

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 21st MARCH 2019 AT 7.30pm

35. **Apologies** for absence
36. Receive **declarations of interests** and consider request for dispensation from Councillors
37. Agree **minutes** of Polstead Parish Council meeting held on 28th February 2019
38. Receive **reports from County Councillor and District Councillor**
39. To receive **reports and questions from Councillors**
40. To receive reports and **questions from Parishioners** (contributions to be limited to 2 mins)
41. Agree actions following the review of the **Clerk's Report**
42. Agree actions required on **Correspondence received and emails circulated** by the Clerk to councillors since the last meeting
43. Planning
 - a. Consider any **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
 - b. **Status of Planning Applications** previously reviewed by the Parish Council.
44. 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 awarding Ben Patrick the **annual footpath cutting contract from 1st April 2019**
 - d. Consider donation towards the Village Hall for heating oil and contribution towards electricity costs for defibrillator
 - e. Consider **donations to organisations**
 - f. Agree **Earmarked Reserves to be carried forward to 2019 / 2020**
 - g. Agree PPC's **CIL Return to Babergh for year ending 31st March 2019.**
45. To consider any issues raised regarding **Highways and Footpaths.**
46. To consider any **asset, allotment, playground or playing field issue**
47. Review plans for the **litter pick on the 6th April 2019**
48. Consider a **GDPR update to PPC's Risk Management Register**
49. Update on the **Annual Parish Meeting to be held on the 4th April 2019**
50. **Future Agenda** Items
51. Date of the next scheduled meeting is **Thursday 18th April 2019** at 7.30pm.

Associated Papers PPC Meeting on 21st March 2019

Agenda Item 36 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 41 Clerk's Report

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
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.	
18/143	Wrote to Gordon Jones re Community Shop road signage. He is awaiting an update from the Shop committee.	
18/159 c	Application has been made to SCC for the installation of bus shelters on the A1071 near the Brewers Arms.	
18/159 d	Survey of possible grit bin locations at Bower House Tye concluded that the proposals are for new locations and therefore have to be formally approved by SCC Highways. As the closing date for this is the end of September, it will need to be submitted in 2019.	
19/021	Minutes updated on website and sent to magazines.	✓
19/023	Wrote to Royal Mail re accident on Martens Lane but have had no reply.	
19/028	Planning Application responses sent to Babergh.	✓
19/029 a	Payments made to suppliers.	✓
19/029 b	Change of bank signatory in progress.	
19/029 d	Polstead PCC has written to thank PPC for its donation towards the church clock.	✓
19/032	Risk Assessments and plans for litter pick on the 6th April now actioned.	✓
	Clerk Hours	
	As at 3rd March 2018 - Hours Worked 332 / Hours Paid 360.	

Agenda Item 42 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 43b Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/18/04967	Green Lawns Bonsai Nursery, Hadleigh Road, Boxford	Outline Planning Application (all matters reserved) - Erection of 4No detached dwellings.	18/174c	No comment	
APP/D3505/W/18/3211126	Miracle Barn, Bower House Tye	Appeal against the refusal of Outline Planning Application (Access to be considered) - Erection of two storey detached dwelling at Miracle Barn.	19/010b	Confirmed continued objection.	
DC/19/00389	Land East Of Woodview, Stackwood Road	Outline Planning Application (Access to be considered) Erection of a detached 1.5 storey dwelling and cartlodge and alterations to existing vehicular access.	19/028a	Objected	
DC/19/00615	Treetops, White Street Green	Conversion of garage to form study and conversion of outbuilding to bedroom and office.	19/028b	Supported	Permission Granted 14/03/2019

