

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 18th March 2021 starting at 7.30pm

Via a Zoom Videoconference.

Members of public who wish to attend this meeting via Zoom or a telephone line should use the following joining instructions.

Topic: Polstead Parish Council Meeting on Thursday 18th March 2021 starting at 7.30pm

Join Zoom Meeting

<https://us02web.zoom.us/j/87921164165?pwd=dGdFeEJxK1Z3NXZINGttUUNLMFdSdz09>

Meeting ID: 879 2116 4165

Passcode: 443954

One tap mobile

+441314601196,,87921164165#,,,,*443954# United Kingdom

+442030512874,,87921164165#,,,,*443954# United Kingdom

Dial by your location

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

Meeting ID: 879 2116 4165

Passcode: 443954

Find your local number: <https://us02web.zoom.us/u/kCu30DXvc>

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 18th March 2021 at 7.30pm via Videoconference**

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.



Dave Crimmin PSLCC
Clerk to Polstead Parish Council

12th March 2021

**A Meeting of Polstead Parish Council to be held on
Thursday 18th March 2021 at 7.30pm via Videoconference**

AGENDA

43. **Apologies** for absence
44. Receive **declarations of interests** and **requests for dispensation** from Councillors
45. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 25th March 2021
46. Receive **reports from County Councillor and District Councillor**
47. To receive **reports and questions from Councillors**
48. To receive **questions from Parishioners** (contributions to be limited to 2 mins)
49. Agree actions on **emails circulated** to councillors by the Clerk since the last meeting
50. Agree actions required following review of the **Clerk's Report**
51. **Planning**
 - a. Consider **Planning Application DC/21/00848 Bower House Farm, Bower House Tye** - Change of use of land for the stationing of 2no shepherds huts for the provision of short term holiday let accommodation.
 - b. Consider any **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
 - c. **Consider the Status** of planning applications, appeals, enforcement referrals and potential planning issues.
52. **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 the last meeting; review the Reconciliation of Accounts against Bank Statements and the Statement of Accounts vs Budget Consider donations
 - c. Consider **donations to organisations**
 - d. Agree **Earmarked Reserves to be carried forward to 2021 / 2022.**
53. Consider update on **Polstead WI's plans to convey their land** in Polstead
54. Review outcomes of meeting on the proposed electricity supply between **Bramford to Twinstead**
55. **PPC Policies and Procedures**
 - a. Consider NALC revisions to PPC's **Standing Orders**
 - b. Consider whether any changes are required to PPC's **Financial Regulations**
56. Consider any issues raised regarding **Highways and Footpaths** including feedback from the SALC meeting on Speeding.
57. Consider any **asset, allotment, playground or playing field issues** including new metal bench around the tree on Polstead Green, maintenance of gate to play equipment, the sign on gate to playing field
58. Consider holding the **Annual Parish Meeting on Thursday 8th April 2021 at 7.30pm** over Zoom
59. **Future agenda items**
60. **Next scheduled PPC meeting** will be held on Thursday 15th April 2021 at 7.30pm.

Associated Papers PPC for Meeting on 18th March 2021

Agenda Item 44 Request for 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 49 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 50 Clerk's Report

| Minute | Action | Complete ✓ |
|----------|---|------------|
| 18/041 | Sent reply to Lord of the Manor's solicitor. | |
| 21/011 c | Barclays confirm that mandate changes implemented. | ✓ |
| 21/027 | Minutes updated on Polstead website. | ✓ |
| 21/031 | Wrote to Hadleigh Town Council. | ✓ |
| 21/031 | CLlr Baxter booked on Speeding meeting. | ✓ |
| 21/033 | Sent planning application response(s) to Babergh. | ✓ |
| 21/034 a | Payments made to suppliers and councillor. | ✓ |
| 21/034 b | Payment to Church being processed. | |
| 21/034 d | Updated J Palmer on grass cutting contract award. | ✓ |
| 21/034 e | Updated CO10 on increase of hourly rate. | ✓ |
| 21/036 | Footpath post maintenance allocated to Community Wardens. | ✓ |
| 21/038 | Website updated with PPC Vacancy processes. | ✓ |
| | Clerk delegated actions | |
| | None since last meeting. | |
| | Clerk Hours | |
| | As at 21st February 2021 - Hours Worked 322.75 / Hours Paid 345 | |

