

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 16th FEBRUARY 2017 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 19th January 2017
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 any **planning application** received since the agenda was posted.
 - b. **Status of Planning Applications** previously reviewed by the Parish Council.
10. Finance
 - a. From the **RFO Report** authorise payments made since 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 contract for the **adoption of two telephone kiosks** in the parish and, if acceptable, authorise Clerk to sign on PPC's behalf
 - c. Consider donation towards the **maintenance costs of St Mary's Church clock**
 - d. Consider councillor attendance at **SALC Planning Conference event**.
11. To consider any issues raised regarding **Highways and Footpaths**
12. To consider any **asset, allotment, playground or playing field** issues
13. Consider plans for the **litter pick on 1st April 2017**
14. **Future Agenda** Items
15. Date of the next scheduled meeting is **Thursday 16th March 2017** at 7.30pm.

Associated Papers PPC Meeting on 19th January 2017

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 ✓
16/172	Allotments billing for water / rent complete. Notice issued.	✓
16/183	New councillor process completed for Andrew Wade.	✓
16/187	Minutes updated on website.	✓
16/193	Planning responses sent to Babergh.	✓
16/194 a	Payments made to suppliers.	✓
16/197	BT Phone Boxes response sent to BDC.	✓
16/197	Registered request to adopt 2 phone boxes with BT - awaiting response.	
16/198	Leaflets produced for Christmas Carols.	✓
16/205	Minutes updated on website.	✓
16/207	Planning responses sent to Babergh.	✓
	Clerk Hours	
	As at 25th December 2016 - Hours Worked 263.25 / Hours Paid 292.50	

Agenda Item 8 Correspondence

No correspondence received since last meeting.

Agenda Item 9e Planning Status

Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
B/16/01286	Avonlea, White Street Green	Erection of two-bay cartlodge, storage building and gazebo; Construction of outdoor swimming pool.	16/169a	Supported	Approved 22/11/2016
B/16/01436	White Street Farm Barn, White Street Green	Erection of two bay cart lodge.	16/193a	Supported	Withdrawn
B/16/01398	Spring Cottage, Spring Lane	Erection of single storey and first floor rear extensions.	16/193b	Supported	Approved 06/12/2016
B/16/01542	Land north of Wood View, Stackwood Road	Erection of detached dwelling with double cartlodge and construction of new vehicular access.	16/207a	Objected	REFUSED 12/01/2017
B/16/01613	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.	16/207b	Objected	Planning Application process to be followed

Associated Papers PPC Meeting on 19th January 2017

Agenda Item 10a Responsible Financial Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
05/12/16	Bank Interest 5 Sep to 4 Dec	BS 61		0.41	0.00
19/01/17	B Patrick - Footpaths	840	LA 2011 ss 1 to 8	0.00	137.50
19/01/17	JD Palmer - Grass Cutting 2016	841	LA 2011 ss 1 to 8	0.00	1,830.00
19/01/17	Polstead Village Hall - Hire 2016	842	LA 2011 ss 1 to 8	0.00	31.00
19/01/17	Polstead Village Hall - Hire 2017	842	LA 2011 ss 1 to 8	0.00	156.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/11/16	£30,444.44	£27,221.60	£3,222.84	£0.00	£0.00
Premier Account	30/12/16	£3,318.40	£3,318.40	£0.00	£0.00	£0.00
Cash	13/01/17	£0.00	£0.00			£0.00
		£33,762.84	£30,540.00	£3,222.84	£0.00	

Actual v's Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£31,574.91			
Income			Expenditure		
Precept	£18,210.00	£18,210.00	Clerks Salary	£4,452.00	£3,031.17
Bank Interest	£300.00	£1.23	Admin	£1,850.00	£1,155.48
Recycling	£0.00	£0.00	Insurance	£430.00	£49.61
Grants	£195.00	£6,887.08	Audit Inspections	£220.00	£208.00
Allotment Rent	£120.00	£100.00	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	£875.00	£0.00
Donation	£0.00	£0.00	Footpaths	£1,400.00	£1,531.25
Compensation	£0.00	£0.00	Grass Cutting	£2,300.00	£1,525.00
Other	£0.00	£183.58	Ditch Clearance	£200.00	£0.00
CIL	£0.00	£2,561.80	Maintenance	£1,140.00	£764.50
VAT Repayment	£0.00	£5,314.78	Village Hall	£935.00	£506.73
			Projects	£15,000.00	£1,500.00
			Contingency	£500.00	£0.00
			VAT Paid	£0.00	£4,615.27
Total	£18,847.00	£33,279.22	Total	£15,000.00	£16,862.00
			Assets Carried Forward		£30,540.00
Total		£64,854.13	Total		£64,854.13

Associated Papers PPC Meeting on 19th January 2017

Agenda Item 10b Precept 2017 / 18

At the November meeting you agreed a total expenditure budget of **£17,589.64** for 2017 / 2018 as follows:

