DRAFT POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 19th April 2018 in Polstead Village Hall at 7.30pm

Present: Cllrs Anne MacWillson (Chairman), James Oxford, Matt Peck, Andrew Wade and

Sue Wigglesworth.

Attending: Dave Crimmin (Clerk) and 5 members of public.

18/053 Apologies for Absence

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

18/054 Declaration of Interests and Requests for Dispensation

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

18/055 Minutes of Meeting held on 22nd March 2018

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

18/056 Reports from County and District Councillors and Suffolk Constabulary No reports submitted.

18/057 Reports and Question from Councillors

There were no reports or questions raised.

18/058 Reports and Questions from Parishioners

Mr Howard highlighted points on his planning application for Polstead Lodge.

18/059 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.

18/060 Correspondence (Appendix B)

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

18/061 Planning

- a. The councillors reviewed **Planning Application DC/18/01148 Polstead Lodge, Mill Street** Erection of 1 No. detached dwelling and resolved to support the application.
- b. The councillors reviewed **Planning Application DC/18/01199 Whitestones, Hadleigh Heath** Erection of single storey rear extension and resolved to support the application.
- c. The councillors reviewed **Planning Application DC/18/01385 Miracle Barn, Bower House**Tye Outline Planning Application (Access to be considered) Erection of two storey detached dwelling and the councillors resolved to object to the application on the following grounds:
 - i. The application fails to identify special circumstances to justify an isolated dwelling in the countryside, contrary to paragraph 55 of the NPPF.
 - ii. The proposal would not be sustainably located, would not enable access to services, facilities and infrastructure and would not minimise the need to travel by car.
 - iii. Consequently, it would not accord with Policies CS1, CS2 and CS15 which seek to support sustainable development, or with the NPPF when taken as a whole
- d. No further planning applications had been received since the agenda was posted that required to be reviewed before the next scheduled meeting.
- e. The councillors reviewed the report received from Babergh's Philip Isbell on the planning application decisions to recent proposals for new one dwelling developments outside of the Built Up Area Boundaries and were very disappointed with the content. The councillors

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agreed with Philip Isbell's suggestion that councillors meet with the planning area manager Gemma Pannell in order to discuss the details further. The Clerk to arrange a meeting.

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

| Application | Address | Planning Details | PPC | Parish Council | Babergh DC |
|-------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------------------------------------------|--------------------------------------------------|
| Reference | | | Minute | Comments | 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/18/00148 | The Orchards, Straight Road, Polstead Heath | Erection of sun room (following demolition of existing conservatory). | 18/028a | Supported | Withdrawn |
| DC/18/00553 | The Orchards, Straight Road, Polstead Heath | LBC - Erection of sun room (following demolition of existing conservatory). | 18/028a | Supported | Withdrawn |
| DC/18/00314 | White Street Barn, White Street Green | Erection of single storey garden building/ store. | 18/028b | Objected | Permission Granted 12/03/2018 |
| DC/18/00816 | Coppers White Street Green | Demolition of existing dwelling and outbuildings. Erection of 2 no. dwellings and associated garages. | 18/043a | Supported | |
| DC/18/00940 | Land At Calais Street White Street Green | Prior Approval Application under Schedule 2, Part 6, Class A of the Town and Country Planning (General Permitted Development) Order 2015 - Erection of agricultural storage barn | 18/043b | Full Planning Application requested. | Full Planning Application to be submitted. |

18/062 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.
- b. The councillors reviewed and resolved to approve the Bank Reconciliation and the Statement of Accounts as at 31st March 2018 (Appendix D).
- c. The councillors resolved that they will not certify PPC as exempt from a limited assurance review for the year-ending 31st March 2018 and would engage with the external auditors, PKF Littlejohn, as in previous years.
- d. The councillors reviewed and resolved to approve the Community Infrastructure Levy (CIL) Statement as at 31st March 2018 (Appendix E).

18/063 Highways and Footpaths

The councillors discussed the concerns of residents over the demolished stile at the footpath opposite Mill Lane and agreed to raise this with SCC's Kevin Verlander along with the proposed ditch work on PF5. Gordon Jones to be asked if there has been any progress with flooding issue at Holly Hill.

