

POLSTEAD PARISH COUNCIL

Minutes of meeting held on 16th July 2020 via Videoconference

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

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

20/121 Apologies for Absence

Cllr Flather (holiday) gave his apologies.

20/122 Declaration of Interests and Requests for Dispensation

No interests declared and no request for dispensation received.

20/123 Minutes of Meeting held on 18th June 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.

20/124 Reports from County and District Councillors

The councillors noted Gordon Jones' previously submitted report, and he provided further updates to the councillors on the COVID-19 impact, the expected impact on the 2021 / 2022 budget and the closure of Suffolk Age UK. The councillors noted John Ward's previously submitted report and he updated them on Council Tax and Business Rates collections, the impact COVID-19 is having on BDC's reserves and income streams and the CIFCO decrease of income. In response to Cllr Oxford's concerns on the quality of the verge cutting, John Ward said that he would look into this bearing in mind the roads in question. Cllr Wade raised the issue of verge cutting around the pond and the hope that this would be co-ordinated with PPC's revised cutting schedule in 2021.

20/125 Reports and Question from Councillors

No issues raised.

20/126 Public Forum

No public present.

20/127 Clerk's Report

Following a review of the Clerk's Report (Appendix A) by the councillors approved the delegated powers used by the Clerk.

20/128 Emails circulated

Following a review of the emails circulated by the Clerk since the last meeting there were no further actions requested of the Clerk.

20/129 Planning

- a. The councillors reviewed **Planning Application 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) and resolved that they had no objections.
- b. The councillors reviewed **Planning Application DC/20/02712 13 Rockalls Road** - Erection of single storey side extension and resolved that they supported the application.
- c. There were two planning application received since the agenda was posted requiring a response before the next meeting. The councillors reviewed **Planning Application**



Signed

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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 and resolved that they supported the application. The councillors reviewed **Planning Application 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 and resolved that they supported the application.

- d. The councillors reviewed the status of planning applications, enforcement referrals and appeals previously reviewed by PPC as per Appendix B.

20/130 Finance

- a. 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.

20/131 Polstead WI

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

20/132 Highways and Footpaths

Cllr Baxter raised the issue of quality of the lamination on the no cycling on footpaths signs that PPC is displaying. The councillors agreed that Cllr Baxter purchases 12 plastic holders for the signs within a budget of £100. The closure of the permissive footpath Blessem situated at Potash Farm on the 30th September 2020 was discussed. Cllr Richardson will review a location for where the dog bin at Blessem can be relocated and the Clerk to action the move.

20/133 Assets, allotments, playground and playing field

The councillors reviewed the Government's advice on reopening play equipment areas as well as the risk assessment that the council should undertake. The councillors resolved that subject to a steam clean being taken on the equipment prior to opening, an evaluation on the equipment being made and signage being displayed around the play equipment area at Rockalls Road, that the area should be reopened. It was resolved that the Community Wardens would undertake the tasks on behalf of PPC on Friday 17th July 2020. Cllr Sowman requested the Clerk to contact the contractor in relation to repairs to the playground's fencing as all his attempts to date had not resulted in the work being completed.

The councillors agreed that the grass under the waste bin by the bus shelter should be maintained by the contractor who maintains the Green and the Clerk to amend schedule accordingly. The councillors resolved that the circular bench seat around the tree on the Green should be replaced. Cllr Oxford to contact a local craftsman to see if he would quote for a replacement metal bench for the location which would be reviewed in September. The Clerk to undertake a review of the existing bench to see if it should be removed.

Cllr Sowman asked whether PPC would take on the responsibility for cutting the grass around the Village Hall and Community Shop. The councillors agreed that if the Village Hall Committee were not able to pay for the contract within their budget, then they could request PPC to consider taking on the work.



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20/134 PPC Policies and Procedures

The councillors reviewed the following policies and procedures:

- Complaints Procedure
- Disciplinary Procedure
- Disciplinary Rules
- Grievance Procedure
- Protocol for Reporting of Meetings
- Training & Development Policy
- Charitable Giving Policy
- Statement of Community Engagement Policy
- Health & Safety Policy
- Equality Policy
- Freedom of Information Request.

and resolved to their re-adoption by PPC. They also resolved that the polices should be reviewed in 12 months.

20/135 Future Agenda Items for September

- External Audit Report review
- Donation to Hadleigh First Responders
- Play Equipment Inspection Report
- Christmas Event
- Daffodil planting
- Questionnaire software
- Policies & Procedures Phase 2 review
- Circular Bench
- Highways verge cutting.

20/136 Next scheduled meeting

The next PPC meeting will be held on Thursday 10th September 2020 at 7.30pm. (Provisional date for meeting to consider urgent planning applications is the 20th August 2020 at 7.30pm).

Meeting closed at 9.00pm.



Signed

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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	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.	
20/105	Informed SALC of PPC representative.	✓
20/107	Minutes updated on website and sent to magazines.	✓
20/113	Sent planning application response(s) to Babergh.	✓
20/114 a	Payments made to suppliers.	✓
20/114 bc	Donation sent to EACH.	✓
20/116	Wrote to landowner thanking him for stile repair.	✓
20/116	Footpath maps circulated to councillors.	✓
	Clerk delegated actions	
	The Government Digital Service, who monitor .gov.uk domains, have written on a couple of issues relating to polstead-pc.gov.uk. I have resolved the "Domain not registry locked" by signing up to the GDS's Registry Lock service. The second issue "Domain nameservers configuration is not resilient" has been resolved by Best Host changing the configuration so that the nameserver IPs are on separate class C subnet at a cost of £15.	✓
	Purchased replacement pads for the Straight Road defibrillator as they had passed their expiry date.	✓
	Clerk Hours	
	As at 5th July 2020 - Hours Worked 79 / Hours Paid 97.5	

Appendix B Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
APP/D3505/W/19/3242170	Walnut Cottage, Bower House Tye	Appeal against refusal of outline planning application for erection of a single storey dwelling.	20/031c	No additional objections	Appeal Dismissed 17/06/2020
DC/20/01271	Bower House Farm, Bower House Tye	Erection of rear extension; Erection of annexe and 3 bay cartlodge ancillary to dwelling and 1.8m boundary wall.	20/070a	Support	Permission Granted 15/06/2020
DC/20/02036	Galadhon, Rockalls Road	Notification of Works to Trees in a Conservation Area - T1 (Eucalyptus) - Remove due to size and proximity to houses.	20/113b	No objections	Permission Granted 19/06/2020
DC/20/01829	Angus Farm, White Street Green	Erection of agricultural building.	20/113a	Support	Permission Granted 24/06/2020



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Appendix C RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
08/06/20	Interest			0.89	0.00
18/06/20	EACH - Donation	2021	LA 2011 ss 1 to 8	0.00	470.00
26/06/20	Allotment Rent (Plot 6)			18.40	0.00
16/07/20	CHT - Defib accessories	2022	LA 2011 ss 1 to 8	0.00	54.00
16/07/20	BDC - Lease Rockalls Road	2023	LA 2011 ss 1 to 8	0.00	55.00
16/07/20	B Patrick - Footpaths June	2024	LA 2011 ss 1 to 8	0.00	345.00
16/07/20	Parish Online - mapping service	2025	LA 2011 ss 1 to 8	0.00	36.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/06/20	£46,151.48	£44,049.39	£1,852.09	£0.00	£250.00
Premier Account	30/06/20	£3,334.31	£3,334.31	£0.00	£0.00	£0.00
Cash	07/07/20	£0.00	£0.00			£0.00
		£49,485.79	£47,383.70	£1,852.09	£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	£1,052.03
Bank Interest	£0.00	£0.89	Admin	£2,300.00	£567.39
Recycling	£0.00	£0.00	Insurance	£580.00	£0.00
Grants	£745.00	£0.00	Audit Inspections	£340.00	£180.00
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	£1,426.00
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	£226.00
Total	£19,483.00	£10,904.18	Total	£9,617.56	£20,729.98
			Assets Carried Forward		£47,383.70
Total		£52,935.12	Total		£52,935.12

End of Appendices



Signed

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