

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 JUNE 2016 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 19th May 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/16/00636 Stackwood Cottage, Stackwood Road** - Erection of 1 no. two-storey detached dwelling and detached double carport/log store with home office above (following demolition of existing dwelling)
 - b. Consider **Planning Application B/16/00622 Coppers, White Street Green** - Erection of 2 no. detached dwellings and garages (following demolition of existing dwelling).
 - c. Consider **Planning Application B/16/00435 Old Farmhouse, Brick Kiln Hill** - Erection of 2 no. rural workers dwellings.
 - 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
11. Consider any issues raised regarding **Highways and Footpaths**
12. Consider any **asset, allotments, playground or playing field** issues including update on:
 - a. Installation plans for **new play equipment**
 - b. points raised in the **play equipment inspection report** by Anglia Inspection Services
 - c. installation of **new dog bins**.
13. Review and agree **PPC's document retention periods**
14. Consider plans for **play equipment event in July**
15. **Future Agenda** Items
16. In accordance to PPC's Standing Order 3d the councillors to consider the exclusion of the public and press from the meeting due to the **confidential nature of the Clerk's Contract of Employment**
17. Consider the cost of living increase to the **Clerk's NJC Salary Point 21** as agreed by The National Joint Council for Local Government Services
18. The date of the next scheduled PPC meeting is **Thursday 21st July 2016** at 7.30pm.

Associated Papers PPC Meeting on 16th June 2106

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 ✓ |
|-----------|--|------------|
| 15/127 | Chairs ordered. | |
| 16/069 | Defibrillator plan outstanding. | |
| 16/075 | SALC advised of PPC Chairman and representative. | ✓ |
| 16/079 | Minutes updated on website and sent to newsletter. | ✓ |
| 16/081 | Outside bodies advised of PPC representatives. | ✓ |
| 16/082 | Heelis & Lodge advised of appointment. | ✓ |
| 16/089 | Planning responses sent to Babergh. | ✓ |
| 16/090 e | Payments made to suppliers. | ✓ |
| 16/090 bc | Annual Return sent to BDO and publicised on notice boards and website. | ✓ |
| 16/092 | Dog bins ordered. | ✓ |

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/16/00557 | 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 an agricultural storage barn. | 16/089a | Full Planning Application requested | |
| B/16/00586 | Brewery Farm, Bower House Tye | Notification under Part 3 of the Town and Country Planning (General Permitted Development) (England) Order 2015 ? Prior approval under Class M(b) building operations reasonably necessary to convert building to Dwellinghouse(s) (C3) (Application follows change of use granted under approval B/15/00533/SHDW) | 16/089a | No comment | |
| B/16/00481 | Formally known as Sharline, White Street House, White Street Green | Erection of one and a half storey dwelling, brick party boundary wall and construction of vehicular access (amended from dwelling approved under B/15/00403/FUL). | 16/089a | Concerned at actions taken by applicant | |

Associated Papers PPC Meeting on 16th June 2106

Agenda Item 10a Responsible Financial Officer (RFO) Report

Receipts & Payments

| Date | Details | Ref | Power | Receipts | Payments |
|----------|-------------------------|--------|-------------------|----------|----------|
| 04/05/16 | HMRC VAT Repayment | | | 1,036.83 | 0.00 |
| 17/05/16 | Allotments rent | 200043 | | 80.00 | 0.00 |
| 23/05/16 | Allotment rent (McLeod) | BACS | | 10.00 | 0.00 |
| 13/06/16 | Allotment rent | 200044 | | 10.00 | 0.00 |
| 16/06/16 | B Patrick - Footpaths | 812 | LA 2011 ss 1 to 8 | 0.00 | 131.25 |

Reconciliation

| Account | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|-------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Community Account | 31/05/16 | £38,386.15 | £36,032.25 | £2,363.90 | £10.00 | £0.00 |
| Premier Account | 31/05/16 | £3,317.17 | £3,317.17 | £0.00 | £0.00 | £0.00 |
| Cash | 09/06/16 | £0.00 | £0.00 | | | £0.00 |
| | | £41,703.32 | £39,349.42 | £2,363.90 | £10.00 | |

