

**KPC 130-11**  
**MINUTES OF THE MEETING OF KEDINGTON PARISH COUNCIL**  
**TUESDAY 15<sup>th</sup> APRIL 2025**  
**HELD IN THE MEETING ROOM, PARISH COUNCIL OFFICE, ARMS LANE, KEDINGTON**

**Present:** Cllr Ann Naylor (Chair)  
 Cllr Jeffery Potter (Vice Chair)  
 Cllr Terry Wheeler  
 Cllr Lynda Woodward  
 Cllr Annette Brooker  
 Cllr Dean Willett

**In attendance:** John Boxall (Parish Clerk)

**Also in attendance:** Suffolk County Councillor David Roach. West Suffolk Councillors Marion Rushbrook and Karen Richardson. Mrs Jeanette Kilpatrick, Mr Christopher Scott, Mr Michael Surridge and Mrs Barbara Surridge.

**1. Acknowledge agenda items of interest to members of the public present.**

Mr Christopher Scott, Mr Michael Surridge and Mrs Barbara Surridge declared an interest in item 8.3 regarding the volume and speed of vehicles travelling through Calford Green.

**2. Welcome and Apologies.**

The Chair welcomed everyone present.

Clerk advised that Cllr Standeven and Cllr Woodley are both unable to attend for personal reasons. Apologies were accepted by all Councillors present.

Clerk advised that the Council, members of the public and press may audio record, film, photograph or broadcast the meeting, when the press and public are not lawfully excluded. Any member of the public who attends the meeting is advised that the Parish Council cannot control 3<sup>rd</sup> party recordings. The Parish Council will audio record the meeting.

Cllr Wheeler asked why the above is not an item on the agenda. Clerk confirmed that this had been queried previously and again advised that as it isn't an item for discussion or one that needs a decision, it therefore wouldn't be. Cllr Roach confirmed that there had been a change in the law that allowed meetings to be recorded and that it has to be stated verbally that the meeting is being recorded etc. Cllr Roach advised it is stated at other meetings from the County Council to Parish Councils and because it legally has to be said at the beginning it doesn't have to be on the agenda.

**3. To receive members' declarations of Disclosable Pecuniary Interests and Other Registerable and Non-Registerable Interests in accordance with the Local Government Association Model Councillor Code of Conduct and/or with regard to Section 106 of the Local Government Finance Act 1992 and to receive any applications for dispensations on agenda items.**

None declared.

**4. Councillors who were present to agree as a true record the minutes of the meeting of Kedington Parish Council held on 18<sup>th</sup> March 2025.**

Councillors confirmed that they had received a copy of the draft minutes and had read them.

A resolution was put forward by Cllr Wheeler and seconded by Cllr Potter to agree the draft minutes of the meeting of Kedington Parish Council held on 18<sup>th</sup> March 2025 as a true record. The resolution was unanimously agreed.

Chair signed the minutes outside the meeting.

**ACTION**

## 5. Receive visitor's reports and reports from District and County Councillors.

Cllr Roach advised that it has been relatively quiet at County level because they should be in election mode. However, the work towards devolution is ongoing. An outline proposal was submitted to government at the end of March. Suffolk County Council has opted for a unitary council across Suffolk. Some of the District Councils are looking at a two council model and Ipswich are keen on a three council model.

Work has started on a full business case for submission to government by 24<sup>th</sup> September 2025 that will then decide the next steps in the new year.

Cllr Roach advised that the County Council takes back the running of the library services in June 2025.

Cllr Roach advised he has had a drive round the parish with the highways engineer this morning. They didn't pick up a huge amount for Kedington. Kings Hill was shut for drainage works and some white lining needs a look at but it's on a work programme.

Cllr Roach has been given another budget of £6,000.00 for local highways work, but it actually doesn't go very far.

Cllr Richardson confirmed that District Councils prefer a two council model. The Mayoral election will take place next May 2026. They spent nearly every single penny of last year's Locality Budgets. The Locality Budgets for this year haven't been released yet.

Chair expressed thanks for all the support the Parish Council has received from Cllrs Roach, Rushbrook, Richardson and Clarke.

## 6. Receive accounting statements and any other financial reports and agree any necessary action.

### 6.1 Review and agree accounting statements for year end 2024-2025 and for the current year 2025-2026.

Clerk advised that in accordance with our Financial Regulations he produces a bank reconciliation, a list of payments and receipts, a net position report and a reserves balance report for review and verification by the Councillors at each meeting of the Parish Council and at each financial year end. This is why there are two sets of documents.

Chair confirmed that Councillors had received and read the relevant documents.

Cllr Wheeler asked if the "Grants and Donations" cost code detailed on the net position report could be separated out into a grants cost code and a donations cost code. Clerk advised that this can be done and that donations, including those from County and District Councillors by way of grants from them, could then be recorded separately from the Parish Council's grant funding budget.

A resolution was put forward by Cllr Wheeler and seconded by Cllr Brooker to make the above changes to the "Grants and Donations" cost code. The resolution was unanimously agreed.

Clerk

A resolution was put forward by Cllr Wheeler and seconded by Cllr Willett to agree the Bank Reconciliation, the Payments and Receipts List, the Net Position by Cost Centre and Code report and the Reserves Balance report for both year-end 2024-2025 (ANNEX 1) and for the current year 2025-2026 (ANNEX 2). The resolution was unanimously agreed.

