

POLSTEAD PARISH COUNCIL

Clerk: Dave Crimmin, Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH
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AGENDA FOR A MEETING TO BE HELD ON THURSDAY 20th FEBRUARY 2020 AT 7.30pm

23. Apologies for absence
24. Receive **declarations of interests** and **request for dispensation** from Councillors
25. Agree **minutes** of Polstead Parish Council meeting held on 16th January 2020
26. Receive **reports from County Councillor and District Councillor**
27. To receive **reports and questions from Councillors**
28. To receive reports and **questions from Parishioners** (contributions to be limited to 2 mins)
29. Agree actions following the review of the **Clerk's Report**
30. Agree actions required on **Correspondence received and emails circulated** by the Clerk to councillors since the last meeting
31. Planning
 - a. Consider **Planning Application DC/20/00183 Rockalls Hall, Rockalls Road** - Application under Section 73 of The Town and Country Planning Act for DC/19/02983 without compliance with Condition 2 (Approved plans and documents).
 - b. Consider **Planning Application DC/20/00425 Hill Farm, Stoke Road** - Application under Section 73 of the Town and Country Planning Act B/16/00435 for the variation of Condition 4 (Agreement of Materials) to allow a change of cladding.
 - c. Consider **APP/D3505/W/19/3242170 Walnut Cottage, Bower House Tye** - Appeal against refusal of outline planning application for erection of a single storey dwelling.
 - d. Consider any further **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
 - e. **Status of Planning Applications** previously reviewed by the Parish Council.
32. 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. Consider the **grass cutting contract in Polstead for 2020 / 2021**
 - c. Consider the **footpaths cutting contract for 2020 / 2021**
 - d. Consider a **donation request from Nature Citizen**
 - e. Consider a **donation for the maintenance of the Church clock.**
33. Consider update from **Polstead WI on their plans to convey their land** in Polstead to PPC and to agree any increase to the budget created by PPC for the project
34. To review process to create a **polstead-pc.gov.uk domain** for PPC and agree costs for use of this and an email hosting package
35. Update on questionnaire for the **Parish Infrastructure Investment Plan (PIIP) and to consider costs for survey software**
36. Consider any issues raised regarding **Highways and Footpaths including Community Wardens SLA**
37. Consider any **asset, allotment, playground or playing field** issues
38. Consider **plans for a litter pick**
39. **Future agenda** items
40. Date of the next scheduled meeting is **Thursday 19th March 2020** at 7.30pm.

Associated Papers PPC Meeting on 20th February 2020

Agenda Item 24 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 29 Clerk's Report

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
18/159 c	Application has been made to SCC for the installation of bus shelters on the A1071 near the Brewers Arms. PPC has now agreed to pay for the bases to be installed.	
19/164	Wrote to Gordon Jones regarding ongoing flooding at Holly Hill.	
19/176	SLA from Community Wardens Agenda Item 36 - 20/02/2020	✓
20/003	Minutes updated on website and sent to magazines.	✓
20/006	Flooding reported in Mill Street.	✓
20/009	Sent Planning responses to BDC.	✓
20/010 a	Payments made to suppliers.	✓
20/010 c	Precept Demand sent to BDC.	✓
20/015	Request for new dog bin location sent to BDC.	
20/020	Clr Wade attended BDC meeting.	✓
	Clerk Hours	
	As at 2nd February 2020 - Hours Worked 300 / Hours Paid 330	

Agenda Item 30 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 31e Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/19/04149	Green Farm Barn, White Street Green	Erection of new dwelling, detached garage and new vehicular access	19/147a	Objected	REFUSED 14/01/2020
DC/19/05797	The Old Rectory, Rectory Hill	Erection of gates following removal of existing.	20/009a	Supported	Approved 06/02/2020
DC/20/00032	Garden Cottage, Hadleigh Road	Insertion of Rooflight (retention of).	20/009b	Supported	

