

POLSTEAD PARISH COUNCIL

Minutes of the Meeting held on Thursday 16th February 2012 in Polstead Village Hall

Present: Cllrs John Baxter (Chairman), Amanda Flather, Nick Palmer and Peter Patrick.

Attending: Sue Wigglesworth (Babergh District Councillor), Louise Wilby (Suffolk ACRE), Tracey Brinkley (BDC), Dave Crimmin (Clerk) and 2 residents.

12/018 Apologies for Absence

Apologies received from Cllrs Brandt (ill), Shadbolt (ill) and MacWillson (on holiday). David Yorke-Edwards (Suffolk County Councillor) and PCSO Colman also sent their apologies.

12/019 Declaration of Interests

None were declared.

12/020 Minutes of Meeting held on 19th January 2012

Following a resolution to remove "residents" from minute 12/005 the minutes of the meeting were approved and signed by the Chairman as a correct record.

12/021 Reports from County and District Councillors and Suffolk Constabulary

The reports are contained in Appendix A.

12/022 Reports and Question from Councillors

No reports or questions were raised.

12/023 Chairman's Report

Following an outline of the Neighbourhood Planning education available from SALC the councillors requested that 4 places be reserved for the training course at Lavenham on the evening of 20th March. The Chairman also requested the Clerk to seek advice from SALC on the options available for PPC to be in a position to adopt the General Power of Competence during the council's current term of office.

12/024 Local Housing Needs Survey

Louise Wilby from Suffolk ACRE presented the councillors with her analysis and recommendations following the Local Housing Needs Survey in November 2011, a summary of which is as follows:

"The Polstead local housing needs survey received a good return rate of 37% from the 430 local households. 79% of respondents would support a small affordable housing scheme for local people and 12% against. Of the 28 households which indicated that they may have need now or in the next five years for alternative accommodation, 16 provided full details of their affordable housing needs. The need indicated is;

- 11 x 1-2 bed for single & couple households
- 5 x 2-3 bed for families and single parents/relationship break up.

Only 5 of the 16 households in need are currently on the Babergh Choice Based Lettings register. CBL figures for October 2011 indicates that there are 13 registered with a local connection. This gives a total of 24 households with a local connection to Polstead in need of affordable accommodation.

Tenure required

75 households indicated that they may be interested in shared ownership. However only 1 of the 5 could currently afford shared ownership, and one household did not indicate their choice of tenure but could afford shared ownership.

Possible future need, no details provided

In addition 8 households indicated a possible future need for up to 10 older children in the next five years.

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2 elderly households with owned or mortgaged properties predict they may need to move to downsize to more suitable accommodation.

There are also 16 households or individuals which have had to move away from Polstead but would like to return and still have close family living in the parish. This is a large number in relation to the size of the parish.

Recommendations

It is not usual to provide specifically and exactly for the total identified need as some households may not be eligible for affordable housing provision and some respondents may withdraw, move away, or be housed by other means (this survey provides a clear indication of local need, but it is only a "snapshot").

The current need shown from the survey and possible future need and households wishing to return to Polstead, indicate enough need to try and progress a local needs scheme in the parish of 10-12 units:

- 2x 1 or 2 bed flats,
- 2x 2bed bungalows, suitable for elderly or younger households.
- 4x 2 bed houses.
- 2 x 3 bed room houses.

Consideration should be given to providing 2 properties for shared ownership and the remainder for rent. The shared ownership units could be one each of a 2 bed flat, and a 2 bed house. Due to the number of single and couples young people in need, detailed discussion will need to take place to decide on the final mix of smaller properties. Also with an additional 16 households or individuals wishing to return and possible future need of up to 10 young people, it will be advisable to carefully monitor the need and consider additional units to cater for these needs.

These discussions will be between Polstead PC, Babergh District Council, the chosen Housing Association and the RHE, to decide whether 1 bed roomed properties are practical or if Babergh are happy to allow under occupation, 2 bed roomed properties may be more appropriate. The final mix of properties will be subject to constraints of any suitable site and people registering their interest as the scheme progresses."

Tracey Brinkley (Babergh District Council) updated councillors on the process that needed to be undertaken if, as recommended by both Suffolk ACRE and BDC, PPC decides to proceed with an affordable housing scheme.

The Councillors resolved to publicise the above to residents via the newsletter, website and notice boards and to invite their feedback on the recommendations proposed. The councillors will then consider the recommendation to decide on future actions to meet the evidenced local housing need at the March meeting. The councillors thanked Louise and Tracey for attending the meeting.

12/025 Reports and Questions from Parishioners

There were no issues raised.

12/026 Clerk's Report (Appendix B)

Following a review of the Clerk's Report no further action was required by the councillors.

12/027 Correspondence (Appendix C)

Following a review of the Correspondence no further action was required by the councillors.

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12/028 Highways and Footpaths

Cllr Palmer presented the proposed mapping of Polstead's footpaths where each walk is categorised by its difficulty. The councillors agreed that the map should be initially put on display in the Village Hall in order that any feedback from residents is considered by Cllr Palmer before the map is displayed at locations around the village.

A number of improvements have been identified in order to improve the ease of access for the walks and these include stile refurbishments, stile replacements, surface improvements and landscaping. Cllrs Baxter and Palmer will develop a plan showing estimated cost, priority and financial year for the work to be undertaken for the footpath upgrade programme.

