

## **POLSTEAD PARISH COUNCIL**

**Minutes of Meeting held on Thursday 21<sup>st</sup> May 2015 in Polstead Village Hall at 7.30pm**

**Present:** Cllrs Anne MacWillson (Chairman), Amanda Flather, Phil Page, James Oxford and Sue Wigglesworth.

**Attending:** John Ward (Babergh District Councillor), Dave Crimmin (Clerk) and 2 residents.

### **15/088 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.

### **15/089 Apologies for Absence**

Peter Patrick (holiday) sent his apologies as did Gordon Jones (Suffolk County Councillor) and PCSO Mandy Coleman.

### **15/090 Declaration of Acceptance of Office**

The Clerk confirmed that all but Peter Patrick's declaration had been received. The councillors resolved to give Peter Patrick until the 18<sup>th</sup> June 2015 to complete the declaration.

### **15/091 Election of Vice Chairman**

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

### **15/092 Declaration of Interests and Requests for Dispensation**

Cllr Wigglesworth declared a non-pecuniary interest in Item 15/105d as she is a member of the Village Hall Committee. No requests for dispensation had been received.

### **15/093 General Power of Competence**

The councillors resolved that as PPC met the criteria for the Clerk's qualification and the number of councillors who stood at the 2015 Parish Council Election, that PPC would adopt the General Power of Competence.

### **15/094 Minutes of Meeting held on 13<sup>th</sup> April 2015**

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

### **15/095 HR and Standards Committees**

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

Signed .....

Date.....

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**15/096 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.

**15/097 Internal Auditor**

The councillors resolved to appoint Heelis & Lodge as the Internal Auditor for 2015 / 2016 and the Clerk to write to confirm appointment.

**15/098 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.

**15/099 Reports from County and District Councillors and Suffolk Constabulary**

John Ward introduced himself as the newly elected Babergh District Councillor for the ward. The Police had reported on the one crime in the village during April and that they had written to the owner of the vehicle that is parking on a road junction in the village.

**15/100 Reports and Question from Councillors and Chairman's Report**

The councillors wished to record their appreciation for the time and support given by both Nick Palmer and Bruce Martin during their term of office in the last council. The Chairman will be discussing the Fit Village scheme with Sports England.

**15/101 Reports and Questions from Parishioners**

Residents raised issues on the Sharline planning application and the allotments.

**15/102 Clerk's Report (Appendix A)**

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Following a review of the Clerk's Report the Clerk was asked to pass the name of the Post Office contact regarding 14/124 to the new householder in Straight Road.

**15/103 Correspondence (Appendix B)**

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

**15/104 Planning**

- a. The councillors reviewed **Planning Application B/15/00306/FHA Rye House, Hadleigh Heath** - Erection of single-storey extension and pitched roof to existing dwelling and resolved that they supported the application.
- b. The councillors reviewed **Planning Application B/15/00403/FUL Sharline, White Street Green** - Erection of 1 no. dwelling & 1 No. replacement dwelling (following demolition of existing property). Whilst the councillors had supported the previous application (B/14/01455) for one dwelling and garage on the site, they resolved to object to the site being used for 2 dwellings.
- c. The councillors reviewed **Planning Application B/15/00533 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(a) Change of use from Animal Food Sales (Class A1 shops) to Dwelling house(s) (C3) and resolved that they did not have any issues with the application.
- d. No further planning application had been received since the agenda was posted.
- e. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC were as follows:

Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
APP/D3505/Q/14/2222976	The Brambles, Holt Road	Appeal against refusal of Planning Application B/14/00162/ROC	14/158d	Nothing to add.	
APP/D3505/D/15/3004011	Wildacres, 4 Heath Close	Appeal against refusal of Planning Application B/14/01243/FHA	15/082b	Noted	Appeal Dismissed
B/15/00315/FHA	Christobel, White Street Green	Erection of 1 and 1/2 storey rear extension and roof extension to existing dwelling to create first-floor accommodation (following demolition of existing conservatory and utility room), and application of painted timber weatherboarding to exterior of dwelling.	15/082a	No objection	REFUSED 01/05/2015

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### **15/105 Finance**

- a. The councillors reviewed and resolved to accept the Internal Audit report from Heelis & Lodge for 2014 / 2015.
- b. The councillors resolved to approve Sections 1 and 2 of the Annual Return for the year ending 31<sup>st</sup> March 2015 and the Chairman signed both sections on behalf of the PPC.
- c. 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 and reviewed the Statement of Accounts against the budget and the Bank Statements against the reconciliation.
- d. The councillors considered the request from the Village Hall Committee for support in the plan for groundwork alterations at the front of the Village Hall. The councillors agreed that the paving would spoil the softer and more rural green look of the area, which has a tree, and felt that they could not contribute towards the scheme.

