

## **POLSTEAD PARISH COUNCIL**

**Minutes of Meeting held on Thursday 21<sup>st</sup> March 2019 in Polstead Village Hall at 7.30pm**

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

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

### **19/035 Apologies for Absence**

Gordon Jones (Suffolk County Councillor) sent his apologies.

### **19/036 Declaration of Interests and Requests for Dispensation**

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

### **19/037 Minutes of Meeting held on 28<sup>th</sup> February 2019**

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

### **19/038 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 updated councillors on various aspects of his report. He also updated councillors that only one new dwelling in White Street Green had incorrectly been assigned to Boxford Parish for Council Tax purposes, which was now being corrected.

### **19/039 Reports and Question from Councillors**

No reports raised.

### **19/040 Reports and Questions from Parishioners**

Nature Citizen Charity has agreed to use allotment numbers 10, 11 and 12 during 201,9 which have been donated by PPC for the year.

### **19/041 Clerk's Report (Appendix A)**

Following a review of the Clerk's Report by the councillors the Clerk's action to order pads for the defibrillator was noted.

### **19/042 Correspondence (Appendix B)**

Following a review of the Correspondence and emails circulated by the Clerk since the last meeting the councillors had no concerns with the White Street Green residents using the green for a summer event.

### **19/043 Planning**

- a. No planning application had been received since the agenda had been posted.
- b. The councillors raised their concerns over the state of Potash Lane which was being used extensively for a new development. John Ward will review and the Chairman will contact Gordon Jones on the subject. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC are as follows:

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

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Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/18/04967	Green Lawns Bonsai Nursery, Hadleigh Road, Boxford	Outline Planning Application (all matters reserved) - Erection of 4No detached dwellings.	18/174c	No comment	
APP/D3505/W/18/3211126	Miracle Barn, Bower House Tye	Appeal against the refusal of Outline Planning Application (Access to be considered) - Erection of two storey detached dwelling at Miracle Barn.	19/010b	Confirmed continued objection.	
DC/19/00389	Land East Of Woodview, Stackwood Road	Outline Planning Application (Access to be considered) Erection of a detached 1.5 storey dwelling and cartlodge and alterations to existing vehicular access.	19/028a	Objected	
DC/19/00615	Treetops, White Street Green	Conversion of garage to form study and conversion of outbuilding to bedroom and office.	19/028b	Supported	Permission Granted 14/03/2019

### 19/044 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, were authorised by the councillors. The councillors also authorised a payment of £978.05 to BDC with regard to Litter and Dog bin emptying and a payment of £97.20 to CHT for defibrillator pads. 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 resolved to award Ben Patrick the footpath cutting contract for 2019.
- d. The councillors resolved to donate £935 towards the Village Hall for heating oil and contribute £30 towards electricity costs for the defibrillator.
- e. With no requests being forthcoming from village organisations the councillors resolved that no further donations would be made at this time.
- f. The councillors resolved to carry forward the following earmarked reserves to 2019 / 2020:

Asset Replacement	9,000.00
Play Equipment Replacement	4,000.00
Election Costs	2,000.00
<b>Total Earmarked Reserves</b>	<b>15,000.00</b>

- g. The councillors agreed that the Chairman authorise the CIL Return to BDC as per Appendix D.

### 19/045 Highways and Footpaths

The councillors are very pleased with the work that SCC Rights of Ways had undertaken on the Woodhall Farm footpath and the Chairman has written to the officer concerned accordingly. The duties of footpath wardens will be reviewed at the Annual Parish Meeting.

### 19/046 Assets, allotments, playground and playing field

No issues raised.

### 19/047 Litter Pick

The councillors resolved to book the Village Hall for the litter pick on Saturday 6<sup>th</sup> April starting at 10am.

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### **19/048 Risk Assessment**

The councillors reviewed PPC's Risk Management Register (Appendix E) for GDPR and were satisfied with the issues covered.

### **19/049 Annual Parish Meeting**

The councillors agreed the agenda for the meeting on the 4<sup>th</sup> April 2019 starting at 7.30pm.

### **19/050 Future Agenda Items**

- Bank signatories
- Review of Litter Pick.

### **19/051 Next meeting**

The next PPC meeting will be held on Thursday 18<sup>th</sup> April 2019 at 7.30pm in the Village Hall.

**The meeting closed at 8.49pm.**

## **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. This issue is still part of his ward-wide review of flooding.	
18/143	Wrote to Gordon Jones re Community Shop road signage. He is awaiting an update from the Shop committee.	
18/159 c	Application has been made to SCC for the installation of bus shelters on the A1071 near the Brewers Arms.	
18/159 d	Survey of possible grit bin locations at Bower House Tye concluded that the proposals are for new locations and therefore have to be formally approved by SCC Highways. As the closing date for this is the end of September, it will need to be submitted in 2019.	
19/021	Minutes updated on website and sent to magazines.	✓
19/023	Wrote to Royal Mail re accident on Martens Lane but have had no reply.	
19/028	Planning Application responses sent to Babergh.	✓
19/029 a	Payments made to suppliers.	✓
19/029 b	Change of bank signatory in progress.	
19/029 d	Polstead PCC has written to thank PPC for its donation towards the church clock.	✓
19/032	Risk Assessments and plans for litter pick on the 6th April now actioned.	✓
	<b>Clerk Hours</b>	
	As at 3rd March 2018 - Hours Worked 332 / Hours Paid 360.	

## **Appendix B Correspondence reviewed by councillors**

No correspondence received.

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

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**Appendix C RFO Report  
Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
28/02/19	Polstead PCC - Donation to church clock	942	LA 2011 ss 1 to 8	0.00	150.00
21/03/19	Polstead Village Hall - Big Breakfast Hire	943	LA 2011 ss 1 to 8	0.00	40.00
21/03/19	A Wade - Travel expenses	944	LA 2011 ss 1 to 8	0.00	48.15
21/03/19	A MacWillson - Donation purchases	945	LA 2011 ss 1 to 8	0.00	109.32
21/03/19	DF Crimmin - Expenses Sep to Feb	946	LA 2011 ss 1 to 8	0.00	311.68
21/03/19	Came & Co - Insurance	947	LA 2011 ss 1 to 8	0.00	491.89
29/03/19	DF Crimmin - Salary Jan to Mar	948	LA 2011 ss 1 to 8	0.00	832.71
29/03/19	DF Crimmin - WFHA Jan to Mar	948	LA 2011 ss 1 to 8	0.00	39.00
29/03/19	HMRC - Clerk Tax	949	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	31/01/19	£32,202.78	£29,139.51	£3,063.27	£0.00	£0.00
Premier Account	31/01/19	£3,325.61	£3,325.61	£0.00	£0.00	£0.00
Cash	15/03/19	£0.00	£0.00			£0.00
		£35,528.39	£32,465.12	£3,063.27	£0.00	

**Actual v's Budget**


	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£26,916.23			
<b>Income</b>			<b>Expenditure</b>		
Precept	£18,302.00	£18,302.00	Clerks Salary	£4,564.00	£4,389.54
Bank Interest	£0.00	£4.98	Admin	£2,000.00	£1,352.01
Recycling	£0.00	£0.00	Insurance	£560.00	£491.89
Grants	£745.00	£194.32	Audit Inspections	£320.00	£328.00
Allotment Rent	£120.00	£66.40	Donations	£1,000.00	£299.32
Wayleave	£22.00	£20.75	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	£1,725.00
Compensation	£0.00	£0.00	Grass Cutting	£3,150.00	£2,473.40
Other	£0.00	£0.00	Ditch Clearance	£200.00	£0.00
CIL	£0.00	£0.00	Maintenance	£1,200.00	£910.00
VAT Repayment	£0.00	£1,093.98	Village Hall	£965.00	£0.00
			Projects	£1,500.00	£810.58
			Contingency	£500.00	£0.00
			CIL	£2,561.80	£0.00
			VAT Paid	£0.00	£833.80
<b>Total</b>	<b>£19,189.00</b>	<b>£19,682.43</b>	<b>Total</b>	<b>£2,561.80</b>	<b>£18,794.00</b>
			Assets Carried Forward		£32,465.12
<b>Total</b>		<b>£46,598.66</b>	<b>Total</b>		<b>£46,598.66</b>

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**Appendix D CIL Return**

Polstead Parish Council		
Community Infrastructure Levy		
Reporting Year 1st April 2018 to 31st March 2019		
A	Total CIL Income carried over from previous year	£2,561.80
B	Total CIL income received (receipts)	£0.00
C	Total CIL spent (expenditure)	£520.00
D	Total CIL repaid following payment notice	£0.00
<b>E</b>	<b>Total CIL retained at year-end (A+B-C-D)</b>	<b>£2,041.80</b>
CIL Expenditure		
	Item / Purpose	Amount Spent
	New Water tap for allotments	£520.00
	<b>Total Spent</b>	<b>£520.00</b>
Signed	 DF Crimmin	Parish Clerk
Signed	Anne MacWillson	Chairman
	31st March 2019	

**Appendix E Risk Assessment**

GDPR				
Consent	Low	Medium	No	Review all new forms & website changes
Council Awareness	High	Medium	No	Clerk training
Councillor Awareness	High	Medium	No	Councillor training & ICO Guide
Data Breaches	Low	High	No	ICO process to follow
Data Protection Officer	Low	Low	No	Parish Council does not need to appoint.
Information Held	Medium	Medium	No	Data Audit and associated actions reviewed 6 monthly
Lawful basis for holding data	Medium	Medium	No	Data retention policy
Subject Access Requests	Low	Low	No	Policy in place

**End of Appendices**