

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on 18th November 2021 at 7.30pm in Polstead Village Hall

Present: Andrew Wade (Chairman), John Baxter, John Engleheart, Christine Johnson, James Oxford and Stewart Sowman.

Attending: John Ward (Babergh District Councillor), Dave Crimmin (Clerk) and 3 members of public.

21/203 Apologies for Absence

Cllr Flather (commitment) sent his apologies as did Georgia Hall (Suffolk County Councillor).

21/204 Declaration of Interests and Requests for Dispensation

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

21/205 Minutes of Meeting held on 21st October 2021

The minutes of the meeting were approved by the councillors who resolved that the minutes should be signed by the Chairman as a correct record.

21/206 Reports from County and District Councillors

Councillors noted Georgia Hall's previously circulated report. Councillors noted John Ward's previously circulated report and he updated councillors on the enhanced COVID status for Suffolk, the suspension of the JLP examination for approximately 9 months, the IPAD lending scheme and the removal notice served by Babergh on the owner of the newly built log cabins in the parish.

21/207 Reports and Question from Councillors

The councillors discussed the upcoming public consultation on the Bramford to Twinstead project and agreed that there would be time pressure on parishes to work with SCC and BDC in order to coordinate a response.

21/208 Public Forum

No issues were raised.

21/209 Emails circulated

Following a review of the emails circulated by the Clerk since the last meeting the councillors agreed to respond to the email from East Bergholt PC that their comments had been noted. The councillors agreed to proceed with the scheme proposed by SCC Highways for the No HGV signs at both ends of Mill Lane at a cost of £808.42. The Clerk to notify Stoke by Nayland PC of the plans.

21/210 Clerk's Report

Following a review of the Clerk's Report (Appendix A) there were no further actions requested of the Clerk.

21/211 Planning

- a. There was a planning application received since the agenda was posted requiring a response before the next meeting. The councillors reviewed **Planning Application DC/21/06235 Yeomans Cottage, Mill Street** - Application for works to trees in a Conservation Area: Fell 2no Conifer (T1 and T5) and 2no dead Cherry (T2 and T3) and reduce height of 1no Conifer (T4) by 2.5m and resolved that they had no objection.
- b. The councillors reviewed the status of planning applications, enforcement referrals and appeals previously reviewed by PPC as per Appendix B.

Signed



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21/212 Finance

- a. All cheques signed and due for signing, as itemised in Appendix C, and a payment of £4,822 to the S Palmer for grass cutting 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 options proposed by Cllr Baxter in relation to a Speed Indicator Device (SID) purchase. The councillors agreed to defer a decision on purchasing a SID until speed survey data was available for Stackwood Road and Mill Street. The Clerk will request the Police to provide the data from the speed survey undertaken at Mill Street during the summer and for a survey to be undertaken at Stackwood Road.
- c. The councillors reviewed the Budget Proposal (Appendix C). After considering the impact that not purchasing a SID has upon the budget, they agreed to increase the budget for Projects in 2022 / 2023 to £4,000 to provide options for the purchase of a SID and / or Defibrillators. The councillors resolved an expenditure budget for 2022 / 2023 of £26,120. The Clerk explained the impact that the expenditure budget, Reserves Policy and earmarked reserves would have upon setting the Precept for 2022 / 2023.
- d. The councillors reviewed the request for supporting the costs of using the village hall for holding the monthly Rural Coffee Caravan meetings. The councillors agreed that more information was required on the number of villagers using the service as well as an idea on the agencies that are present at the meetings before they could consider the request.
- e. The councillors resolved that only assets valued at more than £500 would be covered by the council's insurance after 1st April 2022.

21/213 Polstead WI

Cllr Sowman updated councillors that the Village Hall Committee are now sending the proposed set-up as a Charitable Incorporated Organisation (CIO) to the Charity Commission as well as creating policies for the new organisation. There will be an increase in the number of trustees for the CIO.

21/214 Highways and Footpaths

Cllr Baxter was asked to look at the SCC consultation on lorry routes and if appropriate prepare a draft response for review by councillors. Cllr Baxter's suggestion of a Footpaths Committee will be considered as part of the Footpaths Working Group review.

21/215 Assets, allotments, playground and playing field

There were no issues raised.

21/216 Proposed planting schemes

In the absence of Lisa Matthews, the Gardening Club is proceeding with the bulb planting schemes in the parish.

21/217 Affordable Housing

The councillors discussed the issue of affordable housing in the village and agreed that this may be part of the questionnaire that PPC is to create for parishioners. This item to be raised on the agenda for the February meeting.

21/218 Clerk Recruitment

Cllr Wade updated the councillors that Christine Hargan had accepted the position of Clerk & RFO to PPC and that the council had received satisfactory references from two of her employers. Christine and the Chairman duly signed the Contract of Employment, and she will start work on the 1st December 2021. The Clerk was asked to purchase a council laptop with Microsoft Office and appropriate anti-virus software within a budgeted of £800 for Christine's use.

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21/219 Future Agenda Items

- Grit, Litter and Dog bins review - January
- Notice Boards - January
- Queens Platinum Jubilee - January
- Footpath management - January
- Consider plans for the questionnaire - January
- Precept 2022 / 23 - January
- Defibrillators & training - February.

21/220 Meeting Dates in 2022

The councillors agreed the following Thursday dates at 7.30pm in the Village Hall:

- 20th January
- 17th February
- 17th March
- 7th April - Annual Parish Meeting
- 21st April
- 19th May - Annual Meeting of Parish Council
- 16th June
- 21st July
- 18th August - Provisional for Planning
- 15th September
- 20th October
- 17th November
- 15th December - Provisional for Planning.

21/221 Next scheduled meeting

The next scheduled meeting will be held on Thursday 20th January 2022 at 7.30pm in the Village Hall. (Provisional date for extra Planning Meeting is Thursday 16th December 2021 at 7.30pm in the Village Hall)

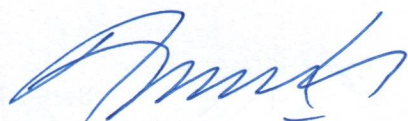
As this was his last meeting as Clerk, the councillors thanked Dave Crimmin for his 12-years' service to PPC and wished him a very happy retirement.

Meeting closed at 9.20pm.

Appendix A Clerk's Report

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
21/173	Working with Community Wardens to resource self closing device for play equipment gate.	
21/184	Minutes updated on Polstead website.	✓
21/186	Requested speed survey results for Mill Street from the Police.	✓
21/187	Wrote to organiser of auctions.	✓
21/190	Sent planning application response(s) to Babergh.	✓
21/191 a	Payments made to suppliers.	✓

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Appendix B Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/21/04339	White House Farm, Straight Road	Erection of Cartlodge (following demolition of existing outbuilding).	21/157c	No objection	
DC/21/04340	White House Farm, Straight Road	Application for Listed Building Consent - Erection of Cartlodge (following demolition of existing outbuilding).	21/157d	No objection	
DC/21/04915	Rockalls Farm House, Millwood Road	Erection of two storey side extension and two storey new front extension.	21/168b	No objection	Permission Granted 05/11/20121
DC/21/05230	Bankside, Mill Lane	Application for works to trees in conservation area: Felling of Leylandii Cypress Conifers crowding large mature Silver birch (and disrupting telegraph pole) and replacement with native hawthorn / blackthorn.	21/190a	No objection	No objection 22/10/2021
DC/21/05091	Rockalls Lodge, Rockalls Road	Erection of an extension to provide accessible accomodation for the benefit of a registered disabled person, creation of portico to rear, replacement of existing roof covering and windows and reinststate entrance door on rear elevation (following demolition of existing rear additions)	21/190b	No objection	
DC/21/05396	Little Acre, Spring Lane	Installation of 2no underwater LED lights to swimming pool (approved under DC/21/02692).	21/190c	No objection	Permission Granted 02/11/2021
DC/21/05085	Woodview, White Street Green	Erection of single storey linked side extension.	21/190d	No objection	Permission Granted 22/10/2021
DC/21/05654	Rockalls Cottage, Rockalls Road	Erection of single storey new entrance extension and linked extension between the house and an outbuilding to provide additional living accommodation.	21/190e	No objection	
DC/21/05584	Willow Cottage, Hadleigh Heath	Erection of single storey rear extensions and installation of 2no rear dormer windows (amended scheme as previously approved under DC/21/03708 and DC/18/03720).	21/190f	No objection	

Appendix C RFO Report Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
18/11/21	Wave - Allotment Water	102085	LA 2011 ss 1 to 8	0.00	46.45
18/11/21	B Patrick - Footpaths October	102086	LA 2011 ss 1 to 8	0.00	240.00
18/11/21	DF Crimmin - Expenses Sept to November	102087	LA 2011 ss 1 to 8	0.00	685.43
30/11/21	DF Crimmin - Salary Oct & Nov	102088	LA 2011 ss 1 to 8	0.00	576.20
30/11/21	DF Crimmin - WFHA Oct & Nov	102088	LA 2011 ss 1 to 8	0.00	48.00
30/11/21	HMRC - Clerk Tax	102089	LA 2011 ss 1 to 8	0.00	144.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/10/21	£49,739.20	£46,968.02	£2,771.18	£0.00	£0.00
Premier Account	31/10/21	£3,335.09	£3,335.09	£0.00	£0.00	£0.00
Cash	09/11/21	£0.00	£0.00			£0.00
		£53,074.29	£50,303.11	£2,771.18	£0.00	

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Actual v's Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£44,162.96			
Income			Expenditure		
Precept	£19,500.00	£19,500.00	Clerks Salary	£4,832.00	£2,880.80
Bank Interest	£0.00	£0.16	Admin	£2,305.00	£1,193.31
Recycling	£0.00	£0.00	Insurance	£580.00	£0.00
Grants	£745.00	£312.00	Audit Inspections	£380.00	£340.00
Allotment Rent	£120.00	£187.60	Donations	£1,000.00	£600.00
Wayleave	£22.00	£21.01	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Community Wardens	£1,180.00	£505.05
Donation	£0.00	£0.00	Dog & Litter Bins	£1,000.00	£850.99
Compensation	£0.00	£0.00	Footpaths	£2,800.00	£2,581.00
Other	£0.00	£0.00	Grass Cutting	£3,950.00	£0.00
CIL	£0.00	£0.00	Ditch Clearance	£0.00	£0.00
VAT Repayment	£0.00	£630.21	Maintenance	£1,200.00	£788.79
			Village Hall	£965.00	£0.00
			Projects	£1,500.00	£509.25
			Contingency	£500.00	£0.00
			CIL	£9,617.56	£0.00
			VAT Paid	£0.00	£881.64
Total	£20,387.00	£20,650.98	Total	£9,617.56	£22,252.00
					£14,510.83
			Assets Carried Forward		£50,303.11
Total		£64,813.94	Total		£64,813.94

Appendix D Budget Proposal

Income

Income sources for 2021 / 2022 have been based on those for 2022 / 2023. It is assumed that the P3 grant will be available from Suffolk County Council for the grass cutting of footpaths and that BDC continue to provide a grant for the grass maintenance in Heath Close.

Expenditure

- It is assumed that in 2021 / 2022 a SID and associated posts will be purchased within a budget of £4,000 (£2,000 from CIL and £2,000 from Projects). It is also assumed that the remaining £3,447 for the WI land transfer to the Village will be paid from CIL in 2021 / 2022. The Clerk's laptop will be purchased from the Projects budget in 2021 / 2022.
- The Projects budget in 2021 / 2022 of £2,000 could be used to purchase a defibrillator and cabinet. The Contingency budget of £500 in 2022 / 2023 is to cover any costs relating to the Queen's Platinum Jubilee celebrations.
- It is assumed that the Clerk will receive a 2% cost of living increase for 2021 and 2022.

Appendix D1 shows the full rational for the 2022 / 2023 budget. PPC is asked to consider a **total expenditure budget of £24,120 for 2022 / 2023**. Please find below tables which show a comparison between 2020 / 2021 actual, 2021 / 2022 budget, actual to date and that **anticipated at year end** and the anticipated budget for 2022 / 2023.

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	2020 / 21		2021 / 22			2022 / 23
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income						
Bank Interest	0.00	1.51	0.00	0.16	1.00	0.00
Recycling	0.00	0.00	0.00	0.00	0.00	0.00
Grants	745.00	744.32	745.00	312.00	745.00	745.00
Allotment Rent	120.00	163.50	120.00	187.60	187.60	120.00
Wayleave	22.00	21.01	22.00	21.01	21.01	22.00
QDJ	0.00	0.00	0.00	0.00	0.00	0.00
Donation	0.00	0.00	0.00	0.00	0.00	0.00
Compensation	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
CIL	0.00	0.00	0.00	0.00	0.00	0.00
VAT Repayment	0.00	1,456.49	0.00	630.21	630.21	0.00
Total Income	887.00	2,386.83	887.00	1,150.98	1,584.82	887.00
Precept		18,596.00			19,500.00	
Expenditure						
Clerks Salary	4,704.98	4,321.21	4,832.00	2,880.80	4,500.00	4,700.00
Admin	2,300.00	1,405.29	2,305.00	1,193.31	2,305.00	2,355.00
Insurance	580.00	552.94	580.00	0.00	580.00	600.00
Audit Inspections	340.00	380.00	380.00	340.00	340.00	380.00
Donations	1,000.00	2,177.50	1,000.00	600.00	1,000.00	1,000.00
Chairman's Allowance	60.00	45.00	60.00	0.00	100.00	60.00
Community Wardens	1,180.00	1,000.00	1,180.00	505.05	700.00	710.00
Dog & Litter Bins	1,000.00	771.47	1,000.00	850.99	850.99	950.00
Footpaths	1,850.00	3,668.00	2,800.00	2,581.00	3,200.00	3,200.00
Grass Cutting	3,350.00	2,688.00	3,950.00	0.00	4,825.00	5,500.00
Ditch Clearance	200.00	0.00	0.00	0.00	0.00	0.00
Maintenance	1,200.00	964.29	1,200.00	788.79	1,200.00	1,200.00
Projects	1,500.00	246.90	1,500.00	509.25	3,500.00	2,000.00
Village Hall	965.00	0.00	965.00	0.00	965.00	965.00
Contingency	500.00	0.00	500.00	0.00	500.00	500.00
CIL	0.00	0.00	0.00	3,380.00	9,537.00	0.00
VAT Paid	0.00	630.21	0.00	881.64	1,700.00	0.00
Total Expenditure	20,729.98	18,850.81	22,252.00	14,510.83	35,802.99	24,120.00

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Appendix D1

	2022 / 23	
	Budget	Notes on Budget Next Year
Income		
Bank Interest	0.00	
Recycling	0.00	
Grants	745.00	P3 £195 / BDC £550 for Heath
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	
Total Income	887.00	
Precept		
Expenditure		
Clerks Salary	4,700.00	416 hours @ £10.86 + 4%
Admin	2,355.00	SALC £380 / CAS £30 / VH Rent £240 / Training £600 / Expenses inc Travel £500 / Clerk WFHA £312 / SLCC membership £50 / Subscriptions £50 / ICO £38 / OneSuffolk £50 / Playground Rent £55 / Online Mapping £50
Insurance	600.00	
Audit Inspections	380.00	External Auditor £200 / Internal Auditor £180
Donations	1,000.00	Church Clock Maint £150 / Local Charities £850
Chairman's Allowance	60.00	
Community Wardens	710.00	25 hours @ £21.20 + £180 mileage (20 trips)
Dog & Litter Bins	950.00	13 dog bins (£50) 6 Litter (£50)
Footpaths	3,200.00	
Grass Cutting	5,500.00	
Ditch Clearance	0.00	
Maintenance	1,200.00	Wooden Asset Maintenance £500 / Playground Equipment Maintenance £500 / Play Equipment Check £200
Projects	2,000.00	Defib £2,000
Village Hall	965.00	Heating Oil + Defib electric £30
Contingency	500.00	Platinum Jubilee
CIL	0.00	
VAT Paid	0.00	
Total Expenditure	24,120.00	

End of Appendices

Signed



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