POLSTEAD PARISH COUNCIL

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

AGENDA FOR A MEETING TO BE HELD ON THURSDAY 19th MARCH 2020 AT 7.30pm

- 41. Apologies for absence
- 42. Receive declarations of interests and request for dispensation from Councillors
- 43. Agree minutes of Polstead Parish Council meeting held on 20th February 2020
- 44. Receive reports from County Councillor and District Councillor
- 45. To receive reports and questions from Councillors
- 46. To receive reports and **questions from Parishioners** (contributions to be limited to 2 mins)
- 47. Agree actions following the review of the Clerk's Report
- 48. Agree actions required on **Correspondence received and emails circulated** by the Clerk to councillors since the last meeting
- 49. Planning
 - a. Consider **Planning Application DC/20/00845 Longridge, Rockalls Road** Notification for Works to Trees in a Conservation Area T1 Beech Tree Reduce by 30%
 - b. Consider **Planning Application DC/20/00893 Sprotts Farm, Holt Road -** Construction of outdoor swimming pool and pool house
 - c. Consider Planning Application DC/20/00756 Land South Of Wood Hall Farm, Stackwood Road Erection of 1no. dwelling with integral garage
 - d. Consider **Planning Application DC/20/01102 Sprotts Farm Holt Road** Application to determine if Prior Approval is required for a Proposed Change of Use of Agricultural Buildings to D2 Indoor Recreational Facility. The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 3, Class R.
 - e. Consider any further **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
 - f. Status of Planning Applications previously reviewed by the Parish Council.
- 50. Consider application for diversion of Polstead Public Footpath No 35
- 51. Finance
 - a. Review PPC Asset Register and confirm adequacy of insurance cover
 - b. 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
 - Consider donation to the Village Hall for contribution towards electricity costs for defibrillator
 - d. Consider donations to organisations
 - e. Agree Earmarked Reserves to be carried forward to 2020 / 2021
 - f. Agree PPC's CIL Return to Babergh for year ending 31st March 2020.
- 52. Consider update on Polstead WI's plans to convey their land in Polstead
- 53. Consider proposed naming convention for email usage of polstead-pc.gov.uk domain
- 54. Update on questionnaire for the Parish Infrastructure Investment Plan (PIIP)
- 55. Consider any issues raised regarding **Highways and Footpaths**
- 56. Consider any asset, allotment, playground or playing field issues
- **57.** Review plans for a litter pick on 25th April 2020
- 58. Consider PPC's GDPR Data Map
- 59. Consider items for the Annual Parish Meeting to be held on the 2nd April 2020
- 60. Future agenda items
- **61.** Date of the next scheduled meeting is **Thursday 23rd April 2020** at 7.30pm.

Agenda Item 42 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 47 Clerk's Report

Minute		Action	Complete ✓
18/041		Sent reply to Lord of the Manor's solicitor.	
18/159	С	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.	
20/015		New dog bin isbeing installed by Community Wardens.	✓
20/025		Minutes updated on website and sent to magazines.	✓
20/031		Sent Planning responses to BDC.	✓
20/032	a	Payments made to suppliers.	✓
20/032	bc	Contacted contractors regarding award of grass cutting contracts for 2020.	✓
20/032	de	Donations given to organisations.	✓
20/033		Contact Wayman & Long re WI land.	✓
20/034		polstead-pc.gov.uk domain purchased	✓
20/036		SLA sent to Sudbury Town Council	✓
20/037		B Patrick asked to maintain allotment hedge.	✓
		B Patrick attended to tree on WSG.	✓
		Clerk Hours	
		As at 8th March 2020 - Hours Worked 354.75 / Hours Paid 367.5	

Agenda Item 48 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.

