

POLSTEAD PARISH COUNCIL

Minutes of meeting held on 10th September 2020 via Videoconference

Present: Andrew Wade (Chairman), John Baxter, John Flather, Karen Richardson, Stewart Sowman and Sue Wigglesworth.

Attending: John Ward (Babergh District Councillor), Gordon Jones (Suffolk County Councillor), Dave Crimmin (Clerk) and 7 members of public.

20/137 Apologies for Absence

Cllr Oxford (working) gave his apologies.

20/138 Declaration of Interests and Requests for Dispensation

Cllrs Flather and Sowman declared non-pecuniary interests in Item 146a as their properties neighbour the property. Neither councillor discussed or voted on the item. No request for dispensation had been received.

20/139 Minutes of Meeting held on 20th August 2020

The minutes of the meeting were approved by the councillors who resolved that the minutes should be digitally signed by the Chairman as a correct record.

20/140 Reports from County and District Councillors

The councillors noted Gordon Jones' previously submitted report, and he provided further updates to the councillors on the Local Government Review, charging points to be installed in communities, quiet lanes, his locality budget and automatic number plate recognition cameras. The councillors noted John Ward's previously submitted report and he updated them on the Government White Papers on Planning.

20/141 Development proposals for the Brewers Arms

The owner of the Brewers Arms gave councillors an update on his proposals for a future planning application for development on the site. Earlier in the day each councillor had received a pack of papers which were referred to throughout the presentation. The following areas were highlighted:

- Current issues of sustainability being suffered by the business
- The previous planning application which was withdrawn
- PPC's previous objections and the counter arguments and facts against these
- Outlining the revised proposals
- The support for the previous scheme
- Crashmap references
- SCC Highways report on the previous application
- Tree planting scheme proposals to mitigate the impact on the heritage sites
- Heritage report (not included in pack) that has been produced to support the new application.

The councillors were invited to go to the Brewers Arms if they required further clarification on the heritage report or other aspects of the proposals. The Chairman thanked the owner for his time in giving the council the presentation.

20/142 Reports and Question from Councillors

No issues raised.

20/143 Public Forum

No issues raised.



Signed

Date 8th October 2020

Series Page 624

POLSTEAD PARISH COUNCIL

Minutes of meeting held on 10th September 2020 via Videoconference

20/144 Emails circulated

Following a review of the emails circulated by the Clerk since the last meeting the councillors resolved that they had no concerns regarding a resident cutting back a very large Sycamore tree in her back garden, and the Clerk was asked to write accordingly.

20/145 Clerk's Report

Following a review of the Clerk's Report (Appendix A) by the councillors there were no further actions requested of the Clerk.

20/146 Planning

- a. The councillors reviewed **Planning Application DC/20/03459 Oak Tree View, White Street Green** - Erection of single storey side and rear extensions, new entrance porch to front elevation and raised roofline; Creation of new vehicular access. Whilst the councillors agreed with the principle of the proposed extensions and vehicular access, they have concerns on the rear extension's proximity, relationship and possible intrusion of privacy upon the neighbouring property, Roskilde. The councillors would like to see a condition, if the LPA is minded to approve the application, that mitigates any intrusion of privacy to the neighbouring property.
- b. There was no further planning application received since the agenda was posted requiring a response before the next meeting.
- c. The councillors reviewed the status of planning applications, enforcement referrals and appeals previously reviewed by PPC as per Appendix B.

20/147 Finance

- a. The councillors resolved to approve and accept the external audit report produced by PKF Littlejohn for the year ending 31st March 2020 after noting that no further actions were required.
- b. All cheques signed and due for signing, as itemised in Appendix C, were authorised by the councillors. The councillors also noted the income received since the last meeting and reviewed the Statement of Accounts against the budget and the bank reconciliation against the bank statements.
- c. The councillors requested the Clerk to contact the Hadleigh First Responders to understand what a donation from PPC would be used for in their operation.

20/148 Government White Paper on Planning

The councillors had no comments on the consultation at this stage.

20/149 Questionnaire Software

Given the current restrictions on social gathering recently imposed by Government, the councillors considered that a decision on when to start using the software should be deferred until January 2021.

20/150 Polstead WI

There had been no further update to PPC on the transfer of the WI land. Cllr Sowman will contact the Chairman of the Village Hall for an update.

20/151 Highways and Footpaths

Cllr Baxter updated councillors that the footpath no cycling signs have now been put up around the parish.

20/152 Assets, allotments, playground and playing field

The councillors reviewed the 3 quotations for a replacement bench for Polstead Green and resolved to proceed with the quotation for £1,150 plus £230 installation costs from Suffolk Estate Fencing. The



Signed

Date 8th October 2020

Series Page 625

POLSTEAD PARISH COUNCIL

Minutes of meeting held on 10th September 2020 via Videoconference

councillors will now produce and design features that they wish to incorporate into the bench for the October meeting. The councillors also resolved that the Community Wardens should repair the fencing posts around the Rockalls Road play equipment under their SLA.

20/153 Daffodil Planting

The councillors agreed that no further planting was required in 2020.

20/154 Christmas Event

The councillors resolved to purchase a Christmas Tree, lights and decorations for 2020. However, due to current uncertainties over social gathering, the decision regarding the carol service was deferred to the October meeting.

20/155 Future Agenda Items for September

- Car charging point location
- Donation to Hadleigh First Responders
- Play Equipment Inspection Report
- Christmas Event
- Circular Bench design
- GDPR.

