

POLSTEAD PARISH COUNCIL

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

AGENDA FOR THE MEETING TO BE HELD ON THURSDAY 18th APRIL 2019 AT 7.30pm

52. **Apologies** for absence
53. Receive **declarations of interests** and consider request for dispensation from Councillors
54. Agree **minutes** of Polstead Parish Council meeting held on 21st March 2019
55. Receive **reports from County Councillor and District Councillor**
56. To receive **reports and questions from Councillors**
57. To receive reports and **questions from Parishioners** (contributions to be limited to 2 mins)
58. Agree actions following the review of the **Clerk's Report**
59. Agree actions required on **Correspondence received and emails circulated** by the Clerk to councillors since the last meeting
60. Planning
 - a. Consider **Planning Application DC/19/01503 The Old Rectory, Rectory Hill** - Application for Listed Building Consent - Insertion of internal first floor partitioned wall to create new shower room/dressing room and works to facilitate other internal alterations as per schedule of works.
 - b. Consider **Planning Application DC/19/01437 Yvans Hall, Evans Heath** - Application for Listed Building Consent - Replacement of 3no windows to ground floor side and front, and replacement front door.
 - c. Consider **Planning Application DC/19/01705 Walnut Cottage, Bower House Tye** - Outline Planning Application (all matters reserved) - Erection of a single storey dwelling.
 - d. Consider **Planning Application DC/19/01800 Rockalls Hall, Rockalls Road** - Erection of pool outbuilding (following partial demolition of existing outbuilding).
 - 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.
61. Finance
 - a. From the **RFO Report** authorise payments made since the last meeting and to be made; note income received since last meeting
 - b. Review the **Bank Reconciliation and the Statement of Accounts** as at 31st March 2019
 - c. To consider if **PPC wishes to certify itself as exempt from a limited assurance review** for the year-ending 31st March 2019
 - d. Agree **new bank signatories** to replace Cllrs Flather and MacWillson
 - e. Consider request from Community Shop to **contribute towards the cost of a new freezer.**
62. To consider any issues raised regarding **Highways and Footpaths including additional Shop road signs at** Heath Road / Straight Road junction and the junction of White Street Green / Holt Road.
63. To consider any **asset, allotment, playground or playing field issue including:**
 - i. **the playground inspection report**
 - ii. **request to use playing field for a dog show.**
64. Date of the next scheduled meeting is **Thursday 16th May 2019** at 7.30pm.

Associated Papers PPC Meeting on 18th April 2019

Agenda Item 53 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 58 Clerk's Report

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
18/080	Gordon Jones has confirmed that drains have been cleared at Holly Hill for a second time this winter. This issue is still part of his ward-wide review of flooding.	
18/143	See Agenda item 62 Meeting 18/04/2019.	✓
18/159 c	Application has been made to SCC for the installation of bus shelters on the A1071 near the Brewers Arms.	
18/159 d	Survey of possible grit bin locations at Bower House Tye 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 submitted in 2019.	
19/029 b	See Agenda item 61d Meeting 18/04/2019.	✓
19/037	Minutes updated on website and sent to magazines.	✓
19/042	Wrote to WSG resident re summer event.	✓
19/044 b	Payments made to suppliers.	✓
19/044 c	Donation sent to Village Hall.	✓
19/044 g	CIL Return sent to BDC and put on website.	✓
19/047	Village Hall booked for litter pick	✓
	Clerk Hours	
	As at 31st March 2018 - Hours Worked 358.75 / Hours Paid 390.	

Agenda Item 59 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 60f Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
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	
APP/D3505/W/18/3211126	Miracle Barn, Bower House Tye	Appeal against the refusal of Outline Planning Application (Access to be considered) - Erection of two storey detached dwelling at Miracle Barn.	19/010b	Confirmed continued objection.	
DC/19/00389	Land East Of Woodview, Stackwood Road	Outline Planning Application (Access to be considered) Erection of a detached 1.5 storey dwelling and cartlodge and alterations to existing vehicular access.	19/028a	Objected	Refused 25/03/2019

Associated Papers PPC Meeting on 18th April 2019

Agenda Item 61a Responsible Financial Officer (RFO) Report

Receipts & Payments 2018 / 2019

Date	Details	Ref	Power	Receipts	Payments
04/03/19	Interest	BS 1		1.66	0.00
22/03/19	BDC - Dog & Litter bin emptying	950	LA 2011 ss 1 to 8	0.00	978.05
22/03/19	CHT - Pads for Defib	951	LA 2011 ss 1 to 8	0.00	97.20
22/03/19	Village Hall - Donation & Defib electric	952	LA 2011 ss 1 to 8	0.00	965.00
22/03/19	ICO - Data Protection	D/Dr	LA 2011 ss 1 to 8	0.00	35.00
22/03/19	Allotment Rent McLeod			19.00	0.00
25/03/19	Allotment Rent Peck			19.00	0.00

