

## **POLSTEAD PARISH COUNCIL**

**Minutes of Meeting held on Thursday 22<sup>nd</sup> January 2015 in Polstead Village Hall at 7.30pm**

**Present:** Cllrs Nick Palmer (Chairman), Phil Page, Peter Patrick (arrived late due to Boxford Choir commitments). Anne MacWillson and James Oxford.

**Attending:** Sue Wigglesworth (Babergh District Councillor), Gordon Jones (Suffolk County Councillor), Dave Crimmin (Clerk) and 1 resident.

### **15/001 Apologies for Absence**

Cllrs Flather and Martin (engagements) gave their apologies as did PCSO Coleman.

### **15/002 Declaration of Interests**

None were declared.

### **15/003 Requests for Dispensation**

None received.

### **15/004 Minutes of Meeting held on 11<sup>th</sup> December 2014**

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

**The Chairman congratulated Sue Wigglesworth on being awarded an MBE by the Queen for her services to the community, Polstead and South Suffolk.**

### **15/005 Reports from County and District Councillors and Suffolk Constabulary**

The reports are contained in Appendix A.

### **15/006 Reports and Question from Councillors**

No issues raised.

### **15/007 Chairman's Report**

The Chairman updated councillors that the Clerk is to undertake 2 further part time roles as Clerk by the 1<sup>st</sup> April, which will mean that he will work for 7 councils. He also updated councillors on an issue that a resident had with a planning application, which now appeared to be resolved with the intervention of Sue Wigglesworth.

**Cllr Patrick arrived.**

### **15/008 Reports and Questions from Parishioners**

A resident raised his concerns over the planning application for Sunnyside.

### **15/009 Clerk's Report (Appendix B)**

Following a review of the Clerk's Report there were no further actions requested of the Clerk.

### **15/010 Correspondence (Appendix C)**

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

### **15/011 Planning**

- a. The councillors noted **Planning Application B/14/01570/TCA New House, Polstead Hill** - Removal of 5 No Pine Trees.
- b. The councillors reviewed **Planning Application B/14/01626/FHA Sunnyside, Straight Road** - Erection of garage and cart lodge with garden store and resolved that they objected to the application on the following grounds:
  - i. The proposed garage and cart lodge was out of scale to the dwelling on the site and neighbouring property. The councillors noted that no front elevation drawing has been provided by the applicant showing the proposed garage and dwelling in terms of height

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- ii. The proposal is an overdevelopment to the detriment of character of the locality and residential amenity.
- c. No further planning application had been received since the agenda was posted.
- d. 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
B/11/00755/FHA	Mayflower, Stackwood Road	Non-material amendments for insertion of 2 no. rooflights to rear roofslope; insertion of 1 no. window to rear elevation; insertion of roller shutter garage doors in lieu of approved side hung timber doors; and internal alterations.	11/184b	Hung doors preferred to roller shutters.	
APP/D3505/Q/14/2222976	The Brambles, Holt Road	Appeal against refusal of Planning Application B/14/00162/ROC	14/158d	Nothing to add.	
B/14/01243/FHA	Wildacres, 4 Heath Close	Erection of first floor front extension.	14/193b	No objection	REFUSED 19/11/2014
B/14/01344/FHA	Burnt Ash, White Street Green	Erection of one and a half storey side extension and single storey front extension (part retention).	14/216a	No objection	Permission Granted 03/12/2014
B/14/01269/FHA	The Old Post Cottage, Water Lane	Erection of a pair of five bar gates.	14/216b	No objection	Permission Granted 18/12/2014
B/14/01380/FHA	Providence House, Hadleigh Heath	Erection of single-storey side extension. Insertion of first floor window to south elevation.	14/233a	No objection	Permission Granted 16/12/2014
B/14/01455/FUL	Sharline, White Street Green	Erection of 1 No. detached two-storey dwelling and detached 3 bay garage building with ancillary living space above (following demolition of existing bungalow and detached garage).	14/233b	No objection	Permission Granted 24/12/2014
B/14/01481/TPO	The Bay Trees, Heath Road	Remove whole stem of 1 no. Oak tree with fracture to below wound, reduce remaining canopy by 30% - Tree Preservation Order BT416.	14/233c	Noted	Permission Granted 12/12/2014
B/14/01570/TCA	New House, Polstead Hill	Removal of 5 No Pine Trees			Permission Granted 08/01/2015

### 15/012 Finance

- a. All cheques signed and due for signing, as itemised in Appendix D, 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.
- b. Following a review of the agreed Expenditure budget and proposed reserves (Appendix E) the councillors resolved to set a Precept of £17,891.10 which will mean a 0% increase in the Band D Council Tax for 2015 / 2016.

