

POLSTEAD PARISH COUNCIL

Clerk: Dave Crimmin, Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH
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AGENDA FOR A MEETING TO BE HELD ON THURSDAY 17th OCTOBER 2019 at 7.30pm

161. Apologies for absence
162. Receive **declarations of interests** and **request for dispensation** from Councillors
163. Agree **minutes** of Polstead Parish Council meeting held on 19th September 2019
164. Receive **reports from County Councillor and District Councillor**
165. To receive **reports and questions from Councillors**
166. To receive reports and **questions from Parishioners** (contributions to be limited to 2 mins)
167. Agree actions following the review of the **Clerk's Report**
168. Agree actions required on **Correspondence received and emails circulated** by the Clerk to councillors since the last meeting
169. Planning
 - a. Consider **Planning Application DC/19/04633 Home Farm, Bower House Tye** - Erection of a two storey front and rear extensions including rooflights and juliette balcony.
 - b. Consider any further **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
 - c. Following PPC's response to Babergh's Joint Local Plan, does the council consider that a review with residents on the **option of developing a Neighbourhood Plan** is required
 - d. **Status of Planning Applications** previously reviewed by the Parish Council.
170. 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. Consider quotation for the **repair of fencing** in the play area at Rockalls Road
 - c. Consider request from the Community Shop for support towards the cost of a new awning.
171. Consider draft **Community Infrastructure Levy Policy** for adoption
172. Update on ways to support the social care for the **elderly and marginalised groups** in parish
173. Consider plan to **develop a parish profile**
174. Consider any issues raised regarding **Highways and Footpaths** including the options for the provision of car charging point(s) in parish
175. Consider any **asset, allotment, playground or playing field** issues including update on the transfer of WI land to PPC
176. Consider **contracting Sudbury Town's Community Wardens** in 2020 / 2021 to administer SCC's Self-Help scheme in parish
177. Consider if and where further **dog bins** are required in village
178. Review options of introducing **men's sheds in the parish**
179. Review plans for the **Christmas event**
180. **Future agenda** items
181. Date of the next scheduled meeting is **Thursday 21st November 2019** at 7.30pm.

Associated Papers PPC for Meeting on 17th October 2019

Agenda Item 162 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 167 Clerk's 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 for a second time this winter. This issue is still part of his ward-wide review of flooding. | |
| 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. | |
| 18/159 d | SCC has approved the application for new grit bin locations at Bower House Tye. Order has been placed for two yellow grit bins which will be installed by Sudbury Town Council's Community Wardens when delivered. | |
| 19/063 i | Part for play equipment is being installed by Cllr Sowman. | |
| 19/139 | Minutes updated on website and sent to magazines. | ✓ |
| 19/145 | Booked councillors on STC's training course. | ✓ |
| 19/147 | Sent Planning responses to BDC. | ✓ |
| 19/148 | Sent JLP response to Babergh. | ✓ |
| 19/149 | Payments made to suppliers. | ✓ |
| 19/155 | Beestons will be updating timetables at bus stops. | ✓ |
| 19/156 | Xmas tree ordered for delivery to Community Shop on the 9th December 2019 at a cost of £90. | ✓ |
| 19/158 | Meeting re grass cutting around pond arranged for 5th November. | ✓ |
| | I have realised that there was an error in the excel spreadsheet used to calculate the above expenses, which were paid to me at the September meeting. This has resulted with an overpayment to me of £92.39p. As I have incurred expenses greater than this amount since the 11th September, I have adjusted my next expenses claim accordingly. | ✓ |
| | Clerk Hours | |
| | As at 15th September 2019 - Hours Worked 167.5 / Hours Paid 180 | |

Agenda Item 168 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.

Agenda Item 169c Joint Local Plan / Neighbourhood Plan

The following response was submitted by Polstead Parish Council following Babergh's latest consultation on their draft local plan.