Receipts & Payments 2019 / 2020

Date	Details	Ref	Power	Receipts	Payments
18/04/19	AIS - Playground Inspection	1953	LA 2011 ss 1 to 8	0.00	228.00
18/04/19	B Patrick - Footpaths March	1954	LA 2011 ss 1 to 8	0.00	98.00
18/04/19	Wave - Allotment Water	1955	LA 2011 ss 1 to 8	0.00	20.02
18/04/19	Polstead VH - Hire fee	1956	LA 2011 ss 1 to 8	0.00	30.00

Agenda Item 61b Bank Reconciliation & Statement of Accounts

POLSTEAD PARISH COUNCIL			
County	Suffolk		
Bank Reconciliation for Financial year ending 31st March 2019			
D. Crimmin	RFO		12th April 2019
Balances per Bank Statements as at 31st March			
Barclays Community		£31,223.46	
Barclays Premium Account		<u>£3,327.27</u>	
			£34,550.73
Add any Unbanked Cash as at 31 March			£0.00
Less Unpresented Cheques as at 31 March			
	943	£40.00	
	944	£48.15	
	945	£109.32	
	946	£311.68	
	947	£491.89	
	948	£832.71	
	948	£39.00	
	949	£208.20	
	950	£978.05	
	951	£97.20	
	952	<u>£965.00</u>	
			£4,121.20
		Total Cash	<u>£30,429.53</u>
CASH BOOK			
Opening Balance			£26,916.23
Add Receipts in the year			<u>£19,722.09</u>
			£46,638.32
Less Payments in the year			£16,208.79
		Total Cash	<u>£30,429.53</u>

POLSTEAD PARISH COUNCIL

Receipts & Payments Account for the year ending 31st March 2019

	2017 / 2018	2018 / 2019
Receipts		
Precept	£18,286.00	£18,302.00
Bank Interest	£2.23	£6.64
Recycling	£0.00	£0.00
Grants	£307.14	£194.32
Allotment Rent	£154.90	£104.40
Wayleave	£20.75	£20.75
QDJ	£0.00	£0.00
Donation	£0.00	£0.00
Compensation	£0.00	£0.00
Other	£0.00	£0.00
CIL	£0.00	£0.00
VAT Repayment	£1,006.14	£1,093.98
	£19,777.16	£19,722.09
Payments		
Clerks Salary	£4,332.77	£4,389.54
Admin	£1,434.11	£1,387.01
Insurance	£479.02	£491.89
Audit Inspections	£308.00	£328.00
Donations	£840.00	£299.32
Chairman's Allowance	£0.00	£0.00
Dog & Litter Bins	£732.46	£815.04
Footpaths	£1,593.75	£1,725.00
Grass Cutting	£2,051.60	£2,473.40
Ditch Clearance	£0.00	£0.00
Maintenance	£185.50	£991.00
Village Hall	£1,499.42	£965.00
Projects	£2,214.50	£810.58
Contingency	£0.00	£0.00
CIL	£0.00	£520.00
VAT Paid	£1,093.98	£1,013.01
	£16,765.11	£16,208.79
Excess of Receipts over Payments	£3,012.05	£3,513.30
Add Balance Brought Forward	£23,904.18	£26,916.23
Balance Carried Forward	£26,916.23	£30,429.53
Represented by		
Barclays Community	£23,595.60	£27,102.26
Barclays Premium	£3,320.63	£3,327.27
Cash	£0.00	£0.00
	£26,916.23	£30,429.53

I have prepared these accounts from the books and records of the Polstead Parish Council and certify that they are a true record of the Parish Council's transactions

Agenda Item 61c Exemption from Limited Assurance

There are new regulations regarding the Annual Return which came into force for 2017 / 2018 which enabled councils to exempt themselves from an External Audit. The guidance is:

Every smaller authority in England where the higher of gross income or gross expenditure was £25,000 or less must following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with Proper Practices, unless the authority:

- a) does not meet the qualifying criteria;
- b) does not wish to certify itself as exempt.

If a council does not wish to certify itself the the cost to the smaller authority for the review will be £200 +VAT.

My recommendation to PPC is the same as last year and that you should not exempt yourself from the External Audit.

Agenda Item 61e Donation Request

As per the email I circulated to you on the 13th April 2019.

Agenda Item 62 Community Shop road signage

As per the email I circulated to you on the 26th March 2019.

Agenda Item 63i Play Equipment Report

As per the email I circulated to you on the 17th March 2019.

Agenda Item 63ii Dog Show

As per the email I circulated to you on the 11th April 2019.