20/156 Standing Order 3d

The councillors resolved to exclude the public and press from the meeting due to the confidentiality of the Clerk's Contract of Employment.

20/157 Clerk's Contract of Employment

The councillors resolved that the Clerk's hourly rate of pay be increased to £11.08 per hour in line with the National Joint Council for Local Government Services agreement from the 1st April 2020.

20/158 Next scheduled meeting

The next PPC meeting will be held on Thursday 8th October 2020 at 7.30pm).

Meeting closed at 9.17pm.

Appendix A Clerk's Report

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
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.	
20/139	Minutes updated on website and sent to magazines.	✓
20/142	Sent planning application response(s) to Babergh.	✓
20/143	Payments made to suppliers.	✓
20/144	Community Wardens will undertake cleaning of road signs.	
20/145	Wrote to resident regarding repainting of Village Sign.	✓
20/146	Wrote to Village Hall Committee to confirm PPC's acceptance of new T&C's re hire.	✓
	Clerk delegated actions	
	None.	
	Clerk Hours	
	As at 23rd August 2020 - Hours Worked 130.25 / Hours Paid 150	



Signed

Date 8th October 2020

Series Page 626

POLSTEAD PARISH COUNCIL

Minutes of meeting held on 10th September 2020 via Videoconference

Appendix B Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/20/02380	Rockalls Hall, Rockalls Road	Application under S73 for removal or variation of a condition following grant of planning permission DC/19/02983 and subsequent DC/20/00183 dated 26/02/2020. Town and Country Planning Act 1990. Planning (Listed Buildings and Conservation Areas) Act 1990 - To vary Condition 2 (approved plans and documents).	20/129a	No objections	Permission Granted 12/08/2020
DC/20/02712	13 Rockalls Road	Erection of single storey side extension.	20/129b	Support	Permission Granted 02/09/2020
DC/20/02692	1 Holmwood Cottages, Bower House Tye	Removal of dilapidated attached timber shed and replacement with a home office/studio/gym building in similar style, erection of a free-standing replacement shed, enlargement of existing loggia, widening of driveway access.	20/129c	Support	Permission Granted 19/08/2020
DC/20/02693	1 Holmwood Cottages, Bower House Tye	Application for Listed Building Consent. Removal of dilapidated attached timber shed and replacement with a home office/studio/gym building in similar style, erection of a free-standing replacement shed, enlargement of existing loggia, widening of driveway access.	20/129c	Support	Permission Granted 19/08/2020
DC/20/02000	Hill Farm, Stoke Road	Erection of an agricultural building on a concrete pad.	20/142a	No Objection	Permission Granted 24/08/2020
DC/20/02942	Sprotts Farm, Holt Road	Change of Use of and extension to part of building to provide indoor cricket nets.	20/142b	No Objection	
DC/20/03095	Wested House, 4 White Street Green	Application for Listed Building Consent. Replacement of 14no windows and 1no rear door, all in the extended parts of the house.	20/142c	No Objection	



Signed

Date 8th October 2020

Series Page 627

Polstead Parish Council adopted the General Power of Competence on the 16th May 2019

POLSTEAD PARISH COUNCIL

Minutes of meeting held on 10th September 2020 via Videoconference

Appendix C RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
10/09/20	DF Crimmin - Expenses Mar to Aug	2029	LA 2011 ss 1 to 8	0.00	212.98
10/09/20	DF Crimmin -Salary July to Sept	2030	LA 2011 ss 1 to 8	0.00	841.63
10/09/20	DF Crimmin -Salary July to Sept	2030	LA 2011 ss 1 to 8	0.00	78.00
10/09/20	HMRC - Clerk Tax	2031	LA 2011 ss 1 to 8	0.00	210.40

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	28/08/20	£44,049.39	£42,037.63	£2,011.76	£0.00	£0.00
Premier Account	28/08/20	£3,334.31	£3,334.31	£0.00	£0.00	£0.00
Cash	07/07/20	£0.00	£0.00			£0.00
		£47,383.70	£45,371.94	£2,011.76	£0.00	

Budget v's Actual

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£42,030.94			
Income			Expenditure		
Precept	£18,596.00	£9,298.00	Clerks Salary	£4,704.98	£2,160.31
Bank Interest	£0.00	£0.89	Admin	£2,300.00	£867.21
Recycling	£0.00	£0.00	Insurance	£580.00	£0.00
Grants	£745.00	£0.00	Audit Inspections	£340.00	£380.00
Allotment Rent	£120.00	£148.80	Donations	£1,000.00	£1,000.00
Wayleave	£22.00	£0.00	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Community Wardens	£1,180.00	£1,000.00
Donation	£0.00	£0.00	Dog & Litter Bins	£1,000.00	£0.00
Compensation	£0.00	£0.00	Footpaths	£1,850.00	£1,786.00
Other	£0.00	£0.00	Grass Cutting	£3,350.00	£0.00
CIL	£0.00	£0.00	Ditch Clearance	£200.00	£0.00
VAT Repayment	£0.00	£1,456.49	Maintenance	£1,200.00	£100.00
			Village Hall	£965.00	£0.00
			Projects	£1,500.00	£0.00
			Contingency	£500.00	£0.00
			CIL	£9,617.56	£0.00
			VAT Paid	£0.00	£269.66
Total	£19,483.00	£10,904.18	Total	£9,617.56	£20,729.98
Total		£52,935.12	Total		£52,935.12

End of Appendices



Signed

Date 8th October 2020

Series Page 628

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