

## **POLSTEAD PARISH COUNCIL**

**Minutes of Meeting held on Thursday 20<sup>th</sup> October 2016 in Polstead Village Hall at 7.30pm**

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

**Attending:** Gordon Jones (Suffolk County Councillor), John Ward (Babergh District Councillor), Mel Harvey (Babergh District Council), Dave Crimmin (Clerk) and 3 residents.

### **16/161 Apologies for Absence**

No apologies required.

### **16/162 Declaration of Interests and Requests for Dispensation**

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

### **16/163 Minutes of Meeting held on 15<sup>th</sup> September 2016**

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

### **16/164 Reports from County and District Councillors and Suffolk Constabulary**

Councillors reviewed Gordon Jones previously circulated report. Councillors reviewed John Ward's previously circulated report and discussed CIL and planning issues.

### **16/165 Reports and Question from Councillors and Chairman's Report**

The Clerk was asked to look at the conditions to two recent developments in the village and if necessary discuss with Babergh if further action is required. The Chairman raised the proposal she had received from neighbouring parishes on running jointly funded SALC planning training sessions.

### **16/166 Reports and Questions from Parishioners**

Mel Harvey outlined her role as Babergh's Community Officer for Polstead and discussed the implications of the current BT consultation on the 4 public phone boxes in Polstead. Mr Lay outlined his application for a dwelling on Stackwood Road, although at this stage no plans were available for councillors.

### **16/167 Clerk's Report (Appendix A)**

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

### **16/168 Correspondence (Appendix B)**

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

### **16/169 Planning**

- a. The councillors reviewed **Planning Application B/16/01286 Avonlea, White Street Green** - Erection of two-bay cartlodge, storage building and gazebo; Construction of outdoor swimming pool and resolved to support the application.
- b. No further planning application had been received since the agenda was posted.
- c. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC are as follows:

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

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Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
B/16/00862	Sweet Home, Bower House Tye	Erection of two-storey rear extension	16/124g	Objected	Withdrawn
B/16/00863	Adjoining Parish - Silver Birch, Hadleigh Road	Erection of first floor (with flat roof) and roof terrace. Erection of single-storey outbuilding. Demolition of existing garage.	16/124g	Supported	
B/16/01113	Clear Spot, Heath Road	Prune 1 No. tree covered by Tree Preservation Order No. BT416	16/139d	Noted	Approved 26/09/2016
B/16/00988	Thatchers House, Bower House Tye	Erection of single-storey rear extension (following demolition of existing extension).	16/139e	Supported	Approved 28/09/2016
B/16/00989	Thatchers House, Bower House Tye	Application for Listed Building Consent - Erection of single- storey rear extension (following demolition of existing extension) and internal alterations. Erection of brick garden wall.	16/139e	Supported	Approved 28/09/2016
B/16/00941	Garden Cottage, Tills Farm, Hadleigh Road	Erection of two-storey extension and new driveway.	16/150b	Supported	
B/16/01115	St Mary House, Polstead Hill	Erection of single-storey rear extensions, insertion of patio doors and roof lantern, render and cladding.	16/150a	Supported	
B/16/01158	Boxford (Suffolk) Farms, Hill Farm, Brick Kiln Hill	Installation of a combined heat and power engine within a sound insulated container.	16/150c	Supported	
B/16/01149	Alverstoke Farm, White Street Green	Erection of agricultural building to house cattle and cattle feed together with associated works.	16/150d	Supported	

**16/170 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.

**16/171 Highways and Footpaths**

The rutted condition of the Heath Road to Sprots Farm footpath will be raised with the landowner by Cllrs Oxford and MacWillson.

**16/172 Assets, allotments, playground and playing field**

The Clerk had communicated with the tenant of the allotment not used in 2016 and he has agreed not to renew the tenancy in 2017 and the councillors agreed that the Clerk gives notice to the tenant. There are now 2 allotment plots available for 2017. The councillors agreed with the Clerk's calculation to charge each of the 11 tenants in 2016 £5 for water usage.

**16/173 Defibrillator**

The councillors reviewed the quotation from JA Griggs for the work to provide an electric supply to and the installation of the defibrillator cabinet at the Village Hall and resolved to allocate the contract to him at a cost of £260. PPC will also give the VHC a sum of £30 a year to cover electricity use. Cllr Peck's wife and mother have agreed to undertake the governance requirements of the defibrillator scheme. A session for residents interested to know how the defibrillator works will also be arranged.

**16/174 BT Phone Boxes**

The councillors will consider the adoption of the Polstead phone boxes, earmarked for decommissioning by BT, at the November meeting.

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

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### **16/175 SALC consultation**

The councillors will send the responses on the SALC consultation on public services to the Clerk for his collation and response on behalf of PPC.

### **16/176 Precept consultation**

The councillors noted that the Government's precept consultation proposed to set the referendum limit for a 2% increase for councils with a Band D precept of more than £75 and a total precept of more than £500,000 and resolved that no response was required at this time.

### **16/177 Christmas 2016**

Cllr Peck will source the Christmas Tree again this year. The Christmas Carols will follow the Church Service on Sunday 18<sup>th</sup> December, and be held in the Village Hall starting at 4.30pm.

### **16/178 Footpaths Event 2017**

Deferred to the January meeting.

### **16/179 Neighbourhood Watch**

The councillors reviewed the vacancy for a Neighbourhood Watch co-ordinator for Polstead and with no person identified for the role, will keep a watching brief on the situation.

### **16/180 BDC Meeting**

Cllrs Flather and Wigglesworth will represent PPC at the forthcoming event.

### **16/181 Future Agenda Items**

- Christmas 2016
- BT Phone boxes.

### **16/182 Standing Order 3d**

In accordance to PPC's Standing Order 3d the councillors resolved that the public and press be excluded from the meeting due to the confidential nature of the co-option of a councillor.

### **16/183 Councillor Vacancy**

The councillors discussed the councillor vacancy with Andrew Wade and the skills that he could offer the council. The councillor resolved unanimously to co-opt Andrew Wade as a member of PPC and asked the Clerk to undertake the necessary work with Andrew and Babergh so that he could take up his role from the November meeting.

### **16/184 Next meeting**

The next scheduled meeting will be held on Thursday 17<sup>th</sup> November 2016 starting at 7.30pm in the Village Hall.

**The meeting closed at 8.55pm.**

### **Appendix A Clerks Report**

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

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Minute	Action	Complete ✓
16/127 c	Quotation from Bryn Hurren received and work undertaken?	✓
16/144	Minutes updated on website and sent to newsletter.	✓
16/150	Planning responses sent to Babergh.	✓
16/151 b	Payments made to suppliers.	✓
16/151 a	External Audit report published on website and notice boards.	✓
16/156	Order placed with Community Action Suffolk re Polstead website.	✓
	<b>Clerk Hours</b>	
	As at 2nd October 2016 - Hours Worked 185 / Hours Paid 202.5	

**Appendix B Correspondence reviewed by councillors**

No correspondence received.

**Appendix C RFO Report  
Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
05/09/16	Bank Interest 6 Jun to 4 Sep	BS 59		0.41	0.00
26/09/16	SCC Locality Grant		LA 2011 ss 1 to 8	1,995.00	0.00
16/10/16	BDC CIL Payment re Sharline			2,561.80	0.00
20/10/16	Anglian Water - Allotments 9 July to 6 Oct	832	LA 2011 ss 1 to 8	0.00	29.24
20/10/16	Came & Company - Play equipment insurance	833	LA 2011 ss 1 to 8	0.00	49.61
20/10/16	A Flather - Expenses re Queens 90th Birthday	834	LA 2011 ss 1 to 8	0.00	18.95

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/09/16	£29,671.50	£30,808.67	£1,424.63	£2,561.80	£0.00
Premier Account	30/09/16	£3,317.99	£3,317.99	£0.00	£0.00	£0.00
Cash	13/10/16	£0.00	£0.00			£0.00
		£32,989.49	£34,126.66	£1,424.63	£2,561.80	

**Actual v's Budget**

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

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	<b>Budget</b>	<b>Actual</b>	<b>Reserves</b>	<b>Budget</b>	<b>Actual</b>
Assets Brought Forward		£31,574.91			
<b><u>Income</u></b>			<b><u>Expenditure</u></b>		
Precept	£18,210.00	£18,210.00	Clerks Salary	£4,452.00	£2,020.78
Bank Interest	£300.00	£0.82	Admin	£1,850.00	£879.48
Recycling	£0.00	£0.00	Insurance	£430.00	£49.61
Grants	£195.00	£6,692.76	Audit Inspections	£220.00	£208.00
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	£887.50
Compensation	£0.00	£0.00	Grass Cutting	£2,300.00	£0.00
Other	£0.00	£183.58	Ditch Clearance	£200.00	£0.00
CIL	£0.00	£2,561.80	Maintenance	£1,140.00	£732.50
VAT Repayment	£0.00	£5,314.78	Village Hall	£935.00	£506.73
			Projects	£15,000.00	£1,500.00
			Contingency	£500.00	£0.00
			VAT Paid	£0.00	£4,300.27
<b>Total</b>	<b>£18,847.00</b>	<b>£33,063.74</b>	<b>Total</b>	<b>£15,000.00</b>	<b>£16,862.00</b>
			Assets Carried Forward		£34,126.66
<b>Total</b>		<b>£64,638.65</b>	<b>Total</b>		<b>£64,638.65</b>

**End of Appendices**

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