

POLSTEAD PARISH COUNCIL

DRAFT Minutes of Meeting held on Thursday 28th September 2017 in Polstead Village Hall

Present: Cllrs Anne MacWillson (Chairman), Amanda Flather, Andrew Wade and Sue Wigglesworth.

Attending: John Ward (Babergh District Councillor), Gordon Jones (Suffolk County Councillor), Dave Crimmin (Clerk) and 4 members of public.

17/138 Apologies for Absence

Cllrs Oxford (work), Patrick (unwell) and Peck (unwell) sent their apologies.

17/139 Declaration of Interests and Requests for Dispensation

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

17/140 Minutes of Meeting held on 22nd August 2017

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

17/141 Reports from County and District Councillors and Suffolk Constabulary

There were no questions from councillors on Gordon Jones' previously circulated report which covered the outcomes of recent school examinations. John Ward updated councillors on his previously circulated report which covered the Local Plan consultation and the delays in the move of staff to Endeavour House.

17/142 Reports and Question from Councillors

Cllr MacWillson reported on the Konings site inspection by Babergh's Planning Committee which she attended on behalf of PPC. She also updated councillors that she had met the owner of the Brewers Arms and requested that the sign showing that proceeds of the bottle bank in the pub car park went to the PPC play equipment be removed as the council does not receive any funds from the recycling scheme. The councillors agreed to Cllr Wade's suggestion that they meet informally to review the Local Plan Consultation and requested the Clerk to produce five copies of the plan for councillors.

17/143 Reports and Questions from Parishioners

Two residents from Leavenheath raised their concerns over the revised planning application for the proposed expansion at Konings.

17/144 Clerk's Report (Appendix A)

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

17/145 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.

17/146 Planning

- a. The councillors reviewed **Planning Application DC/17/04521 Avonlea White Street Green** - Change of use of land from agricultural to residential curtilage and resolved to support the application.
- b. The councillors reviewed **Planning Application DC/17/04499 Land on The West Side of Stackwood Road** - Erection of a 1 No dwelling, home office, workshop, parking areas and resolved to object to the planning application as in the councillors' opinion it failed to meet the criteria of Babergh's policies CS2, CS11 and CS15. If the LPA is minded to approve the application, the councillors feel that the "work" element of the application should be constrained by appropriate conditions to stop the expansion of any business operation.

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- c. The councillors reviewed the revisions to **Planning Application DC/17/03117 Hill Farm Brick Kiln Hill** - 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. The councillors did not consider that the updated information changed their opinion of the application and again resolved to object 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.

- d. No further planning application had been received since the agenda was posted that required to be reviewed before the October meeting.
- e. John Ward explained that his reason for referring a planning application to be determined by the Babergh Planning Committee, despite PPC objecting to the application and the officer recommending refusal, was to establish the criteria for single house developments outside the built-up area boundary.
- f. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC are as follows:

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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	REFUSED 21/07/2017
B/17/00944	White House Farm, Straight Road	Construction of tennis court and swimming pool.	17/083d	Supported	Permission Granted 17/07/2017
B/17/01139	Coppers White Street Green	Full Planning Application - Erection of 4 bungalows (following demolition of existing dwelling).	17/118a	Objected	
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.	17/118b	Objected	
DC/17/03641	Land South Of Wood Hall Farm Stackwood Road	Application under Section 73 of the Town and Country Planning Act without compliance with/for variation of conditions 2 and 3 of planning permission B/16/00761/FUL.	17/133a	Supported	Permission Granted 08/09/2017
DC/17/04016	The Old Chapel Heath Road	Erection of extension to side of existing detached garage.	17/133b	Supported	

17/147 Finance

- a. The councillors reviewed the External Audit report from BDO for the year ended 31st March 2017 and resolved to accept and approve the findings.
- b. 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.

17/148 Highways and Footpaths

The Clerk was asked to liaise with Cllr Patrick over the precise requirements for the entry signs at White Street Green and to then pass the information to Gordon Jones.

17/149 Assets, allotments, playground and playing field

The councillors reviewed to options for PPC to undertake the grass maintenance in Heath Close. PPC's contractor has confirmed his quotation for cutting and clearing the grass in Heath Close at £70 per cut subject to the trees being lopped to allow his mower access under the trees. Babergh has offered PPC £550 per year to cut the grass at least 10 times per year. The councillors resolved that subject to Babergh undertaking the necessary tree works, that PPC will agree to a 5-year term to undertake the grass cutting.

