

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 17th January 2019 in Polstead Village Hall at 7.30pm

Present: Cllrs Anne MacWillson (Chairman), James Oxford, Andrew Wade, Susie Weston and Sue Wigglesworth.

Attending: Gordon Jones (Suffolk County Councillor), John Ward (Babergh District Councillor), Dave Crimmin (Clerk), Claire Cadman (ANOB) and 2 members of public.

19/001 Apologies for Absence

Cllrs Flather (engagement) and Peck (illness) sent their apologies.

19/002 Declaration of Interests and Requests for Dispensation

No interests were declared and no requests for dispensation had been received.

19/003 Minutes of Meeting held on 20th December 2018

The minutes of the meeting were approved by the councillors and signed by the Chairman as a correct record.

19/004 Reports from County and District Councillors and Suffolk Constabulary

The councillors reviewed Gordon Jones' previously submitted report and he updated councillors that he was prepared to pay for a new road sign near Polstead Pond for the community shop, the SCC Budget process, the Orwell bridges and Special Educational Needs. The councillors reviewed John Ward's previously submitted report and he updated councillors on the Babergh Budget process and the progress of the planning applications for Angel Court and Corks Lane in Hadleigh.

19/005 Reports and Question from Councillors

No reports.

19/006 Reports and Questions from Parishioners

The councillors were updated on the creation of the Nature Citizen charity which has the objective of raising awareness about the importance of the natural world. The councillors resolved that an allotment plot and water supply would be donated to the charity in 2019 and that the charity could use the telephone kiosk on Polstead Hill in order to distribute information to the community.

19/007 Box Valley North Undergrounding Project

Claire Cadman, project officer at the AONB gave those present and overview of the proposed Box Valley North Undergrounding Project which plans to replace overhead electricity wires and wooden poles with an underground cable. She explained that at this stage the AONB were looking for support from residents, bodies such as PPC and landowners for the £1million project to proceed. The councillors resolved that the Clerk write to Claire to give PPC's full support for the project.

19/008 Clerk's Report (Appendix A)

Following a review of the Clerk's Report by the councillors there were no further actions required of the Clerk.

19/009 Correspondence (Appendix B)

Following a review of the Correspondence and emails circulated by the Clerk since the last meeting there were no further actions requested of the Clerk.

19/010 Planning

- a. The councillors reviewed **Planning Application DC/18/05481 Cheriton, Rockalls Road** - Erection of rear extension and recladding works and resolved to support the application.
- b. A notice of an Appeal against the refusal of a planning application had been received since the agenda was posted which requires a response before the next scheduled meeting. The Clerk was asked to collate councillors' views on Appeal APP/D3505/W/18/3211126 Outline Planning Application (Access to be considered) - Erection of two storey detached dwelling at

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Miracle Barn, Bower House Tye and following circulation to councillors, submit to the Planning Inspectorate prior to the deadline of the 21st February 2019.

- c. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC are as follows:

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/18/02836	Hill Farm, Stoke Road	Erection of extension to existing production premises, associated car parking, landscaping and drainage infrastructure.	18/122a	Objected	
APP/D3505/W/18/3194780	Land to the West of Stackwood Road	Appeal against refusal of DC/17/04499 - Erection of 1 No Dwelling, home office, workshop, parking areas.	18/122b	Original objections stand.	Dismissed 23/11/2018
DC/18/04875	Clayfields Farm, Hadleigh Road, Boxford	Erection of single storey dwelling to serve agricultural business.	18/174a	No comment	
DC/18/05025	Robin Hill, Mill Street	Notification of works to Trees in a Conservation Area - T1 (Atlantic Blue Cedar) Reduce by 30/40%	18/174b	Noted	Permission Granted 13/12/2018
DC/18/04967	Green Lawns Bonsai Nursery, Hadleigh Road, Boxford	Outline Planning Application (all matters reserved) - Erection of 4No detached dwellings.	18/174c	No comment	
DC/18/05224	19 Heath Close Polstead Heath	Erection of rear extension, front canopy and conversion of garage to living space.	18/191a	Supported	
DC/18/04925	Spring Hill Shelley Road	Conversion of storage barn to 1no. dwelling including associated cart lodge, footpath diversion and creation of vehicular access.	18/191b	Objected	
DC/18/05394	Rushbeck White Street Green	Erection of single storey rear extension and exterior cladding.	18/191c	Supported	

19/011 Finance

- a. All cheques signed and due for signing, as itemised in Appendix C, were authorised by the councillors. The councillors also noted the income received since the last meeting and reviewed the Statement of Accounts against the budget and the bank reconciliation against the bank statements.
- b. The councillors reviewed the agreed Expenditure budget and proposed reserves (Appendix D) and resolved to set a Precept of £18,668 which will mean a 0% increase in the Band D Council Tax for 2019 / 2020.
- c. The councillors reviewed the quotation of £3,182 from JD Palmer for the grass cutting in 2019 and resolved to award him the contract. The councillors were very happy with the standard of work undertaken by Mr Palmer in 2018.

