

POLSTEAD PARISH COUNCIL

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

AGENDA FOR MEETING TO BE HELD ON THURSDAY 18th JUNE 2015 AT 7.30pm

1. Apologies for absence
2. Confirmation of Declaration of Office from Councillors
3. Receive declarations of interests and consider request for dispensation from Councillors
4. Agree **minutes** of Polstead Parish Council meeting held on 21st May 2015
5. Receive **reports from County Councillor, District Councillor and Suffolk Constabulary**
6. To receive **reports and questions from Councillors** and **Chairman's report**
7. To receive reports and **questions from Parishioners** (contributions to be limited to 2 mins)
8. Agree actions following the review of the **Clerk's Report**
9. Agree actions required on **Correspondence Received and emails circulated** by the Clerk to councillors since the last meeting
10. Planning
 - a. Consider **Planning Application B/15/00581 The Ride, Straight Road** - Erection of front and rear single storey extension
 - b. Consider any planning application received since the agenda was posted
 - c. **Status of Planning Applications** previously reviewed by the Parish Council.
11. Finance
 - a. From the **RFO Report** authorise payments made since 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. Consider request for donation towards a Polstead Community Shop project
 - c. Consider PPC contact for **Pensions Regulator**.
12. Consider any issues raised regarding **Highways and Footpaths**
13. Update on **allotments** and agree plans for official re-opening
14. Consider any **asset, playground or playing field** issues including review of Playground Equipment report and agreeing the location for a commemorative bench
15. Future Agenda Items
16. 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 co-option of a councillor**
17. Consider the **co-option of a PPC councillor** from the four applications received
18. The date of the next scheduled PPC meeting is **Thursday 16th July 2015** at 7.30pm.

Agenda Item 3 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 Councillor Report

Sue Wigglesworth has provided the following report on Babergh's Parish Liaison Meeting which was held at Hadleigh Football Club on the 11/06/15.

1. Jonathan Free gave an up-date on the progress, so far, of the Better Broadband programme. There is a website: www.betterbroadbandsuffolk.com on to which we can enter our postcode. I suspect that Polstead should not get over-excited.
2. We were encouraged to take an interest in the Cycle Tours which will be passing through the area.
3. Ed Hubbard explained that he was conducting a Review of Sports Facilities in our communities and we were asked to complete a questionnaire about the facilities in our own villages. What he wants to establish is the quantity, quality and accessibility of play areas across the district.
4. Jim Friend, who is SALC's Local Council Support Officer, gave a report on SALC's contribution to Suffolk's local authorities. This includes three issues of "The Local Councillor" per annum, training sessions, a legal and internal audit service, a pay roll service, training sessions, Awards and the Village of the Year competition.
5. CIL. Parishes were reminded that a portion of the Community Infrastructure Levy will benefit a parish where development has an impact. The details of the levy are due to be decided on in mid-July.
6. Planning. David Sparkes, from the planning department, reported that the Joint Local Plan will be finalised later this year. (this will bring Mid Suffolk's local plan into line with Babergh's).

Overall, the meeting was lively and very well attended.

Associated Papers for Meeting on 18th June 2015

Agenda Item 8 Clerk's Report

Minute	Action	Complete ✓
14/124	Response sent to Royal Mail on Pillar Box removal. No response to date on request for VR box.	
15/013	Have requested single track signage from SCC Highways and copy of plans for PPC approval.	
15/013	Have requested SCC Highways for a grit heap at A1071 / Stackwood Road junction	
15/088	SALC advised of PPC Chairman.	✓
15/090	Cllr Patrick completed his Declaration of Acceptance of Office.	✓
15/093	SALC advised that PPC had adopted the General Power of Competence.	✓
15/094	Minutes updated on website and published to newsletters.	✓
15/096	Outside bodies notified of PPC representatives.	✓
15/097	Appointment of Heelis & Lodge confirmed.	✓
15/100	Sports England aware of Polstead's interest in Fit Village.	✓
15/102	Post Office details passed to Cllr MacWillson	✓
15/104	Response sent to Babergh re planning applications	✓
15/105 b	Annual Return sent to BDO	✓
15/105 c	Cheques distributed to suppliers.	✓
15/105 d	Response sent to Village Hall Committee.	✓
15/108	Sand order placed with contractor. Reminder sent to Newsletters.	✓
15/109	Reservations placed for SALC Briefing.	✓
15/110	Reservation placed for SALC Liaison meeting.	✓
	Clerk Hours	
	As at 31st May 2015 - 75.25 hours worked / 67.5 hours paid	

Agenda Item 9 Correspondence

No correspondence received.

Agenda Item 10c Planning Status

Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
APP/D3505/Q/14/2222976	The Brambles, Holt Road	Appeal against refusal of Planning Application B/14/00162/ROC	14/158d	Nothing to add.	
B/15/00306/FHA	Rye House, Hadleigh Heath	Erection of single-storey extension and pitched roof to existing dwelling.	15/104a	Supported	
B/15/00403/FUL	Sharline, White Street Green	Erection of 1 no. dwelling & 1 No. replacement dwelling (following demolition of existing property).	15/104b	Objected	
B/15/00533	Brewery Farm, Bower House Tye	Notification under Part 3 of the Town and Country Planning (General Permitted Development) (England) Order 2015. Prior approval under Class M(a) Change of use from Animal Food Sales (Class A1 shops) to Dwelling house(s) (C3).	15/104c	No issues	

