

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 15th September 2016 in Polstead Village Hall at 7.30pm

Present: Cllrs Anne MacWillson (Chairman), Matt Peck, James Oxford and Sue Wigglesworth.

Attending: Gordon Jones (Suffolk County Councillor), Dave Crimmin (Clerk) and 3 residents.

16/142 Apologies for Absence

Cllrs Flather and Patrick sent their apologies as did John Ward (Babergh District Councillor).

16/143 Declaration of Interests and Requests for Dispensation

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

16/144 Minutes of Meeting held on 1st September 2016

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

16/145 Reports from County and District Councillors and Suffolk Constabulary

Councillors reviewed Gordon Jones previously circulated report and he updated councillors on the change at SCC Highways where John Simpson has replaced Steve Merry. He was updated on the issue in White Street Green where surfacing work had been undertaken without pot holes being repaired.

16/146 Reports and Question from Councillors and Chairman's Report

No reports or questions submitted and Chairman's comments relate to agenda items.

16/147 Reports and Questions from Parishioners

No issues were raised by residents.

16/148 Clerk's Report (Appendix A)

Following a review of the Clerk's Report by the councillors they were updated that Bryn Hurren has been engaged to repair the tree bench at a cost of £20.

16/149 Correspondence (Appendix B)

Following a review of the Correspondence and emails circulated by the Clerk since the last meeting, there was no further action requested of the Clerk.

16/150 Planning

- a. The councillors reviewed **Planning Application B/16/01115 St Mary House, Polstead Hill** - Erection of single-storey rear extensions, insertion of patio doors and roof lantern, render and cladding and resolved to support the application.
- b. The councillors reviewed **Planning Application B/16/00941 Garden Cottage, Tills Farm, Hadleigh Road** - Erection of two-storey extension and new driveway and resolved to support the application.
- c. The councillors reviewed **Planning Application B/16/01158 Boxford (Suffolk) Farms, Hill Farm, Brick Kiln Hill** - Installation of a combined heat and power engine within a sound insulated container and resolved to support the application.
- d. A further planning application had been received since the agenda was posted. The councillors reviewed **Planning Application B/16/01149 Alverstoke Farm, White Street Green** - Erection of agricultural building to house cattle and cattle feed together with associated works and resolved to support the application subject to appropriate indigenous screening being incorporated into the scheme.
- e. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC are as follows:

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Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
B/16/00557	Land to the east of, White Street Green	Notification under Part 6 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 - Erection of an agricultural storage barn.	16/089a	Full Planning Application requested	Withdrawn
B/16/00586	Brewery Farm, Bower House Tye	Notification under Part 3 of the Town and Country Planning (General Permitted Development) (England) Order 2015 ? Prior approval under Class M(b) building operations reasonably necessary to convert building to Dwellinghouse(s) (C3) (Application follows change of use granted under approval B/15/00533/SHDW)	16/089a	No comment	Permission Granted 17/08/2016
B/16/00481	Formally known as Sharline, White Street House, White Street Green	Erection of one and a half storey dwelling, brick party boundary wall and construction of vehicular access (amended from dwelling approved under B/15/00403/FUL).	16/089a	Concerned at actions taken by applicant	Permission Granted 08/07/2016
B/16/00636	Stackwood Cottage, Stackwood Road	Erection of 1 no. two-storey detached dwelling and detached double carport/log store with home office above (following demolition of existing dwelling)	16/105a	Supported	Permission Granted 12/07/2016
B/16/00622	Coppers, White Street Green	Erection of 2 no. detached dwellings and garages (following demolition of existing dwelling).	16/105b	Objected	REFUSED 22/07/2016
B/16/00435	Old Farmhouse, Brick Kiln Hill	Erection of 2 no. rural workers dwellings.	16/105c	Supported	Permission Granted 15/07/2016
B/16/00709	Miracle Barn, Bower House Tye	Erection of garage (amendment to application B/07/01043).	16/124a	Supported	Permission Granted 05/08/2016
B/16/00727	Robin Hill, Mill Street	Erection of an orangery to rear elevation.	16/124b	Supported	Permission Granted 27/07/2016
B/16/00761	Land South of Wood Hall Farm, Stackwood Road	Erection of 1 no. dwelling, ancillary out-building and construction of new vehicular access.	16/124c	Defer to Babergh Policies	Permission Granted 24/08/2016
B/16/00791	Rose Cottage, Polstead Hill	Application for Listed Building Consent - Conversion of existing detached out-building to utility/guest room (uses ancillary to existing dwelling). Replacement of front door and garage doors. Alterations and renovation to existing dwelling as per schedule of works.	16/124d	Initial objection withdrawn.	Permission Granted 19/08/2016
B/16/00790	Rose Cottage, Polstead Hill	Conversion of existing detached out-building to utility/guest room (uses ancillary to existing dwelling). Replacement of front door and garage doors. Alterations and renovation to existing dwelling as per schedule of works.	16/124e	Initial objection withdrawn.	Permission Granted 19/08/2016
B/16/00844	Justice Wood Barn, Justice Wood	Erection of 3 bay cartlodge.	16/124f	Supported	Permission Granted 15/08/2016
B/16/00751	Brewery Farm, Bower House Tye	Erection of 2 no. stables and tact room	16/124g	Supported	Permission Granted 25/08/2016
B/16/00862	Sweet Home, Bower House Tye	Erection of two-storey rear extension	16/124g	Objected	
B/16/00863	Adjoining Parish - Silver Birch, Hadleigh Road	Erection of first floor (with flat roof) and roof terrace. Erection of single-storey outbuilding. Demolition of existing garage.	16/124g	Supported	

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16/151 Finance

- a. The councillors reviewed the External Audit report from BDO for the year ended 31st March 2016 and resolved to accept and approve the findings.
- b. 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, agreed the Reconciliation of Accounts against the Bank Statements and reviewed the Statement of Accounts against the budget.

16/152 Highways and Footpaths

Apart from the issue raised in item 16/145, no further issues were raised.

16/153 Assets, playground and playing field

- a. The councillors were pleased with the usage of the new play equipment which appears to have been well received by the younger members of the community.
- b. A further quote is to be obtained for the tree works at the foot of the allotments.
- c. The Clerk to start the process of giving notice to an allotment tenant due to the plot not being used or maintained. The councillors will consider any mitigating issues from the allotment holder at their next meeting.

16/154 Footpath and grass cutting

The councillors hope to encourage all landowners to maintain their footpaths and a campaign to make 2017 a year of highlighting Polstead Footpaths is planned. All landowners with footpath responsibilities will be invited to join the campaign.

16/155 Defibrillator

The councillors thanked Gordon Jones for his Locality Budget of £1,995 which will enable PPC to order a defibrillator and cabinet from Community Heartbeat Trust. With the Village Hall Committee giving their permission for the cabinet to be located on the outside of the hall, the Clerk will now liaise with the VHC and their electrical contractor to get the cabinet installed at PPC's cost. PPC will also give the VHC a sum of £30 a year to cover electricity use. Councillors will now seek volunteers in order to maintain the governance requirements of a defibrillator scheme. A training session for residents interested to know how the defibrillator works will also be arranged.

16/156 Polstead Website

After reviewing the proposal on moving the support of the Polstead OneSuffolk website from Suffolk County Council to Community Action Suffolk the councillors resolved for this to happen from the 1st November 2016 at a cost of £50 per annum. Richard Sanford will make the necessary arrangements.

16/157 Future Agenda Items

- Neighbourhood Watch
- 2017 Event.

16/158 & 16/159 Councillor Vacancy

With the only applicant withdrawing, these items were deferred.

16/160 Next meeting

The next scheduled meeting will be held on Thursday 20th October 2016 starting at 7.30pm in the Village Hall.

The meeting closed at 8.56pm.

