

## **POLSTEAD PARISH COUNCIL**

### **Minutes of the Annual Meeting held on Thursday 19<sup>th</sup> May 2011 in Polstead Village Hall**

**Present:** Cllrs Nick Brandt (Chairman), Amanda Flather and Anne MacWillson. Following Item 11/076 Cllrs Nick Palmer, Peter Patrick and William Shadbolt joined the meeting.

**Attending:** Dave Crimmin (Clerk) and 5 residents.

#### **11/071 Election of Chairman**

It was unanimously resolved that Nick Brandt be elected the Chairman of Polstead Parish Council (PPC), who signed the Declaration of Acceptance of Office accordingly.

#### **11/072 Apologies for Absence**

Apologies received from Cllr Baxter who is away on holiday, Sue Wigglesworth (Babergh District Councillor), David Yorke-Edwards (Suffolk County Councillor) and PCSO Coleman.

#### **11/073 Declaration of Interests**

None were declared.

#### **11/074 Election of Vice Chairman**

It was decided to defer the decision on the Vice Chairman until the next meeting in order for Cllr Baxter to participate in the discussion.

#### **11/075 Declaration of Acceptance of Office**

The Clerk confirmed that the 4 elected councillors had all completed the declaration of acceptance of office.

#### **11/076 Co-option of members**

The councillors reviewed the 3 applications received from Messrs Kilshaw, Palmer and Shadbolt. The councillors resolved that they did not see a need for Cllr Brandt to attend SALC training to fully understand his role and responsibilities as Chairman to PPC. As the Chairman's training was a condition of Mr Kilshaw's application for co-option the councillors treated the application as being withdrawn. The councillors resolved to consider the application for co-option from Mr Patrick even though received out of time.

The councillors unanimously agreed to co-opt Nick Palmer, Peter Patrick and William Shadbolt as councillors to PPC. After signing the declaration of acceptance of office the councillors joined the meeting.

#### **11/077 Representatives to Outside Bodies**

The councillors resolved the following appointments:

- a. Cllr Brandt to the Suffolk Association of Local Councils
- b. Cllr Baxter for Traffic Liaison
- c. Cllr MacWillson to the Village Hall Committee
- d. Cllr Flather to the Layham Pit Liaison Meeting.

#### **11/078 Internal Auditor**

The councillors resolved to appoint Heelis & Lodge as Internal Auditor for 2011 / 2012 and the Clerk to write to confirm appointment.

#### **11/079 Annual Subscriptions**

The councillors resolved to renew the annual subscriptions to SALC, Suffolk Wildlife Trust, Suffolk ACRE and the Suffolk Preservation Society.

#### **11/080 Minutes of Meeting held on 21<sup>st</sup> April 2011**

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

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**11/081 Reports from County and District Councillors and Suffolk Constabulary**

The councillors wished to congratulate Sue Wigglesworth on her re-election as Babergh District Councillor. The reports are contained in Appendix A.

**11/082 Reports and Question from Councillors**

No reports were received.

**11/083 Reports and Questions from Parishioners**

The report is contained in Appendix A

**11/084 Planning**

- a. No planning application had been received since the agenda was posted.
- b. It was agreed that Cllr MacWillson would represent PPC at the site visit by BDC at Land east of Woodview. Clerk to send copies of PPC's objections to Cllr MacWillson. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC were as follows:

Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
B/10/00593/FUL	Boxford (Suffolk) Farms Hill Farm Brick Kiln Hill	Permanent erection of poly tunnels for horticultural use up to 9 hectares.	10/124 b	Objected to application.	Permission Granted 04/05/2011
B/11/00078/VOT	Copella Fruit Juices Ltd, Hill Farm, Brick Kiln Hill	Erection of extensions to existing production premises, associated new plant, landscaping and perimeter fencing(existing farm building to be demolished) (extension of time limit to	11/024 a	No Objections.	
B/11/00095/FUL	Brendacot, Heath Road	Erection of two-storey dwelling and garage/workshop building (following demolition of existing single-storey	11/024 c	Objected to Application.	REFUSED 20/04/11
B/11/00210/FUL	Bower House Farm, Bower House Tye	Erection of agricultural workers dwelling, farm office and wash area.	11/044 a	No Objections.	
B/11/00182/FUL	Land east of Woodview, Stackwood Road	Change of use of land to mixed agricultural and equestrian. Erection of stables, hay barn and hard	11/044 c	Objected to Application	
B/11/00365/FUL	Adjoining Parish Elmington, Hadleigh Road, Boxford	Erection of two-storey rear extension; increase height of roof and insertion of 5 no. dormer windows.	11/061 a	No comments	
B/11/00210/FUL	Bower House Farm, Bower House Tye	Additional information in relation to Planning Application	11/061 b	No impact on previous resolution.	

