

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 20th February 2020 in Polstead Village Hall at 7.30pm

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

Attending: John Ward (Babergh District Councillor), Gordon Jones (Suffolk County Councillor), Chris Storey (SB Surveyors), Dave Crimmin (Clerk) and 12 members of public.

20/023 Apologies for Absence

None required.

20/024 Declaration of Interests and Requests for Dispensation

Cllr Oxford declared a non-pecuniary interest in item 20/031d as he is an employee of the applicant and did not take part in the discussion or resolution for the application. Cllrs Wigglesworth and Sowman declared non-pecuniary interests in item 20/033 as they are members of the Village Hall Management Committee. No requests for dispensation had been received.

20/025 Minutes of Meeting held on 16th January 2020

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

20/026 Reports from County and District Councillors and Suffolk Constabulary

The councillors noted Gordon Jones' previously submitted report and he updated them on the SCC Budget and the precept rise of 3.98%. He was questioned on potholes, care provision and the proposed unit for knee and hip surgery at Colchester Hospital. The councillors noted John Ward's previously submitted report and he updated them on the proposed precept increase of £5 per year, the increase in long-term parking fees, the minor adaptation grant, civil parking enforcement and the results of the Quality of Life survey in which Babergh finished 8th.

20/027 Reports and Question from Councillors

Cllr Wade updated councillors on the Babergh Liaison meeting, which had been well attended and the first meeting of the Speeding in Villages meetings hosted by Gordon Jones. Whilst some of the other represented villages had severe issues relating to A12 rat runs, it is felt that Polstead's issues will benefit from the initiatives being considered by the group. PPC will continue to attend the meetings, the next being held on the 17th March 2020.

20/028 Reports and Questions from Parishioners

Nature Citizen outlined their progress to date and plans for the forthcoming year. Community engagement is now under way and the councillors agreed to continue the arrangement for the specified allotments to be used by the group.

20/029 Clerk's Report (Appendix A)

Following a review of the Clerk's Report by the councillors there were no actions requested of the Clerk. It was noted that Holly Hill had not suffered any flooding during the recent storms.

20/030 Correspondence (Appendix B)

Following a review of the Correspondence and emails circulated by the Clerk since the last meeting there were no actions requested of the Clerk.

20/031 Planning

- a. The councillors reviewed **Planning Application DC/20/00183 Rockalls Hall, Rockalls Road** - Application under Section 73 of The Town and Country Planning Act for DC/19/02983 without compliance with Condition 2 (Approved plans and documents) and resolved to support the application.
- b. The councillors reviewed **Planning Application DC/20/00425 Hill Farm, Stoke Road** - Application under Section 73 of the Town and Country Planning Act B/16/00435 for the

Signed Date.....

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

Series Page 593

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 20th February 2020 in Polstead Village Hall at 7.30pm

- variation of Condition 4 (Agreement of Materials) to allow a change of cladding and resolved to support the application.
- c. The councillors reviewed **APP/D3505/W/19/3242170 Walnut Cottage, Bower House Tye** - Appeal against refusal of outline planning application for erection of a single storey dwelling and resolved that they had nothing further to add to their original objections.
 - d. There was a further planning application received since the agenda was posted. The councillors reviewed **Planning Application DC/20/00646 Woodlands Farm, Rockalls Road** - Application for Prior Notification of agricultural or forestry development - proposed building. Town and Country Planning General Permitted Development Order 2015 Schedule 2, Part 6 - Erection of steel framed storage building and resolved they had had no issues with the application.
 - e. 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/19/04149	Green Farm Barn, White Street Green	Erection of new dwelling, detached garage and new vehicular access	19/147a	Objected	REFUSED 14/01/2020
DC/19/05797	The Old Rectory, Rectory Hill	Erection of gates following removal of existing.	20/009a	Supported	Approved 06/02/2020
DC/20/00032	Garden Cottage, Hadleigh Road	Insertion of Rooflight (retention of).	20/009b	Supported	

20/032 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, reviewed the Statement of Accounts against the budget and the bank reconciliation against the bank statements.
- b. The councillors reviewed the quotation of £3,950 from JD Palmer for the grass cutting in 2020 and resolved to award him the contract. Although the councillors continue to be very happy with the standard of work undertaken by Mr Palmer, it was agreed that a tender for the contract in 2021 would be held.
- c. The councillors resolved to award Ben Patrick the footpath cutting contract for 2020.
- d. The councillors resolved to donate £250 towards the Nature Citizen costs.
- e. The councillors resolved to donate £150 towards the Polstead PCC's costs of maintaining the church clock.

20/033 Polstead WI

Chris Cuthbert of the WI updated councillors on the progress of the land conveyance of their land to PPC. In short, there are a number of issues and stakeholders that has meant that the best course of action will be to transfer the land from the WI charity to the Village Hall Management Committee charity. The VHMC support this course of action. However, it was felt by Chris Storey, who is assisting the WI in this issue, that a review of the structure of the VHMC and how the Community Shop and PPC will fit in with these arrangements is required. The councillors considered the costs spent to date by the WI on the conveyance to PPC and resolved to pay these costs which are approximately £1,000.

The councillors discussed the issue of funding the costs of the work to create the new arrangement, in accordance to Charity Commissions rules, and the fact that this cannot be funded collectively by the WI, VHMC and Community Shop. The councillors resolved that as it is in the interests of Polstead as a whole to get the matter resolved, they would increase the budget for this project to £5,000, which would include costs of the conveyance to date. Chris Storey was asked to report on the actions required to create the structure for the transfer of land, with the agreement of all the stakeholders, and the costs for the project.

Signed Date.....

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

Series Page 594

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 20th February 2020 in Polstead Village Hall at 7.30pm

20/034 polstead-pc.gov.uk

The councillors reviewed the proposal to use Best Host to provide PPC with the polstead-pc.gov.uk domain and email hosting for up to 10 addresses. The domain name will cost £125 for first 2-years and £75 on renewal thereafter and the email hosting package for up to 10 email addresses will cost £67 per annum. The councillors resolved to use Best Host for both the domain name and email hosting.

20/035 Parish Infrastructure Investment Plan (PIIP)

Cllr Baxter reported on the working parties review to date and that CAS provided software for the generation of questionnaires to be used in obtaining residents feedback. The councillors resolved a budget up to £250 should the councillors decide to use the software.

20/036 Highways and Footpaths

The councillors reviewed the proposed SLA with Sudbury Town Council for the use of the Community Wardens during 2020 / 2021 and resolved that the Clerk sign the agreement on PPC's behalf.

20/037 Assets, allotments, playground and playing field

The councillors resolved to maintain the hedge adjoining the Nature Citizen allotments.

20/038 Litter Pick

The councillors agreed to hold the Litter Pick on the 25th April 2020.

20/039 Future Agenda Items

March 2020

- WI land
- Asset Register valuation
- CIL Return
- Donations
- Earmarked Reserves carried forward
- Insurance Cover
- GDPR
- Litter Pick.

April 2020

- APM Issues
- External Audit Exemption
- Play equipment report
- Year-end Accounts
- Footpath Wardens.

20/040 Next meeting

The next PPC meeting will be held on Thursday 19th March 2020 at 7.30pm.

The meeting closed at 9.28pm.

Signed Date.....

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

Series Page 595

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 20th February 2020 in Polstead Village Hall at 7.30pm

Appendix C RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
16/01/20	SALC - Councillor Training	1987	LA 2011 ss 1 to 8	0.00	108.00
17/01/20	J Flather - Xmas Expenses	1988	LA 2011 ss 1 to 8	0.00	165.07
17/01/20	K Richardson - Xmas Expenses	1989	LA 2011 ss 1 to 8	0.00	144.69
17/01/20	A Wade - Xmas Expenses	1990	LA 2011 ss 1 to 8	0.00	24.27
20/02/20	Wave - Allotment Water	1991	LA 2011 ss 1 to 8	0.00	20.57
20/02/20	Sudbury Town Council - Post for dog bin	1992	LA 2011 ss 1 to 8	0.00	52.10
20/02/20	Polstead VH - Big Breakfast hire	1993	LA 2011 ss 1 to 8	0.00	40.00
20/02/20	SALC - Councillor Training	1994	LA 2011 ss 1 to 8	0.00	24.00
20/02/20	PA Scammell - Red Kiosk repair	1995	LA 2011 ss 1 to 8	0.00	67.00
20/02/20	JD Palmer - Grass cutting 2019	1996	LA 2011 ss 1 to 8	0.00	3,392.04

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/01/20	£48,174.91	£44,579.20	£3,595.71	£0.00	£0.00
Premier Account	31/01/20	£3,332.25	£3,332.25	£0.00	£0.00	£0.00
Cash	08/01/20	£0.00	£0.00			£0.00
		£51,507.16	£47,911.45	£3,595.71	£0.00	

Budget v's Actual

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£30,429.53			
Income			Expenditure		
Precept	£18,668.00	£18,668.00	Clerks Salary	£4,655.28	£3,255.99
Bank Interest	£0.00	£4.98	Admin	£2,200.00	£1,680.39
Recycling	£0.00	£0.00	Insurance	£560.00	£0.00
Grants	£745.00	£1,294.32	Audit Inspections	£320.00	£328.00
Allotment Rent	£120.00	£105.00	Donations	£1,000.00	£100.00
Wayleave	£22.00	£20.75	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	£1,910.00
Compensation	£0.00	£0.00	Grass Cutting	£3,250.00	£2,826.70
Other	£0.00	£0.00	Ditch Clearance	£200.00	£0.00
CIL	£0.00	£9,129.43	Maintenance	£1,200.00	£583.78
VAT Repayment	£0.00	£1,013.01	Village Hall	£965.00	£0.00
			Projects	£1,500.00	£688.12
			Contingency	£500.00	£0.00
			CIL	£2,041.80	£500.00
			VAT Paid	£0.00	£880.59
Total	£19,555.00	£30,235.49	Total	£2,041.80	£19,110.28
			Assets Carried Forward		£47,911.45
Total		£60,665.02	Total		£60,665.02

End of Appendices

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