

POLSTEAD PARISH COUNCIL

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

Present: Cllrs Amanda Flather (Chairman), James Oxford, Matt Peck, Andrew Wade and Sue Wigglesworth.

Attending: John Ward (Babergh District Councillor), Dave Crimmin (Clerk) and 2 members of public.

17/173 Apologies for Absence

Cllrs MacWillson (holiday) and Patrick (unwell) sent their apologies as did Gordon Jones (Suffolk County Councillor).

17/174 Declaration of Interests and Requests for Dispensation

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

17/175 Minutes of Meeting held on 19th October 2017

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

17/176 Reports from County and District Councillors and Suffolk Constabulary

The councillors noted Gordon Jones' and John Ward's previously circulated reports.

17/177 Reports and Question from Councillors

Cllr Wade reported that the daffodil planting event had gone well and that it is hoped to continue the programme in 2018. Cllrs Oxford and Wigglesworth updated councillors on the outcomes of the BDC parish liaison meeting held in early November which included items on the local plan, planning, the possible merger of Babergh and Mid Suffolk and community engagement. Cllr Wigglesworth reported that the Poppy Appeal in Polstead had raised over £500.

17/178 Reports and Questions from Parishioners

Mr Marginson who owns the Brewers Arms, raised his concerns over minute 17/142 from the meeting in September which he felt was not an accurate record of events in relation to the recycling grant that Babergh give to charities and other such organisations if a recycling bank is placed on private land. Mr Marginson contended that PPC had received the recycling grant up to August 2011 but since then it had not been allocated to any organisation and had still remained with Babergh. The grant money has now been paid by Babergh to the Seesaw charity and the sign at the pub will now be modified to reflect the change. The Chairman apologised to Mr Marginson for any misunderstanding that the original minute may have caused.

17/179 Clerk's Report (Appendix A)

Following a review of the Clerk's Report by the councillors the Clerk updated councillors that he had obtained a quotation for the repairs and repainting of the two red kiosks owned by PPC from a contractor who had undertaken similar work at Little Waldingfield. The councillors asked the Clerk to try to obtain another quote for the same specification of work.

17/180 Correspondence (Appendix B)

Following a review of the Correspondence and emails circulated by the Clerk since the last meeting it was agreed that Cllr Wade attend the SPS training session on design with PPC paying his travel costs to and from Southwold.

17/181 Planning

- a. The councillors noted **Planning Application DC/17/05567 The Old Forge, Polstead Green** - Trees in a Conservation Area Notification - Pollard 1 No. Horse Chestnut Tree.
- b. The councillors noted **Planning Application DC/17/05564 Polstead Mill, Mill Lane** - Trees in a Conservation Area Notification - Fell 1 No. Sycamore Tree

Signed Date.....

Polstead Parish Council adopted the General Power of Competence on the 21st May 2015

Series Page 469

POLSTEAD PARISH COUNCIL

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

- c. The councillors noted **Planning Application DC/17/05613 Corders House, Polstead Hill** - Notification of Works to Trees in a Conservation Area - Pollard to previous points 1 no. Sweet Chestnut; reduce back to previous points, remove ivy and major deadwood on 1 no. Hawthorn; pollard to approx 5m 1 no. Goat Willow.
- d. A further planning application had been received since the agenda was posted that required to be reviewed before the next scheduled meeting. The councillors reviewed **Planning Application DC/17/05483 Spencers Farm, Straight Road** - Erection of outbuilding for use as gym and craft room (following demolition of existing outbuilding) and resolved to support the application for the gym and craft room but would ask Babergh to add a condition so that the building is not used as a dwelling.
- e. 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
DC/17/04521	Avonlea White Street Green	Planning Application - Change of use of land from agricultural to residential curtilage	17/146a	Supported	
DC/17/04499	Land On The West Side Of Stackwood Road	Planning Application-Erection of a 1 No dwelling, home office, workshop, parking areas.	17/146b	Objected	REFUSED 03/11/2017
DC/17/03117	Hill Farm Brick Kiln Hill	Revisions to application for the erection of extensions to existing production premises and new buildings to provide canning line (12,611sqm); warehouse space (7,100sqm); apple processing and juice storage (2,060sqm); and apple processing (1,040sqm); associated vehicle parking, landscaping and drainage infrastructure.	17/146c	Objected	
DC/17/04784	The Bungalow Potash Lane	Erection of replacement dwelling and detached garage with new vehicular access (existing dwelling to be demolished).	17/163a	Objected	
DC/17/04836	Stratford House Martens Lane	Erection of a extension and alterations to existing dwelling. Erection of a cart lodge with accommodation above. Alterations to pool house to create ancillary accommodation.	17/163b	Supported	
DC/17/05010	Polstead Lodge Mill Street	Outline Planning Application (access to be considered) - Erection of up to 1 no. detached dwelling (utilising existing vehicular access).	17/163c	Objected	
APP/D3505/W/17/3182247	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.	17/163d	Original objection.	

