

POLSTEAD PARISH COUNCIL

DRAFT Minutes of Meeting held on Thursday 20th July 2017 in Polstead Village Hall at 7.30pm

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

Attending: John Ward (Babergh District Councillor), Dave Crimmin (Clerk) and 12 members of public.

17/110 Apologies for Absence

Cllrs MacWillson (holiday) and Patrick (commitment) sent their apologies.

17/111 Declaration of Interests and Requests for Dispensation

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

17/112 Minutes of Meeting held on 15th June 2017

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

17/113 Reports from County and District Councillors and Suffolk Constabulary

There were no questions from councillors on Gordon Jones' previously circulated report. John Ward updated councillors on his previously circulated report which covered the Boundary Review of Babergh's wards and the new planning pre-application advice service.

17/114 Reports and Question from Councillors

No issues were raised.

17/115 Reports and Questions from Parishioners

A resident raised her concerns over the planning application for Coppers in White Street Green. Six residents from Leavenheath raised their concerns over the planning application for the proposed expansion at Konings.

17/116 Clerk's Report (Appendix A)

Following a review of the Clerk's Report by the councillors the Clerk was given the name of a local contractor who may be able to provide a quotation for refurbishing the red kiosks recently adopted by PPC.

17/117 Correspondence (Appendix B)

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

17/118 Planning

- a. The councillors reviewed **Planning Application B/17/01139 Coppers White Street Green - Full Planning Application - Erection of 4 bungalows (following demolition of existing dwelling)** and resolved to object to the application on the following grounds:
 - i. The proposal is contrary to Policy CS11 as it:
 - does not match the locational context of the settlement which is in the AONB
 - does not have a close functional relationship to the existing settlement
 - is not appropriate in size/scale, layout and character to its setting or existing settlement
 - is not adjacent to or well related to the existing pattern of development for the settlement.
 - ii. Is an over development of site, inappropriate for the AONB with no architectural merit
 - iii. Out of keeping with the street scene, constituting backyard development with no street frontage

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- iv. The applicant's claim that elderly residents of the proposed properties could walk over 650 metres along a narrow, winding lane with no footway to the bus services is questionable.
- b. The councillors reviewed **Planning Application DC/17/03117 Hill Farm Brick Kiln Hill - Full Planning Application** - 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 and resolved to object to application on the following grounds:
 - i. The proposed industrial building (Expansion Site 1) would, by reason of the siting, design and external appearance of the building appear visually intrusive, appearing dominant against the skyline and would not be sympathetic to the character or landscape quality of the Dedham Vale and Stour Valley AONB.
 - ii. The location of this type of bottling facility with materials being imported from abroad, and products then being transported out of the area would be better located on an industrial site on the A12 / A14 rather than creating a bigger industrial site within the AONB.
 - iii. The exceptional circumstances required to be demonstrated for development in the AONB have not been proven by the applicant.
 - iv. The proposed bund and screening for the building facing the AONB are not fit for purpose.
 - v. The employment argument presented by the applicant appear ambiguous in its drafting.
 - vi. No mitigation is proposed by the applicant for the issues faced by residents living along the Stoke Road by the HGV traffic travelling to and from the A134.

The councillors also question the need for a ten-year phased permission as the previous permission in 2007 was not acted upon in full and only served to protect the transport movements to and from the site which this application now seeks to avail.

Should the LPA be minded to approve the application, the councillors would ask that a fit for purpose screening plan is a condition of the permission which should protect, from the start of development, the view of the site from the AONB. In PPC's opinion this should include a higher bund with mature planting of native deciduous shrubs and trees.

- c. No further planning application had been received since the agenda was posted.
- d. 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 |
|-----------------------|---|---|------------|-------------------------|-----------------------|
| B/17/01059 | Land north of Wood View, Stackwood Road | Erection of detached dwelling with double cartlodge and construction of new vehicular access. | 17/083b | Objected | |
| B/17/01003 | Snuggles, Rockalls Road | Erection of single-storey front and side extensions. | 17/083c | Supported | Approved 27/06/2017 |
| B/17/00944 | White House Farm, Straight Road | Construction of tennis court and swimming pool. | 17/083d | Supported | |
| B/17/00963 | Caxton House Heath Road | Outline-severance of part rear garden and erection of detached dwelling and garage. | 17/101a | Objected | REFUSED 12/07/2017 |

17/119 Finance

- a. All cheques signed and due for signing, as itemised in the RFO Report (Appendix C), were authorised by the councillors. The councillors also noted the income received since the last meeting, agreed the Reconciliation of Accounts against the Bank Statements and reviewed the Statement of Accounts against the budget.

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17/120 Meeting with Bill Newman

Councillors appreciated the time that Bill Newman spent with them in explaining the emerging Local Plan and how a community led plan may be appropriate for rural villages in some circumstances. The councillors will await the outcomes of the Babergh consultation on the Local Plan before reviewing if a community led plan should be considered for Polstead.

17/121 Electoral Review of Babergh's Warding arrangements

The councillors reviewed The Local Government Boundary Commission for England consultation on new warding arrangements for Babergh. The Councillors resolved that a ward covering Nayland, Stoke-by-Nayland, Leavenheath and Polstead would be their suggestion.

17/122 Highways and Footpaths

The councillors reviewed the issues of drivers turning out of Stackwood Road at the junction with the A1071 and concluded that the speed limit on the A1071 around this junction should be reduced from 60mph to 40mph. The Clerk to write to the SCC cabinet member responsible for Highways, James Finch, asking for the consideration of the proposal.

