

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

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 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/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

- 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.
- The councillors reviewed and resolved to approve the Bank Reconciliation and the Statement of Accounts as at 31st March 2018 (Appendix D).
- 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.
- 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

- 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.
- The councillors agreed to look at grit bins at the September 2018 meeting.
- 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.

DRAFT

POLSTEAD PARISH COUNCIL

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

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 COUNCIL			
Bank Reconciliation for Financial year ending 31st March 2018			
Balances per Bank Statements as at 31st March			
Barclays Community		£28,365.17	
Barclays Premium Account		£3,320.63	
			£31,685.80
Add any Unbanked Cash as at 31 March			£0.00
Less Unpresented Cheques as at 31 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 the year			£19,777.16
			£43,681.34
Less Payments in the year			£16,765.11
	Total Cash		£26,916.23
D. Crimmin	RFO, Polstead Parish Council		8th April 2018

Signed Date.....
Polstead Parish Council adopted the General Power of Competence on the 21st May 2015

POLSTEAD PARISH COUNCIL			
Receipts & Payments Account for the year ending 31st March 2018			
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		£0.00	
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	
Contingency		£0.00	
CIL		£0.00	
VAT Paid		£1,093.98	
			£16,765.11
Excess of Receipts over Payments			£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	
			£26,916.23

Signed

Date.....

Polstead Parish Council adopted the General Power of Competence on the 21st May 2015

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Appendix E CIL

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
	Total Spent	£0.00

End of Appendices