

## POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 16<sup>th</sup> January 2014 in Polstead Village Hall at 7.30pm

**Present:** Cllrs Nick Palmer (Chairman), Stephen Davies, Anne MacWillson, Bruce Martin (arrived late), Peter Patrick and Phil Page.

**Attending:** Sue Wigglesworth (Babergh District Councillor), PCSO Mandy Coleman, Dave Crimmin (Clerk) and 3 residents.

### 14/009 Apologies for Absence

Cllr Flather (engagement) sent her apologies.

### 14/010 Declaration of Interests

Cllr Davies declared a pecuniary interest in agenda item 14/020d as he is a resident of Polstead and due to legislative changes this now means that setting a precept is a pecuniary interest.

### 14/011 Requests for Dispensation

The councillors resolved to give Cllr Davies dispensation *Localism Act 2011 s 33 (2) a* to set the precept until May 2015. It is a statutory duty for the Polstead councillors to set a Precept.

### 14/012 Minutes of Meeting held on 2<sup>nd</sup> January 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.

### 14/013 Reports from County and District Councillors and Suffolk Constabulary

The reports are contained in Appendix A.

**Cllr Martin arrived.**

### 14/014 Reports and Question from Councillors

No issues raised.

### 14/015 Chairman's Report

No report given.

### 14/016 Reports and Questions from Parishioners

Two residents raised their concerns on the issue of a failing pumping station belonging to Anglian Water in Stackwood Road. Sue Wigglesworth will check if BDC is able to raise the issue with AW and the residents will update PPC following their meeting with AW.

### 14/017 Clerk's Report (Appendix B)

After reviewing the Clerk's report the councillors requested the Clerk to write to BDC in order to seek an answer to the question asked about Drawing No. 12/65/03 'Proposed and Existing Sections and Street Scenes' in the planning approval given to the development at Glenalmond.

### 14/018 Correspondence (Appendix C)

Following a review of the Correspondence and emails circulated there were no further actions required of the Clerk.

### 14/019 Planning

- a. The councillors reviewed **Planning Application B/13/01341/FHA The Plantation, Mill Street** - Erection of single-storey side extension and resolved that they had no objection.
- b. The councillors reviewed **Planning Application B/13/00801/FHA Burnt Ash, White Street Green** - Erection of single-storey front and side extensions and erection of front porch (retention of) and resolved that they had no objection.
- c. The councillors reviewed **Planning Application B/13/01491/LBC Yew Tree Cottage, Mill Street** - Application for Listed Building Consent - Conversion of existing first floor airing cupboard to provide en-suite shower room including insertion of window between studs, and new external cast iron soil and vent pipe. Insertion of new single glazed inset sash timber

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window in brick gable external wall within existing bathroom and resolved that they had no objection.

- d. No further planning applications had been received since the agenda was posted.
- e. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC were as follows:

| Application Reference+G13<br>3G133B1:G134 | Address                           | Planning Details   | PPC Minute | Parish Council Comments                  | Babergh DC Comments         |
|---|-----------------------------------|--|------------|--|-----------------------------|
| 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. |                             |
| APP/D3505/A/1<br>3/2199810                | Gilly Flower House, Rockalls Road | Appeal against refusal of Planning Application B/12/00813/FUL  | 13/147b    | No further comments.                     | Appeal dismissed 26/11/2013 |
| B/13/01060                                | Hill Farm, Brick Kiln Lane        | Construction of an anaerobic digestion plant, 500kW combined heat and power plant and associated infrastructure.   | 13/174a    | No objection                             |                             |
| 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                              |                             |
| APP/D3505/A/2<br>206055                   | The Old Chapel, Heath Road        | Appeal against refusal of Planning Application B/13/00726/FHA  | 13/198d    | Requested copy of decision               |                             |
| B/13/01300/TCA                            | Park Lodge, Mill Street           | Remove 1 No. Copper Beach Tree.  | 13/223b    | Noted                                    | Notice issued 28/11/2013    |
| B/13/01430/FHA                            | Woodview, White Street Green      | Erection of extension to single garage to form double garage and utility area.   | 14/006     | Objected                                 |                             |

#### 14/020 Finance

- a. 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.
- b. The councillors reviewed the quotation presented by P&H Landscapes and resolved to award the 2014 contract to them. The total cost of the contract will be £2,111 **Open Spaces Act 1906 s 10 & LGA 1972 s 214**.
- c. The councillors requested a sample of the foamex sign proposed for Potash Lane.
- d. Following a review of the agreed Expenditure budget and proposed reserves (Appendix E) the councillors resolved to set a Precept of £17,810.06 for 2014 / 2015 which will mean a 0% increase in the Band D Council Tax.

#### 14/021 Highways and Footpaths

The Clerk was asked to contact SCC Highways to seek their views on the excessive amount of mud on Water Lane. Concerns were raised that:

- cyclists and cycling clubs are illegally using Polstead footpaths
- there is excessive dog fouling along Rockalls Road leading up to Rockalls Hall Lodge despite the dog bin at Cherry Billies..

#### 14/022 Emergency Plan

With very little feedback received to the final request for Polstead hamlet co-ordinators the councillors resolved not to implement an Emergency Plan for Polstead.

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**14/023 Local Housing Needs**

PPC still await Babergh's answers to the issues raised on the scheme.

**14/024 Christmas Carols**

The councillors were pleased with the number of residents attending the Christmas Carols. A review of food, tree decorations and identifying a Father Christmas are the main issues for the 2014 event. Cllr Martin will provide white Christmas tree lights for 2014.

**14/025 Allotments**

PPC is still awaiting further quotations for bore holes so this item was deferred until the next meeting.

**14/026 Cherry Fayre**

The councillors identified Saturday 12<sup>th</sup> July as being the preferred date for the event which they agreed could be held in conjunction with the proposed Craft Fair being held at the Village Hall on the same weekend.

**14/027 Risk Register**

After reviewing the Risk Register the councillors considered that it was appropriate for PPC's operations.

**14/028 Effectiveness of PPC's Internal Controls and Internal Audit process**

The councillors reviewed the current system of PPC's internal controls and internal audit and resolved that they were satisfied:

- With the Internal Control processes undertaken by the council
- With the review of the Internal Audit as per Appendix F
- That the scope of the audit is in accordance with The Governance and Accountability in Local Councils in England and Wales, A Practitioners Guide 2011 and the guidelines issued by BDO LLP and by the Suffolk Association of Local Councils
- With the report provided by the internal auditor at the conclusion of audit for review by PPC.
- The councillors further resolved that Heelis & Lodge's scope of internal audit work was in accordance with the role required to be undertaken by the internal auditor for PPC.

**14/029 Future Agenda Items**

- Cherry Fayre
- Allotment water
- Potash Lane sign.

**14/030 Next meeting**

The next scheduled PPC meeting will be held in Polstead Village Hall on Thursday 20<sup>th</sup> February 2014 starting at 7.30pm.

**The meeting closed at 9.40pm.**

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**Appendix A County, District and Suffolk Constabulary reports**

Sue Wigglesworth updated councillors on BDC's 2014 / 15 Budget, the New Homes Bonus and integration and transformation. Gordon Jones updated councillors Better Broadband, Deadline for primary school place applications, Apprenticeships and good rail service for Suffolk. He also outlined his support for the propose Polstead allotment developments.

PCSO Mandy Coleman gave the Police Report which showed that there had been two reported crimes since the last meeting on the 21<sup>st</sup> November. Theft other. Martens Lane, 6-7/01/14. Sometime over night unknown offenders have stolen small plant equipment and power tools from a metal storage container which is situated on land where a house renovation is currently underway. Burglary Dwelling with intent. Straight Road, 08/01/14. Sometime between the hours of 2300 – 2350 unknown offenders gained entry into an out building and stolen various musical equipment and recording equipment, then have tried to gain entry into the main house and have been disturbed by the owner who saw vehicle headlights leaving the property.

**Appendix D RFO Report**

**Receipts & Payments**

| Date     | Details                                   | Ref | Power                       | Receipts | Payments |
|----------|---|-----|-----------------------------|----------|----------|
| 13/11/13 | SCC P3 Grant                              |     |                             | 97.26    | 0.00     |
| 16/01/14 | A MacWillson - Xmas Carols exps           | 686 | LGA 1972 s 145              | 0.00     | 11.33    |
| 16/01/14 | B Patrick - Footpath Maint                | 687 | Highways Act 1980 ss 43, 50 | 0.00     | 137.50   |
| 16/01/14 | B Patrick - Footpath Maint                | 687 | Highways Act 1980 ss 43, 50 | 0.00     | 31.25    |
| 16/01/14 | PA Scammell - Gates installation          | 688 | Highways Act 1980 ss 43, 50 | 0.00     | 350.00   |
| 16/01/14 | BDC - new dog bins                        | 689 | Litter Act 1983 ss 5, 6     | 0.00     | 153.40   |
| 16/01/14 | Chris Mortimer - installetion of dog bins | 690 | Litter Act 1983 ss 5, 6     | 0.00     | 76.80    |
| 16/01/14 | Polstead Village Hall - Hire for 2014     | 691 | LGA 1972 s 133              | 0.00     | 162.00   |
| 16/01/14 | P&H Landscapes - Grass cutting 2013       | 692 | Open Spaces Act 1906 s 10   | 0.00     | 1,757.00 |