

# 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 20<sup>th</sup> May 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

14<sup>th</sup> May 2021

Copies of draft and approved minutes are published on the Parish Council section of the Polstead Website [www.polstead.onesuffolk.net](http://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 20<sup>th</sup> May 2021 at 7.30pm in Polstead Village Hall.**

**AGENDA**

86. **Election of Chairman and to receive declaration of acceptance of office**
87. Apologies for absence
88. **Election of Vice Chairman**
89. Receive **declarations of interests** and **requests for dispensation** from Councillors
90. Consider **candidates and appoint a co-opted member to PPC**; receive declaration of acceptance of office from co-opted member
91. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 26<sup>th</sup> April 2021
92. To appoint members to the **HR and Standards Committees**
93. To appoint **representatives to outside bodies**:
  - a. Suffolk Association of Local Councils (SALC)
  - b. Traffic Liaison
  - c. Village Hall
  - d. Layham Pit.
94. To consider appointment of **Heelis & Lodge as Internal Auditors** for 2021 / 2022
95. To consider payment of annual subscriptions to **SALC, Suffolk Wildlife Trust, Community Action Suffolk, Society of Local Council Clerks and the Suffolk Preservation Society.**
96. Receive **reports from County Councillor and District Councillor**
97. To receive **reports and questions from Councillors**
98. To receive **questions from Parishioners** (contributions to be limited to 2 mins)
99. Agree actions on **emails circulated** to councillors by the Clerk since the last meeting
100. Agree actions required following review of the **Clerk's Report**
101. **Planning**
  - a. Consider **Planning Application DC/21/02362 Woodlands Farm, Rockalls Road** - Erection of steel portal framed agricultural building.
  - b. Consider **Planning Application 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).
  - c. Consider **Planning Application DC/21/02365 The Bungalow, Potash Lane** - Erection of detached outbuilding.
  - d. Consider **Planning Application DC/21/02692 Little Acre, Spring Lane** - Installation of swimming pool and erection of Summerhouse/Shed to house pool plant room.
  - e. Consider any **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
  - f. **Consider the Status** of planning applications, appeals, enforcement referrals and potential planning issues.

**A Meeting of Polstead Parish Council to be held on  
Thursday 20<sup>th</sup> May 2021 at 7.30pm in Polstead Village Hall.**

**102. Finance**

- a. To consider the **Internal Auditor's Report as at 31<sup>st</sup> March 2021** and agree any actions
- b. To approve the **Bank Reconciliation** and the **Receipts and Payments Account** for the year ending 31<sup>st</sup> March 2021
- c. Consider if **PPC wishes to certify itself as exempt from a limited assurance review** for the year-ending 31<sup>st</sup> March 2021
- d. To approve **Section 1 of the Annual Governance and Accountability Return (AGAR)** for the year ending 31<sup>st</sup> March 2021
- e. To approve **Section 2 - Accounting Statement of the AGAR** for the year ending 31<sup>st</sup> March 2021
- f. To approve the explanation of **quantified significant variances** for Section 2 of the AGAR
- g. From the **RFO Report** authorise payments made since the last meeting and to be made; note income received since last meeting.

103. Consider the **Nature Citizen Review and their request for support**

104. Consider options for **tree, hedgerow and wildflower planting** in the parish.

105. Consider update on **Polstead WI's plans to convey their land** in Polstead

**106.** Consider a response to National Grid's **Bramford to Twinstead EIA Scoping Notification and Consultation**

107. Consider any issues raised regarding **Highways and Footpaths**

108. 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 and the sign on gate to playing field.

**109.** Future **agenda items**

110. **Next scheduled PPC meeting** will be held on Thursday 24<sup>th</sup> June 2021 at 7.30pm.

**Agenda Item 89 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 90 Candidates for Co-option**

The closing date for the application to fill the vacancy on PPC is **Tuesday 18<sup>th</sup> May 2021 at 5pm.**

To date I have received two applications from Mr Shaun Davis and Mr John Engleheart. Both applicants have reviewed the reasons why they would be disqualified from holding office and have both confirmed their eligibility to stand. If I receive any further applications I will send these via email to you. The applications to date are as follows:

Mr Shaun Davis

The Brewers Arms

Bower House

Tye Polstead

CO6 5BZ

26/04/2021

Mr Dave Crimmin

Polstead Parish Council

Cragston

Sudbury Road

Newton

Sudbury

Suffolk

CO10 0QH

Ref: Councillor Vacancy

Dear Mr Crimmin

In light of the PPC vacancy. I wish to be considered again for the forthcoming position with PPC. Previous applications June 2015 and earlier this year.

