

POLSTEAD PARISH COUNCIL

Clerk: Dave Crimmin, Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH
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AGENDA FOR THE MEETING TO BE HELD ON THURSDAY 28th FEBRUARY 2019 AT 7.30pm

19. **Apologies** for absence
20. Receive **declarations of interests** and consider request for dispensation from Councillors
21. Agree **minutes** of Polstead Parish Council meeting held on 17th January 2019
22. Receive **reports from County Councillor and District Councillor**
23. To receive **reports and questions from Councillors**
24. To review issues related to the **accident in Martens Lane** involving a Royal Mail van and the subsequent **decision by the Royal Mail to suspend deliveries to some households in Martens Lane.**
25. To receive reports and **questions from Parishioners** (contributions to be limited to 2 mins)
26. Agree actions following the review of the **Clerk's Report**
27. Agree actions required on **Correspondence received and emails circulated** by the Clerk to councillors since the last meeting
28. Planning
 - a. Consider **Planning Application DC/19/00389 Land East of Woodview, Stackwood Road** - Outline Planning Application (Access to be considered) Erection of a detached 1.5 storey dwelling and cartlodge and alterations to existing vehicular access.
 - b. Consider **Planning Application DC/19/00615 Treetops, White Street Green** - Conversion of garage to form study and conversion of outbuilding to bedroom and office.
 - c. Consider any **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.
29. 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
 - b. Review of bank signatories
 - c. Consider payment to the Village Hall for donation towards heating oil and contribution towards electricity costs for defibrillator.
 - d. Consider a donation towards the **maintenance of the Church clock.**
30. To consider any issues raised regarding **Highways and Footpaths.**
31. To consider any **asset, allotment, playground or playing field issue**
32. Consider plans for a **litter pick.**
33. **Future Agenda** Items
34. Date of the next scheduled meeting is **Thursday 21st March 2019** at 7.30pm.

Associated Papers PPC for meeting on 28th February 2019

Agenda Item 20 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 26 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. This issue is still part of his ward-wide review of flooding.	
18/143	Wrote to Gordon Jones re Community Shop road signage.	
18/159 c	Application has been made to SCC for the installation of bus shelters on the A1071 near the Brewery Arms.	
18/159 d	Survey of possible grit bin locations concluded that the proposals are for new locations and therefore have to be formally approved by SCC Highways. As the closing date for this is the end of September, it will need to be submitted in 2019.	
19/003	Minutes updated on website and sent to magazines.	✓
19/007	Wrote to AONB supporting the Box Valley Undergrounding proposals.	✓
19/010	Planning Application responses sent to Babergh.	✓
19/010 b	Wrote to Planning Inspectorate.	✓
19/011 a	Payments made to suppliers.	✓
19/011 b	Sent Precept demand to Babergh .	✓
19/011 c	Confirmed grass cutting contract for 2019 with JD Palmer.	✓
	Clerk Hours	
	As at 20th January 2018 - Hours Worked 289 / Hours Paid 315.	

Agenda Item 27 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 28d Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/18/02836	Hill Farm, Stoke Road	Erection of extension to existing production premises, associated car parking, landscaping and drainage infrastructure.	18/122a	Objected	Approved by Planning Committee 20/02/2019
DC/18/04875	Clayfields Farm, Hadleigh Road, Boxford	Erection of single storey dwelling to serve agricultural business.	18/174a	No comment	Permission Granted 27/12/2018
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/18/05224	19 Heath Close Polstead Heath	Erection of rear extension, front canopy and conversion of garage to living space.	18/191a	Supported	Permission Granted 17/01/2019
DC/18/04925	Spring Hill Shelley Road	Conversion of storage barn to 1no. dwelling including associated cart lodge, footpath diversion and creation of vehicular access.	18/191b	Objected	Withdrawn
DC/18/05394	Rushbeck White Street Green	Erection of single storey rear extension and exterior cladding.	18/191c	Supported	Permission Granted 28/01/2019
DC/18/05481	Cheriton, Rockalls Road	Erection of rear extension and recladding works.	19/010a	Supported	Permission Granted 01/02/2019

Associated Papers PPC for meeting on 28th February 2019

**Agenda Item 29a Responsible Financial Officer (RFO) Report
Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
18/01/19	The Cock Inn - Xmas food & drinks	937	LA 2011 ss 1 to 8	0.00	259.25
28/02/19	Wave - Allotment Water	938	LA 2011 ss 1 to 8	0.00	18.87
28/02/19	Polstead Village Hall - Hire for 2019	939	LA 2011 ss 1 to 8	0.00	169.00
28/02/19	JA Griggs - Telephone kiosks	940	LA 2011 ss 1 to 8	0.00	518.45
28/02/19	B Patrick - Footpaths January	941	LA 2011 ss 1 to 8	0.00	126.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/01/19	£32,202.78	£31,370.46	£832.32	£0.00	£0.00
Premier Account	31/01/19	£3,325.61	£3,325.61	£0.00	£0.00	£0.00
Cash	09/11/18	£0.00	£0.00			£0.00
		£35,528.39	£34,696.07	£832.32	£0.00	

Actual v's Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£26,916.23			
Income			Expenditure		
Precept	£18,302.00	£18,302.00	Clerks Salary	£4,564.00	£3,235.68
Bank Interest	£0.00	£4.98	Admin	£2,000.00	£1,156.13
Recycling	£0.00	£0.00	Insurance	£560.00	£0.00
Grants	£745.00	£194.32	Audit Inspections	£320.00	£328.00
Allotment Rent	£120.00	£66.40	Donations	£1,000.00	£0.00
Wayleave	£22.00	£20.75	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Dog & Litter Bins	£1,175.00	£0.00
Donation	£0.00	£0.00	Footpaths	£1,600.00	£1,725.00
Compensation	£0.00	£0.00	Grass Cutting	£3,150.00	£2,473.40
Other	£0.00	£0.00	Ditch Clearance	£200.00	£0.00
CIL	£0.00	£0.00	Maintenance	£1,200.00	£910.00
VAT Repayment	£0.00	£1,093.98	Village Hall	£965.00	£0.00
			Projects	£1,500.00	£720.58
			Contingency	£500.00	£0.00
			CIL	£2,561.80	£520.00
			VAT Paid	£0.00	£833.80
Total	£19,189.00	£19,682.43	Total	£2,561.80	£18,794.00
			Assets Carried Forward		£34,696.07
Total		£46,598.66	Total		£46,598.66

Associated Papers PPC for meeting on 28th February 2019

Agenda Item 29c Donation to Church Clock maintenance

PPC always considers a donation towards the cost of maintain the Church clock and has a budget of £150 for this.

Agenda Item 29d Donation to Village Hall

PPC budgets up to £935 for a contribution towards the Village Hall heating oil and a £30 contribution for the electricity used by the defibrillator annually.