

POLSTEAD PARISH COUNCIL

Minutes of meeting held on 18th June 2020 via Videoconference

Present: Andrew Wade (Chairman), John Baxter, John Flather, James Oxford, Stewart Sowman and Sue Wigglesworth.

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

20/103 Apologies for Absence

Karen Richardson (engagement) gave her apologies.

20/104 Vice Chairman

Cllr Flather was elected as Vice Chairman of PPC.

20/105 Representative

Cllr Wigglesworth was appointed as the Suffolk Association of Local Councils representative.

20/106 Declaration of Interests and Requests for Dispensation

No interests declared and no request for dispensation received.

20/107 Minutes of Meeting held on 21st May 2020

The minutes of the meeting were approved by the councillors who resolved that the minutes should be digitally signed by the Chairman as a correct record.

20/108 Reports from County and District Councillors

The councillors noted Gordon Jones' previously submitted report and he provided further updates to the councillors on Council Tax collections, the COVID-19 impact on SCC's budgets and care sector issues. The councillors noted John Ward's previously submitted report and he updated them on Business and Community grants, the Innovation and Growth Fund, Council Tax and Business Rate collections and the impact COVID-19 is having on BDC's reserves and income streams.

20/109 Reports and Question from Councillors

No issues raised.

20/110 Public Forum

No public present.

20/111 Clerk's Report

Following a review of the Clerk's Report (Appendix A) by the councillors there were no further actions requested of the Clerk.

20/112 Emails circulated

Following a review of the emails circulated by the Clerk since the last meeting the councillors noted the concerns raised by the licensees of The Cock in relation to street trading. The councillors agreed that Cllrs Wade and Flather should respond to the Community Climate Action survey on PPC's behalf.

20/113 Planning

- a. The councillors reviewed **Planning Application DC/20/01829 Angus Farm, White Street Green** - Erection of agricultural building and resolved by a majority to support the application subject to the LPA applying a condition, if minded to approve, that restricts the usage of the building to those declared in the planning application.



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- b. The councillors reviewed **Planning Application DC/20/02036 Galadhon, Rockalls Road** - Notification of Works to Trees in a Conservation Area - T1 (Eucalyptus) - Remove due to size and proximity to houses and resolved that they had no objections.
- c. There was one planning application received since the agenda was posted requiring a response prior to the next meeting. The councillors reviewed **Planning Application DC/20/02321 Corders House, Polstead Hill** - Application for works to trees in a Conservation Area - Fell 1 No Goat Willow and resolved they had no objects despite the application lacking any reason why the tree required felling.
- d. The councillors reviewed the status of planning applications, enforcement referrals and appeals previously reviewed by PPC as per Appendix B.

20/114 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.
- b. The councillors reviewed the applications for grants from EACH and the Hadleigh First Responders. After discussing the merits of both organisations the councillors resolved to donate £470 to EACH and to defer a decision on the Hadleigh First Responders.

20/115 Polstead WI

There had been no further update on the transfer of the WI land.

20/116 Highways and Footpaths

The councillors were very impressed with the quick timeframe in which a local landowner had repaired stiles on a footpath and asked the Clerk to write to him to thank him. The councillors requested the Clerk to use his delegated powers to undertake any urgent issues arising on the footpath network that PPC maintains. The Clerk was asked to circulate a footpath map showing PPC's parish boundary.

20/117 Assets, allotments, playground and playing field

Cllr Sowman to contact contractor in relation to repairs to the playground's fencing.

20/118 Investment Policy

The councillors reviewed the draft Investment Policy and resolved to its adoption by PPC.

20/119 Future Agenda Items

- Signs for footpaths (July)
- Footpaths to be maintained by PPC (July)
- Donation to Hadleigh First Responders (September)
- Questionnaire software (September).

20/120 Next scheduled meeting

The next PPC meeting will be held on Thursday 16th July 2020 at 7.30pm.

Meeting closed at 9.06pm.



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Appendix A Clerk's Report

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
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.	
20/080	Informed SALC of Chairman.	✓
20/084	Minutes updated on website and sent to magazines.	✓
20/086 cd	Informed Village Hall and Layham Pit of representatives.	✓
20/087	Wrote to Heelis & Lodge informing them of appointment.	✓
20/095	Sent Annual Return to PKF Littlejohn.	✓
20/095 e	Payments made to suppliers.	✓
20/098	Informed Ben Patrick of pond grass cutting schedule.	✓
20/101	Chairman has written to Clerk re revision to his contract.	✓

Appendix B Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
APP/D3505/W/19/3242170	Walnut Cottage, Bower House Tye	Appeal against refusal of outline planning application for erection of a single storey dwelling.	20/031c	No additional objections	
DC/20/00756	Land South Of Wood Hall Farm, Stackwood Road	Erection of 1no. dwelling with integral garage.	20/049c	Object	Permission Granted 15/05/2020
DC/20/01271	Bower House Farm, Bower House Tye	Erection of rear extension; Erection of annexe and 3 bay cartlodge ancilliary to dwelling and 1.8m boundary wall.	20/070a	Support	



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

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Appendix C RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
06/05/20	Allotment Rent (Plot 7)			10.00	0.00
13/05/20	Allotment Rent (Plot 8)			10.00	0.00
18/06/20	B Patrick - Footpaths May	2018	LA 2011 ss 1 to 8	0.00	375.00
30/06/20	DF Crimmin - Salary April to June	2019	LA 2011 ss 1 to 8	0.00	841.63
30/06/20	DF Crimmin - WFHA April to June	2019	LA 2011 ss 1 to 8	0.00	78.00
30/06/20	HMRC - Clerk Tax	2020	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	29/05/20	£47,203.08	£44,990.99	£1,962.09	£0.00	£250.00
Premier Account	29/05/20	£3,333.42	£3,333.42	£0.00	£0.00	£0.00
Cash	10/06/20	£0.00	£0.00			£0.00
		£50,536.50	£48,324.41	£1,962.09	£0.00	

Actual v's Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£42,030.94			
Income			Expenditure		
Precept	£18,596.00	£9,298.00	Clerks Salary	£4,704.98	£1,052.03
Bank Interest	£0.00	£0.00	Admin	£2,300.00	£482.39
Recycling	£0.00	£0.00	Insurance	£580.00	£0.00
Grants	£745.00	£0.00	Audit Inspections	£340.00	£180.00
Allotment Rent	£120.00	£130.40	Donations	£1,000.00	£530.00
Wayleave	£22.00	£0.00	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Community Wardens	£1,180.00	£1,000.00
Donation	£0.00	£0.00	Dog & Litter Bins	£1,000.00	£0.00
Compensation	£0.00	£0.00	Footpaths	£1,850.00	£1,081.00
Other	£0.00	£0.00	Grass Cutting	£3,350.00	£0.00
CIL	£0.00	£0.00	Ditch Clearance	£200.00	£0.00
VAT Repayment	£0.00	£1,456.49	Maintenance	£1,200.00	£55.00
			Village Hall	£965.00	£0.00
			Projects	£1,500.00	£0.00
			Contingency	£500.00	£0.00
			CIL	£9,617.56	£0.00
			VAT Paid	£0.00	£211.00
Total	£19,483.00	£10,884.89	Total	£9,617.56	£20,729.98
			Assets Carried Forward		£48,324.41
Total		£52,915.83	Total		£52,915.83

End of Appendices



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