Polstead Parish Council is content with the Objectives and Strategic Policies set out in the Consultation Document.

Within the proposed Settlement Hierarchy, Polstead - Church is identified as a Hinterland Village with five Hamlet Villages within the Parish. The Council has no issue with these designations and is unaware of any factors which might suggest a future variation. The proposed new Settlement Boundaries shown for the Hamlet Villages are welcome as the adoption of a defined boundaries will remove uncertainty and doubt.

The Council welcomes the fact that the consultation recognises the importance and value of Landscape and Heritage and seeks to build on existing planning policies in this area vital to Polstead.

It is suggested that the Local Plan will adopt the NPPF position on non-designated heritage assets. The Council's concern here is the degree of latitude around protecting these assets and the fact that decision making will be subjective and open to too many external influences.

Under the topic of Design and Residential Amenity the document sets out policies which seek to secure high quality design. The Council would wish to see this included in the adopted Local Plan and applied consistently and comprehensively.

Appendix

The Consultation Document includes a set of proposed Local Policies under the following headings.

Housing

- 1) Hamlets and Clusters of development in the Countryside
- 2) Residential Annexes
- 3) Residential Extensions and Conversions
- 4) Replacement Dwellings in the Countryside
- 5) Replacement Dwellings and Additional Dwellings on Sub-Divided Plots Within Settlement Boundaries
- 6) Supported and Special Needs Housing
- 7) Affordable Housing
- 8) Provision for Gypsy and Traveller and Travelling Showpeople
- 9) Moorings and Marinas
- 10) Self-Build and Custom-Build
- 11) Employment Development
- 12) Safeguarding Economic Opportunities
- 13) Retail

Economy

- 14) Tourism and Leisure
- 15) Countryside Tourist Accommodation

Environment

- 16) Environment Protection
- 17) Biodiversity

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| Associated Papers PPC for Meeting on 17th October 2019 |
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- 18) Landscape
- 19) Area of Outstanding Natural Beauty
- 20) The Historic Environment
- 21) Change in Land Use for Equestrian or other animal/rural land base uses
- 22) Agricultural Land To Residential Garden Land
- 23) Sustainable Construction and Design
- 24) Design and Residential Amenity
- 25) Energy Sources, Storage and Distribution
- 26) Flood Risk
- 27) Sustainable Drainage Systems

Healthy Communities and Infrastructure

- 28) Designated Open Spaces
- 29) Services and Facilities Within the Community – Provision / Retention
- 30) Safe, Sustainable and Active Transport
- 31) Managing Infrastructure Provision
- 32) Health and Education Provision
- 33) Developer Contributions and Planning Obligations

Agenda Item 169d Planning Status

| Reference | Address | Planning Details | PPC Minute | Parish Council Comments | Babergh DC Comments |
|-------------|---------------------------------------|---|------------|-------------------------|---------------------|
| DC/19/03578 | Land at Alverstoke Farm, Boxford Road | Erection of agricultural building as a cattle shelter and feed store. | 19/131b | No comment | |
| DC/19/03708 | Willow Cottage, Hadleigh Heath | Erection of two storey rear extension. | 19/131d | Supported | Approved 18/09/2019 |
| DC/19/04149 | Green Farm Barn, White Street Green | Erection of new dwelling, detached garage and new vehicular access | 19/147a | Objected | |

Associated Papers PPC for Meeting on 17th October 2019

Agenda Item 170a Responsible Financial Officer (RFO) Report

Receipts & Payments

| Date | Details | Ref | Power | Receipts | Payments |
|----------|------------------------------|------|-------------------|----------|----------|
| 02/09/19 | Interest | | | 1.66 | 0.00 |
| 19/09/19 | Action Play & Leisure - Seat | 1976 | LA 2011 ss 1 to 8 | 0.00 | 222.71 |

