

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 15th November 2018 in Polstead Village Hall at 7.30pm

Present: Cllrs Amanda Flather (Chairman), Andrew Wade, Susie Weston and Sue Wigglesworth.

Attending: John Ward (Babergh District Councillor) and Dave Crimmin (Clerk).

18/166 Apologies for Absence

Cllrs MacWillson (engagement), Oxford (illness) and Peck (illness) sent their apologies as did Gordon Jones (Suffolk County Councillor).

18/167 Declaration of Interests and Requests for Dispensation

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

18/168 Minutes of Meeting held on 18th October 2018

The minutes of the meeting were approved by the councillors and signed by the Chairman as a correct record.

18/169 Reports from County and District Councillors and Suffolk Constabulary

The councillors reviewed Gordon Jones' previously submitted report. The councillors reviewed John Ward's previously submitted report and he updated councillors on the usage of the drop-in centres in Shotley and Hadleigh.

18/170 Reports and Question from Councillors

Cllr Wigglesworth reported that the poppy appeal raised over £400. Report from Cllr MacWillson on her meeting with SCC Rights of Way was read out to councillors.

18/171 Reports and Questions from Parishioners

No members of public present.

18/172 Clerk's Report (Appendix A)

Following a review of the Clerk's Report by the councillors there were no further actions required of the Clerk.

18/173 Correspondence (Appendix B)

Following a review of the Correspondence and emails circulated by the Clerk since the last meeting there were no further actions requested of the Clerk.

18/174 Planning

- a. The councillors reviewed **adjoining parish Planning Application DC/18/04875 Clayfields Farm, Hadleigh Road, Boxford** - Erection of single storey dwelling to serve agricultural business. The councillors agreed that whilst not affecting the parish of Polstead the application did highlight a number of issues that were contrary to Babergh's policies and did not contain any sufficiently strong agricultural connections in justifying the housing need.
- b. Two further planning application had been received since the agenda was posted that required to be reviewed before the next scheduled meeting.
The councillors noted **Planning Application DC/18/05025 Robin Hill, Mill Street** - Notification of works to Trees in a Conservation Area - T1 (Atlantic Blue Cedar) Reduce by 30/40%.
The councillors reviewed **adjoining parish Planning Application DC/18/04967 Green Lawns Bonsai Nursery, Hadleigh Road, Boxford** - Outline Planning Application (all matters reserved) - Erection of 4No detached dwellings. The councillors agreed that whilst not affecting the parish of Polstead they are not opposed to this scale of development on a brown field site but because an approval would contravene existing BDC policies, a precedent would be created making it difficult to resist similar proposals elsewhere.

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- c. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC are as follows:

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	
APP/D3505/W/18/3194780	Land to the West of Stackwood Road	Appeal against refusal of DC/17/04499 - Erection of 1 No Dwelling, home office, workshop, parking areas.	18/122b	Original objections stand.	
DC/18/03118	The Orchards, Straight Road, Polstead Heath	Application for Listed Building Consent - Erection of oak framed extension.	18/122c	Supported	Permission Granted 02/11/2018
DC/18/03117	The Orchards, Straight Road, Polstead Heath	Erection of oak framed extension.	18/122c	Supported	Permission Granted 02/11/2018
DC/18/03981	Four Acres, Stackwood Road	Erection of a two story rear extension with additional porch to side and replacement front porch. Erection of garage with two carports following demolition of existing garage.	18/140a	Supported	Permission Granted 31/10/2018
DC/18/04042	1 Holmwood Cottage,s Bower House Tye	Erection of a side and rear extension (following demolition of outbuilding and log store).	18/140b	Supported	Permission Granted 05/11/2018
DC/18/04043	1 Holmwood Cottages, Bower House Tye	Application for Listed Building Consent - Erection of a side and rear extension following demilition of outbuilding and log store.	18/140c	Supported	Permission Granted 05/11/2018

18/175 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 Budget proposed for 2019 / 2020 (Appendix D) and resolved to set an expenditure budget of £19,110.28

18/176 Highways and Footpaths

Cllr Wigglesworth reported an illegal incident of cycling on a footpath near her home.

18/177 Babergh's draft Homes Strategy and Homelessness Reduction Strategy 2019 - 2024

Councillors resolved that any responses they had in relation to the consultation should be co-ordinated by the Clerk for submission.

18/178 General Data Protection Regulation (GDPR)

The councillors reviewed the proposed Subject Access Request Policy and resolved its adoption.

18/179 Daffodil planting programme

All the arrangements are in place for the daffodil planting this coming weekend.

18/180 Assets, allotments, playground and playing field

The councillors were updated that the defibrillator and new lights are planned to be installed in the telephone kiosks next week.

18/181 Christmas Events

The plans for the Christmas Carols event on Sunday 23rd December between 4pm and 6pm at the Cock Inn where finalised except the booking of Father Christmas. Clerk to update newsletter and produce laminated notices of event.

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18/182 Men's Sheds and Car Charging Point

Cllr Weston discussed the leaflet that will be distributed in order to look at the uptake for such a group which will be distributed before Christmas. A car charging point will be deferred till the July meeting.

18/183 Meeting Dates in 2019

The councillors agreed the following meeting dates in 2019:

- 17 January
- 28 February
- 21 March
- 4 April - Polstead Annual Parish Meeting
- 18 April
- 16 May - PPC Annual Meeting
- 20 June
- 18 July
- 29 August (Provisional)
- 19 September
- 17 October
- 21 November
- 19 December (Provisional)

18/184 Future Agenda Items

- Precept for 2019 / 2020.

18/185 Next meeting

The next PPC meeting will be held on Thursday 17th January 2019 at 7.30pm in the Village Hall. A provision date of Thursday 20th December at 6pm is set should a Planning Meeting be required.

The meeting closed at 8.51pm.

Appendix A Clerks Report

Minute	Action	Complete ✓
18/030	SCC RoW due to meet PPC regarding ditch on FP5 and stile at Mill Lane on 5th November.	
18/041	Sent reply to Lord of the Manor's solicitor.	
18/061	Awaiting date from electrical contractor re installation of defibrillator in Red Kiosk.	
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.	
18/158 c	BAPTC has invited PPC to attend next meeting.	✓
18/158 a	Payments made to suppliers.	✓
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 for next year.	
18/160	Daffodil planting information given to newsletters.	✓
18/162	Christmas tree will be delivered to Community Shop on the 10th December 2018.	✓
	Minutes updated on website and sent to newsletters.	✓
	Clerk Hours	
	As at 28th October 2018 - Hours Worked 205.75 / Hours Paid 225	

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Appendix B Correspondence reviewed by councillors

No correspondence received.

Appendix C RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
19/10/18	Wave - Allotment Water	931	LA 2011 ss 1 to 8	0.00	22.93
15/11/18	A Wade - Expenses	932	LA 2011 ss 1 to 8	0.00	97.80
28/12/18	DF Crimmin - Salary Oct to Dec	933	LA 2011 ss 1 to 8	0.00	832.71
28/12/18	DF Crimmin - WFHA Oct to Dec	933	LA 2011 ss 1 to 8	0.00	39.00
28/12/18	HMRC - Clerk Tax	934	LA 2011 ss 1 to 8	0.00	208.20

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/10/18	£36,844.75	£35,607.04	£1,237.71	£0.00	£0.00
Premier Account	31/10/18	£3,323.95	£3,323.95	£0.00	£0.00	£0.00
Cash	09/11/18	£0.00	£0.00			£0.00
		£40,168.70	£38,930.99	£1,237.71	£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	£3.32	Admin	£2,000.00	£968.26
Recycling	£0.00	£0.00	Insurance	£560.00	£0.00
Grants	£745.00	£0.00	Audit Inspections	£320.00	£328.00
Allotment Rent	£120.00	£66.40	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	£1,175.00	£0.00
Donation	£0.00	£0.00	Footpaths	£1,600.00	£1,207.00
Compensation	£0.00	£0.00	Grass Cutting	£3,150.00	£0.00
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	£72.50
			Contingency	£500.00	£0.00
			CIL	£2,561.80	£0.00
			VAT Paid	£0.00	£209.50
Total	£19,189.00	£19,465.70	Total	£2,561.80	£18,794.00
			Assets Carried Forward		£38,930.99
Total		£46,381.93	Total		£46,381.93

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Appendix D Budget Proposal Income

Income sources for 2019 / 2020 have been based on those for 2018 / 2019. It is assumed that the P3 grant will be available from Suffolk County Council for the grass cutting of footpaths and that the plan for BDC to provide a grant for the grass maintenance in Heath Close will continue.

Expenditure

The Clerk will receive a 2% cost of living increase on the 1st April 2019.

Appendix D1 shows the full rational for the 2019 / 2020 budget.

PPC is asked to consider **a total expenditure budget of £19,110.28 for 2019 / 2020.**

Please find below tables which show a comparison between 2017 / 2018 actual, 2018 / 2019 budget, actual to date and that **anticipated at year end** and the anticipated budget for 2019 / 2020.

	2017 / 18		2018 / 19			2019 / 20
	Budget	Actual	Budget	Actual to	To year end	Budget
Income						
Bank Interest	2.00	2.23	0.00	3.32	6.00	0.00
Recycling	0.00	0.00	0.00	0.00	0.00	0.00
Grants	195.00	307.14	745.00	0.00	745.00	745.00
Allotment Rent	120.00	154.90	120.00	66.40	120.00	120.00
Wayleave	22.00	20.75	22.00	0.00	22.00	22.00
QDJ	0.00	0.00	0.00	0.00	0.00	0.00
Donation	0.00	0.00	0.00	0.00	0.00	0.00
Compensation	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
CIL	0.00	0.00	0.00	0.00	0.00	0.00
VAT Repayment	0.00	1,006.14	0.00	1,093.98	1,093.98	0.00
Total Income	339.00	1,491.16	887.00	1,163.70	1,986.98	887.00
Precept		18,286.00			18,302.00	
Expenditure						
Clerks Salary	4,474.64	4,332.77	4,564.00	3,235.68	4,564.00	4,655.28
Admin	2,000.00	1,434.11	2,000.00	968.26	2,000.00	2,200.00
Insurance	490.00	479.02	560.00	0.00	560.00	560.00
Audit Inspections	220.00	308.00	320.00	328.00	328.00	320.00
Donations	1,000.00	840.00	1,000.00	0.00	1,000.00	1,000.00
Chairman's Allowance	60.00	0.00	60.00	0.00	60.00	60.00
Dog & Litter Bins	1,080.00	732.46	1,175.00	0.00	1,000.00	1,000.00
Footpaths	1,500.00	1,593.75	1,600.00	1,207.00	1,500.00	1,700.00
Grass Cutting	2,400.00	2,051.60	3,150.00	0.00	3,150.00	3,250.00
Ditch Clearance	200.00	0.00	200.00	0.00	200.00	200.00
Maintenance	1,200.00	185.50	1,200.00	910.00	1,200.00	1,200.00
Projects	1,500.00	2,214.50	1,500.00	72.50	1,500.00	1,500.00
Village Hall	965.00	1,499.42	965.00	0.00	965.00	965.00
Contingency	500.00	0.00	500.00	0.00	500.00	500.00
CIL	0.00	0.00	0.00	520.00	0.00	0.00
VAT Paid	0.00	1,093.98	0.00	209.50	450.00	0.00
Total Expenditure	17,589.64	16,765.11	18,794.00	7,450.94	18,977.00	19,110.28

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Appendix D1

	2019 / 20	
	Budget	Notes on Budget Next Year
Income		
Bank Interest	0.00	
Recycling	0.00	
Grants	745.00	P3 £195 / BDC £550 for Heath Close
Allotment Rent	120.00	
Wayleave	22.00	
QDJ	0.00	
Donation	0.00	
Compensation	0.00	
Other	0.00	
CIL	0.00	
VAT Repayment	0.00	
Total Income	887.00	
Precept		
Expenditure		
Clerks Salary	4,655.28	427.5 hours at £10.676 (+2%)
Admin	2,200.00	SALC £345 / CAS £30 / VH Rent £240 / Training £600 / Expenses inc Travel £600 / Clerk WFH £156 / SLCC membership £50 / Subscriptions £50 / ICO £38 / OneSuffolk £50
Insurance	560.00	
Audit Inspections	320.00	External Auditor £200 / Internal Auditor £120
Donations	1,000.00	Church Clock Maint £150 / Local Charities £850
Chairman's Allowance	60.00	
Dog & Litter Bins	1,000.00	13 dog bins (£50) 6 Litter (£50)
Footpaths	1,700.00	
Grass Cutting	3,250.00	Including Heath Close + £700
Ditch Clearance	200.00	
Maintenance	1,200.00	Wooden Asset Maintenance £500 / Playground Equipment Maintenance £500 / Play Equipment Check £150
Projects	1,500.00	Projects £1500
Village Hall	965.00	Heating Oil + Defib electric £30
Contingency	500.00	
CIL	0.00	
VAT Paid	0.00	
Total Expenditure	19,110.28	

End of Appendices

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