

POLSTEAD PARISH COUNCIL

Minutes of the Meeting held on Thursday 17th May 2012 in Polstead Village Hall

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

Attending: David Yorke-Edwards (Suffolk County Councillor), Dave Crimmin (Clerk) and 1 resident.

12/085 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.

12/086 Apologies for Absence

Apologies received from Cllr Shadbolt (unwell) as well as Sue Wigglesworth (Babergh District Councillor) and PC Paisley.

12/087 Declaration of Interests

None were declared.

12/088 Election of Vice Chairman

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

12/089 Minutes of Meeting held on 19th April 2012

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

12/090 Representatives to Outside Bodies

The councillors resolved the following appointments:

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

12/091 Internal Auditor

The councillors resolved to appoint Heelis & Lodge as Internal Auditor for 2012 / 2013 and the Clerk to write to confirm appointment.

12/092 Annual Subscriptions

The councillors resolved to renew the annual subscriptions to SALC, Suffolk Wildlife Trust, Suffolk ACRE and the Suffolk Preservation Society. The councillors to review the merits of each organisation when considering the budget for 2013 / 2014.

12/093 Reports from County and District Councillors and Suffolk Constabulary

The reports are contained in Appendix A.

12/094 Reports and Question from Councillors

Cllr Flather reported that she had contacted Donald Simpson, the creator and designer of the Village Sign with a view of asking how it should be refurbished. Mr Simpson has offered to maintain the sign with his labour being free and PPC paying for the materials which he expected to cost in the region of £100. He also requested permission to refurbish with his original vision for the sign that was refused in the 1970's when originally installed, in that colours are used instead of plain brown.

12/095 Chairman's Report

The Chairman thanked Richard Sandford and the Clerk for getting the Village of the Year portfolio completed.

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12/096 Reports and Questions from Parishioners

None raised.

12/097 Clerk's Report (Appendix B)

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

12/098 Correspondence (Appendix C)

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

12/099 Planning

- a. The councillors reviewed Planning Application **B/12/00517/FUL Land North of Sprotts Hall, Holt Road** - Erection of agricultural building and resolved that they objected to the application on the following grounds:
 - i. There appears to be no agricultural need with very little, if any, work being undertaken on the field
 - ii. The caravan does not appear to have been used for the storage of agricultural machinery
 - iii. PPC has no record of permission being given for the caravan's use in the field.
- b. No further planning application 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:

Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
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/12/00173/FUL	Land East of, Potash Lane	Creation of two new ponds and enlargement of existing two ponds.	12/051a	No Objection	Permission Granted 20/04/2012
B/12/00283/FUL	Land East of Blackthorns, Boxford Road	Erection of a detached dwelling (following demolition of existing garage).	12/070a	No Objection	
B/12/00376/LBC	Mill Lane Cottage, Mill Lane	Application for Listed Building Consent - Conversion of existing garage to annexe.	12/070b		Withdrawn
B/12/00375/FUL	Mill Lane Cottage, Mill Lane	Conversion of existing garage to annexe.	12/070c	No Objection	

12/100 Finance

- a. The councillors reviewed and resolved to accept the Internal Audit report from Heelis & Lodge for 2011 / 2012.
- b. The councillors resolved to approve the PPC Receipts and Payments Account (Appendix D) for the year ending 31st March 2012.
- c. The councillors resolved to approve Sections 1 and 2 of the Annual Return for the year ending 31st March 2012 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

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- e. The councillors resolved to give £150 towards the maintenance of the Church Clock *Parish Councils Act 1957 s 2*
- f. The councillors resolved to spend £100 on the Street Party on the 5th June and £80 for providing a second showing of the film on the 5th June. *LGA 1972 s 145*
- g. With no bids forthcoming for the maintenance equipment it was agreed that the advert should be placed in the newsletter.

12/101 Highways and Footpaths

The Chairman placed on record the council's appreciation to Robert Lister for his generous offer of mounting the footpath map which is now installed in the shelter.

