

# **POLSTEAD PARISH COUNCIL**

## **Minutes of the meeting held on Thursday 20<sup>th</sup> November 2008 in the Village Hall Polstead.**

**Present:** Mr Nick Brandt (in the Chair), Mr John Baxter, Mr Michael Hackford (Vice-Chair), Mrs Mandy Flather, Mr Richard Kilshaw, Mrs Anne Macwilson & Mrs Trish Ravensdale

**In attendance:** Mr David Yorke-Edwards (County Councillor) & Mrs Sandra Gray (Clerk) and Two Members of the Public.

**1) Apologies for Absence:** Mrs Sue Wigglesworth (District Councillor)

### **2) Declarations of Interests:**

Mrs Trish Ravensdale declared an interest in Agenda item 12 Planning Application NoB/08/01597/FHA and the Declarations of Interest Book was signed.

The Clerk declared an interest in Agenda item 12 Planning Application No: B/08/01648/FUL and the Declarations of Interest Book was signed.

### **3) Minutes of the meetings of 16<sup>th</sup> October 2008 and 12<sup>th</sup> November 2008.**

- Agenda item 6 of the Minutes of the 16<sup>th</sup> October 2008 was amended to read "Community Woodland." With this amendment the Minutes were approved by the Council and signed by the Chairman.

### **4) Matters Arising:**

There were none.

### **5) Reports:**

#### **A) County Councillor**

David Yorke-Edwards reported that the Locality budget application of £800.00 for Polstead Village Hall was subject to the audit decision and was in the process of being authorised.

Due to the subject of Child Protection being in the news, David Yorke-Edwards handed to the Councillors the latest press release from Suffolk County Council. The statement reassured parishioners that Suffolk's child protection services were strong and that funding had been increased, not cut.

#### **B) District Councillor**

In the absence of Mrs Sue Wigglesworth the Clerk reported on her behalf that she had requested a site meeting from Babergh's Development Committee for Planning Application No: B/08/01462/FHA Green Farm.

Babergh had their meeting for the East at Hintlesham on the 13<sup>th</sup> and this will be repeated on the 27<sup>th</sup> at Stoke. Mrs Sue Wigglesworth hoped that someone from Polstead Parish Council would attend as the Agenda is interesting with the presentation on possible Neighbourhood/Community Forums that will be necessary with Unitary Local Government arrangements. The Chairman confirmed to the Council that he would attend.

### **C) Suffolk Constabulary**

The Clerk reported that there were no crimes for the village of Polstead and that she had received communication from PC 1455 Matt Paisley. He is the temporary point of contact until an officer specific to rural locations has been appointed. The replacement Police Liaison Officer for Polstead is PCSO 3108 Amanda Coleman.

### **6) Reports & Questions from Councillors:**

Councillor Richard Kilshaw informed the Council that he had reported a loose BT manhole cover at the bottom of the hill and that this has now been replaced.

Councillor Richard Kilshaw and Councillor John Baxter reported concerns about events occurring when the Essex and Suffolk Hunt took place in Polstead. The Badger set in Dollops Wood had been filled in and quad bikes were visible on the footpath in this area. Councillor Richard Kilshaw had spoken to the duty policeman but he declined to take any further details.

### **7) Reports & Questions from Parishioners**

Mrs Biggs requested that the Council be sympathetic to her request for the removal of the Cherry tree on the allotments so that she could replace her fence. Mrs Biggs and her daughter had concerns about shading and future growth of the tree causing more damage.

### **8) Highways and Footpaths**

The Clerk reported that the PP3 Grant Forms that she had completed required evidence of expenditure. The proposed works form is required to be completed at the beginning of the year and any expenditure has to be approved by the Area Rights of Way Officer. The Clerk explained that it was the first time completing these forms and the Council would need to liaise with James Ward in the New Year as to specific work needed and its cost in order for the Clerk to return the forms completed correctly.

The Chairman reported that he had received a letter from Mrs Catherine Hamblin regarding the Stoke by Nayland, Polstead, Hadleigh turning at the end of Polstead Street. The speeding of motorists/motorcyclists was of major concern. The Chairman had replied to her letter.

The Clerk reported that she had received a reply from Suffolk Highways regarding the Council's concerns at the speed limit at the Stackwood Road junction as reported by Vice-Chair Michael Hackford. Jon Noble of Road Safety Engineering West Area explained that local road safety schemes are funded by central government and in return must prove to the Department for Transport that there is a reduction of the number of accidents in which someone is injured. They therefore target clusters where there have been more than four of these accidents. Jon Noble has reviewed the accident data for this junction and found that there have not been any injury accidents in recent years. Therefore improvements at this junction cannot be carried out as a local road safety scheme. The Clerk further reported that Mr Noble has been out on site to look at the speed limits in the area, as well as the possibility of providing a speed limit at this location. Unfortunately there is not enough development in the area

for a speed limit to be enforceable. As such a new speed limit would not be approved by the speed limit panel and he is, therefore, unable to put this site forward.

