

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/>

Notes from Bradfield Combust with Stanningfield Annual Assembly 22nd May 2023

There were no voluntary groups were present to report.

The Chairman gave the **Chairmans Report**

First of all, I would like to thank: -

My fellow councillors, for their commitment and work throughout the year. I would particularly thank my Deputy Chairman, Councillor Langham for his continued support and sage advice.

We also offer our thanks to Nicola Gladding our clerk for her commitment and support which, always goes above and beyond the norm.

As always special mention must go to our two Local Councillors, who are always willing to help and support the efforts of the Parish Council not only with money for projects, which of course is always welcome, but with their presence and contribution. So many thanks to Sara Mildmay-White our Borough Councillor and to Karen Soons our County Councillor.

Last, but by no means least, I'd like to thank those members of the public who come along to our PC meetings. Thank you for your support.

Achievements During the Year

VAS - Speed Reduction Sign

We purchased a Vehicle Activated Sign (VAS) in an attempt to slow traffic through the Village of Stanningfield. Observation would indicate this is having an effect.

Queens Platinum Jubilee

Celebrations took place on June 5th at Stanningfield village hall, attended by approx. 150 residents. Special thanks to Councillor Austin for organising a splendid event

Bradfield Combust Telephone Box

The Telephone Box at Bradfield Combust has been completely repaired and repurposed as an information and heritage centre for the village. Thanks to Councillors Langan, Councillor Kaciubskyi plus the local residents involved.

Registration of Stanningfield Village Green and Village Hall Land

Registration of the Green including the track connecting the Green to the Allotments, along with the Land at the Village Hall, was completed this year after much research and expense. Thanks go to Councillor Mears for his work in bringing this to a satisfactory conclusion for the Parish

Bus Shelter

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Parish Financial Situation

We start the next financial year in a healthy position. All numbers are approximate as of February 2023.

Precept (budget) = £14,599

Reserve against budget = £8,000

Reserve for other projects = £12,000

We will continue our policy of the last ten years of only funding projects from monies raised outside normal Precept

Once again thank you to all who have made a contribution to the running and improvement of our Parish during some very challenging times.

The Clerk gave out a summary of the **financial activity during the financial year 2022-2023**

Receipts Date	Ref	From	Details	Amount
29/04/2022	bgc	West Suffolk Council	Precept	£14,559.00
27/05/2022	dep			£47.93
20/06/2022	bgc	West Suffolk Council	Grant payment	£500.00
28/09/2022	bgc	HMRC	VAT	£3,549.12
10/01/2023	dep	Allotments	}	£264.20
21/02/2023	dep	Grant, sale bus shelter, refund from Ashtons		£690.00
			TOTAL	£19,610.25
From Mr Wright for bus shelter			£150.00	
From Ashtons (refund)			£40.00	
Grant K Soons bus shelter			£500.00	
			£690.00	

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Payments	Payment Details	Amount in GBP
Jubilee Committee	Jubilee grant	500.00
HMRC	Tax	212.20
Ashtons Solicitors	Legal fee- green and allot access	1130.89
Anglia Water	allots supply	7.01
S Bradnum	Pollard and fell trees	300.00
Westcotec	Speed indicator device	3893.88
Jubilee event	Jubilee expenses	31.00
Clerk salary and expenses		286.22
Gallagher insurance	PC insurance	468.62
Renovation of BC phone box	Bradfield Combust red phone box work	189.31
Hall improvements	Hall	36.00
Anglia Water	allots supply	6.20
Staff	Clerk May June	538.60
Staff	Office expenses	79.00
PC Insurance	Village hall insurance	735.81
Top garden	grass cutting	324.00
HMRC	tax	202.00
salc	audit	298.80
salc	membership	266.81
Top Garden Services	Grass cutting May+June	432.00
ICO	ICO payment	35.00
Renovation of BC phone box	Printing in red phone box	29.52
Renovation of BC phone box		81.24
Staff	july, aug + office expense £79	617.80
Wreaths x 2	Remembrance day	48.50
Staff	sept	269.30
HMRC	tax	202.00
Anglia Water	allots supply	16.10