Associated Papers PPC for Meeting on 18th March 2021

Agenda Item 51 Planning Status

| Reference | Address | Planning Details | PPC Minute | Parish Council Comments | Babergh DC Comments |
|-------------|---|---|------------|-------------------------|-----------------------------|
| DC/20/04417 | Land Adjacent 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. | 20/206c | No objection | |
| DC/21/00212 | Christobel, White Street Green | Application for Outline Planning Permission (some matters reserved, access to be considered) Town and Country Planning Act 1990 - Severence of garden and erection of 1no. single storey dwelling (following removal of garage and workshop). | 21/010c | Supported | REFUSED 10/03/2021 |
| DC/21/00361 | Site Of Former Green Lawns Bonsai Nursery | Submission of Details (Reserved Matters in part) following Outline Application DC/18/04967 - Erection of 4 no. detached dwellings (Allowed under Appeal Decision APP/D3505/W/19/3240526). Access, Appearance, Landscaping, Layout and Scale for Phase 1 Site only - Erection of 1no. detached dwelling. | 21/033a | No comment | |
| DC/21/00289 | Wannock, Hadleigh Heath | Erection of first floor extension to existing bungalow, insertion of 2No Dormers to front roof slope, rooflights and juliette balcony to rear; Erection of vaulted single storey rear extension, . Erection of single storey extension to garage. | 21/033b | No objection | |
| DC/21/00710 | Springfield Mill Street | Application for works to a tree in a Conservation Area - Re-pollard 1No Willow tree back to previous points. | 21/033c | No comment | No objections 05/03/2021 |
| DC/21/00698 | Alverstoke Farm, Boxford Road | Erection of extension to existing cattle shelter/ feed store. | 21/033d | No objection | |