Reconciliation

| Account | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|-------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Community Account | 30/09/19 | £46,751.13 | £45,660.10 | £1,091.03 | £0.00 | £0.00 |
| Premier Account | 30/09/19 | £3,330.59 | £3,330.59 | £0.00 | £0.00 | £0.00 |
| Cash | 09/10/19 | £0.00 | £0.00 | | | £0.00 |
| | | £50,081.72 | £48,990.69 | £1,091.03 | £0.00 | |

Budget v's Actual

| | Budget | Actual | Reserves | Budget | Actual |
|------------------------|-------------------|-------------------|------------------------|------------------|-------------------|
| Assets Brought Forward | | £30,429.53 | | | |
| Income | | | Expenditure | | |
| Precept | £18,668.00 | £18,668.00 | Clerks Salary | £4,655.28 | £2,203.96 |
| Bank Interest | £0.00 | £3.32 | Admin | £2,200.00 | £1,123.34 |
| Recycling | £0.00 | £0.00 | Insurance | £560.00 | £0.00 |
| Grants | £745.00 | £550.00 | Audit Inspections | £320.00 | £328.00 |
| Allotment Rent | £120.00 | £105.00 | Donations | £1,000.00 | £0.00 |
| Wayleave | £22.00 | £0.00 | Chairman's Allowance | £60.00 | £0.00 |
| QDJ | £0.00 | £0.00 | Dog & Litter Bins | £1,000.00 | £0.00 |
| Donation | £0.00 | £0.00 | Footpaths | £1,700.00 | £1,413.00 |
| Compensation | £0.00 | £0.00 | Grass Cutting | £3,250.00 | £0.00 |
| Other | £0.00 | £0.00 | Ditch Clearance | £200.00 | £0.00 |
| CIL | £0.00 | £4,298.83 | Maintenance | £1,200.00 | £423.09 |
| VAT Repayment | £0.00 | £1,013.01 | Village Hall | £965.00 | £0.00 |
| | | | Projects | £1,500.00 | £376.34 |
| | | | Contingency | £500.00 | £0.00 |
| | | | CIL | £2,041.80 | £0.00 |
| | | | VAT Paid | £0.00 | £209.27 |
| Total | £19,555.00 | £24,638.16 | Total | £2,041.80 | £19,110.28 |
| | | | | | |
| | | | Assets Carried Forward | | £48,990.69 |
| Total | | £55,067.69 | Total | | £55,067.69 |

Agenda Item 170b Repair of fencing

As circulated by Cllr Sowman on the 3rd October, RD Property Maintenance have quoted £123.50 to "Remove and replace two defective intermediate concrete posts from perimeter chainlink fence for play area. Remove and repair/paint entry gate to play area, fit self-closing device to gate."

As requested, I contacted the Community Wardens regarding this work, but they were unable to offer a competitive quotation.

Agenda Item 170c Community Shop

Angela May has written on behalf of the Community Shop seeking your support for the purchase of a new awning. She asks "...as you will see we have to find in the region of £2,000. If the Council could provide half of this it would be a big step to us raising the cost of a new awning."

Confidential copies of the quotes received are attached along with the latest accounts for the Community Shop.

Agenda Item 171 CIL Policy

Please find attached the draft CIL Policy for your review.

Agenda Item 176 Community Wardens

At the last meeting the Sudbury Town Council (STC) Community Wardens outlined how they could assist PPC in implementing SCC's Self-Help scheme in the parish as well as offering other services.

Do councillors want to create a Service Level Agreement with STC for the provision of this service from the 1st April 2020? The charge will be £20 per hour, payable in advance at the start of the financial year plus mileage at 65p per mile payable at the end of the financial year.

Agenda Item 180 Future Agenda Items

Items that are currently scheduled for the next 2 meetings:

November 2019

- 2020 / 2021 Budget
- Financial Regulations review
- Policies Review
- Bus shelters update.

January 2020

- 2020 / 2021 Precept
- Footpath gates.