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First Connect	Hall fire extinguisher checks	211.34
Staff	October salary	269.30
PKF Littlejohn	external audit	240.00
Acorn Air Conditioning	service Hall	190.20
SALC	payroll service	54.00
S Bradnum	tree work	900.00
Anglia Water	allots supply	43.82
Top Garden Services	Grass cutting July/Aug/Sept/Oct/Nov 2022	864.00
First Direct	service fire alarms/ lighting Hall	235.20
Suffolk cloud	website fee	110.00
Staff	salary dec/nov expenses	617.60
Shelter Solutions	new bus shelter	6018.00
1A Play Solutions	playground repairs	2208.00
Staff	salary feb march	804.68
SALC	payroll service	54.00
	TOTAL PAYMENTS	£24,057.95

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MINUTES

of the Annual Parish Council Meeting of Bradfield Combust with Stanningfield Parish Council held on the 22nd May 2023

(held immediately after the Annual Assembly at 7.30pm)

Present:

Cllr D Staff (Chairman)

Cllr T Langan (Vice Chairman)

Cllr C Mears

Cllr T Kaciubsky

Cllr J Clark

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

2023/01	<u>Election of Chairman</u> Proposed: Cllr David Staff Proposer: Cllr C Mears Seconder: Cllr T Langan There were no other nominations. Cllr D Staff was unanimously elected as BCS Chairman
2023/02	<u>Election of Vice Chairman</u> Proposed: Cllr T Langan Proposer: Cllr C Mears Seconder: Cllr J Clark There were no other nominations. Cllr T Langan was unanimously elected as BCS Vice Chairman
2023/03	Apologies for absence had been received from C/Cllr K Soons
2023/04	The Minutes of the Annual Parish Council meeting held on May 9 th 2022 were unanimously AGREED
2023/05	Chairman's report Cllr D Staff gave his Report for the preceding year (Appendix 1)
2023/06	The Acceptance of Office Declarations were completed and signed.
2023/07	The Declaration of Interests forms were given out and Councillors were asked to return to the clerk within 21 days.
2023/08	Statutory Business: a. It was confirmed that the clerk is also the Responsible Financial Officer b. Appointments on outside bodies: It was confirmed that Cllr Langan is the BCS Suffolk Association of Local Council representative. Tony SCA Cllr Mears and Austin represent BCS at the Stanningfield Community Association. c. It was confirmed that the 2023-2034 internal auditor will be reviewed later in the forthcoming year. d. To confirm that Policies and Procedures will be reviewed later in the forthcoming year.

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2023/09	Bradfield Combust with Stanningfield meeting dates 2023-4 were confirmed as July 10 th 2023, 11 th September 2023, November 13 th 2023, 15 th January 2024, 11 th March 2024
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Appendix 1

First of all, I would like to thank: -

My fellow councillors, for their commitment and work throughout the year. I would particularly thank my Deputy Chairman, Councillor Langham for his continued support and sage advice.

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MINUTES

of the First Ordinary Annual Parish Council Meeting of Bradfield Combust with Stanningfield Parish Council held on the 22nd May 2023

(held after the Annual Parish Council meeting)

Present:

Cllr D Staff (Chairman)

Cllr T Langan (Vice Chairman)