### 15/013 Highways and Footpaths

The councillors reviewed the assessment by SCC Highways that the Vehicle Activated Sign on the A1071 on the approach to the Stackwood Road junction travelling from Sudbury no longer operates and cannot be maintained. The councillors agreed that there were more urgent road safety improvements required in Polstead that Gordon Jones could spend his highway improvements budget on.

Following feedback from SCC Highways, the councillors requested that "Single Track Road with passing places" signs be put at either end of Heath Road by the Grain store and at the 30mph sign near the playing field. The councillors requested to agree the 2 locations that SCC propose before the work is commissioned.

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Gordon Jones will take up the issue of cyclists using the footpaths in Polstead with SCC Right of Ways team. The Clerk to request SCC for a grit heap for the junction of the A1071 and Stackwood Road. The Clerk to raise again with the Police the issue of a car parking on the junction of roads in the village.

#### **15/014 Allotments**

Now that the 3 existing allotment tenants have agreed to cancel their allotment agreements the councillors are now to progress with the remaining tasks to create 9 allotments for 8 residents. The first plough of the site has been completed and the councillors resolved to the following actions being undertaken within the £4,000 budget established for the project:

- Ben Patrick to be contracted to rotovate site and provide costs for the allotment fencing with Cllrs MacWillson and Oxford providing specification
- Cllr Page to obtain quote for the water provision for the allotments from the junction with the Anglian Water supply
- Councillors to meet on site on Saturday 7<sup>th</sup> February at 10am to finalise plot locations.

#### **15/015 Christmas Carols**

The Christmas Carols was well attended with the food, drink and especially Father Christmas being well received, and decorated with an impressive Christmas tree and lights.

#### **15/016 Assets, playground and playing field**

No update on the new playground proposals or fund raising schemes.

#### **15/017 Risk Register**

After reviewing the Risk Register the councillors considered that it was appropriate for PPC's operations.

#### **15/018 Effectiveness of PPC's Internal Controls and Internal Audit process**

The councillors reviewed the current system of PPC's internal controls and internal audit and resolved that they were satisfied:

- With the Internal Control processes undertaken by the council
- That the scope of the audit is in accordance with The Governance and Accountability in Local Councils in England and Wales, A Practitioners Guide 2014
- With the report provided by the internal auditor at the conclusion of audit for review by PPC.

#### **15/019 Policies and Procedures**

The councillors reviewed the following policies and procedures:

- Complaints Procedure
- Disciplinary Procedure
- Disciplinary Rules
- Grievance Procedure
- Protocol for Reporting of Meetings
- Training & Development Policy

and resolved to adopt them from the 22<sup>nd</sup> January 2015.

#### **15/020 Future Agenda Items**

- Allotments
- Play equipment replacement.

#### **15/021 Standing Order 3d**

There were no members of public present.

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### 15/022 Clerk's Contract of Employment

The councillors noted the salary increase that the Clerk is entitled to, from the 1<sup>st</sup> January 2015, following the agreement of the National Joint Council terms and conditions by NALC and the SLCC.

### 15/023 Next meeting

The next scheduled meeting will be held on Thursday 19<sup>th</sup> February starting at 7.30pm in the Village Hall.

**The meeting closed at 9.05pm.**

### Appendix A County, District and Suffolk Constabulary reports

The Police Report read by the Clerk was as follows "There have been two crimes since your last meeting on the 20<sup>th</sup> November. **BURGLARY** – Other building and **THEFT** both at The Green/Heath Road on 10-11/01/15. Overnight unknown persons have gained entry into out buildings and stolen a number power tools and cutting equipment, they have used cutting equipment to then steal a ifor Williams trailer. As you can see locally within Babergh we are seeing an increase of Burglary – Dwellings, those properties targeted seem to be isolated with no neighbours to see anyone acting suspiciously! Items being stolen are cash and or jewellery. So please keep eyes peeled for any vehicles or persons in the area and call it in on 101 (999 if you see anyone actually trying to break in to someone's property!) Also out buildings, shed, garages and outbuildings are targets in some areas with the usual items of power tools and lawn mowers being stolen."

Sue Wigglesworth updated councillors on the Local Plan consultation. Gordon Jones written report was circulated previously to councillors and he updated councillors on the 2015/16 Budget, Childrens' Centres, Railway consultation and National Grid.

### Appendix B Clerks Report

Minute	Action	Complete ✓
13/218	Chased SCC Highways re Heath Road "Single track signs".	
14/113	PPC contractor requested to provide a quotation for maintaining grass in Heath Close.	
14/124	Response sent to Royal Mail on Pillar Box removal. No response to date on request for VR	
14/208	Standing Orders sent to website.	✓
14/209	Approved minutes sent to website. Draft minutes sent to website.	✓
14/215	Responded re bouncy castle on Green	✓
14/216	Response to planning applications sent to Babergh.	✓
14/217	Cheques distributed to suppliers.	✓
14/227	2015 distributed to website, councillors, Police and newsletters.	✓
14/230	Approved minutes sent to website. Draft minutes sent to website.	✓
14/233	Response to planning applications sent to Babergh by Chairman.	✓

### Appendix C Correspondence reviewed by councillors

Reference	Date Received	Raised by	Regarding	Agenda	Routine	Clerk Notes
PC15001	14/11/14	Babergh District Council	Estimate of Election charges		✓	
PC15002	22/12/14	Babergh District Council	Confirmation of Bridleway No 5 Diversion		✓	
PC15003		Newsletter	The Local Councillor / Clerks & Councils Direct x 2		✓	TLC in pack.

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

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**Appendix D RFO Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
08/12/14	Interest 8 Sep to 7 Dec	BS 47		0.41	0.00
20/11/14	SCC P3 Grant			97.16	0.00
22/01/15	B Patrick - Footpath Maintenance	734	Highways Act 1980 ss 43, 50	0.00	81.25
22/01/15	D Pym - Bench repair	735	LGA 1894 s 8	0.00	240.00
22/01/15	Village Hall - Hire to Dec 2015	736	LGA 1972 s 133	0.00	162.00

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/12/14	£33,237.11	£32,703.86	£533.25	£0.00	£0.00
Premier Account	31/12/14	£3,315.11	£3,315.11	£0.00	£0.00	£0.00
Cash	16/01/15	£0.00	£0.00			£0.00
		£36,552.22	£36,018.97	£533.25	£0.00	

**Statement of Accounts vs Budget**

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£22,627.64			
<b>Income</b>			<b>Expenditure</b>		
Precept	£17,810.06	£17,810.06	Clerks Salary	£4,306.00	£2,936.70
Bank Interest	£2.00	£1.26	Admin	£1,850.00	£992.05
Recycling	£0.00	£0.00	Insurance	£550.00	£0.00
Grants	£195.00	£2,061.82	Audit Inspections	£190.00	£190.00
Allotment Rent	£25.50	£0.00	Donations	£1,000.00	£500.00
Wayleave	£20.00	£20.30	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Dog & Litter Bins	£790.00	£0.00
Donation	£0.00	£0.00	Footpaths	£1,400.00	£1,287.50
Compensation	£0.00	£0.00	Grass Cutting	£2,200.00	£0.00
Other	£0.00	£574.50	Ditch Clearance	£200.00	£0.00
VAT Repayment	£0.00	£408.27	Maintenance	£1,140.00	£415.00
			Village Hall	£935.00	£0.00
			Projects	£1,500.00	£1,096.77
			Contingency	£500.00	£0.00
			VAT Paid	£0.00	£66.86
<b>Total</b>	<b>£18,052.56</b>	<b>£20,876.21</b>	<b>Total</b>	<b>£0.00</b>	<b>£16,621.00</b>
			Assets Carried Forward		£36,018.97
<b>Total</b>		<b>£43,503.85</b>	<b>Total</b>		<b>£43,503.85</b>

VAT Unclaimed = £66.86

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

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**Appendix E Precept 2015/16**

At the November meeting you agreed a **total expenditure budget of £16,700 for 2015 / 2016**

**Reserves held by PPC**

It is proposed to continue to increase the provisions for Asset Replacement in 2015 / 2016 as per last 4 years and to build the provision for replacement of the playground equipment.

	2013 / 14		2014 / 15		2015 / 16	
	Start of	End of	Start of	End of	Start of	End of year
Asset Replacement	2,000.00	5,750.00	5,750.00	6,500.00	6,500.00	7,500.00
Allotments including water	500.00	3,000.00	3,000.00	0.00	0.00	0.00
Footpath Programme	1,200.00	1,000.00	1,000.00	0.00	0.00	0.00
Donations	0.00	750.00	750.00	0.00	0.00	0.00
Ponds Maintenance	0.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Play Ground Replacement	2,000.00	3,500.00	3,500.00	6,000.00	6,000.00	7,000.00
Election Costs	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
<b>Total Earmarked Reserves</b>	<b>7,200.00</b>	<b>17,500.00</b>	<b>17,500.00</b>	<b>16,000.00</b>	<b>16,000.00</b>	<b>18,000.00</b>
General Reserves	7,034.41	5,127.64	5,127.64	6,527.68	6,527.68	?

**Precept for 2015 / 2016**

Barry Hunter, Babergh's Corporate Manager for Financial Services, has written to GWPC regarding the Tax Base for 2015 / 2016 which I circulated to you via email on the 2<sup>nd</sup> December 2014. GWPC's Tax Base will increase from **371.43** in 2014 / 15 to **373.12** in 2015 / 16.

Using the projections for income, expenditure and earmarked reserves, PPC will also need to consider the level it wishes to maintain its General Reserves. Best practice would suggest that the level of General Reserves should be somewhere between 50 -100% of main income. The 2 examples I give below show:

Example 1 Set a Precept of £17,810.06 which is the same amount as 2014 / 15

Example 2 Increase the Precept but keeping the Band D Council Tax the same as in 2013/14

	2013 / 14	2014 / 15	2015 / 16 Example 1	2015 / 16 Example 2
<b>START OF YEAR</b>				
Earmarked Reserves	7,200.00	17,500.00	16,000.00	16,000.00
General Reserves	7,034.41	5,127.64	6,527.68	6,527.68
<b>Total Reserves</b>	<b>14,234.41</b>	<b>22,627.64</b>	<b>22,527.68</b>	<b>22,527.68</b>
Income ex Precept	6,053.69	3,065.07	417.30	417.30
Precept	16,500.00	17,810.06	17,810.06	17,891.10
<b>Total Income</b>	<b>22,553.69</b>	<b>20,875.13</b>	<b>18,227.36</b>	<b>18,308.40</b>
Expenditure	14,160.46	20,975.09	16,700.00	16,700.00
<b>END OF YEAR</b>				
Earmarked Reserves	17,500.00	16,000.00	18,000.00	18,000.00
General Reserves	5,127.64	6,527.68	6,055.04	6,136.08
<b>Total Reserves</b>	<b>22,627.64</b>	<b>22,527.68</b>	<b>24,055.04</b>	<b>24,136.08</b>
<b>Tax Base</b>	344.11	<b>371.43</b>	373.12	373.12
<b>Band D Council Tax</b>	47.95	<b>47.95</b>	47.73	47.95

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The Council Tax that a Band D household in Polstead pays is the Precept demanded by PPC divided by the Tax Base for that year.

Finally, I would recommend that the grant being given to PPC by BDC in relation to the Precept is not taken into account when resolving the Precept and is treated as an unbudgeted grant for 2015/16.

**End of Appendices**