

# 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](mailto:BradfieldCombustwithStanningfieldpc@outlook.com)  
Website: <http://bradfieldcombustwithstanningfield.suffolk.cloud/>

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## **Notes from Bradfield Combust with Stanningfield Annual Assembly 22<sup>nd</sup> 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 5<sup>th</sup> 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**

The Stanningfield Bus Shelter has been replaced this year, hopefully this much used Village asset will stand the test of time better. This model has toughened glass rather than the previous polycarbonate. Thanks to Councillor Mears for leading this project.

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Our playground has under gone some remedial work this year, with the Wet Poor surface being repaired, metal swings repainted and the wooden equipment stained with timber treatment. Once again thanks go to Councillor Mears for overseeing this project

## 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
			<b>TOTAL</b>	<b>£19,610.25</b>
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	<b>500.00</b>
HMRC	Tax	<b>212.20</b>
Ashtons Solicitors	Legal fee- green and allot access	<b>1130.89</b>
Anglia Water	allots supply	<b>7.01</b>
S Bradnum	Pollard and fell trees	<b>300.00</b>
Westcotec	Speed indicator device	<b>3893.88</b>
Jubilee event	Jubilee expenses	<b>31.00</b>
Clerk salary and expenses		<b>286.22</b>
Gallagher insurance	PC insurance	<b>468.62</b>
Renovation of BC phone box	Bradfield Combust red phone box work	<b>189.31</b>
Hall improvements	Hall	<b>36.00</b>
Anglia Water	allots supply	<b>6.20</b>
Staff	Clerk May June	<b>538.60</b>
Staff	Office expenses	<b>79.00</b>
PC Insurance	Village hall insurance	<b>735.81</b>
Top garden	grass cutting	<b>324.00</b>
HMRC	tax	<b>202.00</b>
salc	audit	<b>298.80</b>
salc	membership	<b>266.81</b>
Top Garden Services	Grass cutting May+June	<b>432.00</b>
ICO	ICO payment	<b>35.00</b>
Renovation of BC phone box	Printing in red phone box	<b>29.52</b>
Renovation of BC phone box		<b>81.24</b>
Staff	july, aug + office expense £79	<b>617.80</b>
Wreaths x 2	Remembrance day	<b>48.50</b>
Staff	sept	<b>269.30</b>
HMRC	tax	<b>202.00</b>
Anglia Water	allots supply	<b>16.10</b>

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

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## MINUTES

### of the Annual Parish Council Meeting of Bradfield Combust with Stanningfield Parish Council held on the 22<sup>nd</sup> 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 <sup>th</sup> 2022 were unanimously <b>AGREED</b>
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 <sup>th</sup> 2023, 11 <sup>th</sup> September 2023, November 13 <sup>th</sup> 2023, 15 <sup>th</sup> January 2024, 11 <sup>th</sup> March 2024
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## **Appendix 1**

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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.

