

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 20th April 2017 in Polstead Village Hall at 7.30pm

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

Attending: John Ward (Babergh District Councillor) and Dave Crimmin (Clerk).

17/054 Apologies for Absence

Cllr Patrick (holiday) and Gordon Jones (Suffolk County Councillor) sent their apologies.

17/055 Declaration of Interests and Requests for Dispensation

Cllrs MacWillson and Wade declared pecuniary interests in the RFO report as they were recipients of expenses due to them. No requests for dispensation had been received.

17/056 Minutes of Meeting held on 16th March 2017

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

17/057 Reports from County and District Councillors and Suffolk Constabulary

Councillors reviewed John Ward's previously circulated report and he updated councillors on Babergh's new website and single phone number access, the Community Infrastructure Levy payments now being paid to parishes and waste collection. John was asked to see if Babergh were prepared to devolve the cutting of the grass in Heath Close to PPC with a suitable grant from the funds saved by the District Council.

17/058 Reports and Question from Councillors and Chairman's Report

Cllr Wigglesworth raised the issue of lost income by the Village Hall and the councillors asked that a formal request with the last year's accounts be submitted to the Clerk in time for the inclusion on the May agenda. Cllr Flather raised her concerns at the number of burglaries in Kersey and all residents are asked to report any suspicious activity or vehicles in the parish directly to the Police on 101. The issue of inconsiderate parking on Polstead Hill will be addressed by councillors discussing the problem with the vehicle owners directly rather than raising the issue with the Police at this stage.

The Parish Councillors have been invited to the re-opening of the Community Shop on the 13th May 2017. The Chairman thanked residents for their support in attending the Defibrillator Awareness session and Litter Pick which were both well attended.

17/059 Reports and Questions from Parishioners

No issues were raised.

17/060 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.

17/061 Correspondence (Appendix B)

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

17/062 Planning

- a. The councillors reviewed **Planning Application B/17/00414 The Bungalow, Potash Lane** - Erection of one and half storey dwelling and double garage (following demolition of existing single storey dwelling and single garage) and resolved to support the application.
- b. No further planning application had been received since the agenda was posted.
- c. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC are as follows:

Signed Date.....

Polstead Parish Council adopted the General Power of Competence on the 21st May 2015

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Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
B/17/00171	Sweet Home, Bower House Tye	Erection of two-storey rear extension.	17/044a	Supported	Approved 27/03/2017
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.	17/044a	Supported	Approved 11/04/2017
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.	17/044a	Supported	
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.	17/044a	Supported	

17/063 Finance

- a. All cheques signed and due for signing, as itemised in the RFO Report (Appendix C), were authorised by the councillors.
- b. The councillors reviewed and resolved to approve the Bank Reconciliation and the Statement of Accounts as at 31st March 2017 (Appendix D).
- c. The councillors reviewed and resolved to approve the Community Infrastructure Levy (CIL) Statement as at 31st March 2017 (Appendix E).

17/064 Highways and Footpaths

There were no issues raised.

17/065 Assets, allotments, playground and playing field

The councillors agreed to review the upkeep of the allotments at 7pm on the 18th May 2017.

17/066 Future Agenda Items

- Donation for the Village Hall
- Playground exercise equipment.

17/067 Next meeting

The next scheduled meeting will be held on Thursday 18th May 2017 starting at 7.30pm in the Village Hall.

The meeting closed at 9.05pm.

Appendix A Clerks Report

Minute	Action	Complete ✓
17/038	Minutes updated on website.	✓
17/043	Wrote to Polstead Projects.	✓
17/044	Planning responses sent to Babergh.	✓
17/044 f	Responded to AONB.	✓
17/045 b	Payments made to suppliers.	✓
17/045 c	Donation given to Polstead PCC.	✓
17/045 d	Contractor notified of increase in hourly rate.	✓
17/047	Permission sent to allotment holder re greenhouse.	✓
17/049	All matters re litter pick completed.	✓
17/051	All matters re Defibrillator Awareness session completed.	✓
	Clerk Hours	
	As at 2nd April 2017 - Hours Worked 365.75 / Holiday 37.5 / Hours Paid 390	

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Appendix B Correspondence reviewed by councillors

No correspondence received.

Appendix C RFO Report

Receipts & Payments 2017 / 2018

Date	Details	Ref	Power	Receipts	Payments
08/04/17	BDC Precept			9,143.00	0.00
20/04/17	A Wade - Training travel expenses	858	LA 2011 ss 1 to 8	0.00	33.75

Appendix D Bank Reconciliation and the Statement of Accounts

POLSTEAD PARISH COUNCIL					
Bank Reconciliation for Financial year ending 31st March 2017					
Balances per Bank Statements as at 31st March					
Barclays Community			£20,754.73		
Barclays Premium Account			£3,318.40		
				£24,073.13	
Add any Unbanked Cash as at 31 March				£0.00	
Less Unpresented Cheques as at 31 March					
		834	£18.95		
		857	£150.00		
				£168.95	
			Total Cash	£23,904.18	
CASH BOOK					
Opening Balance				£31,574.91	
Add Receipts in the year				£33,434.22	
				£65,009.13	
Less Payments in the year				£41,104.95	
			Total Cash	£23,904.18	
D. Crimmin		RFO, Polstead Parish Council		8th April 2017	

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POLSTEAD PARISH COUNCIL			
Receipts & Payments Account for the year ending 31st March 2017			
Receipts			
Precept		£18,210.00	
Bank Interest		£1.23	
Recycling		£0.00	
Grants		£6,887.08	
Allotment Rent		£255.00	
Wayleave		£20.75	
QDJ		£0.00	
Donation		£0.00	
Compensation		£0.00	
Other		£183.58	
CIL		£2,561.80	
VAT Repayment		£5,314.78	
			£33,434.22
Payments			
Clerks Salary		£4,041.56	
Admin		£1,480.40	
Insurance		£554.67	
Audit Inspections		£208.00	
Donations		£250.00	
Chairman's Allowance		£0.00	
Dog & Litter Bins		£732.46	
Footpaths		£1,793.75	
Grass Cutting		£1,525.00	
Ditch Clearance		£0.00	
Maintenance		£1,454.50	
Village Hall		£506.73	
Projects		£23,273.79	
Contingency		£0.00	
VAT Paid		£5,284.09	
			£41,104.95
Excess of Payments over Receipts			-£7,670.73
Add Balance Brought Forward			£31,574.91
Balance Carried Forward			£23,904.18
Represented by			
Barclays Community		£20,585.78	
Barclays Premium		£3,318.40	
Cash		£0.00	
			£23,904.18

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Appendix E CIL Statement

Polstead Parish Council		
Reporting Year 1st April 2016 to 31st March 2017		
A	Total CIL Income carried over from previous year	£0.00
B	Total CIL income received (receipts)	£2,561.80
C	Total CIL spent (expenditure)	£0.00
D	Total CIL repaid following payment notice	£0.00
E	Total CIL retained at year-end (A+B-C-D)	£2,561.80
CIL Expenditure		
	Item / Purpose	Amount Spent
	Total Spent	£0.00
	Signed	Parish Clerk
	Signed	Chairman

End of Appendices