

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 16th February 2017 in Polstead Village Hall at 7.30pm

Present: Cllrs Amanda Flather (Chairman), Peter Patrick, Andrew Wade and Sue Wigglesworth.

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

17/021 Apologies for Absence

Cllrs MacWillson (holiday), Oxford (commitment) and Peck (illness) sent their apologies.

17/022 Declaration of Interests and Requests for Dispensation

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

17/023 Minutes of Meeting held on 19th January 2017

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

17/024 Reports from County and District Councillors and Suffolk Constabulary

Councillors reviewed Gordon Jones previously circulated report and he updated councillors on the 3% increase in the care precept, Sizewell C consultation and street parking. Councillors reviewed John Ward's previously circulated report and he updated councillors on Babergh's plans for public access to its services and the meeting with Town & Parish Councils.

17/025 Reports and Question from Councillors and Chairman's Report

No issues were raised.

17/026 Reports and Questions from Parishioners

No issues were raised.

17/027 Clerk's Report (Appendix A)

Following a review of the Clerk's Report by the councillors there were no further actions required of the Clerk.

17/028 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.

17/029 Planning

- No planning application had been received since the agenda was posted.
- 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
B/16/01613	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 agricultural storage building.	17/009a	Objected	
B/16/01665	Rose Cottage, Polstead Hill	Erection of rear porch	17/009b	Supported	Approved 02/02/2017
B/17/00032	Lower Justice Wood Cottage, Justice Wood	Erection of rear porch extension.	17/009	Supported	

17/030 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

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meeting, agreed the Reconciliation of Accounts against the Bank Statements and reviewed the Statement of Accounts against the budget.

- b. The councillors reviewed the contract received from BT in relation to the adoption of the telephone kiosks at the junction of Heath Road and Straight Road and on Polstead Hill and resolved that PPC adopts them for £1 each and the Clerk was authorised to sign the contract on PPC's behalf.
- c. The councillors deferred the donation towards the maintenance costs of St Mary's Church clock until the March meeting so that they could understand the costs involved in the work currently being undertaken on the clock.
- d. The councillors resolved that Cllr Wade attend the SALC Planning Conference event on PPC's behalf.

17/031 Highways and Footpaths

No issues were raised.

17/032 Assets, allotments, playground and playing field

No issues were raised.

17/033 Litter Pick

The councillors agreed the routes for the Litter Pick on Saturday 1st April 2017 as well as the Risk Assessment for the event which will be co-ordinated by Cllrs Flather and MacWillson. The event will start at 10 am from Polstead Village Green and the clerk was asked to place a notice in the newsletter and produce signs for the notice boards.

17/034 Future Agenda Items

- Litter Pick
- Donations
- Church Clock
- Road signage on entry to White Street Green.

17/035 Next meeting

The next scheduled meeting will be held on Thursday 16th March 2017 starting at 7.30pm in the Village Hall.

The meeting closed at 8.29pm.

Appendix A Clerks Report

Minute	Action	Complete ✓
16/197	Registered request to adopt 2 phone boxes with BT -See Agenda Item 10b - 16/02/1017	
17/002	Minutes updated on website.	✓
17/009	Planning responses sent to Babergh.	✓
17/010 a	Payments made to suppliers.	✓
17/010 b	Precept Demand acknowledged by Babergh.	✓
17/010 c	Contract renewal confirmed with J Palmer.	✓
17/012	Letter sent to Mr Chatters re allotment.	✓
17/013	Drew Coulson contracted for tree work at allotments.	✓
17/018	Litter Pick documents circulated to councillors.	✓
	Clerk Hours	
	As at 29th January 2017 - Hours Worked 300 / Hours Paid 330	

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Appendix B Correspondence reviewed by councillors

No correspondence received.

**Appendix C RFO Report
Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
20/01/17	Anglian Water - Allotments 7th Oct to 12th Jan	843	LA 2011 ss 1 to 8	0.00	22.25
20/01/17	A MacWillson - Christmas Carols Expenses	844	LA 2011 ss 1 to 8	0.00	100.00
03/01/17	Allotment 5 L McLeod	BACS	LA 2011 ss 1 to 8	15.00	0.00
16/02/17	B Patrick - Footpaths	845	LA 2011 ss 1 to 8	0.00	150.00
16/02/17	Community Heartbeat Trust - Defibrillator & Cabinet	846	LA 2011 ss 1 to 8	0.00	2,424.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/01/16	£27,233.30	£24,540.35	£2,692.95	£0.00	£0.00
Premier Account	30/12/16	£3,318.40	£3,318.40	£0.00	£0.00	£0.00
Cash	09/02/17	£0.00	£0.00			£0.00
		£30,551.70	£27,858.75	£2,692.95	£0.00	

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	£3,031.17
Bank Interest	£300.00	£1.23	Admin		£1,850.00	£1,177.73
Recycling	£0.00	£0.00	Insurance		£430.00	£49.61
Grants	£195.00	£6,887.08	Audit Inspections		£220.00	£208.00
Allotment Rent	£120.00	£115.00	Donations		£1,000.00	£100.00
Wayleave	£22.00	£20.75	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	£1,681.25
Compensation	£0.00	£0.00	Grass Cutting		£2,300.00	£1,525.00
Other	£0.00	£183.58	Ditch Clearance		£200.00	£0.00
CIL	£0.00	£2,561.80	Maintenance		£1,140.00	£764.50
VAT Repayment	£0.00	£5,314.78	Village Hall		£935.00	£506.73
			Projects	£15,000.00	£1,500.00	£22,947.12
			Contingency		£500.00	£0.00
			VAT Paid		£0.00	£5,019.27
Total	£18,847.00	£33,294.22	Total	£15,000.00	£16,862.00	£37,010.38
			Assets Carried Forward			£27,858.75
Total		£64,869.13	Total			£64,869.13

Un-recovered VAT = £741.32

End of Appendices

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