

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on 15th July 2021 at 7.30pm in Village Hall

Present: John Flather (Chairman), John Baxter, John Engleheart, Christine Johnson, James Oxford and Stewart Sowman.

Attending: John Ward (Babergh District Councillor), Georgia Hall (Suffolk County Councillor), Dave Crimmin (Clerk) and 5 members of public.

21/131 Apologies for Absence

Cllr Wade (holiday) sent his apologies.

21/132 Declaration of Interests and Requests for Dispensation

Cllr Engleheart declared a pecuniary interest in item 21/140c as he is named in a covenant for part of the plot and would receive a financial payment should the property be developed. He submitted a request for dispensation to take part in the discussion on the application so that he could update the meeting with any details relevant to the application but did not wish to vote on the application. The councillors resolved to grant the dispensation as it is in the interests of persons living in the parish to do so.

21/133 Minutes of Meeting held on 24th June 2021

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

21/134 Reports from County and District Councillors

Councillors noted Georgia Hall's previously circulated report and she updated councillors on pothole repairs, verge cutting schedule, COVIC vaccination rates and the ANPR system being used by SCC. Councillors noted John Ward's previously circulated report and he updated councillors on the Joint Local Plan Examination's new dates for early autumn, Hadleigh Pool as well as an update on the enforcement action being undertaken in the village.

21/135 Reports and Question from Councillors

Cllr Oxford raised a question on the quality of the verge cutting undertaken and Cllr Johnson asked for an update on SCC's 5G strategy.

21/136 Public Forum

A resident raised the issue of hard surfaces in front gardens causing issues with rainwater dispersion.

21/137 Highways

The councillors resolved to spent £365 for a traffic survey of Calais Street in White Street Green so that the speed of traffic through the hamlet can be determined. Georgia Hall also updated councillors on the progress of the request for a "Not suitable for HGV" sign for Mill Lane.

21/138 Emails circulated

Following a review of the emails circulated by the Clerk since the last meeting the councillors requested the Clerk to write to National Grid saying that PPC were unlikely to request a meeting on the Bramford to Twinstead project before September.

21/139 Clerk's Report

Following a review of the Clerk's Report (Appendix A) the councillors asked the Clerk to add Defibrillators and training on the September agenda.

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21/140 Planning

- a. The councillors reviewed **Planning Application DC/21/03509 Prospect House, Stackwood Road** - Conversion and alteration of outbuilding to form single storey detached dwelling, together with improved vehicular access (revised scheme to DC/21/01728) and resolved to object to the application on the following grounds:
 - i. In both the Local Plan and the emerging Joint Local Plan, submitted to the Planning Inspectorate on the 31st March 2021, this property is outside the BUAB / Settlement Area.
 - ii. The proposed development is unsustainable when reviewed against Babergh's existing and emerging policies.
 - iii. This application is contrary to Babergh's existing policies for development in the countryside.
- b. The councillors reviewed **Planning Application DC/21/03532 51 Rockalls Road** - Erection of single storey side extension to provide self-contained annexe for family members and resolved to support the application subject to a condition being applied to any permission that the extension is ancillary to the main dwelling and cannot be separated.
- c. The councillors reviewed **Planning Application DC/21/03722 Bankside, Mill Lane** - Erection of one and half storey and single storey extensions, three bay cartlodge and creation of vehicular access (following demolition of existing extensions and garage) and resolved, by the casting vote of the Chairman, to support the application.
- d. There was a further planning application received since the agenda was posted requiring a response before the next meeting. The councillors reviewed **Planning Application DC/21/03580 Oakdene, Millward Road** - Erection of boundary fencing 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.

21/141 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.

21/142 Trees and hedgerow and wildflower planting

Lisa Matthews outlined her ideas on how the parish could look at the opportunity of taking part in Babergh's scheme to plant areas with trees, hedgerows and wildflowers. The councillors agreed that an article be put in the newsletter outlining the opportunities and that Lisa would co-ordinate the responses on PPC's behalf.

21/143 Polstead WI

PPC has a meeting with all the groups involved with the Village Hall land on Tuesday 20th July 2021.

21/144 Footpaths

It was agreed that a sub committee of Cllrs Baxter, Engleheart and Oxford review the footpaths in the parish in order to update the maintenance schedule for PPC's contractor.

21/145 Assets, allotments, playground and playing field

The councillors will look at reviewing new dog and litter bin requirements at the September meeting. The Clerk to co-ordinate with the Community Wardens on accessing the public notice boards.

Signed

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21/146 Questionnaire software

The councillors agreed to start using the questionnaire software.

21/147 polstead-pc.gov.uk emails

The councillors agreed to set-up their new polstead-pc.gov.uk email accounts on their computers by the end of August so that the Clerk will use these from the 1st September 2021. The Clerk will issue guidance on the set-up process for the councillors.

