

## POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Wednesday 20<sup>th</sup> July 2016 in Polstead Village Hall at 7.30pm

**Present:** Cllrs Anne MacWillson (Chairman), Amanda Flather, Peter Patrick and Sue Wigglesworth.

**Attending:** Gordon Jones (Suffolk County Councillor), Dave Crimmin (Clerk) and 4 residents.

### 16/115 Apologies for Absence

Cllrs Oxford (work) and Peck (engagement) sent their apologies as did John Ward (Babergh District Councillor).

### 16/116 Declaration of Interests and Requests for Dispensation

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

### 16/117 Minutes of Meeting held on 16<sup>th</sup> June 2016

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

### 16/118 Reports from County and District Councillors and Suffolk Constabulary

The councillors noted the report submitted by John Ward. Gordon Jones updated councillors on the Devolution proposal and Suffolk school attainments.

### 16/119 Police Reporting

The councillors review of the SNT Newsletter, which is their mechanism for updating PPC with crime reports, highlighted that only a summary total for the SNT area is given, with no parish details available. The National Police website does give monthly crime statistics by post code and may prove to be a better option although the classification of crimes does appear to be too wide.

### 16/120 Reports and Question from Councillors and Chairman's Report

No reports or questions submitted and Chairman's comments relate to agenda items.

### 16/121 Reports and Questions from Parishioners

No issues were raised by residents.

### 16/122 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.

### 16/123 Correspondence (Appendix B)

Following a review of the Correspondence and emails circulated by the Clerk since the last meeting, there was no further action requested of the Clerk.

### 16/124 Planning

- a. The councillors reviewed **Planning Application B/16/00709 Miracle Barn, Bower House Tye** - Erection of garage (amendment to application B/07/01043) and they resolved to support the application.
- b. The councillors reviewed **Planning Application B/16/00727 Robin Hill, Mill Street** - Erection of an orangery to rear elevation and they resolved to support the application.
- c. The councillors reviewed **Planning Application B/16/00761 Land South of Wood Hall Farm, Stackwood Road** - Erection of 1 no. dwelling, ancillary out-building and construction of new vehicular access and resolved that as this was proposed development in the countryside, not abutting the village envelope, the LPA will need to determine whether it meets the CS11 criteria.
- d. The councillors reviewed **Planning Application B/16/00791 Rose Cottage, Polstead Hill** - Application for Listed Building Consent - Conversion of existing detached out-building to utility/guest room (uses ancillary to existing dwelling). Replacement of front door and garage

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doors. Alterations and renovation to existing dwelling as per schedule of works and they resolved to object to the application as they are concerned over the proposal to clad the front of the dwelling.

- e. The councillors reviewed **Planning Application B/16/00790 Rose Cottage, Polstead Hill** - Conversion of existing detached out-building to utility/guest room (uses ancillary to existing dwelling). Replacement of front door and garage doors. Alterations and renovation to existing dwelling as per schedule of works and they resolved to object to the application as they are concerned over the proposal to clad the front of the dwelling.
- f. The councillors reviewed **Planning Application B/16/00844 Justice Wood Barn, Justice Wood** - Erection of 3 bay cartlodge and they resolved to support the application.
- g. Three further planning applications had been received since the agenda was posted. The councillors reviewed **Planning Application B/16/00751 Brewery Farm, Bower House Tye** - Erection of 2 no. stables and tack room and they resolved to support the application. The councillors reviewed **Planning Application B/16/00862 Sweet Home, Bower House Tye** - Erection of two-storey rear extension and they resolved to object to the application as they considered the proposal was an over-development of site and had an adverse impact on the neighbour's amenity. The councillors reviewed **Planning Application B/16/00863 Adjoining Parish - Silver Birch, Hadleigh Road** - Erection of first floor (with flat roof) and roof terrace, erection of single-storey outbuilding and demolition of existing garage and they resolved to support the application.
- h. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC are as follows:

Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
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.	16/089a	Full Planning Application requested	
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 Dwellinghouse(s) (C3) (Application follows change of use granted under approval B/15/00533/SHDW)	16/089a	No comment	
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).	16/089a	Concerned at actions taken by applicant	
B/16/00636	Stackwood Cottage, Stackwood Road	Erection of 1 no. two-storey detached dwelling and detached double carport/log store with home office above (following demolition of existing dwelling)	16/105a	Supported	
B/16/00622	Coppers, White Street Green	Erection of 2 no. detached dwellings and garages (following demolition of existing dwelling).	16/105b	Objected	
B/16/00435	Old Farmhouse, Brick Kiln Hill	Erection of 2 no. rural workers dwellings.	16/105c	Supported	

**16/125 Finance**

- a. 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.

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### 16/126 Highways and Footpaths

The councillors agreed that they would individually respond to the footpaths consultation if appropriate. The councillors agree to formally review the footpath cutting arrangements at the end of the summer and wished to thank residents for their understanding in this matter in what has been an exceptional grass growing period.

### 16/127 Assets, playground and playing field

- a. The councillors noted that the issues identified in the independent inspection of the play equipment installation were rectified within a couple of days of AP&L receiving the report. A further inspection is to be made on the modifications and once all items are passed the payment will be made for the equipment. Cllr MacWillson was thanked for all her efforts in driving the new play equipment project to such a successful conclusion.
- b. The councillors noted the termination of a resident's allotment tenancy agreement.
- c. The councillors agreed to review PPC's assets around the village during August and report any issues to the September meeting. The councillors agreed that the Clerk seek an immediate repair of the tree seat on Polstead Green using his delegated powers.

### 16/128 Defibrillator

The councillors were extremely pleased that Gordon Jones has agreed to allocate his Locality Budget to Polstead in order to cover the cost of a defibrillator and cabinet from Community Heartbeat Trust. PPC would need to finance the cost of providing an electrical supply to the unit, and cover operating costs of £130 per annum. The councillors requested the Clerk to write to the Village Hall Committee seeking their permission to install the cabinet on the outside of the building.

### 16/129 PPC's Standing Orders and Financial Regulations

The councillors reviewed the changes proposed by NALC to PPC's Financial Regulations and Standing Orders and resolved to adopt the changes to both from the 21<sup>st</sup> July 2016.

### 16/130 July event

The councillors were very pleased with the successful turnout for the event held on the 2<sup>nd</sup> July.

### 16/131 Councillor Vacancy

Babergh has informed PPC that it can now co-opt for the vacancy on the council following Phil Page's resignation and the Clerk will now place the notice for applications for the position.

### 16/132 Future Agenda Items

- Grass cutting in village.

### 16/133 Next meeting

The next scheduled meeting will be held on Thursday 15<sup>th</sup> September 2016 starting at 7.30pm in the Village Hall.

The meeting closed at 9.05pm.

### Appendix A Clerks Report

Minute	Action	Complete ✓
15/127	Chains fitted.	✓
16/069	See Agenda Item 14 20th July 2016.	✓
16/099	Minutes updated on website and sent to newsletter.	✓
16/102	Residents letters sent to BDC.	✓
16/105	Planning responses sent to Babergh.	✓
16/106	Payments made to suppliers.	✓
16/107	Footpath signage received from SCC.	✓
16/108 b	Dog bin installation awarded to contractor.	✓

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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
17/06/16	A MacWillson - Queen's 90th Birthday expenses	813	LA 2011 ss 1 to 8	0.00	100.00
20/07/16	Getmapping plc - Mapping licence	814	LA 2011 ss 1 to 8	0.00	33.60
20/07/16	BDC - Rockalls Road lease	815	LA 2011 ss 1 to 8	0.00	55.00
20/07/16	B Patrick - Footpaths	816	LA 2011 ss 1 to 8	0.00	218.75
20/07/16	Glasdons - 3 dog bins	817	LA 2011 ss 1 to 8	0.00	311.47
20/07/16	Polstead Village Hall - Hire	818	LA 2011 ss 1 to 8	0.00	8.50
20/07/16	Action Play and Leisure Ltd - play equipment	819	LA 2011 ss 1 to 8	0.00	24,846.60

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/06/16	£37,071.70	£10,458.33	£26,613.37	£0.00	£0.00
Premier Account	30/06/16	£3,317.58	£3,317.58	£0.00	£0.00	£0.00
Cash	13/07/16	£0.00	£0.00			£0.00
		£40,389.28	£13,775.91	£26,613.37	£0.00	

**Actual v's Budget**

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£31,574.91				
<b>Income</b>			<b>Expenditure</b>			
Precept	£18,210.00	£9,105.00	Clerks Salary		£4,452.00	£1,000.45
Bank Interest	£300.00	£0.41	Admin		£1,850.00	£473.63
Recycling	£0.00	£0.00	Insurance		£430.00	£0.00
Grants	£195.00	£0.00	Audit Inspections		£220.00	£108.00
Allotment Rent	£120.00	£100.00	Donations		£1,000.00	£100.00
Wayleave	£22.00	£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	£625.00
Compensation	£0.00	£0.00	Grass Cutting		£2,300.00	£0.00
Other	£0.00	£183.58	Ditch Clearance		£200.00	£0.00
VAT Repayment	£0.00	£1,036.83	Maintenance		£1,140.00	£597.50
			Village Hall		£935.00	£506.73
			Projects	£15,000.00	£1,500.00	£20,562.56
			Contingency		£500.00	£0.00
			VAT Paid		£0.00	£4,250.95
<b>Total</b>	<b>£18,847.00</b>	<b>£10,425.82</b>	<b>Total</b>	<b>£15,000.00</b>	<b>£16,862.00</b>	<b>£28,224.82</b>
			Assets Carried Forward			£13,775.91
<b>Total</b>		<b>£42,000.73</b>	<b>Total</b>			<b>£42,000.73</b>

**End of Appendices**

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

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