Agenda Item 49f Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/20/00032	Garden Cottage, Hadleigh Road	Insertion of Rooflight (retention of).	20/009b	Supported	Withdrawn
DC/20/00183	Rockalls Hall, Rockalls Road	Application under Section 73 of The Town and Country Planning Act for DC/19/02983 without compliance with Condition 2 (Approved plans and documents	20/031a	Supported	Permission Granted 25/02/2020
DC/20/00425	Hill Farm, Stoke Road	Application under Section 73 of the Town and Country Planning Act B/16/00435 for the variation of Condition 4 (Agreement of Materials) to allow a change of cladding.	20/031b	Supported	
APP/D3505/W/1 9/3242170	Walnut Cottage, Bower House Tye	Appeal against refusal of outline planning application for erection of a single storey dwelling.	20/031c	No additional objections	
DC/20/00646	Woodlands Farm, Rockalls Road	Application for Prior Notification of agricultural or forestry development - proposed building. Town and Country Planning General Permitted Development Order 2015 Schedule 2, Part 6 - Erection of steel framed storage building.	20/031d	No issues	Formal Approval not required.

Prepared by: Dave Crimmin Page 1 of 10

Associated Papers PPC for Meeting on 19th March 2020 Asset Register / Insurance cover

Agenda Item 51a

sset	Date	Description	Location	Asset Value	Insurance	Insurance	Notes
No	Purchased	·			Risk	Value	
1	2006	Skate Ramp (on tarmac)	Playing field, School Lane	£2,616.71	All	£3,924.66	As from 1st April 2010
2	2006	2 small football goals (on grassed pitch)	Playing field, School Lane	£1,551.59	All	£2,327.15	As from 1st April 2010
3	2006	2 Basketball Hoops (on tarmac court)	Playing field, School Lane	£1,998.09	All	£2,996.82	As from 1st April 2010
4	2006	Picnic Table	Playing field, School Lane	£487.63	All	£731.36	As from 1st April 2010
5	2006	Sign on gate	Playing field, School Lane	£385.11	Impact	£577.61	As from 1st April 2010
6	2006	Fencing	Playing field, School Lane	£769.38	Impact	£1,153.95	As from 1st April 2010
7	1980-1995	Playing field Gate	Playing field, School Lane		All	£399.96	
8	Sep 05	Playground Equipment	Playground, Rockalls Road	£12,097.01	All	£16,845.18	
9		Playground Fencing	Playground, Rockalls Road		Impact	£1,941.72	
10		Allotment Fencing	Rockalls Road		Impact	£0.00	Replaced May 2015
1		Notice Boad	White Street Green	£165.00	All	£0.00	Less than excess Minute 12/052c
.2		Notice Boad	Straight Road	£165.00	All	£0.00	Less than excess Minute 12/052c
3	Apr-03	Notice Boad	Village Hall, The Green	£184.00	All	£0.00	Less than excess Minute 12/052c
4	Jan-06	Litter Bin	Playground, Rockalls Road	£95.04	All	£0.00	Less than excess Minute 10/048 c ii
.5	Oct-99	Litter Bin	Water Lane	£303.76	All	£760.29	
6	Jun-06	Litter Bin	The Green	£150.16	All	£0.00	Less than excess Minute 12/052c
7	1992	Village Sign	The Green	£1,000.00		£4,280.54	, , , , , , , , , , , , , , , , , , , ,
8	2004	Hedge Trimmer	····c Green	21,000.00	All	£0.00	Sold during 2012 / 2013
9	2004	Wheeled Strimmer	Polstead Green Cottage		All	£0.00	Sold during 2012 / 2013
	Oct 09		Polstead Green Cottage			£0.00	
.0	Oct-08	Strimmer & Attachments			All		Sold during 2012 / 2013
1	Feb-09	Wooden seat + Plaque	By Pond, The Hill	£290.00		£533.28	
2	May-74	Metal seat	By Pond, The Hill	-	All	£0.00	Do not insure Minute 10/048 c iv
3	May-74	Wooden seat + Plaque	By Pond, The Hill		All	£533.28	
4	Dec-06	Wooden seat	The Hill	£429.80		£628.87	
5		Circular Wooden seat	The Green		All	£1,010.43	
6	May-74	Wooden & concrete seat	Playground, Rockalls Road		All	£607.67	
7	May-74	Wooden bench	Playground, Rockalls Road		All	£533.28	
8	Dec-06	Wooden seat	Playground, Rockalls Road	£429.80	All	£770.19	
9	Sep-00	Grit Bin	Straight Road	£132.43	All	£0.00	Less than excess Minute 12/052c
0	Oct-01	Grit Bin	Top of The Hill	£204.40		£0.00	Less than excess Minute 12/052c
1	Oct-01	Grit Bin	Middle of The Hill	£204.40		£0.00	Less than excess Minute 12/052c