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Appendix A Clerks Report

Minute	Action	Complete ✓
16/117	Minutes updated on website and sent to newsletter.	✓
16/124	Planning responses sent to Babergh.	✓
16/125	Payments made to suppliers.	✓
16/127 c	Awaiting quotation from Bryn Hurren.	
16/128	Locality Budget received from Gordon Jones for defibrillator.	✓
16/129	Standing Orders and Financial Regulations sent to website.	✓
16/131	Notices issued for councillor vacancy.	✓
16/136	Minutes updated on website.	✓
16/139	Planning responses sent to Babergh.	✓
Clerk Hours		
As at 28th August 2016 - Hours Worked 154.75 / Hours Paid 165		

Appendix B Correspondence reviewed by councillors

No correspondence received.

Appendix C RFO Report Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
21/07/16	Aglian Water - Allotments 19 Jan to 8 July	820	LA 2011 ss 1 to 8	0.00	52.22
21/07/16	Suffolk Preservation Society - Annual Subscriptions	821	LA 2011 ss 1 to 8	0.00	30.00
21/07/16	Anglian Inspection Services - Playground Inspection	822	LA 2011 ss 1 to 8	0.00	162.00
22/07/16	A MacWillson - Expenses for July event	823	LA 2011 ss 1 to 8	0.00	106.93
19/08/16	HMRC VAT Repayment			4,277.95	0.00
22/08/16	BDC S106 Grant			4,697.76	0.00
01/09/16	BDC Precept			9,105.00	0.00
15/09/16	BDO - Audit Fee	824	LA 2011 ss 1 to 8	0.00	120.00
15/09/16	B Patrick - Footpaths	825	LA 2011 ss 1 to 8	0.00	262.50
15/09/16	PA Scammell - Dog bins installation	826	LA 2011 ss 1 to 8	0.00	141.00
15/09/16	Polstead Village Hall - Hire	827	LA 2011 ss 1 to 8	0.00	5.00
15/09/16	DF Crimmin - Expenses Mar to Aug	828	LA 2011 ss 1 to 8	0.00	217.21
15/09/16	SLCC - Annual Subscription	829	LA 2011 ss 1 to 8	0.00	33.18
30/09/16	DF Crimmin - Salary July to Sept	830	LA 2011 ss 1 to 8	0.00	816.33
30/09/16	DF Crimmin - WFHA July to Sept	830	LA 2011 ss 1 to 8	0.00	39.00
30/09/16	HMRC - Clerk Tax	831	LA 2011 ss 1 to 8	0.00	204.00

Reconciliation

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Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/08/16	£19,082.89	£26,349.67	£1,838.22	£9,105.00	£0.00
Premier Account	30/06/16	£3,317.58	£3,317.58	£0.00	£0.00	£0.00
Cash	09/09/16	£0.00	£0.00			£0.00
		£22,400.47	£29,667.25	£1,838.22	£9,105.00	

Actual v's Budget

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£31,574.91				
Income			Expenditure			
Precept	£18,210.00	£18,210.00	Clerks Salary		£4,452.00	£2,020.78
Bank Interest	£300.00	£0.41	Admin		£1,850.00	£850.24
Recycling	£0.00	£0.00	Insurance		£430.00	£0.00
Grants	£195.00	£4,697.76	Audit Inspections		£220.00	£208.00
Allotment Rent	£120.00	£100.00	Donations		£1,000.00	£100.00
Wayleave	£22.00	£0.00	Chairman's Allowance		£60.00	£0.00
QDJ	£0.00	£0.00	Dog & Litter Bins		£875.00	£0.00
Donation	£0.00	£0.00	Footpaths		£1,400.00	£887.50
Compensation	£0.00	£0.00	Grass Cutting		£2,300.00	£0.00
Other	£0.00	£183.58	Ditch Clearance		£200.00	£0.00
VAT Repayment	£0.00	£5,314.78	Maintenance		£1,140.00	£732.50
			Village Hall		£935.00	£506.73
			Projects	£15,000.00	£1,500.00	£20,810.49
			Contingency		£500.00	£0.00
			VAT Paid		£0.00	£4,297.95
Total	£18,847.00	£28,506.53	Total	£15,000.00	£16,862.00	£30,414.19
			Assets Carried Forward			£29,667.25
Total		£60,081.44	Total			£60,081.44

End of Appendices

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