mr And Mrs A Watson, late addition to the July Agenda see Minute 2022/ 38	

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	SUPPORT	
2022/46	MATTERS RELATING TO STANNINGFIELD PLAYGROUND	
a.	<p>Update on repair programme from Cllr Mears: clearly the playground is deteriorating, BC&S Parish Council have to take some decisive action</p> <ol style="list-style-type: none"> 1. Close playground due to potential hazards 2. Buy tape and put round the area 3. Cllr Mears has contacted Sovereign Playgrounds as they offer a repair service and awaits a reply. Once this has been received the Council will have to make a decision, the quote will be item by item 4. Once quote is received, Staff will email round and ask for an email decision <p>It was thought it would be a shame to scrap wooden equipment, which ought to be put right and kept The swings need replacing</p> <p>Cllr Mears will ask West Suffolk District Council for advice If not viable, this will have to be a self-help project</p> <p>It was unanimously AGREED to close the playground until the necessary repairs have been made</p>	
2022/48	MATTERS RELATING TO ANTI SOCIAL BEHAVIOUR	
a.	<p>Update on anti-social behaviour: Cllr Mears had reported to the Police Young people have been down at Stanning Village Hall at night. Resident at the Rectory phoned the Police three times with no response Rubbish etc left, and nitrous oxide containers were found. The young people did not leave until left at 4.45 am. Cllr Mears looked at the CCTV and visited a house in Stanningfield. The young people (14 to 18 years old) cleared up.. Last night a tap was left on. Cllr Mildmay-White will report to the West Suffolk Council anti-social behaviour team The Police confirmed that the officers leave off at midnight. It is better to use the online reporting system.</p> <p>It was unanimously AGREED to instal internet provision at Stanningfield Village Hall to enable the CCTV to be viewed remotely. CCTV – monitor have Cost is thought to be around £23 a month for a year: next meeting</p>	Next meeting
2022/49	FINANCE/ AUTHORISATION OF PAYMENTS/ AUDIT	
a.	The Accounts Payable September 2022 were unanimously AGREED	Appendix A
b.	The signatories were authorised to sign the relevant cheques	

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d.	The clerk had prepared an Action Plan following the Internal Auditors Report: NOTED	Appendix B
e.	It was AGREED not to opt out of the SAAA central external auditor appointment arrangements	Appendix C
f.	NOTED: Update from external auditor: SBA Team (for and on behalf of PKF Littlejohn LLP): We have received and logged the Annual Governance and Accountability Return (AGAR) Form 3 for Bradfield Combust with Stanningfield Parish Council and the AGAR is now in the queue for processing. If there are queries on the AGAR and/or supporting documentation submitted for review, one of the team will contact you for additional information when they carry out the review work. If there are no queries we will carry out our review and report our findings to you in due course.	
g.	NOTED: The Summary of Costs for Bradfield Combust phone box project	Appendix D
2022/50	MATTERS RELATING TO GOVERNANCE	
a.	Councillors were mindful to agree changing the decision made at the Annual Meeting to appoint SALC as auditors and engage an alternative internal auditor- to be confirmed at the November 2022 meeting (6 months will have elapsed)	Next meeting
b.	The Councillors considered adopting a Grant Application Form request and Grant Policy, including £250 `usual limit` to be completed by all organisations wishing to be given a grant from BC&S PC It was unanimously AGREED to adopt the grant application guidelines and application forms	Appendix E
2022/51	CHAIRMAN'S ITINERARY, REPORTS and CONSULTATIONS	
a.	<u>Chairman`s report:</u> (i) The renovation of Stanningfield`s telephone box: we are making a start (ii) Review of the current Emergency Plan (see website: Deferred (iii) Update on residents parking on the Green Still waiting for the land registry. There is less parking on the Green at present	
b.	<u>Councillor`s reports (on the night)</u> Bus shelter: Cllr Mears has quote from Broxap to replace all the panels (not just the broken ones) @ £2,500. A new bus shelter price shelter would be in the region of Kent anti vandal £2,430; Ruby anti vandal £3,705	Next meeting
2022/52	EXCHANGE OF INFORMATION	
a.	To exchange any relevant information at the discretion of the Chairman: none	
	Date of next meeting: November 14 th 2022	

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Appendix A

<u>Payee</u>	<u>Item</u>	<u>Amount</u>	<u>VAT</u>
N Glading	Salary July 2022	£269.50	£0.00
N Glading	Salary August 2022	£269.30	£0.00
N Glading	Office expenses second quarter July, Aug, Sept 2022	£79.00	£0.00
Cllr Langan	Re-imburse for ply and for acrylic for phone box project	£81.24	
A Tucker	Re-imburse for printing for phone box project	£29.52	
A Tucker	Re-imburse for purchase of 2 wreaths for Remembrance service	£48.50	

Appendix B

Action Plan

1. Tax base grant not to be included in precept on form. Rectified.
2. Review Standing Orders
3. Review Financial regulations
4. Pension re-enrolment: this will be actioned once the letter from the Pensions regulator has been received.
5. Include any rise in asset value in supporting statement to external: Done
6. Action plan with `remedial action`: this report
7. Transparency Code 2014- list expenditure over £100, internal audit report, cllrs names and responsibilities, end of year accounts, annual governance statement, asset register, agendas.
8. Upload SARs policy
9. Secure email system: discuss with cllrs next meeting