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## MINUTES

### of the First Ordinary Annual Parish Council Meeting of Bradfield Combust with Stanningfield Parish Council held on the 22<sup>nd</sup> 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	<b>CHAIRMAN'S WELCOME and RECORDING OF MEETING</b>	
a.	To establish whether it is the intention of any person to record the meeting	
2023/11	<b>APOLOGIES FOR ABSENCE</b>	
	a) Apologies for absence had been received from C/Cllr K Soons b) The Councillors consented to accept the apologies received	
2023/12	<b>DECLARATIONS OF INTEREST</b>	
a.	To receive Members' declarations of Disclosable Pecuniary Interests: None	
2023/13	<b>PUBLIC PARTICIPATION</b>	
	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	<b>UPDATES FROM COUNTY and DISTRICT COUNCILLORS</b>	
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.</p> <p>The D/Cllrs report had been circulated previously.</p> <p>East Cambridge Council staff have gone to a 4 day week.</p> <p>D/Cllr S Mildmay-White has a Locality Budget of £3,000</p> <p>D/Cllr S Mildmay-White expressed her pleasure to be at the meeting as a re-elected councillor.</p>	
2023/15	<b>MINUTES OF THE PARISH COUNCIL MEETING held on March 13<sup>th</sup> 2023</b>	
a.	The Minutes of the Parish Council meeting held in March 2023 were Unanimously <b>AGREED</b> . The Chair was authorised to sign the same.	
b.	<p>Business remaining from the meeting:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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. <b>AGREED</b> £300 expenditure, two signs to be installed by volunteer Councillors Mears, Staff, Langan and Kaciubsky.</li> <li>3. Bradfield Village Green: a big advertising notice had appeared on Green which was taken down by a Councillor. It was <b>AGREED</b> that no hoardings or signage other than the those erected by the parish council are to be permitted on either of the Village Greens.</li> <li>4. The track to the allotments should be being cut Clerk speak to the contractor.</li> <li>5. Cutting grass outside properties on Stanning field green- left to the owners.</li> <li>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.</li> <li>7. Allotments -need a clean up, If uncultivated / deitrus left, review the Agreement. Review of Agreements at the next meeting.</li> </ol>	<p>Councillors Mears, Staff, Langan and Kaciubsky.</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
2023/16	<b>COUNCILLOR VACANCIES</b>	
	<p>Bob Austin expressed his desire to be co-opted on to the Council.</p> <p>It was unanimously <b>RESOLVED</b> to co-opt Bob Austin on to the Council.</p> <p>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	<b>MATTERS RELATING TO PLANNING</b>	
a.	<p>The councillors considered planning application DC/23/0713/HH Expiry: 31 May 2023</p> <p>Householder planning application –</p> <ol style="list-style-type: none"> <li>a. two first floor dormer windows to rear elevation</li> <li>b. detached outbuilding to incorporate three bay cartlodge, store and first floor accommodation above for short term holiday let use</li> </ol> <p>Location 27 Beechcroft Stanningfield Suffolk IP29 4RT</p> <p>Applicant Mr H Sage</p> <p><b>Decision: OBJECTION</b></p> <p>Inappropriate to the area</p> <p>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 21<sup>st</sup> 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><b>Decision: SUPPORT</b></p>	<p>Planning officer informed 23/05/23</p>																					
2023/18	<b>INSURANCE RENEWAL 2023-2024</b>																						
	<p>(i) The Councillors considered the three insurance policy covers and quotations that had been obtained by the clerk. It was unanimously <b>RESOLVED</b> 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	<b>MATTERS RELATING TO STANNINGFIELD PLAYGROUND and STREET FURNITURE</b>																						
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 <b>RESOLVED</b> 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 <b>RESOLVED</b> to discontinue the project. It was <b>NOTED</b> that the base of the noticeboard at Bradfield Combust is rotting away.	<p>Next meeting</p>																					
2023/20	<b>MATTERS RELATING TO FINANCE</b>																						
a.	<p>The Accounts Payable April/ May 2023 were unanimously <b>AGREED</b>.</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>Staff</td> <td>Salary April 2023</td> <td style="text-align: right;">£295.66</td> </tr> <tr> <td>Staff</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> </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	Staff	Salary April 2023	£295.66	Staff	Salary May 2023	£295.66	SALC	2023-2024 Subscription	£275.42
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b.	The signatories were authorised to sign the relevant cheques																						
c.	<p><u>Internal audit</u>                  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</p>																						

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	writing to SALC to 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 <b>RECEIVED and AGREED</b>	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 <b>RECEIVED, AGREED and SIGNED</b>	Appendix 3
f.	The Internal Control Statement was <b>AGREED</b> and signed by the Chair & bank non-signatory	
2023/21	<b>CHAIRMANS ITINERARY, REPORTS and CONSULTATIONS</b>	
a.	<u>Chairmans report:</u> (i) The renovation of Stanningfield's telephone box is on going	
b.	<u>Clerk &amp; Councillor`s reports (on the night) and correspondence</u> (i) Tenant survey (clerk): now resolved. (ii) <b>NOTED:</b> the increase in TOP Garden Service charges of 10% was <b>AGREED</b> (clerk)	
2023/22	<b>EXCHANGE OF INFORMATION</b>	
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 <sup>th</sup> 2023, 11 <sup>th</sup> September 2023, November 13 <sup>th</sup> 2023, 15 <sup>th</sup> January 2024, 11 <sup>th</sup> March 2024	