				1204.40		£0.00	
2	Dec-01	Grit Bin	Bottom of The Hill	640.76	All		Replaced January 2016
3	Jul-06	Dog Bin	Bottom of The Hill	£48.76	All	£0.00	Less than excess Minute 10/048 c ii
4	Jul-06	Dog Bin	End of Rockalls Road	£48.76	All	£0.00	Less than excess Minute 10/048 c ii
5	Jul-06	Dog Bin	Bower House Tye	£48.76	All	£0.00	Less than excess Minute 10/048 c ii
5	Jul-06	Dog Bin	Footpath entrance near Playing field	£48.76	All	£0.00	Less than excess Minute 10/048 c i
7	Jul-06	Dog Bin	Footpath entrance near Potash Lane	£48.76	All	£0.00	Less than excess Minute 10/048 c i
8	Jul-06	Dog Bin	Entrance to Cherry Billy's Lane byway	£48.76	All	£0.00	Less than excess Minute 10/048 c i
9	Jul-06	Dog Bin	Entrance to footpath near Bell's Corner	£48.77	All	£0.00	Less than excess Minute 10/048 c i
0	Jun-10	Dog Bin	Entrance to Allotments, Rockalls Road	£124.50	All	£0.00	Less than excess Minute 10/048 c i
1		Engraved Plaque	·		All	£0.00	Less than excess Minute 10/048 c i
2		Engraved Plaque			All	£0.00	Less than excess Minute 10/048 c i
3	May-74	Playingfield	School Lane	£200.00		£0.00	
4	May-74	Allotments	Rockalls Road	£1,000.00		£0.00	
5	Jun-05	Triangle of Land	By Pond, The Hill	11,000.00		£0.00	
<u>. </u>	Jun-93	Ÿ		£0.00		£0.00	£40 - removed Minute 10/048 c i
		Litter Bin	Playground, Rockalls Road				
7	Nov-96	Filing cabinet	Cragston, Sudbury road	£50.00		£0.00	Less than excess Minute 10/048 c i
3	Nov-10	Grit Bin	White Street Green	£150.00		£0.00	Less than excess Minute 10/048 c i
9	Nov-10	Grit Bin	Stackwood Road	£150.00		£0.00	Less than excess Minute 10/048 c i
)	Nov-10	Grit Bin	Rockalls Road / Flaggy Pond	£150.00	All	£0.00	Less than excess Minute 10/048 c i
1	Mar-11	Grit Bin	Rockalls Road	£168.00	All	£0.00	Less than excess Minute 10/048 c i
2	Mar-11	Village Shelter	By Village Hall	£2,000.00	All	£2,601.36	As from 1st April 2011
3	Oct-11	Wooden Seat	Heath Close / Straight Road	£0.00		£0.00	•
) 1	Nov-11	Dog Bin	White Street Green	£140.36		£0.00	Less than excess Minute 10/048 c i
5	Dec-13	Dog Bin	Millwood Road by FP 33	£115.00		£0.00	Less than excess Minute 10/048 c i
, 5	Dec-13	Dog Bin	White Street Green by RB 6	£115.00		£0.00	Less than excess Minute 10/048 c i
) 7	DCC-13	Wooden Seat	White Street Green	£0.00		£0.00	Less than excess willfule 10/048 C
	Ma 45						
3	May-15	Allotment Fencing and Water Supply	Allotments	£2,253.00		£2,485.58	
)	Nov-15	Wooden Seat	Allotments	£384.00		£423.64	
)	Jan-16	Grit Bin	Bottom of Hill	£148.19		£0.00	Less than excess Minute 10/048 c
L	Jan-16	Grit Bin	Junction of Stackwood Road / A1071	£188.17		£0.00	Less than excess Minute 10/048 c i
2	Jul-16	Dog Bin	Heath Road FP13	£87.00		£0.00	Less than excess Minute 10/048 c i
3	Jul-16	Dog Bin	Heath Road FP33	£87.00		£0.00	Less than excess Minute 10/048 c i
1	Jul-16	New Play Equipment in both areas		£20,243.00	All	£22,332.73	
5	Jul-16	Dog Bin	WSG - Spring Lane by Green	£87.00		£0.00	Less than excess Minute 10/048 c i
							Up to £5,000 of defibrillators covered
5	Mar-17	Defibrillator & Cabinet	Village Hall, The Green	£2,020.00	All	£0.00	policy
,	Mar-17	Telephone Kiosk	Polstead Hill	£1.00		£2,704.00	poncy
	Mar-17	Telephone Kiosk	Heath Road / Straight Road	£1.00		£2,704.00 £2,704.00	
3	ividi-1/	тегерпоне ктож	neath noad / Straight noad	£1.00	All	12,704.00	Up to ff 000 of defibrillators as
		- m					Up to £5,000 of defibrillators covered
9	Mar-18	Defibrillator & Cabinet	Heath Road / Straight Road	£1,775.00		£0.00	policy
)	Nov-19	Memorial bench	Playground, Rockalls Road	£1.00		£0.00	
1	Nov-19	Grit Bin	Bower House Tye	£188.17		£0.00	Less than excess Minute 10/048 c i
2	Nov-19	Grit Bin	Bower House Tye	£188.17		£0.00	Less than excess Minute 10/048 c
	Mar-20	Dog Bin	Mill Lane / Rectory Hill	£100.07		£0.00	Less than excess Minute 10/048 c i
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1		Tota		£56,115.27		£73,807.55	

