DRAFT **POLSTEAD PARISH COUNCIL**

Minutes of Meeting held on Tuesday 18th July 2019 in Polstead Village Hall at 7.30pm

Present: Sue Wigglesworth (Chairman), John Flather, James Oxford, Karen Richardson and Susie Weston.

Attending: Gordon Jones (Suffolk County Councillor), Dave Crimmin (Clerk) and 5 residents.

19/108 Apologies for Absence

Cllrs Wade and Sowman (holiday) sent their apologies as did John Ward (Babergh District Councillor).

19/109 Declaration of Interests and Requests for Dispensation

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

19/110 Minutes of Meeting held on 18th June 2019

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

19/111 Reports from County and District Councillors and Suffolk Constabulary

The councillors reviewed Gordon Jones' previously submitted report and he updated councillors on the Ipswich Northern Route consultation, Family Hub Services and Visual Language. The councillors reviewed John Ward's previously submitted report.

19/112 Reports and Question from Councillors

Cllr Weston updated councillors on the SPS Media Training course that she had attended with Cllr Sowman. She felt that the course will be very beneficial if the council needs to run a campaign in the future, especially in collaboration with other councils.

19/113 Reports and Questions from Parishioners

Three residents raised their concerns over the lack of enforcement action from BDC over the development of a neighbours planning application. John Ward has raised the issues with the enforcement team but to date no officer had visited them to review their issues. As the location was at a blackspot on the A1071, and the issues included safe access onto the highway, the councillors asked the Clerk write to John Ward requesting that this case be prioritised for urgent attention. The closure of the WI was discussed by the councillors.

19/114 Clerk's Report (Appendix A)

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

19/115 Correspondence (Appendix B)

Following a review of the Correspondence and emails circulated by the Clerk since the last meeting the councillors discussed the request for a donation from the Community Shop. Councillors agreed that a formal request included level of contribution being requested, quotations received and a copy of the last audited accounts would help the councillors consider the request.

19/116 Planning

a. The councillors reviewed **Planning Application DC/19/02983 Rockalls Hall, Rockalls Road** - Erection of attached annex (following partial demolition of existing building) and resolved to support the application.
b. The councillors reviewed **Planning Application DC/19/03282 O/S The Brewers Arms, Bower House Tye** - 90 Day BT consultation on removal of Public Payphone and resolved that they had no comment.
c. A further planning application had been received since the agenda was posted. The councillors reviewed **Planning Application DC/19/03153 Gable End Hadleigh Heath** -

Erection of a two-storey rear extension and a porch, conversion of garage into home office and erection of a cartlodge and resolved to support the application.

d. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC are as follows:

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/18/04967	Green Lawns Bonsai Nursery, Hadleigh Road, Boxford	Outline Planning Application (all matters reserved) - Erection of 4No detached dwellings.	18/174c	No comment	REFUSED
DC/19/02014	Barn At Spring Hill, Shelley Road, Stoke By Nayland	Conversion of storage barn to 1no. dwelling, erection of cart lodge and creation of vehicular access.	19/081a	Objected	
DC/19/02026	Wood Hall Farm, Stackwood Road	Application for Removal or Variation of Condition 2 (amended design of dwelling) following grant of Planning Permission B/16/00761 dated 24/08/2016.	19/081b	Objected	Withdrawn
DC/19/02356	Coppers, White Street Green	Erection of 1no. dwelling and detached garage (following demolition of existing dwelling).	19/101a	Objected	
DC/19/02759	Jesmond Lodge, Polstead Hill	Notification of Works to Trees in a Conservation Area - 2no. Sycamore Trees - Reduce by 30%.	19/101b	Supported	Approved 05/07/2019

19/117 Finance

a. All cheques signed and due for signing, as itemised in Appendix C, were authorised by the councillors. The councillors also noted the income received since the last meeting and reviewed the Statement of Accounts against the budget and the bank reconciliation against the bank statements.

19/118 Highways and Footpaths

The councillors resolved to give a once-off cut the Sprotts Farm to Heath Road footpath due to its overgrown condition. Cllr Flather will contact the contractor regarding the footpath. The councillors agreed to invite Sudbury Town's Community Warden to a future meeting in order to review what assistance they may be able to offer PPC in implementing aspects of the SCC Self Help Scheme in the parish.

19/119 Assets, allotments, playground and playing field

The Clerk has taken a picture of the damage to the seat on the turntable in Rockalls Road to send to the supplier to see if it can be replaced under warranty. The councillors agreed a budget of £500 for the purchase of 2 yellow grit bins should SCC give the council their approval for the sites at Bower House Tye.

