

POLSTEAD PARISH COUNCIL

Clerk: Dave Crimmin, Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH
Tel: 01787 375085 email: polsteadpc@btinternet.com

AGENDA FOR A MEETING TO BE HELD ON **TUESDAY 18th JUNE 2019** at 7.30pm

92. Apologies for absence
93. Receive **declarations of interests** and **request for dispensation** from Councillors
94. Agree **minutes** of Polstead Parish Council meeting held on 16th May 2019
95. Consider applicant for **PPC's councillor vacancy**
96. Receive **reports from County Councillor and District Councillor**
97. To receive **reports and questions from Councillors**
98. To receive reports and **questions from Parishioners** (contributions to be limited to 2 mins)
99. Agree actions following the review of the **Clerk's Report**
100. Agree actions required on **Correspondence received and emails circulated** by the Clerk to councillors since the last meeting
101. Planning
 - a. Consider **Planning Application DC/19/02356 Coppers, White Street Green** - Erection of 1no. dwelling and detached garage (following demolition of existing dwelling)
 - b. Consider **Planning Application DC/19/02759 Jesmond Lodge, Polstead Hill** - Notification of Works to Trees in a Conservation Area - 2no. Sycamore Trees - Reduce by 30%.
 - c. Consider any further **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
 - d. **Status of Planning Applications** previously reviewed by the Parish Council.
102. Finance
 - a. From the **RFO Report** authorise payments made since the last meeting and to be made; note income received since last meeting; review the Reconciliation of Accounts against Bank Statements and the Statement of Accounts vs Budget.
103. To consider any issues raised regarding **Highways and Footpaths**
104. To consider any **asset, allotment, playground or playing field issues**
105. Consider a **draft Social Media policy for PPC**
106. Future agenda items
107. Date of the next scheduled meeting is **Thursday 18th July 2019** at 7.30pm.

Associated Papers PPC Meeting on 18th June 2019

Agenda Item 93 Requests for Councillor Dispensation

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation **you need to write to the Clerk ahead of the meeting** stating your reasons on why you should be given a dispensation.

Agenda Item 95 Councillor Vacancy

Due to the conflict of work commitments and attending PPC meetings, Matt Peck has resigned as a councillor but is happy to continue as the liaison point for the allotment users. As per your resolution at the last meeting, you are now looking to co-opt Karen Richardson to fill the vacancy.

Agenda Item 99 Clerk's Report

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
18/080	Gordon Jones has confirmed that drains have been cleared at Holly Hill for a second time this winter. This issue is still part of his ward-wide review of flooding.	
18/159 c	Application has been made to SCC for the installation of bus shelters on the A1071 near the Brewers Arms.	
18/159 d	Applications being made for new grit bin locations at Bower House Tye.	
19/063 i	Part for play equipment to be ordered.	
	SALC advised of new Chairman, Representative and the adoption of the General Power of Competence.	✓
19/071	Minutes updated on website and sent to magazines.	✓
19/081	Sent Planning responses to BDC.	✓
19/082 e	Payments made to suppliers.	✓
19/082	AGAG pack sent to External Auditor.	✓
19/082 f	New Bank Mandates papers prepared by Barclays.	
19/086	Cllrs Weston and Wade attended SALC Briefing.	✓
19/089	Babergh advised of John Flather's co-option and Matt Peck's resignation.	✓
	Clerk Hours	
	As at 2nd June 2019 - Hours Worked 77 / Hours Paid 67.5	

Agenda Item 100 Correspondence

No correspondence other than that listed in this pack has been received since the last meeting. If there is an email that I have circulated which is not included on the agenda and you consider it should be discussed, please raise the item at this point.

Agenda Item 101d Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/18/04967	Green Lawns Bonsai Nursery, Hadleigh Road, Boxford	Outline Planning Application (all matters reserved) - Erection of 4No detached dwellings.	18/174c	No comment	
DC/19/01705	Walnut Cottage, Bower House Tye	Outline Planning Application (all matters reserved) - Erection of a single storey dwelling.	19/060c	Objected	REFUSED 29/05/2019
DC/19/01800	Rockalls Hall, Rockalls Road	Householder Planning Application - Erection of pool outbuilding (following partial demolition of existing outbuilding).	19/060d	Supported	Approved 03/06/2019
DC/19/02014	Barn At Spring Hill, Shelley Road, Stoke By Nayland	Conversion of storage barn to 1no. dwelling, erection of cart lodge and creation of vehicular access.	19/081a	Objected	
DC/19/02026	Wood Hall Farm, Stackwood Road	Application for Removal or Variation of Condition 2 (amended design of dwelling) following grant of Planning Permission B/16/00761 dated 24/08/2016.	19/081b	Objected	

Associated Papers PPC Meeting on 18th June 2019

Agenda Item 102a Responsible Financial Officer (RFO) Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
01/05/19	Allotment Rent			38.00	0.00
09/05/19	VAT Repayment			1,013.01	0.00
18/06/19	Heelis & Lodge - Audit	1960	LA 2011 ss 1 to 8	0.00	128.00
18/06/19	SALC - Councillor Briefing	1961	LA 2011 ss 1 to 8	0.00	55.20
28/06/19	DF Crimmin - Salary Apr to June	1962	LA 2011 ss 1 to 8	0.00	841.63
28/06/19	DF Crimmin - WFHA Apr to June	1962	LA 2011 ss 1 to 8	0.00	39.00
28/06/19	HMRC - Clerk Tax	1963	LA 2011 ss 1 to 8	0.00	210.40

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/05/19	£40,775.08	£39,500.85	£1,274.23	£0.00	£0.00
Premier Account	31/05/19	£3,327.27	£3,327.27	£0.00	£0.00	£0.00
Cash	31/05/19	£0.00	£0.00			£0.00
		£44,102.35	£42,828.12	£1,274.23	£0.00	

Budget v's Actual

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£30,429.53			
Income			Expenditure		
Precept	£18,668.00	£9,334.00	Clerks Salary	£4,655.28	£1,052.03
Bank Interest	£0.00	£0.00	Admin	£2,200.00	£515.02
Recycling	£0.00	£0.00	Insurance	£560.00	£0.00
Grants	£745.00	£0.00	Audit Inspections	£320.00	£128.00
Allotment Rent	£120.00	£105.00	Donations	£1,000.00	£0.00
Wayleave	£22.00	£0.00	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Dog & Litter Bins	£1,000.00	£0.00
Donation	£0.00	£0.00	Footpaths	£1,700.00	£420.00
Compensation	£0.00	£0.00	Grass Cutting	£3,250.00	£0.00
Other	£0.00	£0.00	Ditch Clearance	£200.00	£0.00
CIL	£0.00	£4,298.83	Maintenance	£1,200.00	£190.00
VAT Repayment	£0.00	£1,013.01	Village Hall	£965.00	£0.00
			Projects	£1,500.00	£0.00
			Contingency	£500.00	£0.00
			CIL	£2,041.80	£0.00
			VAT Paid	£0.00	£47.20
Total	£19,555.00	£14,750.84	Total	£2,041.80	£19,110.28
			Assets Carried Forward		£42,828.12
Total		£45,180.37	Total		£45,180.37

Agenda Item 105 Social Media policy

The draft policy attached is aimed to be generic in social media terms on the roles and responsibilities that both PPC councillors and staff have when using social media.

Agenda Item 106 Future Agenda Items

Items that are currently scheduled for the next 3 months:

- | | |
|--|------------|
| • CIL Policy | July 2019 |
| • Review Standing Orders and Financial Regulations | July 2019 |
| • SCC Self Help | July 2019 |
| • Grit Bins and Dog Bins | July 2019 |
| • Car charging points | Sept 2019 |
| • Policies Review | Sept 2019. |