ANNEX 1  
ANNEX 2

### 6.2 PAYE and National Insurance contributions quarterly payment.

Clerk advised that the 2024-2025 Quarter 4 PAYE and National Insurance contributions payment totalling £3,387.02 was made on 10<sup>th</sup> April 2025. This is for the Clerk and the Village Cleaner's PAYE and Employee National Insurance contributions and the Parish Council's Employer National Insurance contributions.

This was paid in accordance with the Local Government Act 1972 s.111

**6.3 VAT quarterly refund claim.**

Clerk advised that the 2024-2025 Quarter 4 VAT claim totalling £1,619.54 was submitted on 3<sup>rd</sup> April 2025 and was received into the Barclays account on 8<sup>th</sup> April 2025.

**6.4 Ratify payment of £300.00 West Suffolk Council grant funding for the VE Day 80<sup>th</sup> anniversary celebrations to the Kedington Community Association.**

Clerk advised that this is the £300.00 locality grant funding received from the West Suffolk Councillors on 27<sup>th</sup> March 2025 to help fund the VE Day 80<sup>th</sup> anniversary celebrations on 8<sup>th</sup> May 2025. This was paid to the Kedington Community Association on 4<sup>th</sup> April 2025 to enable them to pay for items as necessary, following authorisation by the Chair and Clerk.

This was paid in accordance with the Local Government Act 1972 s.145.

A resolution was put forward by Cllr Woodward and seconded by Cllr Potter to ratify this payment. The resolution was unanimously agreed.

**6.5 Ratify payment of £236.34 to the Clerk to refund the purchase of stationery supplies.**

Clerk asked Councillors to ratify by a resolution the refund payment to him of £236.34 on 4<sup>th</sup> April 2025 for A4 paper. The paper was purchased from "Complete" that day by the Clerk using his debit card for his personal account as that is the only payment option available. This purchase and refund payment was initially agreed by the Chair and Clerk.

This was paid in accordance with the Local Government Act 1972 s.111

A resolution was put forward by Cllr Wheeler and seconded by Cllr Brooker to ratify this payment. The resolution was unanimously agreed.

Chair brought forward agenda item 8.3 (see below).

**7. Grants.****7.1. Uptakes.****a. 1<sup>st</sup> Kedington Rainbows.**

Clerk advised that the £500.00 grant had been paid on 25<sup>th</sup> March 2025 and that thanks had been received verbally.

**7.2. Applications.****a. East Anglian Air Ambulance.**

Following a discussion amongst Councillors a resolution was put forward by Cllr Willett and seconded by Cllr Woodward to grant £300.00 to the East Anglian Air Ambulance. The resolution was unanimously agreed.

Clerk

Clerk advised that this can be paid in accordance with the Local Government Act 1972 s.137.

**b. 1<sup>st</sup> Kedington Brownies.**

Following a discussion amongst Councillors a resolution was put forward by Cllr Willett and seconded by Cllr Brooker to grant £500.00 to the 1<sup>st</sup> Kedington Brownies. The resolution was unanimously agreed.

Clerk

Clerk advised that this can be paid in accordance with the Local Government Act 1972 s.137.

**8. Clerk's report.****8.1 Review and agree the Asset Register and the Street Furniture Condition Report for year ending 31<sup>st</sup> March 2025.**

Clerk advised that he and Cllr Wheeler met on Monday 24<sup>th</sup> March 2025 and reviewed the Asset Register and Street Furniture Report. Clerk advised that there is also a location list for dog and litter bins that corresponds to the Street Furniture Report.

Clerk advised that there are five matters as follows that he wishes the Council to be aware of and ratify or approve by a resolution.

1. The Street Furniture Report is updated by Cllr Wheeler during his personal inspection of street furniture. As discussed at the previous meeting, item 5a on the Street Furniture Report related to a dog litter bin that Cllr Wheeler could not find at the entrance to the Risbridge Meadow from Saints Walk. This entry has been deleted from the Street Furniture Report and location list and what was entry 5b is now entry 5a.
2. With regards to the discrepancies between the numbers of dog litter bins recorded; 22 are recorded on the Street Furniture Report and the location list, 26 are recorded on the Asset Register. The locations recorded on the Street Furniture Report and the location list match each other.

On examining all three records Clerk has individually identified 6 dog litter bins recorded on the Asset Register by their location. The remaining 20 on the Asset Register have no location recorded.

These 20 dog litter bins are recorded on the Asset Register in groups of varying numbers i.e. 7, 4, 2, 3, 3 and 1, and varying values. Clerk suggests that to simplify the Asset Register, the single entry of 4 dog litter bins is deleted and the remaining 16 dog litter bins are recorded as one entry with one total value.

This will then leave all three records showing 22 dog litter bins.

Clerk also suggests that when one of the group of 16 bins is replaced it will be removed from this record of 16 on the Asset Register, their total value will be adjusted accordingly by the value of the replacement bin and it will be recorded individually with its correct value, date acquired and location to match the Street Furniture Report and the location list and they will also be updated accordingly.

3. With regards to the discrepancies between the numbers of litter bins recorded; 20 are recorded on the Street Furniture Report and the location list, 19 are recorded on the Asset Register. The locations recorded on the Street Furniture Report and the location list match each other.

On examining all three records Clerk has individually identified 5 recorded on the Asset Register by their location. The remaining 14 on the Asset Register are recorded as one entry with a total value of £3,080.00, equal to £220.00 per bin. They have no location recorded on the Asset Register. Clerk suggests that the entry should be amended to record 15 bins at a total value of £3,300.00 that is 15 x £220.

