

## **POLSTEAD PARISH COUNCIL**

**Minutes of Meeting held on Thursday 18<sup>th</sup> October 2018 in Polstead Village Hall at 7.30pm**

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

**Attending:** Gordon Jones (Suffolk County Councillor) and Dave Crimmin (Clerk).

### **18/149 Apologies for Absence**

Cllr Peck (holiday) sent his apologies as did John Ward (Babergh District Councillor).

### **18/150 Declaration of Interests and Requests for Dispensation**

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

### **18/151 Minutes of Meeting held on 20<sup>th</sup> September 2018**

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

### **18/152 Reports from County and District Councillors and Suffolk Constabulary**

The councillors reviewed Gordon Jones' previously submitted report and he provided an update on a review of gullies and drains in the parish. PPC are asked to let Gordon know of all the flooding issues in the parish. The councillors reviewed John Ward's previously submitted report.

### **18/153 Reports and Question from Councillors**

Cllr Wade reported on the Babergh Liaison meeting where the Babergh is being challenged on its 5-year housing supply and its draft Joint Local Plan by the new National Planning Policy Framework.

### **18/154 Reports and Questions from Parishioners**

No members of public present.

### **18/155 Clerk's Report (Appendix A)**

Following a review of the Clerk's Report by the councillors:

- (18/030) The meeting with SCC's Right of Ways to and the Chairman will take place on the 5<sup>th</sup> November.
- (18/041) A letter from the Lord of the Manor's solicitor was reviewed by the councillors and it was resolved to look into the issues raised and the Clerk to send a reply to the solicitor.

### **18/156 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.

### **18/157 Planning**

- a. No planning application had been received since the agenda was posted that required to be reviewed before the next scheduled meeting.
- b. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC are as follows:

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

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Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/18/02836	Hill Farm, Stoke Road	Erection of extension to existing production premises, associated car parking, landscaping and drainage infrastructure.	18/122a	Objected	
APP/D3505/W/18/3194780	Land to the West of Stackwood Road	Appeal against refusal of DC/17/04499 - Erection of 1 No Dwelling, home office, workshop, parking areas.	18/122b	Original objections stand.	
DC/18/03118	The Orchards, Straight Road, Polstead Heath	Application for Listed Building Consent - Erection of oak framed extension.	18/122c	Supported	
DC/18/03117	The Orchards, Straight Road, Polstead Heath	Erection of oak framed extension.	18/122c	Supported	
DC/18/02652	Lower Justice Wood House, Justice Wood	Erection of single storey rear extension to link annexe to dwelling.	18/137a	Supported	Permission Granted 26/09/2018
DC/18/03682	Stackwood Farm Barn, Stackwood Road	Full Planning Application - Change of use of Agricultural land for the keeping of horses and erection of stables with associated landscaping.	18/137b	Supported	Permission Granted 10/10/2018
DC/18/03738	Clear Spot, Heath Road	Notification of works to trees under Tree Preservation Order 416 - Oak (T1) Prune lateral spread by approximately 2m, remove lowest lateral limb and pull in crown by up to 2m	18/137c	Supported	Permission Granted 15/09/2018
DC/18/03720	Willow Cottage, Hadleigh Heath	Erection of a single storey rear extension, first floor rear extensions and erection of willow fence to part front boundary.	18/137d	Supported	Permission Granted 08/10/2018
DC/18/03981	Four Acres, Stackwood Road	Erection of a two story rear extension with additional porch to side and replacement front porch. Erection of garage with two carports following demolition of existing garage.	18/140a	Supported	
DC/18/04042	1 Holmwood Cottage, s Bower House Tye	Erection of a side and rear extension (following demolition of outbuilding and log store).	18/140b	Supported	
DC/18/04043	1 Holmwood Cottages, Bower House Tye	Application for Listed Building Consent - Erection of a side and rear extension following demilition of outbuilding and log store.	18/140c	Supported	

### 18/158 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 considered a donation request towards the “Big Breakfast” event and resolved to provide up to £150 to cover the costs of Village Hall hire and produce for the event.
- c. The Clerk was asked to provide further information on the benefits and costs of joining the Babergh Alliance of Parish & Town Councils.

### 18/159 Highways and Footpaths

- a. The item on footpath walks was deferred.
- b. Footpath gates and stiles will be raised by the Chairman at her meeting with SCC Rights of Way.
- c. The councillors agreed that the provision of a bus shelter on both sides of the A1071 near the pub should be explored and asked the Clerk to produce a feasibility report showing costs of the proposals and any grants that would be applicable.

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- d. The councillors resolved that 2 grit bins should be purchased for the junction of the A1071 and the road to the water tower and the junction at Bower House Tye. A budget of £500 was agreed for the project.

