



# TATTINGSTONE

## Parish Council

34 Sycamore Way  
Brantham  
CO11 1TL

07807 799480

clerk@tattingstoneparishcouncil.gov.uk

Sarah Keys  
Clerk to the Council

Paper submitted by the Clerk to the Council at the Parish Council meeting on 13 May 2024

### Parish Clerk's Report – May 2024

#### a) To review actions from the previous meeting

MONTH	MINUTE NO.	ACTION	WHO
April	11	Provide quote for three noticeboards for next meeting <i>Completed, see below</i>	Dismissed
April	12	Provide copy for Tattler re: dog fouling and create a dog litter bin map for local residents <i>To be completed</i>	Ongoing
April	13	Write an article for The Tatter re: daffodil bulb planting <i>Completed</i>	Dismissed
April	14	Send a letter asking residents to cut back their hedge <i>Completed, letter sent</i>	Dismissed

#### Notice boards:

Type	Company	Size	Price	TOTAL FOR 3
<a href="#">Aluminium &amp; Felt noticeboard</a>	Noticeboard Company	1800x1200	£85 excl. VAT	£255.00 + VAT

#### b) To receive the reports of items actioned under delegated powers

- Met with Dave Brown, Playing Field Committee Chair to review concerns around grass cutting on Tattingstone Playing Field (see agenda item 14)
- Submitted copy for Tattingstone Tattler

#### c) To receive items of correspondence

##### ITEM ONE

UPDATE: Response sent and online document redacted to remove names.

From:  
Sent: Monday, April 8, 2024 10:45 AM  
To: clerk@tattingstoneparishcouncil.gov.uk  
Subject: Village plan comment 2

Hi Sarah

I have read this on the village plan and must say point 2 was rather disappointing to see. I disagree that both local farming names are even mentioned. Also the comment is untrue and we haven't received visits from the council in order to put back footpaths and maintain the condition. We have a set amount of days from the council to put back footpaths after the land has been drilled and have always stuck to that. What does damage the footpaths are bikes after wet conditions which shouldn't be riding there and people walking away from the set width of a footpath which damages our crop. I would like to see this comment amended please.

Kind regards

## ITEM TWO

**From:** Simon Harley (SCC Councillor) <Simon.Harley@suffolk.gov.uk>  
**Sent:** Monday, April 8, 2024 9:59 AM  
**To:** Tattingstone Parish Council <clerk@tattingstoneparishcouncil.gov.uk>  
**Cc:** andrea.mendel@tattingstoneparishcouncil.gov.uk  
**Subject:** Potholes A137

Dear Tattingstone Parish Council,

I was most concerned to see that the reports concerning potholes on A137 approaching the Bentley Crossroads have been closed by Highways 'added to inspection programme'.

I have written to them (see below) and I think it helpful if people keep reporting them as this is surely not an adequate response.

I will update you regarding any progress on this matter.

Yours,

Simon Harley (SCC Councillor)

**Suffolk County Councillor Simon Harley**  
**Green, Liberal Democrat, and Independent Group Spokesperson for Public Health & Biodiversity**  
[simon.harley@suffolk.gov.uk](mailto:simon.harley@suffolk.gov.uk)

*Reference:464833Report Type:PotholeSub Type:PotholeLocation:A137 as you approach 30mph and on the opposite side of the road.Reported:04/04/2024Closed:05/04/2024Closure Reason:Added to Inspection ProgrammeDescription:There are a number of very large potholes on the a137 just as you approach the 30mph sign. These potholes have been there for a while but are getting notably worse. Bigger than dinner plates and deeper than golf balls. There are pot holes on both sides of the road and it's dangerous as when cars are coming both ways and trying to avoid the potholes you are risking a collision.*

*Reference:464172Report Type:PotholeSub Type:PotholeLocation:Prior to the 30mph speed limit section of the roadReported:02/04/2024Closed:02/04/2024Closure Reason:Added to Inspection ProgrammeDescription:Potholes been here since before Christmas and no action taken. Very dangerous after rain as it disguises them and they are very deep. Would have a serious injury if a cyclist were to hit them.*