Cllr C Mears

Cllr T Kaciubsky

Cllr J Clark

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

2023/10	CHAIRMAN'S WELCOME and RECORDING OF MEETING	
a.	To establish whether it is the intention of any person to record the meeting	
2023/11	APOLOGIES FOR ABSENCE	
	a) Apologies for absence had been received from C/Cllr K Soons b) The Councillors consented to accept the apologies received	
2023/12	DECLARATIONS OF INTEREST	
a.	To receive Members' declarations of Disclosable Pecuniary Interests: None	
2023/13	PUBLIC PARTICIPATION	
	Members of the public may speak about specific items on this agenda, providing that the clerk has been notified of the intention to speak and the subject 24 hours prior to the meeting. (i) Two residents spoke about planning application DC/23/0713/HH They told the meeting that it was inappropriate for the area, there will not be an actual resident (will be air bnb). Their property will be overlooked by the proposed building. The residents questioned why there needed to be two toilets. The cart lodge is not in keeping, the footprint is disproportionate. They commented that they had been shocked by the proposal as most of the other buildings in the street were bungalows with dormer windows, the proposed building would not fit in. Additionally, the single driveway is to be shared by the perceived bnb occupants, therefore should be a double driveway. D/Cllr S Mildmay-White Cllr commented that there is support at West Suffolk Council for tourism. Air bnbs are a grey area in terms of licencing. Councillors were unsure of the need for another air bnb (it is believed that there are already 13 in the area) A tree has already been cut down to give more light to the extension	
2023/14	UPDATES FROM COUNTY and DISTRICT COUNCILLORS	
a.	<u>Update from County Councillor K. Soons</u> : not present, had sent her report which had been circulated to the Councillors	
b.	<u>Update from the District Councillor S Mildmay-White</u> The Councillors congratulated : D/Cllr S Mildmay-White Rougham was a 38% turnout	

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	<p>Make up of new councillors- although Conservatives have the largest number, Labour Green, Independents and Lib Dems have joined forces. The D/Cllrs report had been circulated previously. East Cambridge Council staff have gone to a 4 day week. D/Cllr S Mildmay-White has a Locality Budget of £3,000 D/Cllr S Mildmay-White expressed her pleasure to be at the meeting as a re-elected councillor.</p>	
2023/15	MINUTES OF THE PARISH COUNCIL MEETING held on March 13th 2023	
a.	The Minutes of the Parish Council meeting held in March 2023 were Unanimously AGREED . The Chair was authorised to sign the same.	
b.	<p>Business remaining from the meeting:</p> <ol style="list-style-type: none"> 1. Cllr Clark commented on the area past the Chapel- one cannot see what's coming because of grass, and signs blocking view. Thought to be dangerous. 2. Cars parking on Bradfield Village Green a) children being dropped off for Scouts: b) coach parking leaving very little space. suggest sign `No Parking` on Village Green. AGREED £300 expenditure, two signs to be installed by volunteer Councillors Mears, Staff, Langan and Kaciubsky. 3. Bradfield Village Green: a big advertising notice had appeared on Green which was taken down by a Councillor. It was AGREED that no hoardings or signage other than the those erected by the parish council are to be permitted on either of the Village Greens. 4. The track to the allotments should be being cut Clerk speak to the contractor. 5. Cutting grass outside properties on Stanning field green- left to the owners. 6. A phone call had been received from Mr Robin Whitney. It appears that he has had two extensions built. One has had some movement and a door is difficult to shut. His insurance company have concluded that this is due to trees in the ditch. Clerk should receive a letter from his insurers in due course. 7. Allotments -need a clean up, If uncultivated / deitrus left, review the Agreement. Review of Agreements at the next meeting. 	<p>Councillors Mears, Staff, Langan and Kaciubsky.</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
2023/16	COUNCILLOR VACANCIES	
	<p>Bob Austin expressed his desire to be co-opted on to the Council. It was unanimously RESOLVED to co-opt Bob Austin on to the Council. Cllr Austin signed the Acceptance of Office form and was supplied with a copy of the Declaration of Interests form, to be returned to the clerk within 21 days</p>	
2023/17	MATTERS RELATING TO PLANNING	
a.	<p>The councillors considered planning application DC/23/0713/HH Expiry: 31 May 2023 Householder planning application –</p> <ol style="list-style-type: none"> a. two first floor dormer windows to rear elevation b. detached outbuilding to incorporate three bay cartlodge, store and first floor accommodation above for short term holiday let use <p>Location 27 Beechcroft Stanningfield Suffolk IP29 4RT Applicant Mr H Sage</p> <p>Decision: OBJECTION Inappropriate to the area The drive is not big enough</p>	<p>Planning officer informed 28/05/23</p>