Policyholder details

Polstead Parish Council

Cragston Sunbury Road Newton Sudbury Suffolk CO10 0QH

Business description

Parish Council

Population

1000

Your period of insurance

Date this cover starts: 1st April 2020 Date this cover expires: 31st March 2021

Renewal date: 1st April 2021

Your 3 Year Long Term Agreement Premium

Premium: £406.38

Insurance Premium Tax (IPT) at the current rate: £48.77

Total amount payable: £455.15

Endorsements that apply to this section

Long term agreement

Long term agreement shall mean an agreement between you and us for a period
of three years. For the duration of the agreement we agree to leave unchanged
your annual premium rates and policy details. In return, you agree to renew with

us each year for the duration of the agreement.

b. Annual renewal date shall mean the following date: 1st April

c. Claims payments and costs shall mean the total of all:

i. claims and losses paid; and

ii. legal costs and expenses incurred; and

iii. new reserves and increases in reserves, during the preceding 12 months.

d. Income shall mean the total of the gross premiums and any additional premiums, net of any returned premiums earned during the period of the agreement. We and you agree that this policy is subject to a long term agreement beginning on the renewed of the policy and ending 2 years later, provided that:

the renewal of the policy and ending 3 years later, provided that:

1. at each annual renewal date the total of all claims payments and costs does

not exceed 40% of the income;

there are no changes to the material facts concerning your policy; and there are no changes to Insurance Premium Tax during the period of the long term

agreement

e. This long term agreement will expire on: 31st March 2021

AXA Insurance UK plc. Registered in England No 78950. Registered Office: 5 Old Broad Street. London, EC2N 1AD. Member of the AXA Group of Companies. AXA Insurance UK plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Telephone calls may be monitored and recorded.

Prepared by: Dave Crimmin

Your cover summary

Section	
Property Damage	Insured
Business Interruption	Insured
Money and Personal Accident Assault	Insured
Group Personal Accident	Insured
Employers Liability	Insured
Public and Products Liability	Insured
Selected all risks	Insured
Officers Liability (Officials Indemnity)	Insured
Employment Practices Liability	Insured
Council Legal Liability and Legal Expenses (including	Insured
Employee Dishonesty)	
Terrorism	Not Insured
Equipment Breakdown	Not Insured

Quote covers

Property damage section	Included
Property insured	Sum insured
All risks including theft	
Buildings including subsidence (unless otherwise specified)	£0.00
General Contents	£0.00
Gates & Fences	£5,981.20
Mowers & Machinery	£0.00
Natural Surfaces	£0.00
Other Surfaces	£0.00
Office Contents	£0.00
Outside Equipment	£0.00
Playground Equipment	£43,102.57
Sports Equipment	£5,323.97
Street Furniture	£19,399.78
War Memorials	£0.00

