

POLSTEAD PARISH COUNCIL

Minutes of meeting held on 8th October 2020 via Videoconference

Present: Andrew Wade (Chairman), John Baxter, John Flather, James Oxford, Karen Richardson and Stewart Sowman.

Attending: John Ward (Babergh District Councillor), Gordon Jones (Suffolk County Councillor), Dave Crimmin (Clerk) and 2 members of public.

20/159 Apologies for Absence

None required.

20/160 Declaration of Interests and Requests for Dispensation

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

20/161 Minutes of Meeting held on 10th September 2020

The minutes of the meeting were approved by the councillors who resolved that the minutes should be digitally signed by the Chairman as a correct record.

20/162 Reports from County and District Councillors

The councillors noted Gordon Jones' previously submitted report. In response to a resident's request for Gordon to implement a 20 mph zone in Mill Street, the councillors resolved that they did not support the request as:

- The Police will not enforce the speed limit unless very specific conditions exist
- SCC Highway's view that the area did not meet the criteria for a 20 mph zone
- Other roads in Polstead may be better served by a 20 mph zone.

The councillors requested Gordon Jones to enquire on the possibility of extending the 30 mph zone from Mill Street to Stoke by Nayland. The councillors noted John Ward's previously submitted report and he updated councillors on the COVID-19 statistics for Babergh. He agreed to look into the erection of log cabins at a dwelling to ensure that any necessary permissions, if required, had been obtained.

20/163 Reports and Question from Councillors

No issues raised.

20/164 Public Forum

The owner of The Brewers Arms updated councillors that a wood is to be planted from the proposed edge of the development at the pub for a distance of approximately 40 metres to the boundary of Thatchers.

20/165 Emails circulated

Following a review of the emails circulated by the Clerk since the last meeting, the councillors resolved that they wished to express PPC's interest in joining the Quiet Lanes group, with Cllr Baxter being the council's representative.

20/166 Clerk's Report

Following a review of the Clerk's Report (Appendix A) by the councillors the Clerk was asked to contract the Community Wardens to fix the gate to the play equipment as well as making it self-closing.

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20/167 Planning

- a. The councillors reviewed **Planning Application DC/20/03962 Bridge Cottage, Mill Street** - Notification of Works to Trees in a Conservation Area - Coppice T1 and T2 (Corkscrew Willows) to allow re-growth and resolved that they had no objection.
- b. The councillors reviewed **Planning Application DC/20/03907 White Hall, Farm Heath Road** - Conversion of part of double garage to form home office and resolved that they had no objection.
- c. The councillors reviewed **Planning Application DC/20/04010 Tinkers Cottage Polstead Hill** - Notification for works to trees in a Conservation Area - T1 (Beech) and T2 (Sycamore) - Prune by 30% and resolved that they had no objection.
- d. There was two further planning application received since the agenda was posted requiring a response before the next meeting. The councillors reviewed **Planning Application DC/20/04425 Brook House, Straight Road, Polstead Heath** - Application for works to trees subject to a Tree Preservation Order (BT370/G1) - 3no Cherry Trees - Reduce and Shape by up to 6-8ft. 3no Cherry Trees - Remove dead wood, tidy and lift crown to 9-10 ft. 1no Cherry Tree - Cut to 8ft stump (Poor Condition) 2no Gleditsia - Light shaping. 1no Cherry - Reduce to 6ft stump. (all general Maintenance of garden) and resolved that they had no objection. The councillors reviewed **Planning Application DC/20/04394 The Old Rectory, Rectory Hill** - Application for Listed Building Consent - Remodel garage door openings forming external bin store and installing a replacement external stair to the cart lodge and resolved that they had no objection.
- e. The councillors reviewed the status of planning applications, enforcement referrals and appeals previously reviewed by PPC as per Appendix B.

20/168 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.
- b. The councillors resolved to donate £250 towards the Hadleigh First Responders operational costs.

20/169 GDPR Data map

The councillors reviewed PPC's GDPR Data Map and resolved that it reflected PPC's operations and how GDPR was managed.

20/170 Suffolk 2020

The councillors reviewed the Suffolk 2020 option of applying for a car charging point at the Village Hall and, following favourable feedback from the Village Hall Chairman, resolved that the Clerk make the application.

20/171 SCC Boundary Review

The councillors agreed to defer this item to the November meeting.

20/172 Polstead WI

There had been no further update to PPC on the transfer of the WI land.

20/173 Highways and Footpaths

Following advice from John Ward that Babergh were taking the grass cutting programme back in-house from 2021, the councillors agreed that Babergh would be asked to provide a copy of the cutting schedule to PPC prior to the start of the programme. The councillors requested the Clerk to contact SCC Right of Ways as there is a partial collapse in FP13 to Dollops Wood.

Signed

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20/174 Assets, allotments, playground and playing field

The councillors agreed that Cllrs Oxford and Wade will discuss the design for the replacement bench on Polstead Green with Suffolk Estate Fencing and bring back the final design to the November meeting for approval. The councillors also resolved that the Community Wardens should remove the existing bench as soon as possible.

