

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 15th May 2014 in Polstead Village Hall at 7.30pm

Present: Cllrs Nick Palmer (Chairman), Amanda Flather, Anne MacWillson, Phil Page and Peter Patrick (arrived late).

Attending: Dave Crimmin (Clerk).

14/086 Election of Chairman

It was unanimously resolved that Nick Palmer be elected the Chairman of Polstead Parish Council (PPC), and Cllr MacWillson signed the Declaration of Acceptance of Office on his behalf.

14/087 Apologies for Absence

The Chairman reported that he had received Cllr Davies resignation from PPC. Cllr Martin sent his apologies (work commitments) as did Sue Wigglesworth (Babergh District Councillor), Gordon Jones (Suffolk County Councillor) and PCSO Mandy Coleman.

Cllr Patrick arrived.

14/088 Declaration of Interests

None were declared.

14/089 Requests for Dispensation

None received.

14/090 Election of Vice Chairman

It was unanimously resolved that Anne MacWillson be elected the Vice Chairman of PPC.

14/091 Minutes of Meeting held on 17th April 2014

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

14/092 Standards Committee

Cllrs Flather, MacWillson and Palmer were appointed as the members of the Standards Committee.

14/093 Representatives to Outside Bodies

The councillors resolved the following appointments:

- a. Cllr Patrick to the Suffolk Association of Local Councils (SALC)
- b. Cllr Flather for Traffic Liaison
- c. Cllr MacWillson to the Village Hall Committee
- d. Cllr Flather to the Layham Pit Liaison Meeting.

14/094 Internal Auditor

The councillors resolved to appoint Heelis & Lodge as Internal Auditor for 2014 / 2015 and the Clerk to write to confirm appointment.

14/095 Annual Subscriptions

The councillors resolved to renew the annual subscriptions to SALC, Suffolk Wildlife Trust, Community Action Suffolk, the Society of Local Council Clerks and the Suffolk Preservation Society.

14/096 Reports from County and District Councillors and Suffolk Constabulary

The reports are contained in Appendix A.

14/097 Reports and Question from Councillors

Cllr Flather updated councillors that the landowner had been very co-operative in removing the tree from the footpath. The footpath contractor had also maintained the footpath.

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14/098 Chairman's Report

There were no items raised by the Chairman.

14/099 Reports and Questions from Parishioners

None raised.

14/100 Clerk's Report (Appendix B)

After reviewing the Clerk's report there were no further actions requested of the Clerk.

14/101 Correspondence (Appendix C)

Following a review of the Correspondence and emails circulated the following actions were agreed:

- Cllr Patrick would represent PPC at the Dedham Vale Society meeting
- Cllr Page will collect the Christmas Tree decorations kindly donated by William Shadbolt and David Sharland
- Cllr Palmer will attend the Babergh Parishes meeting on the 3rd June starting at 10am.

14/102 Planning

- a. The councillors reviewed **Planning Application B/14/00434/LBC The Bower House, Bower House Tye** - Application for Listed Building Consent - Alterations to external appearance of stable building and resolved that they had no objection.
- b. The councillors reviewed **Planning Application B/14/00433/FHA The Bower House, Bower House Tye** - Construction of revised vehicular access & alterations to external appearance of stable building and resolved that they had no objection.
- c. The councillors noted **Planning Application B/14/00427/FHA Adjoining Parish - 6 Hadleigh Road, Boxford** - Garage conversion / extension to form annexe and front & rear extensions.
- d. The councillors reviewed **Planning Application B/13/01500/FUL Rushbeck, White Street Green** - Erection of 1 No. detached single-storey dwelling. Construction of new vehicular access as amended by agents email and drawing number 01B received on 17th April 2014 and resolved that the modification did not resolve their objections (14/042a) to the original application.
- e. Two further planning applications had been received since the agenda was posted. The councillors noted **Planning Application B/14/00534/TCA Cordors House Polstead Hill** - Removal of 2 No. Leylandii, Removal of branches of 1 No. chestnut, removal of 1 No. spruce, pruning of 2 No. Apple trees. The councillors reviewed **Planning Application B/14/00396/FUL 7 Rockalls Road** - Subdivision of 1 No. existing two storey dwelling into 2 No. two storey dwellings and resolved to object to the application on the following grounds:
 - i. There is no parking provision for vehicles in the smaller plot which will necessitate vehicles parking outside the residence at the road junction
 - ii. With few houses on this side of Rockalls Road having vehicle parking provision off road, Rockalls Road is already used extensively for vehicle parking.
- f. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC were as follows:

