

# 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 17<sup>th</sup> NOVEMBER 2016 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 20<sup>th</sup> October 2016
4. Receive **reports from County Councillor and District Councillor**
5. To receive **reports and questions from Councillors and Chairman's report**
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 B/16/01436 White Street Farm Barn, White Street Green** - Erection of two bay cart lodge
  - b. Consider **Planning Application B/16/01398 Spring Cottage, Spring Lane** - Erection of single storey and first floor rear extensions
  - c. Consider any **further planning application** received since the agenda was posted.
  - d. **Status of Planning Applications** previously reviewed by the Parish Council.
10. Finance
  - a. From the **RFO Report** authorise payments made since 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 Budget Proposal and agree **PPC Budget for 2017 / 2018**.
11. To consider any issues raised regarding **Highways and Footpaths**
12. To consider any **asset, allotments, playground or playing field** issues
13. Consider proposals from **BT to decommission phone boxes in the parish**
14. Consider plans for a **Christmas tree and Christmas Carols 2017**
15. Consider actions required by new **Pensions Regulator process in relation to PPC staff**
16. Agree **meeting dates for 2017**
17. **Future Agenda** Items
18. Date of the next scheduled meeting is **Thursday 19<sup>th</sup> January 2017** (provisional) at 7.30pm.

**Associated Papers PPC Meeting on 20<sup>th</sup> October 2016**

**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 ✓
16/127 c	Quotation from Bryn Hurren received and work undertaken?	✓
16/144	Minutes updated on website and sent to newsletter.	✓
16/150	Planning responses sent to Babergh.	✓
16/151 b	Payments made to suppliers.	✓
16/151 a	External Audit report published on website and notice boards.	✓
16/156	Order placed with Community Action Suffolk re Polstead website.	✓
<b>Clerk Hours</b>		
As at 2nd October 2016 - Hours Worked 185 / Hours Paid 202.5		

**Agenda Item 8 Correspondence**

No correspondence received since last meeting.

**Agenda Item 9e Planning Status**

Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
B/16/00862	Sweet Home, Bower House Tye	Erection of two-storey rear extension	16/124g	Objected	Withdrawn
B/16/00863	Adjoining Parish - Silver Birch, Hadleigh Road	Erection of first floor (with flat roof) and roof terrace. Erection of single-storey outbuilding. Demolition of existing garage.	16/124g	Supported	
B/16/01113	Clear Spot, Heath Road	Prune 1 No. tree covered by Tree Preservation Order No. BT416	16/139d	Noted	Approved 26/09/2016
B/16/00988	Thatchers House, Bower House Tye	Erection of single-storey rear extension (following demolition of existing extension).	16/139e	Supported	Approved 28/09/2016
B/16/00989	Thatchers House, Bower House Tye	Application for Listed Building Consent - Erection of single- storey rear extension (following demolition of existing extension) and internal alterations. Erection of brick garden wall.	16/139e	Supported	Approved 28/09/2016
B/16/00941	Garden Cottage, Tills Farm, Hadleigh Road	Erection of two-storey extension and new driveway.	16/150b	Supported	
B/16/01115	St Mary House, Polstead Hill	Erection of single-storey rear extensions, insertion of patio doors and roof lantern, render and cladding.	16/150a	Supported	
B/16/01158	Boxford (Suffolk) Farms, Hill Farm, Brick Kiln Hill	Installation of a combined heat and power engine within a sound insulated container.	16/150c	Supported	
B/16/01149	Alverstoke Farm, White Street Green	Erection of agricultural building to house cattle and cattle feed together with associated works.	16/150d	Supported	

**Associated Papers PPC Meeting on 20<sup>th</sup> October 2016**

**Agenda Item 10a Responsible Financial Officer (RFO) Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
05/09/16	Bank Interest 6 Jun to 4 Sep	BS 59		0.41	0.00
26/09/16	SCC Locality Grant		LA 2011 ss 1 to 8	1,995.00	0.00
16/10/16	BDC CIL Payment re Sharline			2,561.80	0.00
20/10/16	Anglian Water - Allotments 9 July to 6 Oct	832	LA 2011 ss 1 to 8	0.00	29.24
20/10/16	Came & Company - Play equipment insurance	833	LA 2011 ss 1 to 8	0.00	49.61
20/10/16	A Flather - Expenses re Queens 90th Birthday	834	LA 2011 ss 1 to 8	0.00	18.95

