

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 17th March 2016 in Polstead Village Hall at 7.30pm

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

Attending: Dave Crimmin (Clerk) and 4 members of public.

16/038 Apologies for Absence

Cllrs MacWillson and Patrick (commitments) sent their apologies as did Gordon Jones (Suffolk County Councillor) and John Ward (Babergh District Councillor).

16/039 Declaration of Interests and Requests for Dispensation

Cllr Peck declared a pecuniary interest in item 16/047c as he may be a supplier in some of the works and left the meeting while the item was discussed. No requests for dispensation had been received.

16/040 Minutes of Meeting held on 18th February 2016

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

16/041 Reports from County and District Councillors and Suffolk Constabulary

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

16/042 Reports and Question from Councillors and Chairman's Report

Cllr Peck was asked to liaise with the contractor to ensure that the allotment water supply was functional for 2016.

16/043 Reports and Questions from Parishioners

No issues were raised.

16/044 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.

16/045 Correspondence (Appendix B)

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

16/046 Planning

- a. The councillors reviewed **Planning Application B/16/00023 7 Rockalls Road** - Installation of oil tank and resolved to support the application subject to appropriate screening of the tank being a condition of any permission.
- b. The councillors reviewed **Planning Application B/16/00222 Corders House, Polstead Hill** - Application for listed building consent - Removal of cement render and metal lath covering timber frame of South Cross Wing. Retention of historic fabric underneath. Insert breathable hemp insulation in any voids between studs. Cover with wooden lath and lime plaster. The councillors resolved to support the application.
- c. No further planning application had been received since the agenda was posted.
- d. 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/15/01751	Stackwood Cottage, Stackwood Road	Erection of first floor side and rear extensions.	16/009b	Supported	REFUSED 19/02/2016
B/15/01206	Bramble Cottage, Stackwood Road	Erection of single-storey rear extension to existing garage	16/027b	Supported	Permission Granted 01/03/2016
B/16/00004	The Old Post Cottage, Water Lane	Application for Listed Building Consent - Erection of extension following demolition of existing conservatory.	16/027b	Supported	Permission Granted 26/02/2016
B/16/00087	The Old Post Cottage, Water Lane	Erection of two-storey side extension.	16/027c	Supported	

16/047 Finance

- The councillors reviewed the Asset Register and found that it accurately reflected PPC assets which were appropriately valued in the insurance cover.
- 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.
- After hearing from the members of the Community Shop board on their progress to date and the further plans for refurbishing the Community Shop, the Councillors resolved to support the works with a contribution of £1,685 from the Donations and Village Hall budgets.
- There were no further requests for funding.
- The councillors resolved to carry forward the following earmarked reserves to 2016 / 2017:

Asset Replacement	5,000.00
Play Ground Replacement	15,000.00
Election Costs	1,500.00
Total Earmarked Reserves	21,500.00

16/048 Highways and Footpaths

Cllr Peck will raise the condition of the gate opposite the pond in Water Lane with the landowner.

16/049 Assets, playground and playing field

Cllr Peck to update the newsletter and place adverts around village regarding meeting outlining the options for upgrades to the play equipment being arranged between 10am and noon on the 7th April 2016. The Chairman has agreed works on the copse below the allotments with contractors. Councillors agreed that the maintenance of the hawthorn hedge along the allotment boundary should also form part of the maintenance programme at the allotments

16/050 July fund raising event

Councillors agreed that the fund raising event should be held at the playing field rather than the croft. A subcommittee will meet to start the planning for the event.

16/051 Litter Pick

Cllr Page to finalise the risk assessment for the litter pick and pass a copy to the Clerk who will then arrange the insurance and road signage which will take place on Saturday 16th April 2016 starting at 10am. The councillors agreed to pay for a bacon roll for all those taking part in the litter pick.

16/052 Pensions Regulations

PPC has a staging date of the 1st May 2017 by which time the council has to have its pensions arrangements in place whether or not it has to provide a pension for its employee. The work necessary for the regulations will be undertaken later in 2016.

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16/053 Annual Parish Meeting

The councillors noted that the Polstead Annual Parish Meeting will be held on Thursday 7th April 2016 starting at 7.30pm. Cllr Flather gave her apologies.

16/054 Future Agenda Items

- Fund raising event.

16/055 Next meeting

The next scheduled meeting will be held on Thursday 21st April 2016 starting at 7.30pm in the Village Hall.

The meeting closed at 9.05pm.

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.	
15/127	Order to be prepared with contractor in March.	
15/200 b	Request for new dog bin locations with Babergh	
16/021	Minutes updated on website and sent to newsletter.	✓
16/023	Awaiting Risk Assessment before arranging insurance for event and booking road signs.	
16/027	Response sent to Babergh re planning application(s)	✓
16/028 b	Donation sent and acknowledgement received.	✓
16/030	Cllr Peck confirmed that advert is prepared.	✓
	Clerk Hours	
	As at 6 March 2016 - 315.75 hours worked / 367.5 hours paid	

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
18/02/16	Polstead PCC - Donation for clock maintenance	795	LA 2011 ss 1 to 8	0.00	150.00
17/03/16	BDC - Dog & Litter bin emptying	796	LA 2011 ss 1 to 8	0.00	730.31
17/03/16	DF Crimmin - Expenses Sept to Feb	797	LA 2011 ss 1 to 8	0.00	222.23
17/03/16	Came & Co - Insurance	798	LA 2011 ss 1 to 8	0.00	397.60
31/03/16	DF Crimmin - Salary Jan to March	799	LA 2011 ss 1 to 8	0.00	800.45
31/03/16	DF Crimmin - WFHA Jan to March	799	LA 2011 ss 1 to 8	0.00	39.00
31/03/16	HMRC - Clerk Tax	800	LA 2011 ss 1 to 8	0.00	200.00
17/03/16	Polstead Village Hall Committee - Hire	801	LA 2011 ss 1 to 8	0.00	5.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	29/02/16	£35,190.53	£29,977.74	£5,212.79	£0.00	£0.00
Premier Account	29/02/16	£3,316.76	£3,316.76	£0.00	£0.00	£0.00
Cash	11/03/16	£0.00	£0.00			£0.00
		£38,507.29	£33,294.50	£5,212.79	£0.00	

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	£4,001.80
Bank Interest	£2.00	£1.27	Admin	£1,860.00	£1,384.40
Recycling	£0.00	£0.00	Insurance	£475.00	£397.60
Grants	£195.00	£266.14	Audit Inspections	£190.00	£208.00
Allotment Rent	£200.00	£130.00	Donations	£1,000.00	£250.00
Wayleave	£20.30	£21.01	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Dog & Litter Bins	£875.00	£608.59
Donation	£0.00	£0.00	Footpaths	£1,400.00	£1,378.75
Compensation	£0.00	£0.00	Grass Cutting	£2,250.00	£2,169.30
Other	£0.00	£1,077.09	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	£1,036.83
Total	£18,308.40	£19,728.28	Total	£3,000.00	£16,700.00
			Assets Carried Forward		£33,294.50
Total		£49,136.35	Total		£49,136.35

End of Appendices

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