

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 19th MARCH 2020 AT 7.30pm

41. Apologies for absence
42. Receive **declarations of interests** and **request for dispensation** from Councillors
43. Agree **minutes** of Polstead Parish Council meeting held on 20th February 2020
44. Receive **reports from County Councillor and District Councillor**
45. To receive **reports and questions from Councillors**
46. To receive reports and **questions from Parishioners** (contributions to be limited to 2 mins)
47. Agree actions following the review of the **Clerk's Report**
48. Agree actions required on **Correspondence received and emails circulated** by the Clerk to councillors since the last meeting
49. Planning
 - a. Consider **Planning Application DC/20/00845 Longridge, Rockalls Road** - Notification for Works to Trees in a Conservation Area - T1 Beech Tree - Reduce by 30%
 - b. Consider **Planning Application DC/20/00893 Sprotts Farm, Holt Road** - Construction of outdoor swimming pool and pool house
 - c. Consider **Planning Application DC/20/00756 Land South Of Wood Hall Farm, Stackwood Road** - Erection of 1no. dwelling with integral garage
 - d. Consider **Planning Application DC/20/01102 Sprotts Farm Holt Road** - Application to determine if Prior Approval is required for a Proposed Change of Use of Agricultural Buildings to D2 Indoor Recreational Facility. The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 3, Class R.
 - e. Consider any further **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
 - f. **Status of Planning Applications** previously reviewed by the Parish Council.
50. Consider application for **diversion of Polstead Public Footpath No 35**
51. Finance
 - a. Review **PPC Asset Register** and confirm adequacy of insurance cover
 - 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
 - c. Consider donation to the Village Hall for contribution towards electricity costs for defibrillator
 - d. Consider **donations to organisations**
 - e. Agree **Earmarked Reserves to be carried forward to 2020 / 2021**
 - f. Agree PPC's **CIL Return to Babergh for year ending 31st March 2020.**
52. Consider update on **Polstead WI's plans to convey their land** in Polstead
53. Consider proposed naming convention for email usage of **polstead-pc.gov.uk domain**
54. Update on questionnaire for the **Parish Infrastructure Investment Plan (PIIP)**
55. Consider any issues raised regarding **Highways and Footpaths**
56. Consider any **asset, allotment, playground or playing field** issues
57. Review **plans for a litter pick** on 25th April 2020
58. Consider **PPC's GDPR Data Map**
59. Consider items for the **Annual Parish Meeting to be held on the 2nd April 2020**
60. **Future agenda** items
61. Date of the next scheduled meeting is **Thursday 23rd April 2020** at 7.30pm.

Associated Papers PPC for Meeting on 19th March 2020

Agenda Item 42 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 47 Clerk's Report

Minute	Action	Complete ✓
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.	
20/015	New dog bin is being installed by Community Wardens.	✓
20/025	Minutes updated on website and sent to magazines.	✓
20/031	Sent Planning responses to BDC.	✓
20/032 a	Payments made to suppliers.	✓
20/032 bc	Contacted contractors regarding award of grass cutting contracts for 2020.	✓
20/032 de	Donations given to organisations.	✓
20/033	Contact Wayman & Long re WI land.	✓
20/034	polstead-pc.gov.uk domain purchased	✓
20/036	SLA sent to Sudbury Town Council	✓
20/037	B Patrick asked to maintain allotment hedge.	✓
	B Patrick attended to tree on WSG.	✓
	Clerk Hours	
	As at 8th March 2020 - Hours Worked 354.75 / Hours Paid 367.5	

Agenda Item 48 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 49f Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/20/00032	Garden Cottage, Hadleigh Road	Insertion of Rooflight (retention of).	20/009b	Supported	Withdrawn
DC/20/00183	Rockalls Hall, Rockalls Road	Application under Section 73 of The Town and Country Planning Act for DC/19/02983 without compliance with Condition 2 (Approved plans and documents)	20/031a	Supported	Permission Granted 25/02/2020
DC/20/00425	Hill Farm, Stoke Road	Application under Section 73 of the Town and Country Planning Act B/16/00435 for the variation of Condition 4 (Agreement of Materials) to allow a change of cladding.	20/031b	Supported	
APP/D3505/W/19/3242170	Walnut Cottage, Bower House Tye	Appeal against refusal of outline planning application for erection of a single storey dwelling.	20/031c	No additional objections	
DC/20/00646	Woodlands Farm, Rockalls Road	Application for Prior Notification of agricultural or forestry development - proposed building. Town and Country Planning General Permitted Development Order 2015 Schedule 2, Part 6 - Erection of steel framed storage building.	20/031d	No issues	Formal Approval not required.

Policyholder details

Polstead Parish Council
Cragston
Sunbury Road
Newton
Sudbury
Suffolk
CO10 0QH

Business description

Parish Council

Population

1000

Your period of insurance

Date this cover starts: 1st April 2020

Date this cover expires: 31st March 2021

Renewal date: 1st April 2021

Your 3 Year Long Term Agreement Premium

Premium: £406.38

Insurance Premium Tax (IPT) at the current rate: £48.77

Total amount payable: £455.15

Endorsements that apply to this section

Long term agreement

- a. Long term agreement shall mean an agreement between you and us for a period of three years. For the duration of the agreement we agree to leave unchanged your annual premium rates and policy details. In return, you agree to renew with us each year for the duration of the agreement.
- b. Annual renewal date shall mean the following date: 1st April
- c. Claims payments and costs shall mean the total of all:
 - i. claims and losses paid; and
 - ii. legal costs and expenses incurred; and
 - iii. new reserves and increases in reserves, during the preceding 12 months.
- d. Income shall mean the total of the gross premiums and any additional premiums, net of any returned premiums earned during the period of the agreement. We and you agree that this policy is subject to a long term agreement beginning on the renewal of the policy and ending 3 years later, provided that:
 1. at each annual renewal date the total of all claims payments and costs does not exceed 40% of the income;
 2. there are no changes to the material facts concerning your policy; and there are no changes to Insurance Premium Tax during the period of the long term agreement
- e. This long term agreement will expire on: 31st March 2021

AXA Insurance UK plc. Registered in England No 78950. Registered Office: 5 Old Broad Street, London, EC2N 1AD.
Member of the AXA Group of Companies. AXA Insurance UK plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Telephone calls may be monitored and recorded.

Your cover summary

Section	
Property Damage	Insured
Business Interruption	Insured
Money and Personal Accident Assault	Insured
Group Personal Accident	Insured
Employers Liability	Insured
Public and Products Liability	Insured
Selected all risks	Insured
Officers Liability (Officials Indemnity)	Insured
Employment Practices Liability	Insured
Council Legal Liability and Legal Expenses (including Employee Dishonesty)	Insured
Terrorism	Not Insured
Equipment Breakdown	Not Insured

Quote covers

Property damage section	Included
Property insured	Sum insured
All risks including theft	
Buildings including subsidence (unless otherwise specified)	£0.00
General Contents	£0.00
Gates & Fences	£5,981.20
Mowers & Machinery	£0.00
Natural Surfaces	£0.00
Other Surfaces	£0.00
Office Contents	£0.00
Outside Equipment	£0.00
Playground Equipment	£43,102.57
Sports Equipment	£5,323.97
Street Furniture	£19,399.78
War Memorials	£0.00

Associated Papers PPC for Meeting on 19th March 2020

Additional covers	
Cover	Limits
Bequeathed property	Buildings: 100,000 or 10% of the buildings sum insured, whichever is the lower. Contents: £10,000 any one item £25,000 in total
Capital additions	10% of building sum insured or £500,000 whichever is the lower
Contents kept at home	£25,000 or 10% of contents whichever is the lower
Contract works	10% of the buildings sum insured or £100,000 whichever is the lower
Discharge of oil	£10,000 aggregate
Drains clearance	£5,000
Environmental protection	10% of sum insured
Exhibitions	£25,000 or 10% of contents whichever is the lower
Fire extinguishing expenses	£10,000
Freezer contents	£5,000
Fund raising cover	£5,000
Fund raising and catering cover	£5,000
Further investigation expenses	10% of the sum insured or £100,000 whichever is the lower
Glass breakage	£10,000
Inadvertent omission	£500,000
Landscaped gardens	£15,000
Locks and keys	£10,000
Loss reduction expenses	£2,500 aggregate
Metered water or gas	£25,000 aggregate
Motor vehicles (stationary risk)	Not included
Patterns	£2,500 any one claim
Public relations expenses	Not included
Raffle prizes and donations	£1,500 total, £500 any one item
Sprinkler upgrade costs	10% of the building sum insured any one claim
Theft of building fabric	£2,500 any one claim
Trace and access	£25,000 any one claim
Unauthorised use of electricity, gas, oil and water	£5,000 any one claim
Undamaged stock	£5,000 any one claim
Undamaged tenants improvements	£5,000 any one claim
Underground pipes and services	£5,000 any one claim
Unspecified storage sites	£5,000 any one claim
Contents definition automatically includes	
	Limits
Personal effects including pedal cycles	£10,000
Rare books	£2,500 item limit, £10,000 total
Outdoor furniture, heaters, ornaments and statues located outside and within the confines of your premises	£5,000
Marquees and associated lighting	£10,000
Defibrillators	£5,000

Associated Papers PPC for Meeting on 19th March 2020

Agenda Item 51b Responsible Financial Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
20/02/20	Nature Citizen - Donation	1997	LA 2011 ss 1 to 8	0.00	250.00
20/02/20	PCC - Maintenance of Church Clock	1998	LA 2011 ss 1 to 8	0.00	150.00
19/03/20	Prettys - Legal costs WI Land	1999	LA 2011 ss 1 to 8	0.00	1,364.40
19/03/20	Came & Company - Insurance	2000	LA 2011 ss 1 to 8	0.00	505.15
19/03/20	B Patrick - Footpaths January	2001	LA 2011 ss 1 to 8	0.00	210.00
19/03/20	B Patrick - Footpaths February	2001	LA 2011 ss 1 to 8	0.00	238.00
19/03/20	BDC - Dog & litter bin emptying	2002	LA 2011 ss 1 to 8	0.00	898.80
19/03/20	DF Crimmin - Expenses Sept to March	2003	LA 2011 ss 1 to 8	0.00	616.10
24/03/20	ICO - Data Protection	D/Dr	LA 2011 ss 1 to 8	0.00	35.00
31/03/20	DF Crimmin - Salary Jan to March	2004	LA 2011 ss 1 to 8	0.00	841.63
31/03/20	DF Crimmin - WFHA Jan to March	2004	LA 2011 ss 1 to 8	0.00	39.00
31/03/20	HMRC - Clerk Tax	2005	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	28/02/20	£44,545.30	£39,220.72	£5,324.58	£0.00	£0.00
Premier Account	28/02/20	£3,332.25	£3,332.25	£0.00	£0.00	£0.00
Cash	12/03/20	£0.00	£0.00			£0.00
		£47,877.55	£42,552.97	£5,324.58	£0.00	

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	£4,420.52
Bank Interest	£0.00	£4.98	Admin	£2,200.00	£1,999.75
Recycling	£0.00	£0.00	Insurance	£560.00	£505.15
Grants	£745.00	£1,294.32	Audit Inspections	£320.00	£328.00
Allotment Rent	£120.00	£105.00	Donations	£1,000.00	£540.00
Wayleave	£22.00	£20.75	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Dog & Litter Bins	£1,000.00	£749.00
Donation	£0.00	£0.00	Footpaths	£1,700.00	£2,358.00
Compensation	£0.00	£0.00	Grass Cutting	£3,250.00	£2,826.70
Other	£0.00	£0.00	Ditch Clearance	£200.00	£0.00
CIL	£0.00	£9,129.43	Maintenance	£1,200.00	£583.78
VAT Repayment	£0.00	£1,013.01	Village Hall	£965.00	£0.00
			Projects	£1,500.00	£878.19
			Contingency	£500.00	£0.00
			CIL	£2,041.80	£0.00
			VAT Paid	£0.00	£1,369.29
Total	£19,555.00	£30,235.49	Total	£2,041.80	£19,110.28
			Assets Carried Forward		£42,552.97
Total		£60,665.02	Total		£60,665.02

Associated Papers PPC for Meeting on 19th March 2020

Agenda Item 51b Clerk's Expenses

Date	Description	Postage			No of Calls	Telephone Phone Call to	Printing			Travel Miles
		1st	2nd	Other			A4 Print	A3 Print	Lams	
13/09/19	Meeting Pack & Notices						273		12	15
16/09/19					1	B Smith				
18/09/19							92			
19/09/19	Meeting									12
20/09/19			6							
04/10/19			1		1	Sue Wigglesworth				
07/10/19					5	BDC Electoral, Fred Smith Xmas Trees, Ben Patrick, B Smith, A Wade				
08/10/19	Vacancy Notice									14
09/10/19	Meeting Pack				1	Bradley Smith	201		6	
10/10/19	Notices									15
17/10/19	Meeting						56			12
18/10/19					2	Sue Townsend, Chris Cuthbert				
23/10/19					3	Chris Cuthbert, W&L, Gotelee				
04/11/19										
06/11/19					2	Gotelee x 2				
12/11/19					1	B Smith				
13/11/19					1	Gotelee				
15/11/19	Meeting Pack & Notices						317		12	15
20/11/19	Planning				1	A Wade	49			
21/11/19	Meeting									12
25/11/19	Xmas Leaflets & Posters				3	A Wade x 2, C Cuthbert	233		8	
26/11/19	Financial Regulations						120			
27/11/19	A Wade leaflets & cheques		3							14
02/12/19				£1.06	1	A Wade				14
04/12/19					1	C Cuthbert				
03/01/20			1							
08/01/20	Meeting Pack				3	S Scammell, C Cuthbert, A Wade	366		9	
10/01/20	Notices									14
13/01/20					1	S Scammell				
14/01/20										
15/01/20							174			
16/01/20	Meeting						25			12
17/01/20			4		1	Chris Cuthbert				
06/02/20					1	A Wade				
12/02/20					2	Chris Cuthbert, A Wade	15			
13/02/20	Audit / Meeting Pack						156		16	20
14/02/20	Notices									15
18/02/20					1	B Patrick				
20/02/20	Meeting						48			12
21/02/20		1	7		4	B Patrick, C Storey, C Cuthbert, A Wade				
05/03/20	CAS									34
06/03/20					4	A Wade x 2, BDC, Barclays				
09/03/20	Training				1	A Wade x 2				20
		1	22		41		2125	0	63	250
		£0.70	£13.42	£1.06	£4.92		£106.25	£0.00	£7.56	£112.50

Expenditure on behalf of Polstead Parish Council

Date	Description	Ref	Gross	VAT	Net	Account Heading
07/10/19	Correction to last expenses claim		-£92.39	-£1.84	-£90.55	Admin
07/10/19	Fred Smith - Xmas Tree	1	£90.00	£0.00	£90.00	Projects
30/10/19	CAS - Onesuffolk subscription	2	£60.00	£10.00	£50.00	Admin
14/02/20	Glasdon - Dog Bin	3	£120.08	£20.01	£100.07	Projects
24/02/20	Best Host - Domain & email	4	£192.00	£0.00	£192.00	Admin
	Postage		£15.18		£15.18	
	Cost of Calls		£4.92		£4.92	
	Printing		£106.25		£106.25	
	Laminates		£7.56		£7.56	
	Travel Costs		£112.50		£112.50	
	Total		£616.10	£28.17	£587.93	Balanced

Mileage rate from 6/4/2011	45p		
1st Class Post	70p	Admin	£285.36
2nd Class Post	61p	Staff	£112.50
Telephone Calls	10p +VAT	Projects	£190.07
A4 Printing per page	5p	VAT	£28.17
A3 Printing per page	10p	Total	£616.10
Laminates	12p		

Associated Papers PPC for Meeting on 19th March 2020

Agenda Item 51c Defibrillator Electrical costs

PPC gives £30 annually to cover the cost of the Village Hall supplying electricity to the defibrillator.

Agenda Item 51d Donations

In 2019 / 2020 has provided the following from its Donations budget of £1,000:

- Christmas Lunch £100
- Big Breakfast £40
- Nature Citizen £250
- Church Clock Maintenance £150


One request for a donation has been received from East Anglia's Children's Hospice (EACH).

Agenda Item 51e Earmarked Reserves

	Start of year
Asset Replacement	11,000.00
Play Equipment Replacement	6,000.00
CIL	9,617.56
Election Costs	2,000.00
Total Earmarked Reserves	28,617.56

Agenda Item 51f CIL Return

PPC has to submit an annual return on the position of the CIL Funds it receives.

Polstead Parish Council		
Community Infrastructure Levy		
Reporting Year 1st April 2019 to 31st March 2020		
A	Total CIL Income carried over from previous year	£2,041.80
B	Total CIL income received (receipts)	£9,129.43
C	Total CIL spent (expenditure)	£1,553.67
D	Total CIL repaid following payment notice	£0.00
E	Total CIL retained at year-end (A+B-C-D)	£9,617.56
CIL Expenditure		
Item / Purpose		Amount Spent
Legal costs re WI Land transfer		£1,553.67
Total Spent		£1,553.67
Signed	 DF Crimmin	Parish Clerk
Signed	Andrew Wade	Chairman
31st March 2020		

PPC has committed CIL funds as follows:

- a further £3,446.33 (total £5,000) towards the WL Land transfer costs
- £1,645 has been committed for the bus shelter hardstanding
- £1,100 towards the cost of a new awning for the community shop.

Agenda Item 53 email naming convention

PPC has now been allowed to use the polstead-pc.gov.uk domain. I have created the email address of clerk@polstead-pc.gov.uk for myself. I propose that the following email names are established for you:

john.baxter@polstead-pc.gov.uk

john.flather@polstead-pc.gov.uk

james.oxford@polstead-pc.gov.uk

karen.richardson@polstead-pc.gov.uk

stewart.sowman@polstead-pc.gov.uk

andrew.wade@polstead-pc.gov.uk

sue.wigglesworth@polstead-pc.gov.uk

I will create these accounts and send you the instructions on how to set up. PPC will then commence the use on the 1st May 2020.

Agenda Item 58 GDPR Data Map

Please find attached the GDPR Data Map.

Agenda Item 60 Future Agenda Items

Items that are currently scheduled for the next 2 meetings:

April 2020

- APM Issues
- External Audit Exemption
- Play equipment report
- Year-end Accounts
- Footpath Wardens.

May 2020

- AGM tasks.