17/123 Assets, allotments, playground and playing field

The councillors agreed to review the PPC assets in the village and report any issues to the Clerk ahead of the September meeting.

17/124 Daffodil planting programme

The councillors reviewed the proposal by Cllr Wade to plant three areas of daffodils in the village this coming autumn at Polstead Green, the triangle at White Street Green and on the amenity land at Heath Close. It was agreed to plant approximately 35 square metres of daffodils at each location on the 28th October 2017 and resolved a budget of £150 for the bulbs. Councillors will lead teams of volunteers for the planting, where long handed bulb planters would be useful, and the councillors resolved that a suitable reward be provided in The Cock after planting was complete. Instructions will be given to the grass cutting contractor to leave the daffodil areas until June of each year before cutting.

17/125 Standing Orders and Financial Regulations

After reviewing PPC's Standing Orders and Financial Regulations the councillors resolved that no changes were required at this time.

17/126 Future Agenda Items

- Bulb planting.

17/127 Next meeting

The next scheduled meeting will be held on Thursday 28th September 2017 starting at 7.30pm in the Village Hall. Should an extra Planning Meeting be required it will be held on Tuesday 22nd August 2017 starting at 7.30pm in the Village Hall.

The meeting closed at 9.15pm.

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Appendix A Clerks Report

| Minute | Action | Complete ✓ |
|---------------|--|-------------------|
| 17/095 | Minutes updated on website and sent to newsletters. | ✓ |
| 17/101 | Planning responses sent to Babergh. | ✓ |
| 17/102 a | Payments made to suppliers. | ✓ |
| 17/104 | Advert for vacant allotments placed on website. | ✓ |
| 17/104 | Local contractors tend to refurbish Red Kiosks around the country with x2connect.com providing an online ordering service of paints and parts. My maintenance contractor is not available to provide a quote until 2018. | |
| 17/104 | Defibrillator quote for a unit inside the Polstead Heath Red Kiosk is being provided by CHT. | |
| 17/104 | J Palmer has said that the "red weed growth" in the playing field is a wild grass. | ✓ |
| 17/106 | J Palmer will provide quotes for the grass cutting of Heath Close and areas around Rockalls Road. | |

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 |
|----------|--|-----|-------------------|----------|----------|
| 16/06/17 | B Patrick - Footpaths May | 868 | LA 2011 ss 1 to 8 | 0.00 | 143.00 |
| 20/07/17 | Suffolk Preservation Society - Annual Subscription | 869 | LA 2011 ss 1 to 8 | 0.00 | 30.00 |
| 20/07/17 | Getmapping plc - Parish Online subscription | 870 | LA 2011 ss 1 to 8 | 0.00 | 33.60 |
| 20/07/17 | Polstead Village Hall Committee - Hire | 871 | LA 2011 ss 1 to 8 | 0.00 | 6.00 |
| 20/07/17 | BDC- Rockalls Road lease | 872 | LA 2011 ss 1 to 8 | 0.00 | 55.00 |
| 20/07/17 | B Patrick - Footpaths June | 873 | LA 2011 ss 1 to 8 | 0.00 | 214.50 |
| 20/07/17 | Anglian Water - Allotments | 874 | LA 2011 ss 1 to 8 | 0.00 | 20.68 |

Reconciliation

| Account | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|-------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Community Account | 30/06/17 | £29,074.63 | £27,655.32 | £1,419.31 | £0.00 | £0.00 |
| Premier Account | 30/06/17 | £3,318.40 | £3,318.40 | £0.00 | £0.00 | £0.00 |
| Cash | 14/07/17 | £0.00 | £0.00 | | | £0.00 |
| | | £32,393.03 | £30,973.72 | £1,419.31 | £0.00 | |

Actual v's Budget

| | Budget | Actual | Reserves | Budget | Actual |
|------------------------|-------------------|-------------------|------------------------|------------------|-------------------|
| Assets Brought Forward | | £23,904.18 | | | |
| Income | | | Expenditure | | |
| Precept | £18,286.00 | £9,143.00 | Clerks Salary | £4,474.64 | £1,020.53 |
| Bank Interest | £2.00 | £0.00 | Admin | £2,000.00 | £642.83 |
| Recycling | £0.00 | £0.00 | Insurance | £490.00 | £0.00 |
| Grants | £195.00 | £0.00 | Audit Inspections | £220.00 | £108.00 |
| Allotment Rent | £120.00 | £0.00 | 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 | £1,080.00 | £0.00 |
| Donation | £0.00 | £0.00 | Footpaths | £1,500.00 | £618.75 |
| Compensation | £0.00 | £0.00 | Grass Cutting | £2,400.00 | £0.00 |
| Other | £0.00 | £0.00 | Ditch Clearance | £200.00 | £0.00 |
| CIL | £0.00 | £0.00 | Maintenance | £1,200.00 | £0.00 |
| VAT Repayment | £0.00 | £1,006.14 | Village Hall | £965.00 | £651.32 |
| | | | Projects | £1,500.00 | £0.00 |
| | | | Contingency | £500.00 | £0.00 |
| | | | CIL | £2,561.80 | £0.00 |
| | | | VAT Paid | £0.00 | £38.17 |
| Total | £18,625.00 | £10,149.14 | Total | £2,561.80 | £17,589.64 |
| | | | | | |
| | | | Assets Carried Forward | | £30,973.72 |
| Total | | £34,053.32 | Total | | £34,053.32 |

End of Appendices

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