

# 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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## **1. Annual Assembly**

**Time: 7.30pm**

**May 3<sup>rd</sup> 2024 at Stanningfield Village Hall**

This is not a parish council meeting but is organised by the council.

It is for village groups to come along and let everyone know what has been happening during the year, and to suggest any future projects in our villages.

### **Residents can use this time**

Resident: Idea on the allotments- lot of waste grass at the back proposed wild life garden/ community orchard (6 to 8 trees), hedgehog house etc – tranquillity peace and quiet. One resident has recent suffered a very bad bereavement and this would be ideal. Pond frogs and newts.

Chairman – good idea well worth considering,

Q: who will look after ?

A: I would get together a voluntary group. Size envisaged is about 25 meters square

Q: Could existing stream be diverted?

A: No, that's at the opposite end

Locality budget remaining £3,100 (D/Cllr Sara Mildmay-White) Will look into Green Grants

## **2. Annual Parish Council Meeting**

### **MINUTES**

**of the Bradfield Combust with Stanningfield Annual Parish Council Meeting held on May 3rd 2024 at Stanningfield Village Hall**

Present:

Cllr T Langan

Cllr G Broad

Cllr A Clark

Cllr J Clarke

Cllr R Duchesne

Cllr S Mayhew

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

2024/01	<u>Election of Chairman</u> Proposed: Cllr T Langan Proposed by: Cllr G Broad Seconded by: Cllr J Clark There were no other nominations Cllr T Langan was unanimously elected as Chairman
2024/02	<u>Election of Vice Chairman</u> Proposed: Cllr A Clark Proposed by: Cllr T Langan Seconded by: Cllr S Mayhew

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	<p>There were no other nominations Cllr A Clark was unanimously elected as Vice Chairman</p>
2024/03	<p><u>Apologies for absence</u> had been received from Cllr A Tyrell, C/Cllr K Soons</p>
2024/04	<p><u>The Minutes of the Annual Parish Council meeting held on 22<sup>nd</sup> May 2023</u> were unanimously <b>AGREED</b></p>
2024/05	<p><u>Chairman's report</u> Some people have been making facetious remarks on Facebook, implying that PC were busybodies. The Green on A134 is ideal for posters, however, some posters had been illegally put up. Clearly these were long term business initiatives, not isolated community events. The Chairman has been following through the legal implications of ownership of the Green. In 1955 the Green was acquired by Suffolk Highways in order to straighten the A 134. Cllr Langan is currently establishing the PC as custodians. The Highways legal department is being evasive, he will speak with the Chief Officer of Highways. The previous Chairman and a long-standing councillor had resigned with immediate effect during the past year. Since then, unsocial activities such as dumping, youth noise, nuisance, have been amicably resolved. Cllr Langan had noted that there was a domestic incident in Stanningfield that involved the Police. Just after Christmas, the government gave Suffolk County Council £1.7m for EV chargers. Cllr Langan applied, and two sites are being considered for installation – the Village Hall and the Manger in Bradfield Combust; inevitably with these projects, SCC make sure that all is covered (documents are included in the papers at the next meeting) The Council has successfully recruited four new councillors recently, welcome to our new councillors, this means we can maintain our independence.</p>
2024/06	<p>The Acceptance of Office Declarations were signed</p>
2024/07	<p>It was agreed by all Councillors that the Declaration of Interests forms remain as previously stated and signed</p>
2024/08	<p>Statutory Business:</p> <ol style="list-style-type: none"> <li>a. It was confirmed that the clerk is also the Responsible Financial Officer</li> <li>b. Appointments on outside bodies: SALC: Cllr T Langan, Stanningfield Community Association: Cllr J Clark</li> <li>c. It was confirmed that the 2024-2025 internal auditor will be reviewed later in the forthcoming year.</li> </ol>

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	d. It was confirmed that Policies and Procedures will be reviewed later in the forthcoming year.
2024/09	To confirm the Bradfield Combust with Stanningfield meeting dates 2024 <b>July 15<sup>th</sup> 2024</b> <b>September 9<sup>th</sup> 2024</b> <b>November 11<sup>th</sup> 2024</b>

Meeting closed 20.08

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## 3. First Ordinary Parish Council Meeting

### MINUTES

**of the First Ordinary Bradfield Combust with Stanningfield Parish Council Meeting held on May 3rd 2024 at Stanningfield Village Hall**

Present:

Cllr T Langan (Chairman)

Cllr A Clark (Vice Chairman)