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	<p>This is a business in a residential area. Will be out of keeping with other buildings in the road. Overdevelopment on the plot Planning application states that no trees will be removed but 8/9 trees have been removed (during nesting season) We would ask that, should West Suffolk planning officer disagree with the parish council objection, that this application, is called in for delegation.</p>																									
b.	<p>To consider DC/23/0648/LB Expiry 21st May (extension applied for) Application for listed building consent - alterations to ground floor single storey north service wing to improve existing heating system and associated works Coldham Hall Coldham Hall Lane Stanningfield IP29 4SD</p> <p>Decision: SUPPORT</p>	<p>Planning officer informed 23/05/23</p>																								
2023/18	INSURANCE RENEWAL 2023-2024																									
	<p>(i) The Councillors considered the three insurance policy covers and quotations that had been obtained by the clerk. It was unanimously RESOLVED to remain with Gallagher insurance.</p> <p>(ii) Clerk to follow up on the recommended type of fireproof box with the insurer</p>	<p>Next meeting</p>																								
2023/19	MATTERS RELATING TO STANNINGFIELD PLAYGROUND and STREET FURNITURE																									
a.	Update on new SID location forget: the clerks contact at Suffolk County Council had responded that it was very unlikely that permission would be given to site an SID post in the desired location. It was RESOLVED to discontinue the project.																									
b.	The Inspection of playground by West Suffolk Council was received.																									
c.	Update on new bus shelter: this has been installed and looks great.																									
d.	Update on new noticeboard: It was RESOLVED to discontinue the project. It was NOTED that the base of the noticeboard at Bradfield Combust is rotting away.	<p>Next meeting</p>																								
2023/20	MATTERS RELATING TO FINANCE																									
a.	<p>The Accounts Payable April/ May 2023 were unanimously AGREED.</p> <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>C Mears re-imburse Kent Blaxhall at £45.58 and £236.92)</td> <td>Post set (to fix speed signs)</td> <td style="text-align: right;">£45.58</td> </tr> <tr> <td>C Mears re-imburse Kent Blaxhall at £45.58 and £236.92)</td> <td>Speed signs</td> <td style="text-align: right;">£236.92</td> </tr> <tr> <td>Shelter Solutions/ TA Maypole Manufacturing</td> <td>Bus shelter</td> <td style="text-align: right;">£6,018.00</td> </tr> <tr> <td>N Glading</td> <td>Salary April 2023</td> <td style="text-align: right;">£295.66</td> </tr> <tr> <td>N Glading</td> <td>Salary May 2023</td> <td style="text-align: right;">£295.66</td> </tr> <tr> <td>SALC</td> <td>2023-2024 Subscription</td> <td style="text-align: right;">£275.42</td> </tr> <tr> <td>Williams Lumley Fencing</td> <td>replace fencing Norse</td> <td style="text-align: right;">£1,376.00</td> </tr> </tbody> </table>	Payee	Item	Amount	C Mears re-imburse Kent Blaxhall at £45.58 and £236.92)	Post set (to fix speed signs)	£45.58	C Mears re-imburse Kent Blaxhall at £45.58 and £236.92)	Speed signs	£236.92	Shelter Solutions/ TA Maypole Manufacturing	Bus shelter	£6,018.00	N Glading	Salary April 2023	£295.66	N Glading	Salary May 2023	£295.66	SALC	2023-2024 Subscription	£275.42	Williams Lumley Fencing	replace fencing Norse	£1,376.00	
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b.	The signatories were authorised to sign the relevant cheques																									
c.	Internal audit																									

