

POLSTEAD PARISH COUNCIL

Clerk: Dave Crimmin, Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH
Tel: 01787 375085 email: polsteadpc@btinternet.com

AGENDA FOR ANNUAL MEETING TO BE HELD ON THURSDAY 17th MAY 2018 AT 7.30pm

1. **Election of Chairman** and to receive Declaration of Acceptance of Office from Chairman
2. **Apologies** for absence
3. **Election of Vice Chairman**
4. Receive **declarations of interests** and consider request for dispensation from Councillors
5. Agree **minutes** of Polstead Parish Council meeting held on 19th April 2018
6. To appoint members to the **HR and Standards Committees**
7. To **appoint representatives** to outside bodies:
 - a. Suffolk Association of Local Councils (SALC)
 - b. Traffic Liaison
 - c. Village Hall
 - d. Layham Pit.
8. To consider appointment of Heelis & Lodge as **Internal Auditors for 2018 / 2019**
9. To consider **payment of annual subscriptions** to SALC, Suffolk Wildlife Trust, Community Action Suffolk, Society of Local Council Clerks and the Suffolk Preservation Society.
10. Receive **reports from County Councillor and District Councillor**
11. To receive **reports and questions from Councillors**
12. To receive reports and **questions from Parishioners** (contributions to be limited to 2 mins)
13. Agree actions following the review of the **Clerk's Report**
14. Agree actions required on **Correspondence received and emails circulated** by the Clerk to councillors since the last meeting
15. Planning
 - a. Consider **Planning Application DC/18/01622 Land At Calais Street, White Street Green** - Prior Approval Application under Schedule 2, Part 6, Class A of the Town and Country Planning (General Permitted Development) Order 2015 - Erection of agricultural storage barn agricultural storage barn. (Further details submitted in pursuant to DC/18/00940)
 - b. Consider any further **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
 - c. **Status of Planning Applications** previously reviewed by the Parish Council.
16. Finance
 - a. To consider the **Internal Auditor's Report as at 31st March 2018** and agree any actions
 - b. To approve **Section 1 of the Annual Governance and Accountability Return (AGAR)** for the year ending 31st March 2018
 - c. To approve **Section 2 of the AGAR** for the year ending 31st March 2018
 - d. To approve **the explanation of quantified significant variances**
 - e. From the **RFO Report** authorise payments made since the last meeting and to be made; note income received since last meeting; review the Reconciliation of Accounts against Bank Statements and the Statement of Accounts vs Budget.
17. Review the audit of data held to ensure that PPC complies with the **new requirements for General Data Protection Regulation (GDPR)**
18. Consider if PPC has a project(s) that can be submitted as a bid against Babergh's **CIL fund**
19. Consider cascading information on funding for first time central heating systems to residents.
20. To consider any issues raised regarding **Highways and Footpaths**
21. To consider any **asset, allotment, playground or playing field issue** including the costs of repairing or replacing the water tap at the allotments
22. **Future Agenda** Items

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23. 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 **confidential nature of the Clerk's Contract of Employment**
24. Approve the **proposed increase of the Clerk's hourly rate**
25. Date of the next scheduled meeting is **Thursday 21st June 2018** at 7.30pm.

Associated Papers PPC Meeting on 17th May 2018

Agenda Item 4 Requests for Councillor 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 6 HR and Standards Committees

At the last Annual meeting, Cllrs Flather, Oxford and Wade were appointed as the members of the HR Committee and Cllrs Peck, Patrick and Wigglesworth were appointed as the members of the Standards Committee.

Agenda Item 7 Representatives

At the last Annual meeting the following appointments were made:

- a. Cllr Wigglesworth to the Suffolk Association of Local Councils (SALC)
- b. Cllr Flather for Traffic Liaison
- c. Cllr Wigglesworth to the Village Hall Committee
- d. Cllr Oxford to the Layham Pit Liaison Meeting.

Agenda Item 8 Internal Auditor

Heelis & Lodge have been PPC's Internal Auditor for the past 8 years.

