

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 20th APRIL 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 16th March 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 B/17/00414 The Bungalow, Potash Lane** - Erection of one and half storey dwelling and double garage (following demolition of existing single storey dwelling and single garage).
 - b. Consider any further **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting.
 - c. **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.
 - b. Review the **Bank Reconciliation and the Statement of Accounts** as at 31st March 2017
 - c. Agree **PPC's Community Infrastructure Levy (CIL) Statement** as at 31st March 2017.
11. To consider any issues raised regarding **Highways and Footpaths**
12. To consider any **asset, allotment, playground or playing field** issues
13. **Future Agenda** Items
14. Date of the next scheduled meeting is **Thursday 18th May 2017** at 7.30pm.

Associated Papers PPC Meeting on 20th April 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 ✓
17/038	Minutes updated on website.	✓
17/043	Wrote to Polstead Projects.	✓
17/044	Planning responses sent to Babergh.	✓
17/044 f	Responded to AONB.	✓
17/045 b	Payments made to suppliers.	✓
17/045 c	Donation given to Polstead PCC.	✓
17/045 d	Contractor notified of increase in hourly rate.	✓
17/047	Permission sent to allotment holder re greenhouse.	✓
17/049	All matters re litter pick completed.	✓
17/051	All matters re Defibrillator Awareness session completed.	✓
Clerk Hours		
As at 2nd April 2017 - Hours Worked 365.75 / Holiday 37.5 / Hours Paid 390		

Agenda Item 8 Correspondence

No correspondence received since last meeting.

Agenda Item 9c Planning Status

Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
B/17/00171	Sweet Home, Bower House Tye	Erection of two-storey rear extension.	17/044a	Supported	Approved 27/03/2017
B/17/00180	White Street Farm Barn, White Street Green	Erection of 3 bay single-storey cart lodge, boundary hedge planting and landscaping and change of use of part paddock/redundant agricultural land to private residential garden.	17/044a	Supported	Approved 11/04/2017
B/17/00215	Tills Farm, Hadleigh Road	Application for Listed Building Consent- The upgrading of the existing single storey rear lean-to extension and erection of single-storey side extension to form annexe.	17/044a	Supported	
B/17/00214	Tills Farm, Hadleigh Road	The upgrading of the existing single storey rear lean-to extension and erection of single-storey side extension to form an annexe.	17/044a	Supported	

Associated Papers PPC Meeting on 20th April 2017

Agenda Item 10a Responsible Financial Officer (RFO) Report

Receipts & Payments 2017 / 2018

Date	Details	Ref	Power	Receipts	Payments
08/04/17	BDC Precept			9,143.00	0.00
20/04/17	A Wade - Training travel expenses	858	LA 2011 ss 1 to 8	0.00	33.75

Agenda Item 10b Bank Reconciliation & Statement of Accounts as at 31st March 2017

POLSTEAD PARISH COUNCIL				
Bank Reconciliation for Financial year ending 31st March 2017				
Balances per Bank Statements as at 31st March				
Barclays Community		£20,754.73		
Barclays Premium Account		£3,318.40		
			£24,073.13	
Add any Unbanked Cash as at 31 March			£0.00	
Less Unpresented Cheques as at 31 March				
	834	£18.95		
	857	£150.00		
			£168.95	
		Total Cash	£23,904.18	
CASH BOOK				
Opening Balance			£31,574.91	
Add Receipts in the year			£33,434.22	
			£65,009.13	
Less Payments in the year			£41,104.95	
		Total Cash	£23,904.18	
D. Crimmin	RFO, Polstead Parish Council		8th April 2017	

POLSTEAD PARISH COUNCIL			
Receipts & Payments Account for the year ending 31st March 2017			
Receipts			
Precept		£18,210.00	
Bank Interest		£1.23	
Recycling		£0.00	
Grants		£6,887.08	
Allotment Rent		£255.00	
Wayleave		£20.75	
QDJ		£0.00	
Donation		£0.00	
Compensation		£0.00	
Other		£183.58	
CIL		£2,561.80	
VAT Repayment		£5,314.78	
			£33,434.22
Payments			
Clerks Salary		£4,041.56	
Admin		£1,480.40	
Insurance		£554.67	
Audit Inspections		£208.00	
Donations		£250.00	
Chairman's Allowance		£0.00	
Dog & Litter Bins		£732.46	
Footpaths		£1,793.75	
Grass Cutting		£1,525.00	
Ditch Clearance		£0.00	
Maintenance		£1,454.50	
Village Hall		£506.73	
Projects		£23,273.79	
Contingency		£0.00	
VAT Paid		£5,284.09	
			£41,104.95
Excess of Payments over Receipts			-£7,670.73
Add Balance Brought Forward			£31,574.91
Balance Carried Forward			£23,904.18
Represented by			
Barclays Community		£20,585.78	
Barclays Premium		£3,318.40	
Cash		£0.00	
			£23,904.18

Polstead Parish Council		
Reporting Year 1st April 2016 to 31st March 2017		
A	Total CIL Income carried over from previous year	£0.00
B	Total CIL income received (receipts)	£2,561.80
C	Total CIL spent (expenditure)	£0.00
D	Total CIL repaid following payment notice	£0.00
E	Total CIL retained at year-end (A+B-C-D)	£2,561.80
CIL Expenditure		
	Item / Purpose	Amount Spent
	Total Spent	£0.00
	Signed	Parish Clerk
	Signed	Chairman