

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on 24th June 2021 at 7.30pm in Village Hall

Present: Andrew Wade (Chairman), John Baxter, John Engleheart, John Flather and Stewart Sowman.

Attending: John Ward (Babergh District Councillor), Georgia Hall (Suffolk County Councillor), Dave Crimmin (Clerk) and 5 members of public.

21/111 Apologies for Absence

Cllrs Johnson (commitment) and Oxford (work commitments) sent their apologies.

21/112 Declaration of Interests and Requests for Dispensation

No declaration of interests were raised and no request for dispensation had been received.

21/113 Minutes of Meeting held on 20th May 2021

The minutes of the meeting were approved by the councillors who resolved that the minutes should be signed by the Chairman as a correct record.

21/114 Reports from County and District Councillors

Councillors noted Georgia Hall's previously circulated report and she updated councillors on pothole repairs and the ANPR system being used by SCC. Councillors noted John Ward's previously circulated report and he updated councillors on Hadleigh Armed Forces week being cancelled, the Joint Local Plan Examination being postponed to September as well as an update on the enforcement action being undertaken in the village.

21/115 Reports and Question from Councillors

No issues raised.

21/116 Public Forum

A resident raised an issue regarding cars parking on the Green and this concerns at the tight turn on the A1071 due to growth over signage. A resident raised the issue of speeding traffic in WSG. A recent survey of the 57 dwellings had shown that 98% of respondents had concerns regarding the road. She requested that PPC ask SCC Highways to conduct a survey of road usage in the hamlet.

21/117 Highways

The councillors asked Georgia Hall to get costings for the proposed "not suitable for HGV's" sign at the junction of Mill Street and Mill Lane. The councillors further requested Georgia for a traffic survey of Calais Street in White Street Green be undertaken to determine the speed of traffic through the hamlet.

21/118 Emails circulated

Following a review of the emails circulated by the Clerk since the last meeting the councillors requested that the Queen's Jubilee celebrations in 2022 be included in the July agenda.

21/119 Clerk's Report

Following a review of the Clerk's Report (Appendix A) there were no further actions requested of the Clerk.

21/120 Planning

- a. The councillors reviewed **Planning Application DC/21/02782 Wannock, Hadleigh Heath** - Erection of a single storey rear extension and resolved that they had no objection.
- b. The councillors reviewed **Planning Application DC/21/03018 Bankside, Mill Lane** - Application for works to trees in a Conservation Area - Fell all Leylandii trees which have been untended for some years and their growth has run away resulting in damage to the property,

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overhead electric cables and more sensitive and less vigorous native trees/plants and resolved that they had no objection.

- c. The councillors reviewed **Planning Application DC/21/03306 Land To The East Of Alverstoke Farm Cottage, White Street Green** - Severance of garden and erection of 1 No single storey dwelling and new vehicular access (following demolition of outbuilding) and resolved to object on the following grounds:
 - i. The proposed development is unsustainable and contrary to Babergh's policies
 - ii. Highway safety is a concern due to the narrowness of road at the proposed access point
 - iii. Negative impact on the amenity of adjoining dwellings.
- d. There was a further planning application received since the agenda was posted requiring a response before the next meeting. The councillors reviewed **Planning Application DC/21/03466 Brewery Farm, Bower House Tye** – Application for Listed Building Consent – Removal of rendering, repair work and repointing of brickwork to inglenook fireplace and resolved that they had no objection.
- e. The councillors reviewed the status of planning applications, enforcement referrals and appeals previously reviewed by PPC as per Appendix B.

21/121 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.
- b. The councillors reviewed the draft Reserves Policy and resolved its adoption by PPC.

21/122 Trees and hedgerow planting

The councillors thought that the proposal from Richard Kilshaw for wildflower planting should be included in the plans that he and Lisa Matthews are co-ordinating. The councillors are hoping that Lisa and Richard can attend the July meeting to share their proposals.

21/123 Polstead WI

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

21/124 Bramford to Twinstead

The Clerk will circulate to councillors the link to the Planning Inspectorate's response to National Grid's Scoping Opinion. At this stage, the councillors do not require a further meeting with National Grid.

21/125 Footpaths

Following the recent issue of a fallen tree over a footpath, the councillors resolved that the Clerk has delegated power of authorising our contractors to clear tree's up to the cost of £100.

21/126 Assets, allotments, playground and playing field

The Clerk reported that two allotments were now available and that all rent had now been collected from tenants.

21/127 Questionnaire software

Deferred to next meeting.

21/128 polstead-pc.gov.uk emails

The Clerk will prepare the plan for the next meeting to implement the polstead-pc.gov.uk email across the council.

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21/129 Future Agenda Items

- Queen's Jubilee celebrations
- Questionnaire software
- Polstead-pc.gov.uk emails
- Review of Dog and Litter bins
- Clerk's retirement.

21/130 Next scheduled meeting

The next scheduled meeting will be held on Thursday 15th July 2021 at 7.30pm in the Village Hall. The councillors agreed that they and the Clerk would undertake a lateral flow test the day before the meeting at the Village Hall and would respectfully ask that all other attendees would do the same.

Meeting closed at 9.32pm.

