

# POLSTEAD PARISH COUNCIL

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

## AGENDA FOR A MEETING TO BE HELD ON THURSDAY 16<sup>th</sup> JANUARY 2020 at 7.30pm

1. Apologies for absence
2. Receive **declarations of interests** and **request for dispensation** from Councillors
3. Agree **minutes** of Polstead Parish Council meeting held on 21<sup>st</sup> November 2019
4. Receive **reports from County Councillor and District Councillor and review membership of Gordon Jones working group**
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/19/05797 The Old Rectory, Rectory Hill** - Erection of gates following removal of existing.
  - b. Consider **Planning** Application DC/20/00032 Garden Cottage, Hadleigh Road - Insertion of Rooflight (retention of).
  - 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. Review agreed Expenditure Budget and reserves to set the **PPC Precept for 2020 / 2021**
  - c. Appoint **new bank signatory**.
11. Appoint councillors to develop a **Parish Infrastructure Investment Plan (PIIP)**
12. Update on ways to support the social care for the **elderly and marginalised groups** in parish
13. Consider questionnaire in order to **develop a parish profile**
14. Consider any issues raised regarding **Highways and Footpaths**
15. Consider any **asset, allotment, playground or playing field** issues including any requirement for new dog bins and footpath gate issues
16. Consider boundaries of **parish's common land**
17. Review the **Christmas event**
18. Review **PPC's Risk Register** as at January 2020
19. Review effectiveness of **PPC's Internal Controls and Internal Audit processes**
20. Consider representatives for the **Babergh Parish Meeting** on the 5<sup>th</sup> February 2020
21. **Future agenda** items
22. Date of the next scheduled meeting is **Thursday 20<sup>th</sup> February 2020** at 7.30pm.

**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 4      Gordon Jones's Working Group**

**In late December Gordon Jones wrote:**

"I hope you all had a Merry Christmas and are looking forward to the New Year.

For those of you, where I managed to attend your meetings in November and December, I made reference to the fact that I was looking at how the villages within the Samford Division can collectively get together to address and combat our common concern of speeding through your villages.

Speeding affects not only the safety of our residents but also the quality of life especially for those who live adjacent to the main road through a village and are close to the road with little or no pavement.

I am therefore proposing setting up a small working group in the New Year, with a representative from each village, who wish to participate, to address the issues and come up with some joint proposals. The basis being that we should be greater in strength in our arguments, if we not only work together, but join with other groups of villages across the county.

The timing is particularly pertinent, as some of you may have recently read in the EADT, that SCC are proposing to set up Suffolk 2020 Fund (in this year's budget) to finance projects, which are cross county rather than just covering a small local area, and are in respect of capital projects for 2020/21 only.

I hope your village wish to participate in this group, and therefore please let me know:-

1. The name of the representative together with contact details, -telephone number & email address
2. The time and day(s) of the week most convenient.
3. Is any village willing to accommodate the first meeting? I will pick up the cost of the hire!

The proposed creation of the Suffolk 2020 Fund, where community bids supported by the relevant Cabinet Member ranging in value from £50,000 to <£500,000 give us hopefully the opportunity to make a positive impact on the issue of speeding through your villages and many others throughout the county through the use of technology such as ANPR cameras.

I look forward to hearing from you, and of course working with your representatives.

Any queries, then please don't hesitate to contact me."

**Associated Papers PPC for Meeting on 16<sup>th</sup> January 2020**

**Agenda Item 7 Clerk's Report**

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
18/159 c	Application has been made to SCC for the installation of bus shelters on the A1071 near the Brewers Arms. PPC has now agreed to pay for the bases to be installed.	
19/063 i	Part for play equipment is being installed by Cllr Sowman.	
19/164	Wrote to Gordon Jones regarding ongoing flooding at Holly Hill.	
19/176	Requested SLA from Community Wardens.	
19/184	Minutes updated on website and sent to magazines.	✓
19/190	Sent Planning responses to BDC.	✓
19/191 a	Payments made to suppliers.	✓
19/192	Revised Financial Regulations updated on website.	✓
19/196	Wayman & Long appointed for WI land transfer.	✓
19/197	Response sent to Boundary Commission.	✓
19/203	Babergh notified of John Baxter's co-option.	✓
	I have arranged for contractor to repair door to red kiosk housing defibrillator under emergency powers as defibrillator taken out of service due to fault.	
	<b>Clerk Hours</b>	
	As at 5th January 2020 - Hours Worked 266 / Hours Paid 300	

