

POLSTEAD PARISH COUNCIL

Minutes of meeting held on 12th November 2020 via Videoconference

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

Attending: John Ward (Babergh District Councillor), Gordon Jones (Suffolk County Councillor), Dave Crimmin (Clerk) and 2 members of public.

20/179 Apologies for Absence

None required.

20/180 Declaration of Interests and Requests for Dispensation

No interests were declared and no request for dispensation had been received.

20/181 Minutes of Meeting held on 8th October 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.

20/182 Reports from County and District Councillors

The councillors noted Gordon Jones' previously submitted report and he updated councillors on COVID, the outbreak in Hadleigh, and he updated the progress of the Homey Lane flooding. The councillors requested Gordon Jones to escalate the flooding issue on the footpath at Flaggy Pond. The councillors noted John Ward's previously submitted report and he updated councillors on Babergh's Community Awards, the Joint Local Plan consultation and the COVID outbreak in Hadleigh. He agreed to Cllr Flather's request to seek a mass COVID test in Hadleigh to see what the precise circumstances are surrounding the outbreak.

20/183 Reports and Question from Councillors

No issues raised.

20/184 Public Forum

The owner of The Brewers Arms reviewed the proposed bus shelters for Bower House Tye and asked that the level of reflectiveness of the plastic to be used is determined.

20/185 Emails circulated

Following a review of the emails circulated by the Clerk since the last meeting, the councillors resolved that Cllr Flather investigate the kind offer of a donation of cricket nets and that Cllr Oxford liaise with the landowner over the repair to FP13.

20/186 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.

20/187 Planning

- a. The councillors reviewed **Planning Application DC/20/04015 Waterloo House, Polstead Hill** - Erection of cartlodge (following demolition of garage) and resolved that they supported the application.
- b. The councillors reviewed **Planning Application DC/20/03864 The Brambles, Rockalls Road - Notification for works to trees in a Conservation Area** - (A) 1no Scots Pine - Reduce by 20ft. (B) 1no Oak - Remove side branch. (C) 1no Oak - Remove 3no branches. (D) 1no Oak - Lift and shape crown. (E) 5no Pine - Fell. (F) 6no Leyland Cypress - Fell. (G) 1no Pine - Fell and resolved that they had no objection.
- c. The councillors reviewed **Planning Application DC/20/04965 Gable End, Hadleigh Heath** - Erection of a two-storey rear extension and a porch. Conversion of garage into home office.

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Erection of a cartlodge (amended scheme to that approved under DC/19/03135). Whilst they had no objection to the principle of the description of the planning application, they found the drawings attached to the application were difficult to relate to the description.

- d. There was no further planning application received since the agenda was posted requiring a response before the next meeting.
- e. The councillors reviewed the status of planning applications, enforcement referrals and appeals previously reviewed by PPC as per Appendix B.

20/188 Finance

- a. All cheques signed and due for signing, as itemised in Appendix C, as well as a payment of £45 to Andrew Wade in relation to the purchase of flowers (Minute 20/176) 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.
- b. The councillors reviewed the Budget proposal for 2021 /2022 (Appendix D) and resolved to set an expenditure budget of £22,252.

20/189 SCC Boundary Review

The councillors resolved that they had no comments at this stage.

20/190 Polstead WI

There had been no further update to PPC on the transfer of the WI land.

20/191 Highways and Footpaths

The councillors reviewed the request for PPC to cut FP24 at Scotland Place on an ongoing basis. The councillors agreed that as this footpath was in the AONB and has not been maintained in recent years by the parish, that the landowner should apply to the AONB for support in this matter. The councillors reviewed a resident's offer for an additional bench to be located at the top of Bells Hill. The councillors are in principle happy to support two separate benches at the location, but it will be the landowner and the AONB who will need to approve the request.

20/192 Assets, allotments, playground and playing field

Cllrs Wade will discuss the design for the replacement bench on Polstead Green with Suffolk Estate Fencing on the 13th November and circulate pictures for the councillors consideration. The final design will be agreed at the meeting in January. Cllr Wade will also discuss the play equipment gate with Suffolk Estate Fencing. The Clerk to look at a replacement sign for the playing field gate.