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	Suffolk Association of Local Councils have contacted the clerk: they are unable to conduct the internal audit until the last week of June 2023. This is despite the clerk writing to SALC with the internal engagement letter in February 2023. This delay means that the clerk will need to apply to SBS/ PKF for an extension.	Appendix 1
d.	The 2022-2023 Quarter 4 Accounting Statement: (i) Payments made (ii) Payments Received (iii) Bank Reconciliation (iv) Budget/ Expenditure Were RECEIVED and AGREED	Appendix 2
e.	The Annual Governance and Accountability Return 2022-2023 for submission to internal auditor and PKF Littlejohn, and authorise the Chairman to sign: (i) Section 1 Annual Governance Statement (ii) Section 2 Accounting Statements Were RECEIVED, AGREED and SIGNED	Appendix 3
f.	The Internal Control Statement was AGREED and signed by the Chair & bank non-signatory	
2023/21	CHAIRMANS ITINERARY, REPORTS and CONSULTATIONS	
a.	<u>Chairmans report:</u> (i) The renovation of Stanningfield's telephone box is on going	
b.	<u>Clerk & Councillor's reports</u> (on the night) and correspondence (i) Tenant survey (clerk): now resolved. (ii) NOTED: the increase in TOP Garden Service charges of 10% was AGREED (clerk)	
2023/22	EXCHANGE OF INFORMATION	
a.	To exchange any relevant information at the discretion of the Chairman	
	Dates of next meetings: Bradfield Combust with Stanningfield meeting dates 2023-4 were confirmed as July 10 th 2023, 11 th September 2023, November 13 th 2023, 15 th January 2024, 11 th March 2024	

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INTERNAL AUDITOR ENGAGEMENT LETTER Appendix 1

From Clerk at BCS

To Admin SALC

Date 19th February 2023 21.51

Dear SALC

Internal Auditor to the Bradfield Combust with Stanningfield Parish Council – Engagement Letter

I should like to confirm your appointment as Internal Auditor to Bradfield Combust with Stanningfield Parish Council. I have set out below the terms of your engagement. If you agree, I should be grateful if you could sign and return one copy for my records.

Roles and responsibilities

Of the Council:

The Council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of its functions including arrangements for the management of risk.

The Council is required to undertake an adequate and effective internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control set out in the Joint Practitioners Advisory Group publication: Governance and Accountability for Local Councils – A Practitioners Guide.

Of the Internal Auditor:

The Internal Auditor is responsible for reviewing whether the Council's financial management is adequate and effective, and that it has a sound system of internal control. The Internal Auditor will liaise with the Parish Clerk on all assignments and will report to the Council twice a year.

The Internal Auditor will carry out the audit to enable him to provide assurance to members and officers, and to enable him to complete and sign off Section 4 of the Annual Return in advance of its submission to the Council and the external auditor.

It is essential that the internal audit function is sufficiently independent of other financial controls and procedures of the Council.

The Internal Auditor will inform the Parish Clerk immediately he becomes aware of any conflict of interest that may adversely affect his ability to carry out the audit objectively and independently.

The Internal Auditor will carry out the internal audit competently and in compliance with proper practice in a way that will meet the business needs of the Council. In the event that the Internal Auditor becomes aware of matters that may affect his competence, he will inform the Clerk or the Chairman immediately.

The Internal Auditor is appointed only for the audit of the 2022 to 2023 audit.

Please advise the council of your fee. Payment will normally be made on invoice.

Sincerely

Nicola Glading

Clerk to Bradfield Combust with Stanningfield Parish Council

01842 337488

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Appendix 2 Payments Qtr 4 2022-2023

Ref	Chq No	Payee	Payment Details	VAT to be reclaimed	Amount in GBP
chq	1061	Jubilee Committee B Austin (via D Staff)	Jubilee grant		500.00
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chq	1069	Ashtons Solicitors	Legal fee- Green and allot access	183.48	1130.89
DD	DD	Anglia Water	allots supply		7.01
chq	1072	S Bradnum	Pollard and fell trees		300.00
chq	1071	Westcotec	Speed indicator device	648.98	3893.88
chq	1078	B Austin- re-imburement	Jubilee expenses		31.00
chq	1074	Clerk salary and expenses			286.22
chq	1075	Gallagher insurance	PC insurance		468.62
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chq	1053	NGlading	Office expenses		79.00
chq	1055	PC Insurance	Village hall ins		735.81
chq	1083	top garden	grass cutting		324.00
chq	1084	HMRC	tax		202.00
chq	1081	salc	audit	49.80	298.80
chq	1082	salc	membership		266.81
chq	1085	Top Garden Services	Grass cutting May+June		432.00
dd	dd	ICO	ICO payment		35.00
chq	1087	A Tucker	Printing in red phone box		29.52
chq	1086	Clr Langan reimburse tele box			81.24
chq	1088	clerk	july, aug + office expense £79		617.80
chq	1089	reimburse A Tucker wreath x 2	Remembrance day		48.50
chq	1090	clerk	sept		269.30
chq	1091	hmrc	tax		202.00
dd	dd	Anglia Water	allots supply		16.10