19/012 Risk Assessment

The councillors reviewed PPC's Risk Register (Appendix E) as at January 2018 and were satisfied with the issues covered. An entry for GDPR will be reviewed at the March 2019 meeting.

19/013 Effectiveness of PPC's Internal Control and Internal Audit processes

The councillors reviewed the current system of PPC's internal controls and internal audit and resolved that they were satisfied with the measures currently undertaken by the council.

19/014 Highways and Footpaths

No issues were raised.

19/015 Assets, allotments, playground and playing field

The councillors were updated that the defibrillator is now installed at the telephone kiosk in Straight Road and once it has been updated in the Ambulance system it will become operational.

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19/016 Christmas Events

The councillors were very pleased with the turnout of residents for the Christmas Carols event on Sunday 23rd December at the Cock Inn.

19/017 Future Agenda Items

- New bank signatories.

19/018 Next meeting

The next PPC meeting will be held on Thursday 28th February 2019 at 7.30pm in the Village Hall.

The meeting closed at 9.02pm.

Appendix A Clerks Report

Minute	Action	Complete ✓
18/030	SCC RoW met PPC regarding ditch on FP5 and stile at Mill Lane on 5th November.	✓
18/041	Sent reply to Lord of the Manor's solicitor.	
18/061	Electrical installation complete.	
18/080	Gordon Jones has confirmed that drains have been cleared at Holly Hill. This issue is still part of his ward-wide review of flooding.	
18/143	Wrote to Gordon Jones re Community Shop road signage.	
18/159 c	Application has been made to SCC for the installation of bus shelters on the A1071 near the Brewery Arms.	
18/159 d	Survey of possible grit bin locations concluded that the proposals are for new locations and therefore have to be formally approved by SCC Highways. As the closing date for this is the end of September, it will need to be for next year.	
18/168	Minutes updated on website and sent to magazines.	✓
18/174	Planning Application responses sent to Babergh.	✓
18/175	Payments made to suppliers.	✓
18/177	No responses received from councillors.	✓
18/178	Subject Access Request Policy put on website.	✓
18/181	Notices produced and newsletter updated.	✓
18/183	2019 meeting dates updated on website & notice boards.	✓
18/188	Minutes updated on website and sent to newsletters.	✓
18/191	Planning Application responses sent to Babergh.	✓
	Clerk Hours	
	As at 30th December 2018 - Hours Worked 262.25 / Hours Paid 285	

Appendix B Correspondence reviewed by councillors

No correspondence received.

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Appendix C RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
03/12/18	Interest	BS 1		1.66	0.00
08/11/18	SCC P3	2018/01		194.32	0.00
14/11/18	UK Power Networks Wayleave			20.75	0.00
17/01/19	B Patrick - Footpaths October	935	LA 2011 ss 1 to 8	0.00	112.00
17/01/19	B Patrick - Footpaths November	935	LA 2011 ss 1 to 8	0.00	182.00
17/01/19	B Patrick - Footpaths December	935	LA 2011 ss 1 to 8	0.00	98.00
17/01/19	JD Palmer - Grass Cutting 2018	936	LA 2011 ss 1 to 8	0.00	2,968.08

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/11/18	£36,902.02	£32,462.03	£4,439.99	£0.00	£0.00
Premier Account	31/12/18	£3,325.61	£3,325.61	£0.00	£0.00	£0.00
Cash	09/11/18	£0.00	£0.00			£0.00
		£40,227.63	£35,787.64	£4,439.99	£0.00	

Actual v's Budget

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£26,916.23				
Income			Expenditure			
Precept	£18,302.00	£18,302.00	Clerks Salary		£4,564.00	£3,235.68
Bank Interest	£0.00	£4.98	Admin		£2,000.00	£968.26
Recycling	£0.00	£0.00	Insurance		£560.00	£0.00
Grants	£745.00	£194.32	Audit Inspections		£320.00	£328.00
Allotment Rent	£120.00	£66.40	Donations		£1,000.00	£0.00
Wayleave	£22.00	£20.75	Chairman's Allowance		£60.00	£0.00
QDJ	£0.00	£0.00	Dog & Litter Bins		£1,175.00	£0.00
Donation	£0.00	£0.00	Footpaths		£1,600.00	£1,599.00
Compensation	£0.00	£0.00	Grass Cutting		£3,150.00	£2,473.40
Other	£0.00	£0.00	Ditch Clearance		£200.00	£0.00
CIL	£0.00	£0.00	Maintenance		£1,200.00	£910.00
VAT Repayment	£0.00	£1,093.98	Village Hall		£965.00	£0.00
			Projects		£1,500.00	£72.50
			Contingency		£500.00	£0.00
			CIL	£2,561.80	£0.00	£520.00
			VAT Paid		£0.00	£704.18
Total	£19,189.00	£19,682.43	Total	£2,561.80	£18,794.00	£10,811.02
			Assets Carried Forward			£35,787.64
Total		£46,598.66	Total			£46,598.66

