

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 17th MARCH 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 18th February 2016
4. Receive **reports from County Councillor, District Councillor and Suffolk Constabulary**
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/16/00023 7 Rockalls Road** - Installation of oil tank
 - b. Consider **Planning Application B/16/00222 Corders House, Polstead Hill** - Application for listed building consent - Removal of cement render and metal lath covering timber frame of South Cross Wing. Retention of historic fabric underneath. Insert breathable hemp insulation in any voids between studs. Cover with wooden lath and lime plaster.
 - c. Consider any planning application received since the agenda was posted.
 - d. **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 contribution towards the **Community Shop refurbishment**
 - d. Consider requests received for a **donation**
 - e. Agree **Earmarked Reserves** to be carried forward to 2016 / 2017
11. Consider any issues raised regarding **Highways and Footpaths**
12. Consider any **asset, allotments, playground or playing field** issues
13. Consider plans for **fund raising event in July**
14. Update on **Litter Pick** being held on Saturday 16th April 2016
15. Update on **Automatic Enrolment for Workplace Pensions**
16. Note that the **Polstead Annual Parish Meeting will be held on Thursday 7th April 2016** starting at 7.30pm
17. **Future Agenda** Items
18. The date of the next scheduled PPC meeting is **Thursday 21st April 2016** at 7.30pm.

Associated Papers PPC Meeting on 17th March 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 ✓
14/124	Response sent to Royal Mail on Pillar Box removal. No response to date on request for VR box.	
15/127	Order to be prepared with contractor in March.	
15/200 b	Request for new dog bin locations with Babergh	
16/021	Minutes updated on website and sent to newsletter.	✓
16/023	Awaiting Risk Assessment before arranging insurance for event and booking road signs.	
16/027	Response sent to Babergh re planning application(s)	✓
16/028 b	Donation sent and acknowledgement received.	✓
16/030	CLlr Peck confirmed that advert is prepared.	✓
	Clerk Hours	
	As at 6 March 2016 - 315.75 hours worked / 367.5 hours paid	

Agenda Item 8 Correspondence

No correspondence received since last meeting.

Agenda Item 9d Planning Status

Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
B/15/01751	Stackwood Cottage, Stackwood Road	Erection of first floor side and rear extensions.	16/009b	Supported	REFUSED 19/02/2016
B/15/01206	Bramble Cottage, Stackwood Road	Erection of single-storey rear extension to existing garage	16/027b	Supported	Permission Granted 01/03/2016
B/16/00004	The Old Post Cottage, Water Lane	Application for Listed Building Consent - Erection of extension following demolition of existing conservatory.	16/027b	Supported	Permission Granted 26/02/2016
B/16/00087	The Old Post Cottage, Water Lane	Erection of two-storey side extension.	16/027c	Supported	

