

POLSTEAD PARISH COUNCIL

Clerk: Dave Crimmin, Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH
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AGENDA FOR THE MEETING TO BE HELD ON THURSDAY 15th NOVEMBER 2018 AT 7.30pm

1. **Apologies** for absence
2. Receive **declarations of interests** and consider request for dispensation from Councillors
3. Agree **minutes** of Polstead Parish Council meeting held on 18th October 2018
4. Receive **reports from County Councillor and District Councillor**
5. To receive **reports and questions from Councillors**
6. To receive reports and **questions from Parishioners** (contributions to be limited to 2 mins)
7. Agree actions following the review of the **Clerk's Report**
8. Agree actions required on **Correspondence received and emails circulated** by the Clerk to councillors since the last meeting
9. Planning
 - a. Consider **adjoining parish Planning Application DC/18/04875 Clayfields Farm, Hadleigh Road, Boxford** - Erection of single storey dwelling to serve agricultural business.
 - b. Consider any **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.
10. Finance
 - a. 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
 - b. Review **Budget Proposal** and agree Budget for 2019 / 2020.
11. To consider any issues raised regarding **Highways and Footpaths** including **footpath walks**.
12. Consider response to **Babergh's draft Homes Strategy and Homelessness Reduction Strategy 2019 - 2024**
13. **General Data Protection Regulation (GDPR)**
 - a. Consider proposed **Subject Access Request Policy** for PPC
14. Finalise plans for the extension of the **daffodil planting scheme** in the village
15. To consider any **asset, allotment, playground or playing field issue**
16. Consider plans for the **Christmas event**
17. Update on **Men's sheds** and consider a **car charging point** in the parish
18. Consider **PPC meeting dates** for 2019
19. **Future Agenda** Items
20. Date of the next scheduled meeting is **Thursday 17th January 2019** at 7.30pm.

Associated Papers PPC Meeting on 18th October 2018

Agenda Item 2 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 7 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	Lord of the Manor has written to confirm that his solicitor's are in communication with SCC Legal.	
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.	
18/128	Contractor completed refurbishment of Telephone kiosks.	✓
18/134	Minutes updated on website and sent to newsletters.	✓
18/139	Cllr Wade & Wigglesworth booked for Liaison meeting.	✓
18/140	Planning responses sent to Babergh.	✓
18/141 b	Payments made to suppliers.	✓
18/143	Wrote to Gordon Jones re Community Shop road signage.	
	Clerk Hours	
	As at 30th September 2018 - Hours Worked 176.5 / Hours Paid 195	

Agenda Item 8 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 18th October 2018

Agenda Item 9b Planning Status

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.	
DC/18/03118	The Orchards, Straight Road, Polstead Heath	Application for Listed Building Consent - Erection of oak framed extension.	18/122c	Supported	
DC/18/03117	The Orchards, Straight Road, Polstead Heath	Erection of oak framed extension.	18/122c	Supported	
DC/18/02652	Lower Justice Wood House, Justice Wood	Erection of single storey rear extension to link annexe to dwelling.	18/137a	Supported	Permission Granted 26/09/2018
DC/18/03682	Stackwood Farm Barn, Stackwood Road	Full Planning Application - Change of use of Agricultural land for the keeping of horses and erection of stables with associated landscaping.	18/137b	Supported	Permission Granted 10/10/2018
DC/18/03738	Clear Spot, Heath Road	Notification of works to trees under Tree Preservation Order 416 - Oak (T1) Prune lateral spread by approximately 2m, remove lowest lateral limb and pull in crown by up to 2m	18/137c	Supported	Permission Granted 15/09/2018
DC/18/03720	Willow Cottage, Hadleigh Heath	Erection of a single storey rear extension, first floor rear extensions and erection of willow fence to part front boundary.	18/137d	Supported	Permission Granted 08/10/2018
DC/18/03981	Four Acres, Stackwood Road	Erection of a two story rear extension with additional porch to side and replacement front porch. Erection of garage with two carports following demolition of existing garage.	18/140a	Supported	
DC/18/04042	1 Holmwood Cottage,s Bower House Tye	Erection of a side and rear extension (following demolition of outbuilding and log store).	18/140b	Supported	
DC/18/04043	1 Holmwood Cottages, Bower House Tye	Application for Listed Building Consent - Erection of a side and rear extension following demilition of outbuilding and log store.	18/140c	Supported	

