

# 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 THURSDAY 18<sup>th</sup> JULY 2019 at 7.30pm

108. Apologies for absence
109. Receive **declarations of interests** and **request for dispensation** from Councillors
110. Agree **minutes** of Polstead Parish Council meeting held on 18<sup>th</sup> June 2019
111. Receive **reports from County Councillor and District Councillor**
112. To receive **reports and questions from Councillors**
113. To receive reports and **questions from Parishioners** (contributions to be limited to 2 mins)
114. Agree actions following the review of the **Clerk's Report**
115. Agree actions required on **Correspondence received and emails circulated** by the Clerk to councillors since the last meeting
116. Planning
  - a. Consider **Planning Application DC/19/02983 Rockalls Hall, Rockalls Road** - Erection of attached annex (following partial demolition of existing building)
  - b. Consider **Planning Application DC/19/03282 O/S The Brewers Arms, Bower House Tye** - 90 Day BT consultation on removal of Public Payphone.
  - 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.
117. 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.
118. To consider any issues raised regarding **Highways and Footpaths** including options offered by **SCC Self Help scheme**
119. To consider any **asset, allotment, playground or playing field** issues including an update on bus shelter requests, new grit bins and playground maintenance
120. Consider if and where further **dog bins** are required in village
121. Consider **bus timetable options** offered by SCC
122. Consider adoption of a **Social Media policy for PPC**
123. Consider whether any changes are required to PPC's **Standing Orders and Financial Regulations**
124. Future agenda items
125. Date of the next scheduled meeting is **Thursday 19<sup>th</sup> September 2019** at 7.30pm.  
(Provisional meeting for urgent planning applications set for the **29<sup>th</sup> August 2019** at 7.30pm)

**Associated Papers PPC Meeting on 18<sup>th</sup> July 2019**

**Agenda Item 109 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 114 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. SCC have now progressed to asking for estimates for the bases to be laid.	
18/159 d	The applications have been made for new grit bin locations at Bower House Tye following local residents agreeing that they are happy with the proposed locations of the grit bins.	
19/063 i	Part for play equipment to be ordered.	
19/082 f	Mandate changes confirmed by Barclays.	✓
19/094	Minutes updated on website and sent to magazines.	✓
19/095	Babergh informed of Karen Richardson's co-option.	✓
19/101	Sent Planning responses to BDC.	✓
19/102	Payments made to suppliers.	✓
19/103	Clr Flather contacted contractor re overgrown footpath.	✓
	<b>Clerk Hours</b>	
	As at 7th July 2019 - Hours Worked 105.5 / Hours Paid 105	

**Agenda Item 115 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 116d 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	REFUSED
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	Withdrawn
DC/19/02356	Coppers, White Street Green	Erection of 1no. dwelling and detached garage (following demolition of existing dwelling).	19/101a	Objected	
DC/19/02759	Jesmond Lodge, Polstead Hill	Notification of Works to Trees in a Conservation Area - 2no. Sycamore Trees - Reduce by 30%.	19/101b	Supported	Approved 05/07/2019

**Associated Papers PPC Meeting on 18<sup>th</sup> July 2019**

**Agenda Item 117a Responsible Financial Officer (RFO) Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
03/06/19	Interest			1.66	0.00
18/07/19	BDC - Lease at Rockalls Road	P11 1964	LA 2011 ss 1 to 8	0.00	55.00
18/07/19	GeoXphere Ltd - Online mapping	P12 1965	LA 2011 ss 1 to 8	0.00	36.00
18/07/19	B Patrick - Footpaths May	P13 1966	LA 2011 ss 1 to 8	0.00	272.00
18/07/19	B Patrick - Footpaths June	P14 1966	LA 2011 ss 1 to 8	0.00	294.00
18/07/19	SPS - Annual Subscription	P15 1967	LA 2011 ss 1 to 8	0.00	30.00

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/05/19	£40,775.08	£38,813.85	£1,961.23	£0.00	£0.00
Premier Account	28/06/19	£3,328.93	£3,328.93	£0.00	£0.00	£0.00
Cash	11/07/19	£0.00	£0.00			£0.00
		£44,104.01	£42,142.78	£1,961.23	£0.00	

**Budget v's Actual**

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£30,429.53				
<b>Income</b>			<b>Expenditure</b>			
Precept	£18,668.00	£9,334.00	Clerks Salary		£4,655.28	£1,052.03
Bank Interest	£0.00	£1.66	Admin		£2,200.00	£630.02
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	£986.00
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	£0.00
			VAT Paid		£0.00	£53.20
<b>Total</b>	<b>£19,555.00</b>	<b>£14,752.50</b>	<b>Total</b>	<b>£2,041.80</b>	<b>£19,110.28</b>	<b>£3,039.25</b>
			Assets Carried Forward			£42,142.78
<b>Total</b>		<b>£45,182.03</b>	<b>Total</b>			<b>£45,182.03</b>

**Agenda Item 121 Bus Timetables**

The consultation from SCC indicated that they are no longer prepared to pay for bus timetables to be publicised in bus shelters. PPC are offered to opportunity of paying for this service at £15 per shelter.

**Agenda Item 122    Social Media policy**

The Social Media policy attached is the amended version, following your feedback of the draft discussed in June.

**Agenda Item 123    Standing Orders and Financial Regulations**

The documents circulated to you in May are still the versions supported by NALC and SALC. Are there any changes that councillors wish to discuss?

**Agenda Item 124    Future Agenda Items**

Items that are currently scheduled for the next 3 months:

**September 2019**

- External Audit review
- CIL Policy
- Car charging points
- Policies Review
- Christmas event
- Daffodil planting
- Research the profile on parish
- Social Care for the elderly and marginalised groups in parish.

**October 2019**

- Bus shelters
- Men's sheds.