#### 18/160 Daffodil planting programme

Cllr Flather has consulted the residents around White Street Green who have agreed a planting programme for the Green. Further planting will be made to last year's locations. It was agreed that the bulb planting would take place on Saturday 17<sup>th</sup> November starting at 10am. The Clerk to provide information to the newsletters.

#### 18/161 Assets, allotments, playground and playing field

The councillors were updated that following the refurbishment of the telephone kiosks the defibrillator and new lights are planned to be installed by early November.

#### 18/162 Christmas Events

The plans for the Christmas Carols event on Sunday 23<sup>rd</sup> December between 4pm and 6pm at the Cock Inn where finalised. Mulled wine and mince pies will be provided for those attending. The Clerk was asked to order a 11-foot Christmas tree for delivery by the 15<sup>th</sup> December.

#### 18/163 Men's Sheds

Cllr Weston outlined the scheme that is undertaken in her parent's village and thought that the idea may be of benefit to the area in and around Polstead. Two schemes currently operate in Ipswich and one in Halstead. It was agreed that Cllr Weston produces a newsletter article and leaflet in order to gauge the interest for such a scheme and report back to the council with the results.

#### 18/164 Future Agenda Items

- Footpath Walks
- Budget for 2019 / 2020.

#### 18/165 Next meeting

The next PPC meeting will be held on Thursday 15<sup>th</sup> November 2018 at 7.30pm in the Village Hall.

**The meeting closed at 9.30pm.**

#### Appendix A Clerks Report

Minute	Action	Complete ✓
18/030	SCC RoW team to meet PPC regarding ditch on FP5 and stile at Mill Lane.	
18/041	Lord of the Manor has written to confirm that his solicitor's are in communication with SCC Legal.	
18/080	Gordon Jones has confirmed that drains have been cleared at Holly Hill. This issue is still part of his ward-wide review of flooding.	
18/128	Contractor completed refurbishment of Telephone kiosks.	✓
18/134	Minutes updated on website and sent to newsletters.	✓
18/139	Cllr Wade & Wigglesworth booked for Liaison meeting.	✓
18/140	Planning responses sent to Babergh.	✓
18/141 b	Payments made to suppliers.	✓
18/143	Wrote to Gordon Jones re Community Shop road signage.	
	<b>Clerk Hours</b>	
	As at 30th September 2018 - Hours Worked 176.5 / Hours Paid 195	

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### Appendix B Correspondence reviewed by councillors

No correspondence received.

### Appendix C RFO Report

#### Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
03/09/18	Interest	BS 1		1.66	0.00
10/09/18	BDC Precept			9,151.00	0.00
21/09/18	PKF Littlejohn - Audit Fee	926	LA 2011 ss 1 to 8	0.00	240.00
18/10/18	Elford & Sons - Water tap	927	LA 2011 ss 1 to 8	0.00	624.00
18/10/18	CAS - Website hosting	928	LA 2011 ss 1 to 8	0.00	60.00
18/10/18	B Patrick - Footpaths September	929	LA 2011 ss 1 to 8	0.00	196.00
18/10/18	S Scammell - Telephone kiosks maint	930	LA 2011 ss 1 to 8	0.00	720.00

#### Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	28/09/18	£40,191.23	£36,807.68	£3,383.55	£0.00	£0.00
Premier Account	28/09/18	£3,323.95	£3,323.95	£0.00	£0.00	£0.00
Cash	11/09/18	£0.00	£0.00			£0.00
		£43,515.18	£40,131.63	£3,383.55	£0.00	

#### Actual v's Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£26,916.23			
<b>Income</b>			<b>Expenditure</b>		
Precept	£18,302.00	£18,302.00	Clerks Salary	£4,564.00	£2,194.77
Bank Interest	£0.00	£3.32	Admin	£2,000.00	£895.53
Recycling	£0.00	£0.00	Insurance	£560.00	£0.00
Grants	£745.00	£0.00	Audit Inspections	£320.00	£328.00
Allotment Rent	£120.00	£66.40	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	£1,175.00	£0.00
Donation	£0.00	£0.00	Footpaths	£1,600.00	£1,207.00
Compensation	£0.00	£0.00	Grass Cutting	£3,150.00	£0.00
Other	£0.00	£0.00	Ditch Clearance	£200.00	£0.00
CIL	£0.00	£0.00	Maintenance	£1,200.00	£910.00
VAT Repayment	£0.00	£1,093.98	Village Hall	£965.00	£0.00
			Projects	£1,500.00	£0.00
			Contingency	£500.00	£0.00
			CIL	£2,561.80	£0.00
			VAT Paid	£0.00	£195.00
<b>Total</b>	<b>£19,189.00</b>	<b>£19,465.70</b>	<b>Total</b>	<b>£2,561.80</b>	<b>£18,794.00</b>
			Assets Carried Forward		£40,131.63
<b>Total</b>		<b>£46,381.93</b>	<b>Total</b>		<b>£46,381.93</b>

End of Appendices

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