

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 28th February 2019 in Polstead Village Hall at 7.30pm

Present: Cllrs Anne MacWillson (Chairman), Andrew Wade, Susie Weston and Sue Wigglesworth.

Attending: Gordon Jones (Suffolk County Councillor), Dave Crimmin (Clerk), and 7 members of public.

19/019 Apologies for Absence

Cllrs Flather (holiday), Oxford (commitment) and Peck (work) sent their apologies as did John Ward (Babergh District Councillor).

19/020 Declaration of Interests and Requests for Dispensation

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

19/021 Minutes of Meeting held on 17th January 2019

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

19/022 Reports from County and District Councillors and Suffolk Constabulary

The councillors reviewed Gordon Jones' previously submitted report and he updated councillors that he was waiting confirmation from the Community Shop regarding the new road sign, the SCC Budget process, the Layham quarry extension and the Sizewell C and Offshore Windfarm consultations. The councillors reviewed John Ward's previously submitted report and the Chairman read out John's views on the Konings planning application.

19/023 Road Traffic Accident in Martens Lane

The local postman updated councillors and Gordon Jones on the accident involving a delivery van and the stationery Royal Mail van in Martens Lane at the beginning of February 2019. Following the incident, a risk assessment undertaken by Royal Mail has led to the suspension of deliveries to 6 homes in the lane. Gordon Jones requested the Police incident number from the Royal Mail so that he could call a meeting between SCC Highways and the Police to see what options there are for reducing the risk of it occurring again. Separately, the Royal Mail were asked for their recommendations for a 6-unit letter box for installation in the lane.

19/024 Reports and Question from Councillors

Cllr Wade reported on the Suffolk Design meeting that he had attended on behalf of the council. The meeting had been more exploratory than informative.

19/025 Reports and Questions from Parishioners

The councillors agreed to a memorial bench being located in the playing field following which PPC would take on the responsibility for its maintenance.

19/026 Clerk's Report (Appendix A)

Following a review of the Clerk's Report by the councillors there were no further actions required of the Clerk.

19/027 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.

19/028 Planning

- a. The councillors reviewed **Planning Application DC/19/00389 Land East of Woodview, Stackwood Road** - Outline Planning Application (Access to be considered) Erection of a detached 1.5 storey dwelling and cartlodge and alterations to existing vehicular access and resolved to object to the application. The councillors remain consistent in their objections to

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this and similar planning applications along Stackwood Road, where development is sought outside the Built Up Area Boundary.

- b. The councillors reviewed **Planning Application DC/19/00615 Treetops, White Street Green** - Conversion of garage to form study and conversion of outbuilding to bedroom and office and resolved to support the application subject to a condition that the outbuilding could not be used as a separate dwelling.
- c. No further planning applications had been received since the agenda had been posted.
- d. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC are as follows:

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/18/02836	Hill Farm, Stoke Road	Erection of extension to existing production premises, associated car parking, landscaping and drainage infrastructure.	18/122a	Objected	Approved by Planning Committee 20/02/2019
DC/18/04875	Clayfields Farm, Hadleigh Road, Boxford	Erection of single storey dwelling to serve agricultural business.	18/174a	No comment	Permission Granted 27/12/2018
DC/18/04967	Green Lawns Bonsai Nursery, Hadleigh Road, Boxford	Outline Planning Application (all matters reserved) - Erection of 4No detached dwellings.	18/174c	No comment	
DC/18/05224	19 Heath Close Polstead Heath	Erection of rear extension, front canopy and conversion of garage to living space.	18/191a	Supported	Permission Granted 17/01/2019
DC/18/04925	Spring Hill Shelley Road	Conversion of storage barn to 1no. dwelling including associated cart lodge, footpath diversion and creation of vehicular access.	18/191b	Objected	Withdrawn
DC/18/05394	Rushbeck White Street Green	Erection of single storey rear extension and exterior cladding.	18/191c	Supported	Permission Granted 28/01/2019
DC/18/05481	Cheriton, Rockalls Road	Erection of rear extension and recladding works.	19/010a	Supported	Permission Granted 01/02/2019

19/029 Finance

- a. 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.
- b. With two of the 3 bank signatories indicating that they would not be standing at the Polstead Parish Council elections in May, it was resolved that Cllr Wigglesworth replace Cllr Flather as a bank signatory.
- c. The donation consideration for the Village Hall was deferred till the next meeting.
- d. The councillors resolved to donate £150 towards the Polstead PCC's costs of maintaining the church clock.

19/030 Highways and Footpaths

The councillors are very disappointed with residents who pick up dog mess in a plastic bag and then discard the bags in hedges and on the ground, rather than putting them in nearby dog bins.

19/031 Assets, allotments, playground and playing field

No issues raised.

19/032 Litter Pick

The councillors agreed to hold a litter pick on Saturday 6th April starting at 10am.

19/033 Future Agenda Items

- Litter Pick
- Donations.

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19/034 Next meeting

The next PPC meeting will be held on Thursday 21st March 2019 at 7.30pm in the Village Hall.

The meeting closed at 9.00pm.

Appendix A Clerks Report

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
18/080	Gordon Jones has confirmed that drains have been cleared at Holly Hill. This issue is still part of his ward-wide review of flooding.	
18/143	Wrote to Gordon Jones re Community Shop road signage.	
18/159 c	Application has been made to SCC for the installation of bus shelters on the A1071 near the Brewery Arms.	
18/159 d	Survey of possible grit bin locations concluded that the proposals are for new locations and therefore have to be formally approved by SCC Highways. As the closing date for this is the end of September, it will need to be submitted in 2019.	
19/003	Minutes updated on website and sent to magazines.	✓
19/007	Wrote to AONB supporting the Box Valley Undergrounding proposals.	✓
19/010	Planning Application responses sent to Babergh.	✓
19/010 b	Wrote to Planning Inspectorate.	✓
19/011 a	Payments made to suppliers.	✓
19/011 b	Sent Precept demand to Babergh .	✓
19/011 c	Confirmed grass cutting contract for 2019 with JD Palmer.	✓
	Clerk Hours	
	As at 20th January 2018 - Hours Worked 289 / Hours Paid 315.	

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
18/01/19	The Cock Inn - Xmas food & drinks	937	LA 2011 ss 1 to 8	0.00	259.25
28/02/19	Wave - Allotment Water	938	LA 2011 ss 1 to 8	0.00	18.87
28/02/19	Polstead Village Hall - Hire for 2019	939	LA 2011 ss 1 to 8	0.00	169.00
28/02/19	JA Griggs - Telephone kiosks	940	LA 2011 ss 1 to 8	0.00	518.45
28/02/19	B Patrick - Footpaths January	941	LA 2011 ss 1 to 8	0.00	126.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/01/19	£32,202.78	£31,370.46	£832.32	£0.00	£0.00
Premier Account	31/01/19	£3,325.61	£3,325.61	£0.00	£0.00	£0.00
Cash	09/11/18	£0.00	£0.00			£0.00
		£35,528.39	£34,696.07	£832.32	£0.00	

Actual v's Budget

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£26,916.23				
Income			Expenditure			
Precept	£18,302.00	£18,302.00	Clerks Salary		£4,564.00	£3,235.68
Bank Interest	£0.00	£4.98	Admin		£2,000.00	£1,156.13
Recycling	£0.00	£0.00	Insurance		£560.00	£0.00
Grants	£745.00	£194.32	Audit Inspections		£320.00	£328.00
Allotment Rent	£120.00	£66.40	Donations		£1,000.00	£0.00
Wayleave	£22.00	£20.75	Chairman's Allowance		£60.00	£0.00
QDJ	£0.00	£0.00	Dog & Litter Bins		£1,175.00	£0.00
Donation	£0.00	£0.00	Footpaths		£1,600.00	£1,725.00
Compensation	£0.00	£0.00	Grass Cutting		£3,150.00	£2,473.40
Other	£0.00	£0.00	Ditch Clearance		£200.00	£0.00
CIL	£0.00	£0.00	Maintenance		£1,200.00	£910.00
VAT Repayment	£0.00	£1,093.98	Village Hall		£965.00	£0.00
			Projects		£1,500.00	£720.58
			Contingency		£500.00	£0.00
			CIL	£2,561.80	£0.00	£520.00
			VAT Paid		£0.00	£833.80
Total	£19,189.00	£19,682.43	Total	£2,561.80	£18,794.00	£11,902.59
			Assets Carried Forward			£34,696.07
Total		£46,598.66	Total			£46,598.66

End of Appendices

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