

# POLSTEAD PARISH COUNCIL

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

## PUBLIC NOTICE

A Meeting of Polstead Parish Council will be held on

**Thursday 23<sup>rd</sup> April 2020 starting at 7.30pm**

**via a Zoom Videoconference.**

**Members of public who wish to attend this meeting via Zoom or a telephone line should contact the Clerk by email up to 30 minutes prior to the start of the meeting. You will then be sent joining instructions.**

The Public and Press are invited to attend with the public participation session being held at the start of the meeting.

Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the Council including the public participation session.



**Dave Crimmin PSLCC**

Clerk to Polstead Parish Council

17<sup>th</sup> April 2020

Copies of draft and approved minutes are published on the Parish Council section of the Polstead Website [www.polstead.onesuffolk.net](http://www.polstead.onesuffolk.net)

A copy of the draft or approved minutes can be requested from the Clerk, whose contact details are at the top of this notice.

# POLSTEAD PARISH COUNCIL

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## AGENDA FOR A MEETING TO BE HELD ON THURSDAY 23<sup>rd</sup> APRIL 2020 AT 7.30pm

62. Apologies for absence
63. Receive **declarations of interests** and **request for dispensation** from Councillors
64. Agree **minutes** of Polstead Parish Council meeting held on 19<sup>th</sup> March 2020
65. Receive **reports from County Councillor and District Councillor**
66. To receive **reports and questions from Councillors**
67. To receive reports and **questions from Parishioners** (contributions to be limited to 2 mins)
68. Agree actions following the review of the **Clerk's Report**
69. Agree actions required on **Correspondence received and emails circulated** by the Clerk to councillors since the last meeting
70. Planning
  - a. Consider **Planning Application DC/20/01271 Bower House Farm, Bower House Tye** - Erection of rear extension; Erection of annexe and 3 bay cartlodge ancillary to dwelling and 1.8m boundary wall.
  - b. Consider any further **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.
71. Consider application for **diversion of Polstead Public Footpath No 35**
72. 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 **Statement of Accounts** as at **31st March 2020**
  - c. Consider donation to the Village Hall for contribution towards electricity costs for defibrillator
  - d. Consider **donations to organisations**
  - e. Agree PPC's **CIL Return to Babergh for year ending 31<sup>st</sup> March 2020.**
73. Consider update on **Polstead WI's plans to convey their land** in Polstead
74. Update on questionnaire for the **Parish Infrastructure Investment Plan (PIIP)**
75. Consider any issues raised regarding **Highways and Footpaths**
76. Consider any **asset, allotment, playground or playing field** issues
77. Consider if councillors wish to hold the **Annual General Meeting of PPC and / or the Annual Parish Meeting in 2020**
78. **Future agenda** items
79. Date of the next scheduled meeting is **Thursday 21<sup>st</sup> May 2020** at 7.30pm.

**Associated Papers PPC Meeting on 23<sup>rd</sup> April 2020**

**Agenda Item 62 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 68 Clerk's Report**

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
18/159 c	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.	
20/043	Minutes updated on website and sent to magazines.	✓
20/047	Amended Financial Regulations updated on website	✓
20/049	Sent Planning responses to BDC.	✓
20/050	Update BDC regarding Footpath No 35	✓
20/051	Payments made to suppliers.	✓
20/053	polstead-pc.gov.uk councillor email addresses created.	✓
	<b>Clerk Hours</b>	
	As at 31st March 2020 - Hours Worked 396.5 / Hours Paid 390	

**Agenda Item 69 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 70c Planning Status**

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
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/19/3242170	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/20/00845	Longridge, Rockalls Road	Notification for Works to Trees in a Conservation Area - T1 Beech Tree - Reduce by 30%.	20/049a	Support	Permission Granted 20/03/2020
DC/20/00893	Sprotts Farm, Holt Road	Construction of outdoor swimming pool and pool house.	20/049b	Support	
DC/20/00756	Land South Of Wood Hall Farm, Stackwood Road	Erection of 1no. dwelling with integral garage.	20/049c	Object	
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.	20/049d	No comment	
DC/20/01143	Justice Wood Barn, Justice Wood	Erection of single storey side extension	20/049e	No comment	

**Associated Papers PPC Meeting on 23<sup>rd</sup> April 2020**

**Agenda Item 72a Responsible Financial Officer (RFO) Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
14/04/20	BDC Precept			9,298.00	0.00
23/04/20	A Wade - Travel expenses	2008	LA 2011 ss 1 to 8	0.00	38.25
23/04/20	CHT - Defib accessories	2009	LA 2011 ss 1 to 8	0.00	66.00
23/04/20	B Patrick - Green & Footpaths March	2010	LA 2011 ss 1 to 8	0.00	481.00
23/04/20	Sudbury TC - Community Wardens	2011	LA 2011 ss 1 to 8	0.00	1,200.00
23/04/20	SALC - Annual Membership	2012	LA 2011 ss 1 to 8	0.00	352.33

**Agenda Item 72b Bank Reconciliation and Statement of Accounts as at 31<sup>st</sup> March 2020**

<b>POLSTEAD PARISH COUNCIL</b>			
<b>County</b>	<b>Suffolk</b>		
<b>Bank Reconciliation for Financial year ending 31st March 2020</b>			
<b>D. Crimmin</b>	<b>RFO</b>		<b>7th April 2020</b>
<b>Balances per Bank Statements as at 31st March</b>			
Barclays Community		£42,358.60	
Barclays Premium Account		£3,333.42	
			£45,692.02
Add any Unbanked Cash as at 31 March			£0.00
<b>Less Unpresented Cheques as at 31 March</b>			
	1997	£250.00	
	2000	£505.15	
	2002	£898.80	
	2003	£616.10	
	2004	£880.63	
	2005	£210.40	
	2006	£300.00	
			£3,661.08
	<b>Total Cash</b>		<b>£42,030.94</b>
<b>CASH BOOK</b>			
Opening Balance			£30,429.53
Add Receipts in the year			£30,236.66
			£60,666.19
Less Payments in the year			£18,635.25
	<b>Total Cash</b>		<b>£42,030.94</b>

## POLSTEAD PARISH COUNCIL

### Receipts & Payments Account for the year ending 31st March 2020

	2018 / 2019		2019 / 2020	
<b>Receipts</b>				
Precept	£18,302.00		£18,668.00	
Bank Interest	£6.64		£6.15	
Recycling	£0.00		£0.00	
Grants	£194.32		£1,294.32	
Allotment Rent	£104.40		£105.00	
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		£9,129.43	
VAT Repayment	£1,093.98		£1,013.01	
		<b>£19,722.09</b>		<b>£30,236.66</b>
<b>Payments</b>				
Clerks Salary	£4,389.54		£4,420.52	
Admin	£1,387.01		£1,999.75	
Insurance	£491.89		£505.15	
Audit Inspections	£328.00		£328.00	
Donations	£299.32		£540.00	
Chairman's Allowance	£0.00		£0.00	
Dog & Litter Bins	£815.04		£749.00	
Footpaths	£1,725.00		£2,358.00	
Grass Cutting	£2,473.40		£2,826.70	
Ditch Clearance	£0.00		£0.00	
Maintenance	£991.00		£769.78	
Village Hall	£965.00		£0.00	
Projects	£810.58		£1,128.19	
Contingency	£0.00		£0.00	
CIL	£520.00		£1,553.67	
VAT Paid	£1,013.01		£1,456.49	
		<b>£16,208.79</b>		<b>£18,635.25</b>
<b>Excess of Receipts over Payments</b>		<b>£3,513.30</b>		<b>£11,601.41</b>
Add Balance Brought Forward		£26,916.23		£30,429.53
<b>Balance Carried Forward</b>		<b>£30,429.53</b>		<b>£42,030.94</b>
<b>Represented by</b>				
Barclays Community	£27,102.26		£38,697.52	
Barclays Premium	£3,327.27		£3,333.42	
Cash	£0.00		£0.00	
		<b>£30,429.53</b>		<b>£42,030.94</b>
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 72c Defibrillator Electrical costs

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

**Associated Papers PPC Meeting on 23<sup>rd</sup> April 2020**

**Agenda Item 72d 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 72e CIL Return**

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

<b>Polstead Parish Council</b>		
<b>Community Infrastructure Levy</b>		
<b>Reporting Year 1st April 2019 to 31st March 2020</b>		
A	Total CIL Income carried over from previous year	£2,041.80
B	Total CIL income received (receipts)	£9,129.43
C	Total CIL spent (expenditure)	£1,553.67
D	Total CIL repaid following payment notice	£0.00
<b>E</b>	<b>Total CIL retained at year-end (A+B-C-D)</b>	<b>£9,617.56</b>
CIL Expenditure		
	<b>Item / Purpose</b>	<b>Amount Spent</b>
	Legal costs re WI Land transfer	£1,553.67
	<b>Total Spent</b>	<b>£1,553.67</b>
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.

**Agenda Item 78 Future Agenda Items**

Items that are currently scheduled for the next meeting:

- AGM tasks
- AGAR return.