

## POLSTEAD PARISH COUNCIL

### DRAFT Minutes of Meeting held on Thursday 15<sup>th</sup> June 2017 in Polstead Village Hall

**Present:** Cllrs Anne MacWillson (Chairman), Amanda Flather, Andrew Wade and Sue Wigglesworth.

**Attending:** John Ward (Babergh District Councillor), Dave Crimmin (Clerk) and 9 residents.

#### **17/092 Declaration of Acceptance**

Cllr Macwillson signed the Declaration of Acceptance of office as Chairman of Polstead Parish Council (PPC).

#### **17/093 Apologies for Absence**

Cllrs Oxford (work), Patrick (holiday), Peck (work) sent their apologies as did Gordon Jones (Suffolk County Councillor).

#### **17/094 Declaration of Interests and Requests for Dispensation**

Cllr Wade declared a pecuniary interest in Item 17/101a as he is a neighbour of the application site and left the meeting will the item was discussed. He also wished it recorded that he had not discussed the application with any member of the council or Clerk ahead of the meeting. No requests for dispensation had been received.

#### **17/095 Minutes of Meeting held on 17<sup>th</sup> May 2017**

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

#### **17/096 Reports from County and District Councillors and Suffolk Constabulary**

John Ward updated councillors on his previously circulated report which covered the new Babergh Leader and Cabinet governance and the recently published Strategic Housing Market Assessment.

#### **17/097 Reports and Question from Councillors**

No issues were raised.

#### **17/098 Reports and Questions from Parishioners**

The 9 residents present raised their concerns over the planning application for land to the rear of Caxton House. The issues raised included building outside of the Built-Up Area Boundary, the protection of the BUAB, back garden development and the precedent that an approval would set.

#### **17/099 Clerk's Report (Appendix A)**

Following a review of the Clerk's Report by the councillors there were no further actions required of the Clerk.

#### **17/100 Correspondence (Appendix B)**

Following a review of the Correspondence and emails circulated by the Clerk since the last meeting there were no further actions required of the Clerk.

#### **17/101 Planning**

- a. The councillors reviewed **Planning Application B/17/00963 Caxton House Heath Road - Outline-severance of part rear garden and erection of detached dwelling and garage** and resolved to object to the application on the following grounds:
  - i. The application is for back garden development with no street frontage
  - ii. The BUAB in Polstead Heath affords the opportunity for a development of a similar dwelling with frontage development without the need to build outside the BUAB
  - iii. The loss of amenity of neighbouring properties
  - iv. The development does not meet NPPF 7 sustainability criteria as "the accessible local services" to this location are only reached by vehicle or bicycle along a 60mph country lane with no bus services

Signed ..... Date.....

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- v. The application does not meet the criteria of NPPF 55 as it does not promote sustainable development in a rural area.
- b. No further planning application had been received since the agenda was posted.
- c. 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
B/17/00941	Thatchers House, Bower House Tye	Application for Listed Building Consent- Erection of single- storey rear extension (following demolition of existing extension) and internal alterations. Erection of brick garden wall.	17/083a	Supported	Approved 01/06/2017
B/17/01059	Land north of Wood View, Stackwood Road	Erection of detached dwelling with double cartlodge and construction of new vehicular access.	17/083b	Objected	
B/17/01003	Snuggles, Rockalls Road	Erection of single-storey front and side extensions.	17/083c	Supported	
B/17/00944	White House Farm, Straight Road	Construction of tennis court and swimming pool.	17/083d	Supported	

**17/102 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.

**17/103 Highways and Footpaths**

The councillors resolved that each of the footpaths maintained by PPC should have 6 cuts during the grass growing season.

**17/104 Assets, allotments, playground and playing field**

The councillors requested the Clerk to advertise the two vacant plots on the allotments. The Clerk was asked to seek quotation for the refurbishment of the two red kiosks in order to make the Polstead Hill kiosk an Information Hub / Book Exchange and the Polstead Heath kiosk a defibrillator centre. The Clerk was asked to contact our contractor to seek his opinion of weed growth in the playing field.

**17/105 Exercise equipment**

It was agreed not to consider exercise equipment at the current time.

