

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 19th October 2017 in Polstead Village Hall at 7.30pm

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

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

17/155 Apologies for Absence

Cllrs Flather (commitment) and Patrick (holiday) sent their apologies as did Gordon Jones (Suffolk County Councillor).

17/156 Declaration of Interests and Requests for Dispensation

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

17/157 Minutes of Meeting held on 28th September 2017

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

17/158 Reports from County and District Councillors and Suffolk Constabulary

The councillors noted Gordon Jones' previously circulated report. John Ward updated councillors on his previously circulated report which covered the Boundary Review consultation, the proposed merger of Babergh and Mid Suffolk District Councils and Community Housing Funding.

17/159 Reports and Question from Councillors

No items raised.

17/160 Reports and Questions from Parishioners

Lisa Matthews asked if PPC would consider a memorial for a resident recently killed in a car accident being donated by the Polstead Projects and placed in the playing field, which was the base used by the group. Councillors will be happy to consider the plans once agreed with the deceased's family.

17/161 Clerk's Report (Appendix A)

Following a review of the Clerk's Report by the councillors the Clerk the councillors were updated that in relation to 17/150 the "Lord of the Manor", Alan Keeble, has refused permission for PPC to plant daffodils on either Polstead Green or White Street Green, as he wants the greens to remain as grass only.

17/162 Correspondence (Appendix B)

Following a review of the Correspondence and emails circulated by the Clerk since the last meeting the Clerk was asked to forward an email on funding to the Chairman of the Community Shop.

17/163 Planning

- a. The councillors reviewed **Planning Application DC/17/04784 The Bungalow Potash Lane** - Erection of replacement dwelling and detached garage with new vehicular access (existing dwelling to be demolished). The councillors do not object to the principle of a new dwelling to replace the existing dwelling on the site, but do object to planning application on the following grounds:
 - i. The orientation of the property should be frontage to the road, not side on as proposed
 - ii. The design of the dwelling does not accord with the Suffolk Design Guide
 - iii. The design lacks quality and should be modified to enhance the setting.
- b. The councillors reviewed **Planning Application DC/17/04836 Stratford House Martens Lane** - Erection of an extension and alterations to existing dwelling. Erection of a cart lodge

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with accommodation above. Alterations to pool house to create ancillary accommodation and resolved to support the application.

- c. The councillors reviewed **Planning Application DC/17/05010 Polstead Lodge Mill Street** - Outline Planning Application (access to be considered) - Erection of up to 1 no. detached dwelling (utilising existing vehicular access) 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.
- d. The councillors reviewed **Appeal APP/D3505/W/17/3182247 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 agricultural storage building. The councillors did not wish to add anything further to their original objections to the planning application but would ask the Planning Inspectorate for a copy of their decision.
- e. No further planning application had been received since the agenda was posted that required to be reviewed before the next meeting.
- f. 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
DC/17/04016	The Old Chapel Heath Road	Erection of extension to side of existing detached garage.	17/133b	Supported	Permission Granted 27/09/2017
DC/17/04521	Avonlea White Street Green	Planning Application - Change of use of land from agricultural to residential curtilage	17/146a	Supported	
DC/17/04499	Land On The West Side Of Stackwood Road	Planning Application-Erection of a 1 No dwelling, home office, workshop, parking areas.	17/146b	Objected	
DC/17/03117	Hill Farm Brick Kiln Hill	Revisions to application for the 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.	17/146c	Objected	

17/164 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.
- b. The councillors resolved to set-up a direct debit with HMRC to pay the quarterly settlement as the use of the Post Office will no longer be an option.

17/165 Babergh's Local Plan

After reviewing Cllr Wade's overview of Babergh's Local Plan consultation documentation the councillors agreed that Cllr Wade and the Clerk prepare a response for circulation to councillors prior to submission. Whilst the response would address the question of PPC's preference on Spatial Distribution, it was felt by councillors that the issues impacting on Polstead were well addressed in the proposals.

17/166 Highways and Footpaths

The Clerk was asked to respond to a resident with issues about vehicular access over a footpath that she should raise her concerns with SCC's Rights of Way.

17/167 Assets, allotments, playground and playing field

The councillors reviewed the request from Dave Peck for an allotment. With 2 allotments free currently, and no waiting list, the Clerk was asked to offer him the tenancy.

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17/168 Babergh Parish Meeting

Cllrs Oxford, Peck and Wigglesworth will represent PPC at the meeting in Polstead on the 7th November and the Clerk to write confirming arrangements.

17/169 Daffodil planting programme

With the refusal of the "Lord of the Manor", Alan Keeble, to allow PPC to plant the daffodils on Polstead Green and White Street Green, the planting programme for these locations are not to proceed currently. The Clerk was asked to search the council's archives to see if there was a copy of the Manorial Rights associated with Alan Keeble's title so that the council is aware of any issues that may arise in the future requiring permission. Failing that, the Clerk will write to Alan Keeble asking for further information.

The revised planting programme was agreed for a 10am start on Saturday 28th October followed by refreshments, for those taking part, in the Cock Inn.

17/170 Christmas Carols

The date for the Christmas Carols was set for Sunday 17th December 2017 starting at 4pm and will be held at the Cock Inn. Cllr Peck will liaise with the publicans on the location of the council's Christmas Tree and refreshments for the event. The Councillors agreed a budget of £250 for the tree, refreshments and gifts. The Clerk to update the Community Shop on the plans for the Christmas Tree.

17/171 Future Agenda Items

- Budget for 2018 / 2019
- Christmas Carols.

17/172 Next meeting

The next scheduled meeting will be held on Thursday 16th November 2017 starting at 7.30pm in the Village Hall.

The meeting closed at 9.40pm.

Appendix A Clerks Report

Minute	Action	Complete ✓
17/104	Refurbishment of Red Kiosks remains outstanding.	
17/140	Minutes updated on website and sent to newsletters.	✓
17/142	Copies of Local Plan distributed to councillors.	✓
17/146	Planning responses sent to Babergh.	✓
17/147 b	Payments made to suppliers.	✓
17/148	Cllr Patrick requested to specify entry signs.	
17/149	Wrote to Babergh re cutting of Heath Close	
17/149	Made arrangements with Hadleigh High School.	✓
17/150	Wrote to Lord of Manor re daffodils on Polstead Green.	
	Clerk Hours	
	As at 1st October 2017 - Hours Worked 164.5 / Hours Paid 195	

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
16/10/17	UK Power Networks Wayleave			20.75	0.00
19/10/17	B Patrick - Footpaths September	881	LA 2011 ss 1 to 8	0.00	156.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	29/09/17	£36,798.32	£34,839.83	£1,979.24	£20.75	£0.00
Premier Account	29/09/17	£3,318.40	£3,318.40	£0.00	£0.00	£0.00
Cash	11/10/17	£0.00	£0.00			£0.00
		£40,116.72	£38,158.23	£1,979.24	£20.75	

Actual v's Budget

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£23,904.18				
<u>Income</u>			<u>Expenditure</u>			
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	£20.75	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	£943.75
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	£0.00
			VAT Paid		£0.00	£92.67
Total	£18,625.00	£19,312.89	Total	£2,561.80	£17,589.64	£5,058.84
			Assets Carried Forward			£38,158.23
Total		£43,217.07	Total			£43,217.07

End of Appendices

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