*Dear Highways Support,*

*Reference the 2 reports above about potholes on A137 approaching Wheatsheaf Crossroads Tattingstone, I am concerned that these reports have been closed 'added to inspection programme'.*

*I frequently drive along this road which is 60mph limit in this section and one has to swerve around these potholes to avoid them as they are big enough to cause damage to the vehicle if you go through them at anything more than 30mph.*

*It is simply not adequate to close the reports of significant defects as such without planning repairs, and I know many other local people are very concerned about this. I would be grateful for advice and action on this.*

Yours,

Simon Harley (SCC Councillor)

The integrity of the Council’s finances is to be protected by two of the three signatories checking and reviewing the invoices for payment for which they will have seen an original copy.

Within the Council’s Financial Regulations (4.1) – expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget or where prior approval has been given for such expenditure to be incurred (i.e. under contractual agreements)

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk and where necessary also by the appropriate Chair. Invoices will only be processed for payment by the Parish Clerk once she is satisfied that the payment sums match the invoices produced.

***Accounts submitted for payment – Current Account***

<b>Payee</b>	<b>Detail</b>	<b>Method</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
S. Keys	Clerk/RFO Marc 24 Salary	Bank Transfer	508.70		508.70
S. Keys	Clerk’s Expenses – March 2024	Bank Transfer	9.00		9.00
Starboard Systems Ltd	Scribe accounting package (invoice 5943)	Bank Transfer	228.00	45.60	273.60
D. Childs	Playing Field Grounds Maintenance (inv.1872)	Bank Transfer	200.00		200.00
Tattingstone Village Hall	Hall Hire 2023-24	Bank Transfer	208.00		208.00
AHinton	Grass cutting – playing field April 2024	CHQ	30.00		30.00
Charmaine Greenan	Substitute Clerk – 13 May 2024	Bank Transfer	60.00		60.00

***Receipts allocated***

	<b>Detail</b>	<b>Method</b>	<b>TOTAL</b>
Babergh District Council	Neighbourhood CIL funding – April 2024	BACS	3454.53
Babergh District Council	Precept 1 of 2	BACS	8098.00
HMRC	VAT reclaim	BACS	1123.36

**Presented by:**..... **Sarah Keys, Responsible Finance Officer**

**Countersigned by:**..... **Chair to the Parish Council**

**All payments authorised under The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012**

**Note: Council resolved at the 2023 Annual Meeting that it met the eligibility conditions, and this continues right through until the next relevant annual meeting which will be May 2027. This is regardless of whether the Council continues to meet those conditions for the duration, (para 7.12 of the Explanatory Memorandum to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 refers.**

SUBJECT TO ADDITIONS



## CIL SPENDING REVIEW – April 2024 for the year ending 31 March 2025

Neighbourhood CIL is governed by the CIL Regulations and the rate at which it is paid is set out in national legislation. For those Parish Councils with a made Neighbourhood Plan it is 25% (with no CAPO and for Parishes where there is no made Neighbourhood Plan it is 15% subject to a cap which is set out nationally (in legislation). *The cap is worked out at £100 index linked per occupied property within the parish. The cap rate is set for the year and changes on the 1<sup>st</sup> January each year.*

### 1. CIL Resources available

CIL funding currently stands at:

Financial Year	Income	Expenditure	CIL running Total	Timescales
2021-22	£7,485.48		£7485.48	06.10.26
2022-23	£10,838.85		18,323.85	07.04.27
2023-24		£263.99	£18,059.86	
		£887.95	£17,171.91	
		£1245.00	£15926.91	
		£49.83	£15,877.08	
2024-25	£3454.53		£19,331.61	05.04.28
<i>Committed</i>		<b>£6506.00</b>	£12,825.61	Balance after committed funds
<b>Totals</b>	<b>£18,323.85</b>	<b>£8952.77</b>		

### 2. Projects completed as bids against the Neighbourhood CIL Pot

*The following projects having been previously approved as valid projects for the Neighbourhood CIL pot are now completed with monies being fully paid out*

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Start date	Current Position

### 3. Projects identified as potential bids against the Neighbourhood CIL Pot

*The following projects have been identified as valid bids against the Neighbourhood CIL Pot, have approval and are awaiting completion with monies being fully allocated and therefore committed:*