Appendix A Clerk's Report

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
21/076	A drill bit has been ordered so that the new seat can be installed on the play equipment by the Community Wardens.	
21/086	Wrote to SALC re Chairman and SALC representative.	✓
21/090	Updated BDC re new councillor and sent Register of Interests form to Cllr Engleheart.	✓
21/091	Minutes updated on Polstead website.	✓
21/094	Wrote to Heelis & Lodge re Internal Auditor appointment for 2021 / 2022.	✓
21/098	Georgia Hall sent you an update on the pothole in Heath Road.	
21/101	Sent planning application response(s) to Babergh.	✓
21/102	AGAR and associated papers sent to PKF Littlejohn for External Audit.	✓
21/102 g	Payments made to suppliers and councillor.	✓
21/108	Wrote to Mr Reid.	✓
	Clerk delegated actions	
	Both phone boxes have been cleaned. The old gate for the footpath between Polstead Green and Rockalls Road has been disposed of by the Community Wardens.	

Signed

Date

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Appendix B Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/21/01941	Barn To The North Of Bower House Farm Bower House Tye	Application to determine if prior approval is required for a proposed: Change of use of Agricultural Building to a flexible use within Shops, Financial and Professional Services, Restaurants and Cafes, Business, Storage or Distribution, Hotels or Assembly or Leisure under Schedule 2, Part 3, Class R of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) - Change of use of Agricultural Building to Assembly Hall (D2).	21/070b	Object	Granted 24/05/2021
DC/21/01728	Prospect House, Stackwood Road	Extension and conversion of outbuilding to form 1no. single storey detached dwelling, together with improved vehicular access and construction of greenhouse.	21/070a	Object	REFUSED 19/05/2021
DC/21/02126	Snail Hall, Millwood Road	Application for Listed Building Consent - Erection of one and a half storey side extension to create cartlodge with home office over (following demolition of existing garage).	21/070d	No objection	Granted 24/05/2021
DC/21/02125	Snail Hall, Millwood Road	Erection of one and a half storey side extension to create cartlodge with home office over (following demolition of existing garage).	21/070d	No objection	Granted 24/05/2021
DC/21/02362	Woodlands Farm, Rockalls Road	Erection of steel portal framed agricultural building	21/101a	No objection	
DC/21/01428	Heath Farm, Hadleigh Heath	Application for Outline Planning Permission (all matters reserved) Town and Country Planning 1990 - Erection of 3No dwellings (following demolition of existing outbuildings).	21/101b	Objected	
DC/21/02365	The Bungalow, Potash Lane	Erection of detached outbuilding	21/101c	Supported	
DC/21/02692	Little Acre, Spring Lane	Installation of swimming pool and erection of Summerhouse/Shed to house pool plant room	21/101d	No objection	

Signed

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Appendix C RFO Report Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
04/05/21	HMRC VAT Repayment			630.21	0.00
24/05/21	Allotments 1 & 4			49.40	0.00
20/05/21	KJ King - Bench for Polstead Green	102062	LA 2011 ss 1 to 8	0.00	1,656.00
20/05/21	BDC - Dog & Litter bin emptying	102063	LA 2011 ss 1 to 8	0.00	1,005.60
21/05/21	Nature Citizen - Donation	102064	LA 2011 ss 1 to 8	0.00	500.00
24/06/21	B Patrick - Footpaths May	102065	LA 2011 ss 1 to 8	0.00	296.00
30/06/21	DF Crimmin - Salary Apr to Jun	102066	LA 2011 ss 1 to 8	0.00	864.30
30/06/21	DF Crimmin - WFHA Apr to Jun	102066	LA 2011 ss 1 to 8	0.00	78.00
30/06/21	HMRC - Clerk Tax	102067	LA 2011 ss 1 to 8	0.00	216.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	28/05/21	£48,195.50	£45,042.66	£3,152.84	£0.00	£0.00
Premier Account	28/05/21	£3,334.93	£3,334.93	£0.00	£0.00	£0.00
Cash	16/06/21	£0.00	£0.00			£0.00
		£51,530.43	£48,377.59	£3,152.84	£0.00	

Actual v's Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£44,162.96			
Income			Expenditure		
Precept	£19,500.00	£9,750.00	Clerks Salary	£4,832.00	£1,080.30
Bank Interest	£0.00	£0.00	Admin	£2,305.00	£483.81
Recycling	£0.00	£0.00	Insurance	£580.00	£0.00
Grants	£745.00	£312.00	Audit Inspections	£380.00	£140.00
Allotment Rent	£120.00	£172.90	Donations	£1,000.00	£500.00
Wayleave	£22.00	£0.00	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Community Wardens	£1,180.00	£505.05
Donation	£0.00	£0.00	Dog & Litter Bins	£1,000.00	£850.99
Compensation	£0.00	£0.00	Footpaths	£2,800.00	£739.00
Other	£0.00	£0.00	Grass Cutting	£3,950.00	£0.00
CIL	£0.00	£0.00	Ditch Clearance	£0.00	£0.00
VAT Repayment	£0.00	£630.21	Maintenance	£1,200.00	£354.21
			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	£617.12
Total	£20,387.00	£10,865.11	Total	£9,617.56	£22,252.00
			Assets Carried Forward		£48,377.59
Total		£55,028.07	Total		£55,028.07

End of Appendices

Signed

Date

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