

## POLSTEAD PARISH COUNCIL

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

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

**Attending:** John Ward (Babergh District Councillor), Gordon Jones (Suffolk County Councillor), Dave Crimmin (Clerk) and 9 residents.

#### **19/182 Apologies for Absence**

None required.

#### **19/183 Declaration of Interests and Requests for Dispensation**

No interests were declared and no requests for dispensation received.

#### **19/184 Minutes of Meeting held on 17<sup>th</sup> October 2019**

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

#### **19/185 Reports from County and District Councillors and Suffolk Constabulary**

The councillors reviewed Gordon Jones' previously submitted report and he updated councillors on a parish council speeding group he is establishing, Civil Parking, the Boundary Commission consultation and Budgets / Council Tax. The councillors reviewed John Ward's previously submitted report and he updated councillors on free swimming over Christmas, prosecutions for fly tipping, trees for life, PIIP and Babergh's budget meeting on the 16<sup>th</sup> January 2020.

#### **19/186 Reports and Question from Councillors**

Cllr Wade updated councillors on his meeting with Richard Kilshaw and our footpath contractor which agreed a two cut a year policy for the pond back, outside of visibility lines, for 2020. This will allow wild flowers to grow once more. Cllr Wigglesworth updated councillors that the Poppy Appeal had raised over £500 in Polstead.

#### **19/187 Reports and Questions from Parishioners**

A resident raised the issue of speeding and heavy vehicles in White Street Green. Gordon Jones will discuss issues with resident. Two residents spoke in favour and against the proposed development in Bower House Tye (Item 19/190a).

#### **19/188 Clerk's Report (Appendix A)**

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

#### **19/189 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.

#### **19/190 Planning**

- a. The councillors reviewed **Planning Application DC/19/04957 The Brewers Arms, Bower House Tye** - Change of use of land for the erection of 6no. dwellings and the siting of 5no. holiday cabins including creation of car park and alterations to existing vehicular access and resolved to object to the planning application on the following grounds:
  - i. Whilst supportive of the plan to expand the business at the pub, the councillors did not feel that this should be funded by developing 6 bungalows in the countryside
  - ii. Bower House Tye has no BUAB designation in the current Local Plan
  - iii. The negative impact that the proposal has on the listed building (Thatchers House) and its setting adjacent to the site
  - iv. The concerns over the access to the A1071 on this 60mph bend which has had a number of RTC's and fatalities over the years close to the pub

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

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- v. The proposal to increase the Bower House Tye dwellings from 23 to 34 is too large an increase
  - vi. Polstead Parish Council has consistently objected to development outside the BUAB, and this proposal does not offer any benefits to make the councillors deviate from this policy.
- b. The councillors reviewed **DC/19/05254 Oak House, White Street Green** - Erection of rear dormer extension with balcony and resolved to support the application.
- c. There was no further planning application received since the agenda was posted.
- d. The councillors agreed to invite David Pizzey from BDC to meet to discuss TPO's in the parish.
- e. 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/19/03578	Land at Alverstoke Farm, Boxford Road	Erection of agricultural building as a cattle shelter and feed store.	19/131b	No comment	Approved 25/10/2019
DC/19/04149	Green Farm Barn, White Street Green	Erection of new dwelling, detached garage and new vehicular access	19/147a	Objected	
DC/19/04633	Home Farm, Bower House Tye	Erection of a two storey front and rear extensions including rooflights and juliette balcony.	19/161a	Supported	
DC/19/04597	Sprotts Farm, Holt Road	Installation of 2 No ground source heat pumps (in outbuilding) to heat 4 No. holiday lets and farmhouse	19/161b	Supported	

#### 19/191 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.
- b. The councillors reviewed the Budget proposal for 2020 /2021 (Appendix D) and resolved to set an expenditure budget of £20,729.98.
- c. The councillors reviewed the request for donations and resolved to give the Village Hall £100 towards the Christmas Lunch and pay £40 for the hire of the Village Hall for the Big Breakfast.

#### 19/192 Financial Regulation

The councillors reviewed the proposed changes to PPC's Financial Regulations and resolved its adoption. The councillors also agreed the plan to review PPC's policies and procedures (Appendix E).

#### 19/193 Social Care for elderly and marginalised groups

Cllr Flather reported that a meeting had been held between PPC and Suffolk Family Carers on the subject of elderly and marginalised groups, and that the SFC will attend the Polstead Lunch on the 13<sup>th</sup> December 2019.

