

## POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 20<sup>th</sup> September 2018 in Polstead Village Hall at 7.30pm

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

**Attending:** John Ward (Babergh District Councillor) and Dave Crimmin (Clerk).

### 18/132 Apologies for Absence

Cllr Oxford (work) sent his apologies as did Gordon Jones (Suffolk County Councillor).

### 18/133 Declaration of Interests and Requests for Dispensation

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

### 18/134 Minutes of Meeting held on 30<sup>th</sup> August 2018

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

### 18/135 Reports from County and District Councillors and Suffolk Constabulary

The councillors reviewed Gordon Jones' previously submitted report. The councillors reviewed John Ward's previously submitted report and he provided further updates on the progress of the Hamilton Road prospectus, the Delphi review, the reduction in time for the re let of council housing and the customer services pilot that will be extended to Hadleigh later in the year.

### 18/136 Reports and Question from Councillors

No issues raised.

### 18/137 Reports and Questions from Parishioners

No members of public present.

### 18/138 Clerk's Report (Appendix A)

Following a review of the Clerk's Report by the councillors the Clerk to contact Right of Ways to arrange the meeting with the Chairman.

### 18/139 Correspondence (Appendix B)

Following a review of the Correspondence and emails circulated by the Clerk since the last meeting Cllrs Wade and Wigglesworth will attend the Babergh Liaison meeting on the 11<sup>th</sup> October 2018.

### 18/140 Planning

- a. The councillors reviewed **Planning Application DC/18/03981 Four Acres, Stackwood Road** - Erection of a two-story rear extension with additional porch to side and replacement front porch. Erection of garage with two carports following demolition of existing garage and resolved to support the application.
- b. The councillors reviewed **Planning Application DC/18/04042 1 Holmwood Cottages, Bower House Tye** - Erection of a side and rear extension (following demolition of outbuilding and log store) and resolved to support the application.
- c. The councillors reviewed **Planning Application DC/18/04043 1 Holmwood Cottages, Bower House Tye** - Application for Listed Building Consent - Erection of a side and rear extension following demolition of outbuilding and log store and resolved to support the application.
- d. No further planning applications had been received since the agenda was posted that required to be reviewed before the next scheduled meeting.
- e. The councillors discussed approaches to them by resident's on proposals to develop dwellings in the parish. The councillors agreed that any resident looking for advice on their proposal should use Babergh's pre-application advice service in order to understand any policy issues that these may have. Following Babergh's advice, should the resident want to discuss their application with PPC ahead of submission to Babergh, then they should contact

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

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the Clerk. 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/18/01385	Miracle Barn Bower House Tye	Outline Planning Application (Access to be considered) - Erection of two storey detached dwelling.	18/061c	Objected	REFUSED 20/07/2018
DC/18/02421	Spencers Farm, Straight Road, Polstead Heath	Conversion of existing granary to gym and erection of single storey lean-to craft room.	18/104a	Supported	Permission Granted 23/07/2018
DC/18/02422	Spencers Farm, Straight Road, Polstead Heath	Application for Listed Building Consent - Conversion of existing granary to gym and erection of single storey lean-to craft room.	18/104b	Supported	Permission Granted 23/07/2018
DC/18/02416	Meadow Croft, White Street Green	Change of use of paddock to residential garden and erection of post and rail fencing.	18/104c	Supported	Permission Granted 26/07/2018
DC/18/02512	White Street Barn, White Street Green	Erection of summer house.	18/104d	Objected	Permission Granted 31/07/2018
DC/18/02836	Hill Farm, Stoke Road	Erection of extension to existing production premises, associated car parking, landscaping and drainage infrastructure.	18/122a	Objected	
APP/D3505/W/18/3194780	Land to the West of Stackwood Road	Appeal against refusal of DC/17/04499 - Erection of 1 No Dwelling, home office, workshop, parking areas.	18/122b	Original objections stand.	
DC/18/02928	Evans Hall, Evans Heath	Application for Listed Building Consent - Replacement of 6 existing windows to rear ground elevation and replacement of 1 existing kitchen door to rear ground elevation.	18/122c	Supported	Permission Granted 06/09/2018
DC/18/03118	The Orchards, Straight Road, Polstead Heath	Application for Listed Building Consent - Erection of oak framed extension.	18/122c	Supported	
DC/18/03117	The Orchards, Straight Road, Polstead Heath	Erection of oak framed extension.	18/122c	Supported	
DC/18/02652	Lower Justice Wood House, Justice Wood	Erection of single storey rear extension to link annexe to dwelling.	18/137a	Supported	
DC/18/03682	Stackwood Farm Barn, Stackwood Road	Full Planning Application - Change of use of Agricultural land for the keeping of horses and erection of stables with associated landscaping.	18/137b	Supported	
DC/18/03738	Clear Spot, Heath Road	Notification of works to trees under Tree Preservation Order 416 - Oak (T1) Prune lateral spread by approximately 2m, remove lowest lateral limb and pull in crown by up to 2m	18/137c	Supported	
DC/18/03720	Willow Cottage, Hadleigh Heath	Erection of a single storey rear extension, first floor rear extensions and erection of willow fence to part front boundary.	18/137d	Supported	

### 18/141 Finance

- a. The councillors reviewed the External Audit report from RKF Littlejohn for the year ended 31<sup>st</sup> March 2018 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. 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.

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### **18/142 GDPR - PPC's Retention Policy**

The councillors reviewed the proposed changes to the Retention Policy in light of GDPR and resolved that it be adopted.

### **18/143 Highways and Footpaths**

The councillors reviewed the suggestions from the Community Shop committee on locations for further road signage to the shop and agreed to write to Gordon Jones to seek his support for the installation of 2 new signs at the A1071 junction near the water tower and at the Polstead Pond junction with Polstead Hill.

### **18/144 Daffodil planting programme**

The councillors agreed to extend the daffodil planting programme this winter. Cllr Flather will consult the residents around White Street Green on a planting programme for the Green and further planting will be made to last year's locations. It was agreed that the bulb planting would take place on Saturday 17<sup>th</sup> November and that Cllr Wade will order the bulbs from last year's supplier.

### **18/145 Assets, allotments, playground and playing field**

The councillors questioned when the refurbishment of the red kiosks would start.

### **18/146 Autumn and Christmas Events**

The councillors agreed that due to a clash with the auction, the footpath walk would be postponed till next year. It was agreed to hold the Christmas Carols event on Sunday 23<sup>rd</sup> December at the The Cock Inn where mulled wine will be provided to those attending. Cllr MacWillson to liaise with the pub on details of event. The councillors agreed that the Christmas tree should be planted in front of the village hall this year.

### **18/147 Future Agenda Items**

- Improving gates on footpaths
- Footpath Walks
- Men's Sheds
- Grit bins for Bower House Tye
- Bus Shelters on A1071.

### **18/148 Next meeting**

The next PPC meeting will be held on Thursday 18<sup>th</sup> October 2018 at 7.30pm in the Village Hall.

**The meeting closed at 9.23pm.**

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**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	Lord of the Manor has written to confirm that his solicitor's are in communication with SCC Legal.	
18/080	Gordon Jones has confirmed that drains have been cleared at Holly Hill. This issue is still part of his ward-wide review of flooding.	
18/108	See Agenda Item 12 - 20th September 2018	✓
18/115	Minutes updated on website and sent to newsletters.	✓
18/122	Planning responses sent to Babergh.	✓
18/123 a	Payments made to suppliers.	✓
18/124	Policy Notice placed on website.	✓
18/128	Contractor to start refurbishment of Telephone kiosks.	
18/135	Minutes updated on website and sent to newsletters.	✓
18/137	Planning responses sent to Babergh.	✓
	<b>Clerk Hours</b>	
	As at 2nd September 2018 - Hours Worked 146.25 / 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
20/07/18	B Patrick - Footpath Maint June	919	LA 2011 ss 1 to 8	0.00	98.00
20/07/18	SPS - Annual Subscriptions	920	LA 2011 ss 1 to 8	0.00	30.00
20/09/18	Wave - Allotment Water	921	LA 2011 ss 1 to 8	0.00	11.18
20/09/18	B Patrick - Footpaths July	922	LA 2011 ss 1 to 8	0.00	203.00
20/09/18	B Patrick - Footpaths August	922	LA 2011 ss 1 to 8	0.00	126.00
20/09/18	DF Crimmin - Expenses Mar to Aug	923	LA 2011 ss 1 to 8	0.00	363.46
30/09/18	DF Crimmin - Salary July to Sept	924	LA 2011 ss 1 to 8	0.00	832.71
30/09/18	DF Crimmin - WFHA July to Sept	924	LA 2011 ss 1 to 8	0.00	39.00
30/09/18	HMRC - Clerk Tax	925	LA 2011 ss 1 to 8	0.00	208.20

**Reconciliation**

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/08/18	£31,280.23	£29,496.68	£1,783.55	£0.00	£0.00
Premier Account	31/08/18	£3,322.29	£3,322.29	£0.00	£0.00	£0.00
Cash	11/09/18	£0.00	£0.00			£0.00
		£34,602.52	£32,818.97	£1,783.55	£0.00	

**Actual v's Budget**

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£26,916.23			
<b><u>Income</u></b>			<b><u>Expenditure</u></b>		
Precept	£18,302.00	£9,151.00	Clerks Salary	£4,564.00	£2,194.77
Bank Interest	£0.00	£1.66	Admin	£2,000.00	£845.53
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	£66.40	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	£1,011.00
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	£1,093.98	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	£41.00
<b>Total</b>	<b>£19,189.00</b>	<b>£10,313.04</b>	<b>Total</b>	<b>£2,561.80</b>	<b>£18,794.00</b>
<b>Total</b>		<b>£37,229.27</b>	Assets Carried Forward		<b>£32,818.97</b>
			<b>Total</b>		<b>£37,229.27</b>

**End of Appendices**

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