

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Tuesday 17th October 2019 in Polstead Village Hall at 7.30pm

Present: Andrew Wade (Chairman), John Flather, Karen Richardson, Stewart Sowman and Sue Wigglesworth.

Attending: Dave Crimmin (Clerk) and 3 residents.

19/161 Apologies for Absence

Apologies were received from Cllr Oxford (work commitments) as well as John Ward (Babergh District Councillor) and Gordon Jones (Suffolk County Councillor).

19/162 Declaration of Interests and Requests for Dispensation

No interests were declared and no requests for dispensation received.

19/163 Minutes of Meeting held on 19th September 2019

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

19/164 Reports from County and District Councillors and Suffolk Constabulary

The councillors reviewed Gordon Jones' previously submitted report and asked the Clerk to raise the ongoing issue with Gordon about the flooding at Holly Hill, outlining how disappointed the councillors are with the solutions provided by SCC Highways and requesting that a permanent solution to the problem be sought. The councillors reviewed John Ward's previously submitted report.

19/165 Reports and Question from Councillors

No points raised.

19/166 Reports and Questions from Parishioners

A resident raised the issue of removing hedges and trees at the Coppers redevelopment in White Street Green. The Chairman confirmed that PPC had agreed with the concerns raised and asked the BDC Enforcement officer to review the issue. However, the officer reported that all works to date were within the scope of the permission given by the LPA.

19/167 Clerk's Report (Appendix A)

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

19/168 Correspondence (Appendix B)

Following a review of the Correspondence and emails circulated by the Clerk since the last meeting the councillors agreed that they would welcome the opportunity to assist with the Big Breakfast.

19/169 Planning

- a. The councillors reviewed **Planning Application DC/19/04633 Home Farm, Bower House Tye** - Erection of a two storey front and rear extensions including rooflights and juliette balcony and resolved to support the application.
- b. There was a further planning application which had been received since the agenda was posted. The councillors reviewed **Planning Application DC/19/04597 Sprotts Farm, Holt Road** - Installation of 2 No ground source heat pumps (in outbuilding) to heat 4 No. holiday lets and farmhouse and resolved to support the application.
- c. Following PPC's response to Babergh's Joint Local Plan (JLP) the councillors reviewed the option of discussing with residents the development of a Neighbourhood Plan. The councillors considered that with the demand on Polstead for new dwellings in the JLP being limited to within the settlement areas and the poor quality of the road infrastructure, excluding the A1071, the need for NP was not necessary at the current time. However, the councillors thought it would be appropriate to consider a Parish Plan and a questionnaire to

Signed Date.....

Polstead Parish Council adopted the General Power of Competence on the 16th May 2019

Series Page 573

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Tuesday 17th October 2019 in Polstead Village Hall at 7.30pm

residents seeking their view on what was required in Polstead in terms of their needs and wants which will help form PPC's plan for the councillors term of office.

- d. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC are as follows:

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/19/03578	Land at Alverstoke Farm, Boxford Road	Erection of agricultural building as a cattle shelter and feed store.	19/131b	No comment	
DC/19/03708	Willow Cottage, Hadleigh Heath	Erection of two storey rear extension.	19/131d	Supported	Approved 18/09/2019
DC/19/04149	Green Farm Barn, White Street Green	Erection of new dwelling, detached garage and new vehicular access	19/147a	Objected	

19/170 Finance

- 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 reconciliation against the bank statements.
- The councillors reviewed the estimate from RD Property Maintenance of £123.50 for repairing the fence and gate in the Rockalls Road play area. The councillors noted that there may be additional costs, as the repairs are undertaken, and authorised the Clerk to use his emergency powers if extra resources are required.
- The councillors reviewed the plans for the Community Shop to install a new awning and resolved to donate 50% of the costs, up to a maximum donation of £1,100.

19/171 Community Infrastructure Levy policy

The councillors reviewed the draft policy prepared by the Clerk and resolved its adoption.

19/172 Social Care for elderly and marginalised groups

Cllr Flather reported that a meeting had been arranged between PPC and Suffolk Family Carers on the subject of elderly and marginalised groups, which will be held on the 24th October 2019 at 10.30pm.

19/173 Parish Profile

The councillors requested that the Clerk review other data sources relating to the parish's profile. The councillors also consider the questionnaire (19/169c) could be used to verify the data.

19/174 Highways and Footpaths

The councillors considered a car charging point for the parish but did not see a requirement at the current time. However, it was agreed that this would be part of the questionnaire (19/169c).

19/175 Assets, allotments, playground and playing field

Cllr Sowman will obtain a quotation from RD Property Maintenance for a gate catch and repairs to the fencing in the playground. The WI have contacted Pretty's solicitors and the County Archives regarding the conveyance of their land to PPC. The councillors confirmed that they agree in principle with PPC paying the legal fees for the transaction but will first seek estimates of the likely costs.

19/176 Community Wardens

The councillors reviewed whether they required the services of the Community Wardens to operate the SCC Help Scheme in Polstead from 1st April 2020. It was resolved that the Clerk formalise an SLA with Sudbury Town Council for the Wardens to operate for an average 1 hour per week, on the understanding that any unused hours will roll forward on an annual basis.

Signed Date.....

Polstead Parish Council adopted the General Power of Competence on the 16th May 2019

Series Page 574

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Tuesday 17th October 2019 in Polstead Village Hall at 7.30pm

19/177 Dog Bins

The councillors deferred this item to the January meeting.

19/178 Mens Sheds

The councillors considered mens sheds operating in the parish but did not see a requirement at the current time. However, it was agreed that this would be part of the questionnaire (19/169c).

19/179 Christmas event

The Clerk has ordered a Christmas tree which will be delivered to the Community Shop on the 9th December 2019. The councillors plan to have mulled wine, sausage rolls and mince pies as well as gifts for children attending the event in the village hall and resolved a budget of £250 for the event.

19/180 Future Agenda Items

November 2019

- Financial Regulations review
- Policies Review
- WI land
- Parish Profile
- Boundaries of parish's common land
- Emergency TPO's
- Bus shelters.

January 2019

- Footpath gates
- Questionnaire
- PIP
- Dog bins.

19/181 Next meeting

The next PPC meeting will be held on Thursday 21st November 2019 at 7.30pm.

The meeting closed at 9.20pm.

Signed Date.....

Polstead Parish Council adopted the General Power of Competence on the 16th May 2019

Series Page 575

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Tuesday 17th October 2019 in Polstead Village Hall at 7.30pm

Appendix A Clerks Report

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
18/080	Gordon Jones has confirmed that drains have been cleared at Holly Hill for a second time this winter. This issue is still part of his ward-wide review of flooding.	
18/159 c	Application has been made to SCC for the installation of bus shelters on the A1071 near the Brewers Arms. PPC has now agreed to pay for the bases to be installed.	
18/159 d	SCC has approved the application for new grit bin locations at Bower House Tye. Order has been placed for two yellow grit bins which will be installed by Sudbury Town Council's Community Wardens when delivered.	
19/063 i	Part for play equipment is being installed by Cllr Sowman.	
19/139	Minutes updated on website and sent to magazines.	✓
19/145	Booked councillors on STC's training course.	✓
19/147	Sent Planning responses to BDC.	✓
19/148	Sent JLP response to Babergh.	✓
19/149	Payments made to suppliers.	✓
19/155	Beestons will be updating timetables at bus stops.	✓
19/156	Xmas tree ordered for delivery to Community Shop on the 9th December 2019 at a cost of £90.	✓
19/158	Meeting re grass cutting around pond arranged for 5th November.	✓
	I have realised that there was an error in the excel spreadsheet used to calculate the above expenses, which were paid to me at the September meeting. This has resulted with an overpayment to me of £92.39p. As I have incurred expenses greater than this amount since the 11th September, I have adjusted my next expenses claim accordingly.	✓
	Clerk Hours	
	As at 15th September 2019 - Hours Worked 167.5 / Hours Paid 180	

Appendix B Correspondence reviewed by councillors

No correspondence received.

Signed Date.....

Polstead Parish Council adopted the General Power of Competence on the 16th May 2019

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Tuesday 17th October 2019 in Polstead Village Hall at 7.30pm

Appendix C RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
02/09/19	Interest			1.66	0.00
19/09/19	Action Play & Leisure - Seat	1976	LA 2011 ss 1 to 8	0.00	222.71

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/09/19	£46,751.13	£45,660.10	£1,091.03	£0.00	£0.00
Premier Account	30/09/19	£3,330.59	£3,330.59	£0.00	£0.00	£0.00
Cash	09/10/19	£0.00	£0.00			£0.00
		£50,081.72	£48,990.69	£1,091.03	£0.00	

Budget v's Actual

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£30,429.53			
<u>Income</u>			<u>Expenditure</u>		
Precept	£18,668.00	£18,668.00	Clerks Salary	£4,655.28	£2,203.96
Bank Interest	£0.00	£3.32	Admin	£2,200.00	£1,123.34
Recycling	£0.00	£0.00	Insurance	£560.00	£0.00
Grants	£745.00	£550.00	Audit Inspections	£320.00	£328.00
Allotment Rent	£120.00	£105.00	Donations	£1,000.00	£0.00
Wayleave	£22.00	£0.00	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Dog & Litter Bins	£1,000.00	£0.00
Donation	£0.00	£0.00	Footpaths	£1,700.00	£1,413.00
Compensation	£0.00	£0.00	Grass Cutting	£3,250.00	£0.00
Other	£0.00	£0.00	Ditch Clearance	£200.00	£0.00
CIL	£0.00	£4,298.83	Maintenance	£1,200.00	£423.09
VAT Repayment	£0.00	£1,013.01	Village Hall	£965.00	£0.00
			Projects	£1,500.00	£376.34
			Contingency	£500.00	£0.00
			CIL	£2,041.80	£0.00
			VAT Paid	£0.00	£209.27
Total	£19,555.00	£24,638.16	Total	£2,041.80	£19,110.28
			Assets Carried Forward		£48,990.69
Total		£55,067.69	Total		£55,067.69

End of Appendices

Signed Date.....
 Polstead Parish Council adopted the General Power of Competence on the 16th May 2019