

**POLSTEAD PARISH COUNCIL**

**Minutes of the Meeting held on Thursday 17<sup>th</sup> March 2011 in Polstead Village Hall**

**Present:** Cllrs Nick Brandt (Chairman), John Baxter, Amanda Flather, Richard Kilshaw, Anne MacWilson and Theresa Ravensdale.

**Attending:** Sue Wigglesworth (Babergh District Councillor), Dave Crimmin (Clerk), PCSO Gibson and 4 residents.

**11/038 Apologies for Absence**

Apologies received from Cllr Hackford, David Yorke-Edwards (Suffolk County Councillor) and PCSO Coleman.

**11/039 Declaration of Interests**

None were declared.

**11/040 Minutes of Meeting held on 24<sup>th</sup> February 2010**

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

**11/041 Reports from County and District Councillors and Suffolk Constabulary**

The reports are contained in Appendix A.

**11/042 Reports and Question from Councillors**

Cllr Baxter will publicise the Hadleigh Community Transport scheme to village residents. Cllr Kilshaw informed councillors that Brett has mothballed the Layham pit until further notice. The Layham Liaison Group is now meeting on an annual basis with the next meeting in April which Cllr Kilshaw hopes to attend.

**11/043 Reports and Questions from Parishioners**

The report is contained in Appendix A.

**11/044 Planning**

- a. The councillors reviewed Planning Application **B/11/00210/FUL Bower House Farm, Bower House Tye** - Erection of agricultural workers dwelling, farm office and wash area and resolved that they had no objections.
- b. The councillors reviewed Planning Application **B/11/00208/FHA 14 White Street Green** - Erection of two-storey side extension and front porch and resolved that they had no objections.
- c. The councillors reviewed Planning Application **B/11/00182/FUL Land east of Woodview, Stackwood Road** - Change of use of land to mixed agricultural and equestrian, erection of stables, hay barn and hard standing and resolved that they objected to the application on the following grounds:
  - i. Too large a development in an important open space within area
  - ii. The proposal is in close proximity to Wood View
  - iii. The land appeared too small to accommodate the number of horses once development of the site and vehicular access was taken into account and the plan to grow hay on the land as well
  - iv. The proposal appeared to be ribbon development which is considered inappropriate
  - v. The increase of traffic in area
  - vi. The application is still contrary to Policies CR01, CR07, CR08, RE06 and CN01 as the proposals do not overcome the issues identified in the previous application for a similar requirement of this land.
- d. No further planning application has been received since the agenda was posted.
- e. The Clerk informed the councillors that BDC would be holding a site visit at Brendacot on Wednesday 23<sup>rd</sup> March 2011. After reviewing the status of previous applications below, the councillors asked the Clerk to request BDC to ensure that all the conditions applied to the planning permission for B/10/01322 and B/10/01323 are strictly enforced.

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Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
B/10/00593/FUL	Boxford (Suffolk) Farms Hill Farm Brick Kiln Hill Boxford	Permanent erection of poly tunnels for horticultural use up to 9 hectares.	10/124 b	Objected to application.	
B/10/01323/LBC	The Thatch, Mill Lane	Application for LBC - erection of single-storey rear extension (retention of); timber canopy over front door; satellite dish on rear elevation; insertion of 4 no. replacement windows to front elevation; insertion of 2 no. replacement windows to side elevation; demolition of chimney; insertion of 1 no. velux window in rear lean-to roof; and internal alterations.	10/180 d	Objected to Application	Permission Granted 03/03/2011
B/10/01322/FHA	The Thatch, Mill Lane	Erection of rear extension and detached log store and erection of fence / wall (retention of).	10/180 e	Objected to Application	Permission Granted 03/03/2011
B/11/00078/VOT	Copella Fruit Juices Ltd, Hill Farm, Brick Kiln Hill	Erection of extensions to existing production premises, associated new plant, landscaping and perimeter fencing(existing farm building to be demolished) (extension of time limit to condition attached to P.P. B/07/01590/FUL).	11/024 a	No objection.	
B/11/00059/FUL	Mallards, Martens Lane	Erection of two-storey dwelling (existing dwelling to be demolished).	11/024 b	No Objections.	
B/11/00095/FUL	Brendacot, Heath Road	Erection of two-storey dwelling and garage/workshop building (following demolition of existing single-storey dwelling).	11/024 c	Objected to Application.	