This will then leave all three records showing 20 litter bins.

Clerk also suggests that when one of group of 15 bins is replaced it will be removed from this record of 15 on the Asset Register, their total value will be adjusted accordingly by the value of the replacement bin and it will be recorded individually with its correct value, date acquired and location to match the Street Furniture Report and the location list and they will also be updated accordingly.

4. With regards to the number of benches recorded on the Street Furniture Report, the location list and the Asset Register. They all record there being 16 benches including the Memorial bench, the Queen's Platinum Jubilee bench, the two picnic benches on Old School Field, the bench in the Gazebo on Silver Street Park and the bench in the Youth Shelter on the Great Meadow. Three benches were recorded on the Asset Register as "3x seats" with a total value of £2,400.00, equal to £800.00 each.

On examining all three records Clerk has identified their location and has entered them individually onto the Asset Register recording their location and a value of £800.00 each.

5. The Asset Register also records the fixings for the two picnic benches on Old School Field at a value of £150.00. An Asset Register should not include amounts relating to installation, VAT or delivery and Clerk suggests that this entry is deleted.

Following a discussion amongst Councillors a resolution was put forward by Cllr Wheeler and seconded by Cllr Potter to make or ratify the above 5 amendments accordingly. The resolution was unanimously agreed.

Clerk

Clerk advised he will advise the Parish Council's insurers of the approved amended Asset Register.

Clerk

Cllr Wheeler asked and Clerk confirmed that the two bridges at the entrances to Silver Street Park from Silver Street and from School Road and the small bridge onto the Cut will be deleted from the Street Furniture Report as none belong to the Parish Council.

Clerk

## 8.2 Parish Council office lease update.

Chair confirmed that Councillors had received the letter from Adams Harrison, the solicitors acting for the Kedington Community Association, to our solicitors, Adept Property Lawyers, that Clerk emailed to them on 11<sup>th</sup> April 2025.

In their letter Adams Harrison advise the Kedington Community Association that as the Parish Council is custodian trustee of the Community Centre it cannot lease the office to itself. It further states that the Kedington Community Association would like an agreement to be drawn up to regularise the ongoing occupation of the Parish Council in respect of the premises.

Clerk advised that in their email that contained the letter, Adept advised that at present they are not instructed by the Parish Council in respect of any of this work and if they are to proceed with it, it would need to be formally instructed and funds on account paid. They asked if we could let them know if this is something we want them to do.

They have subsequently advised the Clerk that to negotiate, prepare and complete a contractual agreement would be £600.00 plus VAT provided nothing out of the ordinary occurs. If it does, they will give the Parish Council advance warning of any increase.

Following a discussion amongst Councillors a resolution was put forward by Cllr Wheeler and seconded by Cllr Potter to instruct Adept as above. The resolution was unanimously agreed.

Clerk

## 8.3 Discuss volume and speed of vehicles travelling through Calford Green.

Clerk confirmed that Councillors had seen the email from Mrs Sue Davies-Scourfield on 4<sup>th</sup> April 2025 regarding the volume of vehicles travelling through Calford Green on the B1061 and the speed of some of those vehicles. Mrs Davies-Scourfield couldn't attend this meeting but Mr Scott and Mr and Mrs Surridge from Calford Green were present.

Mr Scott raised the following concerns:-

- the B1061 is quite a narrow road through Calford Green but the traffic flow is quite heavy, as is Coupals Road.
- the speed of vehicles travelling through Calford Green.
- the B1061 is a rat-run between the A143 and the A1307 to Cambridge as it saves traffic going through Haverhill in the morning.
- grass verges being damaged where large vehicles pass each other.
- the potential for traffic calming measures.
- the potential for a weight restriction.
- the noise of traffic and the vibrations it causes to his house as it goes by.
- getting a Community Speed Watch scheme.

Mr Surridge raised the following concerns:-

- he re-iterated the damage being caused to the grass verges.
- the speed of traffic as you try to drive off the green itself and onto the B1061.

Chair advised that with regards to the damage caused to the verges, this can be reported to Suffolk Highways via its highways reporting tool and Mrs Davies-Scourfield has been made aware of this.

Chair advised that she is trying to get the Speed Detection Radar installed in Calford Green by the Suffolk Police Road Safety Camera Team to covertly record vehicle speeds. This records speeds constantly for a period of 7 days and she will be provided with the data received from that.

Chair confirmed that in the past funding had been secured for a Community Speed Watch scheme. However, the Police risk assessment deemed that there was nowhere in Calford Green for it to be located that was safe for both the volunteers and the vehicle drivers. There was no clear line of sight. Chair advised that Mrs Davies-Scourfield is going to re-start this process.

Councillor Roach confirmed that the B1061 is classified a "B" road and it therefore has no restrictions on it. He further advised that Suffolk has tried to get a 7.5T weight restriction on it but Essex haven't cooperated. Cllr Roach thinks that once the new relief road is opened it will make a huge difference to the amount of traffic that uses the B1061 through Kedington and Calford Green.

Clerk advised that with regards to traffic calming measures, Matthew Fox a Highways Engineer, has advised Cllr Roach that "our current policy does not support invasive traffic calming on "B" roads unless under exceptional circumstance. In the majority of locations, this means a record of speed related vehicular incidents (particularly where injuries have been sustained). We can look to install permanent "passive traffic calming" such as additional road markings/speed roundels etc. but these will only be approved if a speed survey in the relevant location shows a need."