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/09/16	£29,671.50	£30,808.67	£1,424.63	£2,561.80	£0.00
Premier Account	30/09/16	£3,317.99	£3,317.99	£0.00	£0.00	£0.00
Cash	13/10/16	£0.00	£0.00			£0.00
		£32,989.49	£34,126.66	£1,424.63	£2,561.80	

**Actual v's Budget**

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£31,574.91			
<b>Income</b>			<b>Expenditure</b>		
Precept	£18,210.00	£18,210.00	Clerks Salary	£4,452.00	£2,020.78
Bank Interest	£300.00	£0.82	Admin	£1,850.00	£879.48
Recycling	£0.00	£0.00	Insurance	£430.00	£49.61
Grants	£195.00	£6,692.76	Audit Inspections	£220.00	£208.00
Allotment Rent	£120.00	£100.00	Donations	£1,000.00	£100.00
Wayleave	£22.00	£0.00	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Dog & Litter Bins	£875.00	£0.00
Donation	£0.00	£0.00	Footpaths	£1,400.00	£887.50
Compensation	£0.00	£0.00	Grass Cutting	£2,300.00	£0.00
Other	£0.00	£183.58	Ditch Clearance	£200.00	£0.00
CIL	£0.00	£2,561.80	Maintenance	£1,140.00	£732.50
VAT Repayment	£0.00	£5,314.78	Village Hall	£935.00	£506.73
			Projects	£15,000.00	£1,500.00
			Contingency	£500.00	£0.00
			VAT Paid	£0.00	£4,300.27
<b>Total</b>	<b>£18,847.00</b>	<b>£33,063.74</b>	<b>Total</b>	<b>£15,000.00</b>	<b>£16,862.00</b>
			Assets Carried Forward		£34,126.66
<b>Total</b>		<b>£64,638.65</b>	<b>Total</b>		<b>£64,638.65</b>

**Agenda Item 12 Allotment Tenancy Agreement**

I wrote to tenant on the 22<sup>nd</sup> September 2016 as follows:

“With reference to your Tenancy Agreement for the above dated the 1st April 2015.

Polstead Parish Council do not consider that you have complied with section 5a of the tenancy agreement during 2016 and have not kept “the Allotment Garden clean and in a good state of fertility and cultivation”.

At the PPC meeting on the 20th October 2016 the councillors will be reviewing your tenancy agreement with a view to serve notice to terminate the agreement in accordance to section 10.

Should you have any mitigating circumstances that you wish the councillors to consider would you either attend the meeting in person or send me your comments ahead of the meeting.”

I have not received any communication from the tenant.

**Agenda Item 13      Defibrillator**

I have received the quotation from JA Griggs to install the defibrillator at the Village Hall:

DOMESTIC  
INDUSTRIAL

**J.A. GRIGGS**  
**ELECTRICAL CONTRACTOR**

AGRICULTURAL  
COMMERCIAL



2 Roseacre, Church Lane,  
Alpheton, Sudbury,  
Suffolk CO10 9BL.

Tel / Fax: 01284 828777  
Mobile: 07711 244287 (Nick)  
Mobile: 07885 488035 (John)  
Email: john@jagriggs.co.uk

VAT Reg. No: 623 0924 64

**Mr D Crimmin**  
Cragston  
Sudbury Road  
Newton  
Sudbury  
Suffolk  
CO10 0QH

11<sup>th</sup> October 2016

Ref:- Defibrillator, Polstead Village Hall

Dear sir,

Thank you for your enquiry I have pleasure in estimating as follows:-

Wire one 13amp unswitched spur in PVC trunking wired back to RCBO in consumer unit

Install defibrillator cabinet

Connect cabinet into 13amp spur

For the sum of:-

£ 260.00

Plus VAT at the current rate

I hope this meets with your approval and I look forward to hearing from you.

**Agenda Item 14      BT Phone Box**

As per the email circulated to you on the 25<sup>th</sup> September 2016.

**Agenda Item 15      SALC consultation**

As per the email circulated to you on the 25<sup>th</sup> September 2016.

**Agenda Item 16      Precept Referendums**

As per the email circulated to you on the 25<sup>th</sup> September 2016