

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 16th January 2020 in Polstead Village Hall at 7.30pm

Present: Andrew Wade (Chairman), John Baxter, John Flather, James Oxford, Karen Richardson, Stewart Sowman and Sue Wigglesworth.

Attending: Dave Crimmin (Clerk) and 3 residents.

20/001 Apologies for Absence

John Ward (Babergh District Councillor) and Gordon Jones (Suffolk County Councillor) sent their apologies.

20/002 Declaration of Interests and Requests for Dispensation

Cllrs Flather, Richardson and Wade declared pecuniary interests in item 20/010a as they were recipients of payment for expenses. No requests for dispensation had been received.

20/003 Minutes of Meeting held on 21st November 2019

The minutes of the meeting were approved by the councillors and signed by the Chairman as a correct record.

20/004 Reports from County and District Councillors and Suffolk Constabulary

The councillors noted Gordon Jones' previously submitted report and agreed to take part in the parish council working group that he was facilitating. The councillors noted John Ward's previously submitted report.

20/005 Reports and Question from Councillors

Cllr Flather updated councillors on the SALC Councillor training that he had attended and recommended that PPC purchase a .gov.uk domain name in order to facilitate councillors using PPC's email accounts only for council business. The Clerk was asked to prepare costs for this at the next meeting. Cllr Richardson volunteered to keep the defibrillator kiosk tidy and Cllr Oxford reported that he had cut the playing field hedge. Cllr Wigglesworth reported the requirement for more "Public Footpath – No Cycling" signs which the Clerk was asked to source.

20/006 Reports and Questions from Parishioners

A resident raised the issue of the stile opposite Mill Lane but, after discussion, the councillors agreed to let the new tenants have time to fix this before reporting the issue to SCC. He also reported the flooding along Mill Street, from Robin Hill to Yew Cottage, which the Clerk will forward to Gordon Jones. A resident from White Street Green volunteered to distribute PPC related information to WSG residents.

20/007 Clerk's Report (Appendix A)

Following a review of the Clerk's Report by the councillors the Clerk there were no actions requested of the Clerk.

20/008 Correspondence (Appendix B)

Following a review of the Correspondence and emails circulated by the Clerk since the last meeting there were no actions requested of the Clerk.

20/009 Planning

- a. The councillors reviewed **Planning Application DC/19/05797 The Old Rectory, Rectory Hill** - Erection of gates following removal of existing and resolved to support the application.
- b. The councillors reviewed **Planning Application DC/20/00032 Garden Cottage, Hadleigh Road** - Insertion of Rooflight (retention of) and resolved to support the application.
- c. There was no further planning application received since the agenda was posted.
- d. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC are as follows:

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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	
DC/19/04633	Home Farm, Bower House Tye	Erection of a two storey front and rear extensions including rooflights and juliette balcony.	19/161a	Supported	Approved 26/11/2019
DC/19/04597	Sprotts Farm, Holt Road	Installation of 2 No ground source heat pumps (in outbuilding) to heat 4 No. holiday lets and farmhouse	19/161b	Supported	Approved 19/12/2019
DC/19/04957	The Brewers Arms, Bower House Tye	Change of use of land for the erection of 6no. dwellings and the siting of 5no. holiday cabins including creation of car park and alterations to existing vehicular access.	19/190a	Objected	Withdrawn 13/12/2019
DC/19/05254	Oak House, White Street Green	Erection of rear dormer extension with balcony.	19/190b	Supported	Approved 17/12/2019

20/010 Finance

- All cheques signed and due for signing, as itemised in Appendix C, expense payments to Cllrs Flather, Richardson and Wade as well as a payment to SALC for training, were authorised by the councillors. The councillors also noted the income received since the last meeting, reviewed the Statement of Accounts against the budget and the bank reconciliation against the bank statements.
- The councillors reviewed the agreed Expenditure budget and proposed reserves (Appendix D) and resolved to set a Precept of £18,596 which will mean a 0% increase in the Band D Council Tax for 2020 / 2021.
- The councillors resolved that Cllr Richardson replace Susie Weston as a bank signatory.

20/011 Parish Infrastructure Investment Plan (PIIP)

The councillors reviewed the requirements of a PIIP and agreed to create a working group of Cllrs Baxter, Flather, Sowman and Wade to create a questionnaire for residents' input to the review. It was also agreed that the requirements for the parish profile and for supporting the social care for elderly and marginalised groups will also be included in the questionnaire.

20/012 Parish Profile

As per 20/011.

20/013 Social Care for elderly and marginalised groups

As per 20/011.

20/014 Highways and Footpaths

The issue of footpath wardens for the parish was raised and it was agreed that this should be put on the April agenda.

20/015 Assets, allotments, playground and playing field

The councillors resolved that a new dog bin be sited, subject to BDC approval, at the corner of Mill Lane and Rectory Hill. The councillors were very impressed with the memorial bench in the playing field and noted the damage caused by the break-in to the allotments. The footpath gate had already been discussed in Item 20/006.

