

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 10th September 2020 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/89113141827?pwd=ZkxsRiBhRXVvTIUrSXNhaFpUdUFZUT09>

Meeting ID: 891 1314 1827

Passcode: 215191

One tap mobile

+442034815240,,89113141827#,,,,,0#,,215191# United Kingdom

+442039017895,,89113141827#,,,,,0#,,215191# United Kingdom

Dial by your location

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

Meeting ID: 891 1314 1827

Passcode: 215191

Find your local number: <https://us02web.zoom.us/j/89113141827?pwd=ZkxsRiBhRXVvTIUrSXNhaFpUdUFZUT09>

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 10th September 2020 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

3rd September 2020

**A Meeting of Polstead Parish Council to be held on
Thursday 10th September 2020 at 7.30pm via Videoconference**

AGENDA

137. **Apologies** for absence
138. Receive **declarations of interests** and **requests for dispensation** from Councillors
139. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 20th August 2020
140. Receive **reports from County Councillor and District Councillor**
141. Presentation of **development proposals for Brewers Arms**
142. To receive **reports and questions from Councillors**
143. To receive **questions from Parishioners** (contributions to be limited to 2 mins)
144. Agree actions on **emails circulated** to councillors by the Clerk since the last meeting
145. Agree actions required following review of the **Clerk's Report**
146. **Planning**
 - a. Consider **Planning Application DC/20/03459 Oak Tree View, White Street Green** - Erection of single storey side and rear extensions, new entrance porch to front elevation and raised roofline; Creation of new vehicular access.
 - b. Consider any **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
 - c. **Status** of planning applications, appeals and any enforcement referrals.
147. **Finance**
 - a. Accept and approve **PKF Littlejohn's external audit report** for the year ended 31st March 2020
 - 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
 - c. Consider donation to the **Hadleigh First Responders**.
148. Consider response to **Government's White Paper on Planning**
149. Consider plan for **questionnaire software**
150. Consider update on **Polstead WI's plans to convey their land** in Polstead
151. Consider any issues raised regarding **Highways and Footpaths** including verge cutting undertaken on behalf of SCC
152. Consider any **asset, allotment, playground or playing field issues** including quotations for replacement of bench around the tree on Polstead Green and repair fence around the play equipment
153. Consider **further daffodil planting for 2020 / 2021**
154. Consider **plans for Christmas event**
155. **Future agenda items**
156. In accordance to 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**.
157. Consider the **Pay Awards agreed for the Clerk's pay scale from the 1st April 2020**
158. **Next scheduled PPC meeting** will be held on Thursday 8th October 2020 at 7.30pm.

Agenda Item 138 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 144 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 145 Clerk's Report

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
18/159 c	Application has been made to SCC for the installation of bus shelters on the A1071 near the Brewers Arms. PPC has now agreed to pay for the bases to be installed.	
20/139	Minutes updated on website and sent to magazines.	✓
20/142	Sent planning application response(s) to Babergh.	✓
20/143	Payments made to suppliers.	✓
20/144	Community Wardens will undertake cleaning of road signs.	
20/145	Wrote to resident regarding repainting of Village Sign.	✓
20/146	Wrote to Village Hall Committee to confirm PPC's acceptance of new T&C's re hire.	✓
	Clerk delegated actions	
	None.	
	Clerk Hours	
	As at 23rd August 2020 - Hours Worked 130.25 / Hours Paid 150	

Associated Papers PPC Meeting on 10th September 2020

Agenda Item 146c Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/20/02380	Rockalls Hall, Rockalls Road	Application under S73 for removal or variation of a condition following grant of planning permission DC/19/02983 and subsequent DC/20/00183 dated 26/02/2020. Town and Country Planning Act 1990. Planning (Listed Buildings and Conservation Areas) Act 1990 - To vary Condition 2 (approved plans and documents).	20/129a	No objections	Permission Granted 12/08/2020
DC/20/02712	13 Rockalls Road	Erection of single storey side extension.	20/129b	Support	Permission Granted 02/09/2020
DC/20/02692	1 Holmwood Cottages, Bower House Tye	Removal of dilapidated attached timber shed and replacement with a home office/studio/gym building in similar style, erection of a free-standing replacement shed, enlargement of existing loggia, widening of driveway access.	20/129c	Support	Permission Granted 19/08/2020
DC/20/02693	1 Holmwood Cottages, Bower House Tye	Application for Listed Building Consent. Removal of dilapidated attached timber shed and replacement with a home office/studio/gym building in similar style, erection of a free-standing replacement shed, enlargement of existing loggia, widening of driveway access.	20/129c	Support	Permission Granted 19/08/2020
DC/20/02000	Hill Farm, Stoke Road	Erection of an agricultural building on a concrete pad.	20/142a	No Objection	Permission Granted 24/08/2020
DC/20/02942	Sprotts Farm, Holt Road	Change of Use of and extension to part of building to provide indoor cricket nets.	20/142b	No Objection	
DC/20/03095	Wested House, 4 White Street Green	Application for Listed Building Consent. Replacement of 14no windows and 1no rear door, all in the extended parts of the house.	20/142c	No Objection	