I have now been a resident at Bower House Tye, within the parish of Polstead since October 2007. With a view to act in the public interest with honesty, integrity, impartially and with openness to represent local residents within the Bower House Tye and the Polstead community alike.

My commitment to the role would to be on hand and available for Parish residents. To be involved and help improve the quality of life and environment, adding value to the local community and PPC.

Yours Sincerely

Shaun Davis

**John Engleheart wrote as follows:**

Following the recent debates on the matter of Bramford to Twinstead in which I have participated, I would like to formally apply for the vacant position on the Polstead Parish Council.

I live in the village, at Ponds Farmhouse behind Polstead Pond, which is where my parents were living when I was born. As such Polstead has been part of my life since birth and I very much expect it to continue to be part of my life forever, and hopefully my children after me. My family have farmed Steps Farm and Ponds Farm, both in the Parish of Polstead, since the 1940's and 1960's respectively and we have no intention of stopping. My father sat on the Parish Council for many years. All these things combine to give me deep connection with, and love for, the village.

I'm aware of how fortunate I am in having been born into a strong association with Polstead, and I am therefore anxious to take this opportunity to give something back. My lifelong experience in the area, and my 12 years experience as a chartered surveyor for London firm CBRE (which comes with a reasonable knowledge of the planning system!), will hopefully be of use to the Council. I genuinely have a strong desire to help it in whatever small way I can.

If you were minded to accept me, my intention would be to sit on the Council for many years to come.

Please do let me know if there is anything further you'd like from me at this stage.

Yours sincerely

John Engleheart

**Agenda Item 92 HR & Standards Committees**

Last year Cllrs Richardson, Oxford and Wigglesworth were appointed as the members of the HR Committee and Cllrs Sowman, Baxter and Flather were appointed as the members of the Standards Committee.

**Agenda Item 93 Representatives**

Last year the following appointments were made:

- a. Suffolk Association of Local Councils (SALC) was deferred to the next meeting.
- b. Cllr Wade for Traffic Liaison
- c. Cllr Sowman to the Village Hall Committee
- d. Cllr Oxford to the Layham Pit Liaison Meeting.

**Agenda Item 94 Internal Auditor**

Heelis & Lodge have been PPC's Internal Auditor for the past 11 years. I have been a consultant to Heelis & Lodge since 2017. I will not be your Clerk when the IA is undertaken next year.

**Agenda Item 99 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.

## Associated Papers PPC for Meeting on 20<sup>th</sup> May 2021

### Agenda Item 100 Clerk's Report

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
21/047	Red litter bin cannot be painted green.	✓
21/063	Minutes updated on Polstead website.	✓
21/070	Sent planning application response(s) to Babergh.	✓
21/071 a	Payments made to suppliers and councillor.	✓
21/071 b	CIL Return sent to Babergh.	✓
21/073	Meeting arranged with National Grid.	✓
21/074	Wrote in support of Dark Skies campaign.	✓
21/076	Play equipment issues raised with Community Wardens.	
	Minutes updated on Polstead website.	✓
	<b>Clerk delegated actions</b>	
	None since last meeting.	

### Agenda Item 101f 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	REFUSED by Planning Committee
DC/21/01736	The Magpies White Street Green	Erection of front porch and enclose existing side porch, conversion of loft and installation of dormer window, rooflights and cladding.	21/070a	No objection	Permission Granted 20/04/2021
DC/21/01941	Barn To The North Of Bower House Farm Bower House Tye	Application to determine if prior approval is required for a proposed: Change of use of Agricultural Building to a flexible use within Shops, Financial and Professional Services, Restaurants and Cafes, Business, Storage or Distribution, Hotels or Assembly or Leisure under Schedule 2, Part 3, Class R of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) - Change of use of Agricultural Building to Assembly Hall (D2).	21/070b	Object	
DC/21/01728	Prospect House, Stackwood Road	Extension and conversion of outbuilding to form 1no. single storey detached dwelling, together with improved vehicular access and construction of greenhouse.	21/070a	Object	
DC/21/02126	Snail Hall, Millwood Road	Application for Listed Building Consent - Erection of one and a half storey side extension to create cartlodge with home office over (following demolition of existing garage).	21/070d	No objection	
DC/21/02125	Snail Hall, Millwood Road	Erection of one and a half storey side extension to create cartlodge with home office over (following demolition of existing garage).	21/070d	No objection	

