

**POLSTEAD PARISH COUNCIL**

**Minutes of Meeting held on Thursday 16<sup>th</sup> April 2015 in Polstead Village Hall at 7.30pm**

**Present:** Cllrs Anne MacWillson (Chairman), Phil Page and James Oxford.

**Attending:** Dave Crimmin (Clerk) and 2 residents.

**15/072 Apologies for Absence**

Cllrs Flather, Martin, Patrick (holiday) and Palmer (ill) gave their apologies as did Sue Wigglesworth (Babergh District Councillor), Gordon Jones (Suffolk County Councillor) and PCSO Coleman.

**15/073 Declaration of Interests**

None were declared.

**15/074 Requests for Dispensation**

None received.

**15/075 Minutes of Meeting held on 19<sup>th</sup> March 2015**

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

**15/076 Reports from County and District Councillors and Suffolk Constabulary**

A Police report is contained in Appendix A.

**15/077 Reports and Question from Councillors**

A planning application for Popes Green farm is anticipated. Support for the removal of knotweed is available if required.

**15/078 Chairman's Report**

No report given.

**15/079 Reports and Questions from Parishioners**

Residents gave information on the planning application in item 15/082a and an allotment tenant requested clarification on the tenancy agreement.

**15/080 Clerk's Report (Appendix B)**

Signed ..... Date.....

## POLSTEAD PARISH COUNCIL

### Minutes of Meeting held on Thursday 16<sup>th</sup> April 2015 in Polstead Village Hall at 7.30pm

Following a review of the Clerk's Report there were no further actions requested of the Clerk.

#### 15/081 Correspondence (Appendix C)

Following a review of the Correspondence and emails circulated the councillors agreed to top-up the sand in the playing field for users to fill any rabbit holes before use.

#### 15/082 Planning

- The councillors reviewed **Planning Application B/15/00315/FHA Christobel, White Street Green** - Erection of 1 and 1/2 storey rear extension and roof extension to existing dwelling to create first-floor accommodation (following demolition of existing conservatory and utility room), and application of painted timber weatherboarding to exterior of dwelling and resolved that they had no objection.
- The councillors noted the appeal to the Secretary of State APP/D3505/D/15/3004011 against BDC's refusal of Planning Application B/14/01243 Wildacres, 4 Heath Close - Erection of first floor extension.
- No further planning application had been received since the agenda was posted.
- The status of planning applications, enforcement referrals and appeals previously reviewed by PPC were as follows:

Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
APP/D3505/Q/14/2222976	The Brambles, Holt Road	Appeal against refusal of Planning Application B/14/00162/ROC	14/158d	Nothing to add.	
B/14/01626/FHA	Sunnyside, Straight Road	Erection of garage and cart lodge with garden store	15/011b	Objected	Permission Granted 10/03/2015
B/15/00097/FUL	Bower House Farm, Bower House Tye	Erection of extension to cattle shed to form feed silo enclosure.	15/034b	No objection	Permission Granted 30/03/2015

#### 15/083 Finance

- All cheques signed and due for signing, as itemised in Appendix D, were authorised by the councillors. The councillors also accepted the Bank Reconciliation and the Statement of Accounts as at 31<sup>st</sup> March 2015.

#### 15/084 Highways and Footpaths

There were no further updates on the road safety initiatives currently being implemented by SCC Highways.

#### 15/084 Allotments

The councillors were updated that the council works to the allotment water supply has now been completed and an Anglian Water inspection of the works was scheduled for the 17<sup>th</sup> April. Subject to the works passing the inspection, the Clerk was authorised to order the connection with Anglian Water and the cheque was signed accordingly.

**POLSTEAD PARISH COUNCIL**  
**Minutes of Meeting held on Thursday 16<sup>th</sup> April 2015 in Polstead Village Hall at 7.30pm**

In reviewing a request from a tenant to locate a greenhouse outside of his plot on the land maintained by PPC, the councillors resolved to reject the application as all items contained in the tenancy agreement related to the tenant's plot. The tenant was also requested to relocate his chickens to within his plot boundary which was agreed by the tenant.

**15/085 Assets, playground and playing field**

No issues raised. The location for a commemorative bench was deferred until the May meeting.

**15/086 PPC Election in May 2015**

The Clerk updated councillors that 6 nominations had been received for the 7 councillor vacancies on PPC. This would mean that no poll for PPC would take place on the 7<sup>th</sup> May 2015. The councillors resolved that it would be for the new council to agree the advertisement for the co-option of the 7<sup>th</sup> member.

**15/087 Next meeting**

The next scheduled meeting will be held on Thursday 21<sup>st</sup> May 2015 starting at 7.30pm in the Village Hall.

**The meeting closed at 8.33pm.**

**Appendix A County, District and Suffolk Constabulary reports**

The Police report showed that no crimes had been reported since the March meeting.

## POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 16<sup>th</sup> April 2015 in Polstead Village Hall at 7.30pm

### Appendix B 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 single track signage from SCC Highways and copy of plans for PPC approval.	
15/013	Have requested SCC Highways for a grit heap at A1071 / Stackwood Road junction	
15/013	Raised issue of parking at junction of roads with Police.	
15/053	Approved minutes sent to website. Draft minutes sent to website.	✓
15/058	Wrote to Police re car parking at junction.	
15/059	Wrote to resident re removal of VAS.	✓
15/061 b	Cheques distributed to suppliers.	✓
15/061 c	Donations distributed to organisations.	✓
15/063	Extra works for water supply completed. Anglian Water inspection on 17th April.	✓

### Appendix C Correspondence reviewed by councillors

No correspondence received.

**POLSTEAD PARISH COUNCIL**

Minutes of Meeting held on Thursday 16<sup>th</sup> April 2015 in Polstead Village Hall at 7.30pm

**Appendix D RFO Report**

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
<b>2014 /2015</b>					
19/03/15	Polstead Village Hall - Donation	749	LGA 1972 s 137	0.00	200.00
19/03/15	St Elizabeth Hospice - Donation	750	LGA 1972 s 137	0.00	50.00
19/03/15	EAAA - Donation	751	LGA 1972 s 137	0.00	50.00
19/03/15	CAB - Donation	752	LGA 1972 s 137	0.00	50.00
19/03/15	Ipswich DAB - Donation	753	LGA 1972 s 137	0.00	50.00
<b>2015 / 2016</b>					
13/04/15	DF Crimmin Expenses refund		LGA 1972 s 112	0.00	338.82
16/04/15	B Patrick - Allotment Fencing	754	Small Holdings & Allotments Act	0.00	1,026.82
16/04/15	Anglian Inspection Services - Playground Inspection	755	Open Space Act 1906 ss 9, 10	0.00	162.00
16/04/15	Polstead Village Hall Committee - Hire	756	LGA 1972 s 133	0.00	5.00

Bank Reconciliation as at 31<sup>st</sup> March 2015

<b>Balances per Bank Statements as at 31st March</b>			
Barclays Community		£28,458.23	
Barclays Premium Account		£3,315.49	
			£31,773.72
Add any Unbanked Cash as at 31 March			£0.00
Less Unpresented Cheques as at 31 March			
	737	£100.00	
	745	£855.50	
	746	£204.20	
	747	£905.95	
	749	£200.00	
	750	£50.00	
	753	£50.00	
			£2,365.65
		<b>Total Cash</b>	<b>£29,408.07</b>
<b>CASH BOOK</b>			
Opening Balance			£22,627.64
Add Receipts in the year			£20,876.59
			£43,504.23
Less Payments in the year			£14,096.16
		<b>Total Cash</b>	<b>£29,408.07</b>

Signed ..... Date.....

**POLSTEAD PARISH COUNCIL**  
**Minutes of Meeting held on Thursday 16<sup>th</sup> April 2015 in Polstead Village Hall at 7.30pm**

**POLSTEAD PARISH COUNCIL**  
**Minutes of Meeting held on Thursday 16<sup>th</sup> April 2015 in Polstead Village Hall at 7.30pm**

Statement of Accounts as at 31<sup>st</sup> March 2015

<b>Receipts</b>			
Precept		£17,810.06	
Bank Interest		£1.64	
Recycling		£0.00	
Grants		£2,061.82	
Allotment Rent		£0.00	
Wayleave		£20.30	
QDJ		£0.00	
Donation		£0.00	
Compensation		£0.00	
Other		£574.50	
VAT Repayment		£408.27	
			<b>£20,876.59</b>
<b>Payments</b>			
Clerks Salary		£3,957.40	
Admin		£1,280.99	
Insurance		£401.14	
Audit Inspections		£190.00	
Donations		£1,000.00	
Chairman's Allowance		£0.00	
Dog & Litter Bins		£608.59	
Footpaths		£1,287.50	
Grass Cutting		£2,038.90	
Ditch Clearance		£0.00	
Maintenance		£415.00	
Village Hall		£758.40	
Projects		£1,816.57	
Contingency		£0.00	
VAT Paid		£341.67	
			<b>£14,096.16</b>
<b>Excess of Receipts over Payments</b>			<b>£6,780.43</b>
Add Balance Brought Forward			£22,627.64
<b>Balance Carried Forward</b>			<b>£29,408.07</b>
<b>Represented by</b>			
Barclays Community		£26,092.58	
Barclays Premium		£3,315.49	
Cash		£0.00	
			<b>£29,408.07</b>

**End of Appendices**

Signed ..... Date.....

**Series Page 356**