

## **POLSTEAD PARISH COUNCIL**

**Minutes of Meeting held on Thursday 19<sup>th</sup> February 2015 in Polstead Village Hall at 7.30pm**

**Present:** Cllrs Amanda Flather (Chairman), Phil Page, Peter Patrick (arrived late due to Boxford Choir commitments) and James Oxford.

**Attending:** Sue Wigglesworth (Babergh District Councillor), Gordon Jones (Suffolk County Councillor), Dave Crimmin (Clerk) and 1 resident.

**In the absence of both the Chairman and Vice Chairman the councillors resolved that Cllr Flather Chair the meeting.**

### **15/024 Apologies for Absence**

Cllrs MacWillson (holiday), Martin (engagements) and Palmer (ill) gave their apologies as did PCSO Coleman.

### **15/025 Declaration of Interests**

None were declared.

### **15/026 Requests for Dispensation**

None received.

### **15/027 Minutes of Meeting held on 22<sup>nd</sup> January 2015**

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

### **15/028 Reports from County and District Councillors and Suffolk Constabulary**

The reports are contained in Appendix A.

### **15/029 Reports and Question from Councillors**

No issues raised.

### **15/030 Chairman's Report**

The Chairman updated councillors that Margaret Regan had asked the council to suggest an appropriate commemoration for her husband Brian, who had been both a member and Chairman of Polstead Parish Council for a number of years. The councillors thought that the planting of a tree in Heath Close may be appropriate and Cllr Flather will discuss this with Mrs Regan.

### **15/031 Reports and Questions from Parishioners**

No issues were raised.

### **15/032 Clerk's Report (Appendix B)**

Following a review of the Clerk's Report there were no further actions requested of the Clerk.

### **15/033 Correspondence (Appendix C)**

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

### **15/034 Planning**

- a. The councillors noted **Planning Application B/15/00077/TCA Tinkers Cottage, Polstead Hill** - Reduce 1 no. beech tree.
- b. A further planning application had been received since the agenda was posted. The councillors reviewed **Planning Application B/15/00097/FUL - Bower House Farm, Bower House Tye** - Erection of extension to cattle shed to form feed silo enclosure and resolved that they had no objection.
- c. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC were as follows:

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<b>Application Reference</b>	<b>Address</b>	<b>Planning Details</b>	<b>PPC Minute</b>	<b>Parish Council Comments</b>	<b>Babergh DC Comments</b>
B/11/00755/FHA	Mayflower, Stackwood Road	Non-material amendments for insertion of 2 no. rooflights to rear roofslope; insertion of 1 no. window to rear elevation; insertion of roller shutter garage doors in lieu of approved side hung timber doors; and internal alterations.	11/184b	Hung doors preferred to roller shutters.	Still to be determined as at 11th February 2015.
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/14/01626/FHA	Sunnyside, Straight Road	Erection of garage and cart lodge with garden store	15/011b	Objected	

**15/035 Finance**

- a. All cheques signed and due for signing, as itemised in Appendix D, 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 resolved to award Ben Patrick with the 2015 footpath contact at the same rate as 2014. **Highways Act 1980 ss 43, 50**
- c. The councillors resolved to award P&H Landscapes with the 2015 grass cutting contact at the same rates as 2014. **Open Spaces Act 1906 s 10**
- d. The councillors resolved to give £150 towards the cost of clock maintenance at St Mary's Church. **Parish Councils Act 1957 s 2.**

**15/036 Highways and Footpaths**

The issue of horses using the footpath along Heath Raod was raised and Cllr MacWillson will be asked to review the issue. Gordon Jones is still awaiting an update on the plans to re-install the 30mph signs in Mill Lane.

**15/037 Allotments**

The councillors reviewed the outcomes of their on-site meeting at the allotments on the 7<sup>th</sup> February and then reviewed the quotations received for the remaining works. The councillors resolved to contract M Bradshaw to install the stand pipe and water supply from the connection with Anglian Water, provide trench for the new fencing and level the allotments with a harrow at a total cost of £880. The councillors also resolved that the Clerk purchases the fencing materials, via his credit card and reclaim on his expenses, at a cost of £650 and B Patrick be contracted to install the new fencing and gate at a cost of £870. Once the works are completed by M Bradshaw the Clerk will contract Anglian Water to provide a water supply at a cost of £1379. **Small Holding & Allotments Act 1908 s 23**

**15/038 Community Infrastructure Levy**

The councillors reviewed the Babergh's consultation on the Community Infrastructure Levy and resolved that they had no comments.

**15/039 Assets, playground and playing field**

No update on the new playground proposals or fund raising schemes.

**Cllr Patrick arrived.**

**15/040 Future Agenda Items**

- Allotments
- Policies and Procedures.

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### 15/041 Next meeting

The next scheduled meeting will be held on Thursday 19<sup>th</sup> March 2015 starting at 7.30pm in the Village Hall.

The meeting closed at 8.15pm.

### Appendix A County, District and Suffolk Constabulary reports

In addition to Gordon Jones' previously circulated report he updated councillors on the new system of Highways issues reporting, prioritising of pot holes and the 0% increase in SCC's Council Tax. Sue Wigglesworth updated councillors on her circulated report. The Police report previously circulated to councillors, showed that 2 crimes had been reported near the Green during January.

### Appendix B Clerks Report

Minute	Action	Complete ✓
13/218	SCC Highways are happy with single track signage for Heath Road.	✓
14/113	PPC contractor requested to provide a quotation for maintaining grass in Heath Close.	
14/124	Response sent to Royal Mail on Pillar Box removal. No response to date on request for VR	
15/004	Approved minutes sent to website. Draft minutes sent to website.	✓
15/011	Response to planning applications sent to Babergh.	✓
15/012 a	Cheques distributed to suppliers.	✓
15/012 b	Precept demand sent to Babergh.	✓
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	
15/013	Raised issue of parking at junction of roads with Police.	

### Appendix C Correspondence reviewed by councillors

Reference	Date Received	Raised by	Regarding	Agenda	Routine
PC15004		Newsletter	SWT magazine		✓

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**Appendix D RFO Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
19/02/15	C Howard Contracting - Allotment ploughing	737	Small Holdings & Allotments Act 1908 s 23	0.00	100.00
19/02/15	P & H Landscapes - Grass cutting	738	Open Spaces Act 1906 s 10	0.00	2,038.90
19/02/15	ICO - Data Protection	739	LGA 1972 s 111	0.00	35.00
19/02/15	A MacWillson - Xmas Carols expenses	740	LGA 1972 s 145	0.00	43.96

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/12/14	£33,237.11	£30,486.00	£2,751.11	£0.00	£0.00
Premier Account	31/12/14	£3,315.11	£3,315.11	£0.00	£0.00	£0.00
Cash	16/01/15	£0.00	£0.00			£0.00
		£36,552.22	£33,801.11	£2,751.11	£0.00	

**Statement of Accounts vs Budget**

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£22,627.64			
<b>Income</b>			<b>Expenditure</b>		
Precept	£17,810.06	£17,810.06	Clerks Salary	£4,306.00	£2,936.70
Bank Interest	£2.00	£1.26	Admin	£1,850.00	£1,027.05
Recycling	£0.00	£0.00	Insurance	£550.00	£0.00
Grants	£195.00	£2,061.82	Audit Inspections	£190.00	£190.00
Allotment Rent	£25.50	£0.00	Donations	£1,000.00	£500.00
Wayleave	£20.00	£20.30	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Dog & Litter Bins	£790.00	£0.00
Donation	£0.00	£0.00	Footpaths	£1,400.00	£1,287.50
Compensation	£0.00	£0.00	Grass Cutting	£2,200.00	£2,038.90
Other	£0.00	£574.50	Ditch Clearance	£200.00	£0.00
VAT Repayment	£0.00	£408.27	Maintenance	£1,140.00	£415.00
			Village Hall	£935.00	£0.00
			Projects	£1,500.00	£1,240.73
			Contingency	£500.00	£0.00
			VAT Paid	£0.00	£66.86
<b>Total</b>	<b>£18,052.56</b>	<b>£20,876.21</b>	<b>Total</b>	<b>£0.00</b>	<b>£16,621.00</b>
					<b>£9,702.74</b>
			Assets Carried Forward		£33,801.11
<b>Total</b>		<b>£43,503.85</b>	<b>Total</b>		<b>£43,503.85</b>

VAT Unclaimed = £66.86

**End of Appendices**

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