

# 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 22<sup>nd</sup> MARCH 2018 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 8<sup>th</sup> February 2018
4. Receive **reports from County Councillor and District Councillor**
5. To receive **reports and questions from Councillors** including verge cutting from Cllr Oxford
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 DC/18/00816 Coppers White Street Green** - Demolition of existing dwelling and outbuildings. Erection of 2 no. dwellings and associated garages.
  - b. Consider **Planning Application 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
  - c. Consider any further **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
  - d. Update on **meeting with Babergh's Philip Isbell**
  - e. **Status of Planning Applications** previously reviewed by the Parish Council.
10. Finance
  - a. Review **PPC Asset Register** and confirm adequacy of insurance cover
  - b. 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
  - c. Consider **donations to organisations**
  - d. Agree **Earmarked Reserves** to be carried forward to 2018 / 2019.
11. Consider response to the Local Government Boundary Commission's consultation on **Babergh's Ward boundaries**
12. Consider a plan of action to ensure that PPC complies with the new requirements for **General Data Protection Regulation (GDPR)**
13. To consider any issues raised regarding **Highways and Footpaths**
14. To consider any **asset, allotment, playground or playing field issue** including the installation costs of a further defibrillator in the adopted red kiosk in Straight Road
15. Plans for the **litter pick on the 21<sup>st</sup> April 2018**
16. Update on the **Annual Parish Meeting to be held on the 5<sup>th</sup> April 2018**
17. **Future Agenda** Items
18. Date of the next scheduled meeting is **Thursday 19<sup>th</sup> April 2018** at 7.30pm.

**Associated Papers PPC Meeting on 22<sup>nd</sup> March 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**

<b>Minute</b>	<b>Action</b>	<b>Complete ✓</b>
17/149	Written to Babergh again re cutting of Heath Close	
18/006	Wrote to Gordon Jones re gritting routes.	
18/012	Anglian Water now engaged in repairs where barriers are located.	✓
18/013	Cllr MacWillson has agreed with neighbour over works to be undertaken on red kiosk in Straight Road.	✓
18/015	Bank Mandate change in progress.	
18/020	Peter Patrick ceased to be a member of PPC on the 22nd March due to his failure to attend any meeting in the previous 6 months. Babergh advised and notice of vacancy advertised on the 5th March 2018.	✓
18/022	Minutes updated on website and sent to newsletters.	✓
18/024	Spoke to resident regarding damage to White Street green which he has now re-instated.	✓
18/025	Footpath maps removed from shop and have been re-printed.	✓
18/026	The Lord of the Manor has clarified his rights regarding Polstead Green which are in accord to Suffolk County Council's records. I have written to him again with regard to the ownership details that SCC has confirmed for White Street Green, to which I await a response.	
18/027	Response sent to SCC Highways survey.	✓
18/028	Planning responses sent to Babergh.	✓
18/029 a	Payments made to suppliers.	✓
18/029 b	Contractor advised of renewal for 2018.	✓
18/029 d	Donation given to organisation.	✓
18/029 c	Donation given to organisation.	✓
18/029 c	Contractor advised of renewal for 2018.	✓
18/030	SCC RoW team to meet PPC regarding ditch on FP5.	
18/031	Orders placed with CHT and X2-Connect.	✓
	<b>Clerk Hours</b>	
	As at 4th March 2018 - Hours Worked 337 / Hours Paid 360.	