### Agenda Item 102a Internal Audit Report

The Internal Auditor's report was sent to you via email on the 1<sup>st</sup> May 2021.

**Agenda Item 102b Bank Reconciliation and Receipts and Payments Account**

<b>POLSTEAD PARISH COUNCIL</b>			
<b>County</b>	<b>Suffolk</b>		
<b>Bank Reconciliation for Financial year ending 31st March 2021</b>			
<b>D. Crimmin</b>	<b>RFO</b>		<b>20th April 2021</b>
<b>Balances per Bank Statements as at 31st March</b>			
Barclays Community		£41,194.23	
Barclays Premium Account		<u>£3,334.93</u>	
			£44,529.16
Add any Unbanked Cash as at 31 March			£0.00
Less Unpresented Cheques as at 31 March			
	2051	£216.20	
	2052	£150.00	
		<u></u>	£366.20
		<b>Total Cash</b>	<b><u>£44,162.96</u></b>
<b>CASH BOOK</b>			
Opening Balance			£42,030.94
Add Receipts in the year			<u>£20,982.83</u>
			£63,013.77
Less Payments in the year			<u>£18,850.81</u>
		<b>Total Cash</b>	<b><u>£44,162.96</u></b>

**POLSTEAD PARISH COUNCIL**

**Receipts & Payments Account for the year ending 31st March 2021**

	2019 / 2020	2020 / 2021
<b>Receipts</b>		
Precept	£18,668.00	£18,596.00
Bank Interest	£6.15	£1.51
Recycling	£0.00	£0.00
Grants	£1,294.32	£744.32
Allotment Rent	£105.00	£163.50
Wayleave	£20.75	£21.01
QDJ	£0.00	£0.00
Donation	£0.00	£0.00
Compensation	£0.00	£0.00
Other	£0.00	£0.00
CIL	£9,129.43	£0.00
VAT Repayment	£1,013.01	£1,456.49
	<b>£30,236.66</b>	<b>£20,982.83</b>
<b>Payments</b>		
Clerks Salary	£4,420.52	£4,321.21
Admin	£1,999.75	£1,405.29
Insurance	£505.15	£552.94
Audit Inspections	£328.00	£380.00
Donations	£540.00	£2,177.50
Chairman's Allowance	£0.00	£45.00
Community Wardens	£0.00	£1,000.00
Dog & Litter Bins	£749.00	£771.47
Footpaths	£2,358.00	£3,668.00
Grass Cutting	£2,826.70	£2,688.00
Ditch Clearance	£0.00	£0.00
Maintenance	£769.78	£964.29
Village Hall	£0.00	£0.00
Projects	£1,128.19	£246.90
Contingency	£0.00	£0.00
CIL	£1,553.67	£0.00
VAT Paid	£1,456.49	£630.21
	<b>£18,635.25</b>	<b>£18,850.81</b>
<b>Excess of Receipts over Payments</b>	<b>£11,601.41</b>	<b>£2,132.02</b>
Add Balance Brought Forward	£30,429.53	£42,030.94
<b>Balance Carried Forward</b>	<b>£42,030.94</b>	<b>£44,162.96</b>
<b>Represented by</b>		
Barclays Community	£38,697.52	£40,828.03
Barclays Premium	£3,333.42	£3,334.93
Cash	£0.00	£0.00
	<b>£42,030.94</b>	<b>£44,162.96</b>
<p>I have prepared these accounts from the books and records of the Polstead Parish Council and certify that they are a true record of the Parish Council's transactions</p>		
<p>Signed: _____ Date: _____</p>		
<p>DF Crimmin RFO Polstead Parish Council</p>		



**Agenda Item 102c Exemption from Limited Assurance**

The regulations regarding the Annual Return which came into force for 2017 / 2018 enables councils to exempt themselves from an External Audit. The guidance is:

Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less must following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with Proper Practices, unless the authority:

- a) does not meet the qualifying criteria;
- b) does not wish to certify itself as exempt.

