

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 19th JULY 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 21st June 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 **Planning Application DC/18/02836 Hill Farm, Stoke Road** - Erection of extension to existing production premises, associated car parking, landscaping and drainage infrastructure.
 - b. Consider **Appeal APP/D3505/W/18/3194780 against refusal of DC/17/04499 Land to the West of Stackwood Road** - Erection of 1 No Dwelling, home office, workshop, parking areas.
 - c. Consider any further **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
 - d. **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.
11. General Data Protection Regulation (GDPR)
 - a. Consider **Privacy Notice** for PPC
12. Review proposed changes to **PPC's Standing Orders** (which include GDPR provisions) and consider whether any changes are required to **PPC's Financial Regulations**
13. Consider response to Babergh's consultation on its **Statement of Community Involvement**
14. To consider any issues raised regarding **Highways and Footpaths**
15. To consider any **asset, allotment, playground or playing field issue**
16. Consider plans for the **Autumn event**
17. **Future Agenda** Items
18. Date of the next scheduled meeting is **Thursday 20th September 2018** at 7.30pm.
Provisional date of Thursday 30th August 2018 should an extra Planning Meeting be required.

Associated Papers PPC Meeting on 21st June 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	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.	
18/071	SALC advised of PPC Chairman.	✓
18/075	Minutes updated on website and sent to newsletters.	✓
18/077 a	SALC advised of PPC representative	✓
18/077 d	Layham Pit Group advised of PPC representative.	✓
18/078	Heelis & Lodge advised of appointment.	✓
18/080	Wrote to Gordon Jones re progress on flooding issue at Holly Hill.	
18/082	Updated website re tree warden.	✓
18/085	Planning responses sent to Babergh.	✓
18/085 c	Issue re barn use resolved by Enforcement.	✓
18/086 e	Payments made to suppliers.	✓
18/086	AGAR sent to External Auditor.	✓
18/089	Central Heating scheme info sent to newsletters.	✓
18/091	Wrote to allotment holder with notice to quit.	✓
18/091	Tap order placed.	✓
	Clerk Hours	
	As at 3rd June2018 - Hours Worked 61/ Hours Paid 67.5.	

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 21st June 2018

Agenda Item 9g 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	REFUSED 08/06/2018
DC/18/01148	Polstead Lodge Mill Street	Full Planning Application - Erection of 1 No. detached dwelling.	18/061a	Supported	Permission Granted 11/05/2018
DC/18/01199	Whitstones Hadleigh Heath	Householder Planning Application - Erection of single storey rear extension	18/061b	Supported	Permission Granted 15/05/2018
DC/18/01385	Miracle Barn Bower House Tye	Outline Planning Application (Access to be considered) - Erection of two storey detached dwelling.	18/061c	Objected	
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)	18/085a	Objected	
DC/18/01995	The Bungalow, Potash Lane	Application under Section 73 of the Town and Country Planning Act DC/17/04784 Erection of replacement dwelling and detached garage with new vehicular access (existing dwelling to be demolished) without compliance with condition 2 (Approved plans and documents) to amend design and materials.	18/085b	Supported	

Associated Papers PPC Meeting on 21st June 2018

Agenda Item 10a Responsible Financial Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
16/05/18	Allotment Rent Edser			15.00	0.00
21/05/18	HMRC VAT Repayment			1,093.98	0.00
24/05/18	Allotment Rent Peck			20.70	0.00
25/05/18	Allotment Rent Drew			10.00	0.00
18/05/18	B Patrick - Footpath Maint April	913	LA 2011 ss 1 to 8	0.00	217.00
21/06/18	B Patrick - Footpath Maint May	914	LA 2011 ss 1 to 8	0.00	315.00
29/06/18	DF Crimmin - Salary Apr to June	915	LA 2011 ss 1 to 8	0.00	832.91
29/06/18	DF Crimmin - WFHA Apr to June	915	LA 2011 ss 1 to 8	0.00	39.00
29/06/18	HMRC - Clerk Tax	916	LA 2011 ss 1 to 8	0.00	208.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/05/18	£33,449.14	£31,481.23	£1,967.91	£0.00	£0.00
Premier Account	31/05/18	£3,320.63	£3,320.63	£0.00	£0.00	£0.00
Cash	15/06/18	£0.00	£0.00			£0.00
		£36,769.77	£34,801.86	£1,967.91	£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	£1,040.91
Bank Interest	£0.00	£0.00	Admin	£2,000.00	£444.84
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	£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	£584.00
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	£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	£38.00
Total	£19,189.00	£10,311.38	Total	£2,561.80	£18,794.00
			Assets Carried Forward		£34,801.86
Total		£37,227.61	Total		£37,227.61

Agenda Item 16 Wildflower project

As per email circulated to you on the 16th June from Susie via me.