Associated Papers PPC Meeting on 17th March 2106

Agenda Item 10a Asset Register & Insurance Cover

Asset No	Date Purchased	Description	Location	Picture No	Asset Value	Insurance Risk	Insurance Value	Notes
1	2006	Skate Ramp (on tarmac)	Playing field, School Lane	3	£2,616.71	All	£3,557.42	As from 1st April 2010
2	2006	2 small football goals (on grassed pitch)	Playing field, School Lane	1 & 2	£1,551.59	All	£2,109.39	As from 1st April 2010
3	2006	2 Basketball Hoops (on tarmac court)	Playing field, School Lane	6 & 7	£1,998.09	All	£2,716.40	As from 1st April 2010
4	2006	Picnic Table	Playing field, School Lane	4	£487.63	All	£662.92	As from 1st April 2010
5	2006	Sign on gate	Playing field, School Lane	9	£385.11	Impact	£523.56	As from 1st April 2010
6	2006	Fencing	Playing field, School Lane	5	£769.38	Impact	£1,045.97	As from 1st April 2010
7		Playing field Gate	Playing field, School Lane	8		All	£362.53	
8	1980-1995 Sep 05	Playground Equipment (12 items)	Playground, Rockalls Road	10 to 20	£12,097.01	All	£15,268.94	
9		Playground Fencing	Playground, Rockalls Road	21		Impact	£1,760.03	
10		Allotment Fencing	Rockalls Road	22		Impact	£0.00	Replaced May 2015
11		Notice Board	White Street Green	23	£165.00	All	£0.00	Less than excess Minute 12/052c
12		Notice Board	Straight Road	24	£165.00	All	£0.00	Less than excess Minute 12/052c
13	Apr-03	Notice Board	Village Hall, The Green	25	£184.00	All	£0.00	Less than excess Minute 12/052c
14	Jan-06	Litter Bin	Playground, Rockalls Road	26	£95.04	All	£0.00	Less than excess Minute 10/048 c ii
15	Oct-99	Litter Bin	Water Lane	27	£303.76	All	£689.15	
16	Jun-06	Litter Bin	The Green	28	£150.16	All	£0.00	Less than excess Minute 12/052c
17	1992	Village Sign	The Green	29 & 30	£1,000.00	All	£3,880.00	
18	2004	Hedge Trimmer		31		All	£0.00	Sold during 2012 / 2013
19		Wheeled Strimmer	Polstead Green Cottage	32		All	£0.00	Sold during 2012 / 2013
20	Oct-08	Strimmer & Attachments	Polstead Green Cottage	33 & 34		All	£0.00	Sold during 2012 / 2013
21	Feb-09	Wooden seat + Plaque	By Pond, The Hill	35	£290.00	All	£483.38	
22	May-74	Metal seat	By Pond, The Hill	36		All	£0.00	Do not insure Minute 10/048 c iv
23	May-74	Wooden seat + Plaque	By Pond, The Hill	37		All	£483.38	
24	Dec-06	Wooden seat	The Hill	39	£429.80	All	£570.02	
25		Circular Wooden seat	The Green	40		All	£915.88	
26	May-74	Wooden & concrete seat	Playground, Rockalls Road	41		All	£550.81	
27	May-74	Wooden bench	Playground, Rockalls Road	42		All	£483.38	
28	Dec-06	Wooden seat	Playground, Rockalls Road	43	£429.80	All	£698.12	
29	Sep-00	Grit Bin	Straight Road	44	£132.43	All	£0.00	Less than excess Minute 12/052c
30	Oct-01	Grit Bin	Top of The Hill	45	£204.40	All	£0.00	Less than excess Minute 12/052c
31	Oct-01	Grit Bin	Middle of The Hill	46	£204.40	All	£0.00	Less than excess Minute 12/052c
32	Dec-01	Grit Bin	Bottom of The Hill	47		All	£0.00	Replaced January 2016

Associated Papers PPC Meeting on 17th March 2106

33	Jul-06	Dog Bin	Bottom of The Hill	47	£48.76	All	£0.00	Less than excess Minute 10/048 c ii
34	Jul-06	Dog Bin	End of Rockalls Road	48	£48.76	All	£0.00	Less than excess Minute 10/048 c ii
35	Jul-06	Dog Bin	Bower House Tye	49	£48.76	All	£0.00	Less than excess Minute 10/048 c ii
36	Jul-06	Dog Bin	Footpath entrance near Playing field	50	£48.76	All	£0.00	Less than excess Minute 10/048 c ii
37	Jul-06	Dog Bin	Footpath entrance near Potash Lane	51	£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	52	£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	53	£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	38			£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	£2,357.94	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	£2,253.00	
59	Nov-15	Wooden Seat	Allotments		£384.00	All	£384.00	
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								
63								
			Total		£31,336.86		£41,756.24	



Local Council Insurance Scheme Quotation

Date of Quotation: 10th February 2016

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 2016
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
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*	£12,682.54
Gates and Fences*	£5,421.53
War Memorials*	£0.00
Playground Equipment*	£18,826.36
Mowers and Machinery*	£0.00
Sports Equipment*	£4,825.79
Other Surfaces*	£0.00
Natural Surfaces*	£0.00

*Index-linked by 1%

**Renewal Premium
Population up to**

**Please refer to remittance advice
1000**

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 17th March 2106

Agenda Item 10b Responsible Financial Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
18/02/16	Polstead PCC - Donation for clock	795	LA 2011 ss 1 to 8	0.00	150.00
17/03/16	BDC - Dog & Litter bin emptying	796	LA 2011 ss 1 to 8	0.00	730.31
17/03/16	DF Crimmin - Expenses Sept to	797	LA 2011 ss 1 to 8	0.00	222.23
17/03/16	Came & Co - Insurance	798	LA 2011 ss 1 to 8	0.00	397.60
31/03/16	DF Crimmin - Salary Jan to March	799	LA 2011 ss 1 to 8	0.00	800.45
31/03/16	DF Crimmin - WFHA Jan to March	799	LA 2011 ss 1 to 8	0.00	39.00
31/03/16	HMRC - Clerk Tax	800	LA 2011 ss 1 to 8	0.00	200.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	29/02/16	£35,190.53	£29,982.74	£5,207.79	£0.00	£0.00
Premier Account	29/02/16	£3,316.76	£3,316.76	£0.00	£0.00	£0.00
Cash	11/03/16	£0.00	£0.00			£0.00
		£38,507.29	£33,299.50	£5,207.79	£0.00	

Budget v's Actual

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£29,408.07			
Income			Expenditure		
Precept	£17,891.10	£17,891.10	Clerks Salary	£4,315.00	£4,001.80
Bank Interest	£2.00	£1.27	Admin	£1,860.00	£1,379.40
Recycling	£0.00	£0.00	Insurance	£475.00	£397.60
Grants	£195.00	£266.14	Audit Inspections	£190.00	£208.00
Allotment Rent	£200.00	£130.00	Donations	£1,000.00	£250.00
Wayleave	£20.30	£21.01	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Dog & Litter Bins	£875.00	£608.59
Donation	£0.00	£0.00	Footpaths	£1,400.00	£1,378.75
Compensation	£0.00	£0.00	Grass Cutting	£2,250.00	£2,169.30
Other	£0.00	£1,077.09	Ditch Clearance	£200.00	£0.00
VAT Repayment	£0.00	£341.67	Maintenance	£1,140.00	£135.00
			Village Hall	£935.00	£0.00
			Projects	£3,000.00	£1,500.00
			Contingency	£500.00	£0.00
			VAT Paid	£0.00	£1,022.66
Total	£18,308.40	£19,728.28	Total	£3,000.00	£16,700.00
			Assets Carried Forward		£33,299.50
Total		£49,136.35	Total		£49,136.35