12/029 Planning

- a. The councillors reviewed **Planning Application B/11/01588/FUL Tyrone, Boxford Road -** Erection of replacement dwelling and garage, as amended by drawings received 27/01/12 and resolved that the amendments have not changed the council's objections to the application which were as follows:
 - i. The proposed development is out of keeping with the street scene along this side of the road
 - ii. The proposed dwelling is an over development of site
 - iii. Using a shield of overgrown leylandii hedging is not justification for allowing the increased scale of development
 - iv. The leylandii hedging should be pruned to be in keeping with hedges of adjoining properties.
- b. No further planning applications had been received since the agenda was posted.
- c. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC were as follows:

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Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
B/11/00210/FUL	Bower House Farm, Bower House Tye	Erection of agricultural workers dwelling, farm office and wash area.	11/044 a	No Objections.	REFUSED 08/02/2012
B/11/00210/FUL	Bower House Farm, Bower House Tye	Additional information in relation to Planning Application	11/061 b	No impact on previous resolution.	REFUSED 08/02/2012
APP/D3505/A/1 1/2162647	Land east of Woodview, Stackwood Road	Appeal against refusal of B/11/00182 change of use of land to mixed agricultural and equestrian. Erection of hay barn and hard standing. Alterations to existing vehicular access.	11/184a	No further comments - copy of decision requested.	
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.	
B/11/00210/FUL	Bower House Farm, Bower House Tye	Erection of agricultural workers dwelling, farm office and wash area as amended by drawings and additional information received 16/12/11.	12/010a	No Objection	REFUSED 08/02/2012
B/11/01480/FUL	Land East of Four Acres, Stackwood Road	Change of use of agricultural land to residential garden.	12/010b	No Objection	Permission Granted 26/01/2012
B/11/01383/FUL	The Old Chapel, Heath Road	Change of Use from part dwelling (C3) and part photographic studio to residential dwelling (C3).	12/010c	No Objection	Permission Granted 23/01/2012
B/11/01594/FUL	Frogs Hall, Martens Lane	Erection of a agricultural store, stables and tack room/hay store. Continued use of vehicular access from Martens Lane.	12/010d	No Objection	
B/11/01549/LBC	Polstead Hall, The Ponds	Application for Listed Building Consent - Insertion of two windows to first floor rear elevations and internal alterations	12/010f	No Objection	
B/11/01631/FUL	Frogs Hall, Martens Lane	Erection of replacement dwelling and car port garaging (amended scheme to that approved under P.P. B/11/01344/VOT).	12/010e	No Objection	
B/12/00009/FUL	Watsons Corner Water Tower, Holt Road	Installation of 2 no. 1200mm microwave dishes.	12/010g	No Objection	
B/11/01588/FUL	Tyrone, Boxford Road	Erection of replacement dwelling and garage.	12/010h	Objected	

12/030 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 from Ben Patrick for the maintenance of footpaths and resolved to allocate him with the footpath contract for 2012. With Ben Patrick using all his own equipment the councillors agreed a rate of £12.50p per hour and will now look at selling the council owned maintenance equipment. **Highways Act 1980 ss 43, 50**
- c. The councillors resolved to ask David Yorke-Edwards if he was able to support the landscaping of the footpath at Homey Bridge, through his Locality Budget, in a project estimated to cost £2,800.

12/031 National Grid

Cllr Palmer updated councillors on National Grid's drop-in events which attracted over 250 visitors. The current Forum priorities were:

- Finalising the routing and extent of any proposed undergrounding
- The alternate routes around Hintlesham

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- The substation location at Twinstead.

National Grid plan to announce the extent that undergrounding will be used on the route in the Spring.

12/032 Queen's Diamond Jubilee celebrations

The councillors resolved that Cllrs Baxter and Flather meet with other village representatives in order to finalise the plans for the QDJ celebrations to be held in Polstead. The councillors will report the outcomes at the next council meeting.

12/033 Risk Register

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

12/034 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 review of the Internal Audit as per Appendix E
- 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
- With the Internal Control processes undertaken by the council.

12/035 Oil Buying Scheme

The councillors agreed that Cllr Baxter will review the Suffolk ACRE oil buying proposal and Cllr Flather will discuss options with Stiff & Sons and report back to the next meeting.

12/036 Polstead Conservation Area Appraisal

The councillors agreed to the proposal to have a presentation of the Conservation Area Appraisal consultation at the Annual Parish Meeting on the 3rd April 2012. Cllr Baxter will liaise with Bill Wigglesworth in order that PPC has the benefit of his knowledge when considering its response to the consultation.

12/037 Future Agenda Items

- Local Housing Needs Survey
- Oil Buying Scheme
- Tree Planting for Queens Diamond Jubilee
- Queens Diamond Jubilee celebrations
- Insurance comparison.

12/038 Next meeting

The next scheduled PPC meeting will be held in Polstead Village Hall on Thursday 15th March 2012 starting at 7.30pm.

The meeting closed at 9.35pm.

Appendix A County, District and Suffolk Constabulary reports and Public Forum

Sue Wigglesworth (Babergh District Councillor) updated councillors on setting the budget for 2012 / 2013 and the work going into the formation of a Joint Housing Board that will be responsible for running the council-owned homes in both Babergh and Mid-Suffolk.

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The Clerk read the Police Report "There have been two reported crimes since your last meeting on the 19th January. Criminal damage at Bower House Tye, 13/02/12 - 14/02/12 - sometime overnight unknown person has gained entry into cattle field by cutting the surrounding fencing. Theft at Mill Street, 14/02/12 - 15/02/12 – sometime overnight unknown person has entered garden and stolen heating oil from the fuel tank.

Appendix D RFO Report
Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
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