

POLSTEAD PARISH COUNCIL

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

AGENDA FOR THE MEETING TO BE HELD ON THURSDAY 17th JANUARY 2019 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 20th December 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. To hear from Claire Cadman, AONB Project Officer, on the **proposed Box Valley North Undergrounding Project** which plans to replace overhead electricity wires and wooden poles with an underground cable
8. Agree actions following the review of the **Clerk's Report**
9. Agree actions required on **Correspondence received and emails circulated** by the Clerk to councillors since the last meeting
10. Planning
 - a. Consider **Planning Application DC/18/05481 Cheriton, Rockalls Road** - Erection of rear extension and recladding works.
 - b. Consider any **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
 - c. **Status of Planning Applications** previously reviewed by the Parish Council.
11. 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 2019 / 2020**
 - c. Consider proposed **grass cutting rates** from JD Palmer for 2019.
12. Review **PPC's Risk Register** as at January 2019
13. Review effectiveness of **PPC's Internal Controls and Internal Audit processes**
14. To consider any issues raised regarding **Highways and Footpaths** including **footpath walks**.
15. To consider any **asset, allotment, playground or playing field issue**
16. Review of the **Christmas event**
17. **Future Agenda** Items
18. Date of the next scheduled meeting is **Thursday 28th February 2019** at 7.30pm.

Associated Papers PPC Meeting on 17th January 2019

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 8 Clerk's Report

Minute	Action	Complete ✓
18/030	SCC RoW met PPC regarding ditch on FP5 and stile at Mill Lane on 5th November.	✓
18/041	Sent reply to Lord of the Manor's solicitor.	
18/061	Electrical installation complete.	
18/080	Gordon Jones has confirmed that drains have been cleared at Holly Hill. This issue is still part of his ward-wide review of flooding.	
18/143	Wrote to Gordon Jones re Community Shop road signage.	
18/159 c	Application has been made to SCC for the installation of bus shelters on the A1071 near the Brewery Arms.	
18/159 d	Survey of possible grit bin locations concluded that the proposals are for new locations and therefore have to be formally approved by SCC Highways. As the closing date for this is the end of September, it will need to be for next year.	
18/168	Minutes updated on website and sent to magazines.	✓
18/174	Planning Application responses sent to Babergh.	✓
18/175	Payments made to suppliers.	✓
18/177	No responses received from councillors.	✓
18/178	Subject Access Request Policy put on website.	✓
18/181	Notices produced and newsletter updated.	✓
18/183	2019 meeting dates updated on website & notice boards.	✓
18/188	Minutes updated on website and sent to newsletters.	✓
18/191	Planning Application responses sent to Babergh.	✓
	Clerk Hours	
	As at 30th December 2018 - Hours Worked 262.25 / Hours Paid 285	

Agenda Item 9 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 17th January 2019

Agenda Item 10c Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/18/02836	Hill Farm, Stoke Road	Erection of extension to existing production premises, associated car parking, landscaping and drainage infrastructure.	18/122a	Objected	
APP/D3505/W/18/3194780	Land to the West of Stackwood Road	Appeal against refusal of DC/17/04499 - Erection of 1 No Dwelling, home office, workshop, parking areas.	18/122b	Original objections stand.	Dismissed 23/11/2018
DC/18/04875	Clayfields Farm, Hadleigh Road, Boxford	Erection of single storey dwelling to serve agricultural business.	18/174a	No comment	
DC/18/05025	Robin Hill, Mill Street	Notification of works to Trees in a Conservation Area - T1 (Atlantic Blue Cedar) Reduce by 30/40%	18/174b	Noted	Permission Granted 13/12/2018
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	
DC/18/05224	19 Heath Close Polstead Heath	Erection of rear extension, front canopy and conversion of garage to living space.	18/191a	Supported	
DC/18/04925	Spring Hill Shelley Road	Conversion of storage barn to 1no. dwelling including associated cart lodge, footpath diversion and creation of vehicular access.	18/191b	Objected	
DC/18/05394	Rushbeck White Street Green	Erection of single storey rear extension and exterior cladding.	18/191c	Supported	