Associated Papers PPC for Meeting on 18th March 2021

Agenda Item 52a Asset Register

| Date Purchased | Description | Location | Asset Value | Insurance Risk | Insurance Value | Notes |
|----------------|---|---|-------------------|----------------|-------------------|--|
| 2006 | Skate Ramp (on tarmac) | Playing field, School Lane | £2,616.71 | All | £4,042.40 | As from 1st April 2010 |
| 2006 | 2 small football goals (on grassed pitch) | Playing field, School Lane | £1,551.59 | All | £2,396.97 | As from 1st April 2010 |
| 2006 | 2 Basketball Hoops (on tarmac court) | Playing field, School Lane | £1,998.09 | All | £3,086.73 | As from 1st April 2010 |
| 2006 | Picnic Table | Playing field, School Lane | £487.63 | All | £753.30 | As from 1st April 2010 |
| 2006 | Sign on gate | Playing field, School Lane | £385.11 | Impact | £594.94 | As from 1st April 2010 |
| 2006 | Fencing | Playing field, School Lane | £769.38 | Impact | £1,188.57 | As from 1st April 2010 |
| | Playing field Gate | Playing field, School Lane | | All | £411.96 | |
| 1980-1995 | | | | | | |
| Sep 05 | Playground Equipment | Playground, Rockalls Road | £12,097.01 | All | £17,350.54 | |
| | Playground Fencing | Playground, Rockalls Road | | Impact | £1,999.97 | |
| | Allotment Fencing | Rockalls Road | | Impact | £0.00 | Replaced May 2015 |
| | Notice Board | White Street Green | £165.00 | All | £0.00 | Less than excess Minute 12/052c |
| | Notice Board | Straight Road | £165.00 | All | £0.00 | Less than excess Minute 12/052c |
| Apr-03 | Notice Board | Village Hall, The Green | £184.00 | All | £0.00 | Less than excess Minute 12/052c |
| Jan-06 | Litter Bin | Playground, Rockalls Road | £95.04 | All | £0.00 | Less than excess Minute 10/048 c ii |
| Oct-99 | Litter Bin | Water Lane | | All | | Removed Jan 21 |
| Jun-06 | Litter Bin | The Green | | All | | Removed Nov 20 |
| 1992 | Village Sign | The Green | £1,000.00 | All | £4,408.96 | |
| 2004 | Hedge Trimmer | | | All | £0.00 | Sold during 2012 / 2013 |
| | Wheeled Strimmer | Polstead Green Cottage | | All | £0.00 | Sold during 2012 / 2013 |
| Oct-08 | Strimmer & Attachments | Polstead Green Cottage | | All | £0.00 | Sold during 2012 / 2013 |
| Feb-09 | Wooden seat + Plaque | By Pond, The Hill | £290.00 | All | £549.28 | |
| May-74 | Metal seat | By Pond, The Hill | | All | £0.00 | Do not insure Minute 10/048 c iv |
| May-74 | Wooden seat + Plaque | By Pond, The Hill | | All | £549.28 | |
| Dec-06 | Wooden seat | The Hill | £429.80 | All | £647.73 | |
| | Circular Wooden seat | The Green | | All | | Removed Dec 20 |
| May-74 | Wooden & concrete seat | Playground, Rockalls Road | | All | £625.90 | |
| May-74 | Wooden bench | Playground, Rockalls Road | | All | £549.28 | |
| Dec-06 | Wooden seat | Playground, Rockalls Road | £429.80 | All | £617.12 | |
| Sep-00 | Grit Bin | Straight Road | £132.43 | All | £0.00 | Less than excess Minute 12/052c |
| Oct-01 | Grit Bin | Top of The Hill | £204.40 | All | £0.00 | Less than excess Minute 12/052c |
| Oct-01 | Grit Bin | Middle of The Hill | £204.40 | All | £0.00 | Less than excess Minute 12/052c |
| Dec-01 | Grit Bin | Bottom of The Hill | | All | £0.00 | Replaced January 2016 |
| Jul-06 | Dog Bin | Bottom of The Hill | £48.76 | All | £0.00 | Less than excess Minute 10/048 c ii |
| Jul-06 | Dog Bin | End of Rockalls Road | £48.76 | All | £0.00 | Less than excess Minute 10/048 c ii |
| Jul-06 | Dog Bin | Bower House Tye | £48.76 | All | £0.00 | Less than excess Minute 10/048 c ii |
| Jul-06 | Dog Bin | Footpath entrance near Playing field | £48.76 | All | £0.00 | Less than excess Minute 10/048 c ii |
| Jul-06 | Dog Bin | Footpath entrance near Potash Lane | £48.76 | All | £0.00 | Less than excess Minute 10/048 c ii |
