

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 21st January 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.

Join Zoom Meeting

<https://us02web.zoom.us/j/84210357057?pwd=Ry9WMWpjWjFEdWJ0UHhZRnpJYXpPUT09>

Meeting ID: 842 1035 7057

Passcode: 886769

One tap mobile

+442034815240,,84210357057#,,,,*886769# United Kingdom

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Dial by your location

+44 203 481 5240 United Kingdom

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Find your local number: <https://us02web.zoom.us/u/kGxeV9FKI>

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 21st January 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

15th January 2021

**A Meeting of Polstead Parish Council to be held on
Thursday 21st January 2021 at 7.30pm via Videoconference**

AGENDA

1. **Apologies** for absence
2. Receive **declarations of interests** and **requests for dispensation** from Councillors
3. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 10th December 2020
4. Receive **reports from County Councillor and District Councillor**
5. To receive report from the **Stoke by Nayland Hotel** on a proposed conversion of an existing redundant farm building.
6. To receive **reports and questions from Councillors**
7. To receive **questions from Parishioners** (contributions to be limited to 2 mins)
8. Agree actions on **emails circulated** to councillors by the Clerk since the last meeting
9. Agree actions required following review of the **Clerk's Report**
10. **Planning**
 - a. Consider **Planning Application DC/20/05585 Barn At Spring Hill Shelley Road** - Application under Section 73 of the Town and Country Planning Act - Variation of Condition 2 (Approved Plans and Documents) and Condition 15 (Parking) of planning permission DC/19/02014 Dated: 27/08/2019 - Conversion of storage barn to 1no. dwelling, erection of cart lodge and creation of vehicular access.
 - b. Consider **Planning Application DC/21/00168 Hill House, Polstead Green** - Application for works to a tree in a Conservation Area - Prune back 1No Holly Tree rear of garage due to overgrowth and shading.
 - c. Consider **Planning Application 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).
 - d. Consider any **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
 - e. **Consider the Status** of planning applications, appeals, enforcement referrals and potential planning issues.
11. **Finance**
 - a. 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
 - b. Review agreed Expenditure Budget and reserves to set the **PPC Precept** for 2021 / 22
 - c. Consider **donations** to Village Groups
 - d. Appoint a new **bank signatory**.
12. Consider plans and costs for proposed **Quiet Lanes in Polstead**
13. Consider update on **Polstead WI's plans to convey their land** in Polstead
14. Consider plan for **questionnaire software**
15. Consider any issues raised regarding **Highways and Footpaths**
16. Consider any **asset, allotment, playground or playing field issues** including design of new metal bench around the tree on Polstead Green, maintenance of gate to play equipment, the sign on gate to playing field and a requests from residents for increased grit bin size at top of Polstead Hill and more signage and dog bins in parish
17. Update on **new bus shelters at Bower House Tye**
18. Review PPC's **Risk Management Register** as at January 2021
19. Review the effectiveness of PPC's **Internal Control and Internal Audit** processes

**A Meeting of Polstead Parish Council to be held on
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20. Update on the second **Councillor vacancy**
21. Future **agenda items**
22. In accordance with PPC's Standing Order 3d the councillors to consider the exclusion of the public and press from the meeting due to the confidentiality of the Clerk's Contract of Employment and advice received.
23. Consider the **Clerk's Contract of Employment** and **advice received**.
24. **Next scheduled PPC meeting** will be held on Thursday 18th February 2021 at 7.30pm.