20/193 New Bus Shelters

The councillors reviewed the progress of the bases for the new bus shelters at Bower House Tye and reviewed the proposed shelters to be installed. The councillors agreed for two green painted Shelter Solutions - 3 Bay Enclosed Pitch Roof Bus Shelters to be installed by SCC. The councillors resolved to donate £2,000 towards the cost of the shelters.

20/194 Councillor Vacancy

The following had been received from Babergh's Electoral Services "I can confirm that I have received enough letters to request an Election in Polstead due to the current vacancy, although the notice has not yet expired but I have received more than 10 signatures and may receive more up until the closing date of 23rd October.

This means you are not able to fill the vacancy until the Election has taken place and due to the current legislation that Government set, we are unable to hold any elections until May 2021 at the earliest. With the threat of COVID still high this may change, and we will notify you. You will receive a

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letter after the closing date showing what has been sent to the signatories that requested the Election.”

The Clerk explained that any Polstead elector can phone Babergh’s Electoral Services to hear the names of the Polstead electors who requested the Election. He also updated councillors that the costs of the Election will be borne by PPC.

20/195 PPC Meeting Dates in 2021

The councillors agreed the following meeting dates:

- 18th February
- 18th March
- 15th April
- 20th May - Annual Meeting of PPC
- 24th June
- 15th July
- 19th August (Provisional)
- 16th September
- 21st October
- 18th November
- 16th December (Provisional).

Due to COVID, no proposed date for the Annual Parish Meeting has been set at this time.

20/196 Future Agenda Items for September

- Precept 2021 / 2022
- Questionnaire software use
- Quiet Lanes
- Design of bench
- Bells Hill and FP24
- Donations to village.

20/197 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 and advice received.

20/198 Clerk’s Contract of Employment and advice received

The councillors resolved that this minute remains confidential at this time.

20/199 Next scheduled meeting

The next PPC meeting will be held on Thursday 21st January 2021 at 7.30pm. (Provisional date for extra Planning Meeting is Thursday 10th December 2020 at 7.30pm).

Meeting closed at 9.34pm.

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Appendix A Clerk's Report

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
18/159 c	Bases have now been installed for the new bus shelter sites at Bower House Tye.	
20/154	Clerk has undertaken the ordering the Christmas Lights and Decorations.	✓
20/161	Minutes updated on website and sent to magazines.	✓
20/165	Expressed interest in joining Quiet Lanes group.	✓
20/166	Community Wardens unable to undertake work on gate due to poor condition of gate and posts.	✓
20/167	Sent planning application response(s) to Babergh.	✓
20/168 a	Payments made to suppliers.	✓
20/168 b	Donation sent to Hadleigh First Responders.	✓
20/170	Application made to Suffolk 2020.	✓
20/173	After meeting SCC Right of Ways, PPC has asked Ben Patrick to quote for the work on FP13.	
20/174	Community Wardens removed bench and installed new litter bin on Polstead Green.	✓
	Community Wardens will undertake cleaning of road signs in week commencing 9th November as part of the SLA.	
	Clerk delegated actions	
	None since last meeting.	
	Clerk Hours	
	As at 2nd November 2020 - Hours Worked 212.25 / Hours Paid 225	

Appendix B Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
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.	20/146a	Agreed in principle with concern.	Permission Granted 15/10/2020
DC/20/03962	Bridge Cottage, Mill Street	Notification of Works to Trees in a Conservation Area - Coppice T1 and T2 (Corkscrew Willows) to allow re-growth.	20/167a	No objection	Permission Granted 12/10/2020
DC/20/03907	White Hall Farm, Heath Road	Conversion of part of double garage to form home office.	20/167b	No objection	Permission Granted 15/10/2020
DC/20/04010	Tinkers Cottage, Polstead Hill	Notification for works to trees in a Conservation Area - T1 (Beech) and T2 (Sycamore) - Prune by 30%	20/167c	No objection	Permission Granted 12/10/2020
DC/20/04425	Brook House, Straight Road, Polstead Heath	Application for works to trees subject to a Tree Preservation Order (BT370/G1) - 3no Cherry Trees - Reduce and Shape by up to 6-8ft. 3no Cherry Trees - Remove dead wood, tidy and lift crown to 9-10 ft. 1no Cherry Tree - Cut to 8ft stump (Poor Condition) 2no Gleditsia - Light shaping. 1no Cherry - Reduce to 6ft stump. (all general Maintenance of garden).	20/167d	No objection	
DC/20/04394	The Old Rectory, Rectory Hill	Application for Listed Building Consent - Remodel garage door openings forming external bin store and installing a replacement external stair to the cart lodge.	20/167d	No objection	
DC/20/04390	The Old Rectory, Rectory Hill	Remodel garage door openings, creation of external bin store and install replacement external stair to the cart lodge.	As DC/20/04394	No objection	