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Date	Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
26/10/11	B/11/00755/FHA	Mayflower, Stackwood Road	Non-material amendments for insertion of 2 no. rooflights to rear roofslope; insertion of 1 no. window to rear elevation; insertion of roller shutter garage doors in lieu of approved side hung timber doors; and internal alterations.	11/184b	Hung doors preferred to roller shutters.	
23/09/13	B/13	Layham Quarry, Rands Road, Layham	Variation of Condition of Planning Permission B/97/0765 (Landfilling and restoration to agriculture and silviculture) to extend completion of both by 15 years respectively; replace the phasing of operations plan and raise the height of perimeter bunding around Phases 4 and 5.	13/223a	No comments	Granted permission 03/04/2014
22/01/14	B/13/01500/FUL	Rushbeck, White Street Green	Erection of 1 No. detached single-storey dwelling. Construction of new vehicular access.	14/042a	Objected	
25/02/14	B/14/00157/FHA	Clear Spot, Heath Road	Erection of first floor rear extension.	14/061a	Objected	Refused 06/05/2014
27/02/14	B/14/00130/FUL	Sharline, White Street Green	Erection of 1 No. dwelling & 1 No. replacement dwelling (following demolition of existing property).	14/061b	Objected	
12/03/14	B/14/00162/ROC	The Brambles, Holt Road	Application under Section 106A of the Town and County Planning Act 1990 - Discharge of obligation limiting occupation to holiday units.	14/061d	No objection	
13/03/14	B/14/00277/FHA	Walnuts, White Street Green	Erection of single-storey side extension, front pergola extension, front/side chimney stack. First floor rear balcony, and associated external alterations.	14/061d	No objection	Permission Granted 22/04/2014
25/03/14	B/11/01588/FUL	Tyrone, Boxford Road	A Non-material Amendment - Addition of an enclosed porch over front entrance area received 24th March 2014.	14/078a	No objection	
02/04/14	B/14/00346/FHA	Woodview, White Street Green	Erection of double garage and utility room (following demolition of existing single garage).	14/078b	No objection	Permission Granted 22/04/2014

14/103 Finance

- a. The councillors reviewed and resolved to accept the Internal Audit report from Heelis & Lodge for 2013 / 2014.
- b. The councillors resolved to approve Sections 1 and 2 of the Annual Return for the year ending 31st March 2014 and Cllr MacWillson signed both sections on behalf of the Chairman.
- c. All cheques signed and due for signing, as itemised in Appendix D, were authorised by the councillors. The councillors also noted the income received since the last meeting and reviewed the Statement of Accounts against the budget and the Bank Statements against the reconciliation.
- d. The councillors resolved that Polstead Projects hold on to the donation cheque until the plans are finalised on how they propose to move forward. The councillors asked that a letter be sent thanking Lisa Matthews for all the work she has contributed to Polstead Projects.

14/104 Highways and Footpaths

There were no updates on:

- a. Stackwood Road sewerage issue
- b. speeding concerns along Mill Street
- c. flooding in Heath Road.

14/105 Allotments

The councillors reviewed Cllr Page's outline plans and costs for the allotment proposals as well as the draft tenancy agreement and agreed that these should now be reviewed with the existing allotment tenants. Outcomes from the meeting with the tenants to be discussed at the next PPC

Signed Date.....

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meeting with an update to residents being issued shortly afterwards. The councillors thanked Cllr Page for his work on the plans.

14/106 Cherry Fayre

Plans for the Cherry Fayre and craft fair on the 5th July are still on schedule.

14/107 Future Agenda Items

- Cherry Fayre
- Allotments
- Sewerage in Stackwood Road
- Flooding in Heath Road
- Speeding.

14/108 Next meeting

The next scheduled PPC meeting will be held in Polstead Village Hall on Thursday 19th June 2014 starting at 7.30pm.

The meeting closed at 9.25pm.

Appendix A County, District and Suffolk Constabulary reports

Gordon Jones written report updated councillors' on Suffolk County Council responds to Ofsted findings; A-Z of Recycling launched; A12 flood defence; Record Heritage Lottery funding of £1.5m for new Brecks project; Findings from Home Care and Community Meals consultation revealed and that he is now a Cabinet Member for Children's Services.

The Clerk read the Police Report "There has been just the one reported crime since your last meeting on the 17th April. Burglary - Other building. Rectory Hill, 22-23/04/14. Sometime overnight a lock up (out building) has been broken into and several off road motorbikes and various tools have been stolen. On-going."

Appendix D RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
17/04/14	Polstead Projects - Donation	703	LGA 1972 s 137	0.00	250.00
17/04/14	Polstead Playgroup - Donation	704	LGA 1972 s 137	0.00	200.00
17/04/14	River Stour Trust - Donation	705	LGA 1972 s 137	0.00	50.00
18/04/14	BDC Precept & Tax Grant			9,455.78	0.00
25/04/14	HMRC VAT Repayment			408.27	0.00
15/05/14	Community Action Suffolk - Annual Subs	706	LGA 1972 s 143	0.00	30.00
15/05/14	Cancelled	707		0.00	0.00
15/05/14	SALC - Annual Subs	708	LGA 1972 s 143	0.00	311.00
15/05/14	Heelis & Lodge - Audit Fee	709	LGA 1972 s 111	0.00	90.00
15/05/14	E Hazel - Sign Maintenance	710	LGA 1972 s 142	0.00	40.00
15/05/14	J Baxter - Cherry Fayre Expenses	711	LGA 1972 s 145	0.00	170.00