Agenda Item 2 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 8 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 9 Clerk's Report

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
18/159 c	Bases have now been installed for the new bus shelter sites at Bower House Tye.	
20/173	CLlr Oxford had FP13 repair by landowner.	✓
20/181	Minutes updated on Polstead website.	✓
20/184	SCC confirmed that reflectiveness of new bus shelters met their highway standards.	✓
20/187	Sent planning application response(s) to Babergh.	✓
20/188 a	Payments made to suppliers and councillor.	✓
20/192	CLlr Wade has met Suffolk Estate Fencing.	✓
20/194	Awaiting confirmation of Poll date from Babergh.	
20/199	Both residents' advised of council's recommended actions.	✓
20/202	Minutes updated on Polstead website.	✓
20/206	Sent planning application response(s) to Babergh.	✓
20/207	Payments made to suppliers.	✓
	Community Wardens have undertaken cleaning of road signs in the parish.	✓
	Clerk delegated actions	
	None since last meeting.	
	Clerk Hours	
	As at 10th January 2021 - Hours Worked 278.5 / Hours Paid 300	

Associated Papers PPC for Meeting on 21st January 2021

Agenda Item 10e Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/20/04390	The Old Rectory, Rectory Hill	Remodel garage door openings, creation of external bin store and install replacement external stair to the cart lodge.	As DC/20/04394	No objection	Permission Granted 30/11/2020
DC/20/04015	Waterloo House, Polstead Hill	Erection of cartlodge (following demolition of garage).	20/187a	Supported	Permission Granted 23/11/2020
DC/20/03864	The Brambles, Rockalls Road	Notification for works to trees in a Conservation Area - (A) 1no Scots Pine - Reduce by 20ft. (B) 1no Oak - Remove side branch. (C) 1no Oak - Remove 3no branches. (D)1no Oak - Lift and shape crown. (E) 5no Pine - Fell. (F) 6no Leyland Cypress - Fell. (G) 1no Pine - Fell.	20/187b	No objection	Permission Granted 27/11/2020
DC/20/04965	Gable End, Hadleigh Heath	Erection of a two-storey rear extension and a porch. Conversion of garage into home office. Erection of a cartlodge (amended scheme to that approved under DC/19/03135).	20/187c	No objection	Permission Granted 21/12/2020
DC/20/03051	Prospect House, Stackwood Road	Erection of a single storey detached dwelling and garage (following demolition of existing outbuildings and garage) together with improvement to the vehicular access.	20/206a	Objected	Withdrawn
DC/20/05193	Treetops, White Street Green	Conversion of part of cart lodge to form a bedroom and ensuite. Erection of a swimming pool and pool building.	20/206b	Supported	Permission Granted 12/01/2021
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/20/05258	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.	20/206d	Supported	
DC/20/05210	Wannock, Hadleigh Heath	Erection of a single storey rear extension (following demolition of conservatory).	20/206e	Supported	Withdrawn 22/12/2020

Associated Papers PPC for Meeting on 21st January 2021

**Agenda Item 11a RFO Report
Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
07/12/20	Interest			0.08	0.00
21/01/21	B Patrick - Footpaths December	2044	LA 2011 ss 1 to 8	0.00	150.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/12/20	£45,674.47	£44,084.62	£1,589.85	£0.00	£0.00
Premier Account	31/12/20	£3,334.85	£3,334.85	£0.00	£0.00	£0.00
Cash	12/01/21	£0.00	£0.00			£0.00
		£49,009.32	£47,419.47	£1,589.85	£0.00	

Budget v's Actual

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£42,030.94				
Income			Expenditure			
Precept	£18,596.00	£18,596.00	Clerks Salary		£4,704.98	£3,297.16
Bank Interest	£0.00	£1.43	Admin		£2,300.00	£1,050.13
Recycling	£0.00	£0.00	Insurance		£580.00	£0.00
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	£3,030.50
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	£654.84
			Village Hall		£965.00	£0.00
			Projects		£1,500.00	£90.00
			Contingency		£500.00	£0.00
			CIL	£9,617.56	£0.00	£0.00
			VAT Paid		£0.00	£544.92
Total	£19,483.00	£20,968.05	Total	£9,617.56	£20,729.98	£15,579.52
			Assets Carried Forward			£47,419.47
Total		£62,998.99	Total			£62,998.99

Associated Papers PPC for Meeting on 21st January 2021

Agenda Item 11b Precept 2021 / 2022

At the November meeting you agreed a total expenditure budget of **£22,252.00** for 2021 / 2022 as follows:

	2019 / 20		2020 / 21			2021 / 22
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income						
Bank Interest	0.00	6.15	0.00	1.43	5.00	0.00
Recycling	0.00	0.00	0.00	0.00	0.00	0.00
Grants	745.00	1,294.32	745.00	744.32	745.00	745.00
Allotment Rent	120.00	105.00	120.00	148.80	148.50	120.00
Wayleave	22.00	20.75	22.00	21.01	22.00	22.00
QDJ	0.00	0.00	0.00	0.00	0.00	0.00
Donation	0.00	0.00	0.00	0.00	0.00	0.00
Compensation	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
CIL	0.00	9,129.43	0.00	0.00	0.00	0.00
VAT Repayment	0.00	1,013.01	0.00	1,456.49	1,456.49	0.00
Total Income	887.00	11,568.66	887.00	2,372.05	2,376.99	887.00
Precept		18,668.00			18,668.00	
Expenditure						
Clerks Salary	4,655.28	4,420.52	4,704.98	3,297.16	4,736.70	4,832.00
Admin	2,200.00	1,999.75	2,300.00	1,050.13	1,900.00	2,305.00
Insurance	560.00	505.15	580.00	0.00	580.00	580.00
Audit Inspections	320.00	328.00	340.00	380.00	380.00	380.00
Donations	1,000.00	540.00	1,000.00	2,027.50	2,400.00	1,000.00
Chairman's Allowance	60.00	0.00	60.00	45.00	60.00	60.00
Community Wardens	0.00	0.00	1,180.00	1,000.00	1,180.00	1,180.00
Dog & Litter Bins	1,000.00	749.00	1,000.00	771.47	1,000.00	1,000.00
Footpaths	1,700.00	2,358.00	1,850.00	3,030.50	2,700.00	2,800.00
Grass Cutting	3,250.00	2,826.70	3,350.00	2,688.00	3,950.00	3,950.00
Ditch Clearance	200.00	0.00	200.00	0.00	0.00	0.00
Maintenance	1,200.00	769.78	1,200.00	654.84	1,200.00	1,200.00
Projects	1,500.00	1,128.19	1,500.00	90.00	1,500.00	1,500.00
Village Hall	965.00	0.00	965.00	0.00	965.00	965.00
Contingency	500.00	0.00	500.00	0.00	500.00	500.00
CIL	0.00	1,553.67	0.00	0.00	5,092.00	0.00
VAT Paid	0.00	1,456.49	0.00	544.92	1,700.00	0.00
Total Expenditure	19,110.28	18,635.25	20,729.98	15,579.52	29,843.70	22,252.00

Associated Papers PPC for Meeting on 21st January 2021

Reserves held by PPC

It is proposed to maintain the reserves for Asset Replacements and Play Equipment Replacement and increase the Election Costs reserve to as there has been a Poll called by electors.

	2019 / 20		2020 / 21		2021 / 22	
	Start of year	End of year	Start of year	End of year	Start of year	End of year
Asset Replacement	11,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
Play Equipment Replacement	6,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
CIL	2,041.80	9,617.56	9,617.56	4,525.56	4,525.56	4,525.56
Election Costs	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,500.00
Total Earmarked Reserves	21,041.80	31,617.56	31,617.56	26,525.56	26,525.56	27,025.56
General Reserves	9,354.43	10,380.08	10,380.08	6,673.37	6,673.37	?

Precept for 2021 / 2022

Babergh has written to PPC regarding the Tax Base which will decrease from **387.83** in 2020 / 21 to **388.47** in 2021 / 2022.