Mrs Surridge raised the following concerns:-

- poor visibility as you come onto the B1061 off the Green itself.
- the track past her house is a private track to an enclosed field.
- by the time a bus has stopped near the Green, because of the speed it's been travelling you have to step into the road to get on it.
- cars that are driving at the correct speed are nearly always overtaken.
- signage is obscured by foliage or is too faded to read.

Cllr Roach asked Mrs Surridge to email her concerns to him and he will look into it for her.

#### **8.4 Confirm date and location of the Annual Parish Meeting and approve the Royal British Legion hall hire cost.**

Clerk advised that the Annual Parish Meeting will be held on Tuesday 13<sup>th</sup> May 2025 at 7 pm in the Royal British Legion hall. Clerk advised that he has booked the hall at a cost of £10.00 per hour for a minimum of 2 hours that includes 45 minutes before and after the hire period.

The meeting is to be advertised and all organisations that the Parish Council awarded grants to last year, all those who did work for the Council last year and all local groups/organisations are to be invited.

Clerk

A resolution was put forward by Cllr Brooker and seconded by Cllr Willett to use and pay for the Royal British Legion hall hire as above. The resolution was unanimously agreed.

Clerk

### **9. Play Equipment.**

#### **9.1 Receive monthly play park inspection reports and agree any necessary action.**

Chair confirmed that Councillors had received the reports that relate to inspections carried out on 11<sup>th</sup> April 2025.

All findings are low or very low risk and it was agreed that no further action is therefore necessary.

Clerk advised that with regards to the late arrival or non-receipt of previous reports before Parish Council meetings, West Suffolk Council Park Services have said “I am sorry that this is an issue you are running into. Our play inspector has around 84 Parish inspections to conduct per month and tries to complete these by the 14<sup>th</sup> of each month, after which they are prepared and downloaded at once for us to send out to each of the councils. These are all processed at the same time at the time of completion. Please be assured if there are any significant or high-risk issues by our play inspector at the time of inspection, these will be flagged to you immediately and the report would follow. Please let us know if you have any further concerns.”

**9.2 Cleaning of the play equipment and two green metal benches on Old School Field and the outdoor exercise equipment and bandstand on Silver Street Park update.**

Clerk advised that Hightech Window Cleaning Ltd. completed this work and have done a really good job. Clerk advised that payment of £360.00 inc VAT was made on 1<sup>st</sup> April 2025 in accordance with the Open Spaces Act 1906 ss.9 and 10.

**10. Environmental/Grounds Maintenance matters.**

**10.1 Discuss the disposal of garden waste onto the Cut at the rear of properties on School Road.**

Clerk advised that on Monday 31<sup>st</sup> March 2025 he attended Old School Field to view the work carried out by Hightech Window Cleaning Ltd on the play equipment before Council paid for it, as item 9.2. He then walked back through the tree area along The Cut on his way to view their work carried out on the exercise equipment and gazebo on Silver Street Park. On his way he saw garden waste laying on the vegetation of the Cut immediately adjacent to the rear of the Old School House Cottages. It consisted of the contents of three potted plants i.e. the soil bowl and a plant within.

On Friday 11<sup>th</sup> April 2025 when putting the agenda for this meeting on Old School Field noticeboard and checking the play equipment, Clerk saw that the garden waste was still there.

It was confirmed to Councillors that the Parish Council does not own the Cut but it is responsible for maintaining it as it pays an annual rent to Thurlow Estates to do so. The Clerk also confirmed that this amounts to fly tipping in accordance with the Environmental Protection Act 1990.

Following a discussion amongst Councillors it was agreed to deliver a letter to all the residents of School Road whose properties back onto the Cut asking for any help they could give to establish who was responsible for disposing of this garden waste as the Parish Council would like it removed.

Clerk

**10.2 Maintenance of planting areas in Silver Street Park update.**

Clerk advised that this work was completed by Shawn Winters on 22<sup>nd</sup> March 2025 and £300.00 was paid on 24<sup>th</sup> March 2025 in accordance with the Open Spaces Act 1906 ss.9 and 10.

**11. Highway/Footpath/Street Furniture matters.**

**11.1 Discuss placing lighting along the Silver Street Park footpath.**

Cllr Woodward advised that she has seen the document that the Clerk emailed to Councillors showing the solar bollards that have been used by the Church to illuminate its footpath, although she hasn't seen what they illuminate when it's dark.

Clerk had also provided Councillors with a quote for these solar bollards.

Cllr Woodward advised that her concerns relate to the lack of lighting at the bridge at the exit towards School Road, saying it is pitch black at night time. Cllr Woodward suggested it would be good to have solar bollards at each end of the bridge.

Cllr Richardson advised Council to bear in mind the impact on the wildlife of lighting the area night, in particular bats. She suggested the solar bollards at the Church may not be that bright for this reason. Cllr Richardson will send a report to the Clerk regarding this issue.

Chair was also concerned about the impact on the wildlife.

Chair suggested and it was agreed that Councillors should go to Silver Street Park when it's dark to see what the lighting at the bridge is currently like and they should go to the Church when it's dark to see how much the solar bollards there light up the footpath. This will then be back on the agenda for discussion at the next meeting.

