

POLSTEAD PARISH COUNCIL

Minutes of meeting held on 25th February 2021 via Videoconference

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

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

21/025 Apologies for Absence

Cllrs Oxford and Sowman sent their apologies.

21/026 Declaration of Interests and Requests for Dispensation

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

21/027 Minutes of Meeting held on 21st January 2021

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.

21/028 Reports from County and District Councillors

The councillors noted John Ward's previously submitted report and he updated councillors COVID testing in Hadleigh, Babergh's budget being set, car parking charges in Hadleigh and Sudbury from October 2021 and garden waste collections being restarted from the 8th March 2021. The councillors noted Gordon Jones' previously submitted report and he updated councillors on COVID Vaccinations being completed at pace thanks to the number of volunteers stepping forward, SCC's Budget being set and the Bramford to Twinstead National Grid project being restarted.

21/029 Reports and Question from Councillors

No issues raised.

21/030 Public Forum

No issues raised.

21/031 Emails circulated

Following a review of the emails circulated by the Clerk since the last meeting, the councillors agreed that:

- Cllr Wade will liaise with Hadleigh Town Council re Operation London Bridge
- Cllr Baxter will attend the SALC Speeding meeting on the 8th March 2021
- The Clerk will write to National Grid to ask for a meeting on the subject of the Bramford to Twinstead power supplies.

21/032 Clerk's Report

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

21/033 Planning

- a. The councillors reviewed **Adjoining Parish Planning Application DC/21/00361 Site Of Former Green Lawns Bonsai Nursery** - Submission of Details (Reserved Matters in part) following Outline Application DC/18/04967 - Erection of 4 no. detached dwellings (Allowed under Appeal Decision APP/D3505/W/19/3240526). Access, Appearance, Landscaping, Layout and Scale for Phase 1 Site only - Erection of 1no. detached dwelling and resolved that they had no comment.



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- b. The councillors reviewed **Planning Application DC/21/00289 Wannock, Hadleigh Heath** - Erection of first floor extension to existing bungalow, insertion of 2No Dormers to front roof slope, rooflights and juliette balcony to rear; Erection of vaulted single storey rear extension, Erection of single storey extension to garage and resolved that they had no objection.
- c. The councillors reviewed **Planning Application DC/21/00710 Springfield, Mill Street** - Application for works to a tree in a Conservation Area - Re-pollard 1No Willow tree back to previous points and resolved that they had no comment.
- d. The councillors reviewed **Planning Application DC/21/00698 Alverstoke Farm, Boxford Road** - Erection of extension to existing cattle shelter/ feed store and resolved that they had no objection.
- e. There was no further planning application received since the agenda was posted requiring a response before the next meeting.
- f. The councillors reviewed the status of planning applications, enforcement referrals and appeals previously reviewed by PPC as per Appendix B.

21/034 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 resolved to donate £150 towards the maintenance of the Church Clock.
- c. The councillors reviewed the request from the Church Warden for additional grass cutting support in maintaining the churchyards. The councillors resolved to add up to 10 cuts a year to maintain between the headstones to the grass cutting contract at a total cost of £1,000.
- d. The councillors reviewed the quotation for the grass cutting contract for 2021 and resolved to allocate the contract to J Palmer.
- e. The councillors reviewed the hourly rate for CO10 contract to maintain the footpaths and based on their flexibility and availability to undertake tasks, agreed to increase the hourly rate to £16 per hour from the 1st April 2021.

21/035 Polstead WI

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

21/036 Highways and Footpaths

Cllr Baxter will send the Clerk a map with reference points for 3 footpath signs that require attention from the Community Wardens.

21/037 Assets, allotments, playground and playing field

Cllr Wade updated councillors that the new bench and repair to the play area gate are in hand and hoped to be complete in April.

21/038 Councillor Vacancy

The Clerk gave an update on the two vacancies on the council.

When the notice was displayed for the vacancy caused by Sue Wiggleworth's resignation, Babergh received the prescribed number of requests for a Election to be held to fill the vacancy on PPC. On the Babergh website <https://www.babergh.gov.uk/elections/current-elections/> the proposed timetable and events for the Election to be held on the 6th May 2021 are outlined. The process for this election is very similar to the one held in May 2019 but there is only one of the seven seats to be filled.



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When the notice was displayed for the vacancy caused by Karen Richardson's resignation, Babergh has informed PPC that no request for holding an Election to fill the vacancy had been received, so PPC can now fill the vacancy by co-option.

The councillors agreed that the process for the election to fill one vacancy should be completed before PPC co-opt for the second vacancy. Therefore, the councillors agreed to have the co-option of a councillors as an agenda item at the May meeting. The Clerk will put an update on the website explaining the two processes.

21/039 Future Agenda Items

- SALC Speeding
- Bramford to Twinstead
- Standing Orders
- Financial Regulations
- Signage, dog, litter and grit bins.

21/040 Standing Order 3d

The councillors resolved to exclude the public and press from the meeting due to the confidentiality of the Clerk's Contract of Employment.

21/041 Clerk's Contract of Employment and advice received

The Clerk updated councillors on his plan to retire by Q4 of 2021. It was agreed that the Clerk will produce a recruitment pack to aid councillors in the process and following the 2020 / 2021 year-end processes, will let local clerks know of the likely timeframe for the vacancy.

21/042 Next scheduled meeting

The next PPC meeting will be held on Thursday 18th March 2021 at 7.30pm.

Meeting closed at 8.45pm.

Appendix A Clerk's Report



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Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
18/159 c	The new bus shelters at Bower House Tye have now been installed.	✓
20/194	Babergh confirmed poll date of the 6th May 2021.	✓
21/003	Minutes updated on Polstead website.	✓
21/010	Sent planning application response(s) to Babergh.	✓
21/011 a	Payments made to suppliers and councillor.	✓
21/011 b	Precept Demand sent to Babergh.	✓
21/011 c	Mandate request sent to Barclays.	
21/014	Wrote to CAS re Questionnaire software.	✓
21/015	All requests actioned.	✓
	Clerk delegated actions	
	None since last meeting.	
	Clerk Hours	
	As at 10th January 2021 - Hours Worked 278.5 / Hours Paid 300	

Appendix B Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/20/04417	Land Adjacent The Brewers Arms, Bower House Tye	Change of use of land for the erection of 6no. dwellings and the siting of 5no. holiday cabins including creation of car park and alterations to existing vehicular access.	20/206c	No objection	
DC/20/05258	Bower House Farm, Bower House Tye	Change of use of land for the stationing of 2no shepherds huts for the provision of short term holiday let accommodation.	20/206d	Supported	Withdrawn
DC/20/05585	Barn At Spring Hill Shelley Road	Application under Section 73 of the Town and Country Planning Act - Variation of Condition 2 (Approved Plans and Documents) and Condition 15 (Parking) of planning permission DC/19/02014 Dated: 27/08/2019 - Conversion of storage barn to 1no. dwelling, erection of cart lodge and creation of vehicular access.	21/010a	Supported	Permission Granted 28/01/2021
DC/21/00168	Hill House, Polstead Green	Application for works to a tree in a Conservation Area - Prune back 1No Holly Tree rear of garage due to overgrowth and shading.	21/010b	No objection	Permission Granted 05/02/2021
DC/21/00212	Christobel, White Street Green	Application for Outline Planning Permission (some matters reserved, access to be considered) Town and Country Planning Act 1990 - Severence of garden and erection of 1no. single storey dwelling (following removal of garage and workshop).	21/010c	Supported	



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

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Appendix C RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
25/02/21	Wave - Allotment water	2045	LA 2011 ss 1 to 8	0.00	44.04
25/02/21	B Patrick - Footpaths January	2046	LA 2011 ss 1 to 8	0.00	345.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	29/01/21	£44,234.62	£43,695.58	£539.04	£0.00	£0.00
Premier Account	29/01/21	£3,334.85	£3,334.85	£0.00	£0.00	£0.00
Cash	17/02/21	£0.00	£0.00			£0.00
		£47,569.47	£47,030.43	£539.04	£0.00	

Budget v's Actual

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£42,030.94				
Income			Expenditure			
Precept	£18,596.00	£18,596.00	Clerks Salary		£4,704.98	£3,297.16
Bank Interest	£0.00	£1.43	Admin		£2,300.00	£1,094.17
Recycling	£0.00	£0.00	Insurance		£580.00	£0.00
Grants	£745.00	£744.32	Audit Inspections		£340.00	£380.00
Allotment Rent	£120.00	£148.80	Donations		£1,000.00	£2,027.50
Wayleave	£22.00	£21.01	Chairman's Allowance		£60.00	£45.00
QDJ	£0.00	£0.00	Community Wardens		£1,180.00	£1,000.00
Donation	£0.00	£0.00	Dog & Litter Bins		£1,000.00	£771.47
Compensation	£0.00	£0.00	Footpaths		£1,850.00	£3,375.50
Other	£0.00	£0.00	Grass Cutting		£3,350.00	£2,688.00
CIL	£0.00	£0.00	Ditch Clearance		£200.00	£0.00
VAT Repayment	£0.00	£1,456.49	Maintenance		£1,200.00	£654.84
			Village Hall		£965.00	£0.00
			Projects		£1,500.00	£90.00
			Contingency		£500.00	£0.00
			CIL	£9,617.56	£0.00	£0.00
			VAT Paid		£0.00	£544.92
Total	£19,483.00	£20,968.05	Total	£9,617.56	£20,729.98	£15,968.56
			Assets Carried Forward			£47,030.43
Total		£62,998.99	Total			£62,998.99

End of Appendices



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