

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 15th October 2015 in Polstead Village Hall at 7.30pm

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

Attending: Dave Crimmin (Clerk) and 2 residents.

15/171 Apologies for Absence

Cllrs Page (work commitment) and Patrick (holiday) sent their apologies as did Gordon Jones (Suffolk County Councillor) and John Ward (Babergh District Councillor).

15/172 Declaration of Interests and Requests for Dispensation

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

15/173 Minutes of Meeting held on 17th September 2015

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

15/174 Reports from County and District Councillors and Suffolk Constabulary

The councillors noted the reports submitted by Gordon Jones, John Ward and the Police.

15/175 Reports and Question from Councillors and Chairman's Report

Cllr Wigglesworth updated councillors that the Layham pit was still inactive and that at the next meeting of the liaison meeting a tour of the pit will be undertaken. The Chairman updated councillors on the bench installed within the allotments in memory of Brian Regan and of the memorial service for Nick Palmer.

15/176 Reports and Questions from Parishioners

Issues were raised on the lack of grit at the A1071 and Stackwood Road junction, the Gypsies and Travellers consultation and the play equipment project.

15/177 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.

15/178 Correspondence (Appendix B)

Following a review of the Correspondence and emails there were no further actions requested of the Clerk.

15/179 Planning

- a. The councillors reviewed **Planning Application B/15/01309 Wildacres, 4 Heath Close, Polstead Heath** - Erection of single storey rear extensions and resolved that they supported the application.
- b. No further planning application had been received since the agenda was posted.
- c. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC were as follows:

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Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
B/15/00403/FUL	Sharline, White Street Green	Erection of 1 no. dwelling & 1 No. replacement dwelling (following demolition of existing property).	15/104b	Objected	
B/15/00403/FUL	Sharline, White Street Green	Erection of 1 No. dwelling & 1 No. replacement dwelling (following demolition of existing property).	15/153a	Supported	
B/15/00903	The Oaks, Heath Road	Erection of 1 No. new one-and-a-half-storey dwelling and improvements to existing vehicular access (following demolition of existing out-building) (Existing dwelling on site to be retained)	15/153d	Supported	Permission Granted 05/10/2015
B/15/01025	Popes Green Farm, Popes Green Lane, Layham	Adjoining Parish - Change of use of existing agricultural land to domestic curtilage (Class C3 land use).	15/164a	No Comment	
B/15/00980	Robin Hill, Mill Street	Erection of orangery in rear garden	15/164b	Supported	
B/15/00983	Robin Hill, Mill Street	Erection of front dormer window.	15/164c	Supported	

15/180 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 Statements against the reconciliation.
- b. The councillors resolved to donate £50 to the Motor Neuron Disease Association and £50 to the SITraN charities in memory of Nick Palmer.

15/181 Highways and Footpaths

It was agreed that the advice of Tree Warden would be sought over the condition of the tree on the Green opposite the pub. It was agreed that the Clerk contact John Baxter in order to review the footpaths maintained in 2015 and that Dr John Flather be appointed the Footpath Warden for 2016. The councillors wished to record their appreciation for all the work undertaken by John Baxter as Footpath Warden over the past 3 years.

15/182 Assets, playground and playing field

The Chairman updated councillors that she hoped to get Bruce Martin involved in the fundraising for the new play equipment. It was agreed that a presentation of the play equipment plans would be held in the afternoon ahead of the Annual Parish Meeting in early April. The fundraising event will be held on Saturday 2nd July 2016 unless it clashes with another local event.

15/183 Allotments

It was agreed that the Clerk speak to the allotment holder who failed to use an allotment plot in 2015.

15/184 Christmas Carols

It was agreed that the Christmas Carols would be held in the Village Hall on Sunday 20th December 2015 starting at 4pm. Mr Howard will be asked to be Father Christmas by the Chairman, Cllr Peck will source the Christmas Tree, Cllr Page will arrange the lights and decorations, Cllr Oxford will purchase the children's' gifts and Cllrs MacWillson and Flather will arrange food and drink.

15/185 Gypsy and Traveller call for sites

The councillors reviewed the criteria for the short stay sites for gypsies and travellers and agreed that Polstead did not offer any suitable locations.

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15/186 BDC Liaison Meeting

Cllrs Oxford and Peck will represent PPC and the BDC Liaison meeting on the 3rd November at Gt Waldingfield Village Hall.

15/187 Future Agenda Items

- Defibrillator(s)
- Play equipment and fundraising
- Christmas Carols.

15/188 Next meeting

The next scheduled meeting will be held on Thursday 19th November 2015 starting at 7.30pm in the Village Hall.

The meeting closed at 9.04pm.

Appendix A Clerks Report

Minute	Action	Complete ✓
14/124	Response sent to Royal Mail on Pillar Box removal. No response to date on request for VR box.	
15/013	Have requested SCC Highways for a grit heap at A1071 / Stackwood Road junction	
15/127	Order outstanding re chains for play equipment.	
15/158	Minutes updated on website and published to newsletters.	✓
15/164	Response sent to Babergh re planning application(s)	✓
15/165 a	BDO Notice published on Notice Boards and website	✓
15/165 b	Cheques distributed to suppliers.	✓
15/167 a	BDC would consider an application for 100% of the Section 106 money (£4,650 as at August 2015) to be used for the new playground equipment subject to evidence of parishioners approval of the use.	✓
15/167 b	New dog bins ongoing.	

Appendix B Correspondence reviewed by councillors

No correspondence received.

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**Appendix C RFO Report
Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
07/09/15	Interest 8 Jun to 6 Sept	BS 52		0.41	0.00
12/10/15	UK Power Wayleave			21.01	0.00
15/10/15	B Patrick - Footpath Maintenance	782	LA 2011 ss 1 to 8	0.00	137.50
15/10/15	J Robertson - Donated Bench	783	LA 2011 ss 1 to 8	0.00	383.52

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/09/15	£38,497.03	£36,702.30	£1,815.74	£21.01	£0.00
Premier Account	30/09/15	£3,316.35	£3,316.35	£0.00	£0.00	£0.00
Cash	30/09/15	£0.00	£0.00			£0.00
		£41,813.38	£40,018.65	£1,815.74	£21.01	

Budget v's Actual

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£29,408.07			
<u>Income</u>			<u>Expenditure</u>		
Precept	£17,891.10	£17,891.10	Clerks Salary	£4,315.00	£2,000.90
Bank Interest	£2.00	£0.86	Admin	£1,860.00	£1,002.17
Recycling	£0.00	£0.00	Insurance	£475.00	£0.00
Grants	£195.00	£97.16	Audit Inspections	£190.00	£208.00
Allotment Rent	£200.00	£120.00	Donations	£1,000.00	£0.00
Wayleave	£20.30	£21.01	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	£1,155.00
Compensation	£0.00	£0.00	Grass Cutting	£2,250.00	£0.00
Other	£0.00	£693.57	Ditch Clearance	£200.00	£0.00
VAT Repayment	£0.00	£341.67	Maintenance	£1,140.00	£135.00
			Village Hall	£935.00	£0.00
			Projects	£3,000.00	£1,500.00
			Contingency	£500.00	£0.00
			VAT Paid	£0.00	£399.81
Total	£18,308.40	£19,165.37	Total	£3,000.00	£16,700.00
			Assets Carried Forward		£40,018.65
Total		£48,573.44	Total		£48,573.44

End of Appendices

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