

POLSTEAD PARISH COUNCIL

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

PUBLIC NOTICE

A Meeting of Polstead Parish Council will be held on
Thursday 16th September 2021 starting at 7.30pm
at Polstead Village Hall.

The Public and Press are invited to attend with the public participation session being held at the meeting.

Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the Council including the public participation session.

The councillors and the Clerk are undertaking a lateral flow test the day before the meeting and would respectfully ask that all other attendees do the same.



Dave Crimmin PSLCC

Clerk to Polstead Parish Council

10th September 2021

Copies of draft and approved minutes are published on the Parish Council section of the Polstead Website www.polstead.onesuffolk.net

A copy of the draft or approved minutes can be requested from the Clerk, whose contact details are at the top of this notice.

**A Meeting of Polstead Parish Council to be held on
Thursday 16th September 2021 at 7.30pm in Polstead Village Hall.**

AGENDA

160. Apologies for absence
161. Receive **declarations of interests** and **requests for dispensation** from Councillors
162. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 19th August 2021
163. Receive **reports from County Councillor and District Councillor**
164. To receive **reports and questions from Councillors**
165. To receive **questions from Parishioners** (contributions to be limited to 2 mins)
166. Agree actions on **emails circulated** to councillors by the Clerk since the last meeting
167. Agree actions required following review of the **Clerk's Report**
168. **Planning**
 - a. Consider **Planning Application DC/21/04942 Corders House, Polstead Hill** - Notification for works to trees in a Conservation Area - Fell 3no Thuja Plicata (Damage to retaining wall and over hanging branches to neighbouring access track).
 - b. Consider **Planning Application DC/21/04915 Rockalls Farm House, Millwood Road** -Erection of two storey side extension and two storey new front extension. |
 - c. Consider any **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
 - d. **Consider the Status** of planning applications, appeals, enforcement referrals and potential planning issues.
169. **Finance**
 - a. Accept and approve **PKF Littlejohn's external audit report** for the year ended 31st March 2021
 - 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.
170. Consider options **for tree, hedgerow and wildflower planting** in the parish.
171. Consider update on **Polstead WI's plans to convey their land** in Polstead
172. Consider any issues raised regarding **Highways and Footpaths**
173. Consider any **asset, allotment, playground or playing field issues** including the sign on gate to playing field, a review of Litter Bins, Dog Bins and dog litter signage, grass cutting schedule for churchyard and replacement of notice boards
174. Update on use of **polstead-pc.gov.uk** email accounts
175. Consider **Autumn planting** for 2021
176. Consider **plans for Christmas 2021**
177. Consider application for **Babergh's Welcome Back Funding grant**
178. Consider response(s) to **Babergh's Licensing and Parking consultations**
179. New **Clerk recruitment**
180. Future **agenda items**
181. **Next scheduled PPC meeting** will be held on Thursday 21st October 2021 at 7.30pm.

Agenda Item 161 Request for Dispensation

Agenda Item 166 emails circulated

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 167 Clerk's Report

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
21/076	Seat replaced on play equipment.	✓
21/098	Georgia Hall sent you an update on the pothole in Heath Road.	
21/133	Minutes updated on Polstead website.	✓
21/135	Georgia Hall to seek SCC's 5G strategy	
21/137	SCC Highways to undertake speed survey in WSG.	
21/138	Wrote to National Grid.	✓
21/140	Sent planning application response(s) to Babergh.	✓
21/141 a	Payments made to suppliers.	✓
21/154	Minutes updated on Polstead website.	✓
21/156	Replied "No comments" on Boxford NP.	✓
21/157	Sent planning application response(s) to Babergh.	✓
21/158 a	Payments made to suppliers and councillor.	✓
	Clerk delegated actions	
	None used since last meeting.	

Associated Papers PPC for Meeting on 16th September 2021

Agenda Item 168d Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/21/01428	Heath Farm, Hadleigh Heath	Application for Outline Planning Permission (all matters reserved) Town and Country Planning 1990 - Erection of 3No dwellings (following demolition of existing outbuildings).	21/101b	Objected	REFUSED 28/07/2021
DC/21/02782	Wannock, Hadleigh Heath	Erection of a single storey rear extension.	21/120a	No objection	Granted 08/07/2021
DC/21/03306	Land To The East Of Alverstoke Farm Cottage, White Street Green	Severance of garden and erection of 1No single storey dwelling and new vehicular access (following demolition of outbuilding).	21/120c	Objected	REFUSED 28/07/2021
DC/21/03509	Prospect House, Stackwood Road	Conversion and alteration of outbuilding to form single storey detached dwelling, together with improved vehicular access (revised scheme to DC/21/01728)	21/140a	Objected	REFUSED 16/08/2021
DC/21/03532	51 Rockalls Road	Erection of single storey side extension to provide self contained annexe for family members.	21/140b	Supported	Granted 20/08/2021
DC/21/03722	Bankside, Mill Lane	Erection of one and half storey and single storey extensions, three bay cartlodge and creation of vehicular access (following demolition of existing extensions and garage).	21/140c 21/157a	Supported Objected	Granted 08/09/2021
DC/21/03580	Oakdene, Millward Road	Erection of boundary fencing.	21/140d	No objection	Granted 27/08/2021
DC/21/04241	Land To The East Of White Street Green	Change of Use of agricultural land to domestic garden land.	21/157b	No objection	
DC/21/04339	White House Farm, Straight Road	Erection of Cartlodge (following demolition of existing outbuilding).	21/157c	No objection	
DC/21/04340	White House Farm, Straight Road	Application for Listed Building Consent - Erection of Cartlodge (following demolition of existing outbuilding).	21/157d	No objection	
DC/21/04145	Robin Hill, Mill Street	Conversion of garage and addition of bay windows.	21/157e	No objection	

Agenda Item 169a External Auditor's Report

PKF Littlejohn LLP



Mr Dave Crimmin
Polstead Parish Council
Cragston
Sudbury Road
Newton
SUDBURY
Suffolk
CO10 0QH

Our ref SF0306
SAAA ref SB06768

Email sba@pkf-l.com

21 August 2021

Dear Mr Crimmin

Polstead Parish Council

Completion of the limited assurance review for the year ended 31 March 2021

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Polstead Parish Council for the year ended 31 March 2021. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

Associated Papers PPC for Meeting on 16th September 2021

- we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or
- we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference SF0306 or Polstead Parish Council as a reference when paying by BACS.

Timetable for 2021/22

Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Friday 1 July 2022. It is anticipated that the instructions will be sent out during March 2022, subject to arrangements for the 2021/22 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2022, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Friday 3 June and Thursday 14 July 2022; and
 - at the latest, between Friday 1 July and Thursday 11 August 2022.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2020/21

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Section 3 – External Auditor Report and Certificate 2020/21

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 2021; 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 2020/21

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 2020/21

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 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

21/08/2021

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

Associated Papers PPC for Meeting on 16th September 2021

**Agenda Item 169b RFO Report
Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
16/09/21	B Patrick - Footpaths August	102075	LA 2011 ss 1 to 8	0.00	400.00
16/09/21	PKF Littlejohn - External Audit Fee	102076	LA 2011 ss 1 to 8	0.00	240.00
16/09/21	DF Crimmin - Expenses Mar to Aug	102077	LA 2011 ss 1 to 8	0.00	201.85
30/09/21	DF Crimmin - Salary Apr to Jun	102078	LA 2011 ss 1 to 8	0.00	864.30
30/09/21	DF Crimmin - WFHA Apr to Jun	102078	LA 2011 ss 1 to 8	0.00	78.00
30/09/21	HMRC - Clerk Tax	102079	LA 2011 ss 1 to 8	0.00	216.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/07/21	£44,721.86	£39,968.19	£4,753.67	£0.00	£0.00
Premier Account	30/06/21	£3,335.01	£3,335.01	£0.00	£0.00	£0.00
Cash	12/08/21	£0.00	£0.00			£0.00
		£48,056.87	£43,303.20	£4,753.67	£0.00	

Actual v's Budget

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£44,162.96				
Income			Expenditure			
Precept	£19,500.00	£9,750.00	Clerks Salary		£4,832.00	£2,160.60
Bank Interest	£0.00	£0.08	Admin		£2,305.00	£858.33
Recycling	£0.00	£0.00	Insurance		£580.00	£0.00
Grants	£745.00	£312.00	Audit Inspections		£380.00	£340.00
Allotment Rent	£120.00	£187.60	Donations		£1,000.00	£500.00
Wayleave	£22.00	£0.00	Chairman's Allowance		£60.00	£0.00
QDJ	£0.00	£0.00	Community Wardens		£1,180.00	£505.05
Donation	£0.00	£0.00	Dog & Litter Bins		£1,000.00	£850.99
Compensation	£0.00	£0.00	Footpaths		£2,800.00	£2,021.00
Other	£0.00	£0.00	Grass Cutting		£3,950.00	£0.00
CIL	£0.00	£0.00	Ditch Clearance		£0.00	£0.00
VAT Repayment	£0.00	£630.21	Maintenance		£1,200.00	£442.21
			Village Hall		£965.00	£0.00
			Projects		£1,500.00	£0.00
			Contingency		£500.00	£0.00
			CIL	£9,617.56	£0.00	£3,380.00
			VAT Paid		£0.00	£681.47
Total	£20,387.00	£10,879.89	Total	£9,617.56	£22,252.00	£11,739.65
			Assets Carried Forward			£43,303.20
Total		£55,042.85	Total			£55,042.85

Associated Papers PPC for Meeting on 16th September 2021

Agenda Item 169b Clerk's Expenses

Date	Description	Postage			No of Calls	Telephone Phone Call to	Printing			Travel Miles
		1st	2nd	Other			A4 Print	A3 Print	Lams	
18/03/21		1	4				28			
19/03/21							380			
25/03/21							45			
29/03/21			8				70			
31/03/21							37			
20/05/21							125			12
21/05/21			7				25			
27/05/21			1							
11/06/21							17		17	
24/06/21							120			12
25/06/21			1				25			
30/06/21			1							
09/07/21							6		6	15
13/07/21							136			
16/07/21			3				15			12
21/07/21	Maps / Notice boards							10		15
22/07/21	Defib pads									12
12/08/21							6		6	15
19/08/21							58			12
23/08/21			4				15			
		1	29		0		1108	10	29	105
		£0.85	£19.14	£0.00	£0.00		£55.40	£1.00	£3.48	£47.25