**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.

**Agenda Item 9c Planning Status**

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/19/04149	Green Farm Barn, White Street Green	Erection of new dwelling, detached garage and new vehicular access	19/147a	Objected	
DC/19/04633	Home Farm, Bower House Tye	Erection of a two storey front and rear extensions including rooflights and juliette balcony.	19/161a	Supported	Approved 26/11/2019
DC/19/04597	Sprotts Farm, Holt Road	Installation of 2 No ground source heat pumps (in outbuilding) to heat 4 No. holiday lets and farmhouse	19/161b	Supported	Approved 19/12/2019
DC/19/04957	The Brewers Arms, Bower House Tye	Change of use of land for the erection of 6no. dwellings and the siting of 5no. holiday cabins including creation of car park and alterations to existing vehicular access.	19/190a	Objected	Withdrawn 13/12/2019
DC/19/05254	Oak House, White Street Green	Erection of rear dormer extension with balcony.	19/190b	Supported	Approved 17/12/2019

**Associated Papers PPC for Meeting on 16<sup>th</sup> January 2020**

**Agenda Item 10a Responsible Financial Officer (RFO) Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
02/12/19	Interest			1.66	0.00
21/11/19	Polstead VH - Christmas Lunch donation	1983	LA 2011 ss 1 to 8	0.00	100.00
02/12/19	Wayman & Long - Deposit	1984	LA 2011 ss 1 to 8	0.00	500.00
16/01/20	B Patrick - Footpaths November	1985	LA 2011 ss 1 to 8	0.00	154.00
16/01/20	B Patrick - Footpaths December	1985	LA 2011 ss 1 to 8	0.00	98.00
16/01/20	Polstead VH - Xmas Carols hire	1986	LA 2011 ss 1 to 8	0.00	40.00
16/01/20	Polstead VH - Hire 2020	1986	LA 2011 ss 1 to 8	0.00	169.00

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/12/19	£50,268.97	£48,616.94	£1,652.03	£0.00	£0.00
Premier Account	31/12/19	£3,332.25	£3,332.25	£0.00	£0.00	£0.00
Cash	08/01/20	£0.00	£0.00			£0.00
		£53,601.22	£51,949.19	£1,652.03	£0.00	

**Budget v's Actual**

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£30,429.53				
<b>Income</b>			<b>Expenditure</b>			
Precept	£18,668.00	£18,668.00	Clerks Salary		£4,655.28	£3,255.99
Bank Interest	£0.00	£4.98	Admin		£2,200.00	£1,509.82
Recycling	£0.00	£0.00	Insurance		£560.00	£0.00
Grants	£745.00	£1,294.32	Audit Inspections		£320.00	£328.00
Allotment Rent	£120.00	£105.00	Donations		£1,000.00	£100.00
Wayleave	£22.00	£20.75	Chairman's Allowance		£60.00	£0.00
QDJ	£0.00	£0.00	Dog & Litter Bins		£1,000.00	£0.00
Donation	£0.00	£0.00	Footpaths		£1,700.00	£1,910.00
Compensation	£0.00	£0.00	Grass Cutting		£3,250.00	£0.00
Other	£0.00	£0.00	Ditch Clearance		£200.00	£0.00
CIL	£0.00	£9,129.43	Maintenance		£1,200.00	£473.36
VAT Repayment	£0.00	£1,013.01	Village Hall		£965.00	£0.00
			Projects		£1,500.00	£402.17
			Contingency		£500.00	£0.00
			CIL	£2,041.80	£0.00	£500.00
			VAT Paid		£0.00	£236.49
<b>Total</b>	<b>£19,555.00</b>	<b>£30,235.49</b>	<b>Total</b>	<b>£2,041.80</b>	<b>£19,110.28</b>	<b>£8,715.83</b>
			Assets Carried Forward			£51,949.19
<b>Total</b>		<b>£60,665.02</b>	<b>Total</b>			<b>£60,665.02</b>