The councillors resolved that they did not want to undertake further grass cutting responsibilities around Polstead Green as the £1,300 difference between PPC's contractor costs and Babergh's grant was not viable.

The councillors agreed to the request from Hadleigh High School to use the playing field for their sponsored walk on Friday 6th October but expect the organisers to ensure that the play equipment is respected. Cllr MacWillson will co-ordinate access to the playing field.

17/150 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

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at Heath Close. It was agreed to plant approximately 800 bulbs of daffodils at each location on the 28th October 2017 starting at 10 am and that Cllrs Flather, MacWillson and Peck will each be responsible for an area and for co-ordinating volunteers. Councillors resolved a budget of £100 for refreshments in The Cock for the volunteers after planting. The Clerk was asked to write to the "Lord of the Manor" for Polstead Green, Alan Keeble, to ask for permission to plant the daffodils.

17/151 Christmas Carols

The provisional date for the carols was set for Sunday 17th December 2017 starting at 4pm.

17/152 Passing of resident

The councillors felt that there was nothing appropriate that could be done by the parish council.

17/153 Future Agenda Items

- Christmas Carols.

17/154 Next meeting

The next scheduled meeting will be held on Thursday 28th September 2017 starting at 7.30pm in the Village Hall.

The meeting closed at 9.42pm.

Appendix A Clerks Report

Minute	Action	Complete ✓
17/104	Refurbishment of Red Kiosks remains outstanding.	
17/104	Defibrillator quote for a unit inside the Polstead Heath Red Kiosk has been provided by CHT.	✓
17/106	J Palmer has provided quotes for the grass cutting of Heath Close and areas around Rockalls Road.	✓
17/112	Minutes updated on website and sent to newsletters.	✓
17/118	Planning responses sent to Babergh.	✓
17/119	Payments made to suppliers.	✓
17/121	Response sent on Babergh Warding.	✓
17/122	Resident proposal for Stackwood Road junction with A1071 sent to James Finch.	✓
17/130	Minutes updated on website and sent to newsletters.	✓
17/133	Planning responses sent to Babergh.	✓
17/134	Representatives names forwarded re Local Plan meeting.	✓
17/135	Representatives names forwarded re Sudbury Visioning event.	✓
	Clerk Hours	
	As at 27th August 2017 - Hours Worked 136.75 / Hours Paid 157.50	

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
21/09/17	BDC Precept			9,143.00	0.00
28/09/17	BDO - Audit Fee	875	LA 2011 ss 1 to 8	0.00	240.00
28/09/17	B Patrick - Footpaths July	876	LA 2011 ss 1 to 8	0.00	169.00
28/09/17	DF Crimmin - Expenses Feb to Aug	877	LA 2011 ss 1 to 8	0.00	319.69
28/09/17	SLCC - Clerk Subscription fee	878	LA 2011 ss 1 to 8	0.00	35.02
30/09/17	DF Crimmin - Salary July to Sept	879	LA 2011 ss 1 to 8	0.00	816.33
30/09/17	DF Crimmin - WFHA July to Sept	879	LA 2011 ss 1 to 8	0.00	39.00
30/09/17	HMRC - Clerk Tax	880	LA 2011 ss 1 to 8	0.00	204.20

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/08/17	£27,655.32	£34,975.08	£1,823.24	£9,143.00	£0.00
Premier Account	31/08/17	£3,318.40	£3,318.40	£0.00	£0.00	£0.00
Cash	26/09/17	£0.00	£0.00			£0.00
		£30,973.72	£38,293.48	£1,823.24	£9,143.00	

Actual v's Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£23,904.18			
Income			Expenditure		
Precept	£18,286.00	£18,286.00	Clerks Salary	£4,474.64	£2,174.71
Bank Interest	£2.00	£0.00	Admin	£2,000.00	£815.89
Recycling	£0.00	£0.00	Insurance	£490.00	£0.00
Grants	£195.00	£0.00	Audit Inspections	£220.00	£308.00
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	£787.75
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	£72.50
			Contingency	£500.00	£0.00
			CIL	£2,561.80	£0.00
			VAT Paid	£0.00	£92.67
Total	£18,625.00	£19,292.14	Total	£2,561.80	£17,589.64
			Assets Carried Forward		£38,293.48
Total		£43,196.32	Total		£43,196.32

End of Appendices

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