**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 22<sup>nd</sup> March 2018**

**Agenda Item 9e      Planning Status**

<b>Application Reference</b>	<b>Address</b>	<b>Planning Details</b>	<b>PPC Minute</b>	<b>Parish Council Comments</b>	<b>Babergh DC Comments</b>
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/17/06215	Lower Justice Wood Farmhouse, Kersey Road	Erection of single storey rear extension to annexe.	18/009a	Supported	Refused 12/02/2018
DC/17/06189	School Cottage, Polstead Hill	Trees in a Conservation Area Notification - Fell 1 No. Honey Locust Tree on windward side.	18/009b	Noted	Permission Granted 25/01/2018
DC/18/00042	Barn at Stackwood Farm, Stackwood Road	Prior Approval of Proposed Change of Use of Agricultural Building to Dwellinghouse (Use Class C3) and for Associated Operational Development.	18/009c	Questions raised re application	Approval granted 28/02/2018
DC/17/06265	The Brambles, Rockalls Road	Householder Planning Application - Erection of garage (following demolition of existing building).	18/009d	Objected	Permission Granted 20/02/2018
DC/18/00241	Gilly Flower House, Rockalls Road	TPO - remove 4 trees covered by TPO BT 81A1.	18/009e	Noted	Permission Granted 22/02/2018
DC/18/00148	The Orchards, Straight Road, Polstead Heath	Erection of sun room (following demolition of existing conservatory).	18/028a	Supported	
DC/18/00314	White Street Barn, White Street Green	Erection of single storey garden building/ store.	18/028b	Objected	Permission Granted 12/03/2018

**Associated Papers PPC Meeting on 22<sup>nd</sup> March 2018**

**Agenda Item 10a Asset Register**

Asset No	Date Purchased	Description	Location	Asset Value	Insurance Risk	Insurance Value	Notes
1	2006	Skate Ramp (on tarmac)	Playing field, School Lane	£2,616.71	All	£3,628.57	As from 1st April 2010
2	2006	2 small football goals (on grassed pitch)	Playing field, School Lane	£1,551.59	All	£2,151.58	As from 1st April 2010
3	2006	2 Basketball Hoops (on tarmac court)	Playing field, School Lane	£1,998.09	All	£2,770.73	As from 1st April 2010
4	2006	Picnic Table	Playing field, School Lane	£487.63	All	£676.18	As from 1st April 2010
5	2006	Sign on gate	Playing field, School Lane	£385.11	Impact	£534.04	As from 1st April 2010
6	2006	Fencing	Playing field, School Lane	£769.38	Impact	£1,066.89	As from 1st April 2010
7		Playing field Gate	Playing field, School Lane		All	£369.78	
8	1980-1995 Sep 05	Playground Equipment	Playground, Rockalls Road	£12,097.01	All	£15,574.32	
9		Playground Fencing	Playground, Rockalls Road		Impact	£1,795.23	
10		Allotment Fencing	Rockalls Road		Impact	£0.00	Replaced May 2015
11		Notice Board	White Street Green	£165.00	All	£0.00	Less than excess Minute 12/052c
12		Notice Board	Straight Road	£165.00	All	£0.00	Less than excess Minute 12/052c
13	Apr-03	Notice Board	Village Hall, The Green	£184.00	All	£0.00	Less than excess Minute 12/052c
14	Jan-06	Litter Bin	Playground, Rockalls Road	£95.04	All	£0.00	Less than excess Minute 10/048 c ii
15	Oct-99	Litter Bin	Water Lane	£303.76	All	£702.93	
16	Jun-06	Litter Bin	The Green	£150.16	All	£0.00	Less than excess Minute 12/052c
17	1992	Village Sign	The Green	£1,000.00	All	£3,957.60	
18	2004	Hedge Trimmer			All	£0.00	Sold during 2012 / 2013
19		Wheeled Strimmer	Polstead Green Cottage		All	£0.00	Sold during 2012 / 2013
20	Oct-08	Strimmer & Attachments	Polstead Green Cottage		All	£0.00	Sold during 2012 / 2013
21	Feb-09	Wooden seat + Plaque	By Pond, The Hill	£290.00	All	£493.05	
22	May-74	Metal seat	By Pond, The Hill		All	£0.00	Do not insure Minute 10/048 c iv
23	May-74	Wooden seat + Plaque	By Pond, The Hill		All	£493.05	
24	Dec-06	Wooden seat	The Hill	£429.80	All	£581.42	
25		Circular Wooden seat	The Green		All	£934.20	
26	May-74	Wooden & concrete seat	Playground, Rockalls Road		All	£561.83	
27	May-74	Wooden bench	Playground, Rockalls Road		All	£493.05	
28	Dec-06	Wooden seat	Playground, Rockalls Road	£429.80	All	£712.08	
29	Sep-00	Grit Bin	Straight Road	£132.43	All	£0.00	Less than excess Minute 12/052c
30	Oct-01	Grit Bin	Top of The Hill	£204.40	All	£0.00	Less than excess Minute 12/052c
31	Oct-01	Grit Bin	Middle of The Hill	£204.40	All	£0.00	Less than excess Minute 12/052c
32	Dec-01	Grit Bin	Bottom of The Hill		All	£0.00	Replaced January 2016
33	Jul-06	Dog Bin	Bottom of The Hill	£48.76	All	£0.00	Less than excess Minute 10/048 c ii
34	Jul-06	Dog Bin	End of Rockalls Road	£48.76	All	£0.00	Less than excess Minute 10/048 c ii
35	Jul-06	Dog Bin	Bower House Tye	£48.76	All	£0.00	Less than excess Minute 10/048 c ii