12/102 National Grid

Cllr Palmer informed councillors that the May Forum meeting has been postponed. It is now expected that the Forum on the 18th June will be used to announce the first draft of the preferred route of the power line with both over ground and underground elements expected to be included.

12/103 Queen's Diamond Jubilee celebrations

The councillors have now finalised plans for the 3rd June. Posters are to be delivered to all Polstead residents and to be displayed on notice boards and prominent positions. The councillors resolved to refurbish the Village Sign, in line with the request of Donald Simpson (12/094), at a cost of £100 as the work will be completed ahead of the QDJ weekend. *LGA 1894 s 8*.

The councillors agreed with the proposals from Jim Marshall to plant oak and maple trees in the playing field to mark the QDJ and Nick Brandt. Full estimates to be obtained from Jim Marshall for the next meeting.

12/104 Oil Buying Scheme

The councillors resolved that the Chairman and Clerk prepare a consultation with the village on the proposed Suffolk ACRE oil buying scheme. If the results are positive, PPC will try and identify co-ordinators for the scheme.

12/105 Councillor Training

The Clerk to liaise with SALC to identify bespoke training for the councillors.

12/106 Future Agenda Items

- Footpath maintenance programme
- National Grid
- Oil buying scheme
- Suffolk Village of the Year.

12/107 Standing Orders

With no members of public present except the applicant, no further action was required.

12/108 Councillor Vacancy

Bruce Martin explained his reasons for applying to stand for co-option to PPC. With Mr Martin leaving the meeting the councillors unanimously resolved to offer him the position of co-opted councillor. The Clerk to forward the Declaration of Acceptance and Register of Interest forms to Mr Martin in order for him to complete before taking his seat at the next meeting,

12/109 Next meeting

The next scheduled PPC meeting will be held in Polstead Village Hall on Thursday 21st June 2012 starting at 7.30pm.

The meeting closed at 10.05pm.

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

David Yorke-Edwards(Suffolk County Councillor) updated councillors on the 2nd year that SCC had frozen the council tax; protection of front line services; £26m budget saving this year and £24m next year; savings in Adult and Community services; High Speed Broadband; Waste at Great Blakenham.

In the absence of Sue Wigglesworth (Babergh District Councillor) the Chairman read out her report. "Babergh's integration of management and services with Mid-Suffolk has reached the point when you can really see and feel the difference. The Chief Executive is now joined by the two new Strategic Directors who we appointed following interviews early this year. Lindsay Barker comes to us from Colchester Borough Council and Mike Evans has just retired from the Royal Navy where he has been Chief of Staff, Maritime Warfare School. Appointments at tier 3 have also been completed and tier 4 is under reconstruction at the moment. The savings that are needed are being met. Babergh's Local Development Framework is in its final stage before being presented to the Secretary of State with final adoption early next year. Polstead, Layham and Raydon are among over 40 rural villages that are listed as "hinterland villages". Between 20 – 25 new properties, over the next 20 years, should be expected in each of these villages. For additional protection parishes may wish to adopt a Village Design Statement which I think could be beneficial to, for example, Polstead's White Street Green and Polstead Heath, and possibly Lower Layham and Lower Raydon. Higham and Shelley remain "countryside" and should expect no development unless there are very exceptional circumstances. Neighbourhood Plans, which some parishes might be considering, should only be worked up if a parish is looking for more development than in the LDF and it must show how that extra development could be deliverable. The "delivery plan" is a very important part of the Government's agenda for growth. Babergh's priorities will be our next task and will require consultation with Parishes. I understand there will be some workshop-style sessions. Although we have reduced resources we must still identify the needs of our communities and help in whatever we can."

In the absence of the Police the Clerk read their report. "With regard to crimes that have occurred in the Polstead area between 1st April 2011 and 31st March 2012 there were 11 crimes reported (1 detected), compared to 12 reported and 1 detected last year. Shed and Garage break-ins have increased in the Babergh area with hand and power tools being popular items stolen. Metal thefts are also on the increase across Suffolk so please be vigilant and report any suspicious persons or vