

## POLSTEAD PARISH COUNCIL

### DRAFT Minutes of Annual Meeting held on Thursday 18<sup>th</sup> May 2017 in Polstead Village Hall

**Present:** Cllrs Amanda Flather (Chairman), James Oxford, Peter Patrick, Matt Peck, Andrew Wade and Sue Wigglesworth.

**Attending:** Phil Clark (Konings), Matt Clarke (Boyer Planning), Dave Crimmin (Clerk) and 2 residents.

#### **17/068 Election of Chairman**

It was unanimously resolved that Anne MacWillson be elected the Chairman of Polstead Parish Council (PPC).

#### **17/069 Apologies for Absence**

Cllr MacWillson (holiday) sent her apologies as did John Ward (Babergh District Councillor) and Gordon Jones (Suffolk County Councillor).

#### **17/070 Election of Vice Chairman**

It was unanimously resolved that Amanda Flather be elected the Vice Chairman of PPC.

#### **17/071 Declaration of Interests and Requests for Dispensation**

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

#### **17/072 Minutes of Meeting held on 20<sup>th</sup> April 2017**

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

#### **17/073 HR and Standards Committees**

Cllrs Flather, Oxford and Wade were appointed as the members of the HR Committee and Cllrs Peck, Patrick and Wigglesworth were appointed as the members of the Standards Committee.

#### **17/074 Representatives to Outside Bodies**

The councillors resolved the following appointments:

- a. Cllr Wigglesworth to the Suffolk Association of Local Councils (SALC)
- b. Cllr Flather for Traffic Liaison
- c. Cllr Wigglesworth to the Village Hall Committee
- d. Cllr Oxford to the Layham Pit Liaison Meeting.

#### **17/075 Internal Auditor**

The councillors resolved to appoint Heelis & Lodge as the Internal Auditor for 2017 / 2018 and the Clerk to write to confirm appointment.

#### **17/076 Annual Subscriptions**

The councillors resolved to renew the annual subscriptions to SALC, Suffolk Wildlife Trust, Community Action Suffolk, the Society of Local Council Clerks and the Suffolk Preservation Society.

#### **17/077 Reports from County and District Councillors and Suffolk Constabulary**

Councillors reviewed John Ward's previously circulated report.

#### **17/078 Expansion plans at Konings**

Phil Clark outlined the 10-year expansion plan for Konings at Brick Kiln Hill which would, if permitted, create 116 new roles in addition to the existing 90 staff. The councillors asked a number of questions in relation to the proposals, in particular, the visual impact from White Street Green. With the planning application for the development expected to be submitted to Babergh within the next month, Phil Clark agreed that Konings would be available to attend the PPC meeting which reviewed the proposals to answer any questions.

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

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**17/079 Reports and Question from Councillors**

Cllr Wigglesworth updated councillors of the Keep Fit and Table Tennis sessions now taking place in the village hall. If the initial take-up in the table tennis sessions is maintained the councillors would be willing to consider the donation of a second table for the group.

**17/080 Reports and Questions from Parishioners**

In response to the question of Babergh’s grass cutting arrangements in Heath Close, the Clerk informed the meeting that he was to meet Babergh on the 24<sup>th</sup> May to see if PPC can take on the grass cutting arrangements.

**17/081 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.

**17/082 Correspondence (Appendix B)**

Following a review of the Correspondence and emails circulated by the Clerk since the last meeting the Clerk was asked to invite Bill Newman, the Babergh office responsible for the creation of the emerging Local Plan, to discuss the implications of this with councillors at a date to be arranged.

**17/083 Planning**

- a. The councillors reviewed **Planning Application 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 and resolved to support the application.
- b. The councillors reviewed **Planning Application B/17/01059 Land north of Wood View, Stackwood Road** - Erection of detached dwelling with double cartlodge and construction of new vehicular access and resolved to object to the application on the grounds that the proposal:
  - i. is out of keeping in design and character to the neighbouring property
  - ii. does not meet the exceptional need criteria of policy CS2 nor the special circumstances of policy NPPF 55 for building in the countryside
  - iii. does not meet the criteria established in policy CS11 as it does not have a close functional relationship to the existing development and lacks the availability of services and facilities.
- c. The councillors reviewed **Planning Application B/17/01003 Snuggles, Rockalls Road** - Erection of single-storey front and side extensions and resolved to support the application.
- d. The councillors reviewed **Planning Application B/17/00944 White House Farm, Straight Road** - Construction of tennis court and swimming pool and resolved to support the application.
- e. No further planning application had been received since the agenda was posted.
- f. 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/17/00215	Tills Farm, Hadleigh Road	Application for Listed Building Consent- The upgrading of the existing single storey rear lean-to extension and erection of single-storey side extension to form annexe.	17/044a	Supported	Approved 02/05/2017
B/17/00214	Tills Farm, Hadleigh Road	The upgrading of the existing single storey rear lean-to extension and erection of single-storey side extension to form an annexe.	17/044a	Supported	Approved 02/05/2017
B/17/00414	The Bungalow, Potash Lane	Erection of one and half storey dwelling and double garage (following demolition of existing single storey dwelling and single garage).	17/062a	Supported	Approved 02/05/2017

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

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#### **17/084 Finance**

- a. The councillors resolved to approve Section 1 of the Annual Return for the year ended 31<sup>st</sup> March 2017 and the Chairman signed the section accordingly.
- b. The councillors reviewed and resolved to accept the internal audit report from Heelis & Lodge for 2016 / 2017 which did not include any recommendations for PPC.
- c. The councillors resolved to accept the revised Statement of Accounts as at 31<sup>st</sup> March 2017 (Appendix C). The revision relates to the Clerk's mileage costs of £192.15 being moved from Admin to Clerk Salary in accordance to The Practitioners' Guide dated March 2017 section 2.15 - Line 4: Staff Costs.
- d. The councillors resolved to approve the explanation of the restated 2015 / 2016 accounts and the significant variances within Section 2 of the Annual Return.
- e. The councillors resolved to approve Section 2 of the Annual Return for the year ended 31<sup>st</sup> March 2017 and the Chairman signed the section accordingly.
- f. All cheques signed and due for signing, as itemised in the RFO Report (Appendix D), 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.
- g. The councillors noted the 1% increase to the Clerk's hourly rate of pay from 1<sup>st</sup> April 2017 as agreed at the PPC meeting in June 2016 (16/112).