All  
Councillors

### 11.2 Replacing the wooden picnic benches in Old School Field update.

As discussed at the last meeting, the Clerk emailed a link to the Realise Futures Eco Furniture website to Councillors on 25<sup>th</sup> March 2025.

Following a discussion amongst Councillors it was agreed to look into rubbing down the benches to get them back to their original wood and oiling them.

Clerk

Clerk advised that he has also been in contact with Shawn Winters regarding the potential of installing new benches and moving the current ones to the Watermill Meadow and that Shawn mentioned the same option.

### 11.3 Installing a bus shelter at the entrance to Westward Deals from West End Lane update.

Clerk advised that he updated Mr Young in a phone call on 24<sup>th</sup> March 2025.

Clerk advised that he has been in contact with Robert Kemp who oversees the bus stop infrastructure requirements and Simon Barnett, the Integrated Transport and Enhanced Partnership Manager of Passenger Transport at Suffolk County Council.

Mr Kemp has advised "We are holding a s106 contribution of £18,018.29 for bus stop improvements. The legal agreement states *Contribution towards the provisions of hard standing, raised kerbs and bus shelters at two bus stops on Hundon Road*. From what I can see from our files, this would be the Dash End stops."

Clerk has researched the bus time tables and it seems the Dash End stops service the school buses only, that as far as he knows can also be used by members of the public at the same time.

Mr Barnett has advised "We only have two current stops recorded for Dash End as shown on the map here (ANNEX 3), so in theory they will go at these spots.

ANNEX 3

We could take this opportunity to move those stops if required though, certainly the westbound one would need significant earthworks to excavate the banked verge and some form of retaining wall or loss of some of the parking bay to fit a shelter at the current site.

Robert (Kemp) will need to check the agreement to see if there is scope to use the money elsewhere such as at Westward Deals, but even if it is restricted there is now other funding we can use. Following two years of £1.8m each revenue funding for service improvements from the DfT, this year they are giving us £2.8 revenue and £5.2m capital funding. We are allocating some of that for locally suggested bus stop improvements so it would be very helpful if you could submit a request through our online portal.

I did some investigative work with Marion Farrant, the clerk at the time, back in 2017 so we should be able to dig up those files and have a head start on the site."

Clerk advised therefore, that if Council does agree to install a shelter at Westward Deals it could apply for this funding, as the s106 contribution has already been allocated.

Following a discussion amongst Councillors it was agreed to first consult the residents of Westward Deals and West End Lane. Clerk is to prepare a draft letter for agreement by Councillors.

Clerk



**12. Outstanding estimates awaited or work ordered.**

None

**13. Any other reports (on-going matters).**

None

**14. Housing/Planning.****14.1 Planning applications for discussion at meeting.**

Clerk advised there were none.

**14.2 Planning applications observations conveyed by the Parish Council.**

Clerk advised there were none.

**14.3 Planning applications decisions received from the District Council.**

- a. DC/25/0093/HH - Dowlands, Calford Green – Householder planning application - a. two storey rear extension b. detached double garage (following demolition of existing garage).

Clerk advised that this application was approved on 1<sup>st</sup> April 2025.

- b. DC/25/0095/LB - Dowlands, Calford Green – Listed building application - a. two storey rear extension b. detached double garage (following demolition of existing garage) c. rerender all elevations d. creation of window in wall between front entrance hall and rear porch e. replacement window and door to rear porch f. creation of partition wall to subdivision room into two rooms g. internal alterations.

Clerk advised that this application was approved on 1<sup>st</sup> April 2025.

**15. Date and location of next Parish Council meeting.**

Clerk advised that the next meeting is the Annual Parish Council meeting and it will be held on Tuesday 20<sup>th</sup> May 2025 at 7 pm in the Parish Council Office Meeting Room.

The meeting closed at 8:58 p.m.

Signed ..... Date.....

# ANNEX 1

1 April 2025 (2024-2025)

## Kedington Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 31/03/2025</b>		
	Cash in Hand 01/04/2024		82,553.72
	<b>ADD</b> Receipts 01/04/2024 - 31/03/2025		96,446.40
	<b>SUBTRACT</b> Payments 01/04/2024 - 31/03/2025		179,000.12
			83,646.31
	<b>Cash in Hand 31/03/2025</b> (per Cash Book)		<b>95,353.81</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	0.00	
	Natwest Bank - Kedington Parish 31/03/2025	85,716.72	
	Barclays - Kedington Parish Council 31/03/2025	9,637.09	
			<b>95,353.81</b>
	Less unrepresented payments		
			95,353.81
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>95,353.81</b>
	<b>A = B Checks out OK</b>		

