

## POLSTEAD PARISH COUNCIL

Minutes of Meeting held on 16<sup>th</sup> September 2021 at 7.30pm in Village Hall

**Present:** Andrew Wade (Chairman), John Baxter, John Engleheart, Christine Johnson and Stewart Sowman.

**Attending:** John Ward (Babergh District Councillor), Georgia Hall (Suffolk County Councillor), Dave Crimmin (Clerk) and 4 members of public.

### **21/160 Apologies for Absence**

Cllrs Flather (holiday) and Oxford (work) sent their apologies.

### **21/161 Declaration of Interests and Requests for Dispensation**

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

### **21/162 Minutes of Meeting held on 19<sup>th</sup> August 2021**

The minutes of the meeting were approved by the councillors who resolved that the minutes should be signed by the Chairman as a correct record.

### **21/163 Reports from County and District Councillors**

Councillors noted Georgia Hall's previously circulated report and she updated councillors on SCC Highways agreement for a "No HGV" sign at Mill Lane with the costs being proposed to be split between Georgia Hall's highways budget and PPC; a review of damaged road signs in the parish being undertaken; the speed survey in White Street Green; the ANPR units being setup for the trial; solar panel schemes soon to be announced. Councillors noted John Ward's previously circulated report and he updated councillors on Afghan refugees being accommodated in Suffolk; Angel Court (Hadleigh) housing now being occupied; Babergh receiving a virtual high street award; the enforcement status on cabins in the parish; the local plan review starting again next week.

Cllr Johnson raised the question of how Babergh's Heritage Department are linked with the solar panel Scheme? John Ward will review with the department and give PPC an update.

### **21/164 Reports and Question from Councillors**

None received

### **21/165 Public Forum**

A resident updated councillors on the work being undertaken on a stream which has overflowing issues. Another resident asked questions on PPC's response to his planning application for a garage.

### **21/166 Emails circulated**

Following a review of the emails circulated by the Clerk since the last meeting the councillors did not require any further action from the Clerk.

### **21/167 Clerk's Report**

Following a review of the Clerk's Report (Appendix A) there were no further actions requested of the Clerk.

### **21/168 Planning**

- a. The councillors reviewed **Planning Application DC/21/04942 Corders House, Polstead Hill** - Notification for works to trees in a Conservation Area - Fell 3no Thuja Plicata (Damage to retaining wall and over hanging branches to neighbouring access track) and resolved that they had no objection.
- b. The councillors reviewed **Planning Application DC/21/04915 Rockalls Farm House, Millwood Road** - Erection of two storey side extension and two storey new front extension and resolved that they had no objection.

Signed

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- c. There were no further planning application received since the agenda was posted requiring a response before the next meeting. In reviewing **Appeal APP/D3505/W/21/3275621 Christobel in White Street Green**, the councillors resolved that they did not have anything further to add to their support of the application.
- d. The councillors reviewed the status of planning applications, enforcement referrals and appeals previously reviewed by PPC as per Appendix B.

### **21/169 Finance**

- a. The councillors resolved to approve and accept the external audit report produced by PKF Littlejohn for the year ending 31<sup>st</sup> March 2021 after noting that no further actions were required. The Clerk was thanked for his work on this item.
- b. 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.

### **21/170 Trees and hedgerow and wildflower planting**

Lisa Matthews updated councillors that her advert for residents to forward planting schemes had resulted in 5 enquiries. She will now co-ordinate applications to Babergh and update PPC on any additional resources required. The Clerk will contact John Ward to see how best to forward applications for Babergh support.

### **21/171 Polstead WI**

The Village Hall Committee is now reviewing the requirements to set up a Charitable Incorporated Organisation for the Village Hall which will enable it to hold title for the WI land.

### **21/172 Highways and Footpaths**

Cllr Baxter updated councillors that the footpaths review should be concluded by October and a report prepared for the October meeting.

### **21/173 Assets, allotments, playground and playing field**

In addition to a sign for the playing field a new sign is also required for the play area gate. A self-closing device was also required for the play area gate. The Clerk to arrange for draft wording of signs to be circulated to councillors. The councillors agreed to increase the budget for grass maintenance in the closed churchyard by £500 for 2021.

### **21/174 polstead-pc.gov.uk emails**

With three councillors now using their polstead-pc.gov.uk email accounts it is hoped that the remaining councillors will get set up in the next month.

### **21/175 Autumn Planting**

The councillors agreed to plant additional daffodils and crocuses on existing greens and the playing field with a budget of £250.

### **21/176 Christmas 2021**

The councillors agreed to purchase a Christmas Tree in line with previous years but at this stage will defer any decision on other Christmas events until it is clearer on the impact that COVID will have this winter.

### **21/177 Welcome Back Funding**

The councillors agreed that there were no projects that met the Welcome Back funding criteria.

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### 21/178      **Licensing and Parking consultations**

The councillors had no comments on either of Babergh's consultations at this stage.

### 21/179      **Clerk Recruitment**

The Clerk had received an application for the position of PPC Clerk. An interview panel of Cllrs Johnson, Flather and Wade along with the Clerk will meet to finalise the T&C's for the position and arrange for an interview with the applicant. The panel will report back to the October meeting accordingly.

### 21/180      **Future Agenda Items**

- Consider plans to celebrate the Queens Platinum Jubilee
- Consider affordable dwellings in Polstead
- Consider further defibrillator deployment and training
- Consider plans for the questionnaire
- New Clerk recruitment
- Update from Lisa Matthews on planting schemes.

### 21/181      **Next scheduled meeting**

The next scheduled meeting will be held on Thursday 21<sup>st</sup> October 2021 at 7.30pm in the Village Hall.

**Meeting closed at 9.09pm.**

### Appendix A    **Clerk's Report**

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
21/076	Seat replaced on play equipment.	✓
21/098	Georgia Hall sent you an update on the pothole in Heath Road.	
21/133	Minutes updated on Polstead website.	✓
21/135	Georgia Hall to seek SCC's 5G strategy	
21/137	SCC Highways to undertake speed survey in WSG.	
21/138	Wrote to National Grid.	✓
21/140	Sent planning application response(s) to Babergh.	✓
21/141 a	Payments made to suppliers.	✓
21/154	Minutes updated on Polstead website.	✓
21/156	Replied "No comments" on Boxford NP.	✓
21/157	Sent planning application response(s) to Babergh.	✓
21/158 a	Payments made to suppliers and councillor.	✓
	<b>Clerk delegated actions</b>	
	None used since last meeting.	

Signed

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### Appendix B Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/21/01428	Heath Farm, Hadleigh Heath	Application for Outline Planning Permission (all matters reserved) Town and Country Planning 1990 - Erection of 3No dwellings (following demolition of existing outbuildings).	21/101b	Objected	REFUSED 28/07/2021
DC/21/02782	Wannock, Hadleigh Heath	Erection of a single storey rear extension.	21/120a	No objection	Granted 08/07/2021
DC/21/03306	Land To The East Of Alverstoke Farm Cottage, White Street Green	Severance of garden and erection of 1No single storey dwelling and new vehicular access (following demolition of outbuilding).	21/120c	Objected	REFUSED 28/07/2021
DC/21/03509	Prospect House, Stackwood Road	Conversion and alteration of outbuilding to form single storey detached dwelling, together with improved vehicular access (revised scheme to DC/21/01728)	21/140a	Objected	REFUSED 16/08/2021
DC/21/03532	51 Rockalls Road	Erection of single storey side extension to provide self contained annexe for family members.	21/140b	Supported	Granted 20/08/2021
DC/21/03722	Bankside, Mill Lane	Erection of one and half storey and single storey extensions, three bay cartlodge and creation of vehicular access (following demolition of existing extensions and garage).	21/140c 21/157a	Supported Objected	Granted 08/09/2021
DC/21/03580	Oakdene, Millward Road	Erection of boundary fencing.	21/140d	No objection	Granted 27/08/2021
DC/21/04241	Land To The East Of White Street Green	Change of Use of agricultural land to domestic garden land.	21/157b	No objection	
DC/21/04339	White House Farm, Straight Road	Erection of Cartlodge (following demolition of existing outbuilding).	21/157c	No objection	
DC/21/04340	White House Farm, Straight Road	Application for Listed Building Consent - Erection of Cartlodge (following demolition of existing outbuilding).	21/157d	No objection	
DC/21/04145	Robin Hill, Mill Street	Conversion of garage and addition of bay windows.	21/157e	No objection	

Signed

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## Appendix C RFO Report Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
16/09/21	B Patrick - Footpaths August	102075	LA 2011 ss 1 to 8	0.00	400.00
16/09/21	PKF Littlejohn - External Audit Fee	102076	LA 2011 ss 1 to 8	0.00	240.00
16/09/21	DF Crimmin - Expenses Mar to Aug	102077	LA 2011 ss 1 to 8	0.00	201.85
30/09/21	DF Crimmin - Salary Apr to Jun	102078	LA 2011 ss 1 to 8	0.00	864.30
30/09/21	DF Crimmin - WFHA Apr to Jun	102078	LA 2011 ss 1 to 8	0.00	78.00
30/09/21	HMRC - Clerk Tax	102079	LA 2011 ss 1 to 8	0.00	216.00

## Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/07/21	£44,721.86	£39,968.19	£4,753.67	£0.00	£0.00
Premier Account	30/06/21	£3,335.01	£3,335.01	£0.00	£0.00	£0.00
Cash	12/08/21	£0.00	£0.00			£0.00
		£48,056.87	£43,303.20	£4,753.67	£0.00	

## Actual v's Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£44,162.96			
<b>Income</b>			<b>Expenditure</b>		
Precept	£19,500.00	£9,750.00	Clerks Salary	£4,832.00	£2,160.60
Bank Interest	£0.00	£0.08	Admin	£2,305.00	£858.33
Recycling	£0.00	£0.00	Insurance	£580.00	£0.00
Grants	£745.00	£312.00	Audit Inspections	£380.00	£340.00
Allotment Rent	£120.00	£187.60	Donations	£1,000.00	£500.00
Wayleave	£22.00	£0.00	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Community Wardens	£1,180.00	£505.05
Donation	£0.00	£0.00	Dog & Litter Bins	£1,000.00	£850.99
Compensation	£0.00	£0.00	Footpaths	£2,800.00	£2,021.00
Other	£0.00	£0.00	Grass Cutting	£3,950.00	£0.00
CIL	£0.00	£0.00	Ditch Clearance	£0.00	£0.00
VAT Repayment	£0.00	£630.21	Maintenance	£1,200.00	£442.21
			Village Hall	£965.00	£0.00
			Projects	£1,500.00	£0.00
			Contingency	£500.00	£0.00
			CIL	£9,617.56	£0.00
			VAT Paid	£0.00	£681.47
<b>Total</b>	<b>£20,387.00</b>	<b>£10,879.89</b>	<b>Total</b>	<b>£9,617.56</b>	<b>£22,252.00</b>
			Assets Carried Forward		£43,303.20
<b>Total</b>		<b>£55,042.85</b>	<b>Total</b>		<b>£55,042.85</b>

End of Appendices

Signed

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Polstead Parish Council adopted the General Power of Competence on the 16<sup>th</sup> May 2019