Actual v's Budget

| | Budget | Actual | Reserves | Budget | Actual |
|------------------------|-------------------|-------------------|------------------------|-------------------|-------------------|
| Assets Brought Forward | | £31,574.91 | | | |
| Income | | | Expenditure | | |
| Precept | £18,210.00 | £9,105.00 | Clerks Salary | £4,452.00 | £1,000.45 |
| Bank Interest | £300.00 | £0.00 | Admin | £1,850.00 | £382.13 |
| Recycling | £0.00 | £0.00 | Insurance | £430.00 | £0.00 |
| Grants | £195.00 | £0.00 | Audit Inspections | £220.00 | £108.00 |
| Allotment Rent | £120.00 | £100.00 | Donations | £1,000.00 | £0.00 |
| Wayleave | £22.00 | £0.00 | 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 | £406.25 |
| Compensation | £0.00 | £0.00 | Grass Cutting | £2,300.00 | £0.00 |
| Other | £0.00 | £183.58 | Ditch Clearance | £200.00 | £0.00 |
| VAT Repayment | £0.00 | £1,036.83 | Maintenance | £1,140.00 | £135.00 |
| | | | Village Hall | £935.00 | £506.73 |
| | | | Projects | £15,000.00 | £1,500.00 |
| | | | Contingency | £500.00 | £0.00 |
| | | | VAT Paid | £0.00 | £52.34 |
| Total | £18,847.00 | £10,425.41 | Total | £15,000.00 | £16,862.00 |
| | | | Assets Carried Forward | | £39,349.42 |
| Total | | £42,000.32 | Total | | £42,000.32 |

Agenda Item 12a New Play equipment

A L & P have committed to a latest start date of the 20th June 2016 and the installation will take 7 working days.

Agenda Item 12b Play equipment inspection report

In the AIS Inspection Report undertaken in March 2016 the following issues were raised:

- Jeep - observations on entrapment of head, neck & torso; floor boards rotting
- Swings - swing chain links require replacement.

Actions

The Jeep is being removed as part of the new equipment installation and the chain links and chains for the 5 swings are being replaced when the new equipment is installed. The cost for the maintenance will be £310 + VAT.

Agenda Item 12c Dog Bin installation

A contractor can provide the post and materials and install the dog bins for £47 each.

Associated Papers PPC Meeting on 16th June 2106

Agenda Item 13 Document Retention periods

| DOCUMENT | PAPER / ELECTRONIC | LOCATION | STANDARD MINIMUM RETENTION PERIOD | PROPOSED MINIMUM RETENTION PERIOD |
|--|--------------------|-----------------------|-----------------------------------|-------------------------------------|
| Administration | | | | |
| Agendas | E | Computer | 3 years | 3 years |
| Clerk's Personnel records | P | Chairman | 9 months after ceasing employment | 15 months after ceasing employment* |
| Contracts | P | File | Indefinitely | Indefinitely |
| Declaration of Office Chairman | P | Admin File | Term of Office plus 1 year | Term of Office plus 1 year |
| Declaration of Office Councillor | P | Admin File | Term of Office plus 1 year | Term of Office plus 1 year |
| Election documents | P | Admin File | 6 months after Election | 6 months after Election |
| Inspection Reports | P | Admin File | Indefinitely | Indefinitely |
| Leases | P | File | Indefinitely | Indefinitely |
| Newsletter | E | Computer | Indefinitely | Indefinitely |
| Planning Applications & Responses | E | BDC website | | |
| Register of Interests | E | BDC website | | |
| Routine Correspondence | P | Correspondence File | Retain as long as useful | Retain as long as useful |
| Routine emails | E | email account | Retain as long as useful | Retain as long as useful |
| Signed Minutes of Annual Parish Meeting | P | Minutes File | Indefinitely | Indefinitely |
| Signed Minutes of Council Meetings | P | Minutes File | Indefinitely | Indefinitely |
| Finance | | | | |
| Annual Return | P | Accounts File by Year | Indefinitely | Indefinitely |
| Bank paying-in books & Cheque book stubs | P | Finance File | Last completed audit year | 2 years |
| Bank Statements | P | Accounts File by Year | Last completed audit year | 12 years |
| Clerk expenses | P | Accounts File by Year | 6 years | 12 years |
| Insurance policies | P | Accounts File by Year | Indefinitely | Indefinitely |
| Paid Invoices | P | Accounts File by Year | 6 years | 12 years |
| PAYE returns including hours paid | P | Accounts File by Year | 6 years | 12 years |
| Quotation and tenders | P | Accounts File by Year | 12 years | 12 years |
| Receipt & Payment Accounts | P | Accounts File by Year | Indefinitely | Indefinitely |
| Receipt Books | P | Accounts File by Year | 6 years | 12 years |
| VAT records | P | Accounts File by Year | 6 years | 12 years |
| Allotments | | | | |
| Plan, Register & Agreements | P | Allotments File | Indefinitely | Indefinitely |

* To ensure that an old clerk's personnel file (including Contract of Employment) is available for a year-end audit no matter when he / she left. However, from an employer viewpoint a "personnel record" cannot be deleted lock, stock and barrel and it would be worthwhile following the Information Commissioners Office:

An employer should review the personal data it holds about an individual when that individual leaves the organisation's employment. It will need to retain enough data to enable the organisation to deal with, say, providing references or information about the individual's pension arrangements. However, personal data that is unlikely to be needed again should be removed from the organisation's records – such as the individual's emergency contact details, previous addresses, or death-in-service beneficiary details.