The Clerk reported that she had spoken to Roberta Meadows at Suffolk County Council regarding the claimed footpath- Rockalls Road to FP 35 Polstead. Due to the requests by Mr and Mrs Le Voi, the Creation Agreement under Highways Act 1980 S.25 could not proceed. The alternative is the Definitive Map Modification Order process under the Wildlife & Countryside Act 1981, which would involve a more thorough investigation of the claim and a written report for consideration by the Rights of Way Committee. This process would take much longer than a Creation Agreement. Also Suffolk County Council may not pay the full cost of the clearance of the path at the side of the allotments. Due to the confusion that had now become apparent, the Council agreed for the Clerk to arrange a meeting with Roberta Meadows on Wednesday 10<sup>th</sup> December 2008 at 2.00pm.

### **9) Allotments/Cherry Tree**

The Council discussed in detail the request of Mrs Biggs to remove the Cherry Tree on the Allotment. The Chairman read a letter from the Tree Warden, Jim Marshall, stating that he could see no reason for the tree to be felled in order to erect a new boundary fence but advising the Council that the future growth of the tree would need to be monitored.

The Clerk reported that allotment holder, Mrs Halsall, had no objection to the Cherry Tree being taken down as it was not a productive tree. Mrs Halsall further suggested that a Bramley apple tree could be planted in its place, away from the fence.

The issue of the growth of the tree and the problem of the shade it would produce to the property of Mrs Biggs was a concern for some members of the Council.

It was agreed for the Council to apply to Babergh for the tree to be felled; proposed by Councillor Trish Ravensdale, seconded by Councillor Richard Kilshaw, 2 in favour, 4 abstentions and 1 against. Councillor Richard Kilshaw would complete the Babergh application for the removal of the tree.

### **10) Code of Practice for Handling Complaints**

The proposed Code of Practice had been circulated to the Councillors prior to the meeting. After discussion it was agreed for Part B point 3 to read "The Chairman/ Vice Chair shall thereafter deal with the matter as he sees fit, including informing the Councillor against whom the complaint is made and inviting his response."

The Council adopted the Code of Practice for Complaints; proposed by Chairman Nick Brandt seconded by Vice-Chair Michael Hackford; all in favour

County Councillor David Yorke-Edwards expressed his interest in the Code adopted by Polstead Parish Council and it was agreed for the Clerk to send him a copy.

### **11) Freedom of Information Act 2001.**

The Clerk informed the Council that the Freedom of Information Act must be adopted by the Council by 1st January 2009. The Council agreed for the Clerk to attend the training course at SALC on the 5<sup>th</sup> December 2008. The Clerk read to the Council the

proposed Freedom of Information Act for Polstead to the Council and it was adopted; proposed by Councillor Anne Macwilson, seconded by: Councillor Trish Ravensdale.

**12) Planning Matters:**

**A) Pre-Agenda Applications:**

**B/08/01648/FUL Woodfield, Stackwood Road, Hadleigh Heath Polstead Ipswich IP7 5NZ Erection of 1.5 storey detached dwelling, erection of detached garage/store (following demolition of existing detached single-storey dwelling).**

The Council discussed the above application and had no objection in relation to CNO1 and CN08 of the Babergh Local Plan.

**B/08/01597/FHA 12 Rockalls Road Polstead Colchester CO6 5AR Erection of rear conservatory**

The Council discussed the above application and had no objection in relation to CNO1 and CN08 of the Babergh Local Plan.

**B/08/01666/TCA Jesmond Lodge Polstead Hill Polstead Colchester CO6 5AH Removal of limbs on 1 No. Oak Tree**

The Council discussed the above application and had no objection in relation to CNO1 and CN08 of the Babergh Local Plan but would like to comment that, before the limbs are removed, the trees should be checked for bat roosts and that the cutting takes place before the start of the bird nesting season (1<sup>st</sup> March).

**B/08/01611/TPO Sprotts Farm Holt Road Polstead Colchester CO6 5BT. Crown reduction by 3 metres to 4 no. chestnut trees covered by Tree Preservation Order No.313**

The Council discussed the above application and had no objection in relation to the Tree Preservation Order and CNO1 and CN08 of the Babergh Local Plan. The Council would like to comment that, before the reduction of the trees takes place, they are checked for bat roosts and that the cutting takes place before the start of the bird nesting season (1<sup>st</sup> March).