| Jul-06 | Dog Bin | Entrance to Cherry Billy's Lane byway | £48.76 | All | £0.00 | Less than excess Minute 10/048 c ii |
| Jul-06 | Dog Bin | Entrance to footpath near Bell's Corner | £48.77 | All | £0.00 | Less than excess Minute 10/048 c ii |
| Jun-10 | Dog Bin | Entrance to Allotments, Rockalls Road | £124.50 | All | £0.00 | Less than excess Minute 10/048 c ii |
| | Engraved Plaque | | | All | £0.00 | Less than excess Minute 10/048 c ii |
| | Engraved Plaque | | | All | £0.00 | Less than excess Minute 10/048 c ii |
| May-74 | Playingfield | School Lane | £200.00 | | £0.00 | |
| May-74 | Allotments | Rockalls Road | £1,000.00 | | £0.00 | |
| Jun-05 | Triangle of Land | By Pond, The Hill | | | £0.00 | |
| Jun-93 | Litter Bin | Playground, Rockalls Road | £0.00 | | £0.00 | £40 - removed Minute 10/048 c i |
| Nov-96 | Filing cabinet | Cragston, Sudbury road | £50.00 | | £0.00 | Less than excess Minute 10/048 c ii |
| Nov-10 | Grit Bin | White Street Green | £150.00 | All | £0.00 | Less than excess Minute 10/048 c ii |
| Nov-10 | Grit Bin | Stackwood Road | £150.00 | All | £0.00 | Less than excess Minute 10/048 c ii |
| Nov-10 | Grit Bin | Rockalls Road / Flaggy Pond | £150.00 | All | £0.00 | Less than excess Minute 10/048 c ii |
| Mar-11 | Grit Bin | Rockalls Road | £168.00 | All | £0.00 | Less than excess Minute 10/048 c ii |
| Mar-11 | Village Shelter | By Village Hall | £2,000.00 | All | £2,679.40 | As from 1st April 2011 |
| Oct-11 | Wooden Seat | Heath Close / Straight Road | £0.00 | All | £0.00 | |
| Nov-11 | Dog Bin | White Street Green | £140.36 | | £0.00 | Less than excess Minute 10/048 c ii |
| Dec-13 | Dog Bin | Millwood Road by FP 33 | £115.00 | | £0.00 | Less than excess Minute 10/048 c ii |
| Dec-13 | Dog Bin | White Street Green by RB 6 | £115.00 | | £0.00 | Less than excess Minute 10/048 c ii |
| | Wooden Seat | White Street Green | £0.00 | | £0.00 | |
| May-15 | Allotment Fencing and Water Supply | Allotments | £2,253.00 | All | £2,560.15 | |
| Nov-15 | Wooden Seat | Allotments | £384.00 | All | £436.35 | |
| Jan-16 | Grit Bin | Bottom of Hill | £148.19 | | £0.00 | Less than excess Minute 10/048 c ii |
| Jan-16 | Grit Bin | Junction of Stackwood Road / A1071 | £188.17 | | £0.00 | Less than excess Minute 10/048 c ii |
| Jul-16 | Dog Bin | Heath Road FP13 | £87.00 | | £0.00 | Less than excess Minute 10/048 c ii |
| Jul-16 | Dog Bin | Heath Road FP33 | £87.00 | | £0.00 | Less than excess Minute 10/048 c ii |
| Jul-16 | New Play Equipment in both areas | | £20,243.00 | All | £23,002.71 | |
| Jul-16 | Dog Bin | WSG - Spring Lane by Green | £87.00 | | £0.00 | Less than excess Minute 10/048 c ii |
| Mar-17 | Defibrillator & Cabinet | Village Hall, The Green | £2,020.00 | All | £0.00 | Up to £5,000 of defibrillators covered in policy |
| Mar-17 | Telephone Kiosk | Polstead Hill | £1.00 | All | £2,785.12 | |
| Mar-17 | Telephone Kiosk | Heath Road / Straight Road | £1.00 | All | £2,785.12 | |
| Mar-18 | Defibrillator & Cabinet | Heath Road / Straight Road | £1,775.00 | All | £0.00 | Up to £5,000 of defibrillators covered in policy |
| Nov-19 | Memorial bench | Playground, Rockalls Road | £1.00 | | £0.00 | |
| Nov-19 | Grit Bin | Bower House Tye | £188.17 | | £0.00 | Less than excess Minute 10/048 c ii |
| Nov-19 | Grit Bin | Bower House Tye | £188.17 | | £0.00 | Less than excess Minute 10/048 c ii |
| Mar-20 | Dog Bin | Mill Lane / Rectory Hill | £100.07 | | £0.00 | Less than excess Minute 10/048 c ii |
| Jan-21 | Litter Bin | Water Lane | £310.00 | All | £310.00 | |
| Nov-20 | Litter Bin | The Green | £440.00 | All | £440.00 | |
| Mar-21 | Circular Wooden seat | The Green | £1,250.00 | All | £1,250.00 | |
| | | | | | | |
| | Total | | £57,661.35 | | £76,021.75 | |
| | | | | | | |
| | | | | | | |

Agenda Item 52a Insurance Renewal
Polstead Parish Council Renewal Summary

Based on the information we hold, we have assessed your demands and needs as those of a Council wishing to insure the risks shown, at the levels of cover set out in the attached schedule of insurance, with a reputable insurer and at a cost effective premium.

Please see the attached cover comparison which details a summary of the core covers automatically included with all Came & Company Local Council Insurance policies. In addition to these our insurer panel can provide enhanced levels of protection and additional covers where appropriate.

In preparing our recommendation for Polstead Parish Council we undertook a full review of our panel of insurers and the below table summarises the quotations we were able to obtain:

| Insurer | Insurer Premium | Administration Fee |
|--|-----------------|--------------------|
| Pen Underwriting Limited | £502.94 | £50.00 |
| Hiscox | £888.60 | £50.00 |
| Ecclesiastical | £941.65 | £50.00 |
| Premiums are inclusive of Insurance Premium Tax (IPT) charged by HMRC at the applicable rate | | |

Our recommendation is that you accept the Pen Underwriting Limited quotation to meet the demands and needs of Polstead Parish Council.

Pen Underwriting Limited is a company within the Gallagher group and acts on behalf of a number of insurers. We always aim to treat you fairly and we manage all potential conflicts in accordance with our Terms of Business.

| | Insurer Premium | Administration Fee | Total Premium |
|---|-----------------------------------|--------------------|----------------|
| Annual Policy with Pen Underwriting Limited | £502.94 | £50.00 | £552.94 |
| 3 Year Long Term Agreement Option with Pen Underwriting Limited | £502.94 | £50.00 | £552.94 |
| <i>Premiums are inclusive of Insurance Premium Tax (IPT) charged by HMRC at the applicable rate</i> | | | |
| Quote Reference | 5110769 | | |
| Cover Period | 1st April 2021 to 31st March 2022 | | |

In handling this policy we will act solely as your agent, including when assisting you with any claim.

Long Term Agreement Option

In order to ensure rate stability, Polstead Parish Council may choose to set up a 3 year binding Long Term Agreement (LTA) with **Pen Underwriting Limited**, at an LTA premium of £552.94. This means Polstead Parish Council will commit to keep their policy with Pen Underwriting Limited for the period of the LTA.

Associated Papers PPC for Meeting on 18th March 2021

In return Pen Underwriting Limited agrees not to increase the annual insurance premium, except for the following reasons:

- When there are changes to the material facts concerning your policy.
- Policy changes where the sums insured for assets covered against loss or damage are increased or decreased.
- The annual inflationary increase (index linking) applied to the sums insured for the assets covered against loss or damage.
- The imposition by the Government of a higher rate of Insurance Premium Tax (IPT).

Any changes to terms or conditions other than those stated, for example, the imposition by the Insurer of a higher rate resultant from the claims ratio exceeding 40% , **releases** Polstead Parish Council from the Long Term Agreement and as your broker we will seek alternative quotations from the market on your behalf.

For further information please see the LTA wording contained within the attached Schedule of Insurance.

Renewal Comparison

| | Premium |
|----------------------------|---------|
| This Year's Annual Premium | £502.94 |
| Last Year's Annual Premium | £455.15 |

We have included last year's annual premium so that you can see how it has changed. If you have made any changes to the policy in the last 12 months, that altered the premium, this is reflected.

Index linking is currently calculated at 3% for both buildings and contents. Please contact the office should you not wish to index link these items.

The difference in annual premium will also be as a result of any rate changes applied by the recommended insurer and the index linking of any items insured against loss or damage.

Should Polstead Parish Council wish to protect themselves against future rate increases applied by insurers, insurer rate stability can be achieved by setting up a 3 year binding Long Term Agreement (LTA), as detailed in the recommendation above

