

# POLSTEAD PARISH COUNCIL

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

## AGENDA FOR THE ANNUAL MEETING TO BE HELD ON THURSDAY 16<sup>th</sup> MAY 2019 at 7.30pm

65. **Election of Chairman** and to receive Declaration of Acceptance of Office from Chairman
66. **Election of Vice Chairman**
67. Apologies for absence
68. Confirmation of **Declaration of Office from Councillors** and set deadline for those not received
69. Receive **declarations of interests and request for dispensation** from Councillors
70. Consider **adoption of the General Power of Competence**
71. Agree **minutes** of Polstead Parish Council meeting held on 18<sup>th</sup> April 2019
72. To appoint members to the **HR and Standards Committees**
73. To appoint **representatives to outside bodies**:
  - a. Suffolk Association of Local Councils (SALC)
  - b. Traffic Liaison
  - c. Village Hall
  - d. Layham Pit.
74. To consider appointment of **Heelis & Lodge as Internal Auditors** for 2019 / 2020
75. To consider payment of annual subscriptions to **SALC, Suffolk Wildlife Trust, Community Action Suffolk, Society of Local Council Clerks and the Suffolk Preservation Society.**
76. Receive **reports from County Councillor and District Councillor**
77. To receive **reports and questions from Councillors**
78. To receive reports and **questions from Parishioners** (contributions to be limited to 2 mins)
79. Agree actions following the review of the **Clerk's Report**
80. Agree actions required on **Correspondence received and emails circulated** by the Clerk to councillors since the last meeting
81. Planning
  - a. Consider **Planning Application DC/19/02014 Barn At Spring Hill, Shelley Road, Stoke By Nayland** - Conversion of storage barn to 1no. dwelling, erection of cart lodge and creation of vehicular access.
  - b. Consider **Planning Application DC/19/02026 Wood Hall Farm Stackwood Road** - Application for Removal or Variation of Condition 2 (amended design of dwelling) following grant of Planning Permission B/16/00761 dated 24/08/2016.
  - 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.
82. Finance
  - a. To consider the **Internal Auditor's Report as at 31<sup>st</sup> March 2019** and agree any actions
  - b. To approve **Section 1 of the Annual Governance and Accountability Return (AGAR)** for the year ending 31<sup>st</sup> March 2019
  - c. To approve **Section 2 - Accounting Statement of the AGAR** for the year ending 31<sup>st</sup> March 2019
  - d. To note that no **explanation of quantified significant variances** is required
  - e. 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
  - f. To consider **PPC signatories for bank accounts.**

**Agenda Item 68      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 70      General Power of Competence**

The General Power of Competence (GPC) allows a council to do anything that an individual can generally do unless prohibited by law. It is a statutory power given to English parish councils in the Localism Act 2011 s 1-8.

To be eligible to use GPC, as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, a council must have:

- a qualified clerk (Dave Crimmin is a qualified Clerk)
- two thirds of its councillors elected at an ordinary election or by-election (at the 2019 Election 6 members = 85.7% stood for election).

A council must confirm its eligibility for GPC at a full council meeting. If still eligible, the council then confirms its eligibility at every annual meeting of the council following ordinary parish council elections.

**Agenda Item 72      HR & Standards committees**

The HR committee sits if there is an issue relating to the Clerk (and staff). The Standards committee sits if there is a complaint raised with PPC against a Councillor.

**Agenda Item 73      Representatives**

At the last Annual meeting the following appointments were made:

- a. Cllr Wigglesworth to the Suffolk Association of Local Councils (SALC)
- b. Cllr Weston for Traffic Liaison
- c. Cllr Wigglesworth to the Village Hall Committee
- d. Cllr Oxford to the Layham Pit Liaison Meeting.

**Agenda Item 74      Internal Auditor**

Heelis & Lodge have been PPC's Internal Auditor for the past 9 years.

**Associated Papers PPC for Meeting on 16<sup>th</sup> May 2019**

**Agenda Item 79 Clerk's Report**

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
18/080	Gordon Jones has confirmed that drains have been cleared at Holly Hill for a second time this winter. This issue is still part of his ward-wide review of flooding.	
18/159 c	Application has been made to SCC for the installation of bus shelters on the A1071 near the Brewers Arms.	
18/159 d	Survey of possible grit bin locations at Bower House Tye concluded that the proposals are for new locations and therefore have to be formally approved by SCC Highways. Need to be submitted by June 2019.	
19/054	Minutes updated on website and sent to magazines.	✓
19/060	Sent Planning responses to BDC.	✓
19/061 a	Payments made to suppliers.	✓
19/063 i	Part for play equipment to be ordered.	✓
19/063 ii	T&C's to be agreed re Dog Show.	✓