**B) Any Urgent Planning Matters:**

The following were received after the Agenda had been issued:

**B/08/01716/TCA Tinkers Cottage Polstead Hill Polstead Colchester CO6 5AH Reduction in size of trees**

The Council discussed the above application and had no objection in relation to CNO1 and CN08 of the Babergh Local Plan. But would like to comment that, before the limbs are removed, the trees are checked for bat roosts and that the cutting takes place before the start of the bird nesting season (1<sup>st</sup> March).

**B/08/01367/FHA/BEL Nussteads Boxford Road Polstead Colchester CO6 5DN Erection of detached outbuilding to provide garage and additional living accommodation**

The Clerk reported that planning permission had been granted for the above application with conditions.

**B/08/01089/FHA/ETR The Chapel Manse, Evans Heath Polstead Ipswich IP7 5NX Erection of 2 no. outbuildings to provide craft studio and workshop.**

The Clerk reported that the above application had been refused.

**B/08/01462/FHA Green Farm White Street green Polstead CO10 5JL. Erection of detached double garage.**

Councillor Anne Macwilson reported that she had attended the Babergh Development Committee Site Inspection on the 19<sup>th</sup> November 2008 and informed the Inspectors that Polstead Parish Council objected to the application in relation to CNO1 and CNO8 of the Local Babergh Plan.

**13) Carse Pond**

The Working Party, which consisted of Councillor John Baxter Chairman Nick Brandt and Councillor Richard Kilshaw, reported to the Council that after their meeting Carse Pond had been successfully cleared and tidied. The Council thanked the Working Party for the time and work that they had put into this project. For the benefit of County Councillor David Yorke – Edwards Vice- Chair Michael Hackford and Councillor Richard Kilshaw gave a brief history of the Pond and drains and its importance in the prevention of flooding on the road.

The Council agreed that the cost of the clearance of the next section adjacent to the entrance of the Playing Field would be paid for by the Council as this is their responsibility; proposed by Councillor Richard Kilshaw, seconded by Councillor John Baxter; all in favour

The Council agreed for the Chairman and Clerk to write to Suffolk Highways concerning the work and clearance of the run offs undertaken and to request that the culverts and ditches beyond the Playing Field be serviced by Suffolk Highways in the near future.

**14) Carols on the Green**

In the absence of Mrs Sue Wigglesworth, the Clerk reported on her behalf that she had offered her help as last year with the Carol sheets, playing the piano and arranging for the stage lighting for Father Christmas. The Council gratefully accepted this offer.

Richard Morton donated the Christmas tree last year and the Council agreed for Mrs Sue Wigglesworth to ask Richard for a tree this year.

**15) Financial Matters**

With regards to the assistance given by Polstead Parish Council to the Village Hall a request for a donation to the hall in place of payment towards the heating oil, whereby the Council could reclaim the VAT, was discussed. It was agreed by the Council that further discussion needed to take place with Mrs Sue Wigglesworth to clarify some concerns regarding paying a grant. In the meantime the Council agreed to pay the oil bill of £763.40 and make a donation to the Village Hall of £90.00; proposed by Councillor Richard Kilshaw, seconded by Councillor Mandy Flather; all in favour.

## **16) Correspondence Received**

Since the Agenda was issued the Clerk reported that the following correspondence had been received:

- Babergh District Council - Public Health Act 1875 Hackney Carriage Zone Amalgamation Resolution Notice, the effective date of the zone amalgamation explained
- Cancer Campaign in Suffolk

## **17) Chairman & Clerk's Reports & Correspondence**

The Chairman reported the proposed correspondence to be sent to Mr Alan Keeble, Mr Alan Riddlestone & Elizabeth Holdings (Cock Inn Polstead) regarding ownership of the pockets of land for the proposed Bus Stop Site/Shelter. It was agreed by the Council for the Bus Stop/Shelter to be a full agenda item at the Council meeting in January 2009.

The Clerk reported that, as with last year, Christmas Tree Collections were being organised and the collection date for Polstead was 6<sup>th</sup> January 2009. The Council agreed for the Clerk to liaise with the Cock Inn for the same site to be used and to place posters in the Notice Boards.

## **18) Future Agenda Items and Dates of next meetings**

Bus Shelter

Carse Pond

Fees for Hadleigh Fishing Society for youth of Polstead

Homey Bridge Road

Hog Roast 2009

Article for Magazine detailing the role of a Parish Council

15<sup>th</sup> January 2009

19<sup>th</sup> February 2009

19<sup>th</sup> March 2009

23<sup>rd</sup> April 2009

30<sup>th</sup> April 2009 (Annual Parish Meeting)

21<sup>st</sup> May 2009 (Annual General Meeting)

**There being no further business the Chairman closed the meeting at 10.15pm**