

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 16th May 2013 in Polstead Village Hall at 7.30pm

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

Attending: Sue Wigglesworth (Babergh District Councillor), Gordon Jones (Suffolk County Councillor) and Dave Crimmin (Clerk).

13/087 Election of Chairman

It was unanimously resolved that John Baxter be elected the Chairman of Polstead Parish Council (PPC), who signed the Declaration of Acceptance of Office accordingly.

13/088 Apologies for Absence

Cllrs Martin (work), MacWillson (holiday), Palmer (holiday) and Page (work) sent their apologies as well as PCSO Coleman.

13/089 Declaration of Interests

No interests were declared.

13/090 Requests for Dispensation

No dispensation requests received.

13/091 Election of Vice Chairman

It was unanimously resolved that Nick Palmer be elected the Vice Chairman of PPC.

13/092 Minutes of Meeting held on 18th April 2013

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

13/093 Representatives to Outside Bodies

The councillors resolved the following appointments:

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

13/094 Internal Auditor

The councillors resolved to appoint Heelis & Lodge as Internal Auditor for 2013 / 2014 and the Clerk to write to confirm appointment.

13/095 Annual Subscriptions

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

13/096 Reports from County and District Councillors and Suffolk Constabulary

The reports are contained in Appendix A. Gordon Jones introduced himself as the newly elected Suffolk County Councillor for Polstead.

13/097 Reports and Question from Councillors

The Clerk to ask Suffolk Wildlife Trust if an owl box could be donated to Polstead.

13/098 Chairman's Report

- The councillors resolved that the Chairman and Clerk try to resolve the issue of responsibility for a blocked pipe on FP 30 that had recently flooded Nick Rushton's land
- Thanks had been received from Polstead Projects for the grant given by PPC
- Communication from Philip Milson suggesting further playground equipment will be considered by councillors when they review the play equipment later in the year. The Clerk to keep Philip aware of progress and thank him on behalf of PPC for his suggestion.

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 16th May 2013 in Polstead Village Hall at 7.30pm

- The Chairman will accept Mr Seager's offer to trim brambles and cut down sycamore tree damaging fence of the play area.

13/099 Reports and Questions from Parishioners

There were none.

13/100 Clerk's Report (Appendix B)

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

13/101 Correspondence (Appendix C)

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

13/102 Planning

- a. The councillors reviewed Planning Application B/13/00381/VOT Justice Wood Barn, Justice Wood - Extension to Justice Wood Barn to form single-store annex accommodation (extension of time limit to condition attached to Planning Permission B/10/00562/FHA) and resolved that they had no objection.
- b. The councillors reviewed Planning Application B/13/00434/FUL Treetops, White Street Green - Erection of detached garage to site frontage, and erection of detached boat shed in rear garden and resolved that whilst they had no formal objection the dwelling and proposed outbuildings now make the development too big for site. They consider that only native species should be used as hedging on the site.
- c. The councillors reviewed Planning Application B/13/00430/FUL Copella Fruit Juices Ltd, Hill Farm, Brick Kiln Lane - Erection of two-storey extension to facilitate enlarged reception and erection of single-storey extension and resolved that they had no objection.
- d. The councillors reviewed Planning Application B/13/00446/FHA Grove Cottage, Heath Road - Erection of single-storey rear and side extensions and resolved that they had no objection but felt that, in line with the recent permission given to the neighboring property Glenalmond, this is an over development of the site.
- e. No further planning applications had been received since the agenda was posted.
- f. The councillors reviewed the request for support received from Belstead and Pinwood Parish Councils to ask BDC to introduce a minimum distance between large wind turbines and communities and resolved to write to BDC supporting the request.
- g. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC were as follows:

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.	
10/01/13	B/12/01301/FUL	Land north, 12 White Street Green	Erection of 1 & 1/2 storey dwelling building and detached garage on land adjacent to 12 White Street Green, Polstead.	13/032a	Questions raised re application	Permission Granted 19/04/2013
21/02/13	B/13/00131/FHA	Cherry Meadow, Straight Road	Erection of extension to veranda canopy (amendment to scheme approved under P.P B/11/01353/FHA)	13/053c	No objection	Permission Granted 08/04/2013

13/103 Finance

- a. The councillors reviewed and resolved to accept the Internal Audit report from Heelis & Lodge for 2012 / 2013 and asked the Clerk to prepare a review of the Standing Orders and Financial Regulations for consideration at the July meeting.
- b. The councillors resolved to approve the PPC Receipts and Payments Account (Appendix D) for the year ending 31st March 2013.