**Associated Papers PPC for Meeting on 16<sup>th</sup> January 2020**

**Agenda Item 10b Precept 2020 / 2021**

At the November meeting you agreed a total expenditure budget of **£20,729.98** for **2020 / 2021** as follows:

	2018 / 19		2019 / 20			2020 / 21
	Budget	Actual	Budget	Actual to Date	To year end	Budget
<b>Income</b>						
Bank Interest	0.00	6.64	0.00	3.32	<b>6.64</b>	0.00
Recycling	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00
Grants	745.00	194.32	745.00	1,294.32	<b>1,295.00</b>	745.00
Allotment Rent	120.00	104.40	120.00	105.00	<b>105.00</b>	120.00
Wayleave	22.00	20.75	22.00	20.75	<b>22.00</b>	22.00
QDJ	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00
Donation	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00
Compensation	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00
Other	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00
CIL	0.00	0.00	0.00	9,129.43	<b>9,129.43</b>	0.00
VAT Repayment	0.00	1,093.98	0.00	1,013.01	<b>1,013.01</b>	0.00
<b>Total Income</b>	<b>887.00</b>	<b>1,420.09</b>	<b>887.00</b>	<b>11,565.83</b>	<b>11,571.08</b>	<b>887.00</b>
<b>Precept</b>		<b>18,302.00</b>			<b>18,668.00</b>	
<b>Expenditure</b>						
Clerks Salary	4,564.00	4,389.54	4,655.28	3,255.99	<b>4,612.73</b>	4,704.98
Admin	2,000.00	1,387.01	2,200.00	1,300.82	<b>2,200.00</b>	2,300.00
Insurance	560.00	491.89	560.00	0.00	<b>560.00</b>	580.00
Audit Inspections	320.00	328.00	320.00	328.00	<b>328.00</b>	340.00
Donations	1,000.00	299.32	1,000.00	0.00	<b>1,000.00</b>	1,000.00
Chairman's Allowance	60.00	0.00	60.00	0.00	<b>60.00</b>	60.00
Community Wardens	0.00	0.00	0.00	0.00	<b>0.00</b>	1,180.00
Dog & Litter Bins	1,175.00	815.04	1,000.00	0.00	<b>1,000.00</b>	1,000.00
Footpaths	1,600.00	1,725.00	1,700.00	1,658.00	<b>1,700.00</b>	1,850.00
Grass Cutting	3,150.00	2,473.40	3,250.00	0.00	<b>3,250.00</b>	3,350.00
Ditch Clearance	200.00	0.00	200.00	0.00	<b>200.00</b>	200.00
Maintenance	1,200.00	991.00	1,200.00	473.36	<b>1,200.00</b>	1,200.00
Projects	1,500.00	810.58	1,500.00	402.17	<b>1,500.00</b>	1,500.00
Village Hall	965.00	965.00	965.00	0.00	<b>965.00</b>	965.00
Contingency	500.00	0.00	500.00	0.00	<b>500.00</b>	500.00
CIL	0.00	520.00	0.00	0.00	<b>2,500.00</b>	0.00
VAT Paid	0.00	1,013.01	0.00	236.49	<b>1,000.00</b>	0.00
<b>Total Expenditure</b>	<b>18,794.00</b>	<b>16,208.79</b>	<b>19,110.28</b>	<b>7,654.83</b>	<b>22,575.73</b>	<b>20,729.98</b>

**Reserves held by PPC**

It is proposed to increase the reserve for Asset Replacements and play equipment replacement and maintain the election costs reserve.

	2018 / 19		2019 / 20		2020 / 21	
	Start of year	End of year	Start of year	End of year	Start of year	End of year
Asset Replacement	9,000.00	9,000.00	9,000.00	11,000.00	11,000.00	12,000.00
Play Equipment Replacement	4,000.00	4,000.00	4,000.00	6,000.00	6,000.00	8,000.00
CIL	2,561.80	2,041.80	2,041.80	8,671.23	8,671.23	8,671.23
Election Costs	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
<b>Total Earmarked Reserves</b>	<b>17,561.80</b>	<b>17,041.80</b>	<b>17,041.80</b>	<b>27,671.23</b>	<b>27,671.23</b>	<b>30,671.23</b>
General Reserves	9,354.43	13,387.73	13,387.73	10,421.65	10,421.65	?

