

## **POLSTEAD PARISH COUNCIL**

**Minutes of Annual Meeting held on Thursday 16<sup>th</sup> May 2019 in Polstead Village Hall at 7.30pm**

**Present:** Cllrs Andrew Wade (Chairman), James Oxford, Stewart Sowman, Susie Weston and Sue Wigglesworth.

**Attending:** John Ward (Babergh District Councillor), Dave Crimmin (Clerk) and 21 members of public.

**Anne MacWillson, Chairman of Polstead Parish Council, took the chair for the first item.**

### **19/065 Election of Chairman**

It was unanimously resolved that Andrew Wade be elected the Chairman of Polstead Parish Council (PPC) who signed the acceptance of office declaration.

### **19/066 Election of Vice Chairman**

It was unanimously resolved that Sue Wigglesworth be elected the Vice Chairman of PPC.

### **19/067 Apologies for Absence**

Gordon Jones (Suffolk County Councillor) sent his apologies.

### **19/068 Declaration of Acceptance of Office**

The Clerk confirmed that all but Matt Peck's declaration had been received. The councillors resolved to give Matt Peck until the 20<sup>th</sup> June 2019 to complete the declaration.

### **19/069 Declaration of Interests and Requests for Dispensation**

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

### **19/070 General Power of Competence**

The councillors resolved that as PPC met the criteria for the Clerk's qualification and the number of councillors who stood at the 2019 Parish Council Election, that PPC would adopt the General Power of Competence.

### **19/071 Minutes of Meeting held on 18<sup>th</sup> April 2019**

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

### **19/072 HR and Standards Committees**

Cllrs Weston, Oxford and Wigglesworth were appointed as the members of the HR Committee and Cllr Sowman, Matt Peck if he signs his declaration and the co-opted councillor were appointed as the members of the Standards Committee.

### **19/073 Representatives to Outside Bodies**

The councillors resolved the following appointments:

- a. Cllr Wigglesworth to the Suffolk Association of Local Councils (SALC)
- b. Cllr Weston for Traffic Liaison
- c. Cllr Sowman to the Village Hall Committee
- d. Cllr Oxford to the Layham Pit Liaison Meeting.

### **19/074 Internal Auditor**

The councillors resolved to appoint Heelis & Lodge as the Internal Auditor for 2019 / 2020 and the Clerk to write to confirm appointment.

### **19/075 Annual Subscriptions**

The councillors resolved to renew the annual subscriptions to SALC, Suffolk Wildlife Trust, Community Action Suffolk, the Society of Local Council Clerks and the Suffolk Preservation Society.

Signed ..... Date.....

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### 19/076 Reports from County and District Councillors and Suffolk Constabulary

The councillors reviewed Gordon Jones' and John Ward's previously submitted reports. When John Ward joined the meeting, he was able to give an update on the work being undertaken to form the cabinet at Babergh that is in a position of "no overall control" following the election.

### 19/077 Reports and Question from Councillors

No issues raised.

### 19/078 Reports and Questions from Parishioners

A resident in Potash Lane was upset with the minute 19/043b of PPC's March meeting which stated "The councillors raised their concerns over the state of Potash Lane which was being used extensively for a new development." The resident felt that the damage to the road was due to other traffic as much as construction traffic and would have appreciated an opportunity to discuss the issue before it was reported to BDC and SCC Highways. The councillors listened and noted the resident's comments.

Residents raised their views on the Barn at Spring Hill planning application, the majority of which were against the proposal.

### 19/079 Clerk's Report (Appendix A)

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

### 19/080 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.

### 19/081 Planning

- a. The councillors reviewed **Planning Application DC/19/02014 Barn At Spring Hill, Shelley Road, Stoke By Nayland** - Conversion of storage barn to 1 no. dwelling, erection of cart lodge and creation of vehicular access and resolved to object to the application on the following grounds:
  - i. As the proposed dwelling was outside the BUAB it did not conform to Babergh's Policies CS2 and CS15 and the NPPF, as being in the countryside it did not meet any exceptional circumstances for development.
  - ii. Being in the AONB the negative impact that the proposed highway access and driveway had upon the landscape of the area.
- b. The councillors reviewed **Planning Application 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 and resolved to object to the application on the following grounds:
  - i. The increase in the scale of the proposal
  - ii. the increase in the height of the roof line
  - iii. the appropriateness of the proposal along this rural road
  - iv. the massing and design proposed.
- c. No further planning application had been received since the agenda was posted.
- d. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC are as follows:

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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	
APP/D3505/W/18/3211126	Miracle Barn, Bower House Tye	Appeal against the refusal of Outline Planning Application (Access to be considered) - Erection of two storey detached dwelling at Miracle Barn.	19/010b	Confirmed continued objection.	REFUSED 15/04/2019
DC/19/01503	The Old Rectory, Rectory Hill	Application for Listed Building Consent - Insertion of internal first floor partitioned wall to create new shower room/dressing room and works to facilitate other internal alterations as per schedule of works.	19/060a	Supported	Approved 29/04/2019
DC/19/01437	Yvans Hall, Evans Heath	Application for Listed Building Consent - Replacement of 3no windows to ground floor side and front, and replacement front door.	19/060b	Supported	Approved 29/04/2019
DC/19/01705	Walnut Cottage, Bower House Tye	Outline Planning Application (all matters reserved) - Erection of a single storey dwelling.	19/060c	Objected	
DC/19/01800	Rockalls Hall, Rockalls Road	Householder Planning Application - Erection of pool outbuilding (following partial demolition of existing outbuilding).	19/060d	Supported	

### 19/082 Finance

- a. The councillors reviewed and resolved to accept the Internal Audit report produced by Heelis & Lodge for the year ending 31<sup>st</sup> March 2019, which did not have any actions for the councillors to consider.
- b. The councillors resolved that Section 1 of the Annual Governance and Accountability Return for 2018 / 2019 was approved and the Chairman signed the section on behalf of PPC.
- c. The councillors resolved that Section 2 of the Annual Governance and Accountability Return for 2018 / 2019 was approved and the Chairman signed the section on behalf of PPC.
- d. The councillors resolved to approve the explanation of the quantified significant variances in relation to Section 2 of Annual Governance and Accountability Return for 2018 / 2019.
- e. 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.
- f. Cllrs Wade, Weston and Oxford were confirmed as the PPC bank signatories.

### 19/083 Highways and Footpaths

No issues raised.

### 19/084 Assets, allotments, playground and playing field

It was agreed that remedial works to playground equipment as highlighted in the inspection report, should be actioned.

### 19/085 Social Media

The councillors agreed that a draft policy for Social Media should be reviewed by the councillors at the next meeting.

### 19/086 Councillor Briefing

The Clerk was asked to book Cllr Wade on the SALC Councillor Briefing session at Lavenham on the 11<sup>th</sup> June and any other requirements of the councillors be sent direct to the Clerk to make the necessary reservations.

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### 19/087 Future Agenda Items

- Social Media Policy
- CIL Policy
- SCC devolution of Highways functions.

### 19/088 Exclusion of Public

In accordance to PPC's Standing Order 3d the councillors resolved to exclude the public and press from the meeting due to the confidential nature of the selection of a co-opted councillor and the Clerk's Contract of Employment.

### 19/089 Co-option of a councillor

The councillors reviewed the applications from 2 residents for the vacant position on PPC since the election. The councillors also spent time with each applicant in discussing their aspirations and the roles they would like to undertake if successful with their application.

The councillors resolved that John Flather be co-opted as a councillor of PPC. They also resolved that should Matt Peck not sign his declaration of office, then Karen Richardson will be co-opted to fill the vacancy created by him.

### 19/090 Contract of Employment

The councillors resolved to apply the 2% cost of living rise to the Clerk's hourly rate from the 1<sup>st</sup> April 2019.

### 19/091 Next meeting

The next PPC meeting will be held on Thursday 20<sup>th</sup> June 2019 at 7.30pm in the Village Hall.

**The meeting closed at 9.25pm.**

### Appendix A Clerks 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	Survey of possible grit bin locations at Bower House Tye concluded that the proposals are for new locations and therefore have to be formally approved by SCC Highways. Need to be submitted by June 2019.	
19/054	Minutes updated on website and sent to magazines.	✓
19/060	Sent Planning responses to BDC.	✓
19/061 a	Payments made to suppliers.	✓
19/063 i	Part for play equipment to be ordered.	✓
19/063 ii	T&C's to be agreed re Dog Show.	✓

### Appendix B Correspondence reviewed by councillors

No correspondence received.

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**Appendix C RFO Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
03/04/19	Allotment Rent			58.00	0.00
12/04/19	BDC Precept & CIL			13,632.83	0.00
16/04/19	Allotment Rent (Drew)	BS 2		9.00	0.00
16/05/19	SALC - Annual Subscriptions	1957	LA 2011 ss 1 to 8	0.00	342.00
16/05/19	B Patric - Footpaths & Allotments	1958	LA 2011 ss 1 to 8	0.00	322.00
16/05/19	SWF - Annual Subscriptions	1959	LA 2011 ss 1 to 8	0.00	38.00

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/04/19	£40,802.09	£39,724.07	£1,078.02	£0.00	£0.00
Premier Account	30/04/19	£3,327.27	£3,327.27	£0.00	£0.00	£0.00
Cash	09/05/19	£0.00	£0.00			£0.00
		£44,129.36	£43,051.34	£1,078.02	£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	£0.00
Bank Interest	£0.00	£0.00	Admin	£2,200.00	£430.02
Recycling	£0.00	£0.00	Insurance	£560.00	£0.00
Grants	£745.00	£0.00	Audit Inspections	£320.00	£0.00
Allotment Rent	£120.00	£67.00	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	£0.00	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	£38.00
<b>Total</b>	<b>£19,555.00</b>	<b>£13,699.83</b>	<b>Total</b>	<b>£2,041.80</b>	<b>£19,110.28</b>
			Assets Carried Forward		£43,051.34
<b>Total</b>		<b>£44,129.36</b>	<b>Total</b>		<b>£44,129.36</b>

**End of Appendices**

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