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Appendix D Precept Proposal

At the November meeting you agreed a total expenditure budget of **£19,110.28** for 2019 / 2020 as follows:

	2017 / 18		2018 / 19			2019 / 20
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income						
Bank Interest	2.00	2.23	0.00	3.32	6.00	0.00
Recycling	0.00	0.00	0.00	0.00	0.00	0.00
Grants	195.00	307.14	745.00	0.00	745.00	745.00
Allotment Rent	120.00	154.90	120.00	66.40	120.00	120.00
Wayleave	22.00	20.75	22.00	0.00	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	0.00	0.00	0.00	0.00	0.00
VAT Repayment	0.00	1,006.14	0.00	1,093.98	1,093.98	0.00
Total Income	339.00	1,491.16	887.00	1,163.70	1,986.98	887.00
Precept		18,286.00			18,302.00	
Expenditure						
Clerks Salary	4,474.64	4,332.77	4,564.00	3,235.68	4,564.00	4,655.28
Admin	2,000.00	1,434.11	2,000.00	968.26	2,000.00	2,200.00
Insurance	490.00	479.02	560.00	0.00	560.00	560.00
Audit Inspections	220.00	308.00	320.00	328.00	328.00	320.00
Donations	1,000.00	840.00	1,000.00	0.00	1,000.00	1,000.00
Chairman's Allowance	60.00	0.00	60.00	0.00	60.00	60.00
Dog & Litter Bins	1,080.00	732.46	1,175.00	0.00	1,000.00	1,000.00
Footpaths	1,500.00	1,593.75	1,600.00	1,207.00	1,500.00	1,700.00
Grass Cutting	2,400.00	2,051.60	3,150.00	0.00	3,150.00	3,250.00
Ditch Clearance	200.00	0.00	200.00	0.00	200.00	200.00
Maintenance	1,200.00	185.50	1,200.00	910.00	1,200.00	1,200.00
Projects	1,500.00	2,214.50	1,500.00	72.50	1,500.00	1,500.00
Village Hall	965.00	1,499.42	965.00	0.00	965.00	965.00
Contingency	500.00	0.00	500.00	0.00	500.00	500.00
CIL	0.00	0.00	0.00	520.00	0.00	0.00
VAT Paid	0.00	1,093.98	0.00	209.50	450.00	0.00
Total Expenditure	17,589.64	16,765.11	18,794.00	7,450.94	18,977.00	19,110.28

Reserves held by PPC

It is proposed to maintain an adequate reserve for Asset Replacements and Election Costs whilst re-establishing a reserve for play equipment replacement.

	2017 / 18		2018 / 19		2019 / 20	
	Start of year	End of year	Start of year	End of year	Start of year	End of year
Asset Replacement	7,000.00	9,000.00	9,000.00	9,000.00	9,000.00	11,000.00
Play Equipment Replacement	2,000.00	4,000.00	4,000.00	4,000.00	4,000.00	6,000.00
Election Costs	1,750.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Total Earmarked Reserves	10,750.00	15,000.00	15,000.00	15,000.00	15,000.00	19,000.00
General Reserves	13,154.18	11,916.23	11,916.23	13,228.21	13,228.21	?

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Precept for 2019 / 2020

Babergh has written to PPC regarding the Tax Base which will increase from **381.69** in 2018 / 19 to **389.33** in 2019 / 20.

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 £18,668 and keeping the Band D Council Tax the same as 2019 / 20
- Example 2 Precept of £19,000
- Example 3 Precept of £19,500

	2017 / 18	2018 / 19	2019 / 20	2019 / 20	2019 / 20
			Example 1	Example 2	Example 3
START OF YEAR					
Earmarked Reserves	10,750.00	15,000.00	15,000.00	15,000.00	15,000.00
General Reserves	13,154.18	11,916.23	13,228.21	13,228.21	13,228.21
Total Reserves	23,904.18	26,916.23	28,228.21	28,228.21	28,228.21
Income ex Precept	1,491.16	1,986.98	887.00	887.00	887.00
Precept	18,286.00	18,302.00	18,668.00	19,000.00	19,500.00
Total Income	19,777.16	20,288.98	19,555.00	19,887.00	20,387.00
Expenditure	16,765.11	18,977.00	19,110.28	19,110.28	19,110.28
END OF YEAR					
Earmarked Reserves	15,000.00	15,000.00	19,000.00	19,000.00	19,000.00
General Reserves	11,916.23	13,228.21	9,672.93	10,004.93	10,504.93
Total Reserves	26,916.23	28,228.21	28,672.93	29,004.93	29,504.93
Tax Base	381.37	381.69	389.33	389.33	389.33
Band D Council Tax	47.95	47.95	47.95	48.80	50.09

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.

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Appendix E Risk Assessment

POLSTEAD PARISH COUNCIL				
RISK MANAGEMENT REGISTER AS AT JANUARY 2019				
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 Copy of filing system index and data backup offsite

End of Appendices

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