

# POLSTEAD PARISH COUNCIL

Clerk: Dave Crimmin, Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH  
Tel: 01787 375085 email: polsteadpc@btinternet.com

## AGENDA FOR THE MEETING TO BE HELD ON THURSDAY 20<sup>th</sup> SEPT 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 30<sup>th</sup> August 2018
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 DC/18/03981 Four Acres, Stackwood Road** - Erection of a two-story rear extension with additional porch to side and replacement front porch. Erection of garage with two carports following demolition of existing garage.
  - b. Consider **Planning Application DC/18/04042 1 Holmwood Cottages, Bower House Tye** - Erection of a side and rear extension (following demolition of outbuilding and log store).
  - c. Consider **Planning Application DC/18/04043 1 Holmwood Cottages, Bower House Tye** - Application for Listed Building Consent - Erection of a side and rear extension following demolition of outbuilding and log store.
  - d. Consider any further **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
  - e. **Status of Planning Applications** previously reviewed by the Parish Council.
10. Finance
  - a. Approve and accept **PKF Littlejohn's external audit report** for the year ended 31<sup>st</sup> March 2018
  - 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.
11. General Data Protection Regulation (GDPR)
  - a. Consider changes to **PPC's Retention Policy**
12. To consider any issues raised regarding **Highways and Footpaths including the proposal for more road signage regarding the Community Shop**
13. Consider expansion to **daffodil planting scheme** in village
14. To consider any **asset, allotment, playground or playing field issue**
15. Consider plans for the **Autumn and Christmas events**
16. **Future Agenda** Items
17. Date of the next scheduled meeting is **Thursday 18<sup>th</sup> October 2018** at 7.30pm.

**Associated Papers PPC Meeting on 20<sup>th</sup> September 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>
18/030	SCC RoW team to meet PPC regarding ditch on FP5 and stile at Mill Lane.	
18/041	Lord of the Manor has written to confirm that his solicitor's are in communication with SCC Legal.	
18/080	Gordon Jones has confirmed that drains have been cleared at Holly Hill. This issue is still part of his ward-wide review of flooding.	
18/108	See Agenda Item 12 - 20th September 2018	✓
18/115	Minutes updated on website and sent to newsletters.	✓
18/122	Planning responses sent to Babergh.	✓
18/123 a	Payments made to suppliers.	✓
18/124	Policy Notice placed on website.	✓
18/128	Contractor to start refurbishment of Telephone kiosks.	
18/135	Minutes updated on website and sent to newsletters.	✓
18/137	Planning responses sent to Babergh.	✓
	<b>Clerk Hours</b>	
	As at 2nd September 2018 - Hours Worked 146.25 / Hours Paid 165	

**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 20<sup>th</sup> September 2018**

**Agenda Item 9e Planning Status**

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/18/01385	Miracle Barn Bower House Tye	Outline Planning Application (Access to be considered) - Erection of two storey detached dwelling.	18/061c	Objected	REFUSED 20/07/2018
DC/18/02421	Spencers Farm, Straight Road, Polstead Heath	Conversion of existing granary to gym and erection of single storey lean-to craft room.	18/104a	Supported	Permission Granted 23/07/2018
DC/18/02422	Spencers Farm, Straight Road, Polstead Heath	Application for Listed Building Consent - Conversion of existing granary to gym and erection of single storey lean-to craft room.	18/104b	Supported	Permission Granted 23/07/2018
DC/18/02416	Meadow Croft, White Street Green	Change of use of paddock to residential garden and erection of post and rail fencing.	18/104c	Supported	Permission Granted 26/07/2018
DC/18/02512	White Street Barn, White Street Green	Erection of summer house.	18/104d	Objected	Permission Granted 31/07/2018
DC/18/02836	Hill Farm, Stoke Road	Erection of extension to existing production premises, associated car parking, landscaping and drainage infrastructure.	18/122a	Objected	
APP/D3505/W/18/3194780	Land to the West of Stackwood Road	Appeal against refusal of DC/17/04499 - Erection of 1 No Dwelling, home office, workshop, parking areas.	18/122b	Original objections stand.	
DC/18/02928	Evans Hall, Evans Heath	Application for Listed Building Consent - Replacement of 6 existing windows to rear ground elevation and replacement of 1 existing kitchen door to rear ground elevation.	18/122c	Supported	Permission Granted 06/09/2018
DC/18/03118	The Orchards, Straight Road, Polstead Heath	Application for Listed Building Consent - Erection of oak framed extension.	18/122c	Supported	
DC/18/03117	The Orchards, Straight Road, Polstead Heath	Erection of oak framed extension.	18/122c	Supported	
DC/18/02652	Lower Justice Wood House, Justice Wood	Erection of single storey rear extension to link annexe to dwelling.	18/137a	Supported	
DC/18/03682	Stackwood Farm Barn, Stackwood Road	Full Planning Application - Change of use of Agricultural land for the keeping of horses and erection of stables with associated landscaping.	18/137b	Supported	
DC/18/03738	Clear Spot, Heath Road	Notification of works to trees under Tree Preservation Order 416 - Oak (T1) Prune lateral spread by approximately 2m, remove lowest lateral limb and pull in crown by up to 2m	18/137c	Supported	
DC/18/03720	Willow Cottage, Hadleigh Heath	Erection of a single storey rear extension, first floor rear extensions and erection of willow fence to part front boundary.	18/137d	Supported	

Agenda Item 10a External Auditor's Report

Section 3 – External Auditor Report and Certificate 2017/18

In respect of Polstead Parish Council (SF0306)

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

30/08/2018

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**Associated Papers PPC Meeting on 20<sup>th</sup> September 2018**

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

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
20/07/18	B Patrick - Footpath Maint June	919	LA 2011 ss 1 to 8	0.00	98.00
20/07/18	SPS - Annual Subscriptions	920	LA 2011 ss 1 to 8	0.00	30.00
20/09/18	Wave - Allotment Water	921	LA 2011 ss 1 to 8	0.00	11.18
20/09/18	B Patrick - Footpaths July	922	LA 2011 ss 1 to 8	0.00	203.00
20/09/18	B Patrick - Footpaths August	922	LA 2011 ss 1 to 8	0.00	126.00
20/09/18	DF Crimmin - Expenses Mar to Aug	923	LA 2011 ss 1 to 8	0.00	363.46
30/09/18	DF Crimmin - Salary July to Sept	924	LA 2011 ss 1 to 8	0.00	832.71
30/09/18	DF Crimmin - WFHA July to Sept	924	LA 2011 ss 1 to 8	0.00	39.00
30/09/18	HMRC - Clerk Tax	925	LA 2011 ss 1 to 8	0.00	208.20

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/08/18	£31,280.23	£29,496.68	£1,783.55	£0.00	£0.00
Premier Account	31/08/18	£3,322.29	£3,322.29	£0.00	£0.00	£0.00
Cash	11/09/18	£0.00	£0.00			£0.00
		£34,602.52	£32,818.97	£1,783.55	£0.00	

**Actual v's Budget**

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£26,916.23			
<b>Income</b>			<b>Expenditure</b>		
Precept	£18,302.00	£9,151.00	Clerks Salary	£4,564.00	£2,194.77
Bank Interest	£0.00	£1.66	Admin	£2,000.00	£845.53
Recycling	£0.00	£0.00	Insurance	£560.00	£0.00
Grants	£745.00	£0.00	Audit Inspections	£320.00	£128.00
Allotment Rent	£120.00	£66.40	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	£1,175.00	£0.00
Donation	£0.00	£0.00	Footpaths	£1,600.00	£1,011.00
Compensation	£0.00	£0.00	Grass Cutting	£3,150.00	£0.00
Other	£0.00	£0.00	Ditch Clearance	£200.00	£0.00
CIL	£0.00	£0.00	Maintenance	£1,200.00	£190.00
VAT Repayment	£0.00	£1,093.98	Village Hall	£965.00	£0.00
			Projects	£1,500.00	£0.00
			Contingency	£500.00	£0.00
			CIL	£2,561.80	£0.00
			VAT Paid	£0.00	£41.00
<b>Total</b>	<b>£19,189.00</b>	<b>£10,313.04</b>	<b>Total</b>	<b>£2,561.80</b>	<b>£18,794.00</b>
			Assets Carried Forward		£32,818.97
<b>Total</b>		<b>£37,229.27</b>	<b>Total</b>		<b>£37,229.27</b>

**Associated Papers PPC Meeting on 20<sup>th</sup> September 2018**

**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	
08/03/18	A MacWillson									12
13/03/18					2	BDC x 2				
15/03/18					1	A MacWillson				
16/03/18	Meeting Pack & Notices						440		18	15
20/03/18					1	A MacWillson				
22/03/18	Training / Meeting									20
23/03/18			7				30			
27/03/18	Notices		2		1	A MacWillson				14
28/03/18	Adjustment postage		1	£0.20						
03/04/18	APM Papers						215			
12/04/18					2	J Griggs, BDC				
13/04/18	Meeting Pack & Notices				1	A MacWillson	221		6	15
16/04/18					1	Bradley				
19/04/18	Meeting		3	£1.01	2	M Peck, A MacWillson	15			12
23/04/18					1	Bradley	15	8		
25/04/18			2							
27/04/18			1							
28/04/18					2	Tim Smith, M Peck				
04/05/18	New member pack						98			
10/05/18	S Weston							8		11
11/05/18	Meeting Pack & Notices						217		12	
17/05/18	Meeting		4				15			12
21/05/18	T Bass				1	A MacWillson				10
01/06/18	Notices						9		9	15
04/06/18	A MacWillson's									12
12/06/18	A MacWillson's									12
15/06/18	Meeting Pack						154		6	
18/06/18	Notices									15
19/06/18					1	S Scammell				
21/06/18	Meeting						15			12
22/06/18		1	2							
26/06/18			1							
11/07/18	Meeting Pack						412		6	
12/07/18	Notices									15
18/07/18	Training									10
19/07/18	Meeting						25			12
20/07/18			3		1	S Scammell				
24/07/18					1	Wave				
24/08/18	Meeting Pack & Notices						79		6	15
30/08/18	Meeting									12
		1	26		18		1960	16	63	251
		£0.67	£15.08	£0.81	£2.16		£98.00	£1.60	£7.56	£112.95

**Expenditure on behalf of Polstead Parish Council**

Date	Description	Ref	Gross	VAT	Net	Account Heading
22/03/18	Projector March		£5.00	£0.00	£5.00	Admin
17/05/18	Projector May		£5.00	£0.00	£5.00	Admin
21/06/18	Projector June		£5.00	£0.00	£5.00	Admin
22/06/18	The Cock Inn - Litter Pick	1	£60.00	£0.00	£60.00	Admin
19/07/18	Projector July		£5.00	£0.00	£5.00	Admin
31/07/18	SLCC Membership	2	£39.63	£0.00	£39.63	Admin
30/08/18	Projector August		£5.00	£0.00	£5.00	Admin
	Postage		£16.56		£16.56	
	Cost of Calls		£2.16		£2.16	
	Printing		£99.60		£99.60	
	Laminates		£7.56		£7.56	
	Travel Costs		£112.95		£112.95	
	<b>Total</b>		<b>£363.46</b>	<b>£0.00</b>	<b>£363.46</b>	Balanced

Mileage rate from 6/4/2011	45p		
1st Class Post	67p	Admin	£250.51
2nd Class Post	58p	Staff	£112.95
Telephone Calls	10p +VAT	Projects	
A4 Printing per page	5p	VAT	
A3 Printing per page	10p	<b>Total</b>	<b>£363.46</b>
Laminates	12p		

**Agenda Item 10b SLCC Membership**

<b>DF Crimmin's SLCC Membership Fee for 2018</b>	
Please find below the amount due to the SLCC for my annual membership fee.	
	<b>Polstead</b>
Annual Salary paid to DF Crimmin	£4,163.64
Individual Parish Council Membership Fee	£100.00
Total Annual Salary paid by 4 Parish Councils	£17,337.37
Collective Parish Council Membership Fee	£165.00
Your percentage of my overall Parish Councils' salary	24.0%
Amount due to DF Crimmin	£39.63
Dave Crimmin	
31st July 2018	

**Agenda Item 11      GDPR - PPC Retention Periods**

Please find below the proposed changes to the PPC Retention Periods:

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

**Agenda Item 12      Community Shop road signage**

At our meeting yesterday we discussed your proposal for new signs directing visitors to our Community Shop.

We certainly would welcome this and suggested one at the junction by the water tower off the A 1071 and the Heath Road/Straight Road junction.

We were not sure whether the Calais Street/A1071 junction and the Hadleigh Heath junction come in the Polstead Parish, they would certainly be good points to have a shop sign.

The sign at Polstead pond was also discussed and we agreed it did not stand out enough. It would be appreciated if the council could bear this in mind when you are discussing any new signs

Angela May  
Chairman, Polstead Community Shop