

## **POLSTEAD PARISH COUNCIL**

### **Minutes of Meeting held on Tuesday 19<sup>th</sup> September 2019 in Polstead Village Hall at 7.30pm**

**Present:** Andrew Wade (Chairman), John Flather, James Oxford, Karen Richardson, Stewart Sowman, Susie Weston and Sue Wigglesworth.

**Attending:** John Ward (Babergh District Councillor), Gordon Jones (Suffolk County Councillor), Dave Crimmin (Clerk), Bradley Smith (STC Community Warden) and 3 residents.

#### **19/137 Apologies for Absence**

No apologies required.

#### **19/138 Declaration of Interests and Requests for Dispensation**

Cllr Flather declared a non-pecuniary interest in items 19/147a as he knew the applicant.

#### **19/139 Minutes of Meeting held on 29<sup>th</sup> August 2019**

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

#### **19/140 Reports from County and District Councillors and Suffolk Constabulary**

The councillors reviewed Gordon Jones' previously submitted report and he updated councillors on Sizewell C, Renewable energy and the Ipswich Northern route. The councillors reviewed John Ward's previously submitted report and he updated councillors on the Joint Local Plan consultation, bin collections and the proposed name change of Babergh to South Suffolk which is expected to cost £10,000.

#### **19/141 Community Wardens**

Bradley Smith, Sudbury Town Council's Community Warden Supervisor, updated councillors on the services they could provide to PPC. He also updated councillors on the services that they were able to offer PPC from the SCC Self Help Scheme which STC had adopted. He explained that if PPC wished to contract the Community Wardens for services in Polstead, a Service Level Agreement would be drawn up at a rate of £20 per hour plus mileage. The Chairman thanked Bradley for his time. The councillors agreed that the ways PPC could utilise the Community Wardens be reviewed at the October meeting.

#### **19/142 WI**

The WI is closing at the end of 2019 after 100 years. The land on which the Village Hall and Community Shop stand is owned by the WI and they are looking for the parish council to take over the title. The councillors agree in principle to takeover the land's freehold and hope to complete the transaction by the end of 2019.

#### **19/143 Reports and Question from Councillors**

No points raised.

#### **19/144 Reports and Questions from Parishioners**

The applicants of Item 19/147a outlined the reasons for their application.

#### **19/145 Clerk's Report (Appendix A)**

Following a review of the Clerk's Report by the councillors the Clerk was asked to book Cllrs Richardson, Sowman and Wade on the councillor training session being held by Sudbury Town Council on the 9<sup>th</sup> October 2019 at a cost of £20 each.

#### **19/146 Correspondence (Appendix B)**

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

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

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

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### 19/147 Planning

- a. The councillors reviewed **Planning Application DC/19/04149 Green Farm Barn, White Street Green** - Erection of new dwelling, detached garage and new vehicular access and resolved to object to the application on the following grounds:
  - i. The proposed dwelling is outside of the BUAB
  - ii. The site is within the AONB
  - iii. Councillors would ask that the LPA be consistent with its policies on development outside the BUAB and within the AONB and refuse the application.
- b. No further planning application had been received since the agenda was posted.
- c. The councillors raised their concerns over **Planning Application DC/19/03196 The Old Rectory, Rectory Hill** - Erection of outbuilding where permission was granted ahead of the August meeting despite the LPA granting PPC permission to respond following the meeting.
- d. The councillors are concerned over the issues raised by a neighbour regard the initial works at Coppers, White Street Green, especially the issue of exposed roots of an oak tree and the potential destabilisation of a telegraph pole, and the Clerk to write to ask for an urgent review of the issues. 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/19/02014	Barn At Spring Hill, Shelley Road, Stoke By Nayland	Conversion of storage barn to 1no. dwelling, erection of cart lodge and creation of vehicular access.	19/081a	Objected	Approved 27/09/2019
DC/19/02356	Coppers, White Street Green	Erection of 1no. dwelling and detached garage (following demolition of existing dwelling).	19/101a	Objected	Approved 24/07/2019
DC/19/02983	Rockalls Hall, Rockalls Road	Erection of attached annex (following partial demolition of existing building)	19/116a	Supported	Approved 06/09/2019
DC/19/03282	O/S The Brewers Arms, Bower House Tye	90 Day BT consultation on removal of Public Payphone.	19/116b	No comment	
DC/19/03153	Gable End, Hadleigh Heath	Erection of two-storey rear extension and porch, conversion of garage into home office and erection of cartlodge.	19/116c	Supported	Approved 20/09/2019
DC/19/03526	Corders House, Polstead Hill	Notification of Works to Trees in a Conservation Area - (T1) Conifer - Fell.	19/131a	Noted	Approved 23/09/2019
DC/19/03578	Land at Alverstoke Farm, Boxford Road	Erection of agricultural building as a cattle shelter and feed store.	19/131b	No comment	
DC/19/03196	The Old Rectory, Rectory Hill	Erection of outbuilding.	19/131c	Noted	Approved 27/09/2019
DC/19/03708	Willow Cottage, Hadleigh Heath	Erection of two storey rear extension.	19/131d	Supported	

### 19/148 Joint Local Plan (JLP)

The councillors reviewed the draft response to the JLP and resolved that it be sent to Babergh as PPC's response.

### 19/149 Finance

- a. The councillors reviewed the External Audit report from RKF Littlejohn for the year ended 31<sup>st</sup> March 2019 and resolved to accept and approve the findings which did not raise any issues.
- b. All cheques signed and due for signing, as itemised in Appendix C, were authorised by the councillors as well as the payment of £222.71 to Action Play & Leisure. 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.

### 19/150 Social Care for elderly and marginalised groups

Cllr Flather has been in touch with Suffolk Family Carers on the subject of elderly and marginalised groups and he will liaise with them to see if they can attend the October meeting to discuss the issue with councillors.

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

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### **19/151 Parish Profile**

Following the circulation of the Parish Profile compiled by Babergh, the councillors would like to explore other analysis of data relating to the profile at the October meeting.

### **19/152 Highways and Footpaths**

The councillors will review the issue of footpath gates at the December meeting. The Clerk to circulate a list of footpaths maintained by the contractor.

### **19/153 Assets, allotments, playground and playing field**

The Clerk to ask the Community Wardens to look at the issues of the broken gate and post at the Rockalls Road play area.

### **19/154 Dog Bins**

The councillors deferred this item to the October meeting.

### **19/155 Bus Timetable**

The councillors resolved to request SCC to install extra large bus timetable at the 2 bus stops at Bower House Tye at a cost of £55 per edition.

### **19/156 Christmas event**

The councillors resolved to have a PPC funded Christmas Carol event on Sunday 22<sup>nd</sup> December at 4pm in the Village Hall. The Clerk was asked to order a Christmas tree with a budget of £120.

### **19/157 Daffodil planting programme**

The councillors resolved that Cllr Wade order a bag of daffodils to enhance the planting programme conducted over the previous 2 years.

### **19/158 Grass cutting around Polstead pond**

It was agreed that Cllr Wade, contractor and Richard Kilshaw meet to review the grass cutting programme for the pond bank.

### **19/159 Future Agenda Items**

#### **October 2019**

- CIL Policy
- Community Wardens utilisation
- Car charging points
- Suffolk Family Carers
- WI land
- Parish Profile
- Christmas Carols.

#### **November 2019**

- Financial Regulations review
- Policies Review
- Bus shelters.

#### **December 2019**

- Footpath gates.

### **19/160 Next meeting**

The next PPC meeting will be held on Thursday 17<sup>th</sup> October 2019 at 7.30pm.

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

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Cllr Weston gave her resignation to the Chairman. The Clerk to inform Babergh of the vacancy.

The meeting closed at 9.46pm.

### 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. PPC has now agreed to pay for the bases to be installed.	
18/159 d	SCC has approved the application for new grit bin locations at Bower House Tye. Order has been placed for two yellow grit bins which will be installed by Sudbury Town Council's Community Wardens when delivered.	
19/063 i	Part for play equipment has been ordered.	
19/110	Minutes updated on website and sent to magazines.	✓
19/116	Sent Planning responses to BDC.	✓
19/117 a	Payments made to suppliers.	✓
19/128	Minutes updated on website and sent to magazines.	✓
19/131	Sent Planning responses to BDC.	✓
19/134	Booked Cllr Flather on SALC Councillor training.	✓
	<b>Clerk Hours</b>	
	As at 1st September 2019 - Hours Worked 152 / Hours Paid 165	

### 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
30/07/19	BDC Heath Close grass cutting			550.00	0.00
02/09/19	BDC Precept & CIL			9,334.00	0.00
19/09/19	Topline Pest Control - Ants in kiosk	1968	LA 2011 ss 1 to 8	0.00	47.50
19/09/19	PKF Littlejohn - Audit fees	1969	LA 2011 ss 1 to 8	0.00	240.00
19/09/19	Wave - Allotment Water	1970	LA 2011 ss 1 to 8	0.00	23.12
19/09/19	BDC - Election costs	1971	LA 2011 ss 1 to 8	0.00	104.78
19/09/19	B Patrick - Footpaths July	1972	LA 2011 ss 1 to 8	0.00	259.00
19/09/19	B Patrick - Footpaths August	1972	LA 2011 ss 1 to 8	0.00	168.00
19/09/19	DF Crimmin - Expenses March to 10th September	1973	LA 2011 ss 1 to 8	0.00	881.61
30/09/19	DF Crimmin - Salary July to Sept	1974	LA 2011 ss 1 to 8	0.00	841.63
30/09/19	DF Crimmin - WFHA July to Sept	1974	LA 2011 ss 1 to 8	0.00	39.00
30/09/19	HMRC - Clerk Tax	1975	LA 2011 ss 1 to 8	0.00	210.40

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/08/19	£39,491.85	£45,882.81	£2,943.04	£9,334.00	£0.00
Premier Account	30/08/19	£3,328.93	£3,328.93	£0.00	£0.00	£0.00
Cash	11/07/19	£0.00	£0.00			£0.00
		£42,820.78	£49,211.74	£2,943.04	£9,334.00	

**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	£18,668.00	Clerks Salary		£4,655.28	£2,203.96
Bank Interest	£0.00	£1.66	Admin		£2,200.00	£1,123.34
Recycling	£0.00	£0.00	Insurance		£560.00	£0.00
Grants	£745.00	£550.00	Audit Inspections		£320.00	£328.00
Allotment Rent	£120.00	£105.00	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	£1,413.00
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	£237.50
VAT Repayment	£0.00	£1,013.01	Village Hall		£965.00	£0.00
			Projects		£1,500.00	£376.34
			Contingency		£500.00	£0.00
			CIL	£2,041.80	£0.00	£0.00
			VAT Paid		£0.00	£172.15
<b>Total</b>	<b>£19,555.00</b>	<b>£24,636.50</b>	<b>Total</b>	<b>£2,041.80</b>	<b>£19,110.28</b>	<b>£5,854.29</b>
			Assets Carried Forward			£49,211.74
<b>Total</b>		<b>£55,066.03</b>	<b>Total</b>			<b>£55,066.03</b>

**End of Appendices**

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

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