20/016 Parish's common land

The councillors noted the maps of the Village Green and White Street Green's common land.

20/017 Christmas events

The councillors were very impressed with the Christmas Lunch attendance and the Christmas Carols event. The councillors expressed their appreciation for all the work undertaken by Matt Peck in relation to the Christmas Tree and agreed that for 2021, new lights and decorations will be purchased for the tree.

Signed

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20/018 Risk Assessment

The councillors reviewed PPC's Risk Register (Appendix E) as at January 2020 and were satisfied with the issues covered.

20/019 Effectiveness of PPC's Internal Control and Internal Audit processes

The councillors reviewed the current system of PPC's internal controls and internal audit and resolved that they were satisfied with the measures currently undertaken by the council.

20/020 Babergh Parish Meeting

Cllr Wade will attend the Babergh Parish meeting on the 5th February on behalf of PPC.

20/021 Future Agenda Items

February 2020

- PIIP Questionnaire
- Church Clock donation
- Litter Pick.

March 2020

- Asset Register valuation
- CIL Return
- Donations
- Earmarked Reserves carried forward
- Footpath Cutting Contract
- Grass Cutting Contract
- Insurance Cover
- GDPR.

20/022 Next meeting

The next PPC meeting will be held on Thursday 20th February 2020 at 7.30pm.

The meeting closed at 9.15pm.

Appendix A Clerks 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.	
19/063 i	Part for play equipment is being installed by Cllr Sowman.	
19/164	Wrote to Gordon Jones regarding ongoing flooding at Holly Hill.	
19/176	Requested SLA from Community Wardens.	
19/184	Minutes updated on website and sent to magazines.	✓
19/190	Sent Planning responses to BDC.	✓
19/191 a	Payments made to suppliers.	✓
19/192	Revised Financial Regulations updated on website.	✓
19/196	Wayman & Long appointed for WI land transfer.	✓
19/197	Response sent to Boundary Commission.	✓
19/203	Babergh notified of John Baxter's co-option.	✓
	I have arranged for contractor to repair door to red kiosk housing defibrillator under emergency powers as defibrillator taken out of service due to fault.	
	Clerk Hours	
	As at 5th January 2020 - Hours Worked 266 / Hours Paid 300	

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Appendix B Correspondence reviewed by councillors

No correspondence received.

Appendix C RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
02/12/19	Interest			1.66	0.00
21/11/19	Polstead VH - Christmas Lunch donation	1983	LA 2011 ss 1 to 8	0.00	100.00
02/12/19	Wayman & Long - Deposit	1984	LA 2011 ss 1 to 8	0.00	500.00
16/01/20	B Patrick - Footpaths November	1985	LA 2011 ss 1 to 8	0.00	154.00
16/01/20	B Patrick - Footpaths December	1985	LA 2011 ss 1 to 8	0.00	98.00
16/01/20	Polstead VH - Xmas Carols hire	1986	LA 2011 ss 1 to 8	0.00	40.00
16/01/20	Polstead VH - Hire 2020	1986	LA 2011 ss 1 to 8	0.00	169.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/12/19	£50,268.97	£48,616.94	£1,652.03	£0.00	£0.00
Premier Account	31/12/19	£3,332.25	£3,332.25	£0.00	£0.00	£0.00
Cash	08/01/20	£0.00	£0.00			£0.00
		£53,601.22	£51,949.19	£1,652.03	£0.00	

Budget v's Actual

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£30,429.53			
Income			Expenditure		
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	£1,509.82
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	£0.00
Other	£0.00	£0.00	Ditch Clearance	£200.00	£0.00
CIL	£0.00	£9,129.43	Maintenance	£1,200.00	£473.36
VAT Repayment	£0.00	£1,013.01	Village Hall	£965.00	£0.00
			Projects	£1,500.00	£402.17
			Contingency	£500.00	£0.00
			CIL	£2,041.80	£0.00
			VAT Paid	£0.00	£236.49
Total	£19,555.00	£30,235.49	Total	£2,041.80	£19,110.28
			Assets Carried Forward		£51,949.19
Total		£60,665.02	Total		£60,665.02

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Appendix D Precept

At the November meeting you agreed a total expenditure budget of **£20,729.98** for 2020 / 2021 as follows:

	2018 / 19		2019 / 20			2020 / 21
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income						
Bank Interest	0.00	6.64	0.00	3.32	6.64	0.00
Recycling	0.00	0.00	0.00	0.00	0.00	0.00
Grants	745.00	194.32	745.00	1,294.32	1,295.00	745.00
Allotment Rent	120.00	104.40	120.00	105.00	105.00	120.00
Wayleave	22.00	20.75	22.00	20.75	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	9,129.43	9,129.43	0.00
VAT Repayment	0.00	1,093.98	0.00	1,013.01	1,013.01	0.00
Total Income	887.00	1,420.09	887.00	11,565.83	11,571.08	887.00
Precept		18,302.00			18,668.00	
Expenditure						
Clerks Salary	4,564.00	4,389.54	4,655.28	3,255.99	4,612.73	4,704.98
Admin	2,000.00	1,387.01	2,200.00	1,300.82	2,200.00	2,300.00
Insurance	560.00	491.89	560.00	0.00	560.00	580.00
Audit Inspections	320.00	328.00	320.00	328.00	328.00	340.00
Donations	1,000.00	299.32	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
Community Wardens	0.00	0.00	0.00	0.00	0.00	1,180.00
Dog & Litter Bins	1,175.00	815.04	1,000.00	0.00	1,000.00	1,000.00
Footpaths	1,600.00	1,725.00	1,700.00	1,658.00	1,700.00	1,850.00
Grass Cutting	3,150.00	2,473.40	3,250.00	0.00	3,250.00	3,350.00
Ditch Clearance	200.00	0.00	200.00	0.00	200.00	200.00
Maintenance	1,200.00	991.00	1,200.00	473.36	1,200.00	1,200.00
Projects	1,500.00	810.58	1,500.00	402.17	1,500.00	1,500.00
Village Hall	965.00	965.00	965.00	0.00	965.00	965.00
Contingency	500.00	0.00	500.00	0.00	500.00	500.00
CIL	0.00	520.00	0.00	0.00	2,500.00	0.00
VAT Paid	0.00	1,013.01	0.00	236.49	1,000.00	0.00
Total Expenditure	18,794.00	16,208.79	19,110.28	7,654.83	22,575.73	20,729.98

Reserves held by PPC

It is proposed to increase the reserve for Asset Replacements and play equipment replacement and maintain the election costs reserve.

	2018 / 19		2019 / 20		2020 / 21	
	Start of year	End of year	Start of year	End of year	Start of year	End of year
Asset Replacement	9,000.00	9,000.00	9,000.00	11,000.00	11,000.00	12,000.00
Play Equipment Replacement	4,000.00	4,000.00	4,000.00	6,000.00	6,000.00	8,000.00
CIL	2,561.80	2,041.80	2,041.80	8,671.23	8,671.23	8,671.23
Election Costs	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Total Earmarked Reserves	17,561.80	17,041.80	17,041.80	27,671.23	27,671.23	30,671.23
General Reserves	9,354.43	13,387.73	13,387.73	10,421.65	10,421.65	?

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Precept for 2020 / 2021

Babergh has written to PPC regarding the Tax Base which will decrease from **389.33** in 2019 / 20 to **387.83** in 2020 / 2021.

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 £18,596 and keeping the Band D Council Tax the same as 2019 / 20
- Example 2 Precept of £19,000 will increase the Band D Council Tax by £1.04 per annum
- Example 3 Precept of £19,500 will increase the Band D Council Tax by £2.33 per annum

	2018 / 19	2019 / 20	2020 / 21 Example 1	2020 / 21 Example 2	2020 / 21 Example 3
START OF YEAR					
Earmarked Reserves	17,561.80	17,041.80	27,671.23	27,671.23	27,671.23
General Reserves	9,354.43	13,387.73	10,421.65	10,421.65	10,421.65
Total Reserves	26,916.23	30,429.53	38,092.88	38,092.88	38,092.88
Income ex Precept	1,420.09	11,571.08	887.00	887.00	887.00
Precept	18,302.00	18,668.00	18,596.00	19,000.00	19,500.00
Total Income	19,722.09	30,239.08	19,483.00	19,887.00	20,387.00
Expenditure	16,208.79	22,575.73	20,729.98	20,729.98	20,729.98
END OF YEAR					
Earmarked Reserves	17,041.80	27,671.23	30,671.23	30,671.23	30,671.23
General Reserves	13,387.73	10,421.65	6,174.67	6,578.67	7,078.67
Total Reserves	30,429.53	38,092.88	36,845.90	37,249.90	37,749.90
Tax Base	381.69	389.33	387.83	387.83	387.83
Band D Council Tax	47.95	47.95	47.95	48.99	50.28

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.

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Appendix E Risk Register

POLSTEAD PARISH COUNCIL				
RISK MANAGEMENT REGISTER AS AT JANUARY 2020				
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
GDPR				
Consent	Low	Medium	No	Review all new forms & website changes
Council Awareness	High	Medium	No	Clerk training
Councillor Awareness	High	Medium	No	Councillor training & ICO Guide
Data Breaches	Low	High	No	ICO process to follow
Data Protection Officer	Low	Low	No	Parish Council does not need to appoint. Data Audit and associated actions reviewed 6 monthly
Information Held	Medium	Medium	No	Data retention policy
Lawful basis for holding data	Medium	Medium	No	Policy in place
Subject Access Requests	Low	Low	No	

End of Appendices

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