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Start date	Current Position
Play area updates	None allocated	£20,000	Neighbourhood CIL (BDC)	<b>£6406.00</b>	Once BDC CIL Funding approved	Funding request to BDC CIL underway

**4. The following projects may be identified or submitted as potential discussion bids and will provide the basis for infrastructure spending as developments come online**

*Items highlighted in GRAY will be identified on an “as and when demand” as the parish continues to grow*

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Additional consultation required	Further information
New Grit Bins	On as an when basis			Neighbourhood CIL (Parish)		
New Waste Bins	On as and when basis			Neighbourhood CIL (Parish)		
New Parish Benches	On as and when basis			Neighbourhood CIL (Parish)		

### Tattingstone Parish Council

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

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

	<b>Bank Reconciliation at 30/04/2024</b>		
	Cash in Hand 01/04/2024		39,579.21
	<b>ADD</b> Receipts 01/04/2024 - 30/04/2024		12,675.89
			52,255.10
	<b>SUBTRACT</b> Payments 01/04/2024 - 30/04/2024		2,279.05
<b>A</b>	<b>Cash in Hand 30/04/2024</b> (per Cash Book)		<b>49,976.05</b>
	Cash in hand per Bank Statements		
	Petty Cash	30/04/2024	0.00
	Current Account	30/04/2024	46,741.44
	Deposit Account	30/04/2024	3,229.01
	Lloyds Account	30/04/2024	5.60
			<b>49,976.05</b>
	Less unrepresented payments		
			49,976.05
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>49,976.05</b>
	<b>A = B Checks out OK</b>		

**Sarah Keys**  
**STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	50,725.74	
Cash in Hand		
Precept	15,500.00	
Bank interest	38.41	
Allotments	128.68	
Tattingstone Tattler Income	452.00	
CIL income		
Clerk/RFO Salary		5,694.84
Clerk/RFO expenses		181.80
Payroll costs		45.00
Audit		210.00
Hall Hire		240.00
Website/email		420.80
Insurance		532.29
Training		275.00
GDPR Costs		
Miscellaneous		195.00
Staff recruitment		
Election costs		142.23
SALC Subscription		273.77
SLCC Subscription		144.00
Donations		550.00
Church Support		800.00
Tattingstone Tattler Expenditure		1,144.00
Bin emptying		279.18
Litter bin purchases		
Playground inspection		
General Village Maintenance		325.00
Play area grass cutting		2,282.50
Street lighting		343.63
Purchases/assets		483.26
Miscellaneous/project support		
CIL expenditure		2,299.78
Neighbourhood Plan Income	5,172.00	
Neighbourhood Plan expenditure		13,538.00
VAT reclaim		
Tax & NI		
Accounting Package		327.00
Tax & NI		1,355.78
VAT	3,330.06	3,684.82
	<b>24,621.15</b>	<b>35,767.68</b>



**Sarah Keys**  
**STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
<b>Closing Balances:</b>		
Balances in Bank Account		39,579.21
Cash in Hand		
<b>TOTAL</b>	<b>75,346.89</b>	<b>75,346.89</b>

The above statement represents fairly the financial position of the council as at 31 Mar 2024

Signed \_\_\_\_\_  
Responsible Financial Officer

Date \_\_\_\_\_

**Section 1 – Annual Governance Statement 2023/24**

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
<b>1.</b> Balances brought forward			<i>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.</i>
<b>2.</b> (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs			<i>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.</i>
<b>5.</b> (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets			<i>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.</i>
<b>10.</b> Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 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 Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

# PAPER 8

TATTINGSTONE PARISH COUNCIL

LIST OF PAYMENTS WHICH ARISE ON A REGULAR BASIS

May-24

In accordance with Tattingsstone Financial Regulation FR 5.6 the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively; Salaries, PAYE and NI) and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