**Agenda Item 80 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 81d Planning Status**

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/18/04967	Green Lawns Bonsai Nursery, Hadleigh Road, Boxford	Outline Planning Application (all matters reserved) - Erection of 4No detached dwellings.	18/174c	No comment	
APP/D3505/W/18/3211126	Miracle Barn, Bower House Tye	Appeal against the refusal of Outline Planning Application (Access to be considered) - Erection of two storey detached dwelling at Miracle Barn.	19/010b	Confirmed continued objection.	REFUSED 15/04/2019
DC/19/01503	The Old Rectory, Rectory Hill	Application for Listed Building Consent - Insertion of internal first floor partitioned wall to create new shower room/dressing room and works to facilitate other internal alterations as per schedule of works.	19/060a	Supported	Approved 29/04/2019
DC/19/01437	Yvans Hall, Evans Heath	Application for Listed Building Consent - Replacement of 3no windows to ground floor side and front, and replacement front door.	19/060b	Supported	Approved 29/04/2019
DC/19/01705	Walnut Cottage, Bower House Tye	Outline Planning Application (all matters reserved) - Erection of a single storey dwelling.	19/060c	Objected	
DC/19/01800	Rockalls Hall, Rockalls Road	Householder Planning Application - Erection of pool outbuilding (following partial demolition of existing outbuilding).	19/060d	Supported	

**Agenda Item 82a Internal Auditor's report**

I will be able to send this report to you when received from Heelis & Lodge early next week. I was unable to keep original appointment with them due to my stay in hospital.

**Agenda Item 82b AGAR Section 1**

**Section 1 – Annual Governance Statement 2018/19**

We acknowledge as the members of:

EN Polstead Parish Council

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 2019, 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 should be published with the Annual Governance Statement.

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

**Other information required by the Transparency Codes (not part of Annual Governance Statement)**  
Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2018/19 for

EN Polstead Parish Council TY

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	23,904	26,916	<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>
2. (+) Precept or Rates and Levies	18,286	18,302	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	1,491	1,420	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	4,333	4,390	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	12,432	11,818	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	26,916	30,430	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	26,916	30,430	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	55,638	55,638	<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>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

I certify that for the year ended 31 March 2019 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/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Agenda Item 82d Significant Variances

Explanation of variances – pro forma

Name of smaller authority: **Polstead Parish Council**  
 County area (local councils and): **Suffolk**

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2017/18 £	2018/19 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	23,904	26,916				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	18,286	18,302	16	0.09%	NO		
3 Total Other Receipts	1,491	1,420	-71	4.76%	NO		
4 Staff Costs	4,333	4,390	57	1.32%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	12,432	11,818	-614	4.94%	NO		
7 Balances Carried Forward	26,916	30,430			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	26,916	30,430				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	55,638	55,638	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		
	<b>Rounding errors of up to £2 are tolerable</b>						
	<b>Variances of £200 or less are tolerable</b>						
	<b>BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)</b>						

**Associated Papers PPC for Meeting on 16<sup>th</sup> May 2019**

**Agenda Item 82e Responsible Financial Officer (RFO) Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
03/04/19	Allotment Rent			58.00	0.00
12/04/19	BDC Precept & CIL			13,632.83	0.00
16/04/19	Allotment Rent (Drew)	BS 2		9.00	0.00
16/05/19	SALC - Annual Subscriptions	1957	LA 2011 ss 1 to 8	0.00	342.00
16/05/19	B Patric - Footpaths & Allotments	1958	LA 2011 ss 1 to 8	0.00	322.00
16/05/19	SWF - Annual Subscriptions	1959	LA 2011 ss 1 to 8	0.00	38.00

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/04/19	£40,802.09	£39,724.07	£1,078.02	£0.00	£0.00
Premier Account	30/04/19	£3,327.27	£3,327.27	£0.00	£0.00	£0.00
Cash	09/05/19	£0.00	£0.00			£0.00
		£44,129.36	£43,051.34	£1,078.02	£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	£9,334.00	Clerks Salary		£4,655.28	£0.00
Bank Interest	£0.00	£0.00	Admin		£2,200.00	£430.02
Recycling	£0.00	£0.00	Insurance		£560.00	£0.00
Grants	£745.00	£0.00	Audit Inspections		£320.00	£0.00
Allotment Rent	£120.00	£67.00	Donations		£1,000.00	£0.00
Wayleave	£22.00	£0.00	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	£420.00
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	£4,298.83	Maintenance		£1,200.00	£190.00
VAT Repayment	£0.00	£0.00	Village Hall		£965.00	£0.00
			Projects		£1,500.00	£0.00
			Contingency		£500.00	£0.00
			CIL	£2,041.80	£0.00	£0.00
			VAT Paid		£0.00	£38.00
<b>Total</b>	<b>£19,555.00</b>	<b>£13,699.83</b>	<b>Total</b>	<b>£2,041.80</b>	<b>£19,110.28</b>	<b>£1,078.02</b>
			Assets Carried Forward			£43,051.34
<b>Total</b>		<b>£44,129.36</b>	<b>Total</b>			<b>£44,129.36</b>

**Agenda Item 89 Councillor Vacancy**

Two applications have been received for the one vacancy on the council.

# POLSTEAD PARISH COUNCIL

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

83. To consider any issues raised regarding **Highways and Footpaths**
84. To consider any **asset, allotment, playground or playing field issues**
85. Consider a **Social Media policy for PPC**
86. Consider bookings for councillors wishing to attend the **SALC Councillor Briefing** sessions
87. Future agenda items
88. In accordance to PPC's Standing Order 3d the councillors to **consider the exclusion of the public and press from the meeting** due to the confidential nature of the selection of a co-opted councillor and the Clerk's Contract of Employment
89. Consider applications for **PPC's councillor vacancy**
90. Approve the proposed increase of the **Clerk's hourly rate from 1<sup>st</sup> April 2019**
91. Date of the next scheduled meeting is **Thursday 20<sup>th</sup> June 2019** at 7.30pm.