Associated Papers PPC Meeting on 17th January 2019

**Agenda Item 11a Responsible Financial Officer (RFO) Report
Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
03/12/18	Interest	BS 1		1.66	0.00
08/11/18	SCC P3	2018/01		194.32	0.00
14/11/18	UK Power Networks Wayleave			20.75	0.00
17/01/19	B Patrick - Footpaths October	935	LA 2011 ss 1 to 8	0.00	112.00
17/01/19	B Patrick - Footpaths November	935	LA 2011 ss 1 to 8	0.00	182.00
17/01/19	B Patrick - Footpaths December	935	LA 2011 ss 1 to 8	0.00	98.00
17/01/19	JD Palmer - Grass Cutting 2018	936	LA 2011 ss 1 to 8	0.00	2,968.08

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/11/18	£36,902.02	£32,462.03	£4,439.99	£0.00	£0.00
Premier Account	31/12/18	£3,325.61	£3,325.61	£0.00	£0.00	£0.00
Cash	09/11/18	£0.00	£0.00			£0.00
		£40,227.63	£35,787.64	£4,439.99	£0.00	

Actual v's Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£26,916.23			
Income			Expenditure		
Precept	£18,302.00	£18,302.00	Clerks Salary	£4,564.00	£3,235.68
Bank Interest	£0.00	£4.98	Admin	£2,000.00	£968.26
Recycling	£0.00	£0.00	Insurance	£560.00	£0.00
Grants	£745.00	£194.32	Audit Inspections	£320.00	£328.00
Allotment Rent	£120.00	£66.40	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	£1,175.00	£0.00
Donation	£0.00	£0.00	Footpaths	£1,600.00	£1,599.00
Compensation	£0.00	£0.00	Grass Cutting	£3,150.00	£2,473.40
Other	£0.00	£0.00	Ditch Clearance	£200.00	£0.00
CIL	£0.00	£0.00	Maintenance	£1,200.00	£910.00
VAT Repayment	£0.00	£1,093.98	Village Hall	£965.00	£0.00
			Projects	£1,500.00	£72.50
			Contingency	£500.00	£0.00
			CIL	£2,561.80	£0.00
			VAT Paid	£0.00	£704.18
Total	£19,189.00	£19,682.43	Total	£2,561.80	£18,794.00
			Assets Carried Forward		£35,787.64
Total		£46,598.66	Total		£46,598.66

Associated Papers PPC Meeting on 17th January 2019

Agenda Item 11b Precept Proposal

At the November meeting you agreed a total expenditure budget of **£19,110.28** for 2019 / 2020 as follows:

	2017 / 18		2018 / 19			2019 / 20
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income						
Bank Interest	2.00	2.23	0.00	3.32	6.00	0.00
Recycling	0.00	0.00	0.00	0.00	0.00	0.00
Grants	195.00	307.14	745.00	0.00	745.00	745.00
Allotment Rent	120.00	154.90	120.00	66.40	120.00	120.00
Wayleave	22.00	20.75	22.00	0.00	22.00	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	0.00	0.00	0.00	0.00	0.00
CIL	0.00	0.00	0.00	0.00	0.00	0.00
VAT Repayment	0.00	1,006.14	0.00	1,093.98	1,093.98	0.00
Total Income	339.00	1,491.16	887.00	1,163.70	1,986.98	887.00
Precept		18,286.00			18,302.00	
Expenditure						
Clerks Salary	4,474.64	4,332.77	4,564.00	3,235.68	4,564.00	4,655.28
Admin	2,000.00	1,434.11	2,000.00	968.26	2,000.00	2,200.00
Insurance	490.00	479.02	560.00	0.00	560.00	560.00
Audit Inspections	220.00	308.00	320.00	328.00	328.00	320.00
Donations	1,000.00	840.00	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	1,080.00	732.46	1,175.00	0.00	1,000.00	1,000.00
Footpaths	1,500.00	1,593.75	1,600.00	1,207.00	1,500.00	1,700.00
Grass Cutting	2,400.00	2,051.60	3,150.00	0.00	3,150.00	3,250.00
Ditch Clearance	200.00	0.00	200.00	0.00	200.00	200.00
Maintenance	1,200.00	185.50	1,200.00	910.00	1,200.00	1,200.00
Projects	1,500.00	2,214.50	1,500.00	72.50	1,500.00	1,500.00
Village Hall	965.00	1,499.42	965.00	0.00	965.00	965.00
Contingency	500.00	0.00	500.00	0.00	500.00	500.00
CIL	0.00	0.00	0.00	520.00	0.00	0.00
VAT Paid	0.00	1,093.98	0.00	209.50	450.00	0.00
Total Expenditure	17,589.64	16,765.11	18,794.00	7,450.94	18,977.00	19,110.28

