

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 21st April 2016 in Polstead Village Hall at 7.30pm

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

Attending: Dave Crimmin (Clerk).

16/056 Apologies for Absence

Cllrs Flather, Page and Patrick (commitments) sent their apologies.

16/057 Declaration of Interests and Requests for Dispensation

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

16/058 Minutes of Meeting held on 17th March 2016

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

16/059 Reports from County and District Councillors and Suffolk Constabulary

No reports submitted.

16/060 Reports and Question from Councillors and Chairman's Report

The Chairman reported on the public presentation of the proposed play equipment for the children's playground and playing field held in the Village Hall on the morning of the 7th April and this is contained in 16/068a. A fundraising event for July has been planned and many of those who attended showed their willingness to help on the day. We hope to be able to have the new equipment installed in time for the children to enjoy over the summer holidays.

The Chairman also updated on a meeting she attended with Stoke by Nayland and Leavenheath PC's on the concept of clustering parish councils. The councillors agreed that they should be kept aware of any issues that clustering may be beneficial to consider as an option.

16/061 Reports and Questions from Parishioners

No issues were raised.

16/062 Clerk's Report (Appendix A)

The Clerk updated councillors that in relation to 15/200b Babergh had today agreed to the locations for the new dog bins and the councillors resolved that the Clerk orders the bins and arrange for their installation. Following a review of the Clerk's Report by the councillors there were no further actions requested of the Clerk.

16/063 Correspondence (Appendix B)

Following a review of the Correspondence and emails there were no further actions requested of the Clerk.

16/064 Planning

- a. No further planning application had been received since the agenda was posted.
- b. The councillors were concerned that a large static caravan had been placed on a property in Stackwood Road and asked the Clerk to see if this required any permission from BDC. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC were as follows:

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Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
B/16/00087	The Old Post Cottage, Water Lane	Erection of two-storey side extension.	16/027c	Supported	Permission Granted 11/03/2016
B/16/00023	7 Rockalls Road	Installation of oil tank	16/046a	Supported	Permission Granted 11/04/2016
B/16/00222	Corders House, Polstead Hill	Application for listed building consent - Removal of cement render and metal lath covering timber frame of South Cross Wing. Retention of historic fabric underneath. Insert breathable hemp insulation in any voids between studs. Cover with wooden lath and lime plaster.	16/046b	Supported	Permission Granted 01/04/2016

16/065 Finance

- a. All cheques signed and due for signing, as itemised in 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 2016 (Appendix D).

16/066 Highways and Footpaths

The gate opposite the pond in Water Lane has now been removed.

16/067 Assets, playground and playing field

The councillors reviewed concerns raised over some of the allotments not being maintained. The councillors agreed that Cllr Peck should let allotment holders know that PPC will be keeping a careful watch over the situation in the coming month.

16/068 New play equipment

- a. The public presentation of the proposed play equipment for the children's playground and playing field was held in the Village Hall on the morning of the 7th April and again at the Annual Parish Meeting later on the same day. The public presentation was attended by Polstead Parish Council Chairman, Anne MacWillson and councillors as well as Peter Chambers from Action Play & Leisure Ltd.

A detailed display of the proposed plans was available to view with posters of each item and its possible location on site. Peter Chambers was on hand to answer any questions from residents and also brought samples of timber and fixings used. PPC were extremely pleased with the attendance and enthusiasm for the project with 10 families, grandchildren and grandparents spending time discussing our ideas. The older children were particularly excited about the large climbing trail and forest stack suggested for the playing field. Many other parents have placed encouraging comments on social media. At the APM in the evening the feedback from the 15 people present was very supportive of the proposals. Having reviewed the feedback from the day it is clear that the equipment being proposed is viewed very positively by parents, grandparents and children alike.

- b. The councillors reviewed the costs for the new play equipment being proposed by Action Play & Leisure Ltd which is £20,243 plus VAT for supply and installation. The Clerk highlighted that PPC Financial Regulation 11.1b sets out that *"the Clerk shall invite tenders from at least three firms"* if the cost is £20,000 or above.

The Clerk added that in this case the majority of the play equipment is bespoke and only made by AP&L and as such it will not be possible to get competitive quotes from other suppliers. He explained that PPC Financial Regulation 11.1c states *"When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council."*

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The councillors resolved to accept the Clerk's recommendation that as the play equipment is bespoke then PPC waives Financial Regulation 11.1b for this purchase.

- c. The councillors resolved that the Clerk makes an application to BDC for Section 106 funding towards the cost of the new play equipment.

16/069 Defibrillator

After the issue was raised at the Annual Parish Meeting on the 7th April 2016 the Clerk was asked to prepare the costings and a plan for installing a defibrillator(s) in the parish.

16/070 July fund raising event

Plans for the event on the 2nd July being held on the playing field are now being arranged.

16/071 Queen's 90th Birthday

The councillors agreed that PPC would be happy to support any village organisation that is prepared to run an event to celebrate the Queen's 90th Birthday. PPC will also look into the option of purchasing a gift for the children of the village.

16/072 Litter Pick

The councillors agreed that it was a very successful litter pick on the 16th April and that it should be held annually.

16/073 Future Agenda Items

- Allotments
- Defibrillator
- New Play Equipment.

16/074 Next meeting

The next scheduled meeting will be held on Thursday 19th May 2016 starting at 7.30pm in the Village Hall.

The meeting closed at 9.05pm.

Appendix A Clerks Report

Minute	Action	Complete ✓
14/124	Response sent to Royal Mail on Pillar Box removal. No response to date on request for VR box.	
15/127	Chains to be additional order of new equipment work.	
15/200 b	Request for new dog bin locations with Babergh	
16/023	All works complete ahead of Litter Pick.	✓
16/040	Minutes updated on website and sent to newsletter.	✓
16/042	Clr Peck arranged for allotment tap to be repaired by contractor.	✓
16/046	Response sent to Babergh re planning application(s)	✓
16/047 c	Donation sent and acknowledgement received.	✓
16/047 b	Payments made to suppliers.	✓
16/048	Broken gate opposite pond in Water Lane.	
16/049	Allotment hedge cutting included in contractor's schedule.	✓
	Clerk Hours	
	As at 27 March 2016 - 342.75 hours worked / 390 hours paid	

Appendix B Correspondence reviewed by councillors

No correspondence received.

Signed Date.....

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**Appendix C RFO Report
Receipts & Payments 2015 / 2016**

Date	Details	Ref	Power	Receipts	Payments
17/03/16	Polstead Community Shop - Donation	802	LA 2011 ss 1 to 8	0.00	1,685.00
24/03/16	ICO - Data Protection registration	D/Dr	LA 2011 ss 1 to 8	0.00	35.00
07/03/16	Interest 7 Dec to 6 Mar	BS 55		0.41	0.00

Receipts & Payments 2016 / 2017

Date	Details	Ref	Power	Receipts	Payments
21/04/16	Anglian Inspection Services - Playground Inspection	803	LA 2011 ss 1 to 8	0.00	162.00

Appendix D Bank Reconciliation and Statement of Accounts

POLSTEAD PARISH COUNCIL					
Bank Reconciliation for Financial year ending 31st March 2016					
Balances per Bank Statements as at 31st March					
Barclays Community			£30,652.33		
Barclays Premium Account			£3,317.17		
				£33,969.50	
Add any Unbanked Cash as at 31 March				£0.00	
Less Unpresented Cheques as at 31 March					
	796		£730.31		
	797		£222.23		
	798		£397.60		
	799		£839.45		
	800		£200.00		
	801		£5.00		
				£2,394.59	
			Total Cash	£31,574.91	
CASH BOOK					
Opening Balance				£29,408.07	
Add Receipts in the year				£19,728.69	
				£49,136.76	
Less Payments in the year				£17,561.85	
			Total Cash	£31,574.91	

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Receipts & Payments Account for the year ending 31st March 2016			
Receipts			
Precept		£17,891.10	
Bank Interest		£1.68	
Recycling		£0.00	
Grants		£266.14	
Allotment Rent		£130.00	
Wayleave		£21.01	
QDJ		£0.00	
Donation		£0.00	
Compensation		£0.00	
Other		£1,077.09	
VAT Repayment		£341.67	
		£19,728.69	
Payments			
Clerks Salary		£4,001.80	
Admin		£1,419.40	
Insurance		£397.60	
Audit Inspections		£208.00	
Donations		£1,935.00	
Chairman's Allowance		£0.00	
Dog & Litter Bins		£608.59	
Footpaths		£1,378.75	
Grass Cutting		£2,169.30	
Ditch Clearance		£0.00	
Maintenance		£135.00	
Village Hall		£0.00	
Projects		£4,271.58	
Contingency		£0.00	
VAT Paid		£1,036.83	
		£17,561.85	
Excess of Receipts over Payments			£2,166.84
Add Balance Brought Forward			£29,408.07
Balance Carried Forward			£31,574.91
Represented by			
Barclays Community		£28,257.74	
Barclays Premium		£3,317.17	
Cash		£0.00	
			£31,574.91

End of Appendices

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