

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 25th February 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 25th February 2021 at 7.30pm

Join Zoom Meeting

<https://us02web.zoom.us/j/81614465471?pwd=NFg0SUdGUzJLUjhtOWNwSk1hUUlhZz09>

Meeting ID: 816 1446 5471

Passcode: 836692

One tap mobile

+442039017895,,81614465471#,,,,*836692# United Kingdom

+441314601196,,81614465471#,,,,*836692# United Kingdom

Dial by your location

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Passcode: 836692

Find your local number: <https://us02web.zoom.us/j/81614465471?pwd=NFg0SUdGUzJLUjhtOWNwSk1hUUlhZz09>

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 25th February 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

18th February 2021

**A Meeting of Polstead Parish Council to be held on
Thursday 25th February 2021 at 7.30pm via Videoconference**

AGENDA

25. **Apologies** for absence
26. Receive **declarations of interests** and **requests for dispensation** from Councillors
27. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 21st January 2021
28. Receive **reports from County Councillor and District Councillor**
29. To receive **reports and questions from Councillors**
30. To receive **questions from Parishioners** (contributions to be limited to 2 mins)
31. Agree actions on **emails circulated** to councillors by the Clerk since the last meeting
32. Agree actions required following review of the **Clerk's Report**
33. **Planning**
 - a. Consider **Adjoining Parish Planning Application 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.
 - b. Consider **Planning Application 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.
 - c. Consider **Planning Application 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.
 - d. Consider **Planning Application DC/21/00698 Alverstoke Farm, Boxford Road** - Erection of extension to existing cattle shelter/ feed store.
 - 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.
34. **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. Consider a donation request for the **maintenance of the Church Clock**
 - c. Consider **request for addition support in Churchyard Maintenance**
 - d. Consider **Grass Cutting contract for 2021**
 - e. Consider **Footpath Cutting contract for 2021**
35. Consider update on **Polstead WI's plans to convey their land** in Polstead
36. Consider any issues raised regarding **Highways and Footpaths**
37. 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
38. Update on the two **Councillor vacancies**
39. Future **agenda items**
40. In accordance with PPC's Standing Order 3d the councillors to consider the exclusion of the public and press from meeting due to the confidentiality of the Clerk's employment.
41. Consider the **Clerk's Retirement and agree plan of action for finding a replacement.**

**A Meeting of Polstead Parish Council to be held on
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42. **Next scheduled PPC meeting** will be held on Thursday 18th March 2021 at 7.30pm.

Agenda Item 26 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 31 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 32 Clerk's Report

Minute	Action	Complete <input type="checkbox"/>
18/041	Sent reply to Lord of the Manor's solicitor.	
18/159 c	The new bus shelters at Bower House Tye have now been installed.	<input type="checkbox"/>
20/194	Babergh confirmed poll date of the 6th May 2021.	<input type="checkbox"/>
21/003	Minutes updated on Polstead website.	<input type="checkbox"/>
21/010	Sent planning application response(s) to Babergh.	<input type="checkbox"/>
21/011 a	Payments made to suppliers and councillor.	<input type="checkbox"/>
21/011 b	Precept Demand sent to Babergh.	<input type="checkbox"/>
21/011 c	Mandate request sent to Barclays.	
21/014	Wrote to CAS re Questionnaire software.	<input type="checkbox"/>
21/015	All requests actioned.	<input type="checkbox"/>
	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 25th February 2021

Agenda Item 33 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/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	Withdrawn
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.	21/010a	Supported	Permission Granted 28/01/2021
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.	21/010b	No objection	Permission Granted 05/02/2021
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	