Agenda Item 13 Clerk's Report

Minute	Action	Complete ✓
18/030	SCC RoW team to meet PPC regarding ditch on FP5 and stile at Mill Lane.	
18/041	I have written to the Lord of the Manor informing him that PPC will await SCC Legal's clarification on his rights regarding Polstead Green.	
18/055	Minutes updated on website and sent to newsletters.	✓
18/061	Planning responses sent to Babergh.	✓
18/062	Payments made to suppliers.	✓
18/063	Wrote to Gordon Jones re progress on flooding issue at Holly Hill.	✓
18/061 e	Invitation sent to Philip Isbell.	✓
	Clerk Hours	
	As at 29th April 2018 - Hours Worked 29.75 / Hours Paid 30.	

Agenda Item 14 Correspondence

No correspondence other than that listed in this pack has been received since the last meeting. 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 Meeting on 17th May 2018

Agenda Item 15c Planning Status

Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/17/03117	Hill Farm Brick Kiln Hill	Revisions to application for the erection of extensions to existing production premises and new buildings to provide canning line (12,611sqm); warehouse space (7,100sqm); apple processing and juice storage (2,060sqm); and apple processing (1,040sqm); associated vehicle parking, landscaping and drainage infrastructure.	17/146c	Objected	
DC/18/00816	Coppers White Street Green	Demolition of existing dwelling and outbuildings. Erection of 2 no. dwellings and associated garages.	18/043a	Supported	
DC/18/01148	Polstead Lodge Mill Street	Full Planing Application - Erection of 1 No. detached dwelling.	18/061a	Supported	
DC/18/01199	Whitestones Hadleigh Heath	Householder Planning Application - Erection of single storey rear extension	18/061b	Supported	
DC/18/01385	Miracle Barn Bower House Tye	Outline Planning Application (Access to be considered) - Erection of two storey detached dwelling.	18/061c	Objected	

Agenda Item 16a Internal Auditor's Report

I circulated the Internal Audit report from Heelis & Lodge on the 10th May 2018. Please find below their summary included in the Annual Governance and Accountability Return.

Annual Internal Audit Report 2017/18

Polstead Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ No petty cash held
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only)			
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

26/04/2018

Name of person who carried out the internal audit

H. HEELIS (on behalf of Heelis & Lodge)

Signature of person who carried out the internal audit



Date

26/04/2018

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2017/18

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 2018, 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

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

MINUTE REFERENCE		Chairman	SIGNATURE REQUIRED
dated	DD/MM/YY	Clerk	SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2017/18 for

Polstead Parish Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	31,575	23,904	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.
2. (+) Precept or Rates and Levies	18,210	18,286	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	15,224	1,491	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	4,234	4,333	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	36,871	12,432	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	23,904	26,916	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	23,904	26,916	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	53,863	55,638	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.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

24/04/18

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

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Agenda Item 16d Explanation of quantified significant variances

Explanation of variances 2017 / 2018

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

County area (local councils and parish meetings only): **Suffolk**

Please provide full explanations, including numerical values, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 <i>Precept or Rates and Levies</i>	18210	18286	76	0	
Box 3 <i>Total other receipts</i>	15224	1491	-13733	-90	Grants down by -£6,580 No CIL received -£2,562 VAT repayment down by -£4,308
Box 4 <i>Staff costs</i>	4234	4333	99	2	
Box 5 <i>Loan interest/ capital repayments</i>	0	0	0	0	
Box 6 <i>All other payments</i>	36871	12432	-24439	-66	No play equipment purchased -£21,059 VAT paid down by -£4,190 Village Hall contributions £993
Box 9 <i>Total fixed assets & long term investments & assets</i>	53863	55638	1775	3	
Box 10 <i>Total borrowings</i>	0	0	0	0	
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:				