**11/085 Finance**

- a. The councillors reviewed and resolved to accept the Internal Audit report from Heelis & Lodge for 2010 / 2011. However, the councillors felt that the decision 11/045a to increase the Fidelity cover to £10,000 from 1<sup>st</sup> April 2011 was sufficient to cover the risk that PPC faced in this regard. The measures undertaken at each meeting to verify the actual bank statements with the RFO report plus the cheque signatories in place allowed for a reduction in the cover required. The councillors would review the Fidelity cover during 2011 / 2012 as part of its risk management procedure.
- b. The councillors resolved to approve the PPC Receipts and Payments Account (Appendix B) for the year ending 31<sup>st</sup> March 2011.
- c. The councillors resolved to approve Sections 1 and 2 of the Annual Return for the year ending 31<sup>st</sup> March 2011 and the Chairman signed both sections on behalf of PPC.
- d. 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 Statements against the reconciliation.
- e. The councillors resolved to make a donation of £150 towards St Mary's Church clock maintenance. **Parish Councils Act 1957 s 2**

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- f. The councillors resolved that all councillors should be bank signatories. The Clerk to set-up arrangements for councillors.

#### **11/086 Highways and Footpaths**

- a. After debating the merits of a footpath warden from outside the council, it was resolved that with instructions being placed by the footpath warden to contractors this task should remain with Cllr Brandt. Cllr Brandt to place an article in the newsletter asking residents to contact him or the Clerk with any footpath related issues.
- b. Cllrs Brandt and MacWillson had conducted a site visit earlier in the evening to undertake a risk assessment to consider the fencing required for the pond frontage. After reviewing the easement condition, when the land was given to PPC, that the land was to be used for access for watering horses, the councillors resolved that no fencing should be put along the pond frontage. The councillors agreed that there was no requirement to paint the picket fence.
- c. It was agreed that a dog bin was not required near the Caravan Park at this time.

#### **11/087 Polstice and Diamond Jubilee 2012**

The councillors to research national plans for the Diamond Jubilee in 2012 ahead of discussing PPC's plans for the event at the next meeting.

After Mr Pym outlined the level of involvement that is required in order to run a public Polstice and in light of the recent history of the event, the councillors discussed the various levels of support that PPC was able to offer. The councillors resolved that PPC will give serious consideration to permitting the playing field to be used for a Polstice in 2012 but otherwise have no part in its organisation, licensing, insurance or otherwise.

#### **11/088 Correspondence Received (Appendix D)**

Following a review of the correspondence there were no further actions required.

#### **11/089 Chairman and Clerk's Reports (Appendix E)**

Following a review of the Clerk's report the Clerk was asked to remind PPC's contractors that a copy of their public liability insurance should be given to PPC by the end of June. The Chairman reported that he will write an article in the newsletter asking residents to help keep the village clear of dog mess which has been particularly bad around the pond bank.

#### **11/090 Councillor Training**

It was resolved that Cllrs Palmer, Patrick and Shadbolt be registered for the SALC Councillor Briefing session on the 15<sup>th</sup> June at BDC offices in Hadleigh. *LGA 1972 s 111*

#### **11/091 Public Domain**

The councillors resolved that their telephone numbers be published on the website, notice board and newsletter.

