

POLSTEAD PARISH COUNCIL

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

AGENDA FOR ANNUAL MEETING TO BE HELD ON THURSDAY 17th MAY 2018 AT 7.30pm

1. **Election of Chairman** and to receive Declaration of Acceptance of Office from Chairman
2. **Apologies** for absence
3. **Election of Vice Chairman**
4. Receive **declarations of interests** and consider request for dispensation from Councillors
5. Agree **minutes** of Polstead Parish Council meeting held on 19th April 2018
6. To appoint members to the **HR and Standards Committees**
7. To **appoint representatives** to outside bodies:
 - a. Suffolk Association of Local Councils (SALC)
 - b. Traffic Liaison
 - c. Village Hall
 - d. Layham Pit.
8. To consider appointment of Heelis & Lodge as **Internal Auditors for 2018 / 2019**
9. To consider **payment of annual subscriptions** to SALC, Suffolk Wildlife Trust, Community Action Suffolk, Society of Local Council Clerks and the Suffolk Preservation Society.
10. Receive **reports from County Councillor and District Councillor**
11. To receive **reports and questions from Councillors**
12. To receive reports and **questions from Parishioners** (contributions to be limited to 2 mins)
13. Agree actions following the review of the **Clerk's Report**
14. Agree actions required on **Correspondence received and emails circulated** by the Clerk to councillors since the last meeting
15. Planning
 - a. Consider **Planning Application DC/18/01622 Land At Calais Street, White Street Green** - Prior Approval Application under Schedule 2, Part 6, Class A of the Town and Country Planning (General Permitted Development) Order 2015 - Erection of agricultural storage barn agricultural storage barn. (Further details submitted in pursuant to DC/18/00940)
 - b. Consider any further **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.
16. Finance
 - a. To consider the **Internal Auditor's Report as at 31st March 2018** and agree any actions
 - b. To approve **Section 1 of the Annual Governance and Accountability Return (AGAR)** for the year ending 31st March 2018
 - c. To approve **Section 2 of the AGAR** for the year ending 31st March 2018
 - d. To approve **the explanation of quantified significant variances**
 - 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.
17. Review the audit of data held to ensure that PPC complies with the **new requirements for General Data Protection Regulation (GDPR)**
18. Consider if PPC has a project(s) that can be submitted as a bid against Babergh's **CIL fund**
19. Consider cascading information on funding for first time central heating systems to residents.
20. To consider any issues raised regarding **Highways and Footpaths**
21. To consider any **asset, allotment, playground or playing field issue** including the costs of repairing or replacing the water tap at the allotments
22. **Future Agenda** Items

Associated Papers PPC Meeting on 19th April 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 ✓
17/149	Babergh have confirmed that PPC can cut Heath Close.	✓
18/006	Wrote to Gordon Jones re gritting routes.	
18/015	Bank Mandate change complete.	✓
18/030	SCC RoW team to meet PPC regarding ditch on FP5.	
18/037	Minutes updated on website and sent to newsletters.	✓
18/041	I have written to the Lord of the Manor informing him that PPC will await SCC Legal's clarification on his rights regarding Polstead Green.	
18/043	Planning responses sent to Babergh.	✓
18/044 b	Payments made to suppliers.	✓
18/044 c	Donation sent to organisation.	✓
18/045	Response sent to Local Government Boundary Commission.	✓
	Clerk Hours	
	As at 1st April 2018 - Hours Worked 370 / Hours Paid 390.	

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 19th April 2018

Agenda Item 9f Planning Status

Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
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/18/00148	The Orchards, Straight Road, Polstead Heath	Erection of sun room (following demolition of existing conservatory).	18/028a	Supported	Withdrawn
DC/18/00553	The Orchards, Straight Road, Polstead Heath	LBC - Erection of sun room (following demolition of existing conservatory).	18/028a	Supported	Withdrawn
DC/18/00314	White Street Barn, White Street Green	Erection of single storey garden building/ store.	18/028b	Objected	Permission Granted 12/03/2018
DC/18/00816	Coppers White Street Green	Demolition of existing dwelling and outbuildings. Erection of 2 no. dwellings and associated garages.	18/043a	Supported	
DC/18/00940	Land At Calais Street White Street Green	Prior Approval Application under Schedule 2, Part 6, Class A of the Town and Country Planning (General Permitted Development) Order 2015 - Erection of agricultural storage barn	18/043b	Full Planning Application requested.	Full Planning Application to be submitted.

Agenda Item 10a Responsible Financial Officer (RFO) Report

Barclays have confirmed the new signing arrangements from the 6th April 2018.