**Kedington Parish Council**  
**PAYMENTS & RECEIPTS LIST**

1 April 2025 (2024-2025)

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
134	Office Cleaning	17/03/2025	KPC 129-08 16-1-24 & KPC 1	Barclays - Kedington	Routine Payment/E	Payment - Office cleaning	Ana Lopes	Z	-18.00		-18.00
135	Grounds, Contract D (Calford G	24/03/2025	KPC 129-08 16-1-24 & KPC 1	Barclays - Kedington	Routine Payment/E	Payment - Grass cutting	M D Landscapes (Anglia) Li	S	-45.52	-9.10	-54.62
135	Grounds, Contract E (Great Me	24/03/2025	KPC 129-08 16-1-24 & KPC 1	Barclays - Kedington	Routine Payment/E	Payment - Grass cutting	M D Landscapes (Anglia) Li	S	-121.38	-24.28	-145.66
135	Grounds, Contract B (Old Sch F	24/03/2025	KPC 129-08 16-1-24 & KPC 1	Barclays - Kedington	Routine Payment/E	Payment - Grass cutting	M D Landscapes (Anglia) Li	S	-75.86	-15.17	-91.03
135	Grounds, Contract A (Inc Churc	24/03/2025	KPC 129-08 16-1-24 & KPC 1	Barclays - Kedington	Routine Payment/E	Payment - Grass cutting	M D Landscapes (Anglia) Li	S	-742.56	-148.51	-891.07
136	Asset Maintenance	24/03/2025	KPC 130-03 30-7-24	Barclays - Kedington		Payment - Silver Street Park m	Shawn Winters	Z	-300.00		-300.00
137	Clerk Expenses	25/03/2025	KPC 130-10 18-3-25	Barclays - Kedington		Payment - Clerk's expenses	John Boxall Clerk	Z	-32.40		-32.40
138	Grants and Donations - Sec 13:	25/03/2025	KPC 130-10 18-3-25	Barclays - Kedington		Payment - Grant	1st Kedington Rainbows	Z	-500.00		-500.00
9	Grants and Donations - Sec 13:	27/03/2025	KPC 130-10 18-3-25	Barclays - Kedington		Receipt - Grant	West Suffolk Council	Z	450.00		450.00
9	Grants and Donations - Sec 13:	27/03/2025	KPC 130-10 18-3-25	Barclays - Kedington		Receipt - Grant	West Suffolk Council	Z	300.00		300.00
139	Amenity Clearing	27/03/2025	KPC 129-08 16-1-24	Barclays - Kedington	Routine Payment/E	Payment - Dog bins emptying	West Suffolk Council	Z	-1,494.51		-1,494.51
141	Clerk Salary	31/03/2025	KPC 129-08 16-1-24 & KPC 1	Barclays - Kedington	Routine Payment/E	Payment - Wages John Boxall	John Boxall Clerk	Z	-2,688.26		-2,688.26
140	Telephone and Broadband	31/03/2025	KPC 129-08 16-1-24	Barclays - Kedington	Routine Payment/E	Payment - Telephone and Broa	Onecom Ltd	S	-60.96	-12.19	-73.15
142	Village Cleaner	31/03/2025	KPC 129-07 19-12-23 & KPC	Barclays - Kedington	Routine Payment/E	Payment - Wages Dennis Brow	Dennis Brownlow Village Cl	Z	-146.44		-146.44
<b>Total</b>									<b>-5,475.89</b>	<b>-209.25</b>	<b>-5,685.14</b>

**Kedington Parish Council**  
**Net Position by Cost Centre and Code**

1 April 2025 (2024-2025)

Cost Centre Name

Administration			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
7	Clerks Expenses				100.00	54.00	46.00
8	Councillors Expenses				50.00		50.00
9	Clerks and Councilor Trail				1,000.00	180.00	820.00
10	Insurance				2,000.00	1,671.56	328.44
11	Scribe Accountants Softwa				561.60	561.60	
16	Website				130.00	120.00	10.00
38	Subscriptions				710.00	719.83	-9.83
50	Dropbox				80.00	79.90	0.10
54	Audit				655.00	655.00	
55	Electricity				1,000.00	479.08	520.92
56	Telephone and Broadband				700.00	779.04	-79.04
57	Post				20.00		20.00
58	Stationery				175.00	302.42	-127.42
60	Email				175.00	217.53	-42.53
61	Office Cleaning				250.00	173.00	77.00
67	Shared Office Costs with I				360.00		360.00
72	TV Licence				169.50	169.50	
73	Portable Appliance Testing				180.00	150.00	30.00
					8,318.10	8,312.48	2,005.62

Asset Register

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
39	Community Asset						
40	Infrastructure Asset						
41	Vehicle, Plant, Furniture E						

Earmarked Reserves

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
48	War Memorial			462.00			462.00
49	Recreation Equipment					807.00	-807.00
63	Legal Fees					230.00	-230.00
64	Training						
71	Elections						
				<b>462.00</b>		<b>1,037.00</b>	<b>-675.00</b>

General Parish Requirements

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
46	Asset Maintenance				4,000.00	1,680.98	2,319.02
59	Pest Control				600.00	600.00	
74	D-DAY 80				1,000.00	973.90	26.10
					<b>5,600.00</b>	<b>23,264.88</b>	<b>2,345.12</b>

General Reserves

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
45	Reserve			-462.00			-462.00
				<b>-462.00</b>			<b>-462.00</b>

Grants and Donations

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
36	Grants and Donations - Ge			1,330.00	5,000.00	4,475.00	1,855.00
51	Poppy Appeal - Sec 138B				100.00	100.00	
				<b>1,330.00</b>	<b>5,100.00</b>	<b>4,575.00</b>	<b>1,855.00</b>

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

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**Kedington Parish Council**  
**Net Position by Cost Centre and Code**

1 April 2025 (2024-2025)

Cost Centre NameHMRC VAT

<u>Code Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
44 Reclaimed VAT						

PRECEPT

<u>Code Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
43 Precept			88,746.00			88,746.00
			88,746.00			88,746.00

Salary

<u>Code Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
1 Clerk Salary				33,684.00	33,728.49	-44.49
3 Village Cleaner				2,300.00	2,186.68	113.32
4 National Insurance Contrib				3,400.00	3,267.35	132.65
				39,384.00	39,182.52	201.48