Frequency Expenditure Incurred	Payment Method	Beneficiary	Summary of the purpose of the expenditure	NETT	VAT recoverable	Category
Monthly	Cheque/BACS	Dave Childs	Grounds Maintenance/grass cutting	Variable	0.00	Services
Monthly	BACS	Clerk/RFO Salary	Staff remuneration	Variable	0.00	Administration
Quarterly	Cheque/BACS	HMRC	PAYE & NI deductions	Variable		Administration
6-monthly	Cheque/BACS	SALC	Payroll Provision	115.20	19.20	Administration
6-monthly	Cheque/BACS	Community Action Suffolk	Domain & Email hosting	Variable	Variable	Administration
Annually	Direct Debit	ICO	Data Controller Registration	35.00	0.00	Administration
Annually	Cheque/BACS	Scribe	Accounting system	Variable	Variable	Administration
Annually	Cheque/BACS	SALC	Internal Audit	Variable	Variable	Administration
Annually	Cheque/BACS	PKF Littlejohn	External Audit	Variable	Variable	Administration
Annually	Cheque/BACS	SALC	Annual Membership fees	Variable	Variable	Subscriptions
Annually	Cheque/BACS	SLCC	Clerk's Membership fees	Variable	Variable	Subscriptions
Annually	Cheque/BACS	Suffolk County Council	Street Lighting	Variable	Variable	Services
Annually	Cheque/BACS	Babergh District Council	Bin emptying	Variable	Variable	Services
Annually	Cheque/BACS	Community Action Suffolk	Insurances	Variable	0.00	Services
Annually	Cheque/BACS	Babergh District Council	Play area inspections	Variable	Variable	Services



Sarah Keys  
Clerk to the Council

Paper submitted by the Clerk to the Council at the Parish Council meeting on 13 May 2024

### PAPER 9 – TATTINGSTONE PLAYING FIELD GRASS CUTTING

Agenda item 14

- a) Councillors to receive paper ref. grass cutting from the Clerk
- b) Councillors to review the Clerk's recommendation and agree next steps as appropriate

#### a) Update from the Clerk

I was contacted by the Chair of the Playing Field Committee in April 2024 to highlight concerns about the quality of the grass cutting on the Playing Field which was too long to enable cricket to be played.

I met with the Chair of the Committee on the playing field (with my tape measure!!) to review the grass cutting and discuss these concerns.

On review of the field and discussion on site I confirmed that I was happy with the grass cutting as a playing field. The ground looked neat, tidy and well-maintained. I did note however, that the surface was not as short as some sports teams might like it to be and the Chair of the playing Field Committee noted that he would prefer the grounds cut with a roller mower not the kind that is currently being used.

I reminded the Chair of the Playing Field Committee that we had contractor our grass cutter to the specification previously used which stated:

- 16 cuts of the playing field.

I had not previously been made aware that the surface of the field should be maintained for sports. We also noted that the Cricket Club have around 20 games booked in for fixtures throughout the year and under the specification contracted for it would not be possible to cut the grass every time the cricket club had a game.

I agreed that I would discuss the issues with the grass cutter and feedback to the Playing Field Committee.

On discussion with our contractor he confirmed that he does not have a roller mower and can not be available every time a sports team in Tattingstone has a fixture. We therefore agreed that he would end his contract with Tattingstone Parish Council with immediate effect. I have arranged payment for the two cuts that he has made to date this year.

#### b) To receive recommended next steps from the Clerk

It is my opinion that it would be preferable (for all concerned) for the Playing Field Committee to contract their own grass cutter who they can commission as and when they require. They do not hold the Financial Regulations that the Parish Council do and therefore do not have to be quite so stringent when employing contractors and could possibly make benefit of their local contacts.

We have agreed a budget of £1600 this year for grass cutting of which £200 has been allocated. The Playing Field Committee has since commissioned a further cut at a cost of £30. The available fund left is therefore £1370.00

#### RECOMMENDATION

It is my recommendation that Tattingstone Parish Council make a donation of £1370.00 for the purposes of grass cutting at the Playing Field for 2024-25.

At the end of the financial year a copy of grass cutting invoices should be provided by the Playing Field Committee to the Parish Council and any unspent funds should be returned to the Parish Council or carried forward into the next financial year.

An estimated cutting cost should be provided to the Council by the Playing Field Committee around October each year, based on previous invoices so that this can be included in the Parish Council budgeting process.