

POLSTEAD PARISH COUNCIL

Minutes of Annual Meeting held on Thursday 17th May 2018 in Polstead Village Hall at 7.30pm

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

Attending: John Ward (Babergh District Councillor), Dave Crimmin (Clerk) and 3 members of public.

18/071 Election of Chairman

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

18/072 Apologies for Absence

Cllrs Oxford (work) and Peck sent their apologies as did Gordon Jones (Suffolk County Councillor).

18/073 Election of Vice Chairman

It was unanimously resolved that Amanda Flather be elected the Vice Chairman of PPC.

18/074 Declaration of Interests and Requests for Dispensation

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

18/075 Minutes of Meeting held on 19th April 2018

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

18/076 HR and Standards Committees

Cllrs Flather, Oxford and Wade were appointed as the members of the HR Committee and Cllrs Peck, Weston and Wigglesworth were appointed as the members of the Standards Committee.

18/077 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 Wigglesworth to the Village Hall Committee
- d. Cllr Oxford to the Layham Pit Liaison Meeting.

18/078 Internal Auditor

The councillors resolved to appoint Heelis & Lodge as the Internal Auditor for 2018 / 2019 and the Clerk to write to confirm appointment.

18/079 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.

18/080 Reports from County and District Councillors and Suffolk Constabulary

The councillors reviewed Gordon Jones' previously submitted report and the Clerk was asked to write to him to seek progress on the flooding issue at Holly Hill. John Ward updated councillors on his previously submitted report which covered CIL, the re-development plans for the Hadleigh offices, Q&A meetings and a housing update.

18/081 Reports and Question from Councillors

There were no reports or questions raised.

18/082 Reports and Questions from Parishioners

Clive Ellis introduced himself to councillors and agreed to undertake the role as Tree Warden for Polstead.

Signed Date.....

Polstead Parish Council adopted the General Power of Competence on the 21st May 2015

Series Page 499

POLSTEAD PARISH COUNCIL

Minutes of Annual Meeting held on Thursday 17th May 2018 in Polstead Village Hall at 7.30pm

18/083 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.

18/084 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.

18/085 Planning

- a. The councillors reviewed **Planning Application DC/18/01622 Land At Calais Street, White Street Green** - Prior Approval Application under Schedule 2, Part 6, Class A of the Town and Country Planning (General Permitted Development) Order 2015 - Erection of agricultural storage barn agricultural storage barn. (Further details submitted in pursuant to DC/18/00940) and resolved that as the proposed location of the barn is relatively close to the previous application refused by the LPA, PPC still objects to this application on the following grounds:
 - i. Scale, height and location of the barn in the field
 - ii. materials being proposed for both the barn and the road not being sympathetic to the setting and adjoining properties
 - iii. narrowness of the road linking the field to Calais Street and Polstead Green
 - iv. the agricultural field positively contributing to the wider, open, spatial and rural qualities of the landscape and therefore contributing positively to the character and appearance of the area
 - v. lack of information on the proposed number of vehicle movements expected to and from the field on an annual basis
 - vi. no amount of screening will mitigate the impact that this proposed barn will have on the area.
- b. A further planning application had been received since the agenda was posted that required to be reviewed before the next scheduled meeting. The councillors reviewed **Planning Application DC/18/01995 The Bungalow, Potash Lane** - Application under Section 73 of the Town and Country Planning Act DC/17/04784 Erection of replacement dwelling and detached garage with new vehicular access (existing dwelling to be demolished) without compliance with condition 2 (Approved plans and documents) to amend design and materials and resolved to support the application.
- c. The councillors requested the Clerk to ask Babergh's enforcement team if a condition was being broken in relation to a barn's use. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC are as follows:

Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/17/03117	Hill Farm Brick Kiln Hill	Revisions to application for the erection of extensions to existing production premises and new buildings to provide canning line (12,611sqm); warehouse space (7,100sqm); apple processing and juice storage (2,060sqm); and apple processing (1,040sqm); associated vehicle parking, landscaping and drainage infrastructure.	17/146c	Objected	
DC/18/00816	Coppers White Street Green	Demolition of existing dwelling and outbuildings. Erection of 2 no. dwellings and associated garages.	18/043a	Supported	
DC/18/01148	Polstead Lodge Mill Street	Full Planning Application - Erection of 1 No. detached dwelling.	18/061a	Supported	
DC/18/01199	Whitestones Hadleigh Heath	Householder Planning Application - Erection of single storey rear extension	18/061b	Supported	
DC/18/01385	Miracle Barn Bower House Tye	Outline Planning Application (Access to be considered) - Erection of two storey detached dwelling.	18/061c	Objected	

Signed Date.....

Polstead Parish Council adopted the General Power of Competence on the 21st May 2015

Series Page 500

POLSTEAD PARISH COUNCIL

Minutes of Annual Meeting held on Thursday 17th May 2018 in Polstead Village Hall at 7.30pm

18/086 Finance

- a. The councillors reviewed and resolved to accept the Internal Audit report produced by Heelis & Lodge for the year ending 31st March 2018, 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 2017 / 2018 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 2017 / 2018 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 2017 / 2018.
- 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.

18/087 General Data Protection Regulation (GDPR)

The councillors reviewed the PPC data audit compiled by the Clerk which had identified a number of policies that will require modification by PPC as well as a review of the existing Data Retention Policy and changes for the website, data storage, processes and forms used by the council. The councillors resolved that a programme of works to be undertaken by PPC be prepared for the July meeting by the Clerk.

18/088 Babergh CIL Fund

The councillors reviewed the bid process for funds from the Community Infrastructure Levy collected by Babergh and agreed that at this time there was not anything that could be presented to Babergh by the 31st May 2018. The Clerk to circulate the criteria for making a bid for funding to councillors. As the bid process was being held twice a year it would be included in the agenda for PPC meetings at appropriate times during the year.

18/089 Central Heating Scheme

The councillors agreed that information on the scheme should be sent to the local newsletters.

18/090 Highways and Footpaths

No issues raised.

18/091 Assets, allotments, playground and playing field

The Chairman reported on her inspection of the allotments and highlighted one plot where the condition of the allotment was not acceptable and according to other tenants had not been so for some considerable time. The Clerk was asked to write the allotment tenant serving notice that the tenancy would be terminated in line with the tenancy agreement unless the plot was brought up to an acceptable standard within the notice period.

The councillors reviewed the issues that there have been with the existing water supply to the allotments over the past 3 years and resolved to replace the allotment tap with a frost-free version at a cost of £520. The Clerk to place the order with the supplier.

18/092 Future Agenda Items

- Autumn event
- Wild Flower project.

18/093 Standing Order 3d

The councillors resolved to exclude the public and press from the meeting due to the confidential nature of the Clerk's Contract of Employment.

Signed Date.....

Polstead Parish Council adopted the General Power of Competence on the 21st May 2015

Series Page 501

POLSTEAD PARISH COUNCIL

Minutes of Annual Meeting held on Thursday 17th May 2018 in Polstead Village Hall at 7.30pm

18/094 Clerk’s Contract of Employment

The councillors resolved that the Clerk’s hourly rate of pay should increase in line with the 2018 - 2019 National Salary Award and that from the 1st April 2018 his hourly rate will be £10.676

18/095 Next meeting

The next PPC meeting will be held on Thursday 21st June 2018 starting at 7.30pm in the Village Hall.

The meeting closed at 9.15pm.

Appendix A Clerks Report

Minute	Action	Complete ✓
18/030	SCC RoW team to meet PPC regarding ditch on FP5 and stile at Mill Lane.	
18/041	I have written to the Lord of the Manor informing him that PPC will await SCC Legal's clarification on his rights regarding Polstead Green.	
18/055	Minutes updated on website and sent to newsletters.	✓
18/061	Planning responses sent to Babergh.	✓
18/062	Payments made to suppliers.	✓
18/063	Wrote to Gordon Jones re progress on flooding issue at Holly Hill.	✓
18/061 e	Invitation sent to Philip Isbell.	✓
	Clerk Hours	
	As at 29th April 2018 - Hours Worked 29.75 / Hours Paid 30.	

Appendix B Correspondence reviewed by councillors

No correspondence received.

POLSTEAD PARISH COUNCIL

Minutes of Annual Meeting held on Thursday 17th May 2018 in Polstead Village Hall at 7.30pm

**Appendix C RFO Report
Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
23/04/18	Allotment Rent Chatters			20.70	0.00
17/05/18	SALC - Annual Subscription	909	LA 2011 ss 1 to 8	0.00	342.52
17/05/18	SWT - Annual Subscription	910	LA 2011 ss 1 to 8	0.00	38.00
17/05/18	Anglian Water - Allotment Water	911	LA 2011 ss 1 to 8	0.00	25.32
17/05/18	Heelis & Lodge - Audit Fee	912	LA 2011 ss 1 to 8	0.00	128.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/04/18	£32,767.30	£31,953.46	£813.84	£0.00	£0.00
Premier Account	30/04/18	£3,320.63	£3,320.63	£0.00	£0.00	£0.00
Cash	10/05/18	£0.00	£0.00			£0.00
		£36,087.93	£35,274.09	£813.84	£0.00	

Actual v's Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£26,916.23			
Income			Expenditure		
Precept	£18,302.00	£9,151.00	Clerks Salary	£4,564.00	£0.00
Bank Interest	£0.00	£0.00	Admin	£2,000.00	£405.84
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	£20.70	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	£52.00
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	£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	£2,561.80	£0.00
			VAT Paid	£0.00	£38.00
Total	£19,189.00	£9,171.70	Total	£2,561.80	£18,794.00
			Assets Carried Forward		£35,274.09
Total		£36,087.93	Total		£36,087.93

End of Appendices

Signed Date.....

Polstead Parish Council adopted the General Power of Competence on the 21st May 2015