Prepared by: Dave Crimmin

Additional covers	
Cover	Limits
	Buildings: 100,000 or 10% of the
Requesthed property	buildings sum insured, whichever is the lower.
Bequeathed property	Contents: £10,000 any one item
	£25,000 in total
Capital additions	10% of building sum insured or
	£500,000 whichever is the lower £25,000 or 10% of contents
Contents kept at home	whichever is the lower
Contract works	10% of the buildings sum insured or
	£100,000 whichever is the lower £10,000 aggregate
Discharge of oil	£5,000
Drains clearance Environmental protection	10% of sum insured
	£25,000 or 10% of contents
Exhibitions	whichever is the lower
Fire extinguishing expenses	£10,000
Freezer contents	£5,000
Fund raising cover	£5,000
Fund raising and catering cover	£5,000
Further investigation expenses	10% of the sum insured or £100,000
Glass breakage	whichever is the lower £10,000
Oldos Broakago	210,000
Inadvertent omission	£500,000
Landscaped gardens	£15,000
Locks and keys	£10,000
Loss reduction expenses	£2,500 aggregate
Metered water or gas	£25,000 aggregate
Motor vehicles (stationary risk)	Not included
Patterns	£2,500 any one claim
Public relations expenses	Not included
Raffle prizes and donations	£1,500 total, £500 any one item
	10% of the building sum insured any
Sprinkler upgrade costs	one claim
Theft of building fabric	£2,500 any one claim
Trace and access	£25,000 any one claim
Unauthorised use of electricity, gas, oil and water	£5,000 any one claim
	£5,000 any one claim
Undamaged stock	
Undamaged tenants improvements	
Underground pipes and services	£5,000 any one claim
Unspecified storage sites	£5,000 any one claim
Contents definition automatically includes	Limits
Personal effects including pedal cycles	£10,000
Rare books	£2,500 item limit, £10,000 total
Outdoor furniture, heaters, ornaments and statues located	£5,000
outside and within the confines of your premises	
Marquees and associated lighting	£10,000
Defibrillators	£5,000

Agenda Item 51b Responsible Financial Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
20/02/20	Nature Citizen - Donation	1997	LA 2011 ss 1 to 8	0.00	250.00
20/02/20	PCC - Maintenance of Church	1998	LA 2011 ss 1 to 8	0.00	150.00
	Clock				
19/03/20	Prettys - Legal costs WI Land	1999	LA 2011 ss 1 to 8	0.00	1,364.40
19/03/20	Came & Company - Insurance	2000	LA 2011 ss 1 to 8	0.00	505.15
19/03/20	B Patrick - Footpaths January	2001	LA 2011 ss 1 to 8	0.00	210.00
19/03/20	B Patrick - Footpaths February	2001	LA 2011 ss 1 to 8	0.00	238.00
19/03/20	BDC - Dog & litter bin emptying	2002	LA 2011 ss 1 to 8	0.00	898.80
19/03/20	DF Crimmin - Expenses Sept to	2003	LA 2011 ss 1 to 8	0.00	616.10
	March				
24/03/20	ICO - Data Protection	D/Dr	LA 2011 ss 1 to 8	0.00	35.00
31/03/20	DF Crimmin - Salary Jan to March	2004	LA 2011 ss 1 to 8	0.00	841.63
	DF Crimmin - WFHA Jan to March	2004	LA 2011 ss 1 to 8	0.00	39.00
31/03/20	HMRC - Clerk Tax	2005	LA 2011 ss 1 to 8	0.00	210.40

Reconciliation

	Statement	Statement	Actual	Unpresented	Credits not	
Account	Date	Balance	Balance	Cheques	shown	Difference
Community Account	28/02/20	£44,545.30	£39,220.72	£5,324.58	£0.00	£0.00
Premier Account	28/02/20	£3,332.25	£3,332.25	£0.00	£0.00	£0.00
Cash	12/03/20	£0.00	£0.00			£0.00
		£47,877.55	£42,552.97	£5,324.58	£0.00	

