

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 19th March 2020 in Polstead Village Hall at 7.30pm

Present: Andrew Wade (Chairman), John Flather, Karen Richardson and Sue Wigglesworth.

Attending: John Ward (Babergh District Councillor), Dave Crimmin (Clerk) and 2 members of public.

The Chairman explained that due to the current COVID-19 pandemic, that the councillors would only be reviewing items on the agenda that could not be deferred until the next meeting.

20/041 Apologies for Absence

Cllrs Baxter, Oxford and Sowman sent their apologies which were accepted by the councillors.

20/042 Declaration of Interests and Requests for Dispensation

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

20/043 Minutes of Meeting held on 20th February 2020

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

20/044 Reports from County and District Councillors and Suffolk Constabulary

The councillors noted Gordon Jones' previously submitted report. The councillors noted John Ward's previously submitted report and he updated them on Babergh's resilience plans for the COVID-19 pandemic.

20/045 Reports and Question from Councillors

Cllr Flather commended the community initiatives that had been formulated to help residents during the pandemic. The councillors agreed that PPC will offer these groups all the support that is required to help during the crisis.

20/046 Reports and Questions from Parishioners

No issues raised.

20/047 Clerk's Report (Appendix A)

Following a review of the Clerk's Report by the councillors the councillors reviewed the Clerk's proposals to enable the council to operate as best it can during the COVID-19 pandemic if PPC was unable to hold scheduled meetings either for being inquorate or because of the Governments' direction.

The councillors resolved that "During the period 20th March to 31st December 2020 if a scheduled meeting is inquorate or banned by the Government from being held then, after consultation with the Chair and / or Vice Chair of the council, the Clerk can respond on behalf of PPC on all planning applications, planning appeals and consultations in which PPC has been invited to respond. Members will have an opportunity to forward / discuss comments on the consultations to the Chair and / or Vice Chair before the Clerk's submission."

The councillors also resolved to adopt changes to Financial Regulations 4.5 and 5.5 which now read as follows:



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4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
- c) fund transfers within the councils banking arrangements up to the sum of £2,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- d) during the period 20th March to 31st December 2020 if scheduled meeting is inquorate or banned by the Government from being held.

20/048 Correspondence (Appendix B)

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

20/049 Planning

- a. The councillors reviewed **Planning Application DC/20/00845 Longridge, Rockalls Road** - Notification for Works to Trees in a Conservation Area - T1 Beech Tree - Reduce by 30% and resolved to support the application.
- b. The councillors reviewed **Planning Application DC/20/00893 Sprotts Farm, Holt Road** - Construction of outdoor swimming pool and pool house and resolved to support the application.
- c. The councillors reviewed **Planning Application DC/20/00756 Land South Of Wood Hall Farm, Stackwood Road** - Erection of 1no. dwelling with integral garage and resolved to object to this application on the following grounds:
 - i. Overdevelopment of site
 - ii. Scale of proposed dwelling is too large
 - iii. Design not in keeping with other properties along the road.
- d. The councillors reviewed **Planning Application DC/20/01102 Sprotts Farm Holt Road** - Application to determine if Prior Approval is required for a Proposed Change of Use of Agricultural Buildings to D2 Indoor Recreational Facility. The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 3, Class R and had no comment.



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- e. There was a further planning application received since the agenda was posted. The councillors reviewed **Planning Application D/20/01143 Justice Wood Barn, Justice Wood** – Erection of single storey side extension and had no comment.
- f. 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/20/00032	Garden Cottage, Hadleigh Road	Insertion of Rooflight (retention of).	20/009b	Supported	Withdrawn
DC/20/00183	Rockalls Hall, Rockalls Road	Application under Section 73 of The Town and Country Planning Act for DC/19/02983 without compliance with Condition 2 (Approved plans and documents)	20/031a	Supported	Permission Granted 25/02/2020
DC/20/00425	Hill Farm, Stoke Road	Application under Section 73 of the Town and Country Planning Act B/16/00435 for the variation of Condition 4 (Agreement of Materials) to allow a change of cladding.	20/031b	Supported	
APP/D3505/W/1 9/3242170	Walnut Cottage, Bower House Tye	Appeal against refusal of outline planning application for erection of a single storey dwelling.	20/031c	No additional objections	
DC/20/00646	Woodlands Farm, Rockalls Road	Application for Prior Notification of agricultural or forestry development - proposed building. Town and Country Planning General Permitted Development Order 2015 Schedule 2, Part 6 - Erection of steel framed storage building.	20/031d	No issues	Formal Approval not required.

20/050 Diversion of Footpath No 35

The councillors deferred this item to the next Meeting.

20/051 Finance

- a. The councillors reviewed the Asset Register and found that it accurately reflected PPC assets which were appropriately valued in the insurance cover.
- b. All cheques signed and due for signing, as itemised in Appendix C, and payments of £223.20 to Community Heartbeat Trust and £300 to Community Action Suffolk were authorised by the councillors. The councillors also noted the income received since the last meeting, reviewed the Statement of Accounts against the budget and the bank reconciliation against the bank statements.
- c. The councillors deferred the donation to the Village Hall to the next Meeting.
- d. The councillors deferred the donations to organisations to the next Meeting.
- e. The councillors resolved to carry forward the following earmarked reserves to 2020 / 2021:

	Start of year
Asset Replacement	11,000.00
Play Equipment Replacement	6,000.00
CIL	9,617.56
Election Costs	2,000.00
Total Earmarked Reserves	28,617.56

- f.
- g. The councillors deferred the CIL Return to the next Meeting.

20/052 Polstead WI

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



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20/053 polstead-pc.gov.uk

PPC has now been allowed to use the polstead-pc.gov.uk domain. The Clerk has created the email address of clerk@polstead-pc.gov.uk for himself and the councillors resolved that the following email names be established:

john.baxter@polstead-pc.gov.uk

john.flather@polstead-pc.gov.uk

james.oxford@polstead-pc.gov.uk

karen.richardson@polstead-pc.gov.uk

stewart.sowman@polstead-pc.gov.uk

andrew.wade@polstead-pc.gov.uk

sue.wigglesworth@polstead-pc.gov.uk

20/054 Parish Infrastructure Investment Plan (PIIP)

Deferred to next meeting.

20/055 Highways and Footpaths

The issue of pot holes was discussed.

20/056 Assets, allotments, playground and playing field

Issues relating to the defibrillators were discussed.

20/057 Litter Pick

The councillors resolved to cancel the Litter Pick on the 25th April 2020.

20/058 GDPR Data Map

Deferred to next meeting.

20/059 Annual Parish Meeting

The councillors resolved to postpone the APM until a later date.

20/060 Future Agenda Items

Due to the COVID-19 pandemic, the agenda of next meeting will depend on how the meeting is to be convened.

20/061 Next meeting

The next PPC meeting will be held on Thursday 23rd April 2020 at 7.30pm.

The meeting closed at 8.07pm.



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Appendix A Clerks Report

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
18/159 c	Application has been made to SCC for the installation of bus shelters on the A1071 near the Brewers Arms. PPC has now agreed to pay for the bases to be installed.	
20/015	New dog bin is being installed by Community Wardens.	✓
20/025	Minutes updated on website and sent to magazines.	✓
20/031	Sent Planning responses to BDC.	✓
20/032 a	Payments made to suppliers.	✓
20/032 bc	Contacted contractors regarding award of grass cutting contracts for 2020.	✓
20/032 de	Donations given to organisations.	✓
20/033	Contact Wayman & Long re WI land.	✓
20/034	polstead-pc.gov.uk domain purchased	✓
20/036	SLA sent to Sudbury Town Council	✓
20/037	B Patrick asked to maintain allotment hedge.	✓
	B Patrick attended to tree on WSG.	✓
	Clerk Hours	
	As at 8th March 2020 - Hours Worked 354.75 / Hours Paid 367.5	

Appendix B Correspondence reviewed by councillors

No correspondence received.



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