Associated Papers PPC for Meeting on 18th March 2021

| Area of Cover | | Sums Insured/Limits | | |
|---|--------------------------------|----------------------------------|----------------------------|-----------------------|
| | | Pen Underwriting Limited via Axa | Hiscox | Ecclesiastical |
| Public Liability | | £10,000,000 | £10,000,000 | £10,000,000 |
| Including | Hirers Liability | £5,000,000 | £5,000,000 | £2,000,000 |
| | Libel & Slander | £500,000 | £500,000 | £250,000 |
| | Motor No claims Excess & Bonus | £250 each | £250 each | n/a |
| Employers' Liability | | £10,000,000 | £10,000,000 | £10,000,000 |
| Officials & Trustees Liability | | £500,000 | £500,000 | £500,000 |
| Employee Dishonesty | | £150,000 | £150,000 | £150,000 |
| Legal Expenses | | £500,000 | £100,000 | £250,000 |
| Personal Accident | | £100,000/£500pw | £100,000/£500pw | £50,000/£250pw |
| Property Damage | | | | |
| Including | Defibrillators & Cabinets | £5,000 | £5,000 | £5,000 |
| Business Interruption | | | | |
| Including | Loss of Revenue | £10,000 | £10,000 | £10,000 |
| | Increased Cost of Working | £10,000 | £10,000 | £10,000 |
| | Key Person Cover | £250pw up to max £2,500 pa | £250pw up to max £2,500 pa | £400pw up to 26 weeks |
| Contents (away from premises) | | £5,000 | £5,000 | £5,000 |
| Money | | £2,500 | £1,000 | £1,000 |
| Internet & Email | | £500,000 | £50,000 | n/a |
| Crisis Management | | £500,000 | £25,000 | n/a |

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 2021
Date this cover expires: 31st March 2022
Renewal date: 1st April 2022

Your Annual Premium

Premium: £449.05
Insurance Premium Tax (IPT) at the current rate: £53.89
Total amount payable: £502.94

Associated Papers PPC for Meeting on 18th March 2021

Your 3 Year Long Term Agreement Premium

Premium: £449.05

Insurance Premium Tax (IPT) at the current rate: £53.89

Total amount payable: £502.94

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

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 |

Associated Papers PPC for Meeting on 18th March 2021

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 | £6,160.64 |
| Mowers & Machinery | £0.00 |
| Natural Surfaces | £0.00 |
| Other Surfaces | £0.00 |
| Office Contents | £0.00 |
| Outside Equipment | £0.00 |
| Playground Equipment | £44,395.65 |
| Sports Equipment | £5,483.69 |
| Street Furniture | £19,981.77 |
| War Memorials | £0.00 |
| 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 |

Associated Papers PPC for Meeting on 18th March 2021

| | |
|---|---|
| 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 |
| Excesses | |
| Damage by fire, lightning, explosion, aircraft, riot, civil commotion, strikers, locked out workers, persons taking part in labour disturbances or earthquake | £nil |
| Flood damage | £250 |
| Theft or attempted theft | £250 |
| Theft of building fabric | £250 |
| Subsidence excess | £1,000 |
| Contract works | £250 |
| All other damage | £250 |
| Endorsements that apply to this section | |
| "Excess Amendments | |

Associated Papers PPC for Meeting on 18th March 2021

Agenda Item 52b RFO Report

Receipts & Payments

| Date | Details | Ref | Power | Receipts | Payments |
|----------|--------------------------------|------|-------------------|----------|----------|
| 18/03/21 | B Patrick - Footpaths February | 2047 | LA 2011 ss 1 to 8 | 0.00 | 292.50 |
| 18/03/21 | Came & Co - Insurance | 2048 | LA 2011 ss 1 to 8 | 0.00 | 552.94 |
| 18/03/21 | DF Crimmin - Expenses | 2049 | LA 2011 ss 1 to 8 | 0.00 | 693.51 |
| 29/03/21 | DF Crimmin - Salary Oct to Dec | 2050 | LA 2011 ss 1 to 8 | 0.00 | 864.10 |
| 29/03/21 | DF Crimmin -WFHA Oct to Dec | 2050 | LA 2011 ss 1 to 8 | 0.00 | 78.00 |
| 29/03/21 | HMRC - Clerk Tax | 2051 | LA 2011 ss 1 to 8 | 0.00 | 216.20 |

Reconciliation

| Account | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|-------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Community Account | 26/02/21 | £43,695.58 | £40,998.33 | £2,697.25 | £0.00 | £0.00 |
| Premier Account | 26/02/21 | £3,334.85 | £3,334.85 | £0.00 | £0.00 | £0.00 |
| Cash | 17/02/21 | £0.00 | £0.00 | | | £0.00 |
| | | £47,030.43 | £44,333.18 | £2,697.25 | £0.00 | |