Budget v's Actual

Budget v s Acti	Budget	Actual		Reserves	Budget	Actual
Assets Brought		£30,429.53				
Forward						
Income			Expenditure			
Precept	£18,668.00	£18,668.00	Clerks Salary		£4,655.28	£4,420.52
Bank Interest	£0.00	£4.98	Admin		£2,200.00	£1,999.75
Recycling	£0.00	£0.00	Insurance		£560.00	£505.15
Grants	£745.00	£1,294.32	Audit Inspections		£320.00	£328.00
Allotment Rent	£120.00	£105.00	Donations		£1,000.00	£540.00
Wayleave	£22.00	£20.75	Chairman's Allowance		£60.00	£0.00
QDJ	£0.00	£0.00	Dog & Litter Bins		£1,000.00	£749.00
Donation	£0.00	£0.00	Footpaths		£1,700.00	£2,358.00
Compensation	£0.00	£0.00	Grass Cutting		£3,250.00	£2,826.70
Other	£0.00	£0.00	Ditch Clearance		£200.00	£0.00
CIL	£0.00	£9,129.43	Maintenance		£1,200.00	£583.78
VAT Repayment	£0.00	£1,013.01	Village Hall		£965.00	£0.00
			Projects		£1,500.00	£878.19
			Contingency		£500.00	£0.00
			CIL	£2,041.80	£0.00	£1,553.67
			VAT Paid		£0.00	£1,369.29
Total	£19,555.00	£30,235.49	Total _	£2,041.80	£19,110.28	£18,112.05
						0.40 ==0.0=
			Assets Carried Forward			£42,552.97
Total		£60,665.02	Total			£60,665.02

Agena	a Item 51b Clerk		nses Postage			Telephone	-	Printing		Travel
					No of	·	Printing A3			
Date	Description	1st	2nd	Other	Calls	Phone Call to	A4 Print	Print	Lams	Miles
	Meeting Pack & Notices					5.0 "	273		12	15
16/09/19 18/09/19					1	B Smith	92			
19/09/19	Meeting						92			12
20/09/19	, , , , , , , , , , , , , , , , , , ,		6							
04/10/19			1		1	Sue Wigglesworth				
07/10/19					5	BDC Electoral, Fred Smith Xmas Trees, Ben Patrick, B Smith, A Wade				
	Vacancy Notice Meeting Pack				1	Bradley Smith	201		6	14
10/10/19										15
17/10/19	Meeting						56			12
18/10/19					2	Sue Townsend, Chris Cuthbert				
23/10/19					3	Chris Cuthbert, W&L, Gotelee				
04/11/19					2	Gotelee x 2				
12/11/19					1	B Smith				
13/11/19					1	Gotelee				
	Meeting Pack & Notices				-		317		12	15
20/11/19					1	A Wade	49			
21/11/19										12
	Xmas Leaflets & Posters				3	A Wade x 2, C Cuthbert	233		8	
	Financial Regulations						120			
	A Wade leaflets & cheques		3	C1 06	1	A \M/ada				14
02/12/19 04/12/19				£1.06	1 1	A Wade C Cuthbert				14
03/01/20			1		ı ı	Coumbert				
	Meeting Pack		,		3	S Scammell, C Cuthbert, A Wade	366		9	
10/01/20	Notices									14
13/01/20					1	S Scammel				
14/01/20										
15/01/20	NA - ation -						174			40
16/01/20 17/01/20	Meeting		4		1	Chris Cuthbert	25			12
06/02/20					1	A Wade				
12/02/20					2	Chris Cuthbert, A Wade	15			
	Audit / Meeting Pack					,	156		16	20
14/02/20	Notices									15
18/02/20					1	B Patrick				
20/02/20	Meeting					D Dataiala O Otanasa O Osathabant	48			12
21/02/20 05/03/20	CAS	1	7		4	B Patrick, C Storey, C Cuthbert, A Wade				34
06/03/20	CAS				4	A Wade x 2. BDC. Barclavs				34
09/03/20	Training				1	A Wade x 2				20
		1	22		41		2125	0	63	250
		£0.70	£13.42	£1.06	£4.92		£106.25	£0.00	£7.56	£112.5
						<u>.</u>	1			
Dat-	Expenditu									
Date	Description Correction to last expenses	Ref	Gross	VAT	Net	Account Heading				
07/10/19	claim		-£92.39	-£1.84	-£90.55	Admin				
07/10/19	Fred Smith - Xmas Tree	1	£90.00	£0.00	£90.00	Projects	1			
	CAS - Onesuffolk subsciption	2	£60.00	£10.00	£50.00	Admin				
14/02/20	Glasdon - Dog Bin	3	£120.08	£20.01	£100.07	Projects]			
24/02/20	Best Host - Domain & email	4	£192.00	£0.00	£192.00	Admin				
	Postage		£15.18		£15.18					
	Cost of Calls		£4.92 £106.25		£4.92 £106.25					
	Printing Laminates		£106.25 £7.56		£106.25 £7.56					
	Travel Costs		£112.50		£112.50					
	Total			£28.17		Balanced				
	Mileage rate from 6/4/2011	45p								
	1st Class Post	70p		Admin	£285.36					
	2nd Class Post	61p		Staff	£112.50					
	Telephone Calls	10p +VAT		Projects	£190.07	-				
	A4 Printing per page	5р		VAT	£28.17					
	A3 Printing per page	10p		Total	£616.10					
	Laminates	12p								