17/182 Finance

- a. 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.
- b. The councillors reviewed the Budget proposed for 2018 / 2019 (Appendix D) and resolved to set an expenditure budget of £18,794
- c. The councillors reviewed the application for a grant towards PPC's costs of £112.82 in complying with the Transparency Code and resolved that the Clerk submit the application to SALC for consideration.

POLSTEAD PARISH COUNCIL

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

17/183 Babergh Warding consultation

The councillors did not agree with the Local Government Boundary Commission's proposal that Polstead be warded with Layham, Shelley, Raydon, Higham, Holton St Mary and Stratford St Mary. They felt that their original proposal to be warded with Nayland, Stoke-by-Nayland and Leavenheath better suits Polstead's local parish relationships. The Clerk to submit CPC's response to the consultation.

17/184 Minerals and Waste Local Plan consultation

The councillors appreciated the time spent by Cllr Wade in reviewing the Minerals and Waste consultation and preparing an overview for the councillors. After reviewing the overview, the councillors resolved that they had no issues in relation to the proposals in the consultation. The Clerk was asked to respond accordingly.

17/185 Highways and Footpaths

No issues raised.

17/186 Assets, allotments, playground and playing field

No issues raised.

17/187 Christmas Carols

Cllr Peck updated councillors on his discussions with the publicans at the Cock Inn for the Christmas Carol arrangements on Sunday 17th December 2017 starting at 4pm. The councillors agreed that there should be catering for 40 persons with mulled wine, mince pies and sausage rolls and asked Cllr Peck to obtain the costs for this. The councillors agreed a budget of £80 for the Christmas Tree which will be lit with PPC's lights.

17/188 Meeting dates in 2018

The councillors agreed the following dates for meetings in the village hall starting at 7.30pm:

- 18th January
- 8th February
- 22nd March
- 19th April
- 17th May
- 21st June
- 19th July
- 23rd August (provisional)
- 20th September
- 18th October
- 15th November
- 20th December (provisional).

The APM will be held on Thursday 5th April 2018.

17/189 Future Agenda Items

- Christmas Carols.

17/190 Next meeting

The councillors agreed that there should be a meeting on Thursday 14th Decemberr 2017 starting at 7.30pm in the Village Hall.

The meeting closed at 8.50pm.

Signed Date.....

Polstead Parish Council adopted the General Power of Competence on the 21st May 2015

Series Page 471

POLSTEAD PARISH COUNCIL

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

Appendix C RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
20/10/17	CAS - Website Hosting	882	LA 2011 ss 1 to 8	0.00	60.00
30/10/17	SCC P3 Scheme			194.32	0.00
16/11/17	B Patrick - Footpaths August	883	LA 2011 ss 1 to 8	0.00	104.00
16/11/17	B Patrick - Footpaths October	883	LA 2011 ss 1 to 8	0.00	104.00
16/11/17	Anglian Water - Allotments	884	LA 2011 ss 1 to 8	0.00	34.52
29/12/17	DF Crimmin - Salary Oct to Dec	885	LA 2011 ss 1 to 8	0.00	816.53
29/12/17	DF Crimmin - WFHA Oct to Dec	885	LA 2011 ss 1 to 8	0.00	39.00
29/12/17	HMRC - Clerk Tax	886	LA 2011 ss 1 to 8	0.00	204.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/10/17	£35,190.15	£33,672.10	£1,518.05	£0.00	£0.00
Premier Account	31/10/17	£3,318.40	£3,318.40	£0.00	£0.00	£0.00
Cash	09/11/17	£0.00	£0.00			£0.00
		£38,508.55	£36,990.50	£1,518.05	£0.00	

Actual v's Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£23,904.18			
Income			Expenditure		
Precept	£18,286.00	£18,286.00	Clerks Salary	£4,474.64	£3,195.24
Bank Interest	£2.00	£0.00	Admin	£2,000.00	£939.41
Recycling	£0.00	£0.00	Insurance	£490.00	£0.00
Grants	£195.00	£194.32	Audit Inspections	£220.00	£308.00
Allotment Rent	£120.00	£0.00	Donations	£1,000.00	£0.00
Wayleave	£22.00	£20.75	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Dog & Litter Bins	£1,080.00	£0.00
Donation	£0.00	£0.00	Footpaths	£1,500.00	£1,151.75
Compensation	£0.00	£0.00	Grass Cutting	£2,400.00	£0.00
Other	£0.00	£0.00	Ditch Clearance	£200.00	£0.00
CIL	£0.00	£0.00	Maintenance	£1,200.00	£0.00
VAT Repayment	£0.00	£1,006.14	Village Hall	£965.00	£651.32
			Projects	£1,500.00	£72.50
			Contingency	£500.00	£0.00
			CIL	£2,561.80	£0.00
			VAT Paid	£0.00	£102.67
Total	£18,625.00	£19,507.21	Total	£2,561.80	£17,589.64
			Assets Carried Forward		£36,990.50
Total		£43,411.39	Total		£43,411.39

Signed Date.....

Polstead Parish Council adopted the General Power of Competence on the 21st May 2015

POLSTEAD PARISH COUNCIL

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

**Appendix D Budget Proposal
Income**

Income sources for 2018 / 2019 have been based on those for 2017 / 2018. It is assumed that the P3 grant will be available from Suffolk County Council for the grass cutting of footpaths and that the plan for BDC to provide a grant for the grass maintenance in Heath Close will come to fruition.

Expenditure

It is assumed that the Clerk will receive a 2% cost of living increase on the 1st April 2018. PPC is asked to consider **a total expenditure budget of £18,794 for 2018 / 2019.**

Please find below tables which show a comparison between 2016 / 2017 actual, 2017 / 2018 budget, actual to date and that **anticipated at year end** and the anticipated budget for 2018 / 2019.

	2016 / 17		2017 / 18			2018 / 19
	Budget	Actual	Budget	Actual to	To year end	Budget
Income						
Bank Interest	300.00	1.23	2.00	0.00	0.00	0.00
Recycling	0.00	0.00	0.00	0.00	0.00	0.00
Grants	195.00	6,887.08	195.00	194.32	194.32	745.00
Allotment Rent	120.00	255.00	120.00	0.00	120.00	120.00
Wayleave	22.00	20.75	22.00	20.75	20.75	22.00
QDJ	0.00	0.00	0.00	0.00	0.00	0.00
Donation	0.00	0.00	0.00	0.00	0.00	0.00
Compensation	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	183.58	0.00	0.00	0.00	0.00
CIL	0.00	2,561.80	0.00	0.00	0.00	0.00
VAT Repayment	0.00	5,314.78	0.00	1,006.14	1,006.14	0.00
Total Income	637.00	15,224.22	339.00	1,221.21	1,341.21	887.00
Precept		18,210.00			18,286.00	
Expenditure						
Clerks Salary	4,452.00	4,233.71	4,474.64	3,195.24	4,474.64	4,564.00
Admin	1,850.00	1,288.25	2,000.00	889.41	2,000.00	2,000.00
Insurance	430.00	554.67	490.00	0.00	555.00	560.00
Audit Inspections	220.00	208.00	220.00	308.00	308.00	320.00
Donations	1,000.00	250.00	1,000.00	0.00	1,000.00	1,000.00
Chairman's Allowance	60.00	0.00	60.00	0.00	60.00	60.00
Dog & Litter Bins	875.00	732.46	1,080.00	0.00	1,080.00	1,175.00
Footpaths	1,400.00	1,793.75	1,500.00	1,047.75	1,500.00	1,600.00
Grass Cutting	2,300.00	1,525.00	2,400.00	0.00	2,400.00	3,150.00
Ditch Clearance	200.00	0.00	200.00	0.00	200.00	200.00
Maintenance	1,140.00	1,454.50	1,200.00	0.00	1,200.00	1,200.00
Projects	1,500.00	23,273.79	1,500.00	72.50	2,300.00	1,500.00
Village Hall	935.00	506.73	965.00	651.32	965.00	965.00
Contingency	500.00	0.00	500.00	0.00	500.00	500.00
CIL	0.00	0.00	0.00	0.00	0.00	0.00
VAT Paid	0.00	5,284.09	0.00	92.67	450.00	0.00
Total Expenditure	16,862.00	41,104.95	17,589.64	6,256.89	18,992.64	18,794.00

End of Appendices

Signed Date.....

Series Page 474