**Associated Papers PPC Meeting on 22<sup>nd</sup> March 2018**

36	Jul-06	Dog Bin	Footpath entrance near Playing field	£48.76	All	£0.00	Less than excess Minute 10/048 c ii
37	Jul-06	Dog Bin	Footpath entrance near Potash Lane	£48.76	All	£0.00	Less than excess Minute 10/048 c ii
38	Jul-06	Dog Bin	Entrance to Cherry Billy's Lane byway	£48.76	All	£0.00	Less than excess Minute 10/048 c ii
39	Jul-06	Dog Bin	Entrance to footpath near Bell's Corner	£48.77	All	£0.00	Less than excess Minute 10/048 c ii
40	Jun-10	Dog Bin	Entrance to Allotments, Rockalls Road	£124.50	All	£0.00	Less than excess Minute 10/048 c ii
41		Engraved Plaque			All	£0.00	Less than excess Minute 10/048 c ii
42		Engraved Plaque			All	£0.00	Less than excess Minute 10/048 c ii
43	May-74	Playingfield	School Lane	£200.00		£0.00	
44	May-74	Allotments	Rockalls Road	£1,000.00		£0.00	
45	Jun-05	Triangle of Land	By Pond, The Hill			£0.00	
46	Jun-93	Litter Bin	Playground, Rockalls Road	£0.00		£0.00	£40 - removed Minute 10/048 c i
47	Nov-96	Filing cabinet	Cragston, Sudbury road	£50.00		£0.00	Less than excess Minute 10/048 c ii
48	Nov-10	Grit Bin	White Street Green	£150.00	All	£0.00	Less than excess Minute 10/048 c ii
49	Nov-10	Grit Bin	Stackwood Road	£150.00	All	£0.00	Less than excess Minute 10/048 c ii
50	Nov-10	Grit Bin	Rockalls Road / Flaggy Pond	£150.00	All	£0.00	Less than excess Minute 10/048 c ii
51	Mar-11	Grit Bin	Rockalls Road	£168.00	All	£0.00	Less than excess Minute 10/048 c ii
52	Mar-11	Village Shelter	By Village Hall	£2,000.00	All	£2,405.10	As from 1st April 2011
53	Oct-11	Wooden Seat	Heath Close / Straight Road	£0.00	All	£0.00	
54	Nov-11	Dog Bin	White Street Green	£140.36		£0.00	Less than excess Minute 10/048 c ii
55	Dec-13	Dog Bin	Millwood Road by FP 33	£115.00		£0.00	Less than excess Minute 10/048 c ii
56	Dec-13	Dog Bin	White Street Green by RB 6	£115.00		£0.00	Less than excess Minute 10/048 c ii
57		Wooden Seat	White Street Green	£0.00		£0.00	
58	May-15	Allotment Fencing and Water Supply	Allotments	£2,253.00	All	£2,298.06	
59	Nov-15	Wooden Seat	Allotments	£384.00	All	£391.68	
60	Jan-16	Grit Bin	Bottom of Hill	£148.19		£0.00	Less than excess Minute 10/048 c ii
61	Jan-16	Grit Bin	Junction of Stackwood Road / A1071	£188.17		£0.00	Less than excess Minute 10/048 c ii
62	Jul-16	Dog Bin	Heath Road FP13	£87.00		£0.00	Less than excess Minute 10/048 c ii
63	Jul-16	Dog Bin	Heath Road FP33	£87.00		£0.00	Less than excess Minute 10/048 c ii
64	Jul-16	New Play Equipment in both areas		£20,243.00	All	£20,647.86	
65	Jul-16	Dog Bin	WSG - Spring Lane by Green	£87.00		£0.00	Less than excess Minute 10/048 c ii
66	Mar-17	Defibrillator & Cabinet	Village Hall, The Green	£2,020.00	All	£0.00	Up to £5,000 of defibrillators covered in policy
67	Mar-17	Telephone Kiosk	Polstead Hill	£1.00	All	£2,500.00	
68	Mar-17	Telephone Kiosk	Heath Road / Straight Road	£1.00	All	£2,500.00	
		<b>Total</b>		<b>£53,862.86</b>		<b>£68,239.22</b>	