**INTERNAL AUDITOR ENGAGEMENT LETTER** [Appendix 1](#)

From Clerk at BCS

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To Admin SALC

Date 19<sup>th</sup> 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

## Bradfield Combust with Stanningfield Parish Council

Nicola Glading, Parish clerk, 6, Albert Rolph Drive Lakenheath, Suffolk IP27 9DA

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

Ref	Chq No	Payee	Payment Details	VAT to be reclaimed	Amount in GBP
chq	1061	Jubilee Committee B Austin (via D Staff)	Jubilee grant		<b>500.00</b>
chq	1066	HMRC	Tax		<b>212.20</b>
chq	1069	Ashtons Solicitors	Legal fee- Green and allot access	183.48	<b>1130.89</b>
DD	DD	Anglia Water	allots supply		<b>7.01</b>
chq	1072	S Bradnum	Pollard and fell trees		<b>300.00</b>
chq	1071	Westcotec	Speed indicator device	648.98	<b>3893.88</b>
chq	1078	B Austin- re-imburement	Jubilee expenses		<b>31.00</b>
chq	1074	Clerk salary and expenses			<b>286.22</b>
chq	1075	Gallagher insurance	PC insurance		<b>468.62</b>
chq	1079	Theo Kacibsky	Bradfield Combust red phone box work		<b>189.31</b>
chq	1076	C Mears- reimbursement	hall		<b>36.00</b>
dd	dd	Anglia Water	allots supply		<b>6.20</b>
chq	1052	NGlading	Clerk May June salary May June		<b>538.60</b>
chq	1053	NGlading	Office expenses		<b>79.00</b>
chq	1055	PC Insurance	Village hall ins		<b>735.81</b>
chq	1083	top garden	grass cutting		<b>324.00</b>
chq	1084	HMRC	tax		<b>202.00</b>
chq	1081	salc	audit	49.80	<b>298.80</b>
chq	1082	salc	membership		<b>266.81</b>
chq	1085	Top Garden Services	Grass cutting May+June		<b>432.00</b>
dd	dd	ICO	ICO payment		<b>35.00</b>
chq	1087	A Tucker	Printing in red phone box		<b>29.52</b>
chq	1086	Cllr Langan reimburse tele box			<b>81.24</b>
chq	1088	clerk	july, aug + office expense £79		<b>617.80</b>
chq	1089	reimburse A Tucker wreath x 2	Remembrance day		<b>48.50</b>
chq	1090	clerk	sept		<b>269.30</b>
chq	1091	hmrc	tax		<b>202.00</b>
dd	dd	Anglia Water	allots supply		<b>16.10</b>

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

### Income

<b>Receipts</b> ----- <b>Date</b>	<b>Ref</b>	<b>From</b>	<b>Details</b>	<b>Amount</b>
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
-	-	-	<b>TOTALS</b>	<b>£19,610.25</b>
				<b>£5,051.25</b>
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>	-
-	-	-	-	-

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

# Bradfield Combust with Stanningfield Parish Council

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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](http://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

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

### Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
<b>28 Feb 23</b>		<b>STATEMENT OPENING BALANCE</b>			<b>22,837.50</b>
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
<b>24 Mar 23</b>		<b>STATEMENT CLOSING BALANCE</b>	<b>0.00</b>	<b>3,066.68</b>	<b>19,770.82</b>

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

M13D410GBFN D31D410GBFN

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## Appendix 3

### Section 2 – Accounting Statements 2022/23 for

#### BRADFIELD COMBUST with STANNINGFIELD

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
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	62,898	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

SIGNATURE REQUIRED  
 Date DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED