

## POLSTEAD PARISH COUNCIL

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

**Present:** Cllrs Andrew Wade (Chairman), John Flather, James Oxford, Karen Richardson, Stewart Sowman, Susie Weston and Sue Wigglesworth.

**Attending:** John Ward (Babergh District Councillor) and Dave Crimmin (Clerk).

### 19/092 Apologies for Absence

Gordon Jones (Suffolk County Councillor) sent his apologies.

### 19/093 Declaration of Interests and Requests for Dispensation

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

### 19/094 Minutes of Meeting held on 16<sup>th</sup> May 2019

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

### 19/095 Co-option of a councillor

The councillors were updated that Matt Peck had resigned his position due to the difficulty in prioritising his work and councillor responsibilities. He is able to remain the liaison point for the allotment holders and the council. Following a review of the May 2019 minute 19/089, the councillors resolved that Karen Richardson be co-opted as a councillor of PPC. Cllr Richardson duly sign the acceptance of office and joined the councillors.

### 19/096 Reports from County and District Councillors and Suffolk Constabulary

The councillors reviewed Gordon Jones' previously submitted report. John Ward updated councillors on the grant that Babergh had received for rough sleepers, Babergh's housing satisfaction survey with its tenants, the Kingfisher extension and the new Cabinet structure.

### 19/097 Reports and Question from Councillors

The councillors were updated on the SALC Briefing by Cllrs Wade and Weston and the Chairman outlined his hopes that all councillors are able to attend either a future SALC Briefing or the council arranges for SALC to give a bespoke training session in the village hall.

### 19/098 Reports and Questions from Parishioners

No issues raised.

### 19/099 Clerk's Report (Appendix A)

Following a review of the Clerk's Report by the councillors, item 18/159d the application to SCC Highways has progressed following local residents agreeing that they are happy with the proposed locations of the grit bins at Bower House Tye.

### 19/100 Correspondence (Appendix B)

Following a review of the Correspondence and emails circulated by the Clerk since the last meeting the councillors discussed the issues of residents' putting stones on the verges with the highway. The councillors agreed to await a further update from Gordon Jones on the subject.

### 19/101 Planning

- a. The councillors reviewed **Planning Application DC/19/02356 Coppers, White Street Green** - Erection of 1no. dwelling and detached garage (following demolition of existing dwelling) and resolved that whilst happy with the principle of replacing the existing dwelling, they objected to the application on the following grounds:
  - i. The proposed dwelling was an overdevelopment of site
  - ii. It is out of keeping with the street scene
  - iii. It has an inappropriate scale and design for the setting

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

Polstead Parish Council adopted the General Power of Competence on the 16<sup>th</sup> May 2019

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- iv. The dwelling with a proposed floor area around 500 sq mtrs, was four times the size of newly built standard dwelling
  - v. The garage with a proposed floor area of 160 sq mtrs was larger than a newly built standard dwelling
  - vi. The garage is too close to the road.
- b. The councillors reviewed **Planning Application DC/19/02759 Jesmond Lodge, Polstead Hill** - Notification of Works to Trees in a Conservation Area - 2no. Sycamore Trees - Reduce by 30% 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:

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	
DC/19/01705	Walnut Cottage, Bower House Tye	Outline Planning Application (all matters reserved) - Erection of a single storey dwelling.	19/060c	Objected	REFUSED 29/05/2019
DC/19/01800	Rockalls Hall, Rockalls Road	Householder Planning Application - Erection of pool outbuilding (following partial demolition of existing outbuilding).	19/060d	Supported	Approved 03/06/2019
DC/19/02014	Barn At Spring Hill, Shelley Road, Stoke By Nayland	Conversion of storage barn to 1no. dwelling, erection of cart lodge and creation of vehicular access.	19/081a	Objected	
DC/19/02026	Wood Hall Farm, Stackwood Road	Application for Removal or Variation of Condition 2 (amended design of dwelling) following grant of Planning Permission B/16/00761 dated 24/08/2016.	19/081b	Objected	

### 19/102 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 reconciliation against the bank statements.

### 19/103 Highways and Footpaths

Cllr Flather will contact the contractor regarding the overgrown footpath in White Street Green.

### 19/104 Assets, allotments, playground and playing field

No issues raised.

### 19/105 Social Media

The councillors reviewed the draft policy for Social Media prepared by the Clerk and agreed that any comments on the content should be sent to Cllr Weston who will liaise with the Clerk to ensure that a final draft is prepared for review at the July meeting.

### 19/106 Future Agenda Items

- CIL Policy July 2019
- Review Standing Orders and Financial Regulations July 2019
- SCC Self Help July 2019
- Grit Bins and Dog Bins July 2019
- Car charging points Sept 2019
- Social care for the elderly and marginalised groups in the parish Sept 2019
- Research on the profile of parish Sept 2019
- Policies Review Nov 2019.

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

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**19/107 Next meeting**

The next PPC meeting will be held on Thursday 18<sup>th</sup> July 2019 at 7.30pm in the Village Hall.

**The meeting closed at 9.04pm.**

**Appendix A Clerks Report**

<b>Minute</b>	<b>Action</b>	<b>Complete ✓</b>
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.	
18/159 d	Applications being made for new grit bin locations at Bower House Tye.	
19/063 i	Part for play equipment to be ordered.	
	SALC advised of new Chairman, Representative and the adoption of the General Power of Competence.	✓
19/071	Minutes updated on website and sent to magazines.	✓
19/081	Sent Planning responses to BDC.	✓
19/082 e	Payments made to suppliers.	✓
19/082	AGAG pack sent to External Auditor.	✓
19/082 f	New Bank Mandates papers prepared by Barclays.	
19/086	Cllrs Weston and Wade attended SALC Briefing.	✓
19/089	Babergh advised of John Flather's co-option and Matt Peck's resignation.	✓
	<b>Clerk Hours</b>	
	As at 2nd June 2019 - Hours Worked 77 / Hours Paid 67.5	

**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
01/05/19	Allotment Rent			38.00	0.00
09/05/19	VAT Repayment			1,013.01	0.00
18/06/19	Heelis & Lodge - Audit	1960	LA 2011 ss 1 to 8	0.00	128.00
18/06/19	SALC - Councillor Briefing	1961	LA 2011 ss 1 to 8	0.00	55.20
28/06/19	DF Crimmin - Salary Apr to June	1962	LA 2011 ss 1 to 8	0.00	841.63
28/06/19	DF Crimmin - WFHA Apr to June	1962	LA 2011 ss 1 to 8	0.00	39.00
28/06/19	HMRC - Clerk Tax	1963	LA 2011 ss 1 to 8	0.00	210.40

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/05/19	£40,775.08	£39,500.85	£1,274.23	£0.00	£0.00
Premier Account	31/05/19	£3,327.27	£3,327.27	£0.00	£0.00	£0.00
Cash	31/05/19	£0.00	£0.00			£0.00
		£44,102.35	£42,828.12	£1,274.23	£0.00	

**Budget v's Actual**

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£30,429.53			
<b><u>Income</u></b>			<b><u>Expenditure</u></b>		
Precept	£18,668.00	£9,334.00	Clerks Salary	£4,655.28	£1,052.03
Bank Interest	£0.00	£0.00	Admin	£2,200.00	£515.02
Recycling	£0.00	£0.00	Insurance	£560.00	£0.00
Grants	£745.00	£0.00	Audit Inspections	£320.00	£128.00
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	£420.00
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	£190.00
VAT Repayment	£0.00	£1,013.01	Village Hall	£965.00	£0.00
			Projects	£1,500.00	£0.00
			Contingency	£500.00	£0.00
			CIL	£2,041.80	£0.00
			VAT Paid	£0.00	£47.20
<b>Total</b>	<b>£19,555.00</b>	<b>£14,750.84</b>	<b>Total</b>	<b>£2,041.80</b>	<b>£19,110.28</b>
			Assets Carried Forward		£42,828.12
<b>Total</b>		<b>£45,180.37</b>	<b>Total</b>		<b>£45,180.37</b>

**End of Appendices**

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