

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 18th June 2015 in Polstead Village Hall at 7.30pm

Present: Cllrs Anne MacWillson (Chairman), Phil Page and Sue Wigglesworth.

Attending: Gordon Jones (Suffolk County Councillor), John Ward (Babergh District Councillor), Dave Crimmin (Clerk) and 5 residents.

15/114 Apologies for Absence

Cllrs Flather (holiday), Oxford (work) and Patrick (Churchwarden duties re Boxford Church) sent their apologies as did PCSO Mandy Coleman.

15/115 Declaration of Acceptance of Office

The Clerk confirmed that Peter Patrick's declaration had been received.

15/116 Declaration of Interests and Requests for Dispensation

None declared and no requests for dispensation had been received.

15/117 Minutes of Meeting held on 21st May 2015

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

15/118 Reports from County and District Councillors and Suffolk Constabulary

Gordon Jones updated councillors on SCC's AGM and his appointment on the cabinet. He also updated councillors on the Highways works currently being undertaken with regard to replacing 30mph signs, roundels, Heath Road signage and the recently conducted speed survey in Mill Lane. John Ward updated councillors on Babergh's AGM and appointment of portfolio holders and the site visit undertaken by Planning Officers at Sharline in White Street Green. The Police report showed that no crime had been reported in the village during May.

15/119 Reports and Question from Councillors and Chairman's Report

Cllr Wigglesworth updated councillors on the Babergh Liaison meeting and the SALC Briefing session that she had attended with Cllr Oxford. The Chairman reported that she would pass the Scattered Orchard Project information to Richard Kilshaw, had passed the Post Office contact details to the resident and would be meeting the Fit Village representative in order to see how Polstead might benefit from the project.

15/120 Reports and Questions from Parishioners

No issues were raised.

15/121 Clerk's Report (Appendix A)

Following a review of the Clerk's Report the councillors noted the refund from Anglian Water for the Allotment water connection due to the reduced amount of work that they had undertaken.

15/122 Correspondence (Appendix B)

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

15/123 Planning

- a. The councillors reviewed **Planning Application B/15/00581 The Ride, Straight Road** - Erection of front and rear single storey extension and resolved that they supported the application.
- b. No further planning application had been received since the agenda was posted.
- c. 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
APP/D3505/Q/14/2222976	The Brambles, Holt Road	Appeal against refusal of Planning Application B/14/00162/ROC	14/158d	Nothing to add.	
B/15/00306/FHA	Rye House, Hadleigh Heath	Erection of single-storey extension and pitched roof to existing dwelling.	15/104a	Supported	
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/15/00533	Brewery Farm, Bower House Tye	Notification under Part 3 of the Town and Country Planning (General Permitted Development) (England) Order 2015. Prior approval under Class M(a) Change of use from Animal Food Sales (Class A1 shops) to Dwelling house(s) (C3).	15/104c	No issues	

15/124 Finance

- a. 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.
- b. The councillors considered the request from the Polstead Community Shop for support in the plan for groundwork alterations at the front of the Village Hall. The councillors agreed that that they would await an update on the proposals before considering the request.
- c. After reviewing the communication from the Pensions Regulator the councillors resolved to nominate the Clerk as PPC's contact.

15/125 Highways and Footpaths

The councillors discussed the issue of the lack of Bridal Ways in Polstead's footpath network. The Clerk was asked to update councillors with the Footpath Definitive Map for their review. Cllr Wigglesworth will review the footpath off Heath Road in terms of maintenance following works by National Grid.

15/126 Allotments

The councillors were informed that the mains water supply to the Allotments was now connected and all allotment plots have now allocated for 2015. The councillors reviewed the request from Ms Spalding to locate a greenhouse within her plot and resolved that the request was approved. The councillors reviewed the cost of rotovating plot 10 by the tenant and resolved that, as PPC had undertaken this type of work for 9 other plots, PPC would pay for this work.

The councillors reviewed the list of remaining works to be completed on the allotments and resolved to allocate the works to Ben Patrick at a cost of £320. Michael Bradshaw would be asked to concrete the inspection chamber for the water supply near the allotment entrance. The official re-opening ceremony of the allotments will be held on Saturday 27th June 2015 between 12 noon and 2pm. The councillors resolved a budget of £100 for the event.

15/127 Assets, playground and playing field

The councillors reviewed the Playground report from AIS and resolved to purchase new chains for the 3 swings identified as requiring replacement and to remove the steel plate of the removed double spring rocker. The councillors thought that the commemorative bench would be a good addition for the allotments and would discuss this with Mrs Regan.

15/128 Future Agenda Items

- Allotments review
- Footpaths / Bridal Ways
- SCC Highways issues including results of Speed Survey

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- Defibrillator
- Fit Village
- PPC Priorities over the next 4 years.

15/129 Standing Order 3d

The councillors resolved to exclude the public due to the confidential nature of the co-option of a councillor.

15/130 Co-option of councillor

The councillors reviewed the applications from 4 residents to be considered for the councillor vacancy on PPC. After a short interview process with the 3 applicants who were able to attend the meeting, the councillors resolved that Matthew Peck be co-opted to the council. With all applicants presenting a strong case to be appointed, Mr Peck was considered to have the edge as he:

- lived in the village all his life
- would represent an area of the village with no councillor representation
- had a young family that utilised a lot of the village resources.

The remaining candidates were thanked for their application and the councillors hoped that should a vacancy occur in the future, they would put their names forward again.

15/131 Next meeting

The next scheduled meeting will be held on Thursday 16th July 2015 starting at 7.30pm in the Village Hall.

The meeting closed at 8.45pm.

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	Have requested single track signage from SCC Highways and copy of plans for PPC approval.	
15/013	Have requested SCC Highways for a grit heap at A1071 / Stackwood Road junction	
15/088	SALC advised of PPC Chairman.	✓
15/090	CLlr Patrick completed his Declaration of Acceptance of Office.	✓
15/093	SALC advised that PPC had adopted the General Power of Competence.	✓
15/094	Minutes updated on website and published to newsletters.	✓
15/096	Outside bodies notified of PPC representatives.	✓
15/097	Appointment of Heelis & Lodge confirmed.	✓
15/100	Sports England aware of Polstead's interest in Fit Village.	✓
15/102	Post Office details passed to CLlr MacWillson	✓
15/104	Response sent to Babergh re planning applications	✓
15/105 b	Annual Return sent to BDO	✓
15/105 c	Cheques distributed to suppliers.	✓
15/105 d	Response sent to Village Hall Committee.	✓
15/108	Sand order placed with contractor. Reminder sent to Newsletters.	✓
15/109	Reservations placed for SALC Briefing.	✓
15/110	Reservation placed for SALC Liaison meeting.	✓
	Clerk Hours	
	As at 31st May 2015 - 75.25 hours worked / 67.5 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
18/05/15	HMRC VAT Repayment			341.67	0.00
18/06/15	B Patrick - Footpath Maintenance	764	LA 2011 ss 1 to 8	0.00	348.75
30/06/15	DF Crimmin - Salary Apr to June	765	LA 2011 ss 1 to 8	0.00	800.45
30/06/15	DF Crimmin - WFHA Apr to June	765	LA 2011 ss 1 to 8	0.00	39.00
30/06/15	HMRC - Clerk Tax	766	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	29/05/15	£33,847.17	£30,463.27	£3,383.90	£0.00	£0.00
Premier Account	29/05/15	£3,315.49	£3,315.49	£0.00	£0.00	£0.00
Cash	29/05/15	£0.00	£0.00			£0.00
		£37,162.66	£33,778.76	£3,383.90	£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	£8,945.55	Clerks Salary	£4,315.00	£1,000.45
Bank Interest	£2.00	£0.00	Admin	£1,860.00	£482.40
Recycling	£0.00	£0.00	Insurance	£475.00	£0.00
Grants	£195.00	£0.00	Audit Inspections	£190.00	£108.00
Allotment Rent	£200.00	£100.00	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	£411.25
Compensation	£0.00	£0.00	Grass Cutting	£2,250.00	£0.00
Other	£0.00	£367.17	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	£2,893.72
			Contingency	£500.00	£0.00
			VAT Paid	£0.00	£352.88
Total	£18,308.40	£9,754.39	Total	£0.00	£16,700.00
			Assets Carried Forward		£33,778.76
Total		£39,162.46	Total		£39,162.46

End of Appendices

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