Associated Papers PPC Meeting on 20th February 2020

Agenda Item 32a Responsible Financial Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
16/01/20	SALC - Councillor Training	1987	LA 2011 ss 1 to 8	0.00	108.00
17/01/20	J Flather - Xmas Expenses	1988	LA 2011 ss 1 to 8	0.00	165.07
17/01/20	K Richardson - Xmas Expenses	1989	LA 2011 ss 1 to 8	0.00	144.69
17/01/20	A Wade - Xmas Expenses	1990	LA 2011 ss 1 to 8	0.00	24.27
20/02/20	Wave - Allotment Water	1991	LA 2011 ss 1 to 8	0.00	20.57
20/02/20	Sudbury Town Council - Post for dog bin	1992	LA 2011 ss 1 to 8	0.00	52.10
20/02/20	Polstead VH - Big Breakfast hire	1993	LA 2011 ss 1 to 8	0.00	40.00
20/02/20	SALC - Councillor Training	1994	LA 2011 ss 1 to 8	0.00	24.00
20/02/20	PA Scammell - Red Kiosk repair	1995	LA 2011 ss 1 to 8	0.00	67.00
20/02/20	JD Palmer - Grass cutting 2019	1996	LA 2011 ss 1 to 8	0.00	3,392.04

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/01/20	£48,174.91	£44,579.20	£3,595.71	£0.00	£0.00
Premier Account	31/01/20	£3,332.25	£3,332.25	£0.00	£0.00	£0.00
Cash	08/01/20	£0.00	£0.00			£0.00
		£51,507.16	£47,911.45	£3,595.71	£0.00	

Budget v's Actual

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£30,429.53			
<u>Income</u>			<u>Expenditure</u>		
Precept	£18,668.00	£18,668.00	Clerks Salary	£4,655.28	£3,255.99
Bank Interest	£0.00	£4.98	Admin	£2,200.00	£1,680.39
Recycling	£0.00	£0.00	Insurance	£560.00	£0.00
Grants	£745.00	£1,294.32	Audit Inspections	£320.00	£328.00
Allotment Rent	£120.00	£105.00	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	£1,000.00	£0.00
Donation	£0.00	£0.00	Footpaths	£1,700.00	£1,910.00
Compensation	£0.00	£0.00	Grass Cutting	£3,250.00	£2,826.70
Other	£0.00	£0.00	Ditch Clearance	£200.00	£0.00
CIL	£0.00	£9,129.43	Maintenance	£1,200.00	£583.78
VAT Repayment	£0.00	£1,013.01	Village Hall	£965.00	£0.00
			Projects	£1,500.00	£688.12
			Contingency	£500.00	£0.00
			CIL	£2,041.80	£500.00
			VAT Paid	£0.00	£880.59
Total	£19,555.00	£30,235.49	Total	£2,041.80	£19,110.28
			Assets Carried Forward		£47,911.45
Total		£60,665.02	Total		£60,665.02

Agenda Item 32c Footpath Cutting Contract

Ben Patrick is looking to increase his hourly rate from £14 to £15 per hour for 2020 / 2021.

Agenda Item 32d Donation to Nature Citizen

Lisa Matthews will be outlining the plans for Nature Citizen and the donation she is seeking from PPC at the meeting.

Agenda Item 32e Church Clock Donation

PPC has always supported the maintenance of the Church clock with a donation of £150.

Agenda Item 33 WI

Chris Cuthbert will attend the meeting to give councillors the current status of this project.

