

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 17th September 2015 in Polstead Village Hall at 7.30pm

Present: Cllrs Anne MacWillson (Chairman), Amanda Flather, James Oxford, Phil Page, Peter Patrick (arrived late due to prior engagement), Matthew Peck and Sue Wigglesworth.

Attending: Gordon Jones (Suffolk County Councillor), John Ward (Babergh District Councillor), Mandy Knox, Dave Crimmin (Clerk) and 1 resident.

15/156 Apologies for Absence

The Police sent their apologies.

15/157 Declaration of Interests and Requests for Dispensation

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

15/158 Minutes of Meeting held on 13th August 2015

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

15/159 Reports from County and District Councillors and Suffolk Constabulary

John Ward updated councillors on questions raised on his previously circulated report. Gordon Jones updated councillors on the Devolution bid that SCC and other authorities in Suffolk were preparing for Government. The Police report showed 6 crimes during August, which is higher than usual, but 3 of the crimes related to one household which the Police were monitoring.

15/160 Reports and Question from Councillors and Chairman's Report

The Chairman reported the sad news that former PPC Chairman Nick Palmer died on the 9th September 2015. His funeral will take place at 11.30am on the 1st October 2015 at Polstead Church. Cllr MacWillson also updated councillors on the successful launch of the Nordic Walking taster sessions and that Mandy Knox was currently reviewing other events for both young and old residents.

Cllr Patrick arrived.

Cllr Patrick updated councillors that BDC were again looking to delegate responsibility for maintaining grass areas to parish councils. Cllr Peck raised the issue of the criteria for the allocation of housing accommodation at Flaggy Pond.

15/161 Reports and Questions from Parishioners

No issues were raised.

15/162 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.

15/163 Correspondence (Appendix B)

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

15/164 Planning

- a. The councillors reviewed **Planning Application 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) and resolved that they had no comment on the application.
- b. The councillors reviewed **Planning Application B/15/00980 Robin Hill, Mill Street** - Erection of orangery in rear garden and resolved that they supported the application.
- c. The councillors reviewed **Planning Application B/15/00983 Robin Hill, Mill Street** - Erection of front dormer window and resolved that they supported the application.

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- d. No further planning application had been received since the agenda was posted.
- e. 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.	Appeal allowed 11/08/2015
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/15/00581	The Ride, Straight Road	Erection of front and rear single storey extension.	15/123a	Supported	Permission Granted 21/07/2015
B/15/00808	Old Bakers, White Street Green	Erection of summer house.	15/140	Supported	Permission Granted 14/08/2015
B/15/00809	Old Bakers, White Street Green	Application for LBC - Replacement of roof tiles to rear lean-to with Natural slate.	15/140	Supported	Permission Granted 25/08/2015
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/15/00669	Watsons Corner Water Tower, Holt Road	Installation of 1 no. 0.6m DIA dish fixed to short pole.	15/153b	Supported	Permission Granted 18/08/2015
B/15/00882	Greenacre, Mill Street	Fell 1 no. alder tree and replace with 3 no. silver birches	15/153c	Noted	Withdrawn
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	
B/15/00944	Woodview, White Street Green	Notification under Article 4 of the Town and Country Planning (General Permitted Development) (England) Order 2015 - Erection of single-storey rear orangery.	15/153e	Supported	Development Permitted 26/08/2015

15/165 Finance

- a. After reviewing the External Audit report from BDO for the year ending 31st March 2015, which did not raise any concerns, the councillors resolved to accept and approve the report.
- b. 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.

15/166 Highways and Footpaths

The councillors agreed that the best location for the "single track road" sign at the Green end of Heath Road was on the bank in front of the Community Shop.

15/167 Assets, playground and playing field

The commemorative bench for Brian Regan has now been delivered and the Chairman will arrange with Mrs Regan for the official unveiling.

- a. Peter Chambers of Action Play has developed plans for additional play equipment for both the Rockalls Road and Heath Road play areas. With the costs of these improvements being in excess of £20,000 the councillors agreed that there would need to be fund raising for the schemes to be viable and that an event would be planned for end June / early July 2016. The Clerk to review the funds available from the Section 106 and other Babergh Grant schemes.
- b. Councillors agreed that three sites, Spring Lane footpath in White Street Green and the entrances to Dirty Lane and Mill Wood footpaths on Heath Road, would need to be reviewed

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with BDC as additional sites for dog bins. The Clerk to prepare installation costs and emptying costs by next meeting. The cost of a dog bog dispenser will also be obtained for the Gallops Wood dog bin.

15/168 BDC Consultations

- a. The councillors had no comments on the Licensing Act 2003 Local Policy (2016 - 2021) consultation.
- b. The councillors had no comments on the Gambling Act 2005 Local Policy (2016 - 2019) consultation.

15/169 Future Agenda Items

- Footpath Cutting schedule
- Play equipment and fundraising
- Christmas Carols
- Allotment tenancies 2016
- In memory of Nick Palmer.

15/170 Next meeting

The next scheduled meeting will be held on Thursday 15th October 2015 starting at 7.30pm in the Village Hall.

The meeting closed at 9.29pm.

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	See Agenda Item 11 - 17th September 2015	✓
15/013	Have requested SCC Highways for a grit heap at A1071 / Stackwood Road junction	
15/127	Order outstanding re chains for play equipment.	
15/134	Minutes updated on website and published to newsletters.	✓
15/140	Response sent to Babergh re planning application(s)	✓
15/141 a	Cheques distributed to suppliers.	✓
15/144	Bench ordered.	✓
15/146	Confirmed trees location with Scattered Orchard Project.	✓
15/151	Minutes updated on website.	✓
15/153	Response sent to Babergh re planning application(s)	✓
	Clerk Hours	
	As at 30th August 2015 - 136 hours worked / 165 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
10/07/15	Anglian Water refund	200039		326.40	0.00
13/08/15	Allotment rent	200040		10.00	0.00
20/08/15	SCC P3 Grant			97.16	0.00
15/09/15	BDC Precept & Grant			8,945.55	0.00
17/09/15	B Patrick - Footpath Maintenance	774	LA 2011 ss 1 to 8	0.00	131.25
17/09/15	B Patrick - Footpath Maintenance	774	LA 2011 ss 1 to 8	0.00	206.25
17/09/15	B Patrick - Footpath Maintenance	774	LA 2011 ss 1 to 8	0.00	68.75
17/09/15	DC Tree Service - fallen tree	775	LA 2011 ss 1 to 8	0.00	200.00
17/09/15	BDO - External Audit Fee	776	LA 2011 ss 1 to 8	0.00	120.00
17/09/15	SLCC - Clerk's membership	777	LA 2011 ss 1 to 8	0.00	33.87
17/09/15	DF Crimmin - Expenses April to August	778	LA 2011 ss 1 to 8	0.00	216.40
30/09/15	DF Crimmin - Salary July to Sept	779	LA 2011 ss 1 to 8	0.00	800.45
30/09/15	DF Crimmin - WFHA July to Sept	779	LA 2011 ss 1 to 8	0.00	39.00
30/09/15	HMRC - Clerk Tax	780	LA 2011 ss 1 to 8	0.00	200.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	28/08/15	£30,277.73	£37,207.31	£2,015.97	£8,945.55	£0.00
Premier Account	28/08/15	£3,315.94	£3,315.94	£0.00	£0.00	£0.00
Cash	10/09/15	£0.00	£0.00			£0.00
		£33,593.67	£40,523.25	£2,015.97	£8,945.55	

Budget v's Actual

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£29,408.07				
Income			Expenditure			
Precept	£17,891.10	£17,891.10	Clerks Salary		£4,315.00	£2,000.90
Bank Interest	£2.00	£0.45	Admin		£1,860.00	£997.17
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	£0.00	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	£1,017.50
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		£1,500.00	£3,270.39
			Contingency		£500.00	£0.00
			VAT Paid		£0.00	£399.81
Total	£18,308.40	£19,143.95	Total	£0.00	£16,700.00	£8,028.77
			Assets Carried Forward			£40,523.25
Total		£48,552.02	Total			£48,552.02

End of Appendices

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