

POLSTEAD PARISH COUNCIL
Minutes of Virtual Annual Meeting held on Thursday 21st May 2020 at 7.30pm

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

Attending: John Ward (Babergh District Councillor), Gordon Jones (Suffolk County Councillor), Dave Crimmin (Clerk) and 1 member of public.

20/080 Election of Chairman

It was unanimously resolved that Andrew Wade be elected the Chairman of Polstead Parish Council (PPC) who signed the acceptance of office declaration.

20/081 Election of Vice Chairman

This item was deferred to the next meeting.

20/082 Apologies for Absence

Cllrs Oxford (work commitments) and Wigglesworth gave their apologies.

20/083 Declaration of Interests and Requests for Dispensation

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

20/084 Minutes of Meeting held on 23rd April 2020

The minutes of the meeting were approved by the councillors who resolved that the minutes should be digitally signed by the Chairman as a correct record.

20/085 HR and Standards Committees

Cllrs Richardson, Oxford and Wigglesworth were appointed as the members of the HR Committee and Cllrs Sowman, Baxter and Flather were appointed as the members of the Standards Committee.

20/086 Representatives to Outside Bodies

The councillors resolved the following appointments:

- a. Suffolk Association of Local Councils (SALC) was deferred to the next meeting.
- b. Cllr Wade for Traffic Liaison
- c. Cllr Sowman to the Village Hall Committee
- d. Cllr Oxford to the Layham Pit Liaison Meeting.

20/087 Internal Auditor

The Clerk declared that he is a consultant to Heelis & Lodge. The councillors resolved to appoint Heelis & Lodge as the Internal Auditor for 2020 / 2021 and the Clerk to write to confirm appointment.

20/088 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.

20/089 Reports from County and District Councillors and Suffolk Constabulary

The councillors noted Gordon Jones' previously submitted report and he provided further updates to the councillors on the additional costs that SCC has incurred in relation to the pandemic. Whilst half of the additional costs have been covered by the government, there is ongoing discussions with the government over the gap in funding, which is expected to get larger the longer the lockdown measures are in place. The councillors noted John Ward's previously submitted report and he updated them on the Business Grant uptake, homeless provisions, COVID-19 budget implications, online council meetings and working practices.



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20/090 Reports and Question from Councillors

No reports.

20/091 Reports and Questions from Parishioners

A resident who represented the Village Hall committee, wished to thank both Babergh and Suffolk members for their support in receiving the Business Grant.

20/092 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.

20/093 Correspondence

Following a review of the emails circulated by the Clerk since the last meeting the councillors agreed that a decision on the use of the questionnaire software should be deferred to the September meeting.

20/094 Planning

- a. There was one planning application received since the agenda was posted. Babergh has given PPC an extension until the 19th June 2020 in which to respond to Planning Application DC/20/01829 Angus Farm, White Street Green – Erection of agricultural building.
- b. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC are as per Appendix B.

20/095 Finance

- a. The councillors reviewed and resolved to accept the Internal Audit report produced by Heelis & Lodge for the year ending 31st March 2020, which did not have any actions for the councillors to consider.
- b. The councillors resolved that Section 1 of the Annual Governance and Accountability Return for 2019 / 2020 was approved and the Chairman signed the section on behalf of PPC.
- c. The councillors resolved that Section 2 of the Annual Governance and Accountability Return for 2019 / 2020 was approved and the Chairman signed the section on behalf of PPC.
- d. The councillors resolved to approve the explanation of the quantified significant variances in relation to Section 2 of Annual Governance and Accountability Return for 2019 / 2020.
- e. 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 reconciliation against the bank statements. The councillors agreed that donations to organisations should be reviewed at the June Meeting.

20/096 Polstead WI

There had been no further update on the transfer of the WI land.

20/097 Highways and Footpaths

Cllr Baxter raised the issue of cyclist on footpaths and the Clerk informed him that Cllr Wigglesworth had the stock of no cycling signs.

20/098 Assets, allotments, playground and playing field

The councillors agreed that the pond grass cutting should be restricted to two cuts a year in July and the autumn. Cllr Wade to agree wording for plaque with Richard Kilshaw for display at the pond on the reasons why the reduced cutting is being undertaken.



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20/099 Future Agenda Items

- Donations (June)
- Questionnaire software (Sept)

20/100 Standing Order 3d

No members of public present.

20/101 Clerk's Contract of Employment

The councillors reviewed the Clerk's working from home arrangements in place since 2009 and resolved to increase the weekly allowance from £3 to £6 from the 1st April 2020, which was in line with the government's tax free limit.

20/102 Next meeting

The next PPC meeting will be held on Thursday 18th June 2020 at 7.30pm.

The meeting closed at 9.25pm.

Appendix A Clerks Report

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
18/159 c	Application has been made to SCC for the installation of bus shelters on the A1071 near the Brewers Arms. PPC has now agreed to pay for the bases to be installed.	
20/064	Minutes updated on website and sent to magazines.	✓
20/066	Wrote to BDC, SCC and James Cartlidge re homeless.	✓
20/069	Change made to grass cutting contract for Polstead Green.	✓
20/070	Sent Planning responses to BDC.	✓
20/071	Responded to Babergh on footpath diversion.	✓
20/072 a	Payments made to suppliers.	✓
20/072 cd	Donations sent to organisations.	✓
20/072 e	CIL Return sent to Babergh.	✓
	Arranged with Community Wardens to pick up rubbish bags from allotments which will incur a £30 disposal cost.	✓

Appendix B Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/20/00425	Hill Farm, Stoke Road	Application under Section 73 of the Town and Country Planning Act B/16/00435 for the variation of Condition 4 (Agreement of Materials) to allow a change of cladding.	20/031b	Supported	Permission Granted 21/04/2020
APP/D3505/W/19/3242170	Walnut Cottage, Bower House Tye	Appeal against refusal of outline planning application for erection of a single storey dwelling.	20/031c	No additional objections	
DC/20/00893	Sprotts Farm, Holt Road	Construction of outdoor swimming pool and pool house.	20/049b	Support	Permission Granted 12/05/2020
DC/20/00756	Land South Of Wood Hall Farm, Stackwood Road	Erection of 1no. dwelling with integral garage.	20/049c	Object	
DC/20/01102	Sprotts Farm, Holt Road	Application to determine if Prior Approval is required for a Proposed Change of Use of Agricultural Buildings to D2 Indoor Recreational Facility. The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 3, Class R.	20/049d	No comment	Planning Authority not required 22/04/2020
DC/20/01143	Justice Wood Barn, Justice Wood	Erection of single storey side extension	20/049e	No comment	REFUSED 07/05/2020
DC/20/01271	Bower House Farm, Bower House Tye	Erection of rear extension; Erection of annexe and 3 bay cartlodge ancillary to dwelling and 1.8m boundary wall.	20/070a	Support	



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Appendix C RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
06/04/20	Allotment Rent (Plot 5)			18.40	0.00
07/04/20	VAT Repayment			1,456.49	0.00
24/04/20	Polstead Village Hall - Donation	2013	LA 2011 ss 1 to 8	0.00	0.00
24/04/20	Polstead Village Shop - Donation	2014	LA 2011 ss 1 to 8	0.00	0.00
27/04/20	Allotment Rent (Plots 3 & 9)			36.80	0.00
28/04/20	Allotment Rent (Plots 1, 2 and 4)			55.20	0.00
21/05/20	Wave - Allotment water	2015	LA 2011 ss 1 to 8	0.00	13.81
21/05/20	Heelis & Lodge - Audit Fee	2016	LA 2011 ss 1 to 8	0.00	180.00
21/05/20	B Patrick - Footpaths April	2017	LA 2011 ss 1 to 8	0.00	225.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/04/20	£50,711.21	£47,006.02	£2,556.39	£0.00	£1,148.80
Premier Account	30/04/20	£3,333.42	£3,333.42	£0.00	£0.00	£0.00
Cash	16/05/20	£0.00	£0.00			£0.00
		£54,044.63	£50,339.44	£2,556.39	£0.00	

Actual v's Budget

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£42,030.94				
Income			Expenditure			
Precept	£18,596.00	£9,298.00	Clerks Salary		£4,704.98	£0.00
Bank Interest	£0.00	£0.00	Admin		£2,300.00	£404.39
Recycling	£0.00	£0.00	Insurance		£580.00	£0.00
Grants	£745.00	£0.00	Audit Inspections		£340.00	£180.00
Allotment Rent	£120.00	£110.40	Donations		£1,000.00	£0.00
Wayleave	£22.00	£0.00	Chairman's Allowance		£60.00	£0.00
QDJ	£0.00	£0.00	Community Wardens		£1,180.00	£1,000.00
Donation	£0.00	£0.00	Dog & Litter Bins		£1,000.00	£0.00
Compensation	£0.00	£0.00	Footpaths		£1,850.00	£706.00
Other	£0.00	£0.00	Grass Cutting		£3,350.00	£0.00
CIL	£0.00	£0.00	Ditch Clearance		£200.00	£0.00
VAT Repayment	£0.00	£1,456.49	Maintenance		£1,200.00	£55.00
			Village Hall		£965.00	£0.00
			Projects		£1,500.00	£0.00
			Contingency		£500.00	£0.00
			CIL	£9,617.56	£0.00	£0.00
			VAT Paid		£0.00	£211.00
Total	£19,483.00	£10,864.89	Total	£9,617.56	£20,729.98	£2,556.39
Total		£52,895.83	Assets Carried Forward			£50,339.44
			Total			£52,895.83

End of Appendices



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