

# Little Waldingfield Parish Council

## Bank Reconciliation

**1 April 2021 - 31 March 2022**

Balance @ 1 April 2021

Lloyds Bank Treasurers Account	20,809.34	
Add Receipts to 31 March 2022	10,771.04	
Less Current Year Payments to 31 March 2022	6,575.87	
Less Old Year Payments to 31 March 2021	87.00	
Sub Total		24,917.51

Lloyds Business Instant Account	2,524.29	
Add Receipts to 31 March 2022	0.24	
Less Payments to 31 March 2022	0.00	
Sub Total		2,524.53

<b>Total</b>		<b>27,442.04</b>
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Balance @ 31 March 2022

Lloyds Bank Treasurers Account	25,416.33	
Add Unbanked Income	0.00	
Less Postponed Online Payments	498.82	
Sub Total		24,917.51

Lloyds Business Instant Account	2,524.53	
Add Unbanked Income	0.00	
Less Unbanked Cheques	0.00	
Sub Total		2,524.53

<b>Total</b>		<b>27,442.04</b>
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Prepared by	Chris White	Date	14-Apr-22
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Reviewed by		Date	
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Reviewed by		Date	
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Little Waldingfield Parish Council

Payments & Budget 2021/22 - 31 March 2022

No	Date	Chq No	Party	Details	Statutory Provision	Clerk's Salary	Clerk's Exps	Office Exps	Grants Awarded	Insurance	Parish Room	Prof Fees	Subs	Training	Donats Made	S137 Payments	D/L Bins	Grass Cutting PRoW	Defib	Closed C'Yard Grass Cutting	S I D Scheme	Elections	Neighb Plan	Street Lighting	Misc	VAT Paid	Total	Notes
22*	06-Apr	Online	H M Revenue	Employer Tax and National Insurance for Clerk	LG Act 1972 (s 111-2)	87.00																			0.00	87.00		
1	25-May	Online	Sudbury Town Council	SID Deployments 2020/21	L G and R Act 1997, s.31																257.94				51.59	309.53		
2	25-May	Online	Suffolk Association of Local Councils	Annual Subscription (2021/22)	LG Act 1972 (s 111)								191.19												0.00	191.19		
3	25-May	Online	Suffolk County Council	Street Lighting (2020/21)	PC Act 1957 (s 3)																		230.17		46.04	276.21		
4	17-Jun	Online	C Boyne	Locum Clerking and RFO Services	LG Act 1972 (s 111-2)							280.00													0.00	280.00		
5	17-Jun	Online	davecrimmin.co.uk	Locum Clerking Services	LG Act 1972 (s 111-2)							140.00													0.00	140.00		
6	05-Jul	Online	Information Comissioner	Annual Registration (Jul 20 - Jun 21)	LG Act 1972 (s 111)								35.00												0.00	35.00		
7	25-May	Online	Citizen's Advice Bureau (Sudbury)	Donation	Localism Act 2011 (s 1-8)											50.00									0.00	50.00		
8	25-May	Online	Go Start Community Transport Bus Service	Donation	Localism Act 2011 (s 1-8)											100.00									0.00	100.00		
9	17-Jun	Online	Suffolk Association of Local Councils	Internal Audit Fee (2020/21)	LG Act 1972 (s 111)							158.00													31.60	189.60		
10	17-Jun	Online	Little Waldingfield Parish Room	Hire of Parish Room	LGA Act 1972 (s133)						12.00														0.00	12.00		
11	22-Jul	Online	C Boyne	Locum Clerking and RFO Services	LG Act 1972 (s 111-2)							456.80													0.00	456.80		
12	22-Jul	Online	Sudbury Town Council	Hedge Removal - Community Wardens	L G and R Act 1997, s.31							150.00													30.00	180.00		
13	22-Jul	Online	Little Waldingfield Parish Room	Hire of Parish Room	LGA Act 1972 (s133)						12.00														0.00	12.00		
14	08-Sep	Online	Royal British Legion Poppy Appeal	Donation to RBL's Poppy Appeal	LG Act 1972 (s 137)											20.00									0.00	20.00		
15	08-Sep	Online	Mrs Claire Boyne	Locum Clerk and RFO services	LG Act 1972 (s 111-2)							266.80													0.00	266.80		
16	08-Sep	Online	LW Parish Room	Room Hire	LG Act 1972 (s 111-2)						12.00														0.00	12.00		
17	08-Sep	Online	Community Action Suffolk	Insurance	LG Act 1972 (s 111-2)					250.04															0.00	250.04		
18	08-Nov	Online	Mrs Claire Boyne	Locum Clerk and RFO services	LG Act 1972 (s 111-2)							236.80													0.00	236.80		
19	08-Nov	Online	Mrs Claire Boyne	Locum Clerk and RFO services	LG Act 1972 (s 111-2)							105.00													0.00	105.00		
20	08-Nov	Online	Little Waldingfield Parish Room	Hire of Parish Room	LGA Act 1972 (s133)						14.00														0.00	14.00		
21	08-Nov	Online	Babergh District Council	Dog & Litter Bins (2021/22)	Litter Act 1983 (S 5-6)												298.07								59.61	357.68		
22	08-Nov	Online	Gardens Arb Business Ltd	Grass Cutting PRoW & Clsd C'yard	LGA Act 1972 (s 215)													450.00		530.00					196.00	1176.00		
23	08-Nov	Online	Community Action Suffolk	Website Hosting Fees (Nov 21 - Oct 22)	LG Act 1972 (s 111-2)							50.00													10.00	60.00		
24	22-Dec	Online	Ms C A Hargan	Clerks Wages	LG Act 1972 (s 111-2)	416.00																			0.00	416.00		
25	22-Dec	Online	LW Parish Room	Room Hire	LG Act 1972 (s 111-2)						14.00														0.00	14.00		
26	07-Feb	Online	H M Revenue	Employer Tax and National Insurance for Clerk	LG Act 1972 (s 111-2)	156.00																			0.00	156.00		
27	07-Feb	Online	LW Parish Room	Room Hire	LG Act 1972 (s 111-2)						14.00														0.00	14.00		
28	07-Feb	Online	Ms C A Hargan	Clerks Wages	LG Act 1972 (s 111-2)	208.00																			0.00	208.00		
29	07-Feb	Online	Ms C A Hargan	Clerks Wages	LG Act 1972 (s 111-2)	208.00																			0.00	208.00		

