

## POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 18<sup>th</sup> April 2019 in Polstead Village Hall at 7.30pm

**Present:** Cllrs Anne MacWillson (Chairman), Amanda Flather, James Oxford, Andrew Wade, Susie Weston and Sue Wigglesworth.

**Attending:** John Ward (Babergh District Councillor) and 2 members of public.

### 19/052 Apologies for Absence

Gordon Jones (Suffolk County Councillor) sent his apologies as did the Clerk.

### 19/053 Declaration of Interests and Requests for Dispensation

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

### 19/054 Minutes of Meeting held on 21<sup>st</sup> March 2019

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

### 19/055 Reports from County and District Councillors and Suffolk Constabulary

The councillors reviewed Gordon Jones' and John Ward's previously submitted reports. Cllr Wade suggested to John Ward that the very recent decision on the Miracle Barn planning appeal had a significance beyond the Parish. It endorsed the BDC Core Strategies and accepted the Council's position on its five-year land supply.

### 19/056 Reports and Question from Councillors

Cllr Flather had received a complaint from a parishioner about cyclists on mountain bikes riding on footpaths. It was agreed that this was not an isolated incident, but little could be done beyond putting up additional / replacement "No Cycling" signs.

Cllr Weston asked about the Council's use of social media. Following discussion, it was felt that the Council should communicate only through existing channels and not get involved in any social media debates etc. Council involvement in social media would be generally limited to directing people to the existing channels. However, a member of the Council should monitor Polstead relevant content. This to be an agenda item for the new Council in May.

### 19/057 Reports and Questions from Parishioners

A representative from the Community Shop confirmed that he broken fridge had now been successfully repaired at a cost of about £200 and that a replacement unit was not needed. The request for a grant contribution was therefore withdrawn.

### 19/058 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.

### 19/059 Correspondence (Appendix B)

Following a review of the Correspondence and emails circulated by the Clerk since the last meeting there were no further actions requested of the Clerk.

### 19/060 Planning

- a. The councillors reviewed **Planning Application DC/19/01503 The Old Rectory, Rectory Hill** - Application for Listed Building Consent - Insertion of internal first floor partitioned wall to create new shower room/dressing room and works to facilitate other internal alterations as per schedule of works and resolved to support the application.
- b. The councillors reviewed **Planning Application DC/19/01437 Yvans Hall, Evans Heath** - Application for Listed Building Consent - Replacement of 3no windows to ground floor side and front, and replacement front door and resolved to support the application.

Signed ..... Date.....

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Series Page 548

## POLSTEAD PARISH COUNCIL

**Minutes of Meeting held on Thursday 18<sup>th</sup> April 2019 in Polstead Village Hall at 7.30pm**

- c. The councillors reviewed **Planning Application DC/19/01705 Walnut Cottage, Bower House Tye** - Outline Planning Application (all matters reserved) - Erection of a single storey dwelling and resolved to object to the application on the following grounds. The proposed dwelling is outside the BUAB and as such it does not conform to BDC Policies CS2 and CS15 with no exceptional needs being put forward. It would be in the interests of consistency and fairness if this was not approved given recent, similar and nearby refusals which were upheld on appeal.
- d. The councillors reviewed **Planning Application DC/19/01800 Rockalls Hall, Rockalls Road** - Erection of pool outbuilding (following partial demolition of existing outbuilding) and resolved to support the application.
- e. No planning application had been received since the agenda had been posted.
- f. 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/18/04967	Green Lawns Bonsai Nursery, Hadleigh Road, Boxford	Outline Planning Application (all matters reserved) - Erection of 4No detached dwellings.	18/174c	No comment	
APP/D3505/W/18/3211126	Miracle Barn, Bower House Tye	Appeal against the refusal of Outline Planning Application (Access to be considered) - Erection of two storey detached dwelling at Miracle Barn.	19/010b	Confirmed continued objection.	
DC/19/00389	Land East Of Woodview, Stackwood Road	Outline Planning Application (Access to be considered) Erection of a detached 1.5 storey dwelling and cartlodge and alterations to existing vehicular access.	19/028a	Objected	Refused 25/03/2019

### 19/061 Finance

- a. All cheques signed and due for signing, as itemised in Appendix C, were authorised by the councillors.
- b. The councillors reviewed and resolved to approve the Bank Reconciliation and the Statement of Accounts as at 31<sup>st</sup> March 2019 (Appendix D).
- c. The councillors resolved that they will not certify PPC as exempt from a limited assurance review for the year-ending 31<sup>st</sup> March 2019 and would engage with the external auditors, PKF Littlejohn, as in previous years.
- d. The councillors resolved to agree new bank signatories at the first meeting of the new Council in May.
- e. As per Item 19/057 the grant application has been withdrawn by the Community Shop.

### 19/062 Highways and Footpaths

The councillors agreed that more "No Cycling" signs should be displayed on footpaths being used by cyclists.

### 19/063 Assets, allotments, playground and playing field

- i. After reviewing the playground inspection report it was agreed that remedial works to playground equipment as highlighted in the inspection report, should be actioned.
- ii. The councillors agreed to allow the Playing Field to be used for a dog show subject to appropriate conditions being agreed in advance with the organisers.

### 19/064 Next meeting

The next PPC meeting will be held on Thursday 16<sup>th</sup> May 2019 at 7.30pm in the Village Hall. Cllr Wade noted that this meeting was the last to be attended by Cllrs MacWillson and Flather since they were both standing down. The Council thanked them both for their dedication and hard work over many years.

Signed ..... Date.....  
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The meeting closed at 8.50pm.

### 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.	
18/143	See Agenda item 62 Meeting 18/04/2019.	✓
18/159 c	Application has been made to SCC for the installation of bus shelters on the A1071 near the Brewers Arms.	
18/159 d	Survey of possible grit bin locations at Bower House Tye concluded that the proposals are for new locations and therefore have to be formally approved by SCC Highways. As the closing date for this is the end of September, it will need to be submitted in 2019.	
19/029 b	See Agenda item 61d Meeting 18/04/2019.	✓
19/037	Minutes updated on website and sent to magazines.	✓
19/042	Wrote to WSG resident re summer event.	✓
19/044 b	Payments made to suppliers.	✓
19/044 c	Donation sent to Village Hall.	✓
19/044 g	CIL Return sent to BDC and put on website.	✓
19/047	Village Hall booked for litter pick	✓
	<b>Clerk Hours</b>	
	As at 31st March 2018 - Hours Worked 358.75 / Hours Paid 390.	

### Appendix B Correspondence reviewed by councillors

No correspondence received.

### Appendix C RFO Report

#### Receipts & Payments 2018 / 2019

Date	Details	Ref	Power	Receipts	Payments
04/03/19	Interest	BS 1		1.66	0.00
22/03/19	BDC - Dog & Litter bin emptying	950	LA 2011 ss 1 to 8	0.00	978.05
22/03/19	CHT - Pads for Defib	951	LA 2011 ss 1 to 8	0.00	97.20
22/03/19	Village Hall - Donation & Defib electric	952	LA 2011 ss 1 to 8	0.00	965.00
22/03/19	ICO - Data Protection	D/Dr	LA 2011 ss 1 to 8	0.00	35.00
22/03/19	Allotment Rent McLeod			19.00	0.00
25/03/19	Allotment Rent Peck			19.00	0.00

#### Receipts & Payments 2019 / 2020

Date	Details	Ref	Power	Receipts	Payments
18/04/19	AIS - Playground Inspection	1953	LA 2011 ss 1 to 8	0.00	228.00
18/04/19	B Patrick - Footpaths March	1954	LA 2011 ss 1 to 8	0.00	98.00
18/04/19	Wave - Allotment Water	1955	LA 2011 ss 1 to 8	0.00	20.02
18/04/19	Polstead VH - Hire fee	1956	LA 2011 ss 1 to 8	0.00	30.00

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Series Page 550

**POLSTEAD PARISH COUNCIL**

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**Appendix D Bank Reconciliation & Statement of Accounts**

<b>POLSTEAD PARISH COUNCIL</b>					
County	Suffolk				
<b>Bank Reconciliation for Financial year ending 31st March 2019</b>					
D. Crimmin	RFO				<b>12th April 2019</b>
<b>Balances per Bank Statements as at 31st March</b>					
Barclays Community			£31,223.46		
Barclays Premium Account			<u>£3,327.27</u>		
					£34,550.73
Add any Unbanked Cash as at 31 March					£0.00
<b>Less Unpresented Cheques as at 31 March</b>					
		943	£40.00		
		944	£48.15		
		945	£109.32		
		946	£311.68		
		947	£491.89		
		948	£832.71		
		948	£39.00		
		949	£208.20		
		950	£978.05		
		951	£97.20		
		952	<u>£965.00</u>		
					£4,121.20
			<b>Total Cash</b>		<b><u>£30,429.53</u></b>
<b>CASH BOOK</b>					
Opening Balance					£26,916.23
Add Receipts in the year					<u>£19,722.09</u>
					£46,638.32
Less Payments in the year					<u>£16,208.79</u>
			<b>Total Cash</b>		<b><u>£30,429.53</u></b>

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<b>POLSTEAD PARISH COUNCIL</b>					
<b>Receipts &amp; Payments Account for the year ending 31st March 2019</b>					
		<b>2017 / 2018</b>		<b>2018 / 2019</b>	
<b>Receipts</b>					
Precept		£18,286.00		£18,302.00	
Bank Interest		£2.23		£6.64	
Recycling		£0.00		£0.00	
Grants		£307.14		£194.32	
Allotment Rent		£154.90		£104.40	
Wayleave		£20.75		£20.75	
QDJ		£0.00		£0.00	
Donation		£0.00		£0.00	
Compensation		£0.00		£0.00	
Other		£0.00		£0.00	
CIL		£0.00		£0.00	
VAT Repayment		£1,006.14		£1,093.98	
			<b>£19,777.16</b>		<b>£19,722.09</b>
<b>Payments</b>					
Clerks Salary		£4,332.77		£4,389.54	
Admin		£1,434.11		£1,387.01	
Insurance		£479.02		£491.89	
Audit Inspections		£308.00		£328.00	
Donations		£840.00		£299.32	
Chairman's Allowance		£0.00		£0.00	
Dog & Litter Bins		£732.46		£815.04	
Footpaths		£1,593.75		£1,725.00	
Grass Cutting		£2,051.60		£2,473.40	
Ditch Clearance		£0.00		£0.00	
Maintenance		£185.50		£991.00	
Village Hall		£1,499.42		£965.00	
Projects		£2,214.50		£810.58	
Contingency		£0.00		£0.00	
CIL		£0.00		£520.00	
VAT Paid		£1,093.98		£1,013.01	
			<b>£16,765.11</b>		<b>£16,208.79</b>
<b>Excess of Receipts over Payments</b>			<b>£3,012.05</b>		<b>£3,513.30</b>
Add Balance Brought Forward			£23,904.18		£26,916.23
<b>Balance Carried Forward</b>			<b>£26,916.23</b>		<b>£30,429.53</b>
<b>Represented by</b>					
Barclays Community		£23,595.60		£27,102.26	
Barclays Premium		£3,320.63		£3,327.27	
Cash		£0.00		£0.00	
			<b>£26,916.23</b>		<b>£30,429.53</b>
I have prepared these accounts from the books and records of the Polstead Parish Council and certify that they are a true record of the Parish Council's transactions					

**End of Appendices**

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