

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 19th JANUARY 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 15th December 2016
4. Receive **reports from County Councillor and District Councillor**
5. To receive **reports and questions from Councillors and Chairman's report**
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 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
 - b. Consider **Planning Application B/16/01665 Rose Cottage, Polstead Hill** - Erection of rear porch
 - c. Note **Planning Application B/16/01710 Bridge Cottage, Mill Street** - Fell to ground level 1 no. Conifer 1 no. Stone Pine and 1 no. Norway Spruce trees
 - d. Consider any **further planning application** received since the agenda was posted.
 - e. **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. Review the Expenditure Budget and the levels of Reserves required to set the **Precept for 2017 / 18**
 - c. Consider awarding JD Palmer with the **grass cutting contract for 2017**.
11. To consider any issues raised regarding **Highways and Footpaths**
12. To consider any **asset, allotments, playground or playing field** issues
13. Consider response to the **Suffolk Minerals & Waste Local Plan Issues & Options** consultation
14. Consider response to Babergh's request for a **list of street names** for future use in parish
15. Review **PPC's Risk Register** as at January 2017
16. Review effectiveness of **PPC's Internal Controls and Internal Audit processes**
17. Consider plans for **Footpath Event 2017**
18. Consider date for a **litter pick**
19. **Future Agenda** Items
20. Date of the next scheduled meeting is **Thursday 16th February 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.