Agenda Item 34 Polstead domain name and email hosting

The costs associated with registering and using a hosting service for polstead-pc.gov.uk (which is available) are as follows:

There are a number of Hosting companies able to register .gov.uk domains. I have used BEST HOST for 4 months at Long Melford PC and have had no issues with their email system during that time. Costs for establishing the polstead-pc.gov.uk and emails for up to 10 addresses through BEST HOST are:

- Domain Name £125 for first 2-years and £75 on renewal thereafter
- Email hosting package for up to 10 email addresses at £67 per annum. The main features of the email hosting package are:
 - Use your own domain name
Give your email address a personalised look by using your own domain name.
 - Access from anywhere
Access your email from any computer or mobile device anywhere in the world.
 - Choose between 3 webmail applications
Choose either Horde, Roundcube or SquirrelMail as a webmail application. Sync your data between webmail and your phone, tablet and computer. Choose IMAP or POP3 to download your emails directly to your computer and manage them with an email software of your choice.
 - Email forwarders
Forwarders allow you to send a copy of all mail from one email address to another. For example, you could have all messages sent to joe@domain.com forwarded to peter@domain.com. Unlike peter@domain.com, the address joe@domain.com would not need to be a full email account. This makes it possible to set-up several forwarders, even if your email hosting package only give you one email account.
 - Auto responders
You can use auto responders to send a message back automatically to anyone who sends an email to a certain account. This can be useful for times when you are on holiday or unavailable, or if you have a generic message that you wish to send for a support email address.

Process to register Polstead-pc.gov.uk

Please find below the steps needed to be taken for PPC to register the polstead-pc.gov.uk domain name:

How to apply

The domain name administrator is usually the person who is responsible for applying for a .gov.uk domain name together with help from a registrar.

For large organisations, the administrator will usually be a civil servant who is part of the domain management team. For smaller organisations like parish councils, the administrator will usually be the clerk or similar.

Step 1: Before you submit an application

You must make sure:

- your organisation is eligible for a .gov.uk domain name
- the proposed .gov.uk domain name meets the relevant criteria
- you have the appropriate written permission from your organisation
- there's a trusted domain name administrator in place who has chosen a registrar

Step 2: Submit an application

Ask your registrar to apply for the .gov.uk domain name. You must provide the registrar with:

- written permission from your organisation showing you can apply for the domain name
- an up to date role-based email address like 'domainmanagement@[your-organisation].gov.uk' and phone number

GDS will not accept personal email addresses like '[your-name]@gmail.com' or workplace email addresses of individuals like '[your-name]@[your-organisation].gov.uk' for any of the domain contacts.

Step 3: GDS will confirm your identity

The registrar will submit your application to GDS for review. GDS will contact you to confirm your identity before reviewing your .gov.uk domain name application.

Step 4: GDS will review your application

GDS will approve or reject your application within 5 working days. If your application needs reviewing by the Naming and Approvals Committee, this may take longer and GDS will contact you to let you know timeframes and outcomes.

The Government Digital Service (GDS) may refer any .gov.uk domain name application to the Naming and Approvals Committee for a final decision.

Step 5: Appeal an application

You can appeal a decision if an application is rejected.

Find out if your organisation is eligible for a .gov.uk domain name and what to do if it's not.

Domain names are a valuable asset and require a long-term financial and operational commitment. The Government Digital Service (GDS) assigns approved .gov.uk domain names on a first come, first served basis on behalf of the Cabinet Office.

Most public sector organisations must use a .gov.uk or other government domain name for their websites, emails and services. But there are circumstances when your organisation can get non-government domain names.

Organisations eligible for a .gov.uk domain name

You can only apply for a .gov.uk domain name if you're a:

- central government department or agency - unless you qualify for an exemption
- non-departmental body - also known as an arm's length body
- fire service
- county, borough, metropolitan or district council
- parish, town or community council
- neighbourhood or village council
- combined or unitary authority
- police and crime commissioner
- joint authority
- joint committee
- partnership body

Choose your .gov.uk domain name

Follow these criteria to make sure that you choose an appropriate .gov.uk domain name.