If a council does not wish to certify itself the cost to the smaller authority for the review will be £200 +VAT.

**My recommendation to PPC** is that to be as transparent in its operations as possible, PPC should not be exempted from the External Audit.

**Agenda Item 102d AGAR Section 1**

**Section 1 – Annual Governance Statement 2020/21**

We acknowledge as the members of:

**EN Polstead Parish Council TY**

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.polstead.onesuffolk.net PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**Agenda Item 102e AGAR Section 2**

**Section 2 – Accounting Statements 2020/21 for**

EN Polstead Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	30,430	42,031	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	18,668	18,596	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	11,569	2,387	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	4,421	4,321	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	14,215	14,530	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	42,031	44,163	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	42,031	44,163	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	56,115	57,661	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

23/04/2021

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

# Associated Papers PPC for Meeting on 20<sup>th</sup> May 2021

Agenda Item 102f

Significant Variances

## Explanation of variances – pro forma

Name of smaller authority: **Polstead Parish Council**

County area (local councils and): **Suffolk**

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2019/20 £	2020/21 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)																														
1 Balances Brought Forward	30,430	42,031				Explanation of % variance from PY opening balance not required - Balance brought forward agrees																															
2 Precept or Rates and Levies	18,668	18,596	-72	0.39%	NO																																
3 Total Other Receipts	11,569	2,387	-9,182	79.37%	YES		<table border="1"> <thead> <tr> <th></th> <th>2019 / 2020</th> <th>2020 / 2021</th> </tr> </thead> <tbody> <tr> <td><b>Receipts</b></td> <td></td> <td></td> </tr> <tr> <td>Bank Interest</td> <td>£6.15</td> <td>£1.51</td> </tr> <tr> <td>Recycling</td> <td>£0.00</td> <td>£0.00</td> </tr> <tr> <td>Grants</td> <td>£1,294.32</td> <td>£744.32</td> </tr> <tr> <td>Allotment Rent</td> <td>£105.00</td> <td>£163.50</td> </tr> <tr> <td>Wayleave</td> <td>£20.75</td> <td>£21.01</td> </tr> <tr> <td>CIL</td> <td>£9,129.43</td> <td>£0.00</td> </tr> <tr> <td>VAT Repayment</td> <td>£1,013.01</td> <td>£1,456.49</td> </tr> <tr> <td></td> <td><b>£11,568.66</b></td> <td><b>£2,386.83</b></td> </tr> </tbody> </table>		2019 / 2020	2020 / 2021	<b>Receipts</b>			Bank Interest	£6.15	£1.51	Recycling	£0.00	£0.00	Grants	£1,294.32	£744.32	Allotment Rent	£105.00	£163.50	Wayleave	£20.75	£21.01	CIL	£9,129.43	£0.00	VAT Repayment	£1,013.01	£1,456.49		<b>£11,568.66</b>	<b>£2,386.83</b>
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VAT Repayment	£1,013.01	£1,456.49																																			
	<b>£11,568.66</b>	<b>£2,386.83</b>																																			
4 Staff Costs	4,421	4,321	-100	2.26%	NO																																
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO																																
6 All Other Payments	14,215	14,530	315	2.22%	NO																																
7 Balances Carried Forward	42,031	44,163				VARIANCE EXPLANATION NOT REQUIRED																															
					YES	EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES																															
8 Total Cash and Short Term Investments	42,031	44,163				VARIANCE EXPLANATION NOT REQUIRED																															
9 Total Fixed Assets plus Other Long Term Investments and	56,116	57,661	1,545	2.75%	NO																																
10 Total Borrowings	0	0	0	0.00%	NO																																