21/148 Queen's Platinum Jubilee

The Clerk to write to acknowledge that PPC are interested in taking part in the celebrations in June 2022.

21/149 Clerk's retirement

The Clerk will be contacting local clerks ahead of the next meeting to see if there is anyone interested in taking over the position.

21/150 Future Agenda Items

- Queen's Jubilee celebrations
- Notice board replacement
- Review of Dog and Litter bins
- New Clerk
- External Auditor report
- Affordable dwellings in Polstead
- Autumn planting
- Christmas events.

21/151 Next scheduled meeting

The next scheduled meeting will be held on Thursday 16th December 2021 at 7.30pm in the Village Hall.

Meeting closed at 9.25pm.

Appendix A Clerk's Report

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
21/076	A drill bit has been ordered so that the new seat can be installed on the play equipment by the Community Wardens.	
21/098	Georgia Hall sent you an update on the pothole in Heath Road.	
21/113	Minutes updated on Polstead website.	✓
21/120	Sent planning application response(s) to Babergh.	✓
21/121 a	Payments made to suppliers and councillor.	✓
	Clerk delegated actions	
	None used since last meeting.	

Signed

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Appendix B Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/21/02362	Woodlands Farm, Rockalls Road	Erection of steel portal framed agricultural building	21/101a	No objection	Granted 26/05/2021
DC/21/01428	Heath Farm, Hadleigh Heath	Application for Outline Planning Permission (all matters reserved) Town and Country Planning 1990 - Erection of 3No dwellings (following demolition of existing outbuildings).	21/101b	Objected	
DC/21/02365	The Bungalow, Potash Lane	Erection of detached outbuilding	21/101c	Supported	Granted 07/06/2021
DC/21/02692	Little Acre, Spring Lane	Installation of swimming pool and erection of Summerhouse/Shed to house pool plant room	21/101d	No objection	Granted 28/06/2021
DC/21/02782	Wannock, Hadleigh Heath	Erection of a single storey rear extension.	21/120a	No objection	
DC/21/03018	Bankside, Mill Lane	Application for works to trees in a Conservation Area - Fell all Leylandii trees which have been untended for some years and their growth has run away resulting in damage to the property, overhead electric cables and more sensitive and less vigorous native trees/plants.	21/120b	No objection	Granted 25/06/2021
DC/21/03306	Land To The East Of Alverstone Farm Cottage, White Street Green	Severance of garden and erection of 1No single storey dwelling and new vehicular access (following demolition of outbuilding).	21/120c	Objected	

Signed

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

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Appendix C RFO Report Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
21/06/21	Allotment Plot 7			14.70	0.00
15/07/21	BDC - Playground rent	102068	LA 2011 ss 1 to 8	0.00	55.00
15/07/21	B Patrick - Footpaths June	102069	LA 2011 ss 1 to 8	0.00	240.00
15/07/21	GeoXphere Ltd - Parish Online	102070	LA 2011 ss 1 to 8	0.00	40.50

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	28/05/21	£48,195.50	£44,721.86	£3,488.34	£14.70	£0.00
Premier Account	28/05/21	£3,334.93	£3,334.93	£0.00	£0.00	£0.00
Cash	16/06/21	£0.00	£0.00			£0.00
		£51,530.43	£48,056.79	£3,488.34	£14.70	

Actual v's Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£44,162.96			
<u>Income</u>			<u>Expenditure</u>		
Precept	£19,500.00	£9,750.00	Clerks Salary	£4,832.00	£1,080.30
Bank Interest	£0.00	£0.00	Admin	£2,305.00	£572.56
Recycling	£0.00	£0.00	Insurance	£580.00	£0.00
Grants	£745.00	£312.00	Audit Inspections	£380.00	£140.00
Allotment Rent	£120.00	£187.60	Donations	£1,000.00	£500.00
Wayleave	£22.00	£0.00	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Community Wardens	£1,180.00	£505.05
Donation	£0.00	£0.00	Dog & Litter Bins	£1,000.00	£850.99
Compensation	£0.00	£0.00	Footpaths	£2,800.00	£979.00
Other	£0.00	£0.00	Grass Cutting	£3,950.00	£0.00
CIL	£0.00	£0.00	Ditch Clearance	£0.00	£0.00
VAT Repayment	£0.00	£630.21	Maintenance	£1,200.00	£354.21
			Village Hall	£965.00	£0.00
			Projects	£1,500.00	£0.00
			Contingency	£500.00	£0.00
			CIL	£9,617.56	£0.00
			VAT Paid	£0.00	£623.87
Total	£20,387.00	£10,879.81	Total	£9,617.56	£22,252.00
					£6,985.98
			Assets Carried Forward		£48,056.79
Total		£55,042.77	Total		£55,042.77

End of Appendices

Signed

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