18/064 Assets, allotments, playground and playing field

- a. The councillors resolved a budget of £450 for the electrical works at the two red kiosks which includes the installation of new junction boxes, lights and a defibrillator at Straight Road.
- b. The councillors agreed to look at grit bins at the September 2018 meeting.
- c. All the equipment had been inspected by councillors following the receipt of the play equipment inspection report and all issues have been resolved.

Cllr Peck will get a quotation and specification from the supplier of a new outside water tap for the allotments which will be managed under the Clerk's delegated powers. Cllr MacWillson to review the condition of allotments on behalf of PPC.

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18/065 Litter Pick

All the tasks for the litter pick have now been undertaken.

18/066 APM

The councillors agreed to look at new / updated road signage for the shop at its June meeting.

18/067 Future Agenda Items

- Road signage for shop at June meeting
- Grit bins at September meeting.

18/068 Standing Order 3d

The councillors resolved to exclude the public and press from the meeting due to the confidential nature of the co-option of a councillor.

18/069 Councillor Vacancy

The councillors discussed with each of the 3 applicants their reasons for wishing to be co-opted to PPC and any questions they had regarding the council's operation.

After reviewing the skills and qualities that each of the candidates would offer the council, the councillors resolved by a majority that Susie Weston would be offered the opportunity to be coopted.

The unsuccessful candidates were reminded that there will be a Polstead Parish Council Election in May 2019 where all 7 positions will be vacant.

18/070 Next meeting

The next PPC meeting will be held on Thursday 17th May 2018 starting at 7.30pm in the Village Hall.

The meeting closed at 9.10pm.

Appendix A Clerks Report

| Minute | | Action | Complete ✓ |
|--------|---|---------------------------------------------------------------------------------------|------------|
| 17/149 | | Babergh have confirmed that PPC can cut Heath Close. | ✓ |
| 18/006 | | Wrote to Gordon Jones re gritting routes. | |
| 18/015 | | Bank Mandate change complete. | ✓ |
| 18/030 | | SCC RoW team to meet PPC regarding ditch on FP5. | |
| 18/037 | | Minutes updated on website and sent to newsletters. | ✓ |
| 18/041 | | I have written to the Lord of the Manor informing him that PPC will await SCC Legal's | |
| | | clarification on his rights regarding Polstead Green. | |
| 18/043 | | Planning responses sent to Babergh. | ✓ |
| 18/044 | b | Payments made to suppliers. | ✓ |
| 18/044 | С | Donation sent to organisation. | ✓ |
| 18/045 | | Response sent to Local Government Boundary Commission. | ✓ |
| | | | |
| | | Clerk Hours | |
| | | As at 1st April 2018 - Hours Worked 370 / Hours Paid 390. | |

Appendix B Correspondence reviewed by councillors

No correspondence received.

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Appendix C RFO Report

Barclays have confirmed the new signing arrangements from the 6th April 2018.

Receipts & Payments 2017 / 2018

| Date | Details | Ref | Power | Receipts | Payments |
|----------|-----------------------|------|-------------------|----------|----------|
| 05/03/18 | Interest | | | 1.65 | 0.00 |
| 22/03/18 | EAAA - Donation | 906 | LA 2011 ss 1 to 8 | 0.00 | 150.00 |
| 23/03/18 | ICO - Data Protection | D/Dr | LA 2011 ss 1 to 8 | 0.00 | 35.00 |

Receipts & Payments 2018 / 2019

| Date | Details | Ref | Power | Receipts | Payments |
|----------|----------------------------------|-----|-------------------|----------|----------|
| 08/04/18 | BDC Precept | | | 9,151.00 | 0.00 |
| 19/04/18 | AIS - Play Equipment inspection | 907 | LA 2011 ss 1 to 8 | 0.00 | 228.00 |
| 19/04/18 | B Patrick - Footpath Maintenance | 908 | LA 2011 ss 1 to 8 | 0.00 | 52.00 |