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chq	1092	First Connect	Hall fire extinguisher checks	35.22	211.34
chq	1093	clerk	october		269.30
chq	1097	pkf littlejohn	external audit	40.00	240.00
chq	1096	Acorn Air Conditioning	service Hall	31.70	190.20
chq	1094	SALC	payroll service	9.00	54.00
chq	1102	S Bradnum	tree work	150.00	900.00
dd		Anglia Water	allots supply		43.82
chq	1100	Top Garden Services	Grass cutting July/Aug/Sept/Oct/Nov 2022		864.00
chq	1101	First Direct	service fire alarms/ lighting Hall	35.22	235.20
chq	1099	suffolk cloud	website fee		110.00
chq	1098	clerk	salary dec/nov expenses		617.60
chq	1107	Shelter Solutions	new bus shelter	1003.00	6018.00
chq	1106	1A Play Solutions	playground repairs	tbc	2208.00
chq	1105	clerk	salary feb march		804.68
chq	1109	SALC	payroll service	9.00	54.00
			TOTALS	£2,195.40	£24,057.95

Income

Receipts ----- Date	Ref	From	Details	Amount
29/04/2022	<u>bgc</u>	West Suffolk Council	Precept	£14,559.00
27/05/2022	<u>dep</u>			£47.93
20/06/2022	<u>bgc</u>	West Suffolk Council	Grant payment	£500.00
28/09/2022	<u>bgc</u>	HMRC	VAT	£3,549.12
17/10/2022	<u>fpi</u>	Allotments		£22.70
24/10/2022	<u>fpi</u>			£22.70
24/10/2022	<u>fpi</u>			£15.20
24/10/2022	<u>fpi</u>			£22.70
01/11/2022	<u>fpi</u>			£22.70
07/11/2022	<u>fpi</u>			£15.00
28/11/2022	<u>fpi</u>			£30.30
12/12/2022	<u>fpi</u>			£15.00
10/01/2023	<u>dep</u>		}	£97.90

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-	dep		}	
-	dep		}	
-	dep		}	
-	dep		}	
<u>21/02/2023</u>	dep	Grant, sale bus shelter, refund from Ashtons	-	£690.00
-	-	-	TOTALS	£19,610.25
				£5,051.25
21/02/2023	-	-	-	
<u>From Mr Wright for bus shelter</u>	-	-	<u>150</u>	-
<u>From Ashtons (refund)</u>	-	-	<u>40</u>	-
<u>Grant K Soons bus shelter</u>	-	-	<u>500</u>	-
-	-	-	<u>690</u>	-
-	-	-	-	-

Bank Reconciliation				
Opening Balance at 31st March 2022				£24,218.52
Cash sheet balances:				
Total Receipts				£19,610.25
Total Payments				£24,057.95
Balance				£19,770.82
Closing Bank Statement Balance 31st March 2023				£19,770.82

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J31D4101368MBA0000065178001002 357 000

BRADFIELD COMBUST WITH STANNINGFIELD PC
THE TREASURER
6 ALBERT ROLPH DRIVE
LAKENHEATH
BRANDON
SUFFOLK
IP27 9DA



Your account statement

Issue date: 31 March 2023

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: BUTTERMKT (306422)

Sort code: 30-91-49 Account number: 00334613

BIC: LOYDGB21200

IBAN: GB20 LOYD 3091 4900 3346 13



TREASURERS ACCOUNT

P C OF BRADFIELD COM WITH STANNINGFIELD

Account summary

Balance On 28 Feb 2023	£22,837.50
Total Paid In	£0.00
Total Paid Out	£3,066.68
Balance On 24 Mar 2023	£19,770.82