Using the projections for income, expenditure and earmarked reserves, PPC will also need to consider the level it wishes to maintain its General Reserves. Best practice would suggest that the level of General Reserves should be somewhere between 50 -100% of main income. The 3 examples I give below show a:

- Example 1 Precept of £18,626 and keeping the Band D Council Tax the same as 2020 / 21
- Example 2 Precept of £19,500 will increase the Band D Council Tax by £2.25 per annum
- Example 3 Precept of £20,500 will increase the Band D Council Tax by £4.82 per annum

	2019 / 20	2020 / 21	2021 / 22	2021 / 22	2021 / 22
			Example 1	Example 2	Example 3
START OF YEAR					
Earmarked Reserves	21,041.80	31,617.56	26,525.56	26,525.56	26,525.56
General Reserves	9,354.43	10,380.08	6,601.37	6,601.37	6,601.37
Total Reserves	30,396.23	41,997.64	33,126.93	33,126.93	33,126.93
Income ex Precept	11,568.66	2,376.99	887.00	887.00	887.00
Precept	18,668.00	18,596.00	18,626.00	19,500.00	20,500.00
Total Income	30,236.66	20,972.99	19,513.00	20,387.00	21,387.00
Expenditure	18,635.25	29,843.70	22,252.00	22,252.00	22,252.00
END OF YEAR					
Earmarked Reserves	31,617.56	26,525.56	27,025.56	27,025.56	27,025.56
General Reserves	10,380.08	6,601.37	3,362.37	4,236.37	5,236.37
Total Reserves	41,997.64	33,126.93	30,387.93	31,261.93	32,261.93
Tax Base	389.33	387.83	388.47	388.47	388.47
Band D Council Tax	47.95	47.95	47.95	50.20	52.77

The Council Tax that a Band D household in Polstead pays is the Precept demanded by PPC divided by the Tax Base for that year.

For 2021 /2022 Babergh has informed Polstead Parish Council that:

“In the one-year Spending Review announced on 25th November 2020, £670m additional grant funding was announced to provide support to authorities in respect of the impact on council tax bases arising from increased LCTRS reliefs. This funding has subsequently been confirmed in the Provisional Local Government Finance Settlement. Major precepting authorities will receive a Local Council Tax Support Grant allocation proportionate to their share of the council tax bill in the district, based on the increase in the value of LCTRS reliefs in the year between the October 2019 CTB1 and October 2020 CTB1 returns, together with an allowance for forecast increases at a national level. The information provided from government suggests that our allocation of £115,000 includes a share for Town and Parish Councils and Babergh has agreed to pass this grant on in full (£38,600).

The allocation of this grant to individual councils has been calculated in proportion to the reductions in the calculated tax base for the parish resulting from increased LCTRS reliefs and the use of a reduced collection rate in the tax base calculation as mentioned above.

Your council will consequently receive a grant payment of £312.00. This grant will be paid as a single payment at the same time as your first precept payment on 30th April 2021.

As outlined earlier in this letter, you may wish to take this grant into account when determining your precept and assessing the impact of any increases on tax payers. I can also advise you that in the Provisional Local Government Finance Settlement it was confirmed that there will be no council tax referendum limits for town and parish councils in 2021/22.”

Agenda Item 12 Quiet Lanes

As per the proposals circulated by John Baxter.

Agenda Item 16 Assets

Here is the proposed design for the bench on Polstead Green:



You have received two requests from residents’:

- To increase size of grit bin at top of Polstead Hill
- To consider more signage and dog bins in parish.

Agenda Item 18 Risk Management

POLSTEAD PARISH COUNCIL				
RISK MANAGEMENT REGISTER AS AT JANUARY 2021				
Risk Identified	Impact	Risk	Insurance Cover	Control Action
Inadequate forward planning and budgetary controls	High	Low	No	Annual Budget Review Actual vs. Budget review at meetings
Fraud by Clerk or Councillors resulting in immediate financial loss	High	Low	Yes	No Petty Cash Councillors check bank reconciliation against bank statements at each meeting Internal Auditor review
Council operates ultra vires or does not comply with current legislation	High	Low	No	Regular training for Councillors and Clerk Within Clerk's job description
Poor reporting to Council, Record Keeping and Book Keeping	Medium	Low	No	Accurate minutes Timely and accurate financial reporting Internal Auditor review External Auditor review
Council lacks relevant skills	Medium	Low	No	Regular training for Councillors and Clerk Create committee and second skills
Lack of maintenance to council owned assets	High	Medium	Yes	Maintenance programme Walk the Parish to review condition of assets
Loss or damage to council owned property	Low	Low	Yes	Asset Insurance cover Review Assets Register against insurance
Injury to persons as a consequence of asset ownership or provision of amenities	High	Medium	Yes	Public Liability insurance Weekly inspection of play equipment Annual inspection of play equipment by external organisation Walk of Parish to review
Failure to reclaim VAT	Low	Low	No	RFO Report review by councillors Internal Auditor review VAT can be claimed back 3 years
Failure to respond to electors' rights of access	Medium	Low	No	Within Clerk's job description
Unexpected loss of Clerk or Clerk's office	High	Low	Yes	Up to date job description Clerk electronic files held on Microsoft One Drive Cloud.
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. Data Audit and associated actions reviewed 12 monthly
Information Held	Medium	Medium	No	Data retention policy
Lawful basis for holding data	Medium	Medium	No	Policy in place
Subject Access Requests	Low	Low	No	

Agenda Item 19 Internal Control and Internal Audit processes

Under The Accounts and Audit Regulations 2015 (SI 2015/234) the Council must carry out a review of its Internal Controls and Internal Audit processes on at least an annual basis. The regulations require the Council to carry out a review of the effectiveness of the Internal Controls and Internal Audit processes and to consider the findings of this review.

Internal Control

The Parish Council accounts are produced on an excel spreadsheet. This file along with all other data files held on behalf of the Council are stored on Microsoft's One Drive Cloud.

All entries within the Receipts and Payments are supported by documentation that is referenced back to the excel spreadsheet. Each item of expenditure highlights the power used by Council and the minute where the expenditure was authorised. On the foot of each page of the minutes the fact that Polstead Parish Council adopted the General Power of Competence on the 16th May 2019" is noted. A list of receipts and payments to be authorised at each meeting are contained in the RFO Report.

The council holds money at Barclays Bank and these balances are reconciled in the RFO Report for each scheduled meeting of the council. A councillor also checks the bank account statements against the reconciliation report at each meeting. Councillors Wade and Oxford are the existing signatories for the Barclays Bank accounts, with a third to be appointed at the meeting on the 21st January following the resignation of Karen Richardson.

The councillors are also given a Statement of Affairs vs Budget in the RFO Report for their review at each scheduled meeting. The annual budget process and figures used are attached to the minutes of the meeting held on the 12th November 2020.

VAT recoverable is normally claimed after the last meeting of the financial year in March.

No Petty Cash is held by the Council and all cash / cheques received are deposited as soon as practicable after receipt.

Internal Auditors

Heelis and Lodge were appointed as this Council's Internal Auditor at the Parish Council meeting held on 21st May 2020 minute 20/087. The two partners of Heelis and Lodge have both worked for local Councils in the past and are completely independent from this Council.

The Internal Auditors produced a professional and helpful report when the accounts were returned to the Responsible Financial Officer which you reviewed and accepted at the meeting held on the 21st May 2020 minute 20/095a.

Whilst Heelis & Lodge comply with the regulations covering the Internal Auditors, it would also appear that they meet the level of coverage required of a council of this size at a level of fee that would also appear appropriate.

Agenda Item 20 Second Councillor Vacancy

The notice of the vacancy caused by Karen Richardson's resignation was posted on the 4th January 2021. Electors have until the 22nd January 2021 to call for a poll to fill the vacancy. Otherwise PPC will be able to co-opt.

Agenda Item 21 Future Agenda items

For the February meeting we have the following items:

- Standing Orders
- Financial Regulations
- Footpath Cutting contract
- Grass Cutting contract
- PIIIP
- Church Donation.