#### **17/085 Pensions Regulator**

The councillors noted that PPC has a staging date of the 1<sup>st</sup> May 2017 for the automatic enrolment for workplace pensions. Under the regulations, due to Dave Crimmin's circumstances, PPC does not have to provide a workplace pension and the councillors resolved that the Chairman writes to the Clerk accordingly, in line with the recommended practice.

#### **17/086 Highways and Footpaths**

There were no issues raised.

#### **17/087 Assets, allotments, playground and playing field**

As this evening's visit to the allotments was postponed due to bad weather, the councillors agreed to review the upkeep of the allotments at 7pm on the 15<sup>th</sup> June 2017.

#### **17/088 Village of the Year**

The councillors resolved that if nominations were still open, the Clerk should enter Polstead into the Village of the Year competition being run by Channel 4 and that Cllr Flather will be the co-ordinator.

#### **17/089 BDC Meeting**

Cllr Wigglesworth to attend the Bildeston meeting and Cllrs Flather and MacWillson the Stoke by Nayland meeting on the 29<sup>th</sup> June 2017.

#### **17/090 Future Agenda Items**

- Planting of daffodils.

#### **17/091 Next meeting**

The next scheduled meeting will be held on Thursday 15<sup>th</sup> June 2017 starting at 7.30pm in the Village Hall.

**The meeting closed at 9.12pm.**

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

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**Appendix A Clerks Report**

Minute	Action	Complete ✓
17/056	Minutes updated on website.	✓
17/062	Planning responses sent to Babergh.	✓
17/063 a	Payments made to suppliers.	✓
17/063 c	CIL Return returned to Babergh and published on Polstead website.	✓

**Appendix B Correspondence reviewed by councillors**

No correspondence received.

**Appendix C Revised Statement of Accounts**

<b>POLSTEAD PARISH COUNCIL</b>			
<b>Receipts &amp; Payments Account for the year ending 31st March 2017</b>			
<b>Receipts</b>			
Precept		£18,210.00	
Bank Interest		£1.23	
Recycling		£0.00	
Grants		£6,887.08	
Allotment Rent		£255.00	
Wayleave		£20.75	
QDJ		£0.00	
Donation		£0.00	
Compensation		£0.00	
Other		£183.58	
CIL		£2,561.80	
VAT Repayment		£5,314.78	
			<b>£33,434.22</b>
<b>Payments</b>			
Clerks Salary		£4,233.71	
Admin		£1,288.25	
Insurance		£554.67	
Audit Inspections		£208.00	
Donations		£250.00	
Chairman's Allowance		£0.00	
Dog & Litter Bins		£732.46	
Footpaths		£1,793.75	
Grass Cutting		£1,525.00	
Ditch Clearance		£0.00	
Maintenance		£1,454.50	
Village Hall		£506.73	
Projects		£23,273.79	
Contingency		£0.00	
VAT Paid		£5,284.09	
			<b>£41,104.95</b>
<b>Excess of Payments over Receipts</b>			<b>-£7,670.73</b>
Add Balance Brought Forward			£31,574.91
<b>Balance Carried Forward</b>			<b>£23,904.18</b>
<b>Represented by</b>			
Barclays Community		£20,585.78	
Barclays Premium		£3,318.40	
Cash		£0.00	
			<b>£23,904.18</b>

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**Appendix D RFO Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
21/04/17	A MacWillson - Litter Pick food	859	LA 2011 ss 1 to 8	0.00	60.00
18/05/17	Heelis & Lodge - Audit Fee	860	LA 2011 ss 1 to 8	0.00	108.00
18/05/17	SALC - Annual Subscriptions	861	LA 2011 ss 1 to 8	0.00	341.43
18/05/17	B Patrick - Footpaths Feb	862	LA 2011 ss 1 to 8	0.00	131.25
18/05/17	B Patrick - Footpaths April	862	LA 2011 ss 1 to 8	0.00	130.00
18/05/17	R Stiff - Village Hall Fuel	863	LA 2011 ss 1 to 8	0.00	683.89

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	28/04/17	£29,653.98	£28,240.46	£1,394.57	£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
		£32,972.38	£31,558.86	£1,394.57	£0.00	

£18.95 is now an out of cheque made payable to A Flather.

**Actual v's Budget**

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£23,904.18			
<b><u>Income</u></b>			<b><u>Expenditure</u></b>		
Precept	£18,286.00	£9,143.00	Clerks Salary	£4,474.64	£0.00
Bank Interest	£2.00	£0.00	Admin	£2,000.00	£435.18
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	£0.00	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>£9,143.00</b>	<b>Total</b>	<b>£2,561.80</b>	<b>£17,589.64</b>
					<b>£1,488.32</b>
			Assets Carried Forward		£31,558.86
<b>Total</b>		<b>£33,047.18</b>	<b>Total</b>		<b>£33,047.18</b>

**End of Appendices**

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