

POLSTEAD PARISH COUNCIL
Minutes of Virtual Meeting held on Thursday 23rd April 2020 at 7.30pm

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

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

The Chairman explained that due to the current COVID-19 pandemic, that all meetings will be held virtually until further notice.

20/062 Apologies for Absence

No apologies required.

20/063 Declaration of Interests and Requests for Dispensation

Cllr Wade declared a pecuniary interest in item 20/072a as he is the beneficiary of a travel expense claim. No requests for dispensation had been received.

20/064 Minutes of Meeting held on 19th March 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.

20/065 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 increased costs that COVID-19 had imposed on the County's resources and the potential shortfall this may have on the annual accounts. He stated that the work he is undertaking with his parishes regarding a Suffolk 2020 bid will start again in June. The councillors noted John Ward's previously submitted report and he updated them on Babergh's plans to hold virtual meetings from next week and the impact that the COVID-19 pandemic was having on the authority's finances.

20/066 Reports and Question from Councillors

Cllr Wade updated councillors that the Clerk was taking up the position of Clerk to Newton Parish Council from the 1st May 2020 and that he as Chairman had provided a reference to NPC on behalf of PPC. Cllr Flather raised the issue of the homeless now being fully supported by the various authorities during the current pandemic crisis. He asked that the council write to the Council and District members, as well as James Cartlidge MP, to commend the initiatives currently being undertaken in this regard but hoped that this would not return to normal after the crisis, and that the support continued. The councillors fully supported Cllr Flather and asked the Clerk to write accordingly.

20/067 Reports and Questions from Parishioners

No issues raised.

20/068 Clerk's Report (Appendix A)

Following a review of the Clerk's Report by the councillors the Clerk updated councillors on the progress to implement Polstead-pc.gov.uk email addresses. With 3 of the 7 councillors successfully upgrading their computers to use the email accounts, it is anticipated that a launch of the new emails will now be the 1st June 2020.

20/069 Correspondence (Appendix B)

Following a review of the Correspondence and emails circulated by the Clerk since the last meeting Cllr Baxter requested that the Clerk ensure that the grass cutting contract for Polstead Green included the strip along the wall by Cock Farm leading to the pub. The Clerk to action.

Signed Date.....

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20/070 Planning

- a. The councillors reviewed **Planning Application 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 and resolved that subject to a condition that the annexe remains ancillary to the dwelling being applied to any permission, that they supported the planning application.
- b. There were no further planning application received since the agenda was posted.
- c. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC are as per Appendix C.

20/071 Diversion of Footpath No 35

The councillors reviewed the plans for the diversion of the footpath and resolved by a 4 to 3 majority that they had no objection.

20/072 Finance

- a. All cheques signed and due for signing, as itemised in Appendix D were authorised by the councillors who noted the income received since the last meeting.
- b. The councillors reviewed and resolved to approve the Bank Reconciliation and the Statement of Accounts as at 31st March 2020 (Appendix E).
- c. The councillors resolved a £30 donation to the Village Hall to cover the cost of electricity for the defibrillator.
- d. The councillors resolved a donation of £500 to the Polstead Community Shop to cover the additional out of pocket expenses that were being incurred by volunteers supporting vulnerable residents during the pandemic. The councillors agreed to defer any further donations to organisations until the pandemic issues are fully understood.
- e. The councillors agreed the CIL Return as at 31st March 2020 for submission to Babergh.

20/073 Polstead WI

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

20/074 Parish Infrastructure Investment Plan (PIIP)

The payment for the licence has now been received by CAS and access to the software should now be enabled for PPC.

20/075 Highways and Footpaths

Cllr Oxford will raise with the landowner the poor condition of the stile on the footpath by Homey Bridge.

20/076 Assets, allotments, playground and playing field

The Clerk updated councillors on the work to remove a metal obstacle on the footpath by the allotments.

20/077 Annual Parish Meeting and Annual Meeting of the Parish Council

The councillors resolved to cancel the Annual Parish Meeting for 2020 but to hold the Annual Meeting of the Parish Council as normal on the 21st May 2020.

20/078 Future Agenda Items

None identified at this stage.

20/079 Next meeting

The next PPC meeting will be held on Thursday 21st May 2020 at 7.30pm.

The meeting closed at 8.52pm.

Signed Date.....
Polstead Parish Council adopted the General Power of Competence on the 16th May 2019

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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.	
20/043	Minutes updated on website and sent to magazines.	✓
20/047	Amended Financial Regulations updated on website	✓
20/049	Sent Planning responses to BDC.	✓
20/050	Update BDC regarding Footpath No 35	✓
20/051	Payments made to suppliers.	✓
20/053	polstead-pc.gov.uk councillor email addresses created.	✓
	Clerk Hours	
	As at 31st March 2020 - Hours Worked 396.5 / Hours Paid 390	

Appendix B Correspondence reviewed by councillors

No correspondence received.

Appendix C 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	
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/20/00845	Longridge, Rockalls Road	Notification for Works to Trees in a Conservation Area - T1 Beech Tree - Reduce by 30%.	20/049a	Support	Permission Granted 20/03/2020
DC/20/00893	Sprotts Farm, Holt Road	Construction of outdoor swimming pool and pool house.	20/049b	Support	
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	
DC/20/01143	Justice Wood Barn, Justice Wood	Erection of single storey side extension	20/049e	No comment	

Appendix D RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
14/04/20	BDC Precept			9,298.00	0.00
23/04/20	A Wade - Travel expenses	2008	LA 2011 ss 1 to 8	0.00	38.25
23/04/20	CHT - Defib accessories	2009	LA 2011 ss 1 to 8	0.00	66.00
23/04/20	B Patrick - Green & Footpaths March	2010	LA 2011 ss 1 to 8	0.00	481.00
23/04/20	Sudbury TC - Community Wardens	2011	LA 2011 ss 1 to 8	0.00	1,200.00
23/04/20	SALC - Annual Membership	2012	LA 2011 ss 1 to 8	0.00	352.33

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Appendix E Bank Reconciliation and the Statement of Accounts

POLSTEAD PARISH COUNCIL			
County	Suffolk		
Bank Reconciliation for Financial year ending 31st March 2020			
D. Crimmin	RFO		7th April 2020
Balances per Bank Statements as at 31st March			
Barclays Community		£42,358.60	
Barclays Premium Account		£3,333.42	
			£45,692.02
Add any Unbanked Cash as at 31 March			£0.00
Less Unpresented Cheques as at 31 March			
	1997	£250.00	
	2000	£505.15	
	2002	£898.80	
	2003	£616.10	
	2004	£880.63	
	2005	£210.40	
	2006	£300.00	
			£3,661.08
		Total Cash	£42,030.94
CASH BOOK			
Opening Balance			£30,429.53
Add Receipts in the year			£30,236.66
			£60,666.19
Less Payments in the year			£18,635.25
		Total Cash	£42,030.94

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POLSTEAD PARISH COUNCIL					
Receipts & Payments Account for the year ending 31st March 2020					
	2018 / 2019		2019 / 2020		
Receipts					
Precept	£18,302.00			£18,668.00	
Bank Interest	£6.64			£6.15	
Recycling	£0.00			£0.00	
Grants	£194.32			£1,294.32	
Allotment Rent	£104.40			£105.00	
Wayleave	£20.75			£20.75	
QDJ	£0.00			£0.00	
Donation	£0.00			£0.00	
Compensation	£0.00			£0.00	
Other	£0.00			£0.00	
CIL	£0.00			£9,129.43	
VAT Repayment	£1,093.98			£1,013.01	
			£19,722.09		£30,236.66
Payments					
Clerks Salary	£4,389.54			£4,420.52	
Admin	£1,387.01			£1,999.75	
Insurance	£491.89			£505.15	
Audit Inspections	£328.00			£328.00	
Donations	£299.32			£540.00	
Chairman's Allowance	£0.00			£0.00	
Dog & Litter Bins	£815.04			£749.00	
Footpaths	£1,725.00			£2,358.00	
Grass Cutting	£2,473.40			£2,826.70	
Ditch Clearance	£0.00			£0.00	
Maintenance	£991.00			£769.78	
Village Hall	£965.00			£0.00	
Projects	£810.58			£1,128.19	
Contingency	£0.00			£0.00	
CIL	£520.00			£1,553.67	
VAT Paid	£1,013.01			£1,456.49	
			£16,208.79		£18,635.25
Excess of Receipts over Payments			£3,513.30		£11,601.41
Add Balance Brought Forward			£26,916.23		£30,429.53
Balance Carried Forward			£30,429.53		£42,030.94
Represented by					
Barclays Community	£27,102.26			£38,697.52	
Barclays Premium	£3,327.27			£3,333.42	
Cash	£0.00			£0.00	
			£30,429.53		£42,030.94
I have prepared these accounts from the books and records of the Polstead Parish Council and certify that they are a true record of the Parish Council's transactions					

End of Appendices

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