Cllr G Broad

Cllr J Clark

Cllr R Duchesne

Cllr S Mayhew

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

2024/10	<b>CHAIRMANS WELCOME and RECORDING OF MEETING</b>	
a.	To establish whether it is the intention of any person to record the meeting	
2024/11	<b>APOLOGIES FOR ABSENCE</b>	
	a) Apologies for absence had been received C/Cllr Soons, Cllr Tyrell b) Council to consent to accept the apologies received	
2024/12	<b>DECLARATIONS OF INTEREST</b>	
a.	To receive Members' declarations of Disclosable Pecuniary Interests (as defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012) where these Disclosable Pecuniary Interests: a) Have not already been entered into the register and b) Relate to a matter to be considered	
2024/13	<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. A resident suggested a Community Noticeboard next to the bus shelter because a lot of people don't know about things happening such as the Coffee Caravan, Bowls Club. Cllr Broad: I think the telephone box could be used as an information point. Cllr S Mayhew will look after the noticeboard at his end of the village. Cllr A Clark will look after the noticeboard at her end of the village.	
2024/14	<b>UPDATES FROM COUNTY and DISTRICT COUNCILLORS</b>	
a.	Update from County Councillor K. Soons: not present had sent in a report which had been circulated.	
b.	Update from the District Councillor S Mildmay-White: read out her report Tim Passmore is back as Police Commissioner for a third term	

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	<p>West Suffolk Council sub committees - Development Control and Standards seem very busy                  Total £2,800 locality budget                  Labour and Independents have combined in the new administration, so the face of the District Council has changed, which is a good thing, we all need a shake up from time to time.                  The Records Office is being moved to Ipswich                  Unpleasantness on social media is, sadly, part of being a councillor.                  Are there figures on per parish- people eligible for nonpayment of council tax?                  Rougham has coffee mornings, I keep my eyes open, and try to spread any news of beneficial things                  The new Local Plan is now ready to be submitted to the Secretary of State, it is anticipated that this will go through. Very important document.                  WSC have invested another £200,000 in ground maintenance.                  WSC derive income from the solar panel business                  Local issues such as potholes remain on going issues                  Leave a message on my answerphone, will always get back to you</p> <p><i>D/Cllr Mildmay- White left the meeting</i></p>	
2024/15	<b>MINUTES OF THE PARISH COUNCIL MEETING held on March 25<sup>th</sup> 2024</b>	
a.	The Minutes of the Parish Council meeting held in March 2024 were unanimously <b>AGREED</b> and the Chair authorised to sign the same.	
b.	Business remaining from the meeting not on this agenda- none	
2024/16	<b>MATTERS RELATING TO PLANNING</b>	
a.	None at time of Agenda	
2024/18	<b>INSURANCE RENEWAL 2023-2024</b>	
	<p>(i) The Councillors considered the three insurance policy covers and quotations obtained by the clerk. It was <b>RESOLVED</b> to stay with Hiscox insurers at £530.05                  Clerk to ensure that Hiscox are aware of the EV stations once these are in situ</p>	
2024/19	<b>MATTERS RELATING TO FINANCE</b>	
a.	The Accounts Payable April/ May 2024 were considered and <b>APPROVED</b>	Appendix A
b.	The signatories were authorised to sign the relevant cheques	
d.	<p>The 2023-2024 Quarter 4 Accounting Statement was <b>NOTED</b>:</p> <p>(i) Payments made                  (ii) Payments Received                  (iii) Bank Reconciliation                  (iv) Budget/ Expenditure</p>	

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e.	The Annual Governance and Accountability Return 2023-2024 for submission to internal auditor and PKF Littlejohn, was considered and <b>AGREED</b> , and the Chairman authorised to sign the same (i) Section 1 Annual Governance Statement (ii) Section 2 Accounting Statements	
f.	The Internal Control Statement was <b>NOTED</b> and <b>AGREED</b> as accurate. Chairman & Bank non-signatory to sign	Appendix B
2024/20	<b>CHAIRMANS ITINERARY, REPORTS and CONSULTATIONS</b>	
a.	<u>Chairman`s report:</u> (i) Highways Community Self Help correspondence: there are a lot of unsung heroes in the village. Police officer was present at Coffee Caravan and has agreed to come back to Cllr A Clark about .speeding. Cllr Langan continues to advocate an ANPR. He feels speed guns are not a good idea. Cllr Clarke feels that this would be a deterrent. It is felt that the speed signs are in the wrong place. Report from Cllr A Langan on safeguarding and ownership of the Bradfield Combust Green. (ii) Playground repairs are ongoing. Cllr Langan has visited the allotments and playground. Everything seems to be in good order, clerk to ask D Staff who did the repairs to the surfaces that only cost £200. (iii) Update on Plug In Suffolk initiative: Cllr Langan is waiting to hear back.	
b.	<u>Clerk &amp; Councillor`s reports (on the night) and correspondence</u> (i) Idea to form a Men`s Shed (Cllr A Clark) this is a nationwide initiative – started in a shed by a group of men. She is aware of about 8/9 men who would be willing to get involved. Once a month. Cllr J Clak and Cllr A Clark to progress. Another suggestion that would get people together is Bingo. Clerk to ask Cllr Soons about the next round of Award applications. (ii) Rubbish at Norse Avenue (Cllr G Broad) has been reported by a resident. Clerk to speak to Havebury (iii) Pauline is running a Big Help Out. (iv) Dedicated Parish Council email addresses (Clerk) next meeting <ul style="list-style-type: none"> <li>• More professional</li> <li>• Procedure by ICO in case of data breach</li> </ul> (v) Update on outstanding claim (Clerk) next meeting (vi) Allotments overgrown (Clerk) next meeting	