Expenditure on behalf of Polstead Parish Council						
Date	Description	Ref	Gross	VAT	Net	Account Heading
18/05/21	2 Councillor Information Folders (Folder £2 / Divider £1 / Paper £4)		£14.00	£0.00	£14.00	Admin
11/06/21	Best Host - polstead-pc.gov.uk	1	£12.50	£0.00	£12.50	Admin
22/07/21	SLCC Membership		£48.23	£0.00	£48.23	Admin
	Postage		£19.99		£19.99	
	Cost of Calls		£0.00		£0.00	
	Printing		£56.40		£56.40	
	Laminates		£3.48		£3.48	
	Travel Costs		£47.25		£47.25	
	Total		£201.85	£0.00	£201.85	Balanced

Mileage rate from 6/4/2011	45p		
1st Class Post	85p	Admin	£201.85
2nd Class Post	66p	Maint	
Telephone Calls	10p +VAT	Projects	
A4 Printing per page	5p	VAT	
A3 Printing per page	10p	Total	£201.85
Laminates	12p		

Agenda Item 173 Grass Cutting Schedule

PPC extended its cutting schedule to include the closed churchyard with a budget of £1,000. With the grass growth this year being strong, the budget has now been used up by the contractor and there are probably 3 cuts still remaining this year. Are you happy to increase the budget by up to £500 in order to maintain the closed churchyard in line with the other churchyard?

Agenda Item 177 Welcome Back Funding

Babergh has sent out the following:

As a District Council we have been allocated a share of £56m of ERDF funding to support the return to high street safely and help build back better from the pandemic. Babergh was allocated £146,635 and Mid Suffolk was allocated £91,893.

The purpose of this funding is to put in place additional measures to create and promote safe environments for local trade and tourism. The majority of the funding as has been allocated to our larger towns and primary tourism areas, however, to ensure that this funding can benefit our smaller towns and villages and meets the funding criteria, we have developed several strands of work.

These different strands of work include funding for events and activities suitable for local visitors and tourists, additional support to ensure our towns and villages can reopen safely and resources to improve local environments. More information about the different strands can be found below:

Strand 1 - Towns and tourist locations to host events and activities that safe and secure for visitors and residents

- Additional events to encourage residents and visitors back into the high streets and tourism areas.
- Resource to ensure events are safe and secure.
- Expand our pilot digital trails throughout the district.
- Additional work in our green spaces and high street to be welcoming.

Strand 2 - COVID secure high streets and public spaces

- Business advice and sign posting to available grants.
- Increasing street cleansing and litter collections.
- Additional resource for the Area of Outstanding Natural Beauty and coastal trails.
- Seasonal rangers within our public green spaces.

Strand 3 - Communication and marketing to support safe return to the high streets

- Advertise the district to encourage tourism to return to the area.
- Promote the government guidance.

We are aware of the impact the pandemic has on all the district and therefore, would like to use some of the funding to help with some of the additional burdens your village may incur as the final lockdown restrictions are lifted.

The funding criteria and guidance is limited but can be used to support and promote a safe public environment. We are aware that there has been increase of littering in the district due to more people walking and visiting local attractions. This has led to more rubbish accumulating in bins as to people stay close to home.

To help combat this issue, we would like to use the funding of offer a range of solutions. Your parish can choose from the options form attached to this email.

In addition, we can offer free litter picking equipment available for all parishes, please indicate on the form if you would like a set for your parish.

You can select either a small set (7 litter pickers) or a large set (15 litter pickers). We also have a limited number of child size litter pickers which will be issued on a first come first serve basis. Again, please either indicate whether you would like these on the form.

Please complete and return the form (linked below) with your choice so that we can order the items and get them installed from September onwards. We will then contact you directly about location and installation.

Link to form: https://babergh-self.achieveservice.com/service/Welcome_Back_Fund

Agenda Item 178 Consultations

I sent you email on the 26th August 2021 relating to:

- Hackney Carriage, Private Hire Operator. Vehicle & Driver Policy consultation
- Gambling Act 2005: Statement of Principles (Revision) consultation.

Also, on the 31st August I sent you an email regarding Babergh and Mid Suffolk District Council Parking Strategy Consultation.

Agenda Item 179 New Clerk

To date my approaches to local clerk's on filling the vacancy at PPC have been unsuccessful. Councillors should now consider the broad T&C's relating to the new clerk's employment so that an advert can be placed on the SALC website.

Agenda Item 180 Future Agenda items

For the October meeting we have the following items:

- Consider plans to celebrate the Queens Platinum Jubilee
- Consider affordable dwellings in Polstead
- Consider further defibrillator deployment and training.