Associated Papers PPC for Meeting on 25th February 2021

**Agenda Item 34a RFO Report
Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
25/02/21	Wave - Allotment water	2045	LA 2011 ss 1 to 8	0.00	44.04
25/02/21	B Patrick - Footpaths January	2046	LA 2011 ss 1 to 8	0.00	345.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	29/01/21	£44,234.62	£43,695.58	£539.04	£0.00	£0.00
Premier Account	29/01/21	£3,334.85	£3,334.85	£0.00	£0.00	£0.00
Cash	17/02/21	£0.00	£0.00			£0.00
		£47,569.47	£47,030.43	£539.04	£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	£3,297.16
Bank Interest	£0.00	£1.43	Admin	£2,300.00	£1,094.17
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	£3,375.50
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
			VAT Paid	£0.00	£544.92
Total	£19,483.00	£20,968.05	Total	£9,617.56	£20,729.98
			Assets Carried Forward		£47,030.43
Total		£62,998.99	Total		£62,998.99

Agenda Item 34b Maintenance of Church Clock

PPC has always supported the maintenance of the Church Clock with an annual donation of £150.

Agenda Item 34c Request for additional support in Churchyard Maintenance

The Church Warden for St Mary's Polstead has been in touch for PPC to consider further support of the Churchyard Maintenance. Currently both the old and new churchyards are maintained within PPC's annual grass cutting maintenance programme. The programme covers up to 10 cuts per year, and should there ever be a requirement for additional cuts our contractor will contact me for authority for the extra cuts. In my 11 years as Clerk, I can only recall one or possible two occasions when there has been a requirement for more than 10 cuts. In 2020, 7 cuts were required.

Whilst the PPC programme maintains the main walkways through the churchyards, it does not include the strimming between the headstones which in the past has been done on a voluntary basis. With Bill Wigglesworth now having left as Church Warden the new lady is trying to see if PPC can upgrade its support in this regard and get the work undertaken between the headstones by our contractor.

I have asked Silas Palmer to provide a costs for these additional works for next weeks meeting.

Agenda Item 34d Grass Cutting Contract for 2021

Please find below the quotation for the 2021 Grass cutting contract:

Polstead Parish Council
 c/o Mr Dave Crimmin
 Cragston
 Sudbury Road
 Newton Green
 Sudbury
 CO10 0QH

19th November 2020

Quotation for mowing 2021 season

Area	Work to be carried out		Rate per cut	Max. Number of cuts	Total
Polstead Greens	Mow & strim	@	£ 50.00	10	£ 500.00
Playground	Mow & strim	@	£ 50.00	10	£ 500.00
White Street Green	Mow & strim	@	£ 50.00	10	£ 500.00
Polstead Heath Close	Mow & strim	@	£ 87.50	10	£ 875.00
Playing field	Mow only	@	£ 62.50	10	£ 625.00
Churchyard	Mow only	@	£ 80.00	10	£ 800.00
Allotment Entrance	Mow only	@	£ 15.00	10	£ 150.00
Cock Farm Verge	Mow & strim	@	£ 9.00	10	£ 90.00
Bus shelter	Strim	@	£ 1.00	10	£ 10.00
Max Total Cost					£4,050.00

Vat to be added

Which shows no increase on the 2020 rates. In 2020 the maximum number of cuts was 7.

Agenda Item 34e Footpath Cutting Contract for 2021

Having spoken to Ben Patrick regarding his hourly rate for footpath cutting in 2021, whilst he would appreciate an increase in the rate he feels it best that the council considers his rate and applies any increase that you consider appropriate.

Agenda Item 38 Councillor Vacancies

When the notice was displayed for the vacancy caused by Sue Wiggleworth's resignation, Babergh received the prescribed number of requests for a Election to be held to fill the vacancy on PPC. On the Babergh website <https://www.babergh.gov.uk/elections/current-elections/> the proposed timetable and events for the Election to be held On the 6th May 2021 are outlined. The process for this election is very similar to the one held in May 2019 but there is only one of the seven seats to be filled.

When the notice was displayed for the vacancy caused by Karen Richardson's resignation, Babergh has informed PPC that no request for holding an Election to fill the vacancy had been received, so PPC can now fill the vacancy by co-option.

The two vacancies are to be filled by two separate processes which we can review at the meeting and decide when PPC wish to consider applicants for the co-option process.

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
- PIP
- Church Donation.