

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 16th MARCH 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 16th February 2017
4. Receive **reports from County Councillor and District Councillor**
5. To receive **reports and questions from Councillors**
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/17/00171 Sweet Home, Bower House Tye** - Erection of two-storey rear extension.
 - b. Consider **Planning Application B/17/00180 White Street Farm Barn, White Street Green** - Erection of 3 bay single-storey cart lodge, boundary hedge planting and landscaping and change of use of part paddock/redundant agricultural land to private residential garden.
 - c. Consider **Planning Application B/17/00215 Tills Farm, Hadleigh Road** - Application for Listed Building Consent-The upgrading of the existing single storey rear lean-to extension and erection of single-storey side extension to form annexe.
 - d. Consider **Planning Application B/17/00214 Tills Farm, Hadleigh Road** - The upgrading of the existing single storey rear lean-to extension and erection of single-storey side extension to form an annexe.
 - e. Consider any **planning application** received since the agenda was posted.
 - f. Consider proposed undergrounding scheme - Stoke by Nayland and Polstead
 - g. **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 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 donation to organisations and towards the **maintenance costs of St Mary's Church clock**
 - d. To consider rate for **footpath cutting from April 2017**
 - e. Agree **Earmarked Reserves** to be carried forward to 2017 / 2018
11. To consider any issues raised regarding **Highways and Footpaths** including proposal for entry signage to White Street Green
12. To consider any **asset, allotment, playground or playing field** issues including the play equipment report
13. Consider feedback on issue of **Box River flooding** in parish
14. Review plans for the **litter pick on 1st April 2017**
15. Update on **defibrillator installation and plan for awareness training**
16. Note that **Annual Parish Meeting is being held on the 6th April 2017**
17. **Future Agenda** Items
18. Date of the next scheduled meeting is **Thursday 20th April 2017** at 7.30pm.

Associated Papers PPC Meeting on 16th March 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 ✓
17/023	Minutes updated on website.	✓
17/030 a	Payments made to suppliers.	✓
17/030 b	Contacts exchanged with BT for telephone kiosks.	✓
17/030 c	Cllr Wade attended SALC Planning Conference.	✓
	Clerk Hours	
	As at 26th February 2017 - Hours Worked 324 / Hours Paid 360	

Agenda Item 8 Correspondence

No correspondence received since last meeting.

Agenda Item 9g Planning Status

Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
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.	17/009a	Objected	REFUSED 15/02/2017
B/17/00032	Lower Justice Wood Cottage, Justice Wood	Erection of rear porch extension.	17/009	Supported	Permission Granted 21/02/2017



Local Council Insurance Scheme Quotation

Date of Quotation: 8th March 2017

Your policy is shortly due for renewal. The information contained within the risk presentation and any other additional information provided subsequently has been used to calculate the premium, terms and conditions of the quotation which are as follows:

Insured: Polstead Parish Council

Clerk: Mr David Crimmin
 Correspondence Address: Cragston
 Sunbury Road
 Newton
 Sudbury
 Suffolk
 CO10 0QH

Business Description: Parish Council

Date Cover Required: 1st April 2017
LTA Expiry: 31st March 2018

Core Sections:

Public Liability	£10,000,000 Limit of Indemnity
Hirers' Liability	£5,000,000 Limit of Indemnity
Employers Liability	£10,000,000 Limit of Indemnity
Officials Indemnity	£500,000 Limit of Indemnity
Libel and Slander	£250,000 Limit of Indemnity
Money	Non-negotiable £250,000 Negotiable Money – Premises £1,000 Negotiable Money – Any Other Loss £1,000
Fidelity Guarantee	£150,000 Limit of Indemnity
Keyman Cover	£400 per week up to a max of 26 weeks
Increased Cost of Working	£10,000 Limit of Indemnity
Loss of Revenue	£10,000 Limit of Indemnity
Commercial Legal Protection	£100,000 Limit of Indemnity
Office Equipment	£5,000
Defibrillators & Cabinets	£5,000
Personal Accident (age 16-90)	Capital Benefits £50,000 Temporary Total Disablement £200pw
Motor Policy No Claims	No Claims Discount up to £250
Discount and Loss of Excess	Loss of Excess up to £250

Optional Sections:

Property Insured

Sums Insured:

Buildings*	£0.00
Office Contents*	£0.00
General Contents*	£0.00
Outside Equipment*	£0.00
Street Furniture*	£17,936.19
Gates and Fences*	£5,529.96
War Memorials*	£0.00
Playground Equipment*	£39,850.75
Mowers and Machinery*	£0.00
Sports Equipment*	£4,922.31
Other Surfaces*	£0.00
Natural Surfaces*	£0.00

*Index-linked by 2%

Renewal Premium

**Please refer to remittance
advice**

Subject to: No claims or incidents which would have given rise to a claim
 in the last 3 years **that we have not been notified** or
 confirmed claims experience.
 Population up to 1000
 £250.00 Public Liability Property Damage excess
**All firework displays or bonfires to be notified at least
 14 days in advance**
 £250.00 Property Damage excess
Subjectivity Clause
 Natural Surfaces (see below)

Subjectivity Clause

This Aviva quotation may be subject to You or Us carrying out certain actions. We will clearly state below if the quotation is provided by Us subject to You:

- a) providing Us with any additional information request by the required dates(s),
- b) allowing Us access to Your Premises, contract sites, and/or the business to carry out surveys,
- c) completing any actions agreed between You and Us by the required dates(s),
- d) allowing Us to complete any actions agreed between You and Us.

Upon completion of these requirements (or if they are not completed by the required dates), We may, at our option:

- a) modify the premium quoted,
- b) make amendments to the terms and conditions of the quotation,
- c) require You to make alterations to the Premises for which we have provided a quotation, by the required dates(s),
- d) withdraw any quotation provided,
- e) leave the terms and conditions of the quotation and the premium, unaltered.

Natural Surfaces (only applicable if shown above)

We will indemnify You in respect of Damage to greens and playing surfaces stated in The Schedule, including any irrigation or heating systems that have been installed.

In the event of Damage to any green or playing surface the basis upon which We will pay for any claim will be as follows

- (1) Re-seeding or re-turfing.
- (2) The replacement of any trees or plants will be by saplings of the same or similar type.

The maximum We will pay in respect of each claim is the limit stated in The Schedule.

We will not indemnify You under this Clause in respect of

- 1) Damage caused by or consisting of
 - (a) the application of fertilisers or chemicals
 - (b) the failure to apply fertilisers or chemicals
 - (c) storm, flood and other effects of weather
 - (d) wear, tear and the course of play
 - (e) maintenance work at The Premises
 - (f) animals
- 2) Damage caused to irrigation systems during the period 1 October to 30 April each year unless the system is drained.
- 3) The first £250.00 of each and every claim.

Associated Papers PPC Meeting on 16th March 2017

Date Purchased	Description	Location	Asset Value	Insurance Risk	Insurance Value	Notes
2006	Skate Ramp (on tarmac)	Playing field, School Lane	£2,616.71	All	£3,628.57	As from 1st April 2010
2006	2 small football goals (on grassed pitch)	Playing field, School Lane	£1,551.59	All	£2,151.58	As from 1st April 2010
2006	2 Basketball Hoops (on tarmac court)	Playing field, School Lane	£1,998.09	All	£2,770.73	As from 1st April 2010
2006	Picnic Table	Playing field, School Lane	£487.63	All	£676.18	As from 1st April 2010
2006	Sign on gate	Playing field, School Lane	£385.11	Impact	£534.04	As from 1st April 2010
2006	Fencing	Playing field, School Lane	£769.38	Impact	£1,066.89	As from 1st April 2010
	Playing field Gate	Playing field, School Lane		All	£369.78	
1980-1995						
Sep 05	Playground Equipment	Playground, Rockalls Road	£12,097.01	All	£15,574.32	
	Playground Fencing	Playground, Rockalls Road		Impact	£1,795.23	
	Allotment Fencing	Rockalls Road		Impact	£0.00	Replaced May 2015
	Notice Board	White Street Green	£165.00	All	£0.00	Less than excess Minute 12/052c
	Notice Board	Straight Road	£165.00	All	£0.00	Less than excess Minute 12/052c
Apr-03	Notice Board	Village Hall, The Green	£184.00	All	£0.00	Less than excess Minute 12/052c
Jan-06	Litter Bin	Playground, Rockalls Road	£95.04	All	£0.00	Less than excess Minute 10/048 c ii
Oct-99	Litter Bin	Water Lane	£303.76	All	£702.93	
Jun-06	Litter Bin	The Green	£150.16	All	£0.00	Less than excess Minute 12/052c
1992	Village Sign	The Green	£1,000.00	All	£3,957.60	
2004	Hedge Trimmer			All	£0.00	Sold during 2012 / 2013
	Wheeled Strimmer	Polstead Green Cottage		All	£0.00	Sold during 2012 / 2013
Oct-08	Strimmer & Attachments	Polstead Green Cottage		All	£0.00	Sold during 2012 / 2013
Feb-09	Wooden seat + Plaque	By Pond, The Hill	£290.00	All	£493.05	
May-74	Metal seat	By Pond, The Hill		All	£0.00	Do not insure Minute 10/048 c iv
May-74	Wooden seat + Plaque	By Pond, The Hill		All	£493.05	
Dec-06	Wooden seat	The Hill	£429.80	All	£581.42	
	Circular Wooden seat	The Green		All	£934.20	
May-74	Wooden & concrete seat	Playground, Rockalls Road		All	£561.83	
May-74	Wooden bench	Playground, Rockalls Road		All	£493.05	
Dec-06	Wooden seat	Playground, Rockalls Road	£429.80	All	£712.08	
Sep-00	Grit Bin	Straight Road	£132.43	All	£0.00	Less than excess Minute 12/052c
Oct-01	Grit Bin	Top of The Hill	£204.40	All	£0.00	Less than excess Minute 12/052c
Oct-01	Grit Bin	Middle of The Hill	£204.40	All	£0.00	Less than excess Minute 12/052c
Dec-01	Grit Bin	Bottom of The Hill		All	£0.00	Replaced January 2016
Jul-06	Dog Bin	Bottom of The Hill	£48.76	All	£0.00	Less than excess Minute 10/048 c ii
Jul-06	Dog Bin	End of Rockalls Road	£48.76	All	£0.00	Less than excess Minute 10/048 c ii
Jul-06	Dog Bin	Bower House Tye	£48.76	All	£0.00	Less than excess Minute 10/048 c ii
Jul-06	Dog Bin	Footpath entrance near Playing field	£48.76	All	£0.00	Less than excess Minute 10/048 c ii
Jul-06	Dog Bin	Footpath entrance near Potash Lane	£48.76	All	£0.00	Less than excess Minute 10/048 c ii

Associated Papers PPC Meeting on 16th March 2017

Agenda Item 10b Responsible Financial Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
13/02/17	Allotment Rent			75.00	0.00
07/03/17	DC Tree Service - tree maintenance in allotments	847	LA 2011 ss 1 to 8	0.00	500.00
16/03/17	BDC - Dog & litter bin emptying	848	LA 2011 ss 1 to 8	0.00	878.95
16/03/17	AIS - Play equipment inspection	849	LA 2011 ss 1 to 8	0.00	228.00
16/03/17	JA Griggs - Defib installation	850	LA 2011 ss 1 to 8	0.00	312.00
16/03/17	B Patrick - Footpaths	851	LA 2011 ss 1 to 8	0.00	112.50
16/03/17	DF Crimmin - Exps Sept to Feb	852	LA 2011 ss 1 to 8	0.00	80.00
28/03/17	DF Crimmin - Salary Jan to Mar	853	LA 2011 ss 1 to 8	0.00	808.39
28/03/17	DF Crimmin - WFHA Jan to Mar	853	LA 2011 ss 1 to 8	0.00	39.00
28/03/17	HMRC - Clerk Tax	854	LA 2011 ss 1 to 8	0.00	202.00
16/03/17	Came & Company - Insurance renewal	855	LA 2011 ss 1 to 8	0.00	505.06

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	01/03/17	£24,634.30	£20,949.45	£3,684.85	£0.00	£0.00
Premier Account	30/12/16	£3,318.40	£3,318.40	£0.00	£0.00	£0.00
Cash	10/03/17	£0.00	£0.00			£0.00
		£27,952.70	£24,267.85	£3,684.85	£0.00	

Budget v's Actual

	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	£4,041.56
Bank Interest	£300.00	£1.23	Admin	£1,850.00	£1,216.73
Recycling	£0.00	£0.00	Insurance	£430.00	£554.67
Grants	£195.00	£6,887.08	Audit Inspections	£220.00	£208.00
Allotment Rent	£120.00	£190.00	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	£732.46
Donation	£0.00	£0.00	Footpaths	£1,400.00	£1,793.75
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	£1,454.50
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	£5,269.09
Total	£18,847.00	£33,369.22	Total	£15,000.00	£16,862.00
			Assets Carried Forward		£24,267.85
Total		£64,944.13	Total		£64,944.13