19/120 Dog Bins

The councillors to review the parish to see if further dog bins are required and report back to the September meeting.

19/121 Bus Timetable

The councillors reviewed SCC's decision to discontinue publishing the bus timetable at the two bus stops at Bower House Tye. The councillors resolved to pay the £15 per bus stop cost of maintaining the timetable publication.

19/122 Social Media

The councillors reviewed the draft policy for Social Media and resolved its adoption.

19/123 Standing Orders & Financial Regulations

The councillors reviewed PPC's Standing Orders and Financial Regulations and did not see the need for any changes at this time.

19/124 Future Agenda Items

- Councillor Training Sept 2019
- CIL Policy Sept 2019
- Christmas event Sept 2019
- Daffodil planting Sept 2019
- Dog Bins Sept 2019
- Social care for the elderly and marginalised groups in the parish Sept 2019
- Research on the profile of parish Sept 2019
- Car charging points Oct 2019
- External Audit Review Oct 2019
- Policies Review Nov 2019.

19/125 Next meeting

The next PPC meeting will be held on Thursday 19th September 2019 at 7.30pm.
A provisional meeting for urgent planning applications is set for the 29th August 2019 at 7.30pm.

The meeting closed at 9.05pm.

Appendix A Clerks Report

Minute		Action	Complete ✓
18/041		Sent reply to Lord of the Manor's solicitor.	
18/080		Gordon Jones has confirmed that drains have been cleared at Holly Hill for a second time this winter. This issue is still part of his ward-wide review of flooding.	
18/159	c	Application has been made to SCC for the installation of bus shelters on the A1071 near the Brewers Arms. SCC have now progressed to asking for estimates for the bases to be laid.	
18/159	d	The applications have been made for new grit bin locations at Bower House Tye following local residents agreeing that they are happy with the proposed locations of the grit bins.	
19/063	i	Part for play equipment to be ordered.	
19/082	f	Mandate changes confirmed by Barclays.	✓
19/094		Minutes updated on website and sent to magazines.	✓
19/095		Babergh informed of Karen Richardson's co-option.	✓
19/101		Sent Planning responses to BDC.	✓
19/102		Payments made to suppliers.	✓
19/103		Cllr Flather contacted contractor re overgrown footpath.	✓
		Clerk Hours	
		As at 7th July 2019 - Hours Worked 105.5 / Hours Paid 105	

Appendix B Correspondence reviewed by councillors

No correspondence received.

Appendix C RFO Report

Receipts & Payments

Date	Details	Ref		Power	Receipts	Payments
03/06/19	Interest				1.66	0.00
18/07/19	BDC - Lease at Rockalls Road	P11	1964	LA 2011 ss 1 to 8	0.00	55.00
18/07/19	GeoXphere Ltd - Online mapping	P12	1965	LA 2011 ss 1 to 8	0.00	36.00
18/07/19	B Patrick - Footpaths May	P13	1966	LA 2011 ss 1 to 8	0.00	272.00
18/07/19	B Patrick - Footpaths June	P14	1966	LA 2011 ss 1 to 8	0.00	294.00
18/07/19	SPS - Annual Subscription	P15	1967	LA 2011 ss 1 to 8	0.00	30.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/05/19	£40,775.08	£38,813.85	£1,961.23	£0.00	£0.00
Premier Account	28/06/19	£3,328.93	£3,328.93	£0.00	£0.00	£0.00
Cash	11/07/19	£0.00	£0.00			£0.00
		£44,104.01	£42,142.78	£1,961.23	£0.00	

Budget v's Actual

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£30,429.53				
Income			**Expenditure**			
Precept	£18,668.00	£9,334.00	Clerks Salary		£4,655.28	£1,052.03
Bank Interest	£0.00	£1.66	Admin		£2,200.00	£630.02
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	£105.00	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		£1,000.00	£0.00
Donation	£0.00	£0.00	Footpaths		£1,700.00	£986.00
Compensation	£0.00	£0.00	Grass Cutting		£3,250.00	£0.00
Other	£0.00	£0.00	Ditch Clearance		£200.00	£0.00
CIL	£0.00	£4,298.83	Maintenance		£1,200.00	£190.00
VAT Repayment	£0.00	£1,013.01	Village Hall		£965.00	£0.00
			Projects		£1,500.00	£0.00
			Contingency		£500.00	£0.00
			CIL	£2,041.80	£0.00	£0.00
			VAT Paid		£0.00	£53.20
Total	**£19,555.00**	**£14,752.50**	**Total**	**£2,041.80**	**£19,110.28**	**£3,039.25**
			Assets Carried Forward			£42,142.78
Total		£45,182.03	Total			£45,182.03

End of Appendices