

POLSTEAD PARISH COUNCIL

Minutes of meeting held on 18th March 2021 via Videoconference

Present: Andrew Wade (Chairman), John Baxter, John Flather, James Oxford and Stewart Sowman.

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

21/043 Apologies for Absence

No apologies required.

21/044 Declaration of Interests and Requests for Dispensation

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

21/045 Minutes of Meeting held on 25th February 2021

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

21/046 Reports from County and District Councillors

The councillors noted Gordon Jones' previously submitted report and he updated councillors on the successful Freeport bids for Felixstowe and Harwich, his personal views on the Bramford to Twinstead National Grid project and the fact that he was not standing for re-election in May. The councillors noted John Ward's previously submitted report and he updated councillors on the elections being held in May and there being no feedback from Enforcement on the lodges being built. When asked for an update on the Planning Application for the Brewers Arms development, he answered that the Chief Planning Officer had decided that there was sufficient evidence for the application to go before the Planning Committee as the issues raised had district wide implications. PPC would be invited to speak at the Planning Committee meeting.

21/047 Reports and Question from Councillors

Cllr Flather had been asked by residents if the newly installed red litter bin by the pond could be changed from red to dark green. The Clerk was asked to see if the Community Wardens could offer this service.

21/048 Public Forum

No issues raised.

21/049 Emails circulated

Following a review of the emails circulated by the Clerk since the last meeting, the councillors agreed that the Dark Skies initiative would be discussed at the April meeting.

21/050 Clerk's Report

Following a review of the Clerk's Report (Appendix A) the councillors requested the Clerk to produce a flyer for each household explaining the processes that are taking place to fill the two vacancies on PPC.

21/051 Planning

- a. The councillors reviewed **Planning Application DC/21/00848 Bower House Farm, Bower House Tye** - Change of use of land for the stationing of 2no shepherds huts for the provision of short term holiday let accommodation and resolved to support the application subject to the LPA applying conditions to any approval that they are restricted to short term holiday lets.
- b. There was no further planning application received since the agenda was posted requiring a response before the next meeting.

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- c. The councillors reviewed the status of planning applications, enforcement referrals and appeals previously reviewed by PPC as per Appendix B. The councillors had noted that Mr Marginson, the applicant for DC/20/00417 Land adjacent to the Brewers Arms, had written to the LPA suggesting that PPC had, by installing two bus shelters at Bower House Tye, promoted the urbanisation of Bower House Tye. The Councillors requested that the Clerk write to the LPA to confirm that the installation of the bus shelters was to provide both existing residents and those staying at the caravan park, who waited at the bus stops, with shelter from inclement weather and the turbulence that traffic travelling along the 60mph road generated rather than promoting the urbanisation that Mr Marginson had implied.

21/052 Finance

- a. The councillors reviewed the Asset Register and found that it accurately reflected PPC assets which were appropriately valued in the insurance cover. The insurance to be renewed by a 3 year Fixed Term Agreement.
- 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.
- c. The councillors agreed to await any requests for donations.
- d. The councillors resolved to carry forward the following earmarked reserves to 2021 / 2022:

	Start of year
Asset Replacement	12,000.00
Play Equipment Replacement	8,000.00
CIL	4,525.56
Election Costs	2,000.00
Total Earmarked Reserves	26,525.56

21/053 Polstead WI

There had been no further update to PPC on the transfer of the WI land.

21/054 Bramford to Twinstead

The councillors reviewed their meeting with National Grid in which the project to upgrade the overhead power lines between Twinstead and Bramford was discussed. The councillors agreed that further research on the proposals, with more detailed plans and analysis, was required to understand the full implications upon Polstead. It would then be necessary to discuss these implications with National Grid, which the Clerk was asked to arrange. The Clerk will liaise with Little Cornard PC, as they share similar proposals and issues with the project, and arrange a preliminary meeting.

21/055 PPC policies and procedures

- a. The councillors agreed the changes that were required in the PPC Standing Orders which would be adopted from the next meeting.
- b. The councillors had no issues with the existing LCPC Financial Regulations.

21/056 Highways and Footpaths

After reviewing the damage cause to the banks of Mill Lane by a low-loader lorry, the councillors agreed to forward pictures to Gordon Jones with the locally held views on which vehicle had caused the damage. Cllr Baxter updated his report of the Speeding meeting and councillors agreed that Mill Street from Mill Lane to the end of the 30mph zone at Polstead Pond was a rat-run and would be highlighted for the Police's attention.

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21/057 **Assets, allotments, playground and playing field**

Cllr Wade updated councillors that the new bench and repair to the play area gate are in hand and hoped to be complete in April.

21/058 **Annual Parish Meeting**

The councillors agreed that the APM should be held on Thursday 8th April 2021 at 7.30pm via Zoom.

21/059 **Future Agenda Items**

- Bramford to Twinstead
- Car charging point
- Dark Skies
- Signage, dog, litter and grit bins.

21/060 **Next scheduled meeting**

The next PPC meeting will be held on Thursday 15th April 2021 at 7.30pm.

Meeting closed at 9.27pm.

Appendix A **Clerk's Report**

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
21/011 c	Barclays confirm that mandate changes implemented.	✓
21/027	Minutes updated on Polstead website.	✓
21/031	Wrote to Hadleigh Town Council.	✓
21/031	Cllr Baxter booked on Speeding meeting.	✓
21/033	Sent planning application response(s) to Babergh.	✓
21/034 a	Payments made to suppliers and councillor.	✓
21/034 b	Payment to Church being processed.	
21/034 d	Updated J Palmer on grass cutting contract award.	✓
21/034 e	Updated CO10 on increase of hourly rate.	✓
21/036	Footpath post maintenance allocated to Community Wardens.	✓
21/038	Website updated with PPC Vacancy processes.	✓
	Clerk delegated actions	
	None since last meeting.	
	Clerk Hours	
	As at 21st February 2021 - Hours Worked 322.75 / Hours Paid 345	

Signed

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Appendix B Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/20/04417	Land Adjacent The Brewers Arms, Bower House Tye	Change of use of land for the erection of 6no. dwellings and the siting of 5no. holiday cabins including creation of car park and alterations to existing vehicular access.	20/206c	No objection	
DC/21/00212	Christobel, White Street Green	Application for Outline Planning Permission (some matters reserved, access to be considered) Town and Country Planning Act 1990 - Severence of garden and erection of 1no. single storey dwelling (following removal of garage and workshop).	21/010c	Supported	REFUSED 10/03/2021
DC/21/00361	Site Of Former Green Lawns Bonsai Nursery	Submission of Details (Reserved Matters in part) following Outline Application DC/18/04967 - Erection of 4 no. detached dwellings (Allowed under Appeal Decision APP/D3505/W/19/3240526). Access, Appearance, Landscaping, Layout and Scale for Phase 1 Site only - Erection of 1no. detached dwelling.	21/033a	No comment	
DC/21/00289	Wannock, Hadleigh Heath	Erection of first floor extension to existing bungalow, insertion of 2No Dormers to front roof slope, rooflights and juliette balcony to rear; Erection of vaulted single storey rear extension, . Erection of single storey extension to garage.	21/033b	No objection	
DC/21/00710	Springfield Mill Street	Application for works to a tree in a Conservation Area - Re-pollard 1No Willow tree back to previous points.	21/033c	No comment	No objections 05/03/2021
DC/21/00698	Alverstoke Farm, Boxford Road	Erection of extension to existing cattle shelter/ feed store.	21/033d	No objection	

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Appendix C RFO Report Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
18/03/21	B Patrick - Footpaths February	2047	LA 2011 ss 1 to 8	0.00	292.50
18/03/21	Came & Co - Insurance	2048	LA 2011 ss 1 to 8	0.00	552.94
18/03/21	DF Crimmin - Expenses	2049	LA 2011 ss 1 to 8	0.00	693.51
29/03/21	DF Crimmin - Salary Oct to Dec	2050	LA 2011 ss 1 to 8	0.00	864.10
29/03/21	DF Crimmin -WFHA Oct to Dec	2050	LA 2011 ss 1 to 8	0.00	78.00
29/03/21	HMRC - Clerk Tax	2051	LA 2011 ss 1 to 8	0.00	216.20

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	26/02/21	£43,695.58	£40,998.33	£2,697.25	£0.00	£0.00
Premier Account	26/02/21	£3,334.85	£3,334.85	£0.00	£0.00	£0.00
Cash	17/02/21	£0.00	£0.00			£0.00
		£47,030.43	£44,333.18	£2,697.25	£0.00	

Budget v's Actual

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£42,030.94				
Income			Expenditure			
Precept	£18,596.00	£18,596.00	Clerks Salary	£4,704.98	£4,321.21	
Bank Interest	£0.00	£1.43	Admin	£2,300.00	£1,370.29	
Recycling	£0.00	£0.00	Insurance	£580.00	£552.94	
Grants	£745.00	£744.32	Audit Inspections	£340.00	£380.00	
Allotment Rent	£120.00	£148.80	Donations	£1,000.00	£2,027.50	
Wayleave	£22.00	£21.01	Chairman's Allowance	£60.00	£45.00	
QDJ	£0.00	£0.00	Community Wardens	£1,180.00	£1,000.00	
Donation	£0.00	£0.00	Dog & Litter Bins	£1,000.00	£771.47	
Compensation	£0.00	£0.00	Footpaths	£1,850.00	£3,668.00	
Other	£0.00	£0.00	Grass Cutting	£3,350.00	£2,688.00	
CIL	£0.00	£0.00	Ditch Clearance	£200.00	£0.00	
VAT Repayment	£0.00	£1,456.49	Maintenance	£1,200.00	£964.29	
			Village Hall	£965.00	£0.00	
			Projects	£1,500.00	£246.90	
			Contingency	£500.00	£0.00	
			CIL	£9,617.56	£0.00	£0.00
			VAT Paid	£0.00	£630.21	
Total	£19,483.00	£20,968.05	Total	£9,617.56	£20,729.98	£18,665.81
			Assets Carried Forward			£44,333.18
Total		£62,998.99	Total			£62,998.99

End of Appendices

Signed

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