#### **11/092 Future Agenda Items**

- Local Housing Needs Survey
- Start times of PPC meetings
- 2012 Diamond Jubilee
- Hog Roast
- Hadleigh Fishing Club
- Recycling bins.

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**11/093 Date of Next Meeting**

The next meeting will be on the Thursday 16<sup>th</sup> June 2011 in Polstead Village Hall starting at 7.45pm.

**The meeting closed at 9.53pm.**

**Appendix A County, District and Suffolk Constabulary reports and Public Forum**

In the absence of the Police the Clerk read out heir report. "There have been 3 reported crimes since 1st April 2011 they are:

- THEFT - from motor vehicle, between 4<sup>th</sup> and 23<sup>rd</sup> April 2011 The Green. Unknown offender has stolen diesel from a parked and secure lorry. Undetected.
- COMMON ASSAULT (no injury), 1<sup>st</sup> May 2011 Holt Road. During the night a male offender (known to female) has grabbed female's wrists causing pain but no injuries. Ongoing.
- THEFT - from motor vehicle, overnight of 10<sup>th</sup> and 11<sup>th</sup> May 2011 Bower House Tye. Overnight unknown persons have gained entry to two parked vehicles by smashing the driver's window and stealing power tools from within. Undetected.

Just for info whilst out and about during the week we came across a vehicle parked up along Popes Green Lane, back entrance to Brett Aggregates (Polstead/Layham) we then checked the site and there were 5 persons on the site this could possibly be related to them looking for a 'Rave' site, we do have a Bank Holiday coming up! This is not definite that they will hold a Rave here but if you or any of the parishioners do start seeing loads of vehicles (convoys etc) in the area or vans/trucks that may carry music equipment, at anytime, please ring in to Police HQ on 01473 613500. (please remember the Hadleigh Show is on this weekend so there will be large vehicles going to that!)"

Mr D Pym asked for PPC to consider running the administration for the Polstice in 2012.

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**Appendix B Receipts & Payments Account**

**Receipts**

Precept	£11,770.00
Bank Interest	£1.64
Recycling	£20.60
Grants	£2,684.30
Allotment Rent	£25.50
Way leave	£17.65
Hog Roast	£290.12
Donation	£20.00
Compensation	£0.00
Other	£1,316.80
VAT Repayment	£530.40

**£16,677.01**

**Payments**

Clerks Salary	£3,877.00
Admin	£1,266.15
Insurance	£710.98
Audit Inspections	£190.00
Donations	£750.00
Chairman's Allowance	£0.00
Dog & Litter Bins	£329.62
Footpaths	£1,058.82
Grass Cutting	£1,537.00
Ditch Clearance	£0.00
Equipment Repair	£23.26
Equipment	£0.00
Hog Roast	£720.43
Village Hall	£850.00
Project / Maintenance	£3,102.18
Contingency	£0.00
VAT Paid	£599.33

**£15,014.77**

**Excess of Receipts over  
Payments**

**£1,662.24**

Add Balance Brought Forward

**£7,290.54**

**Balance Carried Forward**

**£8,952.78**

**Represented by**

Barclays Community	£5,643.85
Barclays Premium	£3,308.93
Cash	£0.00

**£8,952.78**

Signed .....

Date.....

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**Appendix C RFO Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
20/04/11	BDC Precept			7,250.00	0.00
19/05/11	WJ Green - Equipment repair	101541	Highways Act 1980 ss 43, 50	0.00	83.42
19/05/11	WJ Green - Equipment repair	101541	Highways Act 1980 ss 43, 50	0.00	86.02
19/05/11	Heelis & Lodge - Audit Fee	101542	LGA 1972 s 111	0.00	55.00
19/05/11	SALC - Annual Subscription	101543	LGA 1972 s 143	0.00	290.00
19/05/11	Suffolk Wildlife Trust - Annual Subscription	101544	LGA 1972 s 137	0.00	38.00
19/05/11	Suffolk ACRE - Annual Subscription	101545	LGA 1972 s 143	0.00	25.00
19/05/11	N Brandt - Expenses re fence	101546	LG (Misc Provs) Act 1953 s 4	0.00	6.56

Signed .....

Date.....