**Agenda Item 10a Insurance Cover**

From the email I circulated to you on the 16<sup>th</sup> March you will see that the 3 year agreement with Aviva has now come to an end. Game & Co have recommended Inspire / AXA and the email contains the criteria on which this recommendation is made. Please find below the comparison of the Core Cover offer by the 3 options.

<b>Core Cover Comparison</b>				
<b>Covers</b>	<b>Limit of Indemnity</b>	<b>Inspire/AXA</b>	<b>Hiscox</b>	<b>Ecclesiastical</b>
Public Liability	£10,000,000	Yes	Yes	Yes
Hirers Liability	£5,000,000	Yes	Yes	£2,000,000
Employers' Liability	£10,000,000	Yes	Yes	Yes
Officials Indemnity	£500,000	Yes	Yes	Yes
Libel and Slander	£250,000	£500,000	£500,000	Yes
Employee Dishonesty	£150,000	Yes	Yes	Yes
Personal Accident	£50,000/£250pw	£100,000/£500pw	£100,000/£500pw	Yes
Commercial Legal Expenses	£100,000	£500,000	Yes	Yes
Money	£1,000	£2,500	Yes	Yes
Loss of Revenue	£10,000	Yes	Yes	Yes
Increased Cost of Working	£10,000	Yes	Yes	Yes
Motor No claims Excess and Bonus	£250 each	Yes	Yes	No
Contents (away from premises)	£5,000	Yes	Yes	Yes
Defibrillators and Cabinets	£5,000	Yes	Yes	Yes
Keyman cover	£400 pw up to 26 weeks	£250pw up to max £2,500 in one year	£250pw up to max £2,500 in one year	Yes
Business Travel	£1,000	No	Cancellation and curtailment only; option to purchase full cover	No
Equipment Breakdown	In line with property sum insured	No	Optional Extra	£5,000,000 reduced to £250,000 for computer equipment Up to contract value of £100,000
Contract Works	£75,000	10% or £100,000	Yes	
Internet/Email	£50,000	£500,000	Yes	No
Crisis Management	£25,000	£500,000	Yes	No

I attach for your reference the Policy Schedule of Inspire and you can compare this against your Asset Register.

I concur with the recommendation to move to Inspire on a 3-year long term agreement.