Agenda Item 51c Defibrillator Electrical costs

PPC gives £30 annually to cover the cost of the Village Hall supplying electricity to the defibrillator.

Agenda Item 51d Donations

In 2019 / 2020 has provided the following from its Donations budget of £1,000:

•	Christmas Lunch	£100
•	Big Breakfast	£40
•	Nature Citizen	£250
•	Church Clock Maintenance	£150

One request for a donation has been received from East Anglia's Children's Hospice (EACH).

Agenda Item 51e Earmarked Reserves

	Start of year
Asset Replacement	11,000.00
Play Equipment Replacement	6,000.00
CIL	9,617.56
Election Costs	2,000.00
Total Earmarked Reserves	28,617.56

Prepared by: Dave Crimmin Page 8 of 10

Agenda Item 51f CIL Return

PPC has to submit an annual return on the position of the CIL Funds it receives.

Polstead Parish Council		
	Community Infrastructure Le	NVV
	Community initiastructure Le	y y
Reporting Year 1st April 2019 to 31st March 2020		
A B C D	Total CIL Income carried over from previous year Total CIL income received (receipts) Total CIL spent (expenditure) Total CIL repaid following payment notice Total CIL retained at year-end (A+B-C-D)	£2,041.80 £9,129.43 £1,553.67 £0.00
	CIL Expenditure Item / Purpose Legal costs re WI Land transfer	Amount Spent £1,553.67
	Total Spent	£1,553.67
	Signed DF Crimmin	Parish Clerk
	Signed Andrew Wade	Chairman
	31st March 2020	

PPC has committed CIL funds as follows:

- a further £3,446.33 (total £5,000) towards the WL Land transfer costs
- £1,645 has been committed for the bus shelter hardstanding
- £1,100 towards the cost of a new awning for the community shop.

Prepared by: Dave Crimmin

Agenda Item 53 email naming convention

PPC has now been allowed to use the polstead-pc.gov.uk domain. I have created the email address of clerk@polstead-pc.gov.uk for myself. I propose that the following email names are established for you:

john.baxter@polstead-pc.gov.uk

john.flather@polstead-pc.gov.uk

james.oxford@polstead-pc.gov.uk

karen.richardson@polstead-pc.gov.uk

stewart.sowman@polstead-pc.gov.uk

andrew.wade@polstead-pc.gov.uk

sue.wigglesworth@polstead-pc.gov.uk

I will create these accounts and send you the instructions on how to set up. PPC will then commence the use on the 1st May 2020.

Agenda Item 58 GDPR Data Map

Please find attached the GDPR Data Map.

Agenda Item 60 Future Agenda Items

Items that are currently scheduled for the next 2 meetings:

April 2020

- APM Issues
- External Audit Exemption
- Play equipment report
- Year-end Accounts
- Footpath Wardens.

May 2020

AGM tasks.

Prepared by: Dave Crimmin Page 10 of 10