**Associated Papers PPC for Meeting on 16<sup>th</sup> January 2020**

**Precept for 2020 / 2021**

Babergh has written to PPC regarding the Tax Base which will decrease from **389.33** in 2019 / 20 to **387.83** in 2020 / 2021.

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 £18,596 and keeping the Band D Council Tax the same as 2019 / 20

Example 2 Precept of £19,000 will increase the Band D Council Tax by £1.04 per annum

Example 3 Precept of £19,500 will increase the Band D Council Tax by £2.33 per annum

	2018 / 19	2019 / 20	2020 / 21 Example 1	2020 / 21 Example 2	2020 / 21 Example 3
<b>START OF YEAR</b>					
Earmarked Reserves	17,561.80	17,041.80	27,671.23	27,671.23	27,671.23
General Reserves	9,354.43	13,387.73	10,421.65	10,421.65	10,421.65
<b>Total Reserves</b>	<b>26,916.23</b>	<b>30,429.53</b>	<b>38,092.88</b>	<b>38,092.88</b>	<b>38,092.88</b>
Income ex Precept	1,420.09	11,571.08	887.00	887.00	887.00
Precept	18,302.00	18,668.00	18,596.00	19,000.00	19,500.00
<b>Total Income</b>	<b>19,722.09</b>	<b>30,239.08</b>	<b>19,483.00</b>	<b>19,887.00</b>	<b>20,387.00</b>
Expenditure	16,208.79	22,575.73	20,729.98	20,729.98	20,729.98
<b>END OF YEAR</b>					
Earmarked Reserves	17,041.80	27,671.23	30,671.23	30,671.23	30,671.23
General Reserves	13,387.73	10,421.65	6,174.67	6,578.67	7,078.67
<b>Total Reserves</b>	<b>30,429.53</b>	<b>38,092.88</b>	<b>36,845.90</b>	<b>37,249.90</b>	<b>37,749.90</b>
<b>Tax Base</b>	381.69	<b>389.33</b>	387.83	387.83	387.83
<b>Band D Council Tax</b>	47.95	<b>47.95</b>	47.95	48.99	50.28

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 12 Parish Infrastructure Investment Plan (PIIP)**

PPC's CIL Policy outlines the need to develop a PIIP as follows:

PPC will develop a Parish Infrastructure Investment Plan (PIIP) which will provide an audit of existing facilities within the locality, capture opinion on the needs and wants of residents and identify opportunities for collaborative spending with other groups, PC's, etc. to achieve the best use of funding sources for the benefit of the community. This will be reviewed annually at the May meeting.

PPC will review any proposed expenditure of its CIL money against the PIIP and ensure that the expenditure is for:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area.

Part of the requirement to develop the PIIP requires feedback from residents on their needs and wants which may usefully be included in the questionnaire in Item 14.