Signed

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Appendix C RFO Report Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
16/10/20	Hadleigh First Responders - Donation	2035	LA 2011 ss 1 to 8	0.00	250.00
17/10/20	BDC Grass Cutting Grant			550.00	0.00
23/10/20	SCC P3 Grant			194.32	0.00
12/11/20	B Patrick - Footpaths Sept	2036	LA 2011 ss 1 to 8	0.00	285.00
12/11/20	B Patrick - Footpaths October	2036	LA 2011 ss 1 to 8	0.00	262.50
12/11/20	Wave - Allotment Water	2037	LA 2011 ss 1 to 8	0.00	49.63
31/12/20	DF Crimmin - Salary Oct to Dec	2038	LA 2011 ss 1 to 8	0.00	909.65
31/12/20	DF Crimmin -WFHA Oct to Dec	2038	LA 2011 ss 1 to 8	0.00	78.00
31/12/20	HMRC - Clerk Tax	2039	LA 2011 ss 1 to 8	0.00	227.20

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/09/20	£51,901.14	£48,096.87	£4,548.59	£744.32	£0.00
Premier Account	30/09/20	£3,334.77	£3,334.77	£0.00	£0.00	£0.00
Cash	08/10/20	£0.00	£0.00			£0.00
		£55,235.91	£51,431.64	£4,548.59	£744.32	

Budget v's Actual

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£42,030.94			
<u>Income</u>			<u>Expenditure</u>		
Precept	£18,596.00	£18,596.00	Clerks Salary	£4,704.98	£3,297.16
Bank Interest	£0.00	£1.35	Admin	£2,300.00	£1,050.13
Recycling	£0.00	£0.00	Insurance	£580.00	£0.00
Grants	£745.00	£744.32	Audit Inspections	£340.00	£380.00
Allotment Rent	£120.00	£148.80	Donations	£1,000.00	£2,027.50
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	£2,656.00
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	£654.84
			Village Hall	£965.00	£0.00
			Projects	£1,500.00	£90.00
			Contingency	£500.00	£0.00
			CIL	£9,617.56	£0.00
			VAT Paid	£0.00	£390.63
Total	£19,483.00	£20,946.96	Total	£9,617.56	£20,729.98
			Assets Carried Forward		£51,431.64
Total		£62,977.90	Total		£62,977.90

Signed

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Appendix D Budget Proposal 2021 / 2022

Income

Income sources for 2021 / 2022 have been based on those for 2020 / 2021. It is assumed that the P3 grant will be available from Suffolk County Council for the grass cutting of footpaths and that the plan for BDC to provide a grant for the grass maintenance in Heath Close will continue.

Expenditure

- CIL proceeds will be used, hopefully in 2020 / 21, to pay for the cost of the bus shelter bases at Bower House Tye (£1,645) and the remaining costs for the WI Freehold transfer of the Village Hall (£3,447)
- The £1,380 cost of the replacement round bench will be taken from the Projects Budgets in 2020 / 21
- The village sign refurbishment costs will be taken from the Maintenance budget in 2020 / 21
- It is assumed that the Clerk will receive a 2% cost of living increase on the 1st April 2021.

Appendix A shows the full rationale for the 2021 / 2022 budget. PPC is asked to consider a **total expenditure budget of £22,252 for 2021 / 2022**. Please find below tables which show a comparison between 2019 / 2020 actual, 2020 / 2021 budget, actual to date and that **anticipated at year end** and the anticipated budget for 2021 / 2022.