Associated Papers PPC Meeting on 18th October 2018

Agenda Item 10a Responsible Financial Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
03/09/18	Interest	BS 1		1.66	0.00
10/09/18	BDC Precept			9,151.00	0.00
21/09/18	PKF Littlejohn - Audit Fee	926	LA 2011 ss 1 to 8	0.00	240.00
18/10/18	Elford & Sons - Water tap	927	LA 2011 ss 1 to 8	0.00	624.00
18/10/18	CAS - Website hosting	928	LA 2011 ss 1 to 8	0.00	60.00
18/10/18	B Patrick - Footpaths September	929	LA 2011 ss 1 to 8	0.00	196.00
18/10/18	S Scammell - Telephone kiosks maint	930	LA 2011 ss 1 to 8	0.00	720.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	28/09/18	£40,191.23	£36,807.68	£3,383.55	£0.00	£0.00
Premier Account	28/09/18	£3,323.95	£3,323.95	£0.00	£0.00	£0.00
Cash	11/09/18	£0.00	£0.00			£0.00
		£43,515.18	£40,131.63	£3,383.55	£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	£2,194.77
Bank Interest	£0.00	£3.32	Admin	£2,000.00	£895.53
Recycling	£0.00	£0.00	Insurance	£560.00	£0.00
Grants	£745.00	£0.00	Audit Inspections	£320.00	£328.00
Allotment Rent	£120.00	£66.40	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	£1,207.00
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	£910.00
VAT Repayment	£0.00	£1,093.98	Village Hall	£965.00	£0.00
			Projects	£1,500.00	£0.00
			Contingency	£500.00	£0.00
			CIL	£2,561.80	£0.00
			VAT Paid	£0.00	£195.00
Total	£19,189.00	£19,465.70	Total	£2,561.80	£18,794.00
			Assets Carried Forward		£40,131.63
Total		£46,381.93	Total		£46,381.93

Agenda Item 15 Men's sheds

Susie Weston has written. Men's Sheds is a charity that promotes social opportunities for older men, giving the chance to continue physical and mental activity and contribute to the community. It is thought that this can also improve health and wellbeing as well as be an enabler to passing on skills. The idea is that a community shed is set up, which is run by men for men. Where they can work on their own projects, team projects and also do projects in the community. The shed becomes a hub for social interaction and can help to address issues with isolation and loneliness.

To start up a Men's Shed you need:

- a 'shed', which can be full or part-time use of a workshop/classroom/function room, or a dedicated building.
- some volunteers, 3 to run it (steering committee) and more to take part
- some equipment and some materials (seek donations. eg scaffolders are required to replace scaffold boards with any defects)
- some advertising
- some funding.

The charity will try to help with an ambassador and has resources to help. (see attached guides and resource library). It is also possible to visit other sheds to see how they work. Our nearest Sheds are Ipswich (2), Halstead and Stowmarket. The sheds can have different activities, such as woodworking, metalworking, electronics, model building, bicycle repairs, up-cycling, gardening and conservation work.

There are some legal issues to get right, such as formalising the group. The recommendation is to be an unincorporated organisation. and requires a minimum of three steering committee members (Chair, treasurer and secretary).

There are Health and Safety requirements, but there is a good guide from the charity on how to complete an assessment and on-going risk assessments. Insurance is also required. Some Men's Sheds have female members, but it is thought that as the aim is to help men's wellbeing that some men might find it difficult to talk about some subjects when women are there. Some groups have days which are mixed and some that are men only. It is for each group to decide.

It is recommended that minimum age is 18, although the target is older men, as this is the age group that can suffer from loneliness and isolation, and also have so much to offer in terms of skills and companionship. Most Sheds charge a membership fee to cover ongoing basic costs, and then for the 'nice to haves' rely on other types of income such as : selling items; community projects; donations; applying for funding.

It costs £24 per year to be a member Shed of the Men's Sheds charity organisation, which has many benefits.

There are not any particular recommendations in terms of size or community that suit (or don't) a Men's Shed project. What it takes is a dedicated team to get it started and to keep it running. The Men's Shed can be tailored to suit the community and its needs : meet just once/twice a week or be open all day; have its own premises or have use of shared premises; cover a wide range of skills or just focus on one area. The website has much more information : <https://menssheds.org.uk>

Next Steps :

1. Find out if there is a desire for something like this in the community :
 - o ask locally
 - o maybe the shop staff could get involved
 - o maybe have some leaflets at the Christmas Fair to gauge interest
2. Find someone (3 people) who would like to run it
3. Identify potential locations (village hall is one option)
4. Identify potential equipment (village auction is one possibility)
5. Identify potential sponsors/funding sources