

POLSTEAD PARISH COUNCIL

Clerk: Dave Crimmin, Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH
Tel: 01787 375085 email: polsteadpc@btinternet.com

AGENDA FOR MEETING TO BE HELD ON THURSDAY 16th NOVEMBER 2017 AT 7.30pm

1. **Apologies** for absence
2. Receive **declarations of interests** and consider request for dispensation from Councillors
3. Agree **minutes** of Polstead Parish Council meeting held on 19th October 2017
4. Receive **reports from County Councillor and District Councillor**
5. To receive **reports and questions from Councillors**
6. To receive reports and **questions from Parishioners** (contributions to be limited to 2 mins)
7. Agree actions following the review of the **Clerk's Report**
8. Agree actions required on **Correspondence received and emails circulated** by the Clerk to councillors since the last meeting
9. Planning
 - a. Consider **Planning Application DC/17/05567 The Old Forge, Polstead Green** - Trees in a Conservation Area Notification - Pollard 1 No. Horse Chestnut Tree
 - b. Consider **Planning Application DC/17/05564 Polstead Mill, Mill Lane** - Trees in a Conservation Area Notification - Fell 1 No. Sycamore Tree
 - c. Consider **Planning Application DC/17/05613 Corders House, Polstead Hill** - Notification of Works to Trees in a Conservation Area - Pollard to previous points 1 no. Sweet Chestnut; reduce back to previous points, remove ivy and major deadwood on 1 no. Hawthorn; pollard to approx 5m 1 no. Goat Willow.
 - d. Consider any further **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
 - e. **Status of Planning Applications** previously reviewed by the Parish Council.
10. Finance
 - a. From the **RFO Report** authorise payments made since the last meeting and to be made; note income received since last meeting; review the Reconciliation of Accounts against Bank Statements and the Statement of Accounts vs Budget
 - b. Review **Budget Proposal** and agree Budget for 2018 / 2019
 - c. Consider an application to **SALC for a grant** towards CPC's costs in complying with the Transparency Code.
11. Consider response to the proposals for **Babergh's Warding** arrangements
12. Consider response to **Suffolk Minerals & Waste Local Plan - Preferred Options Consultation**
13. To consider any issues raised regarding **Highways and Footpaths**
14. To consider any **asset, allotment, playground or playing field**
15. To finalise plans for **Christmas Tree & Carols**
16. Agree **meeting schedule for 2018**
17. **Future Agenda** Items
18. Date of the next scheduled meeting is **Thursday 16th November 2017** at 7.30pm.

Associated papers PPC Meeting on 16th November 2017

Agenda Item 2 Requests for Councillor Dispensation

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation **you need to write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

Agenda Item 7 Clerk's Report

Minute	Action	Complete ✓
17/104	Meeting contractor re Red Kiosks on 11th November 2017.	
17/148	Cllr Patrick requested to specify entry signs.	
17/149	Wrote to Babergh re cutting of Heath Close	
17/157	Minutes updated on website and sent to newsletters.	✓
17/162	Email forwarded to Community Shop chairman.	✓
17/163	Planning responses sent to Babergh.	✓
17/164 a	Payments made to suppliers.	✓
17/164 b	PPC cannot comply with HMRC requirement of only one signature to set-up a Direct Debit mandate therefore will send payment by post.	✓
17/165	Local Plan response circulated to councillors and then forwarded to BDC.	✓
17/166	Wrote to resident re right of way.	✓
17/167	To write to new allotment tenant when invoices issued for 2018.	
17/168	BDC advised of PPC representatives to Parish Liaison meeting.	✓
17/169	Still to review archives re Lord of the Manor rights.	
17/170	Wrote to Community Shop re Christmas Tree.	✓
	Clerk Hours	
	As at 29th October 2017 - Hours Worked 194.5 / Hours Paid 225	

Agenda Item 8 Correspondence

No correspondence other than that listed in this pack has been received since the last meeting. If there is an email that I have circulated which is not included on the agenda and you consider it should be discussed, please raise the item at this point.

Associated papers PPC Meeting on 16th November 2017

Agenda Item 9e Planning Status

Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/17/04521	Avonlea White Street Green	Planning Application - Change of use of land from agricultural to residential curtilage	17/146a	Supported	
DC/17/04499	Land On The West Side Of Stackwood Road	Planning Application-Erection of a 1 No dwelling, home office, workshop, parking areas.	17/146b	Objected	REFUSED 03/11/2017
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/17/04784	The Bungalow Potash Lane	Erection of replacement dwelling and detached garage with new vehicular access (existing dwelling to be demolished).	17/163a	Objected	
DC/17/04836	Stratford House Martens Lane	Erection of a extension and alterations to existing dwelling. Erection of a cart lodge with accommodation above. Alterations to pool house to create ancillary accommodation.	17/163b	Supported	
DC/17/05010	Polstead Lodge Mill Street	Outline Planning Application (access to be considered) - Erection of up to 1 no. detached dwelling (utilising existing vehicular access).	17/163c	Objected	
APP/D3505/W/17/3182247	Land To The East Of, White Street Green	Notification under Part 6 of Schedule 2 of the Town and Country Planning General Permitted Development Order 2015 - Erection of agricultural storage building.	17/163d	Original objection.	

Associated papers PPC Meeting on 16th November 2017

Agenda Item 10a Responsible Financial Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
30/10/17	SCC P3 Scheme			194.32	0.00
16/11/17	B Patrick - Footpaths August	882	LA 2011 ss 1 to 8	0.00	104.00
16/11/17	Anglian Water - Allotments	883	LA 2011 ss 1 to 8	0.00	34.52
29/12/17	DF Crimmin - Salary Oct to Dec	884	LA 2011 ss 1 to 8	0.00	816.53
29/12/17	DF Crimmin - WFHA Oct to Dec	884	LA 2011 ss 1 to 8	0.00	39.00
29/12/17	HMRC - Clerk Tax	885	LA 2011 ss 1 to 8	0.00	204.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/10/17	£35,190.15	£33,836.10	£1,354.05	£0.00	£0.00
Premier Account	31/10/17	£3,318.40	£3,318.40	£0.00	£0.00	£0.00
Cash	09/11/17	£0.00	£0.00			£0.00
		£38,508.55	£37,154.50	£1,354.05	£0.00	

Actual v's Budget

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£23,904.18				
Income			Expenditure			
Precept	£18,286.00	£18,286.00	Clerks Salary	£4,474.64	£3,195.24	
Bank Interest	£2.00	£0.00	Admin	£2,000.00	£889.41	
Recycling	£0.00	£0.00	Insurance	£490.00	£0.00	
Grants	£195.00	£194.32	Audit Inspections	£220.00	£308.00	
Allotment Rent	£120.00	£0.00	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	£1,080.00	£0.00	
Donation	£0.00	£0.00	Footpaths	£1,500.00	£1,047.75	
Compensation	£0.00	£0.00	Grass Cutting	£2,400.00	£0.00	
Other	£0.00	£0.00	Ditch Clearance	£200.00	£0.00	
CIL	£0.00	£0.00	Maintenance	£1,200.00	£0.00	
VAT Repayment	£0.00	£1,006.14	Village Hall	£965.00	£651.32	
			Projects	£1,500.00	£72.50	
			Contingency	£500.00	£0.00	
			CIL	£2,561.80	£0.00	£0.00
			VAT Paid	£0.00	£92.67	
Total	£18,625.00	£19,507.21	Total	£2,561.80	£17,589.64	£6,256.89
			Assets Carried Forward			£37,154.50
Total		£43,411.39	Total			£43,411.39

Associated papers PPC Meeting on 16th November 2017

Agenda Item 10b Budget Proposal 2018 / 2019

Income

Income sources for 2018 / 2019 have been based on those for 2017 / 2018. It is assumed that the P3 grant will be available from Suffolk County Council for the grass cutting of footpaths and that the plan for BDC to provide a grant for the grass maintenance in Heath Close will come to fruition.

Expenditure

It is assumed that the Clerk will receive a 2% cost of living increase on the 1st April 2018. Appendix A shows the full rationale for the 2018 / 2019 budget.

PPC is asked to consider a **total expenditure budget of £18,794 for 2018 / 2019.**

Please find below tables which show a comparison between 2016 / 2017 actual, 2017 / 2018 budget, actual to date and that **anticipated at year end** and the anticipated budget for 2018 / 2019.

	2016 / 17		2017 / 18			2018 / 19
	Budget	Actual	Budget	Actual to	To year end	Budget
<u>Income</u>						
Bank Interest	300.00	1.23	2.00	0.00	0.00	0.00
Recycling	0.00	0.00	0.00	0.00	0.00	0.00
Grants	195.00	6,887.08	195.00	194.32	194.32	745.00
Allotment Rent	120.00	255.00	120.00	0.00	120.00	120.00
Wayleave	22.00	20.75	22.00	20.75	20.75	22.00
QDJ	0.00	0.00	0.00	0.00	0.00	0.00
Donation	0.00	0.00	0.00	0.00	0.00	0.00
Compensation	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	183.58	0.00	0.00	0.00	0.00
CIL	0.00	2,561.80	0.00	0.00	0.00	0.00
VAT Repayment	0.00	5,314.78	0.00	1,006.14	1,006.14	0.00
Total Income	637.00	15,224.22	339.00	1,221.21	1,341.21	887.00
Precept		18,210.00			18,286.00	
<u>Expenditure</u>						
Clerks Salary	4,452.00	4,233.71	4,474.64	3,195.24	4,474.64	4,564.00
Admin	1,850.00	1,288.25	2,000.00	889.41	2,000.00	2,000.00
Insurance	430.00	554.67	490.00	0.00	555.00	560.00
Audit Inspections	220.00	208.00	220.00	308.00	308.00	320.00
Donations	1,000.00	250.00	1,000.00	0.00	1,000.00	1,000.00
Chairman's Allowance	60.00	0.00	60.00	0.00	60.00	60.00
Dog & Litter Bins	875.00	732.46	1,080.00	0.00	1,080.00	1,175.00
Footpaths	1,400.00	1,793.75	1,500.00	1,047.75	1,500.00	1,600.00
Grass Cutting	2,300.00	1,525.00	2,400.00	0.00	2,400.00	3,150.00
Ditch Clearance	200.00	0.00	200.00	0.00	200.00	200.00
Maintenance	1,140.00	1,454.50	1,200.00	0.00	1,200.00	1,200.00
Projects	1,500.00	23,273.79	1,500.00	72.50	2,300.00	1,500.00
Village Hall	935.00	506.73	965.00	651.32	965.00	965.00
Contingency	500.00	0.00	500.00	0.00	500.00	500.00
CIL	0.00	0.00	0.00	0.00	0.00	0.00
VAT Paid	0.00	5,284.09	0.00	92.67	450.00	0.00
Total Expenditure	16,862.00	41,104.95	17,589.64	6,256.89	18,992.64	18,794.00

Associated papers PPC Meeting on 16th November 2017

Appendix A

	2018 / 19	
	Budget	Notes on Budget Next Year
Income		
Bank Interest	0.00	
Recycling	0.00	
Grants	745.00	P3 £195 / BDC £550 for Heath Close
Allotment Rent	120.00	
Wayleave	22.00	
QDJ	0.00	
Donation	0.00	
Compensation	0.00	
Other	0.00	
CIL	0.00	
VAT Repayment	0.00	
Total Income	887.00	
Precept		
Expenditure		
Clerks Salary	4,564.00	427.5 hours at £10.676 (+2%)
Admin	2,000.00	SALC £345 / Suffolk ACRE £30 / VH Rent £240 / Training £400 / Expenses inc Travel £600 / Clerk WFH £156 / SLCC membership £50 / Subscriptions £50 / ICO £38 / OneSuffolk £50
Insurance	560.00	
Audit Inspections	320.00	External Auditor £200 / Internal Auditor £120
Donations	1,000.00	Church Clock Maint £150 / Local Charities £850
Chairman's Allowance	60.00	
Dog & Litter Bins	1,175.00	13 dog bins (£65) 6 Litter (£55)
Footpaths	1,600.00	
Grass Cutting	3,150.00	Including Heath Close + £700
Ditch Clearance	200.00	
Maintenance	1,200.00	Wooden Asset Maintenance £500 / Playground Equipment Maintenance £500 / Play Equipment Check £150
Projects	1,500.00	Projects £1500
Village Hall	965.00	Heating Oil + Defib electric £30
Contingency	500.00	
CIL	0.00	
VAT Paid	0.00	
Total Expenditure	18,794.00	

Associated papers PPC Meeting on 16th November 2017

Agenda Item 10c Transparency Code grant

PPC is entitled to claim for a grant of £112.82 for the cost of its website and the time that I spend in preparing information for the Transparency Code. PPC needs to approve that this application can be made to SALC.

Agenda Item 11 Babergh Warding

As per the email I circulated on the 4th October 2017.

Agenda Item 12 Minerals & Waste consultation

As per the email I circulated on the 31st October 2017.

Agenda Item 16 2018 meeting dates

GWPC's meetings for 2018 have been booked for the following Thursday's starting at 7.30pm:

- 18th January
- 8th February
- 22nd March
- 19th April
- 17th May
- 21st June
- 19th July
- 23rd August (provisional)
- 20th September
- 18th October
- 15th November
- 20th December (provisional).

The APM will be held on Thursday 5th April 2018.