When you choose your .gov.uk domain name you must make sure it is:

- available - you can check if a domain name is registered
- descriptive
- unique
- not confusing for users

Choose a descriptive domain name

Your proposed domain name must clearly describe your organisation or government initiative you're providing. Your domain name must:

- be between 3 and 63 characters long
- contain only alphanumeric characters (0-9 and a-z) and the '-' (dash) symbol
- not be the same or substantially similar to an existing .gov.uk domain name
- not use '&' (ampersands) or '_' (underscores)
- not include abbreviations like ltd, plc and gov
- not include a postcode

You could use the full name of your organisation, government initiative or an appropriate suffix.

Example

- A central department can use hmrc.gov.uk.
- A county council can use northamptonshire.gov.uk.
- A parish council can use bonbyparishcouncil.gov.uk or cityofdurham-pc.gov.uk.

If you use an acronym, initialism, or abbreviation this must be descriptive, unique and clear to avoid user confusion. Any application for these terms will need approval from the Naming and Approvals Committee. You can use commonly-used abbreviations like DWP, HMRC or DVLA. You can also use abbreviations that are well-known to your users.

Example

mhclg.gov.uk is acceptable for the Ministry of Housing, Communities and Local Government.

Get permission to apply for a .gov.uk domain name

Find out who to get permission from to apply for a .gov.uk domain name.

The Government Digital Service (GDS) will check you have permission from a senior stakeholder in your organisation when you apply for a .gov.uk domain name.

Central government departments or agencies

You must get written permission from your Chief Information Officer or equivalent if you're applying on behalf of a central government department or agency. Use this template to get permission and submit this with your application.

All other government organisations

You must get written permission from your Chief Executive or equivalent non-elected high-ranking officer if you're applying on behalf of a local authority or other public sector organisation. Use this template to get permission and submit this with your application.

Appoint a .gov.uk domain name administrator

Find out why you need a domain name administrator and the responsibilities of the administrator.

Appoint a trusted domain name administrator

The domain name administrator has the authority to request significant changes to the .gov.uk domain name, potentially affecting services or applications associated with it.

For large organisations, the administrator will usually be a civil servant who is part of the domain management team. For smaller organisations like parish councils, the administrator will usually be the clerk or similar.

Responsibilities of the domain name administrator

The domain name administrator must:

- choose a registrar and ask them to apply for a .gov.uk domain name
- provide a role-based email contact when applying so the Government Digital Service (GDS) can contact them in the future
- renew domain names
- manage domain names

Choose a registrar

You must choose a registrar who will apply for your .gov.uk domain name on your behalf. Read the guidance on choosing a registrar.

You should choose a registrar that offers you multi-factor authentication (MFA). You should also check and make sure that your registrar uses MFA to connect with the .gov.uk registry.

Provide your registrar with correct contact details for your application

The domain name administrator must provide the registrar with a role-based email address when applying for a .gov.uk domain. For example, domainmanagement@[your-organisation].gov.uk.

If your organisation does not have an appropriate role-based email address, then you must get permission to use a role-based email address from your parent organisation. If this is not possible, you can apply using your registrar's contact details during the sign-up process. However, you must update these contact details once your domain name is active.

Renew domain names

The domain name administrator is responsible for renewing .gov.uk domain names. You must make sure that administrator contact details are up-to-date with your registrar to receive renewal notices.

GDS recommends renewing your domain name at least one month before its expiry date to avoid any issues with the renewal.

If you do not renew your domain name before it expires, the domain name will be automatically suspended and removed from the internet.

Manage domain names

The domain name administrator is responsible for making sure domain names:

- follow .gov.uk terms of use
- follow government standards
- have up-to-date contact details
- are modified or transferred properly.

Agenda Item 39 Future Agenda Items

Items that are currently scheduled for the next 2 meetings:

March 2020

- Asset Register valuation
- CIL Return
- Donations
- Earmarked Reserves carried forward
- Insurance Cover
- GDPR
- Litter Pick.

April 2020

- APM Issues
- External Audit Exemption
- Play equipment report
- Year-end Accounts
- Footpath Wardens.