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.

	2017 / 18		2018 / 19		2019 / 20	
	Start of year	End of year	Start of year	End of year	Start of year	End of year
Asset Replacement	7,000.00	9,000.00	9,000.00	9,000.00	9,000.00	11,000.00
Play Equipment Replacement	2,000.00	4,000.00	4,000.00	4,000.00	4,000.00	6,000.00
Election Costs	1,750.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Total Earmarked Reserves	10,750.00	15,000.00	15,000.00	15,000.00	15,000.00	19,000.00
General Reserves	13,154.18	11,916.23	11,916.23	13,228.21	13,228.21	?

Associated Papers PPC Meeting on 17th January 2019

Precept for 2019 / 2020

Babergh has written to PPC regarding the Tax Base which will increase from **381.69** in 2018 / 19 to **389.33** in 2019 / 20.

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 £18,668 and keeping the Band D Council Tax the same as 2019 / 20

Example 2 Precept of £19,000

Example 3 Precept of £19,500

	2017 / 18	2018 / 19	2019 / 20 Example 1	2019 / 20 Example 2	2019 / 20 Example 3
START OF YEAR					
Earmarked Reserves	10,750.00	15,000.00	15,000.00	15,000.00	15,000.00
General Reserves	13,154.18	11,916.23	13,228.21	13,228.21	13,228.21
Total Reserves	23,904.18	26,916.23	28,228.21	28,228.21	28,228.21
Income ex Precept	1,491.16	1,986.98	887.00	887.00	887.00
Precept	18,286.00	18,302.00	18,668.00	19,000.00	19,500.00
Total Income	19,777.16	20,288.98	19,555.00	19,887.00	20,387.00
Expenditure	16,765.11	18,977.00	19,110.28	19,110.28	19,110.28
END OF YEAR					
Earmarked Reserves	15,000.00	15,000.00	19,000.00	19,000.00	19,000.00
General Reserves	11,916.23	13,228.21	9,672.93	10,004.93	10,504.93
Total Reserves	26,916.23	28,228.21	28,672.93	29,004.93	29,504.93
Tax Base	381.37	381.69	389.33	389.33	389.33
Band D Council Tax	47.95	47.95	47.95	48.80	50.09

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 11c Grass Cutting

Mr Palmer has quoted to increase the overall cost of 10 cuts in 2019 from £3,030 to £3,107 (+£77). Additionally, he is quoting £75 for the 10 cuts for Cock Farm verge.

Agenda Item 12 Risk Register

Please see below the proposed Risk Management Register for January 2019. At the March meeting it is proposed to update this register with an additional section to cover the risk's identified for GDPR.

POLSTEAD PARISH COUNCIL				
RISK MANAGEMENT REGISTER AS AT JANUARY 2019				
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 13 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 Wade 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 15th November 2018.

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 17th May 2018 minute 18/078. 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 17th May 2018 minute 18/086a.

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.