Village Maintenance

<u>Code Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
20 Grounds, Contract A (Inc C				8,910.72	8,910.72	
21 Grounds, Contract B (Old I				910.35	910.32	0.03
22 Grounds, Contract E (Gret				1,456.56	1,456.56	
23 Grounds, Contract D (Calf				546.21	546.72	0.49
25 Grounds - Extras				1,000.00	1,115.00	-115.00
26 Grounds - Strimming				2,520.00	2,688.00	-168.00
28 Equipment New			400.00	1,000.00	1,400.00	
30 Contingencies / Sundries				500.00	710.45	-210.45
31 Recreation Equipment				4,000.00	5.11	3,994.89
32 War Memorial				200.00		200.00
33 Tree Maintenance				3,000.00	850.00	2,150.00
35 Amenity Cleansing				6,300.00	5,978.04	321.96
68 The Cut Peppercom Rent				1.00	1.00	
69 Office Extension Pepperco				1.00		1.00
			400.00	30,346.84	32,470.82	8,174.82

NET TOTAL

890,476.00      88,746.84      278,932.78      100,289.18

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

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1 April 2025 (2024-2025)

**Kedington Parish Council**  
**Reserves Balance**  
**2024-2025**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Capital</b>					
General Reserves	62,130.48	11,162.25		-462.00	72,830.73
<b>Total Capital</b>	<b>62,130.48</b>	<b>11,162.25</b>		<b>-462.00</b>	<b>72,830.73</b>
<b>Earmarked</b>					
Recreation Equipment	1,314.90	4,000.00	807.00		4,507.90
War Memorial	728.00	200.00		462.00	1,390.00
Legal Fees	4,000.00		230.00		3,770.00
Training	300.00				300.00
Elections	2,918.09				2,918.09
<b>Total Earmarked</b>	<b>9,260.99</b>	<b>4,200.00</b>	<b>1,037.00</b>	<b>462.00</b>	<b>12,885.99</b>
<b>TOTAL RESERVE</b>	<b>71,391.47</b>	<b>15,362.25</b>	<b>1,037.00</b>		<b>85,716.72</b>
<b>GENERAL FUND</b>					<b>9,637.09</b>
<b>TOTAL FUNDS</b>					<b>95,353.81</b>

# ANNEX 2

11 April 2025 (2025-2026)

## Kedington Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 11/04/2025</b>		
	Cash in Hand 01/04/2025		95,353.81
	<b>ADD</b> Receipts 01/04/2025 - 11/04/2025		1,819.54
	<b>SUBTRACT</b> Payments 01/04/2025 - 11/04/2025		96,973.35 6,607.94
	Cash in Hand 11/04/2025 (per Cash Book)		<b>90,365.41</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 11/04/2025	0.00	
	Natwest Bank - Kedington Parish 11/04/2025	85,716.72	
	Barclays - Kedington Parish Council 11/04/2025	4,648.69	
			<b>90,365.41</b>
	Less unrepresented payments		
			90,365.41
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>90,365.41</b>
	<b>A = B Checks out OK</b>		

Kedington Parish Council  
PAYMENTS & RECEIPTS LIST

11 April 2025 (2025-2026)

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Scribe Accountants Software	01/04/2025	KPC 130-08 21-1-25	Barclays - Kedington	Routine Payment/C	Payment - Accounts software	Starboard Systems Ltd	S	-561.60	-112.32	-673.92
4	Subscription	01/04/2025	KPC 130-08 21-1-25	Barclays - Kedington	Routine Payment/C	Payment - Subscription	Suffolk Association of Local	Z	-670.66		-670.66
3	Asset Maintenance	01/04/2025	KPC 130-10 18-3-25	Barclays - Kedington		Payment - Play equipment clea	Hightech Window Cleaning	S	-300.00	-60.00	-360.00
2	Mole Control	01/04/2025	KPC 130-08 21-1-25	Barclays - Kedington	Routine Payment/C	Payment - Mole control	Pest Control Services	Z	-980.00		-980.00
6	Stationery	04/04/2025	KPC 130-11 15-4-25	Barclays - Kedington		Payment - Office supplies	John Baxall Clerk	S	-196.95	-39.39	-236.34
5	Grants and Donations - Sec 13:	04/04/2025	KPC 130-11 15-4-25	Barclays - Kedington		Payment - Grant	Kedington Community Assoc	Z	-300.00		-300.00
1	Reclaimed VAT	08/04/2025	KPC 130-11 15-4-25	Barclays - Kedington		Receipt - VAT Reclaimed	HMRC	R		1,619.54	1,619.54
7	Clerk Salary	10/04/2025	KPC 130-11 15-4-25	Barclays - Kedington	Routine Payment/C	Payment - HMRC Payment	HMRC	Z	-2,322.35		-2,322.35
7	Village Cleaner Salary	10/04/2025	KPC 130-11 15-4-25	Barclays - Kedington	Routine Payment/C	Payment - HMRC Payment	HMRC	Z	-109.80		-109.80
7	National Insurance Contributor	10/04/2025	KPC 130-11 15-4-25	Barclays - Kedington	Routine Payment/C	Payment - HMRC Payment	HMRC	Z	-954.87		-954.87
Total									-6,396.23	1,407.83	-4,988.40