Signed Date.....

Series Page 242

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 16th May 2013 in Polstead Village Hall at 7.30pm

- c. The councillors resolved to approve Sections 1 and 2 of the Annual Return for the year ending 31st March 2013 and the Chairman signed both sections on behalf of PPC.
- d. All cheques signed and due for signing, as itemised in Appendix E, 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.
- e. The councillors resolved to accept the conditions for receiving the AONB grant to provide two kissing gates on FP 30 and to maintain the gates once installed.
- f. As no quotation had been forthcoming the Clerk to seek quotations for the June meeting.

13/104 Highways and Footpaths

The Clerk was asked to contact SCC Highways to ask for an update on progress for the road programme in Mill Street / Rectory Hill.

13/105 National Grid

Deferred to the June meeting. Clerk to provide the address of the Planning Inspectorate to councillors.

13/106 Emergency Plan

Deferred to the June meeting.

13/107 Neighbourhood Plan

The councillors agreed to invite BDC's representative to attend the Neighbourhood Plan public meeting on the 3rd July. The leaflets and adverts were agreed with a revised date of "by the end of May" being applied to the leaflet distribution to residents.

13/108 Village Show

The 17th August has been set for the Village Show and the councillors resolved that PPC pay for the hall hire. The Clerk to review the road closure process and report back to the Chairman.

13/109 Councillor Training

Deferred to the June meeting.

13/110 Future Agenda Items

None raised.

13/111 Standing Orders

No members of public present.

13/112 Affordable Housing

Deferred to the June meeting.

13/113 Next meeting

The next scheduled PPC meeting will be held in Polstead Village Hall on Thursday 20th June 2013 starting at 7.30pm.

The meeting closed at 8.55pm.

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 16th May 2013 in Polstead Village Hall at 7.30pm

Appendix A County, District and Suffolk Constabulary reports

Sue Wigglesworth updated councillors on the restructuring of staff at BDC which will be completed by the 1st July and an issue with dogs which is currently being resolved.

The Police report was as follows “There has been one reported crime since your last meeting on the 18th April.

Theft Other - Bower House Tye . Sometime over the 14th and 15th May unknown persons have stolen some rhubarb from the front garden of detached bungalow.

Burglaries, dwelling and outbuildings are still occurring during daylight hours, please be vigilant of any suspicious vehicles or persons and call the police if you do see anyone acting suspiciously, we would rather come and check all is in order then someone be burgled.”

Appendix E RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
01/04/13	Balance Brought Forward			10,922.20	0.00
09/04/13	HMRC VAT Repayment			464.58	0.00
17/04/13	BDC Precept			8,250.00	0.00
17/04/13	BDC Tax Grant			1,525.00	0.00
18/04/13	Polstead Village Hall - Hire	654	LGA 1972 s 133	0.00	156.00
18/04/13	Anglia Inspection Services - Play equipment check	655	Open Spaces Act 1906 ss 9, 10	0.00	162.00
16/05/13	Suffolk Wildlife Trust - Annual Subscription	656	LGA 1973 s 137	0.00	38.00
16/05/13	SALC - Annual Subscription	657	LGA 1972 s 143	0.00	304.00
16/05/13	Heelis & Lodge - Audit Fee	658	LGA 1972 s 111	0.00	90.00
16/05/13	B Patrick - Footpath Maint	659	Highways Act 1980 ss 43, 50	0.00	43.75