30	22-Mar	Online	Ms C A Hargan	Clerks Expenses	LG Act 1972 (s 111-2)	105.80		0.00	105.80
31	22-Mar	Online	Ms C A Hargan	Clerks Wages (Holiday Pay)	LG Act 1972 (s 111-2)	94.20		0.00	94.20
32	22-Mar	Online	H M Revenue	Employer Tax and National Insurance for Clerk	LG Act 1972 (s 111-2)	75.40		0.00	75.40
33	22-Mar	Online	Suffolk Association of Local Councils	Payroll Service	LG Act 1972 (s 111)		22.50	4.50	27.00
34	22-Mar	Online	LW Parish Room	Room Hire	LG Act 1972 (s 111-2)		28.00	0.00	28.00

Invoice submitted for services in 2021/22 but payment

# Little Waldingfield Parish Council

## Receipts & Budget 2021/22 - 31 March 2022

No	Date	Party	Details	Precept	Grants Recvd	Dons Recvd	VAT Refunds	Bank Interest	Misc	Total
1	09-Apr	Lloyds Bank Business Instant Account	Monthly Interest					0.02		0.02
2	12-Apr	Babergh District Council	Annual Precept (2021/22) (1/2)	4,334.00						4,334.00
3	19-Apr	Babergh District Council	Parish Grant 2021-22		157.00					157.00
4	10-May	Lloyds Bank Business Instant Account	Monthly Interest					0.02		0.02
5	24-May	HMRC	VAT Refund (2020/21)				1,032.12			1,032.12
6	09-Jun	Lloyds Bank Business Instant Account	Monthly Interest					0.02		0.02
7	09-Jul	Lloyds Bank Business Instant Account	Monthly Interest					0.02		0.02
8	09-Aug	Lloyds Bank Business Instant Account	Monthly Interest					0.02		0.02
9	09-Sep	Lloyds Bank Business Instant Account	Monthly Interest					0.02		0.02
10	13-Sep	Babergh District Council	Precept	4,334.00						4,334.00
11	11-Oct	Lloyds Bank Business Instant Account	Monthly Interest					0.02		0.02
12	09-Nov	Lloyds Bank Business Instant Account	Monthly Interest					0.02		0.02
13	09-Dec	Lloyds Bank Business Instant Account	Monthly Interest					0.02		0.02
14	10-Jan	Lloyds Bank Business Instant Account	Monthly Interest					0.02		0.02
15	09-Feb	Lloyds Bank Business Instant Account	Monthly Interest					0.02		0.02
16	09-Mar	Lloyds Bank Business Instant Account	Monthly Interest					0.02		0.02
17	09-Mar	Suffolk County Council	Public Rights of Way Grass Cutting (2020)		413.92					413.92
18	21-Mar	Babergh District Council	BDC Locality Award		500.00					500.00
<b>Total</b>				<b>8,668.00</b>	<b>1,070.92</b>	<b>0.00</b>	<b>1,032.12</b>	<b>0.24</b>	<b>0.00</b>	<b>10,771.28</b>
<b>Budget</b>				8,668.00	571.00	0.00	1,004.00	1.00	0.00	10,244.00
<b>Remaining</b>				<b>0.00</b>	<b>-499.92</b>	<b>0.00</b>	<b>-28.12</b>	<b>0.76</b>	<b>0.00</b>	<b>-527.28</b>

# Little Waldingfield Parish Council

## Authorisation of Payments at Council Meeting on 3rd May 2022

No	Payee	Amount (£)	Category	Details	Amount (£)	
35*	Places4People Ltd	498.82	Neighbourhood Plan	Neighbourhood Plan Support 2021/22	498.82	*Invoice for 2021/22 but not paid until May 2022
1	Genesis Garden Furniture	160.00	Platinum Jubilee	Platinum Jubilee Commemorative Bench (Deposit)	160.00	
2	Suffolk County Council	283.22	Street Lighting	Street Lighting Energy & Mtnc costs for the period 2021-22	283.22	
3	Suffolk Association of Local Councils	192.00	Subscriptions	SALC Membership Subscription for 2022/23.	192.00	
4	Suffolk Association of Local Councils	36.00	Training (Clerk)	End of Year Accounts training with The Parkinson Partnership	36.00	
5	P Crawford (Contracting) Ltd	360.00	Maintenance	Hedge & Verge Cutting B1115	360.00	
6	Suffolk Association of Local Councils	12.00	Training (Clerk)	Preparing for Audit Zoom 2021-2022	12.00	
7	Little Waldingfield Parish Room	28.00	Parish Room	Room Hire April/May 2022	28.00	
8	Suffolk Presevation Society	30.00	Subscriptions	SPS Membership 2022/23	30.00	
9	Groundwork UK	758.48	Neighbourhood Plan	Return of unused Funding Grant	758.48	
10	Genesis Garden Furniture	493.00	Platinum Jubilee	Platinum Jubilee Commemorative Bench (Balance of Invoice)	493.00	
11	C P White	31.80	Neighbourhood Plan	Posters & Printing costs	31.80	
12	C P White	675.90	Platinum Jubilee	Platinum Jubilee Commemorative Mugs	675.90	

**Total** **3,559.22**

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

## Certificate of Exemption – AGAR 2021/22 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2022, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2022 and a completed Certificate of Exemption is submitted no later than **30 June 2022** notifying the external auditor.

Little Waldingfield Parish Council

certifies that during the financial year 2021/22, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2021/22: £10,771 PER AMOUNT £00,000

Total annual gross expenditure for the authority 2021/22: £6,576 PER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

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

- The authority was in existence on 1st April 2018
- In relation to the preceding financial year (2020/21), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

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

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2022.

**By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date

**SIGNATURE REQUIRED**

25/04/2022

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

03/05/2022

Signed by Chairman

Date

**SIGNATURE REQUIRED**

DD/MM/YYYY

as recorded in minute reference:

11(d)

**MINUTE REFERENCE**

Generic email address of Authority

clerk.littlewaldingfieldpc@hotmail.co.uk ERIC EMAIL ADDRESS

Telephone number

07541133535 E NUMBER

\*Published web address

http://littlewaldingfield.onesuffolk.net/lwpc/ ABLE WEBSITE/WEBPAGE ADDRESS

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2022. Reminder letters incur a charge of £40 +VAT**



UNIT 6, SOUTH SUFFOLK BUSINESS CENTRE,  
ALEXANDRA ROAD, SUDBURY, SUFFOLK CO10 2ZX

8 February 2022

Selected Babergh District Councillors  
Parish Councils

### **ROUTE 112, BILDESTON – SUDBURY BUS SERVICE**

When the commercial operator of this route withdrew, GoStart Community Transport stepped up and, with impeccably bad timing, started service the week that the first national Covid lockdown commenced. Our volunteer drivers have continued to provide the service to the extent permitted under government rules, with our minibus maintained, cleaned and disinfected in accordance with best practice. Due to reduced passenger numbers this was only possible with the financial support from two Babergh DC councillors using their discretionary budgets, and parish councils along the route also making contributions.

We are aware that it is budget-setting time and I am writing to ask whether you will feel able to make modest contributions to help the service to continue. I attach a summary analysis of the 2021 finances so you can assess the situation. Clearly, we cannot predict the passenger numbers which may be carried as the Covid restrictions are lifted, but assuming that they remain unchanged we will only be able to maintain the service until the end of 2022.

If you have any queries please contact me via the office at [gostart.ct@gmail.com](mailto:gostart.ct@gmail.com) or on 01787 242116. Debbie or Julie will forward messages to me.

Many thanks,

*Peter Finch*

Treasurer & Trustee

Babergh DC Cllrs Bryn Hurren and Robert Lindsay  
Parish councils at Bildeston, Chelsworth, Monks Eleigh, Brent Eleigh, Little Waldingfield,  
Great Waldingfield, Sudbury

Telephone: 01787 242116 Email: [gostart.ct@gmail.com](mailto:gostart.ct@gmail.com)

# Little Waldingfield Parish Council

## Asset Register 2021/22 - 31 March 2022

Description	Checked	Date	£	Restated	Addition	Disposal	Date	Insurance	£
Dog Waste Bin (The Street/The Grange)	13 Sep 2018	Not ID to 2016/17	0	0				Category £20,000	0
Dog Waste Bin (Church Road/Layby)	13 Sep 2018	Not ID to 2016/17	0	0				Category £20,000	0
Dog Waste Bin (Grove Avenue/Playing Field)	13 Sep 2018	Not ID to 2016/17	0	0				Category £20,000	0
Dog Waste Bin (The Street/The Haymarket)	13 Sep 2018	Not ID to 2016/17	0	0				Category £20,000	0
Litter Bin (Croft Lea)	13 Sep 2018	Not ID to 2016/17	0	0				Category £20,000	0
Grit Bin (The Street/Playing Field)	13 Sep 2018	Not ID to 2016/17	95	95				Category £20,000	95
Grit Bin (Wade Crescent/The Street)	13 Sep 2018	Not ID to 2016/17	95	95				Category £20,000	95
Notice Board (The Street/Church Road)	13 Sep 2018	Not ID to 2016/17	0	0				Category £20,000	0
Projector (The Chair)	28 Mar 2019	March 2015	571	571				Category £20,000	571
Street Light (Croft Lea)	13 Sep 2018	Not ID to 2016/17	0	0				Category £20,000	0



Street Light (Croft Lea)	13 Sep 2018	Not ID to 2016/17	0	0		Category £20,000	0
Street Light (Wade Crescent)	13 Sep 2018	Not ID to 2016/17	0	0		Category £20,000	0
Telephone Box (The Street/Church Road)	13 Sep 2018	Not ID to 2016/17	1	1		Category £20,000	1
Dog Waste Bin (The Priory/Church Road)	13 Sep 2018	July 2016	87	87		Category £20,000	87
Dog Waste Bin (The Street/Wood Hall)	13 Sep 2018	July 2016	87	87		Category £20,000	87
War Memorial (The Church/Church Road)	13 Sep 2018	Not ID to 2016/17	1	1		Category £20,000	1
Defibrillator & Cabinet (Parish Room)	13 Sep 2018	January 2017	2,000	2,000		Category £20,000	2,000
Bench (The Street/The Swan)	13 Sep 2018	Not ID to 2016/17	0	0		Category £20,000	0
Personal Computer (Parish Clerk)	13 Sep 2018	2 Jan 2018	306	306		Category £20,000	306
Bench (The Street/Croft Lea)		11 Mar 2021	0	0		Category £20,000	0
			<b>3,243</b>	<b>3,243</b>	<b>0</b>		<b>3,243</b>

### **Proposed Meeting Dates 2022-2023**

Tuesday 7<sup>th</sup> June 2022  
(Year End Meeting)

Tuesday 5<sup>th</sup> July 2022

Tuesday 6<sup>th</sup> September 2022

Tuesday 1<sup>st</sup> November 2022

Tuesday 10<sup>th</sup> January 2023  
(1<sup>st</sup> Tuesday in January is 3<sup>rd</sup> but suggest this is too close to Christmas/New Year)

Tuesday 7<sup>th</sup> March 2023.

It may be necessary hold meetings in some intervening months for time critical planning applications or to clear backlogs.



Chris White.

Chair/Acting Clerk  
Little Waldingfield Parish Council

## Little Waldingfield Parish Council LED Upgrade Works

Replace LED luminaire onto existing column/ pole (<= 6m or up to 100w) LED luminaire for up to 6m column Suff 03, 15w E950	3	£ 170.00	£	510.00
install double pole secondary isolator	3	£ 63.47	£	190.41
install new Photocell all night lighting	3	£ 42.70	£	128.10
Carry out earthing upgrade to current regulations	3	£ 42.56	£	127.68

<b>Total</b>	<b>£</b>	<b>956.19</b>
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All Units will have a new lantern, photocell, secondary isolator and earthing upgrade

All prices will incur the relevant rate of VAT at the time the works are carried out.

No allowance has been made for any statutory service disconnection/reconnection works, should any of these be found to be necessary once on site work will stop on that unit and further authorisation sought from the parish council.  
This is possible if it is found that any of the columns need replacing due to deterioration of the concrete or rusting of the reinforcing rods etc.

The lanterns used in this quotation are standard road style units and not 360 degree lanterns as you currently have, should you decide to go ahead you will probably get comments from residents that their drives, doors etc are not illuminated in the way they were previously , this is because the old lanterns spilt light everywhere and the new ones are directional only putting the light on the highway.

This quotation is valid for acceptance whilst the present LED contractor is engaged by SCC. on its current lantern replacement works contract, which is likely to complete in June this year, works required after this will require requoteing by SCC using a contractor it is then in contract with.

If you would like the additional functionality we can provide by having your lights controlled by our CMS system ( fault reports by system, dimming, part-night lighting, individual units available to switched etc.) we can install Telecell nodes whilst carrying out the works for £75.00 per node, you would then not require the Photocells included in the above quotation. ( 3 nodes @ £75.00 ), If you are interested in this option I can arrange for full details of our maintenance contract that runs via the CMS.)