

POLSTEAD PARISH COUNCIL

Minutes of Annual Meeting held on Thursday 19th May 2016 in Polstead Village Hall at 7.30pm

Present: Cllrs Anne MacWillson (Chairman), Amanda Flather, James Oxford, Phil Page, Peter Patrick, Matt Peck and Sue Wigglesworth.

Attending: John Ward (Babergh District Councillor), Gordon Jones (Suffolk County Councillor), Dave Crimmin (Clerk) and 8 members of public.

16/075 Election of Chairman

It was unanimously resolved that Anne MacWillson be elected the Chairman of Polstead Parish Council (PPC), and the Chairman signed the Declaration of Acceptance of Office.

16/076 Apologies for Absence

No apologies received.

16/077 Election of Vice Chairman

It was unanimously resolved that Amanda Flather be elected the Vice Chairman of PPC.

16/078 Declaration of Interests and Requests for Dispensation

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

16/079 Minutes of Meeting held on 21st April 2016

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

16/080 HR and Standards Committees

Cllrs Flather, Oxford and Page were appointed as the members of the HR Committee and Cllrs Peck, Patrick and Wigglesworth were appointed as the members of the Standards Committee.

16/081 Representatives to Outside Bodies

The councillors resolved the following appointments:

- a. Cllr Page to the Suffolk Association of Local Councils (SALC)
- b. Cllr Flather for Traffic Liaison
- c. Cllr Wigglesworth to the Village Hall Committee
- d. Cllr Oxford to the Layham Pit Liaison Meeting.

16/082 Internal Auditor

The councillors resolved to appoint Heelis & Lodge as the Internal Auditor for 2016 / 2017 and the Clerk to write to confirm appointment.

16/083 Annual Subscriptions

The councillors resolved to renew the annual subscriptions to SALC, Suffolk Wildlife Trust, Community Action Suffolk, the Society of Local Council Clerks and the Suffolk Preservation Society.

16/084 Reports from County and District Councillors and Suffolk Constabulary

The councillors noted the reports submitted by Gordon Jones and John Ward. Gordon Jones additionally updated councillors on the Fire and Rescue consultation revisions and the University of Suffolk. John Ward updated councillors on the Babergh AGM and his new role relating to the environment.

16/085 Reports and Question from Councillors and Chairman's Report

No reports submitted.

16/086 Reports and Questions from Parishioners

A number of residents of Calais Street (Boxford) raised questions and concerns over Item 16/089a and White Street Green residents additionally raised concerns over Item 16/089c.

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16/087 Clerk's Report (Appendix A)

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

16/088 Correspondence (Appendix B)

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

16/089 Planning

- a. The councillors reviewed **Planning Application B/16/00557 Land to the east of, White Street Green** - Notification under Part 6 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 - Erection of an agricultural storage barn. The councillors were concerned over the consequences of the proposed barn in terms of the vehicular access, the number of vehicle movements, screening measures, future use and felt that the community would be best served by a full planning application being submitted by the applicant.
- b. The councillors reviewed **Planning Application B/16/00586 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(b) building operations reasonably necessary to convert building to Dwelling house(s) (C3) (Application follows change of use granted under approval B/15/00533/SHDW) and resolved that they had nothing to add.
- c. The councillors reviewed **Planning Application B/16/00481 Formally known as Sharline, White Street House, White Street Green** - Erection of one and a half storey dwelling, brick party boundary wall and construction of vehicular access (amended from dwelling approved under B/15/00403/FUL). The councillors were disappointed as, having supported the planning application to build the second dwelling on the site, the applicant has chosen to ignore the plans approved, build what they wanted and now seek retrospective permission for the dwelling. The councillors consider that the route taken by the applicant in this case, undermines the planning process.
- d. No further planning application had been received since the agenda was posted.
- e. There are no outstanding items regarding the status of planning applications, enforcement referrals and appeals previously reviewed by PPC.

16/090 Finance

- a. The councillors reviewed and resolved to accept the internal audit report from Heelis & Lodge for 2015 / 2016 which included the recommendation for PPC to review its Standing Orders and Financial Regulations.
- b. The councillors resolved to approve Section 1 of the Annual Return for the year ended 31st March 2016 and the Chairman signed the section accordingly.
- c. The councillors resolved to approve Section 2 of the Annual Return for the year ended 31st March 2016 and the Chairman signed the section accordingly.
- d. The councillors resolved to approve the explanation of significant variances within Section 2 of the Annual Return.
- e. All cheques signed and due for signing, as itemised in the RFO Report (Appendix C), were authorised by the councillors. The councillors also noted the income received since the last meeting, agreed the Reconciliation of Accounts against the Bank Statements and reviewed the Statement of Accounts against the budget.
- f. The councillors noted that PPC has now received confirmation from BDC that it will receive £4,650 from Polstead's Section 106 fund as a grant towards the purchase of the new play equipment. The councillors resolved to proceed with the purchase of new play equipment from Action Play & Leisure at a total cost of £20,243 plus VAT with £15,000 coming from Earmarked reserves and £593 from the Projects budget. The councillors resolved that final

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payment for the installation would be completed once the installation is certified by Anglia Inspection Services.

- g. The councillors resolved to allocate a £200 budget towards the event to celebrate the Queen's 90th Birthday on the 11th June to cover the cost of hall hire and sandwiches.

16/091 Highways and Footpaths

Cllr Oxford will contact the residents over the issue of inappropriate car parking on Polstead Hill.

16/092 Assets, playground and playing field

The councillors again reviewed concerns raised over some of the allotments not being maintained and asked Cllr Peck, in his role as the council's coordinator for the allotments, to raise PPC's concerns with the relevant allotment tenants. The councillors resolved that, subject to confirmation with the local resident, that the red dog bin be located at the entrance to Spring Lane next to the grit bin.

16/093 July event

Plans for the event, which is hoped to mark the installation of the new play equipment, will be held on the playing field on Saturday 2nd July starting at noon. Cllr MacWillson is now finalising all the tasks for the afternoon and the councillors resolved to allocate a budget of £500 towards refreshments on the day.

16/094 BDC Meeting

PPC will not be represented at the BDC meeting on the 7th June 2016.

16/095 Future Agenda Items

- Allotments
- Defibrillator.

16/096 Next meeting

The next scheduled meeting will be held on Thursday 16th June 2016 starting at 7.30pm in the Village Hall.

The meeting closed at 9.40pm.

Appendix A Clerks Report

Minute	Action	Complete ✓
15/127	Chairs to be additional order of new equipment work.	
16/058	Minutes updated on website and sent to newsletter.	✓
16/064	Babergh Enforcement confirm that there is no issue with static caravan.	✓
16/065	Payments made to suppliers.	✓
16/068 c	S106 application agreed by Babergh	✓
16/069	Defibrillator plan outstanding.	

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
22/04/16	R Stiff - Village Hall oil	804	LA 2011 ss 1 to 8	0.00	532.07
22/04/16	A MacWillson - Litter Pick expenses	805	LA 2011 ss 1 to 8	0.00	0.00
25/04/16	BDC Precept & Grant		LA 2011 ss 1 to 8	9,288.58	0.00
19/05/16	B Patrick - Tree clearance	806	LA 2011 ss 1 to 8	0.00	37.50
19/05/16	B Patrick - Footpaths	806	LA 2011 ss 1 to 8	0.00	237.50
19/05/16	Heelis & Lodge - Audit Fee	807	LA 2011 ss 1 to 8	0.00	108.00
19/05/16	Polstead Village Hall - Hire	808	LA 2011 ss 1 to 8	0.00	12.00
19/05/16	SALC - Annual Subscription	809	LA 2011 ss 1 to 8	0.00	331.13
30/06/16	DF Crimmin - Salary Apr to June	810	LA 2011 ss 1 to 8	0.00	800.45
30/06/16	DF Crimmin - WFHA Apr to June	810	LA 2011 ss 1 to 8	0.00	39.00
30/06/16	HMRC - Clerk Tax	811	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	29/04/16	£37,546.32	£35,086.67	£2,459.65	£0.00	£0.00
Premier Account	29/04/16	£3,317.17	£3,317.17	£0.00	£0.00	£0.00
Cash	12/05/16	£0.00	£0.00			£0.00
		£40,863.49	£38,403.84	£2,459.65	£0.00	

Actual v's Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£31,574.91			
Income			Expenditure		
Precept	£17,891.10	£9,105.00	Clerks Salary	£4,315.00	£1,000.45
Bank Interest	£2.00	£0.00	Admin	£1,860.00	£382.13
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	£0.00	Donations	£1,935.00	£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	£275.00
Compensation	£0.00	£0.00	Grass Cutting	£2,250.00	£0.00
Other	£0.00	£183.58	Ditch Clearance	£200.00	£0.00
VAT Repayment	£0.00	£0.00	Maintenance	£1,140.00	£135.00
			Village Hall	£0.00	£506.73
			Projects	£3,000.00	£1,500.00
			Contingency	£500.00	£0.00
			VAT Paid	£0.00	£52.34
Total	£18,308.40	£9,288.58	Total	£3,000.00	£16,700.00
			Assets Carried Forward		£38,403.84
Total		£40,863.49	Total		£40,863.49

End of Appendices

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