**Associated Papers PPC Meeting on 22<sup>nd</sup> March 2018**

**Agenda Item 10b Responsible Financial Officer (RFO) Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
11/01/18	SALC Transparency Grant			112.82	0.00
19/01/18	McLeod allotment rent			20.70	0.00
08/02/18	Polstead Village Shop - Donation	894	LA 2011 ss 1 to 8	0.00	500.00
08/02/18	Polstead PCC - Donation	895	LA 2011 ss 1 to 8	0.00	150.00
26/02/18	Allotment rents		LA 2011 ss 1 to 8	134.20	0.00
22/03/18	Came & Co - Insurance	896	LA 2011 ss 1 to 8	0.00	479.02
22/03/18	BDC - Dog & Litter bin emptying	897	LA 2011 ss 1 to 8	0.00	878.95
22/03/18	B Patrick - Footpaths Jan	898	LA 2011 ss 1 to 8	0.00	195.00
22/03/18	B Patrick - Footpaths Feb	898	LA 2011 ss 1 to 8	0.00	78.00
22/03/18	DF Crimmin - Expenses Sep - Feb	899	LA 2011 ss 1 to 8	0.00	388.09
22/03/18	Polstead Village Hall - Hire	900	LA 2011 ss 1 to 8	0.00	40.00
22/03/18	R Stiff & Sons - Village Hall oil	901	LA 2011 ss 1 to 8	0.00	890.50
22/03/18	X2 Connect Ltd - Kiosk parts	902	LA 2011 ss 1 to 8	0.00	207.60
22/03/18	CHT - Defibrillator	903	LA 2011 ss 1 to 8	0.00	2,130.00
29/03/18	DF Crimmin - Salary Jan to Mar	904	LA 2011 ss 1 to 8	0.00	816.33
29/03/18	DF Crimmin - WFHA Jan to Mar	904	LA 2011 ss 1 to 8	0.00	39.00
29/03/18	HMRC - Clerk Tax	905	LA 2011 ss 1 to 8	0.00	204.20

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	01/03/18	£30,642.29	£23,795.60	£6,846.69	£0.00	£0.00
Premier Account	29/12/17	£3,318.98	£3,318.98	£0.00	£0.00	£0.00
Cash	16/03/18	£0.00	£0.00			£0.00
		£33,961.27	£27,114.58	£6,846.69	£0.00	

**Actual v's Budget**

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£23,904.18			
<b>Income</b>			<b>Expenditure</b>		
Precept	£18,286.00	£18,286.00	Clerks Salary	£4,474.64	£4,332.77
Bank Interest	£2.00	£0.58	Admin	£2,000.00	£1,399.11
Recycling	£0.00	£0.00	Insurance	£490.00	£479.02
Grants	£195.00	£441.34	Audit Inspections	£220.00	£308.00
Allotment Rent	£120.00	£20.70	Donations	£1,000.00	£690.00
Wayleave	£22.00	£20.75	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Dog & Litter Bins	£1,080.00	£732.46
Donation	£0.00	£0.00	Footpaths	£1,500.00	£1,593.75
Compensation	£0.00	£0.00	Grass Cutting	£2,400.00	£2,051.60
Other	£0.00	£0.00	Ditch Clearance	£200.00	£0.00
CIL	£0.00	£0.00	Maintenance	£1,200.00	£170.50
VAT Repayment	£0.00	£1,006.14	Village Hall	£965.00	£1,499.42
			Projects	£1,500.00	£2,214.50
			Contingency	£500.00	£0.00
			CIL	£2,561.80	£0.00
			VAT Paid	£0.00	£1,093.98
<b>Total</b>	<b>£18,625.00</b>	<b>£19,775.51</b>	<b>Total</b>	<b>£2,561.80</b>	<b>£17,589.64</b>
			Assets Carried Forward		£27,114.58
<b>Total</b>		<b>£43,679.69</b>	<b>Total</b>		<b>£43,679.69</b>

