

POLSTEAD PARISH COUNCIL

DRAFT Minutes of Meeting held on Thursday 8th February 2018 in Polstead Village Hall

Present: Cllrs Amanda Flather (Chairman), James Oxford, Andrew Wade and Sue Wigglesworth.

Attending: Gordon Jones (Suffolk County Councillor), John Ward (Babergh District Councillor), Dave Crimmin (Clerk) and 2 members of public.

18/020 Apologies for Absence

Cllrs MacWillson (holiday), Peck (appointment), and Patrick (commitment) sent their apologies. The Clerk raised with councillors that Cllr Patrick's last attendance of a PPC meeting was on the 22nd August 2017 and as he had not represented PPC during this period either, he will cease to be a member of PPC on the 22nd February 2018 unless PPC approve his reasons for absence during this period **LGA 1972 s 85(1) and (2)**. The Clerk updated councillors that he had spoken to Cllr Patrick on the 7th February 2018, when he submitted his apologies to miss today's meeting, to remind him that he had missed the 5 previous meetings and that according to regulations the council would therefore need to consider carefully whether or not to accept his apologies. The councillors resolved unanimously that they did not approve Cllr Patrick's reasons for absence.

18/021 Declaration of Interests and Requests for Dispensation

No interests were declared and no requests for dispensation had been received.

18/022 Minutes of Meeting held on 18th January 2018

The minutes of the meeting were approved by the councillors and signed by the Chairman as a correct record.

18/023 Reports from County and District Councillors and Suffolk Constabulary

The councillors noted John Ward's previously circulated report. John Ward also updated councillors on the CIL consultations that were about to be launched by Babergh and the financial uncertainties facing local authorities. Gordon Jones updated councillors on the council tax rise of 4.99% agreed by SCC and the financial background to the School Transport consultation. He agreed to review the gritting issue regarding Polstead Hill if the resident wrote to him directly on the matter.

18/024 Reports and Question from Councillors

The Clerk was asked to write to the developer of the new dwelling by White Street Green asking him to reinstate any damage to the green caused by the contractors' vehicles parking on the green during development.

18/025 Reports and Questions from Parishioners

A resident highlighted that the footpath map provided to the shop by PPC was now out of date in relation to PF5. The councillors resolved that Cllr Wigglesworth remove the maps from the shop and the Clerk to make the necessary modifications and print replacement copies of the map.

18/026 Clerk's Report (Appendix A)

Following a review of the Clerk's Report by the councillors the Clerk updated councillors that he had received a response from the Lord of the Manor on his Manorial Rights to Polstead Green on the 6th February 2018 by hand and from SCC Legal on the Common and Village Green registrations for White Street Green and Polstead Green dating back to 1968. He will review both responses for feedback to councillors at the March meeting.

18/027 Correspondence (Appendix B)

Following a review of the Correspondence and emails circulated by the Clerk since the last meeting the councillors asked the Clerk to respond to Suffolk Highways' Community Self Help survey that PPC is not able to give a response at this time as the full implications of the proposals including finance, need to be more detailed for councillors to consider the options.

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18/028 Planning

- a. The councillors reviewed **Planning Application DC/18/00148 The Orchards, Straight Road, Polstead Heath** - Erection of sun room (following demolition of existing conservatory) and resolved to support the application.
- b. The councillors reviewed **Planning Application DC/18/00314 White Street Barn, White Street Green** - Erection of single storey garden building/ store and resolved to object to the application on the following grounds:
 - i. the scale of the building is too large
 - ii. the proposed location of the building is inappropriate and not in keeping with the setting
 - iii. the negative visual impact the building has from the AONB, footpath and the road as you enter White Street Green from Calais Street.

Should the LPA be minded to grant the application permission, a condition restricting the building's use to garden storage and equipment only should be included.

- c. Two further planning applications had been received since the agenda was posted that required to be reviewed before the next scheduled meeting. The councillors reviewed **Planning Application for Listed Building Consent DC/18/00547 Rose Cottage, Polstead Hill** - Partial removal of internal masonry wall and resolved that they had no comments on the application. The councillors reviewed **Planning Application for Listed Building Consent DC/18/00543 The Orchards, Straight Road, Polstead Heath** - Erection of rear sun room (following demolition of existing conservatory) and resolved to support the application.
- d. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC are as follows:

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/17/04784	The Bungalow Potash Lane	Erection of replacement dwelling and detached garage with new vehicular access (existing dwelling to be demolished).	17/163a	Objected	Permission Granted 12/01/2018
DC/17/06215	Lower Justice Wood Farmhouse, Kersey Road	Erection of single storey rear extension to annexe.	18/009a	Supported	
DC/17/06189	School Cottage, Polstead Hill	Trees in a Conservation Area Notification - Fell 1 No. Honey Locust Tree on windward side.	18/009b	Noted	
DC/18/00042	Barn at Stackwood Farm, Stackwood Road	Prior Approval of Proposed Change of Use of Agricultural Building to Dwellinghouse (Use Class C3) and for Associated Operational Development.	18/009c	Questions raised re application	
DC/17/06265	The Brambles, Rockalls Road	Householder Planning Application - Erection of garage (following demolition of existing building).	18/009d	Objected	
DC/18/00241	Gilly Flower House, Rockalls Road	TPO - remove 4 trees covered by TPO BT 81A1.	18/009e	Noted	

18/029 Finance

- a. All cheques signed and due for signing, as itemised in the RFO Report (Appendix C), were authorised by the councillors. The councillors also noted the income received since the last meeting, agreed the Reconciliation of Accounts against the Bank Statements and reviewed the Statement of Accounts against the budget.