**17/106 Grass Cutting in Polstead**

The Clerk updated councillors that Babergh is prepared to create a 5-year agreement, with a one year notice period either way, for PPC's contractor to cut the grass in Heath Close on at least 10 occasions each year. They will pay PPC a fixed rate for the work, based on BDC's existing cutting arrangements. The councillors agreed that PPC would be prepared to cut Heath Close under this arrangement.

The councillors requested the Clerk to obtain a quotation from PPC's contractor for the additional grass cutting arrangements around Polstead Green / Rockalls Road that Babergh is also willing to allow PPC to maintain under a similar arrangement.

**17/107 Daffodil planting programme**

The councillors agreed that a daffodil planting programme should commence this autumn and asked Cllr Wade to prepare a planting schedule and costings for bulbs ahead of the July meeting.

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#### 17/108 Future Agenda Items

- Discuss outcomes of meeting with Bill Newman.

#### 17/109 Next meeting

The next scheduled meeting will be held on Thursday 20<sup>th</sup> July 2017 starting at 7.30pm in the Village Hall.

**The meeting closed at 8.55pm.**

#### Appendix A Clerks Report

Minute	Action	Complete ✓
17/068	SALC advised of Chairman.	✓
17/072	Minutes updated on website.	✓
17/073	HR & Standards committees on website.	✓
17/074	PPC representatives notified to organisations.	✓
17/075	Heelis & Lodge notified of appointment.	✓
17/082	Meeting with Bill Newman arranged.	✓
17/083	Planning responses sent to Babergh.	✓
17/084 f	Payments made to suppliers.	✓
17/084 e	Annual Return sent to BDO.	✓
17/088	Village of Year competition was closed.	✓
17/089	Reservations made for BDC meeting.	✓

#### Appendix B Correspondence reviewed by councillors

No correspondence received.

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**Appendix C RFO Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
11/05/17	HMRC VAT Repayment			1,006.14	0.00
19/05/17	Anglian Water - Allotments	864	LA 2011 ss 1 to 8	0.00	28.97
15/06/17	Cancelled Cheque # 834 Out of date		LA 2011 ss 1 to 8	0.00	18.95
15/06/17	A Flather - Expenses re Queens 90th Birthday (Re-issued cheque)	865	LA 2011 ss 1 to 8	0.00	18.95
30/06/17	DF Crimmin - Salary Apr to June	866	LA 2011 ss 1 to 8	0.00	816.53
30/06/17	DF Crimmin - WFHA Apr to June	866	LA 2011 ss 1 to 8	0.00	39.00
30/06/17	HMRC - Clerk Tax	867	LA 2011 ss 1 to 8	0.00	204.00

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/05/17	£29,578.01	£28,158.10	£1,400.96	£0.00	£18.95
Premier Account	30/12/16	£3,318.40	£3,318.40	£0.00	£0.00	£0.00
Cash	12/05/17	£0.00	£0.00			£0.00
		£32,896.41	£31,476.50	£1,400.96	£0.00	

**Actual v's Budget**

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£23,904.18			
<b>Income</b>			<b>Expenditure</b>		
Precept	£18,286.00	£9,143.00	Clerks Salary	£4,474.64	£1,020.53
Bank Interest	£2.00	£0.00	Admin	£2,000.00	£503.15
Recycling	£0.00	£0.00	Insurance	£490.00	£0.00
Grants	£195.00	£0.00	Audit Inspections	£220.00	£108.00
Allotment Rent	£120.00	£0.00	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	£1,080.00	£0.00
Donation	£0.00	£0.00	Footpaths	£1,500.00	£261.25
Compensation	£0.00	£0.00	Grass Cutting	£2,400.00	£0.00
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	£0.00
			Contingency	£500.00	£0.00
			CIL	£2,561.80	£0.00
			VAT Paid	£0.00	£32.57
<b>Total</b>	<b>£18,625.00</b>	<b>£10,149.14</b>	<b>Total</b>	<b>£2,561.80</b>	<b>£17,589.64</b>
			Assets Carried Forward		£31,476.50
<b>Total</b>		<b>£34,053.32</b>	<b>Total</b>		<b>£34,053.32</b>

**End of Appendices**

Signed ..... Date.....

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