Budget v's Actual

| | Budget | Actual | Reserves | Budget | Actual |
|------------------------|-------------------|-------------------|---------------------------|------------------|-------------------|
| Assets Brought Forward | | £42,030.94 | | | |
| <u>Income</u> | | | <u>Expenditure</u> | | |
| Precept | £18,596.00 | £18,596.00 | Clerks Salary | £4,704.98 | £4,321.21 |
| Bank Interest | £0.00 | £1.43 | Admin | £2,300.00 | £1,370.29 |
| Recycling | £0.00 | £0.00 | Insurance | £580.00 | £552.94 |
| Grants | £745.00 | £744.32 | Audit Inspections | £340.00 | £380.00 |
| Allotment Rent | £120.00 | £148.80 | Donations | £1,000.00 | £2,027.50 |
| Wayleave | £22.00 | £21.01 | Chairman's Allowance | £60.00 | £45.00 |
| QDJ | £0.00 | £0.00 | Community Wardens | £1,180.00 | £1,000.00 |
| Donation | £0.00 | £0.00 | Dog & Litter Bins | £1,000.00 | £771.47 |
| Compensation | £0.00 | £0.00 | Footpaths | £1,850.00 | £3,668.00 |
| Other | £0.00 | £0.00 | Grass Cutting | £3,350.00 | £2,688.00 |
| CIL | £0.00 | £0.00 | Ditch Clearance | £200.00 | £0.00 |
| VAT Repayment | £0.00 | £1,456.49 | Maintenance | £1,200.00 | £964.29 |
| | | | Village Hall | £965.00 | £0.00 |
| | | | Projects | £1,500.00 | £246.90 |
| | | | Contingency | £500.00 | £0.00 |
| | | | CIL | £9,617.56 | £0.00 |
| | | | VAT Paid | £0.00 | £630.21 |
| Total | £19,483.00 | £20,968.05 | Total | £9,617.56 | £20,729.98 |
| | | | | | £18,665.81 |
| | | | Assets Carried Forward | | £44,333.18 |
| Total | | £62,998.99 | Total | | £62,998.99 |

Associated Papers PPC for Meeting on 18th March 2021

Agenda Item 52b Clerk's Expenses

| Date | Description | Postage | | | No of Calls | Telephone Phone Call to | Printing | | | Travel Miles |
|----------|---------------------|---------|--------|--------|-------------|----------------------------|----------|----------|-------|-----------------|
| | | 1st | 2nd | Other | | | A4 Print | A3 Print | Lams | |
| 02/10/20 | | | | £1.15 | | | | | | |
| 05/10/20 | | | | | | | 13 | | | 13 |
| 06/10/20 | | | | | 1 | A Wade | | | | |
| 07/10/20 | | | | | | | | | | 14 |
| 08/10/20 | | 1 | 2 | | 1 | A Wade | 7 | | | |
| 09/10/20 | | | | | 2 | B Smith, J Baxter | 22 | | | |
| 13/10/20 | | | | | | A Wade x 2 | | | | |
| 16/10/20 | | | 2 | | | | | | | |
| 21/10/20 | LoM | | 6 | £5.28 | | | 248 | | | |
| 22/10/20 | | | | | | A Wade | | | | |
| 05/11/20 | | | | | | A Wade | | | | |
| 06/11/20 | | | | £0.88 | | | 46 | | | |
| 13/11/20 | | 1 | 3 | | | | 35 | | | |
| 19/11/20 | Key & Xmas decs | | | | | | | | | 14 |
| 17/12/20 | | | | | | | 35 | | 4 | |
| 18/12/20 | Dog signs | | | | | | | | | 12 |
| 31/12/20 | | | 1 | | | | | | | |
| 13/01/21 | | | | | | | 24 | | | |
| 21/01/21 | | | | | | | 35 | | | |
| 22/01/21 | | 2 | 1 | | | | 20 | | | |
| 27/01/21 | 5 x 2nd Class Large | | | £4.40 | | | | | 5 | |
| 28/01/21 | | 4 | | | | | | | | |
| 15/02/21 | | 1 | 2 | | | | | | | |
| | | 9 | 17 | | 4 | | 485 | 5 | 17 | 40 |
| | | £6.84 | £11.05 | £11.71 | £0.48 | | £24.25 | £0.50 | £2.04 | £18.00 |