**Associated Papers PPC Meeting on 22<sup>nd</sup> March 2018**

**Agenda Item 10b Clerk's Expenses**

Date	Description	Postage			No of Calls	Telephone	Printing			Travel
		1st	2nd	Other		Phone Call to	A4 Print	A3 Print	Lams	Miles
06/09/17	Notices						15		14	14
26/09/17	Meeting Pack				2	A Wade, Boston Bulbs	142		5	
27/09/17	Notices									15
28/09/17	Meeting				2	J Oxford, BDC				12
29/09/17			2		1	A MacWillson				
02/10/17	Local Plan						450			
04/10/17		1								5
09/10/17	Distribute Local Plan									12
11/10/17					2	A MacWillson, B Patrick				
12/10/17	Meeting Pack & Notices						105		6	15
19/10/17	Meeting				2	A Wade, Boston Bulbs	35			12
30/10/17										
09/11/17	Meeting Pack						156		6	
10/11/17										15
11/11/17	Phil Scott									12
16/11/17	Meeting						15			12
20/11/17	Cheque signature		2		3	P Patrick, SPS, A Wade				10
23/11/17					1	A MacWillson				
29/11/17	Xmas Posters								12	
07/12/17	Meeting Pack & Notices				1	A MacWillson	93		9	15
14/12/17	Meeting				3	M Peck, J Palmer, BDC	16			12
20/12/17					1	S Scammell				
28/12/17			1							
05/01/18	Allotment letters		9	£0.76						
11/01/18	Meeting Pack				1	A MacWillson	136		6	
12/01/18	Notices				1	A MacWillson				15
18/01/18	Meeting				4	J Palmer x 2, A MacWillson x 2				12
19/01/18	Cheques				2	M Peck, A MacWillson				9
23/01/18			5				10			4
25/01/18					2	SCC x 2				
26/01/18					1	A MacWillson				
29/01/18		2			1	J Griggs				
31/01/18					4	BDC x 2, B Patrick x 2				
01/02/18	Meeting Pack & Notices				1	A Wade	174		6	15
04/02/18					1	A MacWillson				
06/02/18	A MacW signature									14
07/02/18					3	J Griggs, P Patrick x 2				
08/02/18	Meeting				1	A Flather				12
09/02/18			3	£0.98						
21/02/18					1	BDC				
26/02/18	Bank & Notices						3		3	18
27/02/18	Footpath maps		1	£0.76	3	x2connect x 2, J Griggs	210	200		
		3	23		44		1560	200	67	260
		£1.95	£12.88	£2.50	£5.28		£78.00	£20.00	£8.04	£117.00



## Associated Papers PPC Meeting on 22<sup>nd</sup> March 2018

### Expenditure on behalf of Polstead Parish Council

Date	Description	Ref	Gross	VAT	Net	Account Heading
22/08/17	Projector		£5.00	£0.00	£5.00	Admin
28/09/17	Projector		£5.00	£0.00	£5.00	Admin
19/10/17	Projector		£5.00	£0.00	£5.00	Admin
16/11/17	Projector		£5.00	£0.00	£5.00	Admin
29/11/17	187 @ 12p A4 full colour pages for Christmas Posters & Leaflets		£22.44	£0.00	£22.44	Admin
14/12/17	Christmas Tree	1	£90.00	£0.00	£90.00	Projects
18/01/18	Projector		£5.00	£0.00	£5.00	Admin
08/02/18	Projector		£5.00	£0.00	£5.00	Admin
	Postage		£17.33		£17.33	
	Cost of Calls		£5.28		£5.28	
	Printing		£98.00		£98.00	
	Laminates		£8.04		£8.04	
	Travel Costs		£117.00		£117.00	
	<b>Total</b>		<b>£388.09</b>	<b>£0.00</b>	<b>£388.09</b>	Balanced
	<b>Mileage rate from 6/4/2011</b>	<b>45p</b>				
	<b>1st Class Post</b>	<b>65p</b>		Admin	£181.09	
	<b>2nd Class Post</b>	<b>56p</b>		Staff	£117.00	
	<b>Telephone Calls</b>	<b>10p +VAT</b>		Projects	£90.00	
	<b>A4 Printing per page</b>	<b>5p</b>		VAT		
	<b>A3 Printing per page</b>	<b>10p</b>		<b>Total</b>	<b>£388.09</b>	
	<b>Laminates</b>	<b>12p</b>				

