

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 16th June 2016 in Polstead Village Hall at 7.30pm

Present: Cllrs Amanda Flather (Chairman), James Oxford, Peter Patrick (arrived late), Matt Peck and Sue Wigglesworth.

Attending: John Ward (Babergh District Councillor), Dave Crimmin (Clerk) and 1 resident.

Phil Page has resigned his position as a councillor on Polstead Parish Council. The councillors wished to record their appreciation for his help and support while on the council.

16/097 Apologies for Absence

Cllr MacWillson (engagement) sent her apologies as did Gordon Jones (Suffolk County Councillor)

16/098 Declaration of Interests and Requests for Dispensation

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

16/099 Minutes of Meeting held on 19th May 2016

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

16/100 Reports from County and District Councillors and Suffolk Constabulary

The councillors noted the report submitted by Gordon Jones. John Ward updated councillors on Babergh's review of the Local Plan and the round of stakeholder meetings regarding growth in the parishes.

Peter Patrick arrived.

16/101 Reports and Question from Councillors and Chairman's Report

Cllr Oxford reported that the Layham Pit meeting was cancelled and is hoped to be rescheduled shortly.

16/102 Reports and Questions from Parishioners

A resident raised a number of concerns over the proposed development at Coppers in White Street Green. Three residents' letters had been received raising objections to the Coppers scheme.

16/103 Clerk's Report (Appendix A)

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

16/104 Correspondence (Appendix B)

Following a review of the Correspondence and emails circulated by the Clerk since the last meeting, there was no further action requested of the Clerk.

16/105 Planning

- a. The councillors reviewed **Planning Application B/16/00636 Stackwood Cottage, Stackwood Road** - Erection of 1 no. two-storey detached dwelling and detached double carport/log store with home office above (following demolition of existing dwelling) and resolved to support the application.
- b. The councillors reviewed **Planning Application B/16/00622 Coppers, White Street Green** - Erection of 2 no. detached dwellings and garages (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

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- is not adjacent to or well related to the existing pattern of development for the settlement.
 - ii. is considered to be an over development of site
 - iii. out of keeping with the street scene in that it is not frontage development.
- c. The councillors reviewed **Planning Application B/16/00435 Old Farmhouse, Brick Kiln Hill** - Erection of 2 no. rural workers dwellings and resolved to support the application.
- d. No further planning application had been received since the agenda was posted.
- e. 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/16/00557	Land to the east of, White Street Green	Notification under Part 6 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 - Erection of an agricultural storage barn.	16/089a	Full Planning Application requested	
B/16/00586	Brewery Farm, Bower House Tye	Notification under Part 3 of the Town and Country Planning (General Permitted Development) (England) Order 2015 ? Prior approval under Class M(b) building operations reasonably necessary to convert building to Dwellinghouse(s) (C3) (Application follows change of use granted under approval B/15/00533/SHDW)	16/089a	No comment	
B/16/00481	Formally known as Sharline, White Street House, White Street Green	Erection of one and a half storey dwelling, brick party boundary wall and construction of vehicular access (amended from dwelling approved under B/15/00403/FUL).	16/089a	Concerned at actions taken by applicant	

16/106 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.

16/107 Highways and Footpaths

The Clerk was requested to obtain appropriate footpath signage from SCC so that each footpath can be clearly marked on what access is permitted.

16/108 Assets, playground and playing field

- a. The councillors noted that the new play equipment will be installed between the 23rd June and the 1st July.
- b. The councillors resolved to spend £310 to replace chains on the older play equipment as highlighted in Anglia Inspection Services inspection report
- c. The councillors resolved to contract the installation of new dog bins to S Scammell at £47 per bin
- d. The councillors agreed to the request from allotment tenant Cllr Peck that he can utilise space alongside his plot to relocate his chickens.

16/109 Document Retention

The councillors reviewed the document retention periods proposed by the Clerk and resolved to adopt the policy as from 16th June 2016.

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16/110 July event

The councillors finalised plans for the event which will be held on the playing field on Saturday 2nd July starting at noon.

16/111 Standing Order 3d

The councillors resolved that in accordance to PPC's Standing Order 3d the public and press be excluded from the meeting due to the confidential nature of the Clerk's Contract of Employment.

16/112 Clerk's Contract of Employment

The councillors reviewed the agreement reached by the National Joint Council on the cost of living rises from the 1st April 2016 and the 1st April 2017 which equated to 1% each year. The councillors noted the agreement and resolved that the Clerk was eligible to both increase under his contract of employment on the dates specified.

16/113 Future Agenda Items

- Defibrillator.

16/114 Next meeting

The next scheduled meeting will be held on Thursday 21st July 2016 starting at 7.30pm in the Village Hall.

The meeting closed at 8.55pm.

Appendix A Clerks Report

Minute	Action	Complete ✓
15/127	Chains ordered.	
16/069	Defibrillator plan outstanding.	
16/075	SALC advised of PPC Chairman and representative.	✓
16/079	Minutes updated on website and sent to newsletter.	✓
16/081	Outside bodies advised of PPC representatives.	✓
16/082	Heelis & Lodge advised of appointment.	✓
16/089	Planning responses sent to Babergh.	✓
16/090 e	Payments made to suppliers.	✓
16/090 bc	Annual Return sent to BDO and publicised on notice boards and website.	✓
16/092	Dog bins ordered.	✓

Appendix B Correspondence reviewed by councillors

No correspondence received.

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