

# 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 20<sup>th</sup> JULY 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 15<sup>th</sup> June 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/17/01139 Coppers White Street Green** - Full Planning Application - Erection of 4 bungalows (following demolition of existing dwelling)
  - b. Consider **Planning Application DC/17/03117 Hill Farm Brick Kiln Hill** - Full Planning Application - 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.
  - c. Consider any further **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting.
  - d. **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.
11. Consider **outcomes of meeting with Bill Newman**
12. Consider response to the **Electoral Review of Babergh's Warding arrangements**
13. To consider any issues raised regarding **Highways and Footpaths**
14. To consider any **asset, allotment, playground or playing field** issues including walk of the parish to review assets
15. To consider plans and costings for a **daffodil planting programme in Polstead**
16. Consider any changes required in **PPC's Standing Orders and Financial Regulations**
17. **Future Agenda** Items
18. Date of the next scheduled meeting is **Thursday 28<sup>th</sup> September 2017** at 7.30pm.

**Associated Papers PPC for Meeting on 20<sup>th</sup> July 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 ✓
17/095	Minutes updated on website and sent to newsletters.	✓
17/101	Planning responses sent to Babergh.	✓
17/102 a	Payments made to suppliers.	✓
17/104	Advert for vacant allotments placed on website.	✓
17/104	Local contractors tend to refurbish Red Kiosks around the country with x2connect.com providing an online ordering service of paints and parts. My maintenance contractor is not available to provide a quote until 2018.	
17/104	Defibrillator quote for a unit inside the Polstead Heath Red Kiosk is being provided by CHT.	
17/104	J Palmer has said that the "red weed growth" in the playing field is a wild grass.	✓
17/106	J Palmer will provide quotes for the grass cutting of Heath Close and areas around Rockalls Road.	

**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.

**Agenda Item 9d Planning Status**

Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
B/17/01059	Land north of Wood View, Stackwood Road	Erection of detached dwelling with double cartlodge and construction of new vehicular access.	17/083b	Objected	
B/17/01003	Snuggles, Rockalls Road	Erection of single-storey front and side extensions.	17/083c	Supported	Approved 27/06/2017
B/17/00944	White House Farm, Straight Road	Construction of tennis court and swimming pool.	17/083d	Supported	
B/17/00963	Caxton House Heath Road	Outline-severance of part rear garden and erection of detached dwelling and garage.	17/101a	Objected	REFUSED 12/07/2017
B/17/01139	Coppers White Street Green	Full Planning Application - Erection of 4 bungalows (following demolition of existing dwelling).			
DC/17/03117	Hill Farm Brick Kiln Hill	Full Planning Application - 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.			

**Associated Papers PPC for Meeting on 20<sup>th</sup> July 2017**

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

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
16/06/17	B Patrick - Footpaths May	868	LA 2011 ss 1 to 8	0.00	143.00
20/07/17	Suffolk Preservation Society - Annual Subscription	869	LA 2011 ss 1 to 8	0.00	30.00
20/07/17	Getmapping plc - Parish Online subscription	870	LA 2011 ss 1 to 8	0.00	33.60
20/07/17	Polstead Village Hall Committee - Hire	871	LA 2011 ss 1 to 8	0.00	6.00
20/07/17	BDC- Rockalls Road lease	872	LA 2011 ss 1 to 8	0.00	55.00
20/07/17	B Patrick - Footpaths June	873	LA 2011 ss 1 to 8	0.00	214.50
20/07/17	Anglian Water - Allotments	874	LA 2011 ss 1 to 8	0.00	20.68

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/06/17	£29,074.63	£27,655.32	£1,419.31	£0.00	£0.00
Premier Account	30/06/17	£3,318.40	£3,318.40	£0.00	£0.00	£0.00
Cash	14/07/17	£0.00	£0.00			£0.00
		£32,393.03	£30,973.72	£1,419.31	£0.00	

**Actual v's Budget**

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£23,904.18				
<b>Income</b>			<b>Expenditure</b>			
Precept	£18,286.00	£9,143.00	Clerks Salary		£4,474.64	£1,020.53
Bank Interest	£2.00	£0.00	Admin		£2,000.00	£642.83
Recycling	£0.00	£0.00	Insurance		£490.00	£0.00
Grants	£195.00	£0.00	Audit Inspections		£220.00	£108.00
Allotment Rent	£120.00	£0.00	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		£1,080.00	£0.00
Donation	£0.00	£0.00	Footpaths		£1,500.00	£618.75
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	£0.00
			Contingency		£500.00	£0.00
			CIL	£2,561.80	£0.00	£0.00
			VAT Paid		£0.00	£38.17
<b>Total</b>	<b>£18,625.00</b>	<b>£10,149.14</b>	<b>Total</b>	<b>£2,561.80</b>	<b>£17,589.64</b>	<b>£3,079.60</b>
			Assets Carried Forward			£30,973.72
<b>Total</b>		<b>£34,053.32</b>	<b>Total</b>			<b>£34,053.32</b>

**Agenda Item 12      Electoral Review**

As per email circulated to you on the 13<sup>th</sup> June 2017, there is a consultation on the proposals for the revised number of Babergh councillors and the warding arrangements.

**Agenda Item 16      Standing Orders and Financial Regulations**

There have not been any recommendations made for updates to your standing orders and financial regulations since you last reviewed and amended them in July 2016. You will remember that these documents were developed by amending templates issued by the National Association of Local Councils. Are there any issues that councillors have about these documents?