Associated Papers PPC Meeting on 17th May 2018

Agenda Item 16e Responsible Financial Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
23/04/18	Allotment Rent Chatters			20.70	0.00
17/05/18	SALC - Annual Subscription	909	LA 2011 ss 1 to 8	0.00	342.52
17/05/18	SWT - Annual Subscription	910	LA 2011 ss 1 to 8	0.00	38.00
17/05/18	Anglian Water - Allotment Water	911	LA 2011 ss 1 to 8	0.00	25.32
17/05/18	Heelis & Lodge - Audit Fee	912	LA 2011 ss 1 to 8	0.00	128.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/04/18	£32,767.30	£31,953.46	£813.84	£0.00	£0.00
Premier Account	30/04/18	£3,320.63	£3,320.63	£0.00	£0.00	£0.00
Cash	10/05/18	£0.00	£0.00			£0.00
		£36,087.93	£35,274.09	£813.84	£0.00	

Actual v's Budget

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£26,916.23				
Income			Expenditure			
Precept	£18,302.00	£9,151.00	Clerks Salary		£4,564.00	£0.00
Bank Interest	£0.00	£0.00	Admin		£2,000.00	£405.84
Recycling	£0.00	£0.00	Insurance		£560.00	£0.00
Grants	£745.00	£0.00	Audit Inspections		£320.00	£128.00
Allotment Rent	£120.00	£20.70	Donations		£1,000.00	£0.00
Wayleave	£22.00	£0.00	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	£52.00
Compensation	£0.00	£0.00	Grass Cutting		£3,150.00	£0.00
Other	£0.00	£0.00	Ditch Clearance		£200.00	£0.00
CIL	£0.00	£0.00	Maintenance		£1,200.00	£190.00
VAT Repayment	£0.00	£0.00	Village Hall		£965.00	£0.00
			Projects		£1,500.00	£0.00
			Contingency		£500.00	£0.00
			CIL	£2,561.80	£0.00	£0.00
			VAT Paid		£0.00	£38.00
Total	£19,189.00	£9,171.70	Total	£2,561.80	£18,794.00	£813.84
			Assets Carried Forward			£35,274.09
Total		£36,087.93	Total			£36,087.93

Associated Papers PPC Meeting on 17th May 2018

Agenda Item 17 GDPR

Attached is the Inventory of the data that is captured, stored and processed by PPC. This should be reviewed against the Retention Policy below to see if you agree with analysis and the suggested actions.

DOCUMENT	PAPER / ELECTRONIC	LOCATION	MINIMUM RETENTION PERIOD
Administration			
Agendas	E	Computer	3 years
Clerk's Personnel records	P	Chairman	15 months after ceasing employment
Contracts	P	File	Indefinitely
Declaration of Office Chairman	P	Admin File	Term of Office plus 1 year
Declaration of Office Councillor	P	Admin File	Term of Office plus 1 year
Election documents	P	Admin File	6 months after Election
Inspection Reports	P	Admin File	Indefinitely
Leases	P	File	Indefinitely
Newsletter	E	Computer	Indefinitely
Planning Applications & Responses	E	BDC website	
Register of Interests	E	BDC website	
Routine Correspondence	P	Correspondence File	Retain as long as useful
Routine emails	E	email account	Retain as long as useful
Signed Minutes of Annual Parish Meeting	P	Minutes File	Indefinitely
Signed Minutes of Council Meetings	P	Minutes File	Indefinitely
Finance			
Annual Return	P	Accounts File by Year	Indefinitely
Bank paying-in books & Cheque book stubs	P	Finance File	2 years
Bank Statements	P	Accounts File by Year	12 years
Clerk expenses	P	Accounts File by Year	12 years
Insurance policies	P	Accounts File by Year	Indefinitely
Paid Invoices	P	Accounts File by Year	12 years
PAYE returns including hours paid	P	Accounts File by Year	12 years
Quotation and tenders	P	Accounts File by Year	12 years
Receipt & Payment Accounts	P	Accounts File by Year	Indefinitely
Receipt Books	P	Accounts File by Year	12 years
VAT records	P	Accounts File by Year	12 years
Allotments			
Plan, Register & Agreements	P	Allotments File	Indefinitely

Agenda Item 18 CIL Fund

As per email circulated on the 28th April 2018 from Christine Thurlow.

Agenda Item 21 Water tap at allotments

Cllr Flather circulated via email the quotations for repairing the existing water tap at the allotments or replacing it from Elford & Sons. The replacement cost is £520 or the repair will be £260.