20/175 Christmas Event

The councillors reviewed the arrangements for the Christmas tree, lights and decorations which will be set-up over the weekend of 12th and 13th December 2020. The councillors then considered the organisation of the Christmas Carols service and reluctantly agreed that due to the existing and ongoing COVID-19 restrictions, it would not be possible to hold the service in 2020.

20/176 Councillor Vacancy

Cllr Wade update councillors on the resignation of Sue Wigglesworth, who had served Polstead as a District Councillor for many years and a Parish Councillor for five and a half years. The councillors resolved that the Chairman present Sue with a bouquet of flowers and a suitable letter to thank her for all the service she has undertaken on behalf of Polstead residents and organisations.

The councillors agreed that should Babergh allow PPC to co-opt for the vacancy, that any applicants will be interviewed at the January 2021 meeting.

20/177 Future Agenda Items for September

- Play Equipment Inspection Report
- Circular Bench design
- SCC Boundary Review
- 2020 / 2021 Budget.

20/178 Next scheduled meeting

The next PPC meeting will be held on Thursday 12th November 2020 at 7.30pm.

Meeting closed at 9.05pm.

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Appendix A Clerk's Report

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
18/159 c	Application has been made to SCC for the installation of bus shelters on the A1071 near the Brewers Arms. PPC has now agreed to pay for the bases to be installed.	
20/139	Minutes updated on website and sent to magazines.	✓
20/144	Wrote to resident re Sycamore tree.	✓
20/146	Sent planning application response(s) to Babergh.	✓
20/147 a	External Audit notice posted on website.	✓
20/147 c	Payments made to suppliers.	✓
20/149	Wrote to CAS regarding deferment on Questionnaire software.	✓
20/152	Wrote to supplier re design of metal bench.	✓
20/152	Community Wardens have undertaken fence repair.	✓
20/154	Christmas Tree ordered for delivery to Community Shop on the 7th December 2020. Matt Peck will be ordering the Christmas Lights and Decorations.	✓
	Community Wardens will undertake cleaning of road signs as part of the SLA.	✓
	Clerk delegated actions	
	Purchased replacement litter bin for Polstead Green after old one declared unfit for purpose.	✓
	Clerk Hours	
	As at 27th September 2020 - Hours Worked 165 / Hours Paid 187.5	

Appendix B Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/20/02942	Sprotts Farm, Holt Road	Change of Use of and extension to part of building to provide indoor cricket nets.	20/142b	No Objection	Permission Granted 18/09/2020
DC/20/03095	Wested House, 4 White Street Green	Application for Listed Building Consent. Replacement of 14no windows and 1no rear door, all in the extended parts of the house.	20/142c	No Objection	LBC Granted 11/09/2020
DC/20/03459	Oak Tree View, White Street Green	Erection of single storey side and rear extensions, new entrance porch to front elevation and raised roofline; Creation of new vehicular access.	20/146a	Agreed in principle with concern.	

Signed

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Appendix C RFO Report Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
14/09/20	Polstead Community Shop - Donation	2032	LA 2011 ss 1 to 8	0.00	777.50
15/09/20	BDC Precept			9,298.00	0.00
08/10/20	B Patrick - Footpaths August	2033	LA 2011 ss 1 to 8	0.00	322.50
08/10/20	DF Crimmin - Expenses Sept to 2 Oct	2034	LA 2011 ss 1 to 8	0.00	821.10

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	28/08/20	£44,049.39	£49,414.53	£3,932.86	£9,298.00	£0.00
Premier Account	28/08/20	£3,334.31	£3,334.31	£0.00	£0.00	£0.00
Cash	07/07/20	£0.00	£0.00			£0.00
		£47,383.70	£52,748.84	£3,932.86	£9,298.00	

Budget v's Actual

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£42,030.94			
<u>Income</u>			<u>Expenditure</u>		
Precept	£18,596.00	£18,596.00	Clerks Salary	£4,704.98	£2,160.31
Bank Interest	£0.00	£0.89	Admin	£2,300.00	£922.50
Recycling	£0.00	£0.00	Insurance	£580.00	£0.00
Grants	£745.00	£0.00	Audit Inspections	£340.00	£380.00
Allotment Rent	£120.00	£148.80	Donations	£1,000.00	£1,777.50
Wayleave	£22.00	£0.00	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Community Wardens	£1,180.00	£1,000.00
Donation	£0.00	£0.00	Dog & Litter Bins	£1,000.00	£0.00
Compensation	£0.00	£0.00	Footpaths	£1,850.00	£2,108.50
Other	£0.00	£0.00	Grass Cutting	£3,350.00	£0.00
CIL	£0.00	£0.00	Ditch Clearance	£200.00	£0.00
VAT Repayment	£0.00	£1,456.49	Maintenance	£1,200.00	£654.84
			Village Hall	£965.00	£0.00
			Projects	£1,500.00	£90.00
			Contingency	£500.00	£0.00
			CIL	£9,617.56	£0.00
			VAT Paid	£0.00	£390.63
Total	£19,483.00	£20,202.18	Total	£9,617.56	£20,729.98
			Assets Carried Forward		£52,748.84
Total		£62,233.12	Total		£62,233.12

End of Appendices

Signed

Date

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Polstead Parish Council adopted the General Power of Competence on the 16th May 2019