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- b. The councillors reviewed the quotation received from JD Palmer for the grass cutting in 2018 and resolved to award him the contract at a total cost of £2,330 plus £700 if Babergh agree to PPC cutting Heath Close.
- c. The councillors resolved a rate of £14 per hour for the footpath cutting contract from April 2018 with Ben Palmer.
- d. The councillors reviewed the request from the Community Shop for a donation and resolved to give £500. It is hoped that a presentation from the Community Shop can be included in the APM on the 5th April 2018 so that the community can understand some of the challenges that the shop is experiencing.
- e. The councillors reviewed the request from Polstead PCC for a donation towards the cost of the clock maintenance and resolved to give £150. It is hoped that a presentation from the Bill Wigglesworth can be included in the APM on the 5th April 2018 so that the community can understand the current issues with the clock.

18/030 Highways and Footpaths

The Clerk was asked to contact SCC Rights of Ways team in relation to their proposal to widen PF5 over a ditch when the real issue relates to the hedge planted in the last 15 years that is impacting upon the width of the footpath. The value of the ditch, that has been there many years longer than the hedge, should not be undermined.

18/031 Assets, allotments, playground and playing field

The councillors reviewed the quotation from Community Heartbeat Trust and resolved to purchase a defibrillator for the red kiosk at the junction of Straight Road / Heath Road for £1,775 plus VAT. They also resolved to purchase lights and signs for the 2 red kiosks within a budget of £200.

18/032 Litter Pick

The councillors agreed that a litter pick would be held on Saturday 21st April 2018.

18/033 Future Agenda Items

- Controlling dogs on footpaths during the pheasant season.

18/034 Next meeting

The next PPC meeting will be held on Thursday 22nd March 2018 starting at 7.30pm in the Village Hall.

The meeting closed at 9.10pm.

Appendix A Clerks Report

Minute	Action	Complete ✓
17/148	Cllr Patrick requested to specify entry signs.	
17/149	Wrote to Babergh re cutting of Heath Close	
18/003	Minutes updated on website and sent to newsletters.	✓
18/006	Wrote to Gordon Jones re gritting routes.	
18/007	Wrote to Lord of the Manor regarding rights to Polstead & White Street greens.	
18/009	Planning responses sent to Babergh.	✓
18/009 f	PPC to meet Philip Isbell in early March	✓
18/010 a	Payments made to suppliers.	✓
18/010 b	Precept demand sent to Babergh.	✓
18/012	Wrote to Gordon Jones re barriers in Stackwood Road.	
18/012	SCC Rights of Way have created project to widen the footpath by hedge on PF4.	✓
18/013	Cllr MacWillson to liaise with neighbour of red kiosk in Straight Road re works.	
18/015	Bank Mandate change in progress.	
	Clerk Hours	
	As at 28th January 2018 - Hours Worked 286.75 / Hours Paid 322.5	

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Appendix B Correspondence reviewed by councillors

No correspondence received.

Appendix C RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
19/01/18	Polstead Community Shop - Xmas gifts	890	LA 2011 ss 1 to 8	0.00	30.00
29/01/18	The Cock Inn - Xmas Carol refreshments	891	LA 2011 ss 1 to 8	0.00	247.00
08/02/18	JD Palmer - Grass cutting 2017	892	LA 2011 ss 1 to 8	0.00	2,461.92
08/02/18	Anglian Water - Allotments	893	LA 2011 ss 1 to 8	0.00	22.91

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/11/17	£34,731.63	£30,524.57	£4,207.06	£0.00	£0.00
Premier Account	29/12/17	£3,318.98	£3,318.98	£0.00	£0.00	£0.00
Cash	01/02/18	£0.00	£0.00			£0.00
		£38,050.61	£33,843.55	£4,207.06	£0.00	

Actual v's Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£23,904.18			
Income			Expenditure		
Precept	£18,286.00	£18,286.00	Clerks Salary	£4,474.64	£3,195.24
Bank Interest	£2.00	£0.58	Admin	£2,000.00	£1,179.02
Recycling	£0.00	£0.00	Insurance	£490.00	£0.00
Grants	£195.00	£194.32	Audit Inspections	£220.00	£308.00
Allotment Rent	£120.00	£0.00	Donations	£1,000.00	£0.00
Wayleave	£22.00	£20.75	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Dog & Litter Bins	£1,080.00	£0.00
Donation	£0.00	£0.00	Footpaths	£1,500.00	£1,320.75
Compensation	£0.00	£0.00	Grass Cutting	£2,400.00	£2,051.60
Other	£0.00	£0.00	Ditch Clearance	£200.00	£0.00
CIL	£0.00	£0.00	Maintenance	£1,200.00	£0.00
VAT Repayment	£0.00	£1,006.14	Village Hall	£965.00	£651.32
			Projects	£1,500.00	£349.50
			Contingency	£500.00	£0.00
			CIL	£2,561.80	£0.00
			VAT Paid	£0.00	£512.99
Total	£18,625.00	£19,507.79	Total	£2,561.80	£17,589.64
			Assets Carried Forward		£33,843.55
Total		£43,411.97	Total		£43,411.97

End of Appendices

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