Associated Papers for Meeting on 18th June 2015

**Agenda Item 11a Responsible Financial Officer (RFO) Report
Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
18/05/15	HMRC VAT Repayment			341.67	0.00
18/06/15	B Patrick - Footpath Maintenance	764	LA 2011 ss 1 to 8	0.00	348.75
30/06/15	DF Crimmin - Salary Apr to June	765	LA 2011 ss 1 to 8	0.00	800.45
30/06/15	DF Crimmin - WFHA Apr to June	765	LA 2011 ss 1 to 8	0.00	39.00
30/06/15	HMRC - Clerk Tax	766	LA 2011 ss 1 to 8	0.00	200.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	29/05/15	£33,847.17	£30,463.27	£3,383.90	£0.00	£0.00
Premier Account	29/05/15	£3,315.49	£3,315.49	£0.00	£0.00	£0.00
Cash	29/05/15	£0.00	£0.00			£0.00
		£37,162.66	£33,778.76	£3,383.90	£0.00	

Budget v's Actual

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£29,408.07			
<u>Income</u>			<u>Expenditure</u>		
Precept	£17,891.10	£8,945.55	Clerks Salary	£4,315.00	£1,000.45
Bank Interest	£2.00	£0.00	Admin	£1,860.00	£482.40
Recycling	£0.00	£0.00	Insurance	£475.00	£0.00
Grants	£195.00	£0.00	Audit Inspections	£190.00	£108.00
Allotment Rent	£200.00	£100.00	Donations	£1,000.00	£0.00
Wayleave	£20.30	£0.00	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Dog & Litter Bins	£875.00	£0.00
Donation	£0.00	£0.00	Footpaths	£1,400.00	£411.25
Compensation	£0.00	£0.00	Grass Cutting	£2,250.00	£0.00
Other	£0.00	£367.17	Ditch Clearance	£200.00	£0.00
VAT Repayment	£0.00	£341.67	Maintenance	£1,140.00	£135.00
			Village Hall	£935.00	£0.00
			Projects	£1,500.00	£2,893.72
			Contingency	£500.00	£0.00
			VAT Paid	£0.00	£352.88
Total	£18,308.40	£9,754.39	Total	£0.00	£16,700.00
			Assets Carried Forward		£33,778.76
Total		£39,162.46	Total		£39,162.46

Agenda Item 14 Playground Report



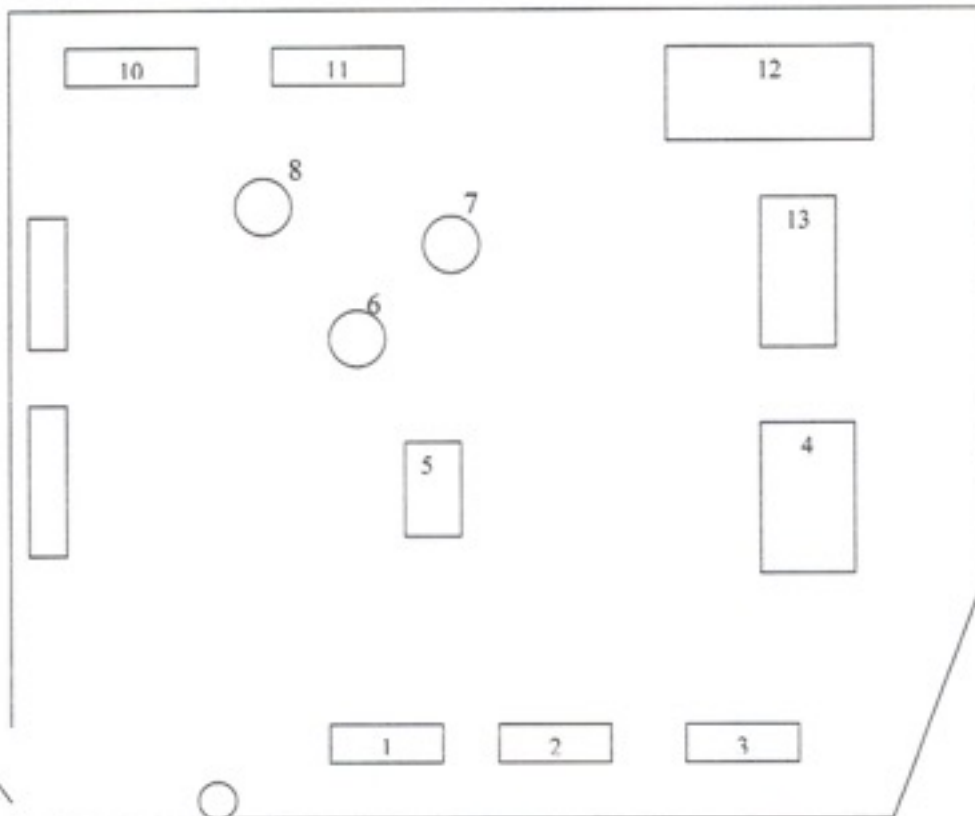
Anglia Inspection Services Ltd

Play Park Number 0001

Site plan 1

Site Address Polstead Parish Council
Rockalls Road
Polstead Essex

- 1 Swing Flat
- 2 Swing Flat
- 3 Swing Flat
- 4 Jeep
- 5 Seesaw
- 6 Spring rocker / Hedghog
- 7
- 8 Spring rocker / Bike
- 9 Swing / Cradle
- 10 Swing / Cradle
- 11 Multi climbing Frame
- 12 Slide



The reports highlights that the chains on items 1, 2 and 3 are worn and need to be replaced before the next inspection in 2016. It also recommends that the base steel plate for item 7, the removed double spring rocker, be removed as it is a trip hazard.