Associated Papers PPC Meeting on 17th March 2106

Agenda Item 10b Clerk's Expenses

Date	Description	Postage			No of Calls	Telephone Phone Call to	Printing			Travel Miles
		1st	2nd	Other			A4 Print	A3 Print	Lams	
10/09/15					1	A MacWillson				
11/09/15	Meeting Pack / Notices						107		6	15
17/09/15	Meeting									12
22/09/15			3							
24/09/15					1	BDC				
01/10/15							12		12	
02/10/15	BDO Notices									14
08/10/15	Meeting Pack				1	A MacWillson	130		6	
09/10/15	Notices									15
15/10/15	Meeting		1							12
20/10/15			1							
21/10/15					4	Mrs Muddimer, J Baxter, BDC, Wicksteed				
22/10/15					2	BDC x 2				
26/10/15					1	J Baxter				
30/10/15					1	J Baxter				
11/11/15			1		5	J Baxter, S Scammell, BDC, A MacWillson, R Sandford				
13/11/15	Meeting Pack				1	B Patrick	200		9	15
18/11/15					1	J Baxter				
19/11/15					1	A MacWillson				
20/11/15			1		2	BDC x 2				
23/11/15					1	BDC				
24/11/15	J Baxter									12
30/11/15			1	£0.93		A MacWillson				
01/12/15						M Peck x 2, A MacWillson				
11/12/15	Meeting Pack						80		6	15
14/12/15					2	Glasdon, J Oxford				
15/12/15					1	Glasdon				
16/12/15					1	S Merry	10		10	
17/12/15	Meeting									12
18/12/15					1	S Wigglesworth				
06/01/16	Bank									6
11/01/16					1	SCC				
12/01/16					1	M Peck				
13/01/16					3	SCC, B Patrick, BDC	156		12	
15/01/16					1	A MacWillson				15
18/01/16					2	A MacWillson, A Flather				
21/01/16	Meeting				1	A MacWillson				12
22/01/16					2	BDC, D Howard				
12/02/16	Meeting Pack & Notices						185		6	15
15/02/16					1	A MacWillson				
18/02/16	Meeting				2	CHT x 2			6	12
19/02/16			1							
25/02/16			1		1	A MacWillson				
		0	10		42		880	0	73	182
		£0.00	£5.40	£0.93	£5.04		£35.20	£0.00	£8.76	£81.90

Expenditure on behalf of Polstead Parish Council

Date	Description	Ref	Gross	VAT	Net	Account Heading
01/12/15	Christmas Tree		£85.00	£0.00	£85.00	Projects
	Postage		£6.33		£6.33	
	Cost of Calls		£5.04		£5.04	
	Printing		£35.20		£35.20	
	Laminates		£8.76		£8.76	
	Travel Costs		£81.90		£81.90	
	Total		£222.23	£0.00	£222.23	Balanced

Mileage rate from 6/4/2011	45p		
1st Class Post	63p	Admin	£137.23
2nd Class Post	54p	Projects	£85.00
Telephone Calls	10p +VAT	VAT	£0.00
A4 Printing per page	4p	Total	£222.23
A3 Printing per page	10p		
Laminates	12p		

Agenda Item 10c Community Shop refurbishment

Mike Constance has written to PPC on behalf of the Polstead Community Shop to ascertain if the council would be able to assist the refurbishment project in principle.

Refurbishment Costs.

Already paid from Shop funds	
Insulation, lining and decoration of the existing shed	£2760 incl. Vat
Expected further Shop Refurbishment Costs	
Removal of interior walls and making good	£920+ Vat
New secure shed door	£450+ Vat
Redecoration of interior	£300
Essential Replacement items	
Bread freezer	£500-£700+ Vat
Chiller cabinet	£1000+ Vat
Staff fridge	£300 + Vat
Replacement of upright freezer	£500-£1000+ Vat
Display Shelving	£500-£800+ Vat
Desirable	
New counter, sink and cupboards	£2000+ Vat

The above figures do not take into account any possible work involving electrical points, new extractor fans or a new water heater.

N.B. The Shop could possibly fund another £4 - £5000 of expenditure.
The Shop is able to reclaim Vat

Agenda Item 10d Donations

Past and Current Year Donations	
2013 / 2014	
Polstead PCC - clock maintenance	£150.00
Community Shop	£20.00
Suffolk Wildlife Trust	£38.00
	£208.00
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
SITraN	£50.00
	£250.00

There have been no grant applications from outside organisations. The budget for donations is £1,000.

Agenda Item 10e Earmarked Reserves

Asset Replacement	5,000.00
Play Ground Replacement	15,000.00
Election Costs	1,500.00
Total Earmarked Reserves	21,500.00

Agenda Item 15 Automatic Enrolment

PPC has a staging date of the 1st May 2017 by which time PPC has to have its pension arrangements in place whether or not you have to provide a pension for your employee.

The work necessary for the regulations will be undertaken later in 2016.