Associated Papers PPC Meeting on 21st March 2019

Agenda Item 44a Asset Register / Insurance

Asset No	Date Purchased	Description	Location	Asset Value	Insurance Risk	Insurance Value	Notes
1	2006	Skate Ramp (on tarmac)	Playing field, School Lane	£2,616.71	All	£3,773.71	As from 1st April 2010
2	2006	2 small football goals (on grassed pitch)	Playing field, School Lane	£1,551.59	All	£2,237.65	As from 1st April 2010
3	2006	2 Basketball Hoops (on tarmac court)	Playing field, School Lane	£1,998.09	All	£2,881.56	As from 1st April 2010
4	2006	Picnic Table	Playing field, School Lane	£487.63	All	£703.23	As from 1st April 2010
5	2006	Sign on gate	Playing field, School Lane	£385.11	Impact	£555.40	As from 1st April 2010
6	2006	Fencing	Playing field, School Lane	£769.38	Impact	£1,109.57	As from 1st April 2010
7		Playing field Gate	Playing field, School Lane		All	£384.58	
8	1980-1995 Sep 05	Playground Equipment	Playground, Rockalls Road	£12,097.01	All	£16,197.29	
9		Playground Fencing	Playground, Rockalls Road		Impact	£1,867.04	
10		Allotment Fencing	Rockalls Road		Impact	£0.00	Replaced May 2015
11		Notice Board	White Street Green	£165.00	All	£0.00	Less than excess Minute 12/052c
12		Notice Board	Straight Road	£165.00	All	£0.00	Less than excess Minute 12/052c
13	Apr-03	Notice Board	Village Hall, The Green	£184.00	All	£0.00	Less than excess Minute 12/052c
14	Jan-06	Litter Bin	Playground, Rockalls Road	£95.04	All	£0.00	Less than excess Minute 10/048 c ii
15	Oct-99	Litter Bin	Water Lane	£303.76	All	£731.05	
16	Jun-06	Litter Bin	The Green	£150.16	All	£0.00	Less than excess Minute 12/052c
17	1992	Village Sign	The Green	£1,000.00	All	£4,115.91	
18	2004	Hedge Trimmer			All	£0.00	Sold during 2012 / 2013
19		Wheeled Strimmer	Polstead Green Cottage		All	£0.00	Sold during 2012 / 2013
20	Oct-08	Strimmer & Attachments	Polstead Green Cottage		All	£0.00	Sold during 2012 / 2013
21	Feb-09	Wooden seat + Plaque	By Pond, The Hill	£290.00	All	£512.77	
22	May-74	Metal seat	By Pond, The Hill		All	£0.00	Do not insure Minute 10/048 c iv
23	May-74	Wooden seat + Plaque	By Pond, The Hill		All	£512.77	
24	Dec-06	Wooden seat	The Hill	£429.80	All	£604.68	
25		Circular Wooden seat	The Green		All	£971.57	
26	May-74	Wooden & concrete seat	Playground, Rockalls Road		All	£584.30	
27	May-74	Wooden bench	Playground, Rockalls Road		All	£512.77	
28	Dec-06	Wooden seat	Playground, Rockalls Road	£429.80	All	£740.56	
29	Sep-00	Grit Bin	Straight Road	£132.43	All	£0.00	Less than excess Minute 12/052c
30	Oct-01	Grit Bin	Top of The Hill	£204.40	All	£0.00	Less than excess Minute 12/052c
31	Oct-01	Grit Bin	Middle of The Hill	£204.40	All	£0.00	Less than excess Minute 12/052c
32	Dec-01	Grit Bin	Bottom of The Hill		All	£0.00	Replaced January 2016
33	Jul-06	Dog Bin	Bottom of The Hill	£48.76	All	£0.00	Less than excess Minute 10/048 c ii
34	Jul-06	Dog Bin	End of Rockalls Road	£48.76	All	£0.00	Less than excess Minute 10/048 c ii
35	Jul-06	Dog Bin	Bower House Tye	£48.76	All	£0.00	Less than excess Minute 10/048 c ii
36	Jul-06	Dog Bin	Footpath entrance near Playing field	£48.76	All	£0.00	Less than excess Minute 10/048 c ii
37	Jul-06	Dog Bin	Footpath entrance near Potash Lane	£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	£48.76	All	£0.00	Less than excess Minute 10/048 c ii