Agenda Item 147a External Audit Report

PKF Littlejohn LLP



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

Our ref SF0306
SAAA ref SB06768

Email sba@pkf-littlejohn.com

31 July 2020

Dear Mr Crimmin

Polstead Parish Council

Completion of the limited assurance review for the year ended 31 March 2020

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Polstead Parish Council for the year ended 31 March 2020. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

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

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

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

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 November, which must include publication on the smaller authority's website. This deadline has been extended from 30 September 2020 for 2019/20 only as a result of the restrictions imposed by the government to prevent the spread of Covid-19. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which the "Notice" must be published. There is no requirement for the "Notice" to be publicly accessible for 5 years, as there is for the AGAR and the external auditor report and certificate. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

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

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

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

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

Timetable for 2020/21

The timetable for this year was exceptional due to the impact of Covid-19. Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Thursday 1 July 2021. It is anticipated that the instructions will be sent out during March 2021, subject to arrangements for the 2020/21 AGARs and Certificates of Exemption being finalised by SAAA. Our instructions will cover any changes about which smaller authorities need to be aware.

The timetable amendments introduced as a result of the exceptional Covid-19 circumstances apply to 2019/20 only. The arrangements for next year are expected to revert to those set out in the Accounts and Audit Regulations 2015 but if there are any changes arising from updates to the statutory requirements, you will be notified in good time.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2021, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Thursday 3 June and Wednesday 14 July 2021; and
 - at the latest, between Thursday 1 July and Wednesday 11 August 2021.

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

Feedback on 2019/20

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website: https://www.pkf-littlejohn.com/sites/default/files/24_satisfaction_survey_2019-20.docx

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **POLSTEAD PARISH COUNCIL – SF0306**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

30/07/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Associated Papers PPC Meeting on 10th September 2020

**Agenda Item 147b RFO Report
Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
10/09/20	DF Crimmin - Expenses Mar to Aug	2029	LA 2011 ss 1 to 8	0.00	212.98
10/09/20	DF Crimmin -Salary July to Sept	2030	LA 2011 ss 1 to 8	0.00	841.63
10/09/20	DF Crimmin -Salary July to Sept	2030	LA 2011 ss 1 to 8	0.00	78.00
10/09/20	HMRC - Clerk Tax	2031	LA 2011 ss 1 to 8	0.00	210.40

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	28/08/20	£44,049.39	£42,037.63	£2,011.76	£0.00	£0.00
Premier Account	28/08/20	£3,334.31	£3,334.31	£0.00	£0.00	£0.00
Cash	07/07/20	£0.00	£0.00			£0.00
		£47,383.70	£45,371.94	£2,011.76	£0.00	

Budget v's Actual

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£42,030.94			
Income			Expenditure		
Precept	£18,596.00	£9,298.00	Clerks Salary	£4,704.98	£2,160.31
Bank Interest	£0.00	£0.89	Admin	£2,300.00	£867.21
Recycling	£0.00	£0.00	Insurance	£580.00	£0.00
Grants	£745.00	£0.00	Audit Inspections	£340.00	£380.00
Allotment Rent	£120.00	£148.80	Donations	£1,000.00	£1,000.00
Wayleave	£22.00	£0.00	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Community Wardens	£1,180.00	£1,000.00
Donation	£0.00	£0.00	Dog & Litter Bins	£1,000.00	£0.00
Compensation	£0.00	£0.00	Footpaths	£1,850.00	£1,786.00
Other	£0.00	£0.00	Grass Cutting	£3,350.00	£0.00
CIL	£0.00	£0.00	Ditch Clearance	£200.00	£0.00
VAT Repayment	£0.00	£1,456.49	Maintenance	£1,200.00	£100.00
			Village Hall	£965.00	£0.00
			Projects	£1,500.00	£0.00
			Contingency	£500.00	£0.00
			CIL	£9,617.56	£0.00
			VAT Paid	£0.00	£269.66
Total	£19,483.00	£10,904.18	Total	£9,617.56	£20,729.98
			Assets Carried Forward		£45,371.94
Total		£52,935.12	Total		£52,935.12