#### 19/194 Parish Profile

The councillors to consider a questionnaire in order to gather data not present on the 2011 Census data reviewed to date.

#### 19/195 Highways and Footpaths

There were no issues raised.

#### 19/196 Assets, allotments, playground and playing field

Two estimates of costs to convey the WI land to PPC had been received and the councillors resolved to ask Wayman and Long to undertake the work on PPC's behalf within a budget of £1,900+ VAT.

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### 19/197 Boundary Commission Consultation

Following a review on the consultation to review SCC's warding arrangements the councillors resolved that they had no comments.

### 19/198 Parish's common land

The Clerk was asked to obtain maps of the common land in the parish.

### 19/199 Christmas event

The Clerk has ordered a Christmas tree which will be delivered to the Community Shop on the 9<sup>th</sup> December 2019 and Matt Peck to be contacted regarding decorations. The councillors plan to have mulled wine, sausage rolls, cocktail sausages and mince pies as well as gifts for children attending the event in the village hall. Cllr Flather will manage the mulled wine and Cllrs Richardson and Wigglesworth the food. The Clerk to produce the publicity material.

### 19/200 Meeting Dates

The councillors agreed the following meeting dates for 2020:

- 16th January
- 20th February
- 19th March
- 2nd April                      Annual Parish Meeting
- 23rd April
- 21st May                      Annual Meeting of PPC
- 18th June
- 16th July
- 20th August                Provisional
- 10th September
- 1st October
- 12th November
- 10th December            Provisional.

### 19/201 Future Agenda Items

#### January 2020

- 2020 / 2021 Precept
- Effectiveness of Internal Controls & Audit
- Risk Management
- Dog Bins
- PIIP
- Questionnaire
- Footpath gates
- Common Land map.

#### February 2020

- Church Clock donation
- Litter Picks.

### 19/202 Exclusion of Public

In accordance to PPC's Standing Order 3d the councillors resolved to exclude the public and press from the meeting due to the confidential nature of the selection of a co-opted councillor.

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### 19/203 Co-option of a councillor

The councillors discussed the application with John Baxter in terms of his background and aspirations if successful with his application. The councillors resolved that John Baxter be co-opted as a councillor of PPC.

### 19/204 Next meeting

The next PPC meeting will be held on Thursday 16<sup>th</sup> January 2020 at 7.30pm.  
(Provisional meeting for urgent planning applications set for 19<sup>th</sup> December 2019 at 7.30pm)

The meeting closed at 9.50pm.

## Appendix A Clerks Report

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.	
18/159	d	Grit Bins installed.	✓
19/063	i	Part for play equipment is being installed by Cllr Sowman.	
19/163		Minutes updated on website and sent to magazines.	✓
19/164		Wrote to Gordon Jones regarding ongoing flooding at Holly Hill.	
19/169		Sent Planning responses to BDC.	✓
19/170		Payments made to suppliers.	✓
19/171		CIL Policy updated on website.	✓
19/173		Sources of data sent to councillors.	✓
19/176		Requested SLA from Community Wardens.	
19/179		Village Hall booked for the 22nd December 2019.	✓
		I have arranged for the Community Wardens to replace the post for the Rockalls Road dog bin.	
		<b>Clerk Hours</b>	
		As at 10th November 2019 - Hours Worked 220.25 / Hours Paid 240	

## 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
14/10/19	BDC CIL			4,830.60	0.00
16/10/19	UK Power Networks Wayleave			20.75	0.00
01/11/19	BDC Heath Close grass cutting 2019			550.00	0.00
06/11/19	SCC P3 Grant			194.32	0.00
21/11/19	A Wade - Expenses	1977	LA 2011 ss 1 to 8	0.00	89.05
21/11/19	B Patrick - Footpaths September	1978	LA 2011 ss 1 to 8	0.00	245.00
21/11/19	Wave - Allotment Water	1979	LA 2011 ss 1 to 8	0.00	20.43
21/11/19	Sudbury Town Council - Training	1980	LA 2011 ss 1 to 8	0.00	72.00
21/11/19	Sudbury Town Council - Training	1980	LA 2011 ss 1 to 8	0.00	60.32
31/12/19	DF Crimmin - Salary Oct to Dec	1981	LA 2011 ss 1 to 8	0.00	841.63
31/12/19	DF Crimmin - WFHA Oct to Dec	1981	LA 2011 ss 1 to 8	0.00	39.00
31/12/19	HMRC - Clerk Tax	1982	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	31/10/19	£50,511.45	£49,677.94	£1,577.83	£744.32	£0.00
Premier Account	31/10/19	£3,330.59	£3,330.59	£0.00	£0.00	£0.00
Cash	11/11/19	£0.00	£0.00			£0.00
		£53,842.04	£53,008.53	£1,577.83	£744.32	

**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	£3,255.99
Bank Interest	£0.00	£3.32	Admin		£2,200.00	£1,300.82
Recycling	£0.00	£0.00	Insurance		£560.00	£0.00
Grants	£745.00	£1,294.32	Audit Inspections		£320.00	£328.00
Allotment Rent	£120.00	£105.00	Donations		£1,000.00	£0.00
Wayleave	£22.00	£20.75	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	£1,658.00
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	£9,129.43	Maintenance		£1,200.00	£473.36
VAT Repayment	£0.00	£1,013.01	Village Hall		£965.00	£0.00
			Projects		£1,500.00	£402.17
			Contingency		£500.00	£0.00
			CIL	£2,041.80	£0.00	£0.00
			VAT Paid		£0.00	£236.49
<b>Total</b>	<b>£19,555.00</b>	<b>£30,233.83</b>	<b>Total</b>	<b>£2,041.80</b>	<b>£19,110.28</b>	<b>£7,654.83</b>
			Assets Carried Forward			£53,008.53
<b>Total</b>		<b>£60,663.36</b>	<b>Total</b>			<b>£60,663.36</b>

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### Appendix D Budget

#### Income

Income sources for 2020 / 2021 have been based on those for 2019 / 2020. It is assumed that the P3 grant will be available from Suffolk County Council for the grass cutting of footpaths and that the plan for BDC to provide a grant for the grass maintenance in Heath Close will continue.

#### Expenditure

It is assumed that the Clerk will receive a 2% cost of living increase on the 1<sup>st</sup> April 2020. Appendix 1 shows the full rationale for the 2020 / 2021 budget. PPC is asked to consider **a total expenditure budget of £ for 2020 / 2021.**

Please find below tables which show a comparison between 2018 / 2019 actual, 2019 / 2020 budget, actual to date and that **anticipated at year end** and the anticipated budget for 2020 / 2021.

	2018 / 19		2019 / 20			2020 / 21
	Budget	Actual	Budget	Actual to Date	To year end	Budget
<b>Income</b>						
Bank Interest	0.00	6.64	0.00	3.32	<b>6.64</b>	0.00
Recycling	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00
Grants	745.00	194.32	745.00	550.00	<b>1,295.00</b>	745.00
Allotment Rent	120.00	104.40	120.00	105.00	<b>105.00</b>	120.00
Wayleave	22.00	20.75	22.00	0.00	<b>22.00</b>	22.00
QDJ	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00
Donation	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00
Compensation	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00
Other	0.00	0.00	0.00	0.00	<b>0.00</b>	0.00
CIL	0.00	0.00	0.00	4,298.83	<b>9,129.43</b>	0.00
VAT Repayment	0.00	1,093.98	0.00	1,013.01	<b>1,013.01</b>	0.00
<b>Total Income</b>	<b>887.00</b>	<b>1,420.09</b>	<b>887.00</b>	<b>5,970.16</b>	<b>11,571.08</b>	<b>887.00</b>
<b>Precept</b>		<b>18,302.00</b>			<b>18,668.00</b>	
<b>Expenditure</b>						
Clerks Salary	4,564.00	4,389.54	4,655.28	2,203.96	<b>4,612.73</b>	4,704.98
Admin	2,000.00	1,387.01	2,200.00	1,123.34	<b>2,200.00</b>	2,300.00
Insurance	560.00	491.89	560.00	0.00	<b>560.00</b>	580.00
Audit Inspections	320.00	328.00	320.00	328.00	<b>328.00</b>	340.00
Donations	1,000.00	299.32	1,000.00	0.00	<b>1,000.00</b>	1,000.00
Chairman's Allowance	60.00	0.00	60.00	0.00	<b>60.00</b>	60.00
Community Wardens	0.00	0.00	0.00	0.00	<b>0.00</b>	1,180.00
Dog & Litter Bins	1,175.00	815.04	1,000.00	0.00	<b>1,000.00</b>	1,000.00
Footpaths	1,600.00	1,725.00	1,700.00	1,413.00	<b>1,700.00</b>	1,850.00
Grass Cutting	3,150.00	2,473.40	3,250.00	0.00	<b>3,250.00</b>	3,350.00
Ditch Clearance	200.00	0.00	200.00	0.00	<b>200.00</b>	200.00
Maintenance	1,200.00	991.00	1,200.00	423.09	<b>1,200.00</b>	1,200.00
Projects	1,500.00	810.58	1,500.00	376.34	<b>1,500.00</b>	1,500.00
Village Hall	965.00	965.00	965.00	0.00	<b>965.00</b>	965.00
Contingency	500.00	0.00	500.00	0.00	<b>500.00</b>	500.00
CIL	0.00	520.00	0.00	0.00	<b>2,500.00</b>	0.00
VAT Paid	0.00	1,013.01	0.00	209.27	<b>1,000.00</b>	0.00
<b>Total Expenditure</b>	<b>18,794.00</b>	<b>16,208.79</b>	<b>19,110.28</b>	<b>6,077.00</b>	<b>22,575.73</b>	<b>20,729.98</b>

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Appendix 1

	<b>2020 / 21</b>	
	<b>Budget</b>	<b>Notes on Budget Next Year</b>
<b>Income</b>		
Bank Interest	0.00	
Recycling	0.00	
Grants	745.00	<b>P3 £195 / BDC £550 for Heath Close</b>
Allotment Rent	120.00	
Wayleave	22.00	
QDJ	0.00	
Donation	0.00	
Compensation	0.00	
Other	0.00	
CIL	0.00	
VAT Repayment	0.00	
<b>Total Income</b>	<b>887.00</b>	
<b>Precept</b>		
<b>Expenditure</b>		
Clerks Salary	4,704.98	<b>427.5 hours at £10.79 (+2%)</b>
Admin	2,300.00	<b>SALC £345 / CAS £30 / VH Rent £240 / Training £600 / Expenses inc Travel £600 / Clerk WFH £156 / SLCC membership £50 / Subscriptions £50 / ICO £38 / OneSuffolk £50 / Playground Rent £55 / Online Mapping £40</b>
Insurance	580.00	
Audit Inspections	340.00	<b>External Auditor £200 / Internal Auditor £140</b>
Donations	1,000.00	<b>Church Clock Maint £150 / Local Charities £850</b>
Chairman's Allowance	60.00	
Community Wardens	1,180.00	<b>52 hours @ £20 + £140 mileage (20 trips)</b>
Dog & Litter Bins	1,000.00	<b>13 dog bins (£50) 6 Litter (£50)</b>
Footpaths	1,850.00	<b>Increase to £15 per hour</b>
Grass Cutting	3,350.00	
Ditch Clearance	200.00	
Maintenance	1,200.00	<b>Wooden Asset Maintenance £500 / Playground Equipment Maintenance £500 / Play Equipment Check £200</b>
Projects	1,500.00	<b>Projects £1500</b>
Village Hall	965.00	<b>Heating Oil + Defib electric £30</b>
Contingency	500.00	
CIL	0.00	
VAT Paid	0.00	
<b>Total Expenditure</b>	<b>20,729.98</b>	

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### Appendix E Review of Policies

Policy / Procedure	Adopted	Required	Meeting
Charitable Giving Policy	Yes		Jul-20
CIL Policy	Yes		Oct-20
Complaints Procedure	Yes		Jul-20
Disciplinary Procedure	Yes		Oct-20
Disciplinary Rules	Yes		Oct-20
Document Retention Policy	Yes		Jul-20
Equality Policy	Yes		Jul-20
Financial Regulations	Yes		Nov-19
Freedom of Information Request	Yes		Jul-20
Grievance Procedure	Yes		Oct-20
Health & Safety Policy	Yes		Jul-20
Investment Policy	No	Yes	Apr-20
Privacy Notice	Yes		Apr-20
Protocol for Reporting of Meetings	Yes		Oct-20
Social Media Policy	Yes		Jul-20
Standing Orders	Yes		Jul-20
Statement of Community Engagement	Yes		Jul-20
Subject Access Request Policy	Yes		Apr-20
Training & Development Policy.	Yes		Oct-20

**End of Appendices**

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