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	(vii) Request from Lawshall Football about usage of open space: deferred from last meeting as village hall representative was not present at the meeting. The Village Green is not appropriate, the Village Hall was suggested, however, who will be responsible, cleaning up, and questions about access to kitchen, toilets.	
2024/21	<b>EXCHANGE OF INFORMATION</b>	
a.	To exchange any relevant information at the discretion of the Chairman 1. New village sign when are we going to get a new one? Highways have already refused. 2. The bench at bottom of Beechcroft: Cllr Mayhew will email location and will send pictures  <b>There was Vote of Thanks to Cllr Duchesne</b> for absorbing the cost of repair to the potholes round around Hoggards Green	

Meeting closed 21.49

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## Appendix A

Accounts payable MAY 2024		
<u>Payee</u>	<u>Item</u>	<u>Amount</u>
Cllr T Langan	Re-imburse for replacement safe keys	£61.80
SALC	Fee for payroll service	£54.00
First Connect	Fee for inspection at Hall	£185.70
Clerk	Salary April 2024	£316.46

## Appendix B

### BC&S PARISH COUNCIL

#### INTERNAL CONTROL STATEMENT FOR YEAR ENDING 31 MARCH 2024

#### 1. SCOPE OF RESPONSIBILITY

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

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

#### 2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

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

#### 3. THE INTERNAL CONTROL ENVIRONMENT

##### The Council:

The council reviews its obligations and objectives and approves budgets for the following year at the meeting closest to its December meeting. The same meeting of the council approves the level of precept for the following financial year.

The full council meets 4 times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the parish clerk.]



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

## **Clerk to the Council/Responsible Finance Officer:**

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

## **Payments:**

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

## **Income:**

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

## **Risk Assessments/Risk Management:**

The council reviews its risk assessment annually in [month], and regularly reviews its systems and controls.

## **Internal Audit:**

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

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

## **External Audit:**

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

## **4. REVIEW OF EFFECTIVENESS**

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

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Chairman

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RFO/Clerk

## BCS PARISH COUNCIL

### INTERNAL CONTROL REPORT

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

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

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

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

CONTROL TEST	TEST DONE	COMMENTS – check documents and initial
	Yes or No	
Ensuring an up to date Register of Assets		
Regular maintenance arrangement for physical assets		
Annual review of risk and the adequacy of Insurance cover		
Annual review of financial risk		
Awareness of Standing Orders and Financial regulations		

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Adoption of Financial and Standing Orders		
Regular reporting on performance by contractors		
Annual review of contracts (where appropriate)		
Regular bank reconciliation, independently reviewed		
Regular scrutiny of financial records and proper arrangements for the approval of expenditure		
Recording in the minutes or appendices of the minutes the precise powers under which expenditure is being approved		
Payments supported by invoices, authorised and minuted		
Regular scrutiny of income records to ensure income is correctly received, recorded and banked		
Scrutiny to ensure precept recorded in the cashbook agrees to District Council notification		
Contracts of employment for staff  Contract annually reviewed  Updating records to record changes in relevant legislation  PAYE/NIC properly operated by the Council as an employer	SALC payroll service	

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VAT correctly accounted for VAT payments identified, recorded and reclaimed in the cashbook		
Regular financial reporting to Parish Council		
Regular budget monitoring statements as reported to Parish Council		
Compliance with DCLG Guide <i>Open &amp; Accountable Local Government</i> 2014, Part 4:  Officer Decision Reports		
Compliance with Local Transparency Code Of 2014: Items of expenditure incurred over £500		
Verifying that the Council is compliant with the General Data Protection Regulation requirements  Are the following in place: <ul style="list-style-type: none"> <li>• Audit / Impact Assessment</li> <li>• Privacy Notices</li> <li>• Procedures for dealing with Subject Access Requests</li> <li>• Procedure for dealing with Data breaches</li> <li>• Data Retention &amp; Disposal Policies</li> </ul>		
Minutes properly numbered and paginated with a master copy kept in for safekeeping		
Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality		
Adoption of Codes of Conduct for Members		

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Declaration of Acceptance of Office		
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Review of system of Internal Controls carried out by:

Name:

Signature:

Additional comments by reviewer: