

POLSTEAD PARISH COUNCIL

Clerk: Dave Crimmin, Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH
Tel: 01787 375085 email: polsteadpc@btinternet.com

AGENDA FOR MEETING TO BE HELD ON THURSDAY 8th FEBRUARY 2018 AT 7.30pm

1. **Apologies** for absence
2. Receive **declarations of interests** and consider request for dispensation from Councillors
3. Agree **minutes** of Polstead Parish Council meeting held on 18th January 2018
4. Receive **reports from County Councillor and District Councillor**
5. To receive **reports and questions from Councillors**
6. To receive reports and **questions from Parishioners** (contributions to be limited to 2 mins)
7. Agree actions following the review of the **Clerk's Report**
8. Agree actions required on **Correspondence received and emails circulated** by the Clerk to councillors since the last meeting
9. Planning
 - a. Consider **Planning Application DC/18/00148 The Orchards, Straight Road, Polstead Heath** - Erection of sun room (following demolition of existing conservatory).
 - b. Consider **Planning Application DC/18/00314 White Street Barn, White Street Green** - Erection of single storey garden building/ store.
 - c. Consider any further **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
 - d. **Status of Planning Applications** previously reviewed by the Parish Council.
10. Finance
 - a. From the **RFO Report** authorise payments made since the last meeting and to be made; note income received since last meeting; review the Reconciliation of Accounts against Bank Statements and the Statement of Accounts vs Budget
 - b. Consider awarding JD Palmer with the **grass cutting contract for 2018**
 - c. Consider awarding Ben Patrick the **annual footpath cutting contract from 1st April 2018**
 - d. Consider **donation request from Polstead Community Shop**
 - e. Consider a **donation for church clock at St Mary's**.
11. To consider any issues raised regarding **Highways and Footpaths**
12. To consider any **asset, allotment, playground or playing field including the purchase and installation of a further defibrillator and fittings for the 2 adopted red kiosks**
13. Consider date for a **litter pick**
14. **Future Agenda** Items
15. Date of the next scheduled meeting is **Thursday 22nd March 2018** at 7.30pm.

Associated Papers PPC Meeting on 18th January 2018

Agenda Item 2 Requests for Councillor Dispensation

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation **you need to write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

Agenda Item 7 Clerk's Report

Minute	Action	Complete ✓
17/104	See Agenda Item 13 - 18th January 2018	✓
17/148	Cllr Patrick requested to specify entry signs.	
17/149	Wrote to Babergh re cutting of Heath Close	
17/167	Allotment agreement sent to Dave Peck	✓
17/169	Still to review archives re Lord of the Manor rights.	
17/175	Minutes updated on website and sent to newsletters.	✓
17/181	Planning responses sent to Babergh.	✓
17/182 a	Payments made to suppliers.	✓
17/182 c	Transparency grant received from SALC.	✓
17/183	Response sent re Babergh Warding proposals.	✓
17/184	Response sent re Minerals and Waste consultation.	✓
17/193	Minutes updated on website and sent to newsletters.	✓
17/196	Planning responses sent to Babergh.	✓
	Clerk Hours	
	As at 31st December 2017 - Hours Worked 252 / Hours Paid 292.5	

Agenda Item 8 Correspondence

No correspondence other than that listed in this pack has been received since the last meeting. If there is an email that I have circulated which is not included on the agenda and you consider it should be discussed, please raise the item at this point.

Associated Papers PPC Meeting on 18th January 2018

Agenda Item 9g Planning Status

Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/17/04521	Avonlea White Street Green	Planning Application - Change of use of land from agricultural to residential curtilage	17/146a	Supported	Permission Granted 18/12/2017
DC/17/03117	Hill Farm Brick Kiln Hill	Revisions to application for the erection of extensions to existing production premises and new buildings to provide canning line (12,611sqm); warehouse space (7,100sqm); apple processing and juice storage (2,060sqm); and apple processing (1,040sqm); associated vehicle parking, landscaping and drainage infrastructure.	17/146c	Objected	
DC/17/04784	The Bungalow Potash Lane	Erection of replacement dwelling and detached garage with new vehicular access (existing dwelling to be demolished).	17/163a	Objected	
DC/17/04836	Stratford House Martens Lane	Erection of a extension and alterations to existing dwelling. Erection of a cart lodge with accommodation above. Alterations to pool house to create ancillary accommodation.	17/163b	Supported	Permission Granted 13/11/2017
DC/17/05010	Polstead Lodge Mill Street	Outline Planning Application (access to be considered) - Erection of up to 1 no. detached dwelling (utilising existing vehicular access).	17/163c	Objected	Permission Granted 04/12/2017
APP/D3505/W/17/3182247	Land To The East Of, White Street Green	Notification under Part 6 of Schedule 2 of the Town and Country Planning General Permitted Development Order 2015 - Erection of agricultural storage building.	17/163d	Original objection.	Appeal Dismissed
DC/17/05567	The Old Forge Polstead Green	Trees in a Conservation Area Notification - Pollard 1 No. Horse Chestnut Tree	17/181a	Noted	Permission Granted 07/12/2017
DC/17/05564	Polstead Mill Mill Lane	Trees in a Conservation Area Notification - Fell 1 No. Sycamore Tree	17/181b	Noted	Permission Granted 07/12/2017
DC/17/05613	Corders House Polstead Hill	Notification of Works to Trees in a Conservation Area - Pollard to previous points 1 no. Sweet Chestnut; reduce back to previous points, remove ivy and major deadwood on 1 no. Hawthorn; pollard to approx 5m 1 no. Goat Willow.	17/181c	Noted	Permission Granted 07/12/2017
DC/17/05483	Spencers Farm, Straight Road	Erection of outbuilding for use as gym and craft room (following demolition of existing outbuilding)	17/181d	Supported	REFUSED 22/12/2017
DC/17/05637	Mallards Martens Lane	Full Planning Application- Erection of pool house.	17/196a	Supported	Permission Granted 04/01/2018

Associated Papers PPC Meeting on 18th January 2018

Agenda Item 10a Responsible Financial Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
04/12/17	Interest			0.58	0.00
18/01/18	Polstead Village Hall Committee - Hall Hire in 2018	887	LA 2011 ss 1 to 8	0.00	169.00
18/01/18	A Wade - Travel Expenses	888	LA 2011 ss 1 to 8	0.00	47.70
18/01/18	B Patrick - Footpaths November	889	LA 2011 ss 1 to 8	0.00	130.00
18/01/18	B Patrick - Footpaths December	889	LA 2011 ss 1 to 8	0.00	39.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/11/17	£34,731.63	£33,286.40	£1,445.23	£0.00	£0.00
Premier Account	29/12/17	£3,318.98	£3,318.98	£0.00	£0.00	£0.00
Cash	11/01/18	£0.00	£0.00			£0.00
		£38,050.61	£36,605.38	£1,445.23	£0.00	

Actual v's Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£23,904.18			
Income			Expenditure		
Precept	£18,286.00	£18,286.00	Clerks Salary	£4,474.64	£3,195.24
Bank Interest	£2.00	£0.58	Admin	£2,000.00	£1,156.11
Recycling	£0.00	£0.00	Insurance	£490.00	£0.00
Grants	£195.00	£194.32	Audit Inspections	£220.00	£308.00
Allotment Rent	£120.00	£0.00	Donations	£1,000.00	£0.00
Wayleave	£22.00	£20.75	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Dog & Litter Bins	£1,080.00	£0.00
Donation	£0.00	£0.00	Footpaths	£1,500.00	£1,320.75
Compensation	£0.00	£0.00	Grass Cutting	£2,400.00	£0.00
Other	£0.00	£0.00	Ditch Clearance	£200.00	£0.00
CIL	£0.00	£0.00	Maintenance	£1,200.00	£0.00
VAT Repayment	£0.00	£1,006.14	Village Hall	£965.00	£651.32
			Projects	£1,500.00	£72.50
			Contingency	£500.00	£0.00
			CIL	£2,561.80	£0.00
			VAT Paid	£0.00	£102.67
Total	£18,625.00	£19,507.79	Total	£2,561.80	£17,589.64
			Assets Carried Forward		£36,605.38
Total		£43,411.97	Total		£43,411.97

Associated Papers PPC Meeting on 18th January 2018

Agenda Item 10b Precept Proposal 2018 / 2019

At the November meeting you agreed a total expenditure budget of **£18,794 for 2018 / 2019** as follows:

	2016 / 17		2017 / 18			2018 / 19
	Budget	Actual	Budget	Actual to	To year end	Budget
Income						
Bank Interest	300.00	1.23	2.00	0.58	0.00	0.00
Recycling	0.00	0.00	0.00	0.00	0.00	0.00
Grants	195.00	6,887.08	195.00	194.32	194.32	745.00
Allotment Rent	120.00	255.00	120.00	0.00	120.00	120.00
Wayleave	22.00	20.75	22.00	20.75	20.75	22.00
QDJ	0.00	0.00	0.00	0.00	0.00	0.00
Donation	0.00	0.00	0.00	0.00	0.00	0.00
Compensation	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	183.58	0.00	0.00	0.00	0.00
CIL	0.00	2,561.80	0.00	0.00	0.00	0.00
VAT Repayment	0.00	5,314.78	0.00	1,006.14	1,006.14	0.00
Total Income	637.00	15,224.22	339.00	1,221.79	1,341.21	887.00
Precept		18,210.00			18,286.00	
Expenditure						
Clerks Salary	4,452.00	4,233.71	4,474.64	3,195.24	4,474.64	4,564.00
Admin	1,850.00	1,288.25	2,000.00	1,156.11	2,000.00	2,000.00
Insurance	430.00	554.67	490.00	0.00	555.00	560.00
Audit Inspections	220.00	208.00	220.00	308.00	308.00	320.00
Donations	1,000.00	250.00	1,000.00	0.00	1,000.00	1,000.00
Chairman's Allowance	60.00	0.00	60.00	0.00	60.00	60.00
Dog & Litter Bins	875.00	732.46	1,080.00	0.00	1,080.00	1,175.00
Footpaths	1,400.00	1,793.75	1,500.00	1,320.75	1,500.00	1,600.00
Grass Cutting	2,300.00	1,525.00	2,400.00	0.00	2,400.00	3,150.00
Ditch Clearance	200.00	0.00	200.00	0.00	200.00	200.00
Maintenance	1,140.00	1,454.50	1,200.00	0.00	1,200.00	1,200.00
Projects	1,500.00	23,273.79	1,500.00	72.50	2,300.00	1,500.00
Village Hall	935.00	506.73	965.00	651.32	965.00	965.00
Contingency	500.00	0.00	500.00	0.00	500.00	500.00
CIL	0.00	0.00	0.00	0.00	0.00	0.00
VAT Paid	0.00	5,284.09	0.00	102.67	450.00	0.00
Total Expenditure	16,862.00	41,104.95	17,589.64	6,806.59	18,992.64	18,794.00

Reserves held by PPC

It is proposed to maintain an adequate reserve for Asset Replacements and Election Costs whilst re-establishing a reserve for play equipment replacement.

	2016 / 17		2017 / 18		2018 / 19	
	Start of	End of	Start of	End of year	Start of	End of year
Asset Replacement	5,000.00	7,000.00	7,000.00	9,000.00	9,000.00	9,000.00
Play Equipment Replacement	15,000.00	2,000.00	2,000.00	4,000.00	4,000.00	6,000.00
Election Costs	1,500.00	1,750.00	1,750.00	2,000.00	2,000.00	2,000.00
Total Earmarked Reserves	21,500.00	10,750.00	10,750.00	15,000.00	15,000.00	17,000.00
General Reserves	10,074.91	13,154.18	13,154.18	9,538.75	9,538.75	?

Associated Papers PPC Meeting on 18th January 2018

Precept for 2018 / 2019

Babergh has written to PPC regarding the Tax Base which will increase from **381.37** in 2017 / 18 to **381.69** in 2018 / 19.

Using the projections for income, expenditure and earmarked reserves, PPC will also need to consider the level it wishes to maintain its General Reserves. Best practice would suggest that the level of General Reserves should be somewhere between 50 -100% of main income. The 3 examples I give below show a:

Example 1 Precept of £18,302 and keeping the Band D Council Tax the same as 2017 / 18

Example 2 Precept of £18,750

Example 3 Precept of £19,000

	2016 / 17	2017 / 18	2018 / 19	2018 / 19	2018 / 19
			Example 1	Example 2	Example 3
START OF YEAR					
Earmarked Reserves	21,500.00	10,750.00	15,000.00	15,000.00	15,000.00
General Reserves	10,074.91	13,154.18	9,538.75	9,538.75	9,538.75
Total Reserves	31,574.91	23,904.18	24,538.75	24,538.75	24,538.75
Income ex Precept	15,224.22	1,341.21	887.00	887.00	887.00
Precept	18,210.00	18,286.00	18,302.00	18,750.00	19,000.00
Total Income	33,434.22	19,627.21	19,189.00	19,637.00	19,887.00
Expenditure	41,104.95	18,992.64	18,794.00	18,794.00	18,794.00
END OF YEAR					
Earmarked Reserves	10,750.00	15,000.00	17,000.00	17,000.00	17,000.00
General Reserves	13,154.18	9,538.75	7,933.75	8,381.75	8,631.75
Total Reserves	23,904.18	24,538.75	24,933.75	25,381.75	25,631.75
Tax Base	379.77	381.37	381.69	381.69	381.69
Band D Council Tax	47.95	47.95	47.95	49.12	49.78

The Council Tax that a Band D household in Polstead pays is the Precept demanded by PPC divided by the Tax Base for that year.

Agenda Item 13 Red Kiosk refurbishment

The following specification was given to 2 contractors in relation to the refurbishment of the two red telephone kiosks that PPC has adopted:

Specification for the refurbishment of 2 telephone kiosks

- To remove all green algae and wash down the surface both inside and out
- To remove all flaky paint internally and externally then rub down with sandpaper to a sound substrate on which to decorate.
- To repair any defects in the structure of the kiosk and door both internally and externally.
- Ensure that there is a sound surface in one kiosk for installation of defibrillator and access to electrical power.
- All voids between the glass and metal frame to be sealed using CT1 and painted over leaving a quality finish.
- To apply 1 coat of Sandtex 10-year grey primer / undercoat
- Followed by 2 coats of Sandtex 10-year Pillar box red gloss.
- Internally, the ceiling to be painted white.
- Externally any black at plinth height to be renewed.

Any stickers and signs etc will be supplied by PPC and fixed by you.

Your quotation to allow for all materials and paint required for the job and all labour.

Both contractors have undertaken work for me at my other councils. One has undertaken work for PPC as well. The quotations received for the work was priced by one at £1,600 and the other at £720. Both quotations rely upon PPC in negotiating with neighbours of the kiosk at the Straight Road / Heath Road junction to facilitate access for all sides of the kiosk.

Agenda Item 14 Risk Register

POLSTEAD PARISH COUNCIL				
RISK MANAGEMENT REGISTER AS AT JANUARY 2018				
Risk Identified	Impact	Risk	Insurance Cover	Control Action
Inadequate forward planning and budgetary controls	High	Low	No	Annual Budget Review Actual vs. Budget review at meetings
Fraud by Clerk or Councillors resulting in immediate financial loss	High	Low	Yes	No Petty Cash Councillors check bank reconciliation against bank statements at each meeting Internal Auditor review
Council operates ultra vires or does not comply with current legislation	High	Low	No	Regular training for Councillors and Clerk Within Clerk's job description
Poor reporting to Council, Record Keeping and Book Keeping	Medium	Low	No	Accurate minutes Timely and accurate financial reporting Internal Auditor review External Auditor review
Council lacks relevant skills	Medium	Low	No	Regular training for Councillors and Clerk Create committee and second skills
Lack of maintenance to council owned assets	High	Medium	Yes	Maintenance programme Walk the Parish to review condition of assets
Loss or damage to council owned property	Low	Low	Yes	Asset Insurance cover Review Assets Register against insurance
Injury to persons as a consequence of asset ownership or provision of amenities	High	Medium	Yes	Public Liability insurance Weekly inspection of play equipment Annual inspection of play equipment by external organisation Walk of Parish to review
Failure to reclaim VAT	Low	Low	No	RFO Report review by councillors Internal Auditor review VAT can be claimed back 3 years
Failure to respond to electors' rights of access	Medium	Low	No	Within Clerk's job description
Unexpected loss of Clerk or Clerk's office	High	Low	Yes	Up to date job description Copy of filing system index and data backup offsite

Agenda Item 15 Internal Controls and Internal Audit processes

Under the Finance and Audit Regulations PPC must carry out a review of its systems of internal control on at least an annual basis. The regulations require the Council to carry out a review of the effectiveness of the internal controls and to consider the findings of this review. In 2011 the need for a council to review the Internal Audit was removed. However, as it appears to be a good process to undertaken annually, the current process is included for your review.

Internal Control

The Parish Council accounts are produced on an excel spreadsheet. This file along with all other data files held on behalf of the council are backed up using BT's Cloud.

All entries within the Receipts and Payments are supported by documentation that is referenced back to the excel spreadsheet. Each item of expenditure highlights the power used by Council and the minute where the expenditure was authorised. On the foot of each page of the minutes the fact that Polstead Parish Council adopted the General Power of Competence on the 21st May 2015" is noted. A list of receipts and payments to be authorised at each meeting are contained in the RFO Report.

The council holds money at Barclays Bank and these balances are reconciled in the RFO Report for each scheduled meeting of the council. A councillor also checks the bank account statements against the reconciliation report at each meeting. Councillors Flather, MacWillson and Patrick are the existing signatories for the Barclays Bank accounts. ***The signatories should be reviewed as there have been several occasions where 2 of the 3 signatories have not been present at a meeting which has meant the Clerk chasing round for signatures following the meeting.***

The councillors are also given a Statement of Affairs vs Budget in the RFO Report for their review at each scheduled meeting. The annual budget process and figures used are attached to the minutes of the meeting held on the 16th November 2017.

VAT recoverable is normally claimed after the last meeting of the financial year in March.

No Petty Cash is held by the Council and all cash / cheques received are deposited as soon as practicable after receipt.

Internal Auditors

Heelis and Lodge were appointed as this Council's Internal Auditor at the Parish Council meeting held on 18th May 2017 minute 17/075. The two partners of Heelis and Lodge have both worked for local Councils in the past and are completely independent from this Council.

The Internal Auditors produced a professional and helpful report when the accounts were returned to the Responsible Financial Officer which you reviewed and accepted at the meeting held on the 18th May 2017 minute 17/084b.

Whilst Heelis & Lodge comply with the regulations covering the Internal Auditors, it would also appear that they meet the level of coverage required of a council of this size at a level of fee that would also appear appropriate.