## Associated Papers PPC for Meeting on 20<sup>th</sup> May 2021

Explanation for 'high' reserves									
(Please complete the highlighted boxes.)									
Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:									
		£	£	£					
<b>Earmarked reserves:</b>									
	Asset Replacement	12000							
	Play Equipment	8000							
	CIL	9618							
	Election	2000							
	Reserve 5								
	Reserve 6								
	Reserve 7								
				31618					
	<b>General reserve</b>	12545							
				12545					
	<b>Total reserves (must agree to Box 7)</b>					<b>44163</b>			

### Agenda Item 102g RFO Report Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
15/04/21	BDC - Litter & Dog bin emptying	102053	LA 2011 ss 1 to 8	0.00	15.59
15/04/21	AIS - Play Inspections	102054	LA 2011 ss 1 to 8	0.00	228.00
15/04/21	B Patrick - Footpaths March	102055	LA 2011 ss 1 to 8	0.00	315.00
06/04/21	Allotment Plot 2			24.70	0.00
10/04/21	BDC Precept			9,750.00	0.00
12/04/21	Allotment Plot 5			24.70	0.00
15/04/21	Allotment Plot 6			24.70	0.00
19/04/21	Allotment Plots 3 & 9			49.40	0.00
19/04/21	BDC Grant			312.00	0.00
20/05/21	SALC - Annual Subs	102056	LA 2011 ss 1 to 8	0.00	363.08
20/05/21	Sudbury TC - Comm Wardens	102057	LA 2011 ss 1 to 8	0.00	186.06
20/05/21	Sudbury TC - Comm Wardens	102057	LA 2011 ss 1 to 8	0.00	509.40
20/05/21	Wave - Allotment Water	102058	LA 2011 ss 1 to 8	0.00	42.73
20/05/21	Roger Reid - Village sign maint	102059	LA 2011 ss 1 to 8	0.00	106.72
20/05/21	B Patrick - Footpaths April	102060	LA 2011 ss 1 to 8	0.00	128.00
20/05/21	Heelis & Lodge - Internal Audit	102061	LA 2011 ss 1 to 8	0.00	140.00

### Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/04/21	£50,454.94	£48,978.95	£1,475.99	£0.00	£0.00
Premier Account	30/04/21	£3,334.93	£3,334.93	£0.00	£0.00	£0.00
Cash	13/05/21	£0.00	£0.00			£0.00
		<b>£53,789.87</b>	<b>£52,313.88</b>	<b>£1,475.99</b>	<b>£0.00</b>	

## Agenda Item 102g RFO Report



### Community Warden Report

Polstead

**Continuous Report covering period:** April 2020 - April 2021

**12 March 2020** – 2 Hours (Agreed with Clerk to take off of approved 50 hours SLA)

Installed Dog Bin

**13<sup>th</sup> May 2020** – 2 Hours

3 Tonne sacks removed from allotments. (£40 disposal charge)

**17 July 2020** – 2 Hours

Jet washed play area Rockalls Road & Put up signage in play area covid19

**28<sup>th</sup> July 2020** – 2 hours

Second Jet wash of play area Rockalls Road Covid19

**24<sup>th</sup> September 2020** – 2 hours

Checked bin at playing field / fire damage advise clerk to replace bin.

Re installed dog bin from footpath near battle house.

**29<sup>th</sup> September 2020** – 2 hours

Removed old posts and Installed new posts at play area on perimeter fence.

**9<sup>th</sup> October 2020** – 1.5 hours

Install New Bin at Play Park

**13<sup>th</sup> October 2020** – 1 ½ hours

Removed Bench

**27<sup>th</sup> January 2021** – 3 Hours

Removed broken bin near pond and replaced with new one.

Filled up grit bin.

Paint tins fly tipping.

**Total Hours Purchased:** 50 Hours

**Total Hours Used:** 18 Hours

**Total Hour Remaining:** 32 Hours

**Agenda Item 103 Nature Citizen**

I sent 2 emails from Lisa Matthews to you on the 4<sup>th</sup> May 2021 regarding this item.

**Agenda Item 104 Trees, hedges and wildflowers**

I sent you Babergh's update on this via email on the 12<sup>th</sup> May 2021.

**Agenda Item 106 Bramford to Twinstead EIA consultation**

I sent the EIA consultation email to you on the 12<sup>th</sup> May 2021.

**Agenda Item 109 Future Agenda items**

For the June meeting we have the following items:

- Reserve policy.