Associated Papers PPC Meeting on 21st March 2019

39	Jul-06	Dog Bin	Entrance to footpath near Bell's Corner	£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			£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	£2,501.30	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	£2,389.98	
59	Nov-15	Wooden Seat	Allotments	£384.00	All	£407.35	
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	Jul-16	Dog Bin	Heath Road FP13	£87.00		£0.00	Less than excess Minute 10/048 c ii
63	Jul-16	Dog Bin	Heath Road FP33	£87.00		£0.00	Less than excess Minute 10/048 c ii
64	Jul-16	New Play Equipment in both areas		£20,243.00	All	£21,473.77	
65	Jul-16	Dog Bin	WSG - Spring Lane by Green	£87.00		£0.00	Less than excess Minute 10/048 c ii
66	Mar-17	Defibrillator & Cabinet	Village Hall, The Green	£2,020.00	All	£0.00	Up to £5,000 of defibrillators covered in policy
67	Mar-17	Telephone Kiosk	Polstead Hill	£1.00	All	£2,600.00	
68	Mar-17	Telephone Kiosk	Heath Road / Straight Road	£1.00	All	£2,600.00	
69	Mar-18	Defibrillator & Cabinet	Heath Road / Straight Road	£1,775.00	All	£0.00	Up to £5,000 of defibrillators covered in policy
70						£0.00	
71							
		Total		£55,637.86		£70,968.79	



Date of this letter
18th February 2019

Master policy number
RGBDX6962034

Quote number
5110769

☎ **01483 462860**

✉ **local.councils@came
andcompany.co.uk**

Your policy schedule

Your Council Commercial Combined Insurance policy

Important Information

- This document contains the schedule and any endorsements which form part of your policy and is based on the information provided to us.
- The policy wording, schedule and endorsements should be read together as they show the cover we are providing.
- Please check the details are correct and that the cover meets your needs.
- If the details are incorrect or the cover does not meet your needs please contact your insurance advisor.
- If any of the information is incorrect we may change the terms and conditions, premium or withdraw cover.

Data Protection Notice

You may be aware that the European Union has introduced a new Regulation, known as the General Data Protection Regulation (GDPR), which applies to every organisation handling personal data.

Under the new regulation, your rights as a customer have been updated and expanded. We have updated our privacy policy to explain these rights as well as other changes required by the regulation.

View our privacy policy online at www.axa.co.uk/privacy-policy to find all about your rights, the information we collect on you and why. If you do not have access to the internet please contact us and we will send you a printed copy

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 2019

Date this cover expires: 31st March 2020

Renewal date: 1st April 2020

Your 3 Year Long Term Agreement Premium

Premium: £394.55

Insurance Premium Tax (IPT) at the current rate: £47.35

Total amount payable: £441.89

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 for the policy during the preceding 12 months. 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

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
Council Legal Liability and Legal Expenses (including Employee Dishonesty)	Insured
Terrorism	Not Insured
Equipment Breakdown	Not Insured

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	£5,751.16
Mowers & Machinery	£0.00
Natural Surfaces	£0.00
Other Surfaces	£0.00
Office Contents	£0.00
Outside Equipment	£0.00
Playground Equipment	£41,444.78
Sports Equipment	£5,119.20
Street Furniture	£18,653.64
War Memorials	£0.00

Associated Papers PPC Meeting on 21st March 2019

Agenda Item 44b Clerk's Expenses

Date	Description	Postage			No of Calls	Telephone Phone Call to	Printing			Travel Miles
		1st	2nd	Other			A4 Print	A3 Print	Lams	
10/09/18					1	S Scammell				
12/09/18	Meeting Pack & Notices						138		18	15
20/09/18	Meeting						25			12
21/09/18			3		3	Sid Scammell, A MacWillson, John Palmer				
28/09/18			1							
12/10/18	Meeting Pack						145		6	15
16/10/18	Training									10
18/10/18	Meeting				1	A MacWillson	25			12
20/10/18	A Macwillson		6				40			12
23/10/18			1		5	Tim Smith, SCC x 2, S Weston x 2, A MacWillson				
31/10/18					1	B Smith				
09/11/18	Meeting Pack & Notices				1	BDC	170		6	15
15/11/18	Meeting									12
16/11/18							12			
20/11/18	Training									10
27/11/18	No Cycling & Xmas Carol Notices						10		20	
28/11/18	Xmas Leaflets						185			
30/11/18	A Macwillson									12
03/12/18					1	BDC				
07/12/18					3	A MacWillson x 2, Fred Smith				
10/12/18					1	A MacWillson				
13/12/18	Meeting Pack & Notices				2	A MacWillson x 2	99		6	15
20/12/18	Meeting						23			12
28/12/18			1							
10/01/19	Meeting Pack						126		9	
11/01/19	Notices									15
16/01/19					1	A MacWillson				
17/01/19	Meeting						20			12
18/01/19			3							
21/01/19	Election Training									9
18/02/19					2	A MacWillson, A Wade				
19/02/19					1	A Wade				
20/02/19	BDC									36
23/02/19	Notices						140		6	15
28/02/19	Meeting / Nomination Packs		5				65			12
		0	20		23		1223	0	71	251
		£0.00	£11.60	£0.00	£2.76		£61.15	£0.00	£8.52	£112.95