Expenditure on behalf of Polstead Parish Council

| Date | Description | Ref | Gross | VAT | Net | Account Heading |
|----------|-----------------------------|-----|----------------|---------------|----------------|-----------------|
| 04/11/20 | Amazon - Xmas decs & lights | 1 | £180.30 | £23.40 | £156.90 | Projects |
| 15/01/21 | Glasdon - Litter Bin | 2 | £371.34 | £61.89 | £309.45 | Maintenance |
| 27/01/21 | BestHost - email | 3 | £67.00 | £0.00 | £67.00 | Admin |
| | | | | | | |
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| | | | | | | |
| | Postage | | £29.60 | | £29.60 | |
| | Cost of Calls | | £0.48 | | £0.48 | |
| | Printing | | £24.75 | | £24.75 | |
| | Laminates | | £2.04 | | £2.04 | |
| | Travel Costs | | £18.00 | | £18.00 | |
| | Total | | £693.51 | £85.29 | £608.22 | Balanced |

| | | | |
|----------------------------|----------|--------------|----------------|
| Mileage rate from 6/4/2011 | 45p | | |
| 1st Class Post | 76p | Admin | £141.87 |
| 2nd Class Post | 65p | Maint | £309.45 |
| Telephone Calls | 10p +VAT | Projects | £156.90 |
| A4 Printing per page | 5p | VAT | £85.29 |
| A3 Printing per page | 10p | Total | £693.51 |
| Laminates | 12p | | |

Agenda Item 52c Donations

In 2020 / 2021 PPC has made donations totalling £2,027.50 against a budget of £1,000.00

Agenda Item 52d Earmarked Reserves

| | Start of year |
|---------------------------------|------------------|
| Asset Replacement | 12,000.00 |
| Play Equipment Replacement | 8,000.00 |
| CIL | 4,525.56 |
| Election Costs | 2,000.00 |
| Total Earmarked Reserves | 26,525.56 |

Agenda Item 55 Financial Regulations and Standing Orders

The PPC Standing Orders were last reviewed by you in July 2018. Whilst this is still the last version issued by NALC, it was revised in 2020. The draft document for your review shows those revisions in **BLUE** and the values in your current version in **YELLOW**.

The PPC Financial Regulations were last reviewed by yourselves in March 2020. There have not been any updates to these by NALC since that time. Are there any issues that you have with the current version?

Agenda Item 56 Speeding

Cllr Baxter attended the SALC meeting on Speeding. His report is as follows:

As agreed at the last PC Meeting I sat in last night on the Suffolk Police Zoom Virtual Forum on Speeding. Essentially the Suffolk Police are looking for the assistance of Parish Councils to identify sections of roads in the Parish effected by Speeding Cars. Roads so identified will be investigated by the Traffic Police and if they agree that Speeding is a problem they will initiate one of the following:

1. The installation of electronic signs singling to the Driver that they are exceeding the Speed Limit and asking them to slow down.
2. The installation of electronic Speed Cameras which photograph the Speeding Vehicle's number plates. The photographs establishing a basis for prosecution.

or

3. The recruitment and training of Traffic Wardens who will be provide with a speeding camera to identify vehicles exceeding the Speed Limit.

I think we clearly have a problem with Mill Street and Water Lane the Speed Limited section of the "Rat Run" between Stoke by Nayland and the A 1071 and that we should bring this to the attention of the Traffic Police. If their attention is effective it may also help address the complaint from the residents at the Old Vicarage who reported last year that they had difficulty exiting their driveway because of Speeding Cars.

Agenda Item 59 Future Agenda items

For the April meeting we have the following items:

- CIL Return
- Reserves Policy.