11 April 2025 (2025-2026)

**Kedington Parish Council**  
**Net Position by Cost Centre and Code**

Cost Centre NameAdministration

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
7 Clerks Expenses	46.00			50.00		96.00
8 Councillors Expenses	50.00			1.00		51.00
9 Clerks and Councilor Trail	820.00			1.00		821.00
10 Insurance	328.44			1,400.00		1,728.44
11 Scribe Accountants Softw				561.60	561.60	
16 Website	10.00			110.00		120.00
38 Subscription	-9.83			690.00	670.66	9.51
50 Dropbox	0.10			80.00		80.10
54 Audit				680.00		680.00
55 Electricity	520.92			50.00		570.92
56 Telephone and Broadband	-79.04			750.00		670.96
58 Stationery	-107.42			175.00	196.95	-129.37
60 Email	-42.53			185.00		142.47
61 Office Cleaning	77.00			200.00		277.00
67 Shared office costs with K	360.00			360.00		720.00
72 TV Licence				174.50		174.50
73 Portable Appliance Testing	30.00			150.00		180.00
	<b>£2,003.84</b>			<b>6,818.10</b>	<b>£1,428.21</b>	<b>8,182.63</b>

Asset Register

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
39 Community Asset						
40 Infrastructure Asset						
41 Vehicle, Plant, Furniture E						

Earmarked Reserves

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
48 War Memorial	1,390.00		2,610.00			4,000.00
49 Recreation Equipment	4,507.90		5,492.10			10,000.00
63 Legal Fees	3,770.00					3,770.00
64 Training	300.00					300.00
71 Elections	2,918.09					2,918.09
	<b>£12,886.98</b>		<b>£8,102.10</b>			<b>20,988.08</b>

General Parish Requirements

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
46 Asset Maintenance	2,319.02		3,994.89	1,800.00	300.00	7,813.91
59 Mole Control				600.00	980.00	-380.00
	<b>£2,319.02</b>		<b>£3,984.89</b>	<b>2,400.00</b>	<b>£1,280.00</b>	<b>7,433.91</b>

General Reserves

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
45 Reserve	72,830.73		-8,102.10			64,728.63
	<b>£72,830.73</b>		<b>£-8,102.10</b>			<b>64,728.63</b>

Grants and Donations

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
36 Grants and Donations - Ge	1,855.00			5,000.00	300.00	6,555.00
51 Poppy Appeal - Sec 138B				100.00		100.00
	<b>£1,855.00</b>			<b>5,100.00</b>	<b>£300.00</b>	<b>6,655.00</b>

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

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11 April 2025 (2025-2026)

**Kedington Parish Council**  
**Net Position by Cost Centre and Code**

Cost Centre Name

<u>HMRC VAT</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
44	Reclaimed VAT						

<u>PRECEPT</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
43	Precept						

<u>Salary</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
1	Clerk Salary	-44.49			33,400.00	2,322.35	31,033.16
3	Village Cleaner Salary	113.32			2,300.00	109.80	2,303.52
4	National Insurance Contrib	132.65			4,300.00	954.87	3,477.78
		<u>\$201.48</u>			<u>40,000.00</u>	<u>\$3,387.02</u>	<u>38,814.48</u>

<u>Village Maintenance</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
20	Grounds, Contract A (Inc C				8,910.72		8,910.72
21	Grounds, Contract B (Old I	0.03			910.35		910.38
22	Grounds, Contract E (Gret				1,456.56		1,456.56
23	Grounds, Contract D (Calf	0.49			546.21		546.70
25	Grounds - Extras	-115.00			500.00		385.00
26	Grounds - Strimming	-168.00			2,688.00		2,520.00
28	Equipment New				1,400.00		1,400.00
30	Contingencies / Sundries	-184.35			500.00		315.65
31	Recreation Equipment	3,994.89		-3,994.89			
32	War Memorial	200.00					200.00
33	Tree Maintenance	2,150.00			1,000.00		3,150.00
35	Dog Bin Emptying	321.96			6,000.00		6,321.96
68	The Gut Peppercom Rent				1.00		1.00
69	Office Extension Pepperco	1.00			1.00		2.00
		<u>\$8,201.02</u>		<u>\$-3,994.89</u>	<u>23,813.84</u>		<u>28,119.97</u>

<b>NET TOTAL</b>		<b>£88,286.88</b>			<b>77,031.84</b>	<b>£8,388.23</b>	<b>188,932.69</b>
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Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

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11 April 2025 (2025-2026)

**Kedington Parish Council**  
**Reserves Balance**  
**2025-2026**

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<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Capital</b>					
General Reserves	72,830.73			-8,102.10	64,728.63
<b>Total Capital</b>	<b>72,830.73</b>			<b>-8,102.10</b>	<b>64,728.63</b>
<b>Earmarked</b>					
Recreation Equipment	4,507.90			5,492.10	10,000.00
War Memorial	1,390.00			2,610.00	4,000.00
Legal Fees	3,770.00				3,770.00
Training	300.00				300.00
Elections	2,918.09				2,918.09
<b>Total Earmarked</b>	<b>12,885.99</b>			<b>8,102.10</b>	<b>20,988.09</b>
<b>TOTAL RESERVE</b>	<b>85,716.72</b>				<b>85,716.72</b>
<b>GENERAL FUND</b>					<b>4,648.69</b>
<b>TOTAL FUNDS</b>					<b>90,365.41</b>

# ANNEX 3