	2019 / 20		2020 / 21			2021 / 22
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income						
Bank Interest	0.00	6.15	0.00	1.35	5.00	0.00
Recycling	0.00	0.00	0.00	0.00	0.00	0.00
Grants	745.00	1,294.32	745.00	744.32	745.00	745.00
Allotment Rent	120.00	105.00	120.00	148.80	148.50	120.00
Wayleave	22.00	20.75	22.00	0.00	22.00	22.00
QDJ	0.00	0.00	0.00	0.00	0.00	0.00
Donation	0.00	0.00	0.00	0.00	0.00	0.00
Compensation	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
CIL	0.00	9,129.43	0.00	0.00	0.00	0.00
VAT Repayment	0.00	1,013.01	0.00	1,456.49	1,456.49	0.00
Total Income	887.00	11,568.66	887.00	2,350.96	2,376.99	887.00
Precept		18,668.00			18,668.00	
Expenditure						
Clerks Salary	4,655.28	4,420.52	4,704.98	3,297.16	4,736.70	4,832.00
Admin	2,200.00	1,999.75	2,300.00	1,050.13	1,900.00	2,305.00
Insurance	560.00	505.15	580.00	0.00	580.00	580.00
Audit Inspections	320.00	328.00	340.00	380.00	380.00	380.00
Donations	1,000.00	540.00	1,000.00	2,027.50	2,400.00	1,000.00
Chairman's Allowance	60.00	0.00	60.00	0.00	60.00	60.00
Community Wardens	0.00	0.00	1,180.00	1,000.00	1,180.00	1,180.00
Dog & Litter Bins	1,000.00	749.00	1,000.00	0.00	1,000.00	1,000.00
Footpaths	1,700.00	2,358.00	1,850.00	2,656.00	2,700.00	2,800.00
Grass Cutting	3,250.00	2,826.70	3,350.00	0.00	3,950.00	3,950.00
Ditch Clearance	200.00	0.00	200.00	0.00	0.00	0.00
Maintenance	1,200.00	769.78	1,200.00	654.84	1,200.00	1,200.00
Projects	1,500.00	1,128.19	1,500.00	90.00	1,500.00	1,500.00
Village Hall	965.00	0.00	965.00	0.00	965.00	965.00
Contingency	500.00	0.00	500.00	0.00	500.00	500.00
CIL	0.00	1,553.67	0.00	0.00	5,092.00	0.00
VAT Paid	0.00	1,456.49	0.00	390.63	1,700.00	0.00
Total Expenditure	19,110.28	18,635.25	20,729.98	11,546.26	29,843.70	22,252.00

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Appendix A

	2021 / 22	
	Budget	Notes on Budget Next Year
Income		
Bank Interest	0.00	
Recycling	0.00	
Grants	745.00	P3 £195 / BDC £550 for Heath
Allotment Rent	120.00	
Wayleave	22.00	
QDJ	0.00	
Donation	0.00	
Compensation	0.00	
Other	0.00	
CIL	0.00	
VAT Repayment	0.00	
Total Income	887.00	
Precept		
Expenditure		
Clerks Salary	4,832.00	427.5 hours at £11.08 (+2%)
Admin	2,305.00	SALC £360 / CAS £30 / VH Rent £240 / Training £600 / Expenses inc Travel £500 / Clerk WFHA £312 / SLCC membership £50 / Subscriptions £50 / ICO £38 / OneSuffolk £50 / Playground Rent £55 / Online Mapping £50
Insurance	580.00	
Audit Inspections	380.00	External Auditor £200 / Internal Auditor £180
Donations	1,000.00	Church Clock Maint £150 / Local Charities £850
Chairman's Allowance	60.00	
Community Wardens	1,180.00	50 hours @ £20 + £180 mileage (20 trips)
Dog & Litter Bins	1,000.00	13 dog bins (£50) 6 Litter (£50)
Footpaths	2,800.00	
Grass Cutting	3,950.00	
Ditch Clearance	0.00	
Maintenance	1,200.00	Wooden Asset Maintenance £500 / Playground Equipment Maintenance £500 / Play Equipment Check £200
Projects	1,500.00	Projects £1500
Village Hall	965.00	Heating Oil + Defib electric £30
Contingency	500.00	
CIL	0.00	
VAT Paid	0.00	
Total Expenditure	22,252.00	

End of Appendices

Signed

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