Appendix C

Option to opt out of the SAAA central external auditor appointment arrangements

Dear Clerk/RFO/Chairman, Bradfield Combust with Stanningfield Parish Council,
Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**. The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments. **All authorities require an appointed external auditor** even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

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During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

-Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

Regards,

admin@saaa.co.uk

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Appendix D

T Kaciubsky	£189.31	paint
A Langan	£43.74	plastic
A Langan	£37.50	ply
A Tucker	£29.52	printing
Total	£300.07	

Appendix E

BRADFIELD COMBUST WITH STANNINGFIELD PARISH COUNCIL GRANT APPLICATION FORM

1. a. The name of your group
- b. Approximately how long has your group been operating?
- c. Please give a brief description of your group's activities
- d. Website address (if you have one)
- e. The address of the premises where you meet
- f. Telephone number
- g. Approximately how many members/beneficiaries does your group have?
- h. Where do the beneficiaries live?

2. a. Is your group run by a committee?

If **Yes**, please supply the names of the officers

Chair:

Treasurer:

Secretary:

If **No**, please supply the names of the organisers with a brief description of their roles and responsibilities.

- b. Is your group supported by a statutory organisation?

If **Yes**, please describe the nature of the support (staffing, finance etc)

- c. Does your group have a constitution?

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(Please supply us with a copy)

d. Name and address of person to whom correspondence should be sent

Telephone number

E-mail address

3. YOUR FINANCE

a. The name of your bank

b. The name on your bank account

Sort code

Account number:

c. Are your group's accounts audited or independently examined annually?

If **Yes**, please attach a copy of your most recent accounts

If **No**, please give details of annual income and expenditure for the current year (include a separate sheet if necessary).

4. YOUR GRANT APPLICATION

a. For what purpose is funding sought? Please state how this will directly benefit the residents of Bradfield Combust with Stanningfield

b. Total cost of the above. Please give details and attach quotes, estimates or any information you may have

c. Amount raised so far

d. From where? (Other organisations, group fundraising etc)

e. Amount requested from Bradfield Combust with Stanningfield Parish Council

If you have additional information about your group that would support your application, please include it on an additional sheet.

Signed:

*on behalf of

Position

Date

***I agree to the contact details of the group being stored on the LPC database (they will not be submitted to a third party)**

Please email the completed form to

The parish clerk

BradfieldCombustwithStanningfieldpc@outlook.com

Tel: 01842 337488

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Bradfield Combust with Stanningfield PARISH COUNCIL GRANT AWARDING POLICY

Bradfield Combust with Stanningfield Parish Council has statutory powers to make funds available to local organisations for the overall benefit of Bradfield Combust with Stanningfield and its residents. Grants are made from the money provided by the council taxpayers of parish Bradfield Combust with Stanningfield and accordingly the Parish Council has a responsibility to satisfy itself that any benefit is commensurate with, or in proportion to the expenditure likely to be incurred

This document outlines Bradfield Combust with Stanningfield Parish Council's guidelines for awarding. It also formalises the application process to ensure access, openness and fairness to the groups and organisations we aim to support. We will ensure that our grant awarding activity is fair and transparent.

General information for applicants

It is Bradfield Combust with Stanningfield's Parish Council's intention (subject to budget restrictions and available resources) to support initiatives from local community groups and organisations. Priority will be given to applicants who have not previously received grants. Grants are made at the discretion of Bradfield Combust with Stanningfield Parish Council and are normally limited to £200, additional monies would be considered based on application.

Who is eligible to apply

The following organisations may apply:

- A Bradfield Combust with Stanningfield based charity
- An organisation serving the needs of the residents of Bradfield Combust with Stanningfield
- Residents of Bradfield Combust with Stanningfield requesting grant aid with a project/event, which will be for the benefit of the local community
- A Bradfield Combust with Stanningfield based club/association/charity serving a specific section of the community or the community as a whole
- A local branch of a regional or national organisation/group which serves the needs of the residents of Bradfield Combust with Stanningfield

Who is not eligible to apply

We will not consider applications from:

- Projects which are the prime statutory responsibility of other government bodies who would normally be funded by a local or regional authority.
- Projects which improve or benefit privately owned land or property.
- Support for individuals or private business projects.
- Applications by "for profit" commercial organisations.

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- From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Bradfield Combust with Stanningfield Parish Council.
- From organisations with political affiliations or those established for the purpose of forwarding a party-political agenda.

What can be funded

The project should be something that makes the local community a better place to live, work and play. It should be something that will provide a long lasting and sustainable benefit to our local area.

The project must be something that will improve the social, environmental and /or economic profile of Bradfield Combust with Stanningfield. Priority will be given to those applications which add value over applications for running costs.

The following are unlikely to be considered as a grant priority

Projects where there is a large shortfall in the funding required to complete the project or projects that simply replace existing facilities with no significant improvement.

Conditions of grant

Bradfield Combust with Stanningfield Parish Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets. We will also expect a representative from the organisation to attend the Annual Assembly to give short report on their project.

Financial support can only be used for the purpose for which the grant is given.

Grants must not be distributed to any other organisation.

Applications should be submitted in writing to:

The clerk, Bradfield Combust with Stanningfield Parish Council

e-mail: BradfieldCombustwithStanningfieldpc@outlook.com

Phone: 01842 860598

Decisions will be based on the following criteria:

- General eligibility
- Impact on key local need
- Community support
- Value for money
- Environmental impact
- Community involvement
- Feasibility
- Likely effectiveness