### **15/106 Highways and Footpaths**

The councillors reviewed John Baxter's resignation as Footpath Warden but could not identify anyone that would be able to step into his shoes. The Clerk was asked to contact John to ask him to continue his role, albeit he may be away for periods of time, until a successor(s) can be identified.

### **15/107 Allotments**

The councillors were updated that Anglian Water has now passed all the parish council works and is now scheduling the water connection. The councillors reviewed the requests from Mrs Peck and Mr McLeod to locate a greenhouse within each of their plots and resolved that the requests were approved. If tenants require a storage box on their plot, a request for permission will need to be sent to PPC.

The requests from 2 residents to be allocated a plot were agreed by the councillors. The Clerk will contact both residents in order to exchange the tenancy agreements.

### **15/108 Assets, playground and playing field**

A bag of sand is required for the playing field which the Clerk will action via contractor. The location for a commemorative bench was deferred until the June meeting. Clerk to put reminder in the Newsletter that dogs are not allowed in the playing field.

### **15/109 SALC Briefing**

The councillors resolved that Cllrs Oxford and Wigglesworth attend the SALC Briefing on Monday 15<sup>th</sup> June 2015.

Signed .....

Date.....

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**15/110 BDC Liaison Meeting**

The councillors resolved that Cllr Wigglesworth represents PPC at the BDC Liaison meeting on 11<sup>th</sup> June 2015 at 10am.

**15/111 PPC Vacancy**

The councillors reviewed the process for filling the current vacancy on the council.

**15/112 Future Agenda Items**

- Allotment Opening
- Playground Equipment Inspection report
- Playing field
- Fit Village.

**15/113 Next meeting**

The next scheduled meeting will be held on Thursday 18<sup>th</sup> June 2015 starting at 7.30pm in the Village Hall.

**The meeting closed at 9.35pm.**

**Appendix A Clerks Report**

Minute	Action	Complete ✓
14/124	Response sent to Royal Mail on Pillar Box removal. No response to date on request for VR box.	
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	
15/058	Wrote to Police re car parking at junction.	
15/062 a	Response sent to Babergh re planning application	✓
15/083	Cheques distributed to suppliers.	✓
15/084	Payment made to Anglian Water.	✓
	<b>Clerk Hours</b>	
	As at 3rd May 2015 - 45.25 hours worked / 37.5 hours paid	

**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
02/04/15	Allotment rents			80.00	0.00
07/04/15	BDC Precept & Grant			9,312.72	0.00
15/04/15	Allotment rents			20.00	0.00
17/04/15	Anglian Water - Water Connection	757	Small Holdings & Allotments Act 1908 s 23	0.00	1,144.80
21/05/15	B Patrick - Footpath Maintenance	758	Highways Act 1980 ss 43, 50	0.00	62.50
21/05/15	B Patrick - Allotment Fencing &	758	Small Holdings & Allotments Act	0.00	237.50
21/05/15	Michael Bradshaw - Allotment	759	Small Holdings & Allotments Act	0.00	1,226.40
21/05/15	SALC - Coucillor Guide	760	LGA 1972 s 111	0.00	13.30
21/05/15	SALC - Annual Subscription	760	LGA 1972 s 143	0.00	318.00
21/05/15	CAS - Annual Subscription	761	LGA 1972 s 143	0.00	30.00
21/05/15	Heelis & Lodge - Audit Fee	762	LGA 1972 s 111	0.00	108.00

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/04/15	£33,505.50	£31,509.80	£1,995.70	£0.00	£0.00
Premier Account	30/04/15	£3,315.49	£3,315.49	£0.00	£0.00	£0.00
Cash	30/04/15	£0.00	£0.00			£0.00
		£36,820.99	£34,825.29	£1,995.70	£0.00	

**Budget v's Actual**

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£29,408.07			
<b>Income</b>			<b>Expenditure</b>		
Precept	£17,891.10	£8,945.55	Clerks Salary	£4,315.00	£0.00
Bank Interest	£2.00	£0.00	Admin	£1,860.00	£443.40
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	£100.00	Donations	£1,000.00	£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	£62.50
Compensation	£0.00	£0.00	Grass Cutting	£2,250.00	£0.00
Other	£0.00	£367.17	Ditch Clearance	£200.00	£0.00
VAT Repayment	£0.00	£0.00	Maintenance	£1,140.00	£135.00
			Village Hall	£935.00	£0.00
			Projects	£1,500.00	£2,893.72
			Contingency	£500.00	£0.00
			VAT Paid	£0.00	£352.88
<b>Total</b>	<b>£18,308.40</b>	<b>£9,412.72</b>	<b>Total</b>	<b>£0.00</b>	<b>£16,700.00</b>
			Assets Carried Forward		£34,825.29
<b>Total</b>		<b>£38,820.79</b>	<b>Total</b>		<b>£38,820.79</b>

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

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**End of Appendices**