

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 16th March 2017 in Polstead Village Hall at 7.30pm

Present: Cllrs Anne MacWillson (Chairman), Amanda Flather, Matt Peck, Andrew Wade and Sue Wigglesworth.

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

17/036 Apologies for Absence

Cllrs Patrick and Oxford (commitments) sent their apologies.

17/037 Declaration of Interests and Requests for Dispensation

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

17/038 Minutes of Meeting held on 16th February 2017

The minutes of the meeting were approved by the councillors and signed by the Chairman as a correct record.

17/039 Reports from County and District Councillors and Suffolk Constabulary

Councillors reviewed Gordon Jones previously circulated report and he updated councillors on the last meeting of the SCC Council prior to the May elections. Councillors reviewed John Ward's previously circulated report and he updated councillors on Babergh's outcomes of it's Ward boundary review in which it recommends to the Boundary Commission the reduction of councillors from 43 to 31.

17/040 Reports and Question from Councillors and Chairman's Report

No issues were raised.

17/041 Reports and Questions from Parishioners

No issues were raised.

17/042 Clerk's Report (Appendix A)

Following a review of the Clerk's Report by the councillors there were no further actions required of the Clerk.

17/043 Correspondence (Appendix B)

Following a review of the Correspondence and emails circulated by the Clerk since the last meeting the councillors resolved that they were prepared to accept funding from the closing Polstead Projects group on the understanding that it will be ring fenced for projects on youth provision for residents of the parish of Polstead.

17/044 Planning

- a. The councillors reviewed **Planning Application B/17/00171 Sweet Home, Bower House Tye** - Erection of two-storey rear extension and resolved to support the application.
- b. The councillors reviewed **Planning Application 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 and resolved to support the application.
- c. The councillors reviewed **Planning Application 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 and resolved to support the application.
- d. The councillors reviewed **Planning Application 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 and resolved to support the application.
- e. No further planning application had been received since the agenda was posted.

Signed Date.....

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- f. The councillors reviewed the Dedham Vale AONB proposed project for undergrounding overhead power lines in Stoke by Nayland and Polstead and resolved to fully support the principle of the project.
- g. John Ward was asked to let PPC know why condition 4 of the Planning Permission for B/16/00481 had not been complied with by the developer. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC are as follows:

Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
B/16/01613	Land to the east of, White Street Green	Notification under Part 6 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 - Erection of agricultural storage building.	17/009a	Objected	REFUSED 15/02/2017
B/17/00032	Lower Justice Wood Cottage, Justice Wood	Erection of rear porch extension.	17/009	Supported	Permission Granted 21/02/2017

17/045 Finance

- a. The councillors reviewed the Asset Register and found that it accurately reflected PPC assets which were appropriately valued in the insurance cover.
- b. All cheques signed and due for signing, as itemised in the RFO Report (Appendix C), were authorised by the councillors. The councillors also noted the income received since the last meeting, agreed the Reconciliation of Accounts against the Bank Statements and reviewed the Statement of Accounts against the budget.
- c. The councillors resolved to donate £150 towards the maintenance costs of St Mary’s Church clock.
- d. The councillors resolved an increase of 50p per hour for the footpath cutting contract commencing on the 1st April 2017.
- e. The councillors resolved to carry forward the following earmarked reserves to 2017 / 2018:

	2017 / 18
	Start of
Asset Replacement	7,000.00
Play Equipment Replacement	2,000.00
Election Costs	1,750.00
Total Earmarked Reserves	10,750.00

17/046 Highways and Footpaths

Cllr Flather to liaise with Gordon Jones on measurers to reduce speeding through White Street Green.

17/047 Assets, allotments, playground and playing field

The councillors agreed to review the upkeep of the allotments in the coming months to ensure that all tenants are adhering to the tenancy agreement. The councillors agreed to the request from Matt Peck for a greenhouse on his plot. After reviewing the play equipment report from AIS, the councillors agreed that no further actions were required in relation to the playing field and play area equipment.

17/048 Box River Flooding

There were no instances of the Box River flooding in the parish of Polstead that the councillors could recollect.

17/049 Litter Pick

The councillors agreed the routes for the Litter Pick on Saturday 1st April 2017 as well as the Risk Assessment for the event which will be co-ordinated by Cllrs Flather and MacWillson. The event will start at 10 am from Polstead Village Green and bacon rolls will be provided to volunteers at the pub.

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**Appendix C RFO Report
Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
13/02/17	Allotment Rent			75.00	0.00
07/03/17	DC Tree Service - tree maintenance in allotments	847	LA 2011 ss 1 to 8	0.00	500.00
16/03/17	BDC - Dog & litter bin emptying	848	LA 2011 ss 1 to 8	0.00	878.95
16/03/17	AIS - Play equipment inspection	849	LA 2011 ss 1 to 8	0.00	228.00
16/03/17	JA Griggs - Defib installation	850	LA 2011 ss 1 to 8	0.00	312.00
16/03/17	B Patrick - Footpaths	851	LA 2011 ss 1 to 8	0.00	112.50
16/03/17	DF Crimmin - Exps Sept to Feb	852	LA 2011 ss 1 to 8	0.00	233.67
28/03/17	DF Crimmin - Salary Jan to Mar	853	LA 2011 ss 1 to 8	0.00	808.39
28/03/17	DF Crimmin - WFHA Jan to Mar	853	LA 2011 ss 1 to 8	0.00	39.00
28/03/17	HMRC - Clerk Tax	854	LA 2011 ss 1 to 8	0.00	202.00
16/03/17	Came & Company - Insurance renewal	855	LA 2011 ss 1 to 8	0.00	505.06

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	01/03/17	£24,634.30	£20,795.78	£3,838.52	£0.00	£0.00
Premier Account	30/12/16	£3,318.40	£3,318.40	£0.00	£0.00	£0.00
Cash	10/03/17	£0.00	£0.00			£0.00
		£27,952.70	£24,114.18	£3,838.52	£0.00	

Budget v's Actual

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£31,574.91				
Income			Expenditure			
Precept	£18,210.00	£18,210.00	Clerks Salary		£4,452.00	£4,041.56
Bank Interest	£300.00	£1.23	Admin		£1,850.00	£1,370.40
Recycling	£0.00	£0.00	Insurance		£430.00	£554.67
Grants	£195.00	£6,887.08	Audit Inspections		£220.00	£208.00
Allotment Rent	£120.00	£190.00	Donations		£1,000.00	£100.00
Wayleave	£22.00	£20.75	Chairman's Allowance		£60.00	£0.00
QDJ	£0.00	£0.00	Dog & Litter Bins		£875.00	£732.46
Donation	£0.00	£0.00	Footpaths		£1,400.00	£1,793.75
Compensation	£0.00	£0.00	Grass Cutting		£2,300.00	£1,525.00
Other	£0.00	£183.58	Ditch Clearance		£200.00	£0.00
CIL	£0.00	£2,561.80	Maintenance		£1,140.00	£1,454.50
VAT Repayment	£0.00	£5,314.78	Village Hall		£935.00	£506.73
			Projects	£15,000.00	£1,500.00	£23,273.79
			Contingency		£500.00	£0.00
			VAT Paid		£0.00	£5,269.09
Total	£18,847.00	£33,369.22	Total	£15,000.00	£16,862.00	£40,829.95
			Assets Carried Forward			£24,114.18
Total		£64,944.13	Total			£64,944.13

Unclaimed VAT = £991.14

End of Appendices

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