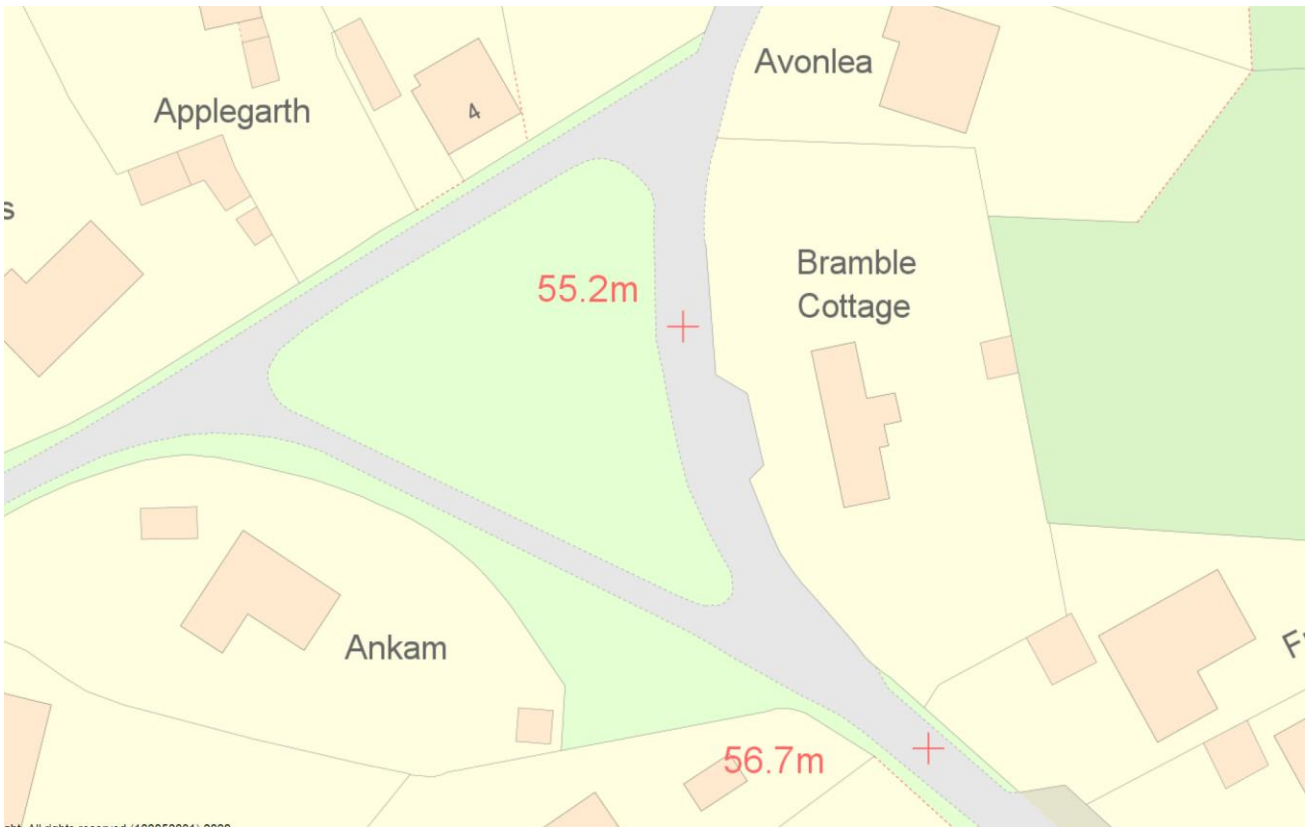
**Agenda Item 14 Questionnaire**

Over recent meetings, particularly in relation to the Parish Profile and the elderly and marginalised groups in Polstead, the need for further data has been identified. It is suggested that a working group be formed in order to identify the type of information required and the process for its collection from residents and analysis.

Agenda Item 16 Common Land



Polstead Green above is classified as a Village Green.



White Street Green above is classified as Common Land.



**Agenda Item 18 Risk Register**

<b>POLSTEAD PARISH COUNCIL</b>				
<b>RISK MANAGEMENT REGISTER AS AT JANUARY 2020</b>				
<b>Risk Identified</b>	<b>Impact</b>	<b>Risk</b>	<b>Insurance Cover</b>	<b>Control Action</b>
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
<b>GDPR</b>				
Consent	Low	Medium	No	Review all new forms & website changes
Council Awareness	High	Medium	No	Clerk training
Councillor Awareness	High	Medium	No	Councillor training & ICO Guide
Data Breaches	Low	High	No	ICO process to follow
Data Protection Officer	Low	Low	No	Parish Council does not need to appoint.
Information Held	Medium	Medium	No	Data Audit and associated actions reviewed 6 monthly
Lawful basis for holding data	Medium	Medium	No	Data retention policy
Subject Access Requests	Low	Low	No	Policy in place

**Agenda Item 19 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 16<sup>th</sup> May 2019" 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 Wade and Oxford are the existing signatories for the Barclays Bank accounts, with a third to be appointed at the meeting on the 16<sup>th</sup> January following the resignation of Susie Weston.

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 21<sup>st</sup> November 2019.

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 16<sup>th</sup> May 2019 minute 18/074. 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 16<sup>th</sup> May 2019 minute 19/082a.

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.

**Agenda Item 21      Future Agenda Items**

Items that are currently scheduled for the next 2 meetings:

February 2020

- Church Clock donation
- Litter Pick

March 2020

- Asset Register valuation
- CIL Return
- Donations
- Earmarked Reserves carried forward
- Footpath Cutting Contract
- Grass Cutting Contract
- Insurance Cover
- GDPR.