#### 11/045 Finance

- a. The councillors reviewed the Asset Register and agreed that it was an accurate record and that the insurance should be increased to cover the new assets over the excess amount. The councillors resolved that the Fidelity cover should be increased to £10,000.
- b. All cheques signed and due for signing, as itemised in Appendix B, 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.
- c. The councillors resolved that annual grass cutting contract for 2011 be awarded to P&H Landscapes at a total cost of £1757.50 **Open Spaces Act 1906 s 10 and LGA 1972 s 214** which included the graveyard extension.
- d. The councillors resolved that an advert be placed in the village magazine for contractor(s) to undertake footpath maintenance in 2011. The advert to state that equipment and training on the equipment will be provided with an average of 12 hours a month being required.
- e. The councillors resolved that the Clerk registers PPC for PAYE in the new tax year.
- f. After reviewing previous years' donations the councillors resolved that £80 be given to each of the following organisations **LGA 1972 ss 137, 142**
  - East Anglian Air Ambulance
  - CAB
  - Babergh Homestart
  - Suffolk Accident Rescue Service
  - Suffolk Age UK.
- g. The councillors resolved that Earmarked Reserves carried forward to 2011 / 2012 will be Asset Replacement £1000.00; Play Ground Replacement £1,316.80; Election Costs £1,150.00.

#### 11/046 Village Shelter

The Chairman was pleased to report that the installation of the shelter was complete. The councillors resolved a £40 budget for Burma Teak stain **LG (Misc Provs) Act 1953 s 4** for the inside of the shelter which Cllr Baxter will paint. The chairman was also in discussions with SCC in order that the school bus and the new Bus Link services can stop on the frontage of the Village Hall for easier access for shelter users. It has been agreed with the Village Hall who own the land on which the shelter stands that the shelter is PPC's to insure and maintain and that PPC will maintain

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the bank and hedge by the Community Shop. The councillors resolved that 2 rubbish bins be purchased from John Robertson Ltd for placement next to the shelter and replacing the bin on the green. The bin on the green to be relocated to the playing field. A total budget of £300 was resolved by the councillors. *Litter Act 1983 ss 5, 6*

#### 11/047 Highways and Footpaths

- a. The Clerk was asked to chase SCC regarding a response or meeting re the drainage in Heath Road. The Chairman will research the cost of removing the silt from Carse Pond.
- b. A budget of £250 was resolved by the councillors for fencing the pond frontage and boundary line of the council land by the bridge. *Open Spaces Act 1906 s 10*
- c. Cllr Kilshaw will look at the tree blocking FP12.

#### 11/048 Tree planting scheme for Polstead

With no further sites being found in the village for additional planting the councillors asked for this to be raised later in the year.

#### 11/049 PPC Election 2011

The Clerk circulated the Nomination and Information pack to each councillor for the May election. If these are completed and returned to him by the 28<sup>th</sup> March he will pass them to BDC otherwise councillors will have to get their own nominations to BDC before noon on the 4<sup>th</sup> April 2011. The Clerk provided information leaflets for prospective councillors to understand the role required at PPC.

#### 11/050 Spring Clean

It was agreed that as all the available weekend dates are now booked for BDC's Spring Clean day, Polstead will be encouraged to help keep the village tidy throughout the year.

#### 11/051 Correspondence Received (Appendix C)

Following a review of the correspondence no further action was required.

#### 11/052 Chairman and Clerk's Reports (Appendix D)

The Chairman outlined the plans for the evening of the APM on the 5<sup>th</sup> April:

- 6.45pm Young Peoples meeting
- 7.15pm Official opening of the village shelter
- 7.30pm Annual Parish Meeting

Cllr MacWilson will provide food for the event and The Chairman the drinks. Clerk to give details of event to Suffolk Free Press. Following a review of the Clerk's Report the councillors' agreed that no further action was required.

#### 11/053 Future Agenda Items

- Heath Road drainage
- Footpath Contractor
- Fencing by pond.

#### 11/054 Date of Next Meeting

The next meeting will be on the Thursday 21<sup>st</sup> April 2011 in Polstead Village Hall starting at 7.45pm.

**The meeting closed at 9.30pm.**

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

Sue Wigglesworth updated councillors on the status of the appointment of a new Chief Executive for BDC / MSDC. PCSO Trish Gibson reported that no crimes had been reported in the last

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month. She also updated councillors on the SNT Priority Meetings and the new Farm 'Neighbourhood Watch' scheme being introduced into the area.

#### Appendix B RFO Report Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
01/03/11	SCC - Locality Budget			1,951.00	0.00
17/03/11	P Graham - Shelter base & pllnth	101525	LG (Misc Provs) Act 1953 s 4	0.00	595.00
17/03/11	Homefield Sheds & Shelters - Shelter	101526	LG (Misc Provs) Act 1953 s 4	0.00	1,627.20
17/03/11	DF Crimmin - Salary & WFHA 27 Dec to 27 March	101527	LGA 1972 s 112	0.00	1,008.25
17/03/11	DF Crimmin - Expenses	101528	LGA 1972 s 112	0.00	162.17
17/03/11	Aon Limited - Insurance	101529	LGA 1972 s 111	0.00	710.98