Associated Papers PPC Meeting on 10th September 2020

Agenda Item 147b Clerk's Expenses

Date	Description	1st	2nd	Other	No of Calls	Phone Call to	A4 Print	A3 Print	Lams	Miles
13/03/20	Meeting Pack & Notices						209	8	9	15
17/03/20	Battery Defib VH				1	A Wade				12
18/03/20	Polstead Community Group				1	A Wade	200			
19/03/20	Leaflets & Meeting									24
23/03/20	Spares Defib HH				1	A Wade				12
25/03/20	Cheque Book / Rockalls Road x 2		6		1	A Wade				26
28/03/20	Postage costs adjustment			-£0.24	1	A Wade				
01/04/20		3	5				75			
14/04/20					4	J Baxter, A MacWillson, Bradley x 2				
15/04/20					1	A Wade				
16/04/20					1	A MacWillson				
23/04/20		1	4		1	A Wade	30			
16/05/20				£1.15			70			
21/05/20		1	3		2	A Wade, Ben Patrick	24			
04/06/20							30			
15/06/20	Pad in Defib						22			12
19/06/20		1	3				27			
20/06/20			1							
03/07/20			1							
07/07/20	Pond Notice - abandoned						50			12
08/07/20	K Richardson		1	£0.88	1	Bradley Smith	36			
16/07/20		1	4		1	A Wade	6		6	
22/07/20					1	CHT				
23/07/20					2	Bradley Smith, CHT				
24/07/20	Village Hall defib				1	CHT	2		1	12
29/07/20					2	A Wade, B Smith				
13/08/20					1	A Wade				
14/08/20					1	A Wade				
21/08/20		1	4				35			
26/08/20					2	B Smith x 2				
		8	32		26		816	8	16	125
		£6.08	£20.80	£1.79	£3.12		£40.80	£0.80	£1.92	£56.25

Expenditure on behalf of Polstead Parish Council

Date	Description	Ref	Gross	VAT	Net	Account Heading
25/03/20	2 Padlocks	1	£21.98	£3.66	£18.32	Admin
15/07/20	BestHost - DNS Zone package	2	£12.50	£0.00	£12.50	Admin
22/07/20	SLCC - Membership	3	£46.94	£0.00	£46.94	Admin
	Postage		£28.67		£28.67	
	Cost of Calls		£3.12		£3.12	
	Printing		£41.60		£41.60	
	Laminates		£1.92		£1.92	
	Travel Costs		£56.25		£56.25	
	Total		£212.98	£3.66	£209.32	Balanced

Mileage rate from 6/4/2011	45p		
1st Class Post	76p	Admin	£153.07
2nd Class Post	65p	Staff	£56.25
Telephone Calls	10p +VAT	Projects	£0.00
A4 Printing per page	5p	VAT	£3.66
A3 Printing per page	10p	Total	£212.98
Laminates	12p		

Agenda Item 147c Donation

At the June meeting you agreed to defer the donation request from Hadleigh First Responders until September.

Agenda Item 148 Planning White Paper

As per the email circulated to you on 27th August 2020.

Agenda Item 149 Questionnaire software

Do you want to invoke the use of the CAS questionnaire software or defer until a later date.

Agenda Item 152 Replacement Bench

PPC has received the quote from Suffolk Estate Fencing for the metal circular bench for Polstead Green as follows:

To fabricate bench seat to wrap around tree, undercoat with high build zinc primer, top coat of paint in satin black £1,150.00 + VAT. Installation of the bench will be £230.00 + VAT

Alternative quotations are:

Corido



Teak - £1,199 + VAT

The Garden Furniture Centre Limited



Teak - £999 + VAT

Agenda Item 155 Future Agenda items

For the October meeting we have the following items:

- Play Equipment Inspection Report
- GDPR
- Christmas Event

Agenda Item 157 Clerk's Pay Award

My contract aligns my role at PPC at LC1 SCP 10. You will see the pay awards which are backdated to the 1st April 2020, as circulated to you on the 29th August and 1st September 2020, have increased the hourly rate for this scale.