

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 21st June 2018 in Polstead Village Hall at 7.30pm

Present: Cllrs Amanda Flather (Chairman), James Oxford, Andrew Wade, Susie Weston and Sue Wigglesworth.

Attending: Gordon Jones (Suffolk County Councillor), Dave Crimmin (Clerk) and 2 members of public.

18/096 Apologies for Absence

Cllrs MacWillson (holiday) and Peck (work) sent their apologies as did John Ward (Babergh District Councillor).

18/097 Declaration of Interests and Requests for Dispensation

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

18/098 Minutes of Meeting held on 17th May 2018

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

18/099 Reports from County and District Councillors and Suffolk Constabulary

The councillors reviewed Gordon Jones' previously submitted report and he updated councillors on the progress on the flooding issue at Holly Hill and the policy review that SCC Highways are undertaking on the key areas of their operation which is being led by the new cabinet member for Highways. The councillors reviewed John Ward's previously submitted report which included the new S106 and CIL database, the Hadleigh Q&A event and online payments option for land charges searches.

18/100 Reports and Question from Councillors

Cllr Wigglesworth reported on the SALC area meeting and the latest update on the plans for the new Joint Local Plan. Cllr Wade reported on the meeting with Babergh's planning area manager Gemma Pannell which he felt made it impossible for PPC to advise residents on the reasons why some single home developments are being approved by Babergh and others are being rejected. The advice for any resident who is considering an application for development on their land is to talk first to Babergh as part of their pre-application advice service.

18/101 Reports and Questions from Parishioners

No issues raised.

18/102 Clerk's Report (Appendix A)

Following a review of the Clerk's Report by the councillors there were no further actions requested of the Clerk.

18/103 Correspondence (Appendix B)

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

18/104 Planning

- a. The councillors noted the revised route of the driveway and that the LPA has now approved **Planning Application DC/18/01622 Land At Calais Street, White Street Green** - Prior Approval Application under Schedule 2, Part 6, Class A of the Town and Country Planning (General Permitted Development) Order 2015 - Erection of agricultural storage barn agricultural storage barn. (Further details submitted in pursuant to DC/18/00940).
- b. The councillors reviewed **Planning Application DC/18/02421 Spencers Farm, Straight Road, Polstead Heath** - Conversion of existing granary to gym and erection of single storey lean-to craft room and resolved to support the application.

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- c. The councillors reviewed **Planning Application 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 and resolved to support the application.
- d. The councillors reviewed **Planning Application DC/18/02416 Meadow Croft, White Street Green** - Change of use of paddock to residential garden and erection of post and rail fencing and resolved to support the application.
- e. The councillors reviewed **Planning Application DC/18/02512 White Street Barn, White Street Green** - Erection of summer house and resolved to object to the application as the style and design of the summer house was out of keeping with the setting and would be seen from the adjoining footpath.
- f. No further planning application had been received since the agenda was posted that required to be reviewed before the next scheduled meeting.
- g. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC are as follows:

Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/17/03117	Hill Farm Brick Kiln Hill	Revisions to application for the erection of extensions to existing production premises and new buildings to provide canning line (12,611sqm); warehouse space (7,100sqm); apple processing and juice storage (2,060sqm); and apple processing (1,040sqm); associated vehicle parking, landscaping and drainage infrastructure.	17/146c	Objected	
DC/18/00816	Coppers White Street Green	Demolition of existing dwelling and outbuildings. Erection of 2 no. dwellings and associated garages.	18/043a	Supported	REFUSED 08/06/2018
DC/18/01148	Polstead Lodge Mill Street	Full Planing Application - Erection of 1 No. detached dwelling.	18/061a	Supported	Permission Granted 11/05/2018
DC/18/01199	Whitestones Hadleigh Heath	Householder Planning Application - Erection of single storey rear extension	18/061b	Supported	Permission Granted 15/05/2018
DC/18/01385	Miracle Barn Bower House Tye	Outline Planning Application (Access to be considered) - Erection of two storey detached dwelling.	18/061c	Objected	
DC/18/01622	Land At Calais Street, White Street Green	Prior Approval Application under Schedule 2, Part 6, Class A of the Town and Country Planning (General Permitted Development) Order 2015 - Erection of agricultural storage barn agricultural storage barn. (Further details submitted in pursuant to DC/18/00940)	18/085a	Objected	
DC/18/01995	The Bungalow, Potash Lane	Application under Section 73 of the Town and Country Planning Act DC/17/04784 Erection of replacement dwelling and detached garage with new vehicular access (existing dwelling to be demolished) without compliance with condition 2 (Approved plans and documents) to amend design and materials.	18/085b	Supported	

18/105 Finance

- a. 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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18/106 Highways and Footpaths

No issues raised.

18/107 Assets, allotments, playground and playing field

The Clerk has written to the allotment tenant serving notice that the tenancy would be terminated in line with the tenancy agreement unless the plot was brought up to an acceptable standard within the notice period. No response had been received from the tenant. The Clerk updated councillors on a meeting he had with Babergh to review their land assets in the parish which highlighted the play equipment land at Rockalls Road. The new grass cutting arrangements at Heath Close, which had been devolved to PPC by Babergh, had been well received by local residents.

18/108 Road signage to the Community Shop

The Clerk was asked to write to the Community Shop committee to see what suggestions they had regarding additional road signage to the community shop.

18/109 Babergh Liaison meeting

Cllrs Wigglesworth and Wade will represent PPC at the event.

18/110 Autumn Event

The councillors considered that a footpath walk in early October culminating with lunch / supper at the pub will be reviewed further at the July meeting.

18/111 Wildflower projects

Cllr Weston updated councillors on a scheme whereby landowners could apply for funding towards the costs of wildflower areas. However, the feedback on the administration of the scheme had not been favourable and it was felt that it would be difficult to promote the scheme at this time.

18/112 Future Agenda Items

- Autumn event
- Men's Sheds
- Car charging points.

18/113 Next meeting

The next PPC meeting will be held on Thursday 19th July 2018 starting at 7.30pm in the Village Hall.

The meeting closed at 9.07pm.

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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	I have written to the Lord of the Manor informing him that PPC will await SCC Legal's clarification on his rights regarding Polstead Green.	
18/071	SALC advised of PPC Chairman.	✓
18/075	Minutes updated on website and sent to newsletters.	✓
18/077 a	SALC advised of PPC representative	✓
18/077 d	Layham Pit Group advised of PPC representative.	✓
18/078	Heelis & Lodge advised of appointment.	✓
18/080	Wrote to Gordon Jones re progress on flooding issue at Holly Hill.	
18/082	Updated website re tree warden.	✓
18/085	Planning responses sent to Babergh.	✓
18/085 c	Issue re barn use resolved by Enforcement.	✓
18/086 e	Payments made to suppliers.	✓
18/086	AGAR sent to External Auditor.	✓
18/089	Central Heating scheme info sent to newsletters.	✓
18/091	Wrote to allotment holder with notice to quit.	✓
18/091	Tap order placed.	✓
	Clerk Hours	
	As at 3rd June 2018 - Hours Worked 61/ Hours Paid 67.5.	

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
16/05/18	Allotment Rent Edser			15.00	0.00
21/05/18	HMRC VAT Repayment			1,093.98	0.00
24/05/18	Allotment Rent Peck			20.70	0.00
25/05/18	Allotment Rent Drew			10.00	0.00
18/05/18	B Patrick - Footpath Maint April	913	LA 2011 ss 1 to 8	0.00	217.00
21/06/18	B Patrick - Footpath Maint May	914	LA 2011 ss 1 to 8	0.00	315.00
29/06/18	DF Crimmin - Salary Apr to June	915	LA 2011 ss 1 to 8	0.00	832.91
29/06/18	DF Crimmin - WFHA Apr to June	915	LA 2011 ss 1 to 8	0.00	39.00
29/06/18	HMRC - Clerk Tax	916	LA 2011 ss 1 to 8	0.00	208.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/05/18	£33,449.14	£31,481.23	£1,967.91	£0.00	£0.00
Premier Account	31/05/18	£3,320.63	£3,320.63	£0.00	£0.00	£0.00
Cash	15/06/18	£0.00	£0.00			£0.00
		£36,769.77	£34,801.86	£1,967.91	£0.00	

Actual v's Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£26,916.23			
Income			Expenditure		
Precept	£18,302.00	£9,151.00	Clerks Salary	£4,564.00	£1,040.91
Bank Interest	£0.00	£0.00	Admin	£2,000.00	£444.84
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	£584.00
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	£38.00
Total	£19,189.00	£10,311.38	Total	£2,561.80	£18,794.00
			Assets Carried Forward		£34,801.86
Total		£37,227.61	Total		£37,227.61

End of Appendices

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