Appendix D Year-end financials

| POLSTEAD | PARISH COU | NCIL | |
|--------------------|------------------------|-------------------|----------------|
| | | | |
| Bank Reconci | liation for Finan | cial year ending | 31st March 201 |
| Ralances ner Rai | nk Statements as a | t 31st March | |
| Dalarices per Dai | in otatements as a | t 313t Walcii | |
| Barclays Commur | nity | £28,365.17 | |
| Barclays Premium | | £3,320.63 | |
| | | | £31,685.80 |
| Add any Unbanke | d Cash as at 31 Mar | ch | £0.00 |
| taa arry Cribarino | d dadii da di di iilai | | 20.00 |
| Less Unpresented | Cheques as at 31 N | March | |
| | | | |
| | 897 | £878.95 | |
| | 898 | £273.00 | |
| | 899 | £388.09 | |
| | 900 | £40.00 | |
| | 903 | £2,130.00 | |
| | 904 | £855.33 | |
| | 905 | £204.20 | |
| | | | £4,769.57 |
| | | Total Cash | £26,916.23 |
| | | | |
| CASH BOOK | | | |
| Opening Balance | | | £23,904.18 |
| Add Receipts in th | ne vear | | £19,777.16 |
| raa raaapia iii ti | io your | | £43,681.34 |
| Less Payments in | the year | | £16,765.11 |
| LCGG i dymond in | alo you | Total Cash | £26,916.23 |
| | | . 5.0. 50011 | 220,010120 |
| | | | |
| D. Crimmin | RFO, Polste | ad Parish Council | 8th April 2018 |

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| | POLSTEAD PARIS | H COUNCIL |
|---------------------------------|------------------------------------------|------------|
| | Receipts & Payments A year ending 31st M | |
| | | |
| Receipts | | |
| Precept | £18,286.00 | |
| Bank Interest | £2.23 | |
| Recycling | £0.00 | |
| Grants | £307.14 | |
| Allotment Rent | £154.90 | |
| Wayleave | £20.75 | |
| QDJ | £0.00 | |
| Donation | £0.00 | |
| Compensation | £0.00 | |
| Other | £0.00 | |
| CIL | £0.00 | |
| VAT Repayment | £1,006.14 | |
| . , | | £19,777.16 |
| Payments | | , |
| Clerks Salary | £4,332.77 | |
| Admin | £1,434.11 | |
| Insurance | £479.02 | |
| Audit Inspections | £308.00 | |
| Donations | £840.00 | |
| Chairman's Allowance | 00.03 | |
| Dog & Litter Bins | £732.46 | |
| Footpaths | £1,593.75 | |
| Grass Cutting | £2,051.60 | |
| Ditch Clearance | £0.00 | |
| Maintenance | £185.50 | |
| Village Hall | £1,499.42 | |
| Projects | £2,214.50 | |
| - | £2,214.50 £0.00 | |
| Contingency CIL | | |
| | £0.00 | |
| VAT Paid | £1,093.98 | £16,765.11 |
| | | |
| Excess of Receipts over Payment | ts | £3,012.05 |
| Add Balance Brought Forward | | £23,904.18 |
| Balance Carried Forward | | £26,916.23 |
| Represented by | | |
| Barclays Community | £23,595.60 | |
| Barclays Premium | £3,320.63 | |
| Cash | £0.00 | |
| Casii | 20.00 | £26 046 22 |
| | - | £26,916.23 |
| | | |

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| Polstead Parish Council adopted the General Power of Comp | etence on the 21st May 2015 | |

DRAFT POLSTEAD PARISH COUNCIL Minutes of Meeting held on Thursday 19th April 2018 in Polstead Village Hall at 7.30pm Appendix E CIL

£0.00

Polstead Parish Council Community Infrastructure Levy Reporting Year 1st April 2017 to 31st March 2018 A Total CIL Income carried over from previous year £2,561.80 B Total CIL income received (receipts) £0.00 C Total CIL spent (expenditure) £0.00 D Total CIL repaid following payment notice £0.00 E Total CIL retained at year-end (A+B-C-D) £2,561.80 CIL Expenditure Item / Purpose Amount Spent

End of Appendices

Total Spent