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
28 Feb 23		STATEMENT OPENING BALANCE			22,837.50
06 Mar 23	CHQ	001106		2,208.00	20,629.50
21 Mar 23	CHQ	001105		804.68	19,824.82
24 Mar 23	CHQ	001109		54.00	19,770.82
24 Mar 23		STATEMENT CLOSING BALANCE	0.00	3,066.68	19,770.82

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

CHQ - Cheque

PLD10MK3100000

M1314108FN 13114108FN

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Appendix 3

Annual Governance and Accountability Return 2022/23 Form 2

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

Guidance notes on completing Form 2 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less **must**, after the end of each financial year, complete Form 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
 - a) does not meet the qualifying criteria for exemption; or
 - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of all gross annual income or gross annual expenditure **does not exceed** £25,000 and that meet the qualifying criteria as set out in the Certificate of Exemption **are able to declare themselves exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes**:
 - a) The **Certificate of Exemption**, page 3 and returns a copy of it to the external auditor **either** by email or by post (not both) **no later than 30 June 2023**. Failure to do so will result in reminder letter(s) for which the Authority will be charged £40 +VAT for each letter; and
 - b) The **Annual Governance and Accountability Return (Form 2)** which is made up of:
 - **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.**
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.

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 2022/23**, page 4
- **Section 1 – Annual Governance Statement 2022/23**, page 5
- **Section 2 – Accounting Statements 2022/23**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Any smaller authority may request a limited assurance review. If so, the authority should not certify itself as exempt or complete the Certificate of Exemption. Instead it should complete Form 3 of the AGAR 2022/23 and return it to the external auditor together with the supporting documentation requested by the external auditor. The cost to the authority for the review will be **£210 +VAT**.

Provided that the authority certifies itself as exempt, and completes and publishes the documents listed under 'Publication Requirements', there is no requirement for the authority to have a review.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. 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 Form 2 of the Annual Governance and Accountability Return (AGAR) 2022/23, 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 2023. 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 2023**. Reminder letters will incur a charge of £40 +VAT for each letter.
- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the AGAR for completeness at the meeting at which it is signed off.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or 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 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- 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 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Have the dates set for the period for the exercise of public rights been published?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation available for publication?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?	✓	
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? (<i>Local Councils only</i>)	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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Annual Internal Audit Report 2022/23

Bradfield Combust with Stanningfield Parish Council

www.bradfieldcombustwithstanningfield.suffolk.cloud

During the financial year ended 31 March 2023, 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 2022/23 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.			✓ N/A N/A
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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick 'not covered')			✓ N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)			
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

30/06/2023

Name of person who carried out the internal audit

Linda Harley

Signature of person who carried out the internal audit



Date

30/06/2023

*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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Certificate of Exemption – AGAR 2022/23 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023, 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 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

BRADFIELD COMBUST with STANNINGFIELD

certifies that during the financial year 2022/23, 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 2022/23: £24,058 R AMOUNT £00,000

Total annual gross expenditure for the authority 2022/23: £19,610 R AMOUNT £00,000

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 Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

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

- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2023.

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

Signed by the Responsible Financial Officer

Date

N. Glading SIGNED

22/05/2023

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

22/05/2023

Signed by Chairman

Date

D. Staff SIGNED

22/5/2023

as recorded in minute reference:

2023/20e REFERENCE

Generic email address of Authority

Telephone number

bradfieldcombustwithstanningfieldpc@outlook.com

01842 337 488

*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 2023. Reminder letters for late submission will incur a charge of £40 + VAT.

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Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

BRADFIELD COMBUST with STANNINGFIELD

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 2023, that:

	Agreed		
	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:

22/05/2023

and recorded as minute reference:

2023/20 e(i)

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

Chairman

D. Staff REQUIRED

Clerk

N. Glading REQUIRED

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

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Section 2 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	16,932	24,219	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	13,528	14,559	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	24,275	5,051	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	3,638	3,845	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	26,879	20,213	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	24,219	19,771	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	24,219	19,771	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	624,437	628,985	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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
Date 10/07/2023

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

10/07/2023

as recorded in minute reference:

2023/33 c MINUTE REFERENCE

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

D. Staff
REQUIRED