Expenditure on behalf of Polstead Parish Council

Date	Description	Ref	Gross	VAT	Net	Account Heading
23/10/18	Xmas Tree	1	£90.00	£0.00	£90.00	Projects
27/11/18	185 @ 12p A4 full colour pages for Christmas Posters & Leaflets		£22.20	£0.00	£22.20	Admin
20/02/19	Parking in Ipswich	2	£2.50	£0.00	£2.50	Admin
	Postage		£11.60		£11.60	
	Cost of Calls		£2.76		£2.76	
	Printing		£61.15		£61.15	
	Laminates		£8.52		£8.52	
	Travel Costs		£112.95		£112.95	
	Total		£311.68	£0.00	£311.68	Balanced

Mileage rate from 6/4/2011	45p		
1st Class Post	67p	Admin	£108.73
2nd Class Post	58p	Staff	£112.95
Telephone Calls	10p +VAT	Projects	£90.00
A4 Printing per page	5p	VAT	
A3 Printing per page	10p	Total	£311.68
Laminates	12p		

Associated Papers PPC Meeting on 21st March 2019

Agenda Item 44d Village Hall

PPC budgets up to £935 for a contribution towards the Village Hall heating oil and a £30 contribution for the electricity used by the defibrillator annually.

The Village Hall spent £994.06 on oil in December 2018.

Agenda Item 44e Donations

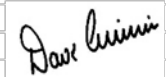
Past and Current Year Donations	
2016 / 2017	
Queen's 90th Birthday	£100.00
Polstead PCC - clock maintenance	£150.00
	£250.00
2017 / 2018	
Community Shop	£500.00
EAAA	£150.00
Polstead PCC - clock maintenance	£150.00
	£800.00
2018 / 2019	
Big Breakfast	£149.32
Polstead PCC - clock maintenance	£150.00
	£299.32

Agenda Item 44f Earmarked Reserves

	Start of year
Asset Replacement	9,000.00
Play Equipment Replacement	4,000.00
Election Costs	2,000.00
Total Earmarked Reserves	15,000.00

Associated Papers PPC Meeting on 21st March 2019

Agenda Item 44g CIL Return

Polstead Parish Council		
Community Infrastructure Levy		
Reporting Year 1st April 2018 to 31st March 2019		
A	Total CIL Income carried over from previous year	£2,561.80
B	Total CIL income received (receipts)	£0.00
C	Total CIL spent (expenditure)	£520.00
D	Total CIL repaid following payment notice	£0.00
E	Total CIL retained at year-end (A+B-C-D)	£2,041.80
CIL Expenditure		
	Item / Purpose	Amount Spent
	New Water tap for allotments	£520.00
	Total Spent	£520.00
Signed	 DF Crimmin	Parish Clerk
Signed	Anne MacWillson	Chairman
31st March 2019		

Agenda Item 48 Risk Management Register

GDPR				
Consent	Low	Medium	No	Review all new forms & website changes
Council Awareness	High	Medium	No	Clerk training
Councillor Awareness	High	Medium	No	Councillor training & ICO Guide
Data Breaches	Low	High	No	ICO process to follow
Data Protection Officer	Low	Low	No	Parish Council does not need to appoint.
Information Held	Medium	Medium	No	Data Audit and associated actions reviewed 6 monthly
Lawful basis for holding data	Medium	Medium	No	Data retention policy
Subject Access Requests	Low	Low	No	Policy in place