

## POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 22<sup>nd</sup> March 2018 in Polstead Village Hall at 7.30pm

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

**Attending:** Gordon Jones (Suffolk County Councillor), Dave Crimmin (Clerk) and 3 members of public.

### 18/035 Apologies for Absence

Cllrs Peck (work commitments) and Wade (holiday), sent their apologies as did John Ward (Babergh District Councillor).

### 18/036 Declaration of Interests and Requests for Dispensation

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

### 18/037 Minutes of Meeting held on 8<sup>th</sup> February 2018

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

### 18/038 Reports from County and District Councillors and Suffolk Constabulary

The councillors noted John Ward's previously circulated report. Gordon Jones updated councillors on his previously circulated report.

### 18/039 Reports and Question from Councillors

The Clerk was asked to write to Gordon Jones outlining PPC's disappointment with the quality of hedge cutting undertaken in the previous 4 weeks by SCC Highways contractors on the A1071 between the Brewers Arms and Sand Hill.

### 18/040 Reports and Questions from Parishioners

A resident highlighted that the grit bins on Polstead Hill may not be large enough to store an appropriate amount of grit. The councillors agreed to undertake a review. Gordon Jones to undertake a review with SCC Highways on the flooding issue that keeps reoccurring at Holly Hill.

### 18/041 Clerk's Report (Appendix A)

Following a review of the Clerk's Report by the councillors the Clerk confirmed that item 17/149 had been resolved with Babergh agreeing that they would pay PPC £550 per annum from the 1<sup>st</sup> April 2018 to undertake the grass cutting at Heath Close. The Clerk updated councillors that in addition to the response he had received from the Lord of the Manor on his Manorial Rights to Polstead Green on the 17<sup>th</sup> March, which had been circulated to councillors, he had also received advice from SCC's Property Lawyer on the issue of both Polstead Green and White Street Green. The advice stated that neither green is registered in the name of the Lord of the Manor and that there is an ongoing discussion with him on the ownership of Polstead Green. The councillors agreed to await further clarification from SCC Legal on the rights of PPC to undertake maintenance and works on the greens and the Clerk to inform the Lord of the Manor accordingly.

### 18/042 Correspondence (Appendix B)

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

### 18/043 Planning

- a. The councillors reviewed **Planning Application DC/18/00816 Coppers White Street Green** - Demolition of existing dwelling and outbuildings. Erection of 2 no. dwellings and associated garages and resolved to support the application.
- b. The councillors reviewed **Planning Application DC/18/00940 Land At Calais Street, White Street Green** - Prior Approval Application under Schedule 2, Part 6, Class A of the Town and Country Planning (General Permitted Development) Order 2015 - Erection of agricultural

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storage barn and resolved to object to the application as presented being allowed to proceed. In particular, the councillors were concerned with the:

- i. height and location of the barn in the field
- ii. materials being proposed for both the barn and the road not being sympathetic to the setting and adjoining properties
- iii. narrowness of the road linking the field to Calais Street and Polstead Green
- iv. the agricultural field positively contributing to the wider, open, spatial and rural qualities of the landscape and therefore contributing positively to the character and appearance of the area
- v. lack of information on the proposed number of vehicle movements expected to and from the field on an annual basis
- vi. lack of screening for the barn.

The councillors request that a full planning application be submitted for the proposed barn.

- c. No further planning applications had been received since the agenda was posted that required to be reviewed before the next scheduled meeting.
- d. Cllr MacWillson updated councillors on the meeting with Babergh's Philip Isbell and is awaiting his report on the planning applications decisions to recent proposals to new one dwelling developments outside of the Built Up Area Boundaries.
- e. 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
DC/17/03117	Hill Farm Brick Kiln Hill	Revisions to application for the erection of extensions to existing production premises and new buildings to provide canning line (12,611sqm); warehouse space (7,100sqm); apple processing and juice storage (2,060sqm); and apple processing (1,040sqm); associated vehicle parking, landscaping and drainage infrastructure.	17/146c	Objected	
DC/17/06215	Lower Justice Wood Farmhouse, Kersey Road	Erection of single storey rear extension to annexe.	18/009a	Supported	Refused 12/02/2018
DC/17/06189	School Cottage, Polstead Hill	Trees in a Conservation Area Notification - Fell 1 No. Honey Locust Tree on windward side.	18/009b	Noted	Permission Granted 25/01/2018
DC/18/00042	Barn at Stackwood Farm, Stackwood Road	Prior Approval of Proposed Change of Use of Agricultural Building to Dwellinghouse (Use Class C3) and for Associated Operational Development.	18/009c	Questions raised re application	Approval granted 28/02/2018
DC/17/06265	The Brambles, Rockalls Road	Householder Planning Application - Erection of garage (following demolition of existing building).	18/009d	Objected	Permission Granted 20/02/2018
DC/18/00241	Gilly Flower House, Rockalls Road	TPO - remove 4 trees covered by TPO BT 81A1.	18/009e	Noted	Permission Granted 22/02/2018
DC/18/00148	The Orchards, Straight Road, Polstead Heath	Erection of sun room (following demolition of existing conservatory).	18/028a	Supported	
DC/18/00314	White Street Barn, White Street Green	Erection of single storey garden building/ store.	18/028b	Objected	Permission Granted 12/03/2018

#### 18/044 Finance

- a. The councillors reviewed the Asset Register and found that it accurately reflected PPC assets which were appropriately valued in the insurance cover. They also resolved to insure through Inspire on a 3-year long term agreement.
- b. 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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- c. The councillors resolved to donate £150 to the East Anglian Air Ambulance.  
d. The councillors resolved to carry forward the following earmarked reserves to 2018 / 2019:

Asset Replacement	9,000.00
Play Equipment Replacement	4,000.00
Election Costs	2,000.00
<b>Total Earmarked Reserves</b>	<b>15,000.00</b>

#### 18/045 Babergh Ward Boundaries consultation

After reviewing that the Local Government Boundary Commission had not agreed to PPC's suggested warding arrangement, the councillors resolved that they reluctantly agreed to the formation arrangements for the Brett Vale ward.

#### 18/046 General Data Protection Regulation (GDPR)

The councillors reviewed the information received from NALC, SALC the ICO and the Clerk's training courses on the subject of GDPR. The councillors agreed that whilst they await the outcome of the new UK Data Protection legislation still going through Parliament, which is intended to align the UK's with the EU legislation, the Clerk was asked to prepare the following for the May meeting:

- a data map of the council's operation
- suggested changes for the website, data storage, processes and forms used by the council
- any suggested changes to the council's data retention policy.

#### 18/047 Highways and Footpaths

The councillors discussed the concerns of residents over the lack of thought of Polstead Hill residents in parking their vehicles on the road. The issue is highlighted by the problems faced by agriculture machinery in using the hill and it is feared that it will only be a question of time before parked vehicles are damaged as a consequence.

#### 18/048 Assets, allotments, playground and playing field

The Clerk updated councillors that due to difficulties in resourcing the correct key for the telephone kiosk junction box, which had now been procured from the USA, the quotation for the electrical works was still outstanding. The councillors resolved that the work to repair the leak on the water tap in the allotments would be managed by Cllr Peck under the Clerk's delegated powers.

#### 18/049 Litter Pick

The councillors agreed the risk assessment, litter pick routes and the location for road signage in relation to the litter pick on Saturday 21<sup>st</sup> April 2018 which Cllrs MacWillson and Flather will co-ordinate. The councillors resolved a budget of £75 towards the cost of refreshments for volunteers.

#### 18/050 APM

The councillors agreed the agenda for the Annual Parish Meeting to be held on the 5<sup>th</sup> April 2018.

#### 18/051 Future Agenda Items

- Grit bins for Polstead Hill.

#### 18/052 Next meeting

The next PPC meeting will be held on Thursday 19<sup>th</sup> April 2018 starting at 7.30pm in the Village Hall.

**The meeting closed at 9.30pm.**

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**Appendix A Clerks Report**

<b>Minute</b>	<b>Action</b>	<b>Complete ✓</b>
17/149	Written to Babergh again re cutting of Heath Close	
18/006	Wrote to Gordon Jones re gritting routes.	
18/012	Anglian Water now engaged in repairs where barriers are located.	✓
18/013	Cllr MacWillson has agreed with neighbour over works to be undertaken on red kiosk in Straight Road.	✓
18/015	Bank Mandate change in progress.	
18/020	Peter Patrick ceased to be a member of PPC on the 22nd March due to his failure to attend any meeting in the previous 6 months. Babergh advised and notice of vacancy advertised on the 5th March 2018.	✓
18/022	Minutes updated on website and sent to newsletters.	✓
18/024	Spoke to resident regarding damage to White Street green which he has now re-instated.	✓
18/025	Footpath maps removed from shop and have been re-printed.	✓
18/026	The Lord of the Manor has clarified his rights regarding Polstead Green which are in accord to Suffolk County Council's records. I have written to him again with regard to the ownership details that SCC has confirmed for White Street Green, to which I await a response.	
18/027	Response sent to SCC Highways survey.	✓
18/028	Planning responses sent to Babergh.	✓
18/029 a	Payments made to suppliers.	✓
18/029 b	Contractor advised of renewal for 2018.	✓
18/029 d	Donation given to organisation.	✓
18/029 c	Donation given to organisation.	✓
18/029 c	Contractor advised of renewal for 2018.	✓
18/030	SCC RoW team to meet PPC regarding ditch on FP5.	
18/031	Orders placed with CHT and X2-Connect.	✓
	<b>Clerk Hours</b>	
	As at 4th March 2018 - Hours Worked 337 / Hours Paid 360.	

**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
11/01/18	SALC Transparency Grant			112.82	0.00
19/01/18	McLeod allotment rent			20.70	0.00
08/02/18	Polstead Village Shop - Donation	894	LA 2011 ss 1 to 8	0.00	500.00
08/02/18	Polstead PCC - Donation	895	LA 2011 ss 1 to 8	0.00	150.00
26/02/18	Allotment rents		LA 2011 ss 1 to 8	134.20	0.00
22/03/18	Came & Co - Insurance	896	LA 2011 ss 1 to 8	0.00	479.02
22/03/18	BDC - Dog & Litter bin emptying	897	LA 2011 ss 1 to 8	0.00	878.95
22/03/18	B Patrick - Footpaths Jan	898	LA 2011 ss 1 to 8	0.00	195.00
22/03/18	B Patrick - Footpaths Feb	898	LA 2011 ss 1 to 8	0.00	78.00
22/03/18	DF Crimmin - Expenses Sep - Feb	899	LA 2011 ss 1 to 8	0.00	388.09
22/03/18	Polstead Village Hall - Hire	900	LA 2011 ss 1 to 8	0.00	40.00
22/03/18	R Stiff & Sons - Village Hall oil	901	LA 2011 ss 1 to 8	0.00	890.50
22/03/18	X2 Connect Ltd - Kiosk parts	902	LA 2011 ss 1 to 8	0.00	222.60
22/03/18	CHT - Defibrillator	903	LA 2011 ss 1 to 8	0.00	2,130.00
29/03/18	DF Crimmin - Salary Jan to Mar	904	LA 2011 ss 1 to 8	0.00	816.33
29/03/18	DF Crimmin - WFHA Jan to Mar	904	LA 2011 ss 1 to 8	0.00	39.00
29/03/18	HMRC - Clerk Tax	905	LA 2011 ss 1 to 8	0.00	204.20

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	01/03/18	£30,642.29	£23,780.60	£6,861.69	£0.00	£0.00
Premier Account	29/12/17	£3,318.98	£3,318.98	£0.00	£0.00	£0.00
Cash	16/03/18	£0.00	£0.00			£0.00
		£33,961.27	£27,099.58	£6,861.69	£0.00	

**Actual v's Budget**

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£23,904.18			
<b>Income</b>			<b>Expenditure</b>		
Precept	£18,286.00	£18,286.00	Clerks Salary	£4,474.64	£4,332.77
Bank Interest	£2.00	£0.58	Admin	£2,000.00	£1,399.11
Recycling	£0.00	£0.00	Insurance	£490.00	£479.02
Grants	£195.00	£441.34	Audit Inspections	£220.00	£308.00
Allotment Rent	£120.00	£20.70	Donations	£1,000.00	£690.00
Wayleave	£22.00	£20.75	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Dog & Litter Bins	£1,080.00	£732.46
Donation	£0.00	£0.00	Footpaths	£1,500.00	£1,593.75
Compensation	£0.00	£0.00	Grass Cutting	£2,400.00	£2,051.60
Other	£0.00	£0.00	Ditch Clearance	£200.00	£0.00
CIL	£0.00	£0.00	Maintenance	£1,200.00	£185.50
VAT Repayment	£0.00	£1,006.14	Village Hall	£965.00	£1,499.42
			Projects	£1,500.00	£2,214.50
			Contingency	£500.00	£0.00
			CIL	£2,561.80	£0.00
			VAT Paid	£0.00	£1,093.98
<b>Total</b>	<b>£18,625.00</b>	<b>£19,775.51</b>	<b>Total</b>	<b>£2,561.80</b>	<b>£17,589.64</b>
					<b>£16,580.11</b>
			Assets Carried Forward		£27,099.58
<b>Total</b>		<b>£43,679.69</b>	<b>Total</b>		<b>£43,679.69</b>

**End of Appendices**

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