	2015 / 16		2016 / 17			2017 / 18
	Budget	Actual	Budget	Actual to	To year end	Budget
Income						
Bank Interest	2.00	1.68	300.00	1.23	2.00	2.00
Recycling	0.00	0.00	0.00	0.00	0.00	0.00
Grants	195.00	266.14	195.00	6,887.08	7,000.00	195.00
Allotment Rent	200.00	130.00	120.00	100.00	100.00	120.00
Wayleave	20.30	21.01	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	1,077.09	0.00	183.58	183.58	0.00
CIL	0.00	0.00	0.00	2,561.80	2,561.80	0.00
VAT Repayment	0.00	341.67	0.00	5,314.78	5,314.78	0.00
Total Income	417.30	1,837.59	637.00	15,069.22	15,182.91	339.00
Precept		17,891.10			18,210.00	
Expenditure						
Clerks Salary	4,315.00	4,001.80	4,452.00	3,031.17	4,430.18	4,474.64
Admin	1,860.00	1,419.40	1,850.00	1,155.48	1,850.00	2,000.00
Insurance	475.00	397.60	430.00	49.61	480.00	490.00
Audit Inspections	190.00	208.00	220.00	208.00	208.00	220.00
Donations	1,935.00	1,935.00	1,000.00	100.00	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	608.59	875.00	0.00	980.00	1,080.00
Footpaths	1,400.00	1,378.75	1,400.00	1,531.25	1,600.00	1,500.00
Grass Cutting	2,250.00	2,169.30	2,300.00	1,525.00	2,300.00	2,400.00
Ditch Clearance	200.00	0.00	200.00	0.00	200.00	200.00
Maintenance	1,140.00	135.00	1,140.00	764.50	1,140.00	1,200.00
Projects	1,500.00	4,271.58	1,500.00	20,827.12	23,200.00	1,500.00
Village Hall	0.00	0.00	935.00	506.73	935.00	965.00
Contingency	500.00	0.00	500.00	0.00	500.00	500.00
VAT Paid	0.00	1,036.83	0.00	4,615.27	600.00	0.00
Total Expenditure	16,700.00	17,561.85	16,862.00	34,314.13	39,483.18	17,589.64

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.

	2015 / 16		2016 / 17		2017 / 18	
	Start of	End of	Start of	End of year	Start of	End of year
Asset Replacement	6,500.00	5,000.00	5,000.00	7,000.00	7,000.00	9,000.00
Ponds Maintenance	2,000.00	0.00	0.00	0.00	0.00	0.00
Play Equipment Replacement	6,000.00	15,000.00	15,000.00	2,000.00	2,000.00	4,000.00
Election Costs	1,500.00	1,500.00	1,500.00	1,750.00	1,750.00	2,000.00
Total Earmarked Reserves	16,000.00	21,500.00	21,500.00	10,750.00	10,750.00	15,000.00
General Reserves	13,408.07	10,074.91	10,074.91	14,734.64	14,734.64	?

Precept for 2017 / 2018

Babergh has written to PPC regarding the Tax Base which will increase from **379.77** in 2016 / 17 to **381.37** in 2017 / 18.

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:

Example 1 Increase the Precept to £18,286 but keep the Band D Council Tax the same as 2016 / 17

Example 2 Increase the Precept to £18,500

Example 3 Increase the Precept to £19,000

	2015 / 16	2016 / 17	2017 / 18 Example 1	2017 / 18 Example 2	2017 / 18 Example 3
START OF YEAR					
Earmarked Reserves	16,000.00	21,500.00	10,750.00	10,750.00	10,750.00
General Reserves	13,408.07	10,074.91	14,734.64	14,734.64	14,734.64
Total Reserves	29,408.07	31,574.91	25,484.64	25,484.64	25,484.64
Income ex Precept	1,837.59	15,182.91	339.00	339.00	339.00
Precept	17,891.10	18,210.00	18,286.00	18,500.00	19,000.00
Total Income	19,728.69	33,392.91	18,625.00	18,839.00	19,339.00
Expenditure	17,561.85	39,483.18	17,589.64	17,589.64	17,589.64
END OF YEAR					
Earmarked Reserves	21,500.00	10,750.00	15,000.00	15,000.00	15,000.00
General Reserves	10,074.91	14,734.64	11,520.00	11,734.00	12,234.00
Total Reserves	31,574.91	25,484.64	26,520.00	26,734.00	27,234.00
Tax Base	373.12	379.77	381.37	381.37	381.37
Band D Council Tax	47.95	47.95	47.95	48.51	49.82

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 10c Grass Cutting

After freezing his prices in 2016 at the 2015 rates, Mr Palmer has quoted to increase the overall cost of 10 cuts in 2017 by £54 to £2,274. In 2016 there were no issues reported to me with his work and you will note that he only needed to cut on 7 occasions in 2016. Do councillors wish to engage Mr Palmer for 2016?

Agenda Item 13 Suffolk Minerals & Waste Local Plan

As per my emails to you on the Suffolk Minerals & Waste Local Plan Issues & Options consultation. James has a paper copy of the documents should you require these instead of the electronic version.

Agenda Item 14 Street Names

Babergh has requested the following:

Re Street Name and Numbering Service

We are currently reviewing the above service.

As the service responsible for Street Naming and Numbering within the Local Authority, we will work with Parish and Town Councils when a new development is proposed and, wherever possible, will accept the suggestions for new street names put forward. Acceptance of any new street name is of course subject to those suggestions meeting the criteria contained in the Council's Street Naming and Numbering Policy which is compliant with the Data Entry Conventions and Best Practice for the National Land and Property Gazetteer V3.2., which aims to ensure that no address confusion will occur with similar street names.

In 2010 it was decided that the Parish and Town Council, not the developer, be invited to suggest new road names as these tend to have historical or geographical significance. This process can delay the street naming and numbering workflow as decisions can take some time to be reached.

We therefore ask if you can provide a list of appropriate street names which we can hold on file and refer to when we receive a new request from a developer.

I look forward to hearing from you.

Kind regards

Julie Hammond
Senior Admin and Technical Support Officer – Building Control
Babergh and Mid Suffolk District Councils - Working Together

Agenda Item 15 Risk Register

POLSTEAD PARISH COUNCIL				
RISK MANAGEMENT REGISTER AS AT JANUARY 2017				
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 16 PPC's 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 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 17th November 2016.

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 19th May 2016 minute 16/082. 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 19th May 2016 minute 16/090a.

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.