### Agenda Item 10c Donations

Past and Current Year Donations	
<b>2015 / 2016</b>	
Polstead PCC - clock maintenance	£150.00
MNDA	£50.00
SITraN	£50.00
Polstead Community Shop	£1,685.00
	<b>£1,935.00</b>
<b>2016 / 2017</b>	
Queen's 90th Birthday	£100.00
Polstead PCC - clock maintenance	£150.00
	<b>£250.00</b>
<b>2017 / 2018</b>	
Community Shop	£500.00
Polstead PCC - clock maintenance	£150.00
	<b>£650.00</b>

Sudbury Newstalk, a charity which produces a free fortnightly Newspaper and bi-monthly Magazine for the blind and visually impaired, has written seeking your support.

### Agenda Item 10d Earmarked Reserves

Asset Replacement	9,000.00
Play Equipment Replacement	4,000.00
Election Costs	2,000.00
<b>Total Earmarked Reserves</b>	<b>15,000.00</b>

**Agenda Item 11 Babergh's Ward boundaries**

From the email I circulated via email on the 6<sup>th</sup> March 2018 you can see that there was much debate about the proposals for warding around Polstead but because the electoral equality was significantly poorer by adopting the other proposals put forward, the Boundary Commission are proposing not to change the groupings and to call the ward Brett Vale rather than Polstead.

**Agenda Item 12 General Data Protection Regulation (GDPR)**

The EU GDPR legislation, due for implementation on the 25<sup>th</sup> May 2018, has been in the public domain since last summer. However, the UK's Data Protection Act has also to be replaced to be in line with the EU. Not surprisingly, considering all the other legal issues that are facing the UK, the new legislation is still making its way through Parliament and it is not clear when the full implications of the legislation on parish councils will be clear.

Your council will be subject, as a local authority, to the legislation and so will you in your capacity as a councillor. There has been a lot of lobbying at Parliament on behalf of town and parish councils on what can be achieved in relation to GDPR, including who can be the Data Protection Officer for the smaller councils!

In the recent email from SALC's Sally Longmate, in which she linked NALC's 63-page guide to GDPR, she said:

*I very much appreciate that over recent months you have received a lot of information alongside guidance produced by NALC, which I hope has assisted with clarifying a number of queries and concerns. However, I also understand there still remains a lot for you to digest, practical changes to implement and decisions to make. This Toolkit, whilst lengthy, is a custom build for councils and its sole purpose is to guide you to work towards achieving compliance. Remember too that it is recognised that full compliance by the implementation date of 25<sup>th</sup> May 2018 may not be possible in all cases, it is considered that would not be problematic providing councils (and parish meetings) can show they are working towards it.*

Equally, I feel that you need to understand what the legislation means to the council and yourselves before making changes to your processes to meet the requirements. I have attended 3 training sessions to date and I am still being told to await the final outcome of the UK legislation!

I attach 3 useful documents from the Information Commissioner Office:

- a postcard checklist on personal data
- a "12 steps to take now" guide on GDPR
- a checklist for the 12 steps.

SALC, SLCC, LCPAS and NALC have / are preparing templates and guidance for council's use in relation to GDPR and most of these should be out in April.

At this time it may be appropriate to request the Clerk to prepare for your May meeting:

- a data map of the council's operation
- suggested changes for the website, data storage, processes and forms used by the council
- any changes to the council's data retention policy
- any other items?

**Agenda Item 14 Red Kiosk defibrillator**

J Griggs, who installed and connected the defibrillator to the Village Hall, has been asked to quote for this work in the red kiosk but problems in being able to open the junction boxes have prevented him from being able to assess the parts required. I have sourced the necessary tamper key from the USA so I may well have the costs by the time of your meeting. I have additionally asked him to quote for the installation of the new K6 lights in both kiosks which I have purchased.

**Agenda Item 15 Litter Pick**

Please see attached documentation for the Litter Pick on Saturday 21<sup>st</sup> August 2018.