

POLSTEAD PARISH COUNCIL

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

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

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

16/185 Apologies for Absence

Cllrs Oxford (work) and Patrick (commitment) sent their apologies as did Gordon Jones (Suffolk County Councillor).

16/186 Declaration of Interests and Requests for Dispensation

Cllr Flather declared a pecuniary interest in item 16/193b as the applicant is a neighbour and left the meeting while the item was discussed. No requests for dispensation had been received.

16/187 Minutes of Meeting held on 20th October 2016

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

16/188 Reports from County and District Councillors and Suffolk Constabulary

Councillors reviewed Gordon Jones previously circulated report. Councillors reviewed John Ward's previously circulated report and discussed waste issues.

16/189 Reports and Question from Councillors and Chairman's Report

No issues were raised.

16/190 Reports and Questions from Parishioners

No issues were raised.

16/191 Clerk's Report (Appendix A)

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

16/192 Correspondence (Appendix B)

Following a review of the Correspondence and emails circulated by the Clerk since the last meeting it was agreed that Cllr Wigglesworth will liaise with the contractors who are undertaking maintenance on trees in Dollops Wood which are encroaching on the overhead power lines.

16/193 Planning

- a. The councillors reviewed **Planning Application B/16/01436 White Street Farm Barn, White Street Green** - Erection of two bay cart lodge and resolved to support the application.
- b. The councillors reviewed **Planning Application B/16/01398 Spring Cottage, Spring Lane** - Erection of single storey and first floor rear extensions and 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 are as follows:

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Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
B/16/00863	Adjoining Parish - Silver Birch, Hadleigh Road	Erection of first floor (with flat roof) and roof terrace. Erection of single-storey outbuilding. Demolition of existing garage.	16/124g	Supported	Approved 22/09/2016
B/16/00941	Garden Cottage, Tills Farm, Hadleigh Road	Erection of two-storey extension and new driveway.	16/150b	Supported	Approved 25/10/2016
B/16/01115	St Mary House, Polstead Hill	Erection of single-storey rear extensions, insertion of patio doors and roof lantern, render and cladding.	16/150a	Supported	Approved 20/10/2016
B/16/01158	Boxford (Suffolk) Farms, Hill Farm, Brick Kiln Hill	Installation of a combined heat and power engine within a sound insulated container.	16/150c	Supported	Approved 28/10/2016
B/16/01149	Alverstoake Farm, White Street Green	Erection of agricultural building to house cattle and cattle feed together with associated works.	16/150d	Supported	Approved 10/11/2016
B/16/01286	Avonlea, White Street Green	Erection of two-bay cartlodge, storage building and gazebo; Construction of outdoor swimming pool.	16/169a	Supported	

16/194 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 2017 / 2018 (Appendix D) and resolved to set an expenditure budget of £17,589.64

16/195 Highways and Footpaths

Roger Graham is to undertake the role of Footpath Warden with John Flather and take responsibility for the footpaths around the village part of Polstead. Cllr MacWillson will seek the timeframes allowed to landowners to reinstate a footpath following ploughing. Cllr Wade noted the efficient reinstatement of the verge by Anglian Water in Heath Road. The footpath map in the bus shelter requires refreshing.

16/196 Assets, allotments, playground and playing field

No issues were raised.

16/197 BT Phone Boxes

The councillors considered the proposals by BT to decommission the phone lines to the four phone boxes in Polstead. The councillors felt that the phone box on the A1071 should not be decommissioned and resolved to object to the proposal on the following grounds:

- Poor mobile signal in the area
- The emergency use by road users.

The councillors resolved not to object to the decommissioning of the other 3 boxes as none of the phones had been used in the previous 12 months. The councillors resolved that PPC should adopt the phone box on Polstead Hill for community use and the phone box at the junction of Straight Road and Heath Road for use of a defibrillator. It was agreed to run a competition in the village to determine the community use of the phone box on Polstead Hill.

16/198 Christmas 2016

Plans were finalised for the Christmas Carols with the councillors resolving a £300 budget for the event. The Clerk to produce the leaflets for the event and put an advert in the local newsletters.

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Appendix C RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
19/10/16	SCC P3			194.32	0.00
21/10/16	B Hurren - Maintenance	835	LA 2011 ss 1 to 8	0.00	32.00
04/11/16	UK Power Networks Wayleave			20.75	0.00
17/11/16	B Patrick - Footpaths	836	LA 2011 ss 1 to 8	0.00	168.75
17/11/16	B Patrick - Footpaths	836	LA 2011 ss 1 to 8	0.00	187.50
17/11/16	B Patrick - Footpaths	836	LA 2011 ss 1 to 8	0.00	150.00
17/11/16	CAS - Website Hosting	837	LA 2011 ss 1 to 8	0.00	60.00
17/11/16	DF Crimmin - Salary Oct to Dec	838	LA 2011 ss 1 to 8	0.00	808.19
17/11/16	DF Crimmin - WFHA Oct to Dec	838	LA 2011 ss 1 to 8	0.00	39.00
17/11/16	HMRC - Clerk Tax	839	LA 2011 ss 1 to 8	0.00	202.20

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/10/16	£30,989.94	£29,376.10	£1,634.59	£20.75	£0.00
Premier Account	30/09/16	£3,317.99	£3,317.99	£0.00	£0.00	£0.00
Cash	10/11/16	£0.00	£0.00			£0.00
		£34,307.93	£32,694.09	£1,634.59	£20.75	

Actual v's Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£31,574.91			
Income			Expenditure		
Precept	£18,210.00	£18,210.00	Clerks Salary	£4,452.00	£3,031.17
Bank Interest	£300.00	£0.82	Admin	£1,850.00	£968.48
Recycling	£0.00	£0.00	Insurance	£430.00	£49.61
Grants	£195.00	£6,887.08	Audit Inspections	£220.00	£208.00
Allotment Rent	£120.00	£100.00	Donations	£1,000.00	£100.00
Wayleave	£22.00	£20.75	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	£1,393.75
Compensation	£0.00	£0.00	Grass Cutting	£2,300.00	£0.00
Other	£0.00	£183.58	Ditch Clearance	£200.00	£0.00
CIL	£0.00	£2,561.80	Maintenance	£1,140.00	£764.50
VAT Repayment	£0.00	£5,314.78	Village Hall	£935.00	£506.73
			Projects	£15,000.00	£1,500.00
			Contingency	£500.00	£0.00
			VAT Paid	£0.00	£4,310.27
Total	£18,847.00	£33,278.81	Total	£15,000.00	£16,862.00
			Assets Carried Forward		£32,694.09
Total		£64,853.72	Total		£64,853.72

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Appendix D Budget Proposal

Income

Income sources for 2017 / 2018 have been based on those for 2016 / 2017 and it is assumed that the P3 grant will be available from Suffolk County Council for the grass cutting of footpaths.

Expenditure

The Clerk will receive a 1% cost of living increase on the 1st April 2017.

PPC is asked to consider **a total expenditure budget of £17,589.64 for 2017 / 2018.**

Please find below tables which show a comparison between 2015 / 2016 actual, 2016 / 2017 budget, actual to date and that **anticipated at year end** and the anticipated budget for 2017 / 2018.

	2015 / 16		2016 / 17			2017 / 18
	Budget	Actual	Budget	Actual to	To year end	Budget
Income						
Bank Interest	2.00	1.68	300.00	0.82	2.00	2.00
Recycling	0.00	0.00	0.00	0.00	0.00	0.00
Grants	195.00	266.14	195.00	6,887.08	7,000.00	195.00
Allotment Rent	200.00	130.00	120.00	100.00	100.00	120.00
Wayleave	20.30	21.01	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	1,077.09	0.00	183.58	183.58	0.00
CIL	0.00	0.00	0.00	2,561.80	2,561.80	0.00
VAT Repayment	0.00	341.67	0.00	5,314.78	5,314.78	0.00
Total Income	417.30	1,837.59	637.00	15,068.81	15,182.91	339.00
Precept		17,891.10			18,210.00	
Expenditure						
Clerks Salary	4,315.00	4,001.80	4,452.00	3,031.17	4,430.18	4,474.64
Admin	1,860.00	1,419.40	1,850.00	968.48	1,850.00	2,000.00
Insurance	475.00	397.60	430.00	49.61	480.00	490.00
Audit Inspections	190.00	208.00	220.00	208.00	208.00	220.00
Donations	1,935.00	1,935.00	1,000.00	100.00	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	608.59	875.00	0.00	980.00	1,080.00
Footpaths	1,400.00	1,378.75	1,400.00	1,393.75	1,600.00	1,500.00
Grass Cutting	2,250.00	2,169.30	2,300.00	0.00	2,300.00	2,400.00
Ditch Clearance	200.00	0.00	200.00	0.00	200.00	200.00
Maintenance	1,140.00	135.00	1,140.00	764.50	1,140.00	1,200.00
Projects	1,500.00	4,271.58	1,500.00	20,827.12	23,200.00	1,500.00
Village Hall	0.00	0.00	935.00	506.73	935.00	965.00
Contingency	500.00	0.00	500.00	0.00	500.00	500.00
VAT Paid	0.00	1,036.83	0.00	4,310.27	600.00	0.00
Total Expenditure	16,700.00	17,561.85	16,862.00	32,159.63	39,483.18	17,589.64

End of Appendices

Signed Date.....

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