Receipts & Payments 2017 / 2018

Date	Details	Ref	Power	Receipts	Payments
05/03/18	Interest			1.65	0.00
22/03/18	EAAA - Donation	906	LA 2011 ss 1 to 8	0.00	150.00
23/03/18	ICO - Data Protection	D/Dr	LA 2011 ss 1 to 8	0.00	35.00

Receipts & Payments 2018 / 2019

Date	Details	Ref	Power	Receipts	Payments
08/04/18	BDC Precept			9,151.00	0.00
19/04/18	AIS - Play Equipment inspection	907	LA 2011 ss 1 to 8	0.00	228.00
19/04/18	B Patrick - Footpath Maintenance	908	LA 2011 ss 1 to 8	0.00	52.00

POLSTEAD PARISH COUNCIL			
Bank Reconciliation for Financial year ending 31st March 2018			
Balances per Bank Statements as at 31st March			
Barclays Community		£28,365.17	
Barclays Premium Account		£3,320.63	
			£31,685.80
Add any Unbanked Cash as at 31 March			£0.00
Less Unpresented Cheques as at 31 March			
	897	£878.95	
	898	£273.00	
	899	£388.09	
	900	£40.00	
	903	£2,130.00	
	904	£855.33	
	905	£204.20	
			£4,769.57
		Total Cash	£26,916.23
CASH BOOK			
Opening Balance			£23,904.18
Add Receipts in the year			£19,777.16
			£43,681.34
Less Payments in the year			£16,765.11
		Total Cash	£26,916.23
D. Crimmin	RFO, Polstead Parish Council		8th April 2018

POLSTEAD PARISH COUNCIL			
Receipts & Payments Account for the year ending 31st March 2018			
Receipts			
Precept		£18,286.00	
Bank Interest		£2.23	
Recycling		£0.00	
Grants		£441.34	
Allotment Rent		£20.70	
Wayleave		£20.75	
QDJ		£0.00	
Donation		£0.00	
Compensation		£0.00	
Other		£0.00	
CIL		£0.00	
VAT Repayment		£1,006.14	
			£19,777.16
Payments			
Clerks Salary		£4,332.77	
Admin		£1,434.11	
Insurance		£479.02	
Audit Inspections		£308.00	
Donations		£840.00	
Chairman's Allowance		£0.00	
Dog & Litter Bins		£732.46	
Footpaths		£1,593.75	
Grass Cutting		£2,051.60	
Ditch Clearance		£0.00	
Maintenance		£185.50	
Village Hall		£1,499.42	
Projects		£2,214.50	
Contingency		£0.00	
CIL		£0.00	
VAT Paid		£1,093.98	
			£16,765.11
Excess of Receipts over Payments			£3,012.05
Add Balance Brought Forward			£23,904.18
Balance Carried Forward			£26,916.23
Represented by			
Barclays Community		£23,595.60	
Barclays Premium		£3,320.63	
Cash		£0.00	
			£26,916.23

Agenda Item 10c Exemption from Limited Assurance

New regulations regarding the Annual Return have come into force for 2017 / 2018 which hopefully the following will help you understand.

Guidance notes on completing the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less must following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with Proper Practices, unless the authority:

- a) does not meet the qualifying criteria;
- b) does not wish to certify itself as exempt

2. Smaller authorities where the higher of gross annual income or gross annual expenditure does not exceed £25,000 and meet the qualifying criteria as set out in the Certificate of Exemption are exempt from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review provided the authority completes both the

- a) Certificate of Exemption, page 3 and returns it to the external auditor
- b) Annual Governance and Accountability Return (Part 2) which is made up of:
 - Annual Internal Audit Report (page 4) to be completed by the authority's internal auditor.
 - Section 1 – Annual Governance Statement (page 5) to be completed by the authority.
 - Section 2 – Accounting Statements (page 6) to be completed by the authority.

3. The authority must approve Section 1 Annual Governance Statement before approving Section 2.

Accounting Statements and both must be approved before 2 July 2018.

Publication Requirements

Smaller authorities must publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- Certificate of Exemption, page 3
- Annual Internal Audit Report 2017/18, page 4
- Section 1 – Annual Governance Statement 2017/18, page 5
- Section 2 – Accounting Statements 2017/18, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

Limited Assurance Review

Providing the authority certifies itself as exempt, and completes and publishes the Annual Governance and Accountability Return, there is no requirement for the authority to have a limited assurance review.

Any smaller authority may, however, request a limited assurance review. In these circumstances the authority should not certify itself as exempt, ie not complete Certificate of Exemption, but complete Part 3 of the Annual Governance and Accountability Return 2017/18 and return it to the external auditor for review.

The cost to the smaller authority for the review will be £200 +VAT.

Polstead Parish Council		
Community Infrastructure Levy		
Reporting Year 1st April 2017 to 31st March 2018		
A	Total CIL Income carried over from previous year	£2,561.80
B	Total CIL income received (receipts)	£0.00
C	Total CIL spent (expenditure)	£0.00
D	Total CIL repaid following payment notice	£0.00
E	Total CIL retained at year-end (A+B-C-D)	£2,561.80
CIL Expenditure		
	Item / Purpose	Amount Spent
	Total Spent	£0.00

Agenda Item 12a Red Kiosk defibrillator

John Griggs, who installed and connected the defibrillator to the Village Hall, has been asked to quote for this work in the red kiosk. I have additionally asked him to quote for the installation of the new K6 lights in both kiosks which have been purchased. John Griggs will be providing a quotation for the work ahead of your meeting.

Agenda Item 12c Playground Inspection

As per the email sent to you on 23rd March 2018.

Agenda Item 14 Outcomes from the Annual Parish Meeting

The Community Shop representatives at the APM requested the support of PPC in getting improved directional signage on the local roads for the shop.

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23. 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 Clerk's Contract of Employment**
24. Approve the **proposed increase of the Clerk's hourly rate**
25. Date of the next scheduled meeting is **Thursday 21st June 2018** at 7.30pm.