Unclaimed VAT = £991.14

Associated Papers PPC Meeting on 16th March 2017

Agenda Item 10b Clerk Expenses

Date	Description	Postage			No of Calls	Telephone Phone Call to	Printing			Travel Miles
		1st	2nd	Other			A4 Print	A3 Print	Lams	
08/09/16					1	A MacWillson				
09/09/16	Meeting Pack & Distribution						159		6	15
20/09/16	Cheques				1	A Flather				8
21/09/16			4							
22/09/16		1								
23/09/16					3	J Griggs, Came & Co x 2				
28/09/16							12		12	
29/09/16										14
07/10/16	SALC OneSuffolk update									6
13/10/16					1	A MacWillson				
14/10/16	Meeting Pack & Notices				1	A MacWillson	131		6	15
17/10/16					1	BDC				
20/10/16	Meeting				2	A MacWillson x 2	65			12
21/10/16			3		1	A MacWillson				
01/11/16							20			
10/11/16	Meeting Pack				1	A MacWillson	169		6	
11/11/16	Notices									15
17/11/16	Meeting				2	A MacWillson, M Smith	33			12
21/11/16									10	
23/11/16	Xmas Poster & Leaflets									14
28/11/16					1	M Peck				
29/11/16					1	A MacWillson				
05/12/16					2	BDC, A MacWillson				
07/12/16					2	BDC, A MacWillson				
08/12/16	Meeting Pack				1	A MacWillson	79		6	
09/12/16	Notices									15
14/12/16	Allotments		10				11			
15/12/16					1	BDC				
16/12/16					2	BDC, A MacWillson				
13/01/17	Meeting Pack / Notices				1	A MacWillson	146		9	15
19/01/17	Meeting						15			12
20/01/17			6		2	Drew Coulson, M Peck				
31/01/17					1	A MacWillson				
08/02/17							25			
10/02/17	Meeting Pack & Notices						140		6	15
16/02/17	Meeting						25			12
17/02/17			2	£0.96						
21/02/17	Allotment Rent		4							
23/02/17					2	J Griggs, A MacWillson				
		1	29		30		1030	0	61	180
		£0.64	£15.95	£0.96	£3.60		£41.20	£0.00	£7.32	£81.00

Expenditure on behalf of Polstead Parish Council

Date	Description	Ref	Gross	VAT	Net	Account Heading
19/11/16	Carol posters & leaflets		£3.00	£0.00	£3.00	Admin
01/12/16	Christmas Tree (Partridges)	1	£80.00	£13.33	£66.67	Projects
	Postage		£17.55		£17.55	
	Cost of Calls		£3.60		£3.60	
	Printing		£41.20		£41.20	
	Laminates		£7.32		£7.32	
	Travel Costs		£81.00		£81.00	
	Total		£233.67	£13.33	£220.34	Balanced

Mileage rate from 6/4/2011	45p		
1st Class Post	64p	Admin	£153.67
2nd Class Post	55p	Projects	£66.67
Telephone Calls	10p +VAT	VAT	£13.33
A4 Printing per page	4p	Total	£233.67
A3 Printing per page	10p		
Laminates	12p		

Agenda Item 10c Donations

Past and Current Year Donations	
2014 / 2015	
Polstead Playgroup (2013 / 2014)	£200.00
Polstead Projects (2013 / 2014)	£250.00
Polstead PCC - clock maintenance	£150.00
Polstead Village Hall	£200.00
St Elizabeth Hospice	£50.00
EAAA	£50.00
CAB	£50.00
Ipswich DAB	£50.00
	£1,000.00
2015 / 2016	
Polstead PCC - clock maintenance	£150.00
MNDA	£50.00
STraN	£50.00
Polstead Community Shop	£1,685.00
	£1,935.00
2016 / 2017	
Queen's 90th Birthday	£100.00
	£100.00

PPC normally donates an annual contribution of £150 towards the cost of maintaining St Mary's Church clock. Bill Wigglesworth's email on the subject was circulated to you.

PPC has received donation requests from the East Anglian Air Ambulance and Revitalise, a London Based charity, who provide essential respite breaks with care to disabled people and carers at 3 UK respite centres.

Agenda Item 10d Footpath Cutting

Ben Patrick is asking for a rate increase of 50p to £13 an hour from the 1st April 2017 due to the increased cost of fuel.

Agenda Item 10e Earmarked Reserves

	2017 / 18
	Start of
Asset Replacement	7,000.00
Play Equipment Replacement	2,000.00
Election Costs	1,750.00
Total Earmarked Reserves	10,750.00
General Reserves	14,734.64

Agenda Item 12 Play equipment report

The Playpark Inspection Report by AIS was circulated to you by email on the 3rd March 2017.

Agenda Item 13 Box River Flooding

CH2M is acting on behalf of the Environment Agency and are undertaking a package of flood risk modelling projects. As part of this work they have been asked to obtain information about flood history in the project areas to inform the flood modelling and ensure it is fully representative.

They are enquiring whether you have any relevant historic flood records for the following areas:

- River Box rising North-East of Sudbury and joining the River Stour upstream of Stratford St Mary (NGR 601321, 235611 to 591758, 244280)
- Major settlement of Boxford

Of particular interest would be:

- Dates of flooding events
- Details of affected areas
- Any changes to the watercourse, for example flood alleviation schemes which have been implemented to prevent flooding

Agenda Item 14 Litter Pick

Confirm arrangements for the event.

Agenda Item 15 Defibrillator

By the meeting the meeting the defibrillator should be commissioned by the ambulance service and available to the 999 service should anyone require the facility within a mile radius of the Village Hall. Matt Peck and Genna Henstock are the registered reporters for the scheme managed and insured by PPC. I have provisionally booked CHT to conduct an awareness session as part of the APM on the 6th April 2017 - are councillors happy with this?