

POLSTEAD PARISH COUNCIL

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

AGENDA FOR A MEETING TO BE HELD ON THURSDAY 21st NOVEMBER 2019 at 7.30pm

182. Apologies for absence
183. Receive **declarations of interests** and **request for dispensation** from Councillors
184. Agree **minutes** of Polstead Parish Council meeting held on 17th October 2019
185. Receive **reports from County Councillor and District Councillor**
186. To receive **reports and questions from Councillors**
187. To receive reports and **questions from Parishioners** (contributions to be limited to 2 mins)
188. Agree actions following the review of the **Clerk's Report**
189. Agree actions required on **Correspondence received and emails circulated** by the Clerk to councillors since the last meeting
190. Planning
 - a. Consider **Planning Application 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.
 - b. Consider **Planning Application DC/19/05254 Oak House, White Street Green** - Erection of rear dormer extension with balcony.
 - c. Consider any further **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
 - d. Consider the **TPO procedures** adopted by BDC
 - e. **Status of Planning Applications** previously reviewed by the Parish Council.
191. Finance
 - a. 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
 - b. Review **Budget Proposal** and agree Budget for 2020 / 2021
 - c. Consider requests to support the **Christmas Lunch and the Big Breakfast**.
192. Consider proposed changes to **PPC's Financial Regulations** and plan to review existing policies and procedures
193. Update on ways to support the social care for the **elderly and marginalised groups** in parish
194. Update on plan to **develop a parish profile**
195. Consider any issues raised regarding **Highways and Footpaths**
196. Consider any **asset, allotment, playground or playing field** issues including the appointment of a solicitor to handle the transfer of WI land to PPC and an update on the bus shelter request
197. Consider response to the **Boundary Commission's consultation** on SCC's divisions
198. Consider boundaries of **parish's common land**
199. Review plans for the **Christmas event**
200. Consider **meeting dates for 2020**
201. **Future agenda** items
202. In accordance with 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 selection of a co-opted councillor
203. Consider applicant(s) for **PPC's councillor vacancy**
204. Date of the next scheduled meeting is **Thursday 16th January 2020** at 7.30pm.
(Provisional meeting for urgent planning applications set for **19th December 2019** at 7.30pm)

Associated Papers PPC Meeting on 21st November 2019

Agenda Item 183 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 188 Clerk's Report

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.	
18/159	d	Grit Bins installed.	✓
19/063	i	Part for play equipment is being installed by Cllr Sowman.	
19/163		Minutes updated on website and sent to magazines.	✓
19/164		Wrote to Gordon Jones regarding ongoing flooding at Holly Hill.	
19/169		Sent Planning responses to BDC.	✓
19/170		Payments made to suppliers.	✓
19/171		CIL Policy updated on website.	✓
19/173		Sources of data sent to councillors.	✓
19/176		Requested SLA from Community Wardens.	
19/179		Village Hall booked for the 22nd December 2019.	✓
		I have arranged for the Community Wardens to replace the post for the Rockalls Road dog bin.	
		Clerk Hours	
		As at 10th November 2019 - Hours Worked 220.25 / Hours Paid 240	

Agenda Item 189 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.

Agenda Item 190d TPO

Following up on your request at the October meeting, I circulated reference to BDC's TPO process via email on the 11th November 2019.

Agenda Item 190e Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/19/03578	Land at Alverstoke Farm, Boxford Road	Erection of agricultural building as a cattle shelter and feed store.	19/131b	No comment	Approved 25/10/2019
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	
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	

Associated Papers PPC Meeting on 21st November 2019

Agenda Item 191a Responsible Financial Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
14/10/19	BDC CIL			4,830.60	0.00
16/10/19	UK Power Networks Wayleave			20.75	0.00
01/11/19	BDC Heath Close grass cutting 2019			550.00	0.00
06/11/19	SCC P3 Grant			194.32	0.00
21/11/19	A Wade - Expenses	1977	LA 2011 ss 1 to 8	0.00	89.05
21/11/19	B Patrick - Footpaths September	1978	LA 2011 ss 1 to 8	0.00	245.00
21/11/19	Wave - Allotment Water	1979	LA 2011 ss 1 to 8	0.00	20.43
21/11/19	Sudbury Town Council - Training	1980	LA 2011 ss 1 to 8	0.00	72.00
21/11/19	Sudbury Town Council - Training	1980	LA 2011 ss 1 to 8	0.00	60.32
31/12/19	DF Crimmin - Salary Oct to Dec	1981	LA 2011 ss 1 to 8	0.00	841.63
31/12/19	DF Crimmin - WFHA Oct to Dec	1981	LA 2011 ss 1 to 8	0.00	39.00
31/12/19	HMRC - Clerk Tax	1982	LA 2011 ss 1 to 8	0.00	210.40

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/10/19	£50,511.45	£49,677.94	£1,577.83	£744.32	£0.00
Premier Account	31/10/19	£3,330.59	£3,330.59	£0.00	£0.00	£0.00
Cash	11/11/19	£0.00	£0.00			£0.00
		£53,842.04	£53,008.53	£1,577.83	£744.32	

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	£3.32	Admin		£2,200.00	£1,300.82
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	£0.00
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	£1,658.00
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	£0.00
			VAT Paid		£0.00	£236.49
Total	£19,555.00	£30,233.83	Total	£2,041.80	£19,110.28	£7,654.83
			Assets Carried Forward			£53,008.53
Total		£60,663.36	Total			£60,663.36

Associated Papers PPC Meeting on 21st November 2019

Agenda Item 191b Budget 2020 / 2021

Income

Income sources for 2020 / 2021 have been based on those for 2019 / 2020. It is assumed that the P3 grant will be available from Suffolk County Council for the grass cutting of footpaths and that the plan for BDC to provide a grant for the grass maintenance in Heath Close will continue.

Expenditure

It is assumed that the Clerk will receive a 2% cost of living increase on the 1st April 2020.

Appendix A shows the full rational for the 2020 / 2021 budget.

PPC is asked to consider **a total expenditure budget of £ for 2020 / 2021.**

Please find below tables which show a comparison between 2018 / 2019 actual, 2019 / 2020.budget, actual to date and that **anticipated at year end** and the anticipated budget for 2020 / 2021.

	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	550.00	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	0.00	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	4,298.83	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	5,970.16	11,571.08	887.00
Precept		18,302.00			18,668.00	
Expenditure						
Clerks Salary	4,564.00	4,389.54	4,655.28	2,203.96	4,612.73	4,704.98
Admin	2,000.00	1,387.01	2,200.00	1,123.34	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	1,413.00	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	423.09	1,200.00	1,200.00
Projects	1,500.00	810.58	1,500.00	376.34	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	209.27	1,000.00	0.00
Total Expenditure	18,794.00	16,208.79	19,110.28	6,077.00	22,575.73	20,729.98

Associated Papers PPC Meeting on 21st November 2019

Appendix A

	2020 / 21	
	Budget	Notes on Budget Next Year
<u>Income</u>		
Bank Interest	0.00	
Recycling	0.00	
Grants	745.00	P3 £195 / BDC £550 for Heath Close
Allotment Rent	120.00	
Wayleave	22.00	
QDJ	0.00	
Donation	0.00	
Compensation	0.00	
Other	0.00	
CIL	0.00	
VAT Repayment	0.00	
Total Income	887.00	
Precept		
<u>Expenditure</u>		
Clerks Salary	4,704.98	427.5 hours at £10.79 (+2%)
Admin	2,300.00	SALC £345 / CAS £30 / VH Rent £240 / Training £600 / Expenses inc Travel £600 / Clerk WFH £156 / SLCC membership £50 / Subscriptions £50 / ICO £38 / OneSuffolk £50 / Playground Rent £55 / Online Mapping £40
Insurance	580.00	
Audit Inspections	340.00	External Auditor £200 / Internal Auditor £140
Donations	1,000.00	Church Clock Maint £150 / Local Charities £850
Chairman's Allowance	60.00	
Community Wardens	1,180.00	52 hours @ £20 + £140 mileage (20 trips)
Dog & Litter Bins	1,000.00	13 dog bins (£50) 6 Litter (£50)
Footpaths	1,850.00	Increase to £15 per hour
Grass Cutting	3,350.00	
Ditch Clearance	200.00	
Maintenance	1,200.00	Wooden Asset Maintenance £500 / Playground Equipment Maintenance £500 / Play Equipment Check £200
Projects	1,500.00	Projects £1500
Village Hall	965.00	Heating Oil + Defib electric £30
Contingency	500.00	
CIL	0.00	
VAT Paid	0.00	
Total Expenditure	20,729.98	

Associated Papers PPC Meeting on 21st November 2019

Agenda Item 191c Christmas Lunch and Big Breakfast

Anne MacWillson has written regarding the Christmas Lunch on the 13th December: "I have been asked to see if the PPC would be able to make contribution towards this fundraising event? £50 would be lovely, buy a few crackers and chocolates ! All for a good cause (The Village Hall)"

Anne has also updated her request for PPC to pay the Village Hall hire for the Big Breakfast on the 1st February 2020. This will cost £40.

Agenda Item 192 Financial Regulations & Policies and Procedures

Please find attached the proposed amendments to PPC's Financial Regulations.

The following table summarises the current PPC policies, those missing and a plan for all of them to be reviewed and adopted.

Policy / Procedure	Adopted	Required	Meeting
Charitable Giving Policy	Yes		Jul-20
CIL Policy	Yes		Oct-20
Complaints Procedure	Yes		Jul-20
Disciplinary Procedure	Yes		Oct-20
Disciplinary Rules	Yes		Oct-20
Document Retention Policy	Yes		Jul-20
Equality Policy	Yes		Jul-20
Financial Regulations	Yes		Nov-19
Freedom of Information Request	Yes		Jul-20
Grievance Procedure	Yes		Oct-20
Health & Safety Policy	Yes		Jul-20
Investment Policy	No	Yes	Apr-20
Privacy Notice	Yes		Apr-20
Protocol for Reporting of Meetings	Yes		Oct-20
Social Media Policy	Yes		Jul-20
Standing Orders	Yes		Jul-20
Statement of Community Engagement	Yes		Jul-20
Subject Access Request Policy	Yes		Apr-20
Training & Development Policy.	Yes		Oct-20

Agenda Item 196 Solicitors & Bus Shelter

Solicitors

I will send you ahead of the meeting the quotations from two solicitors which I am finalising the specification of works for you to consider.

Bus Shelters

Simon Barnett has updated you that "Formal design work at Polstead has started (there has been one claim against the order so far) so I would hope to be in a position to order the works during November."

Agenda Item 197 Boundary Commission

As per the email circulated to you on the 30th October 2019.

Agenda Item 200 Meeting Dates for 2020

16th January	
20th February	
19th March	
2nd April	Annual Parish Meeting
23rd April	
21st May	Annual Meeting of PPC
18th June	
16th July	
20th August	Provisional
10th September	
1st October	
12th November	
10th December	Provisional.

Agenda Item 201 Future Agenda Items

Items that are currently scheduled for the next 2 meetings:

January 2020

- 2020 / 2021 Precept
- Effectiveness of Internal Controls & Audit
- Risk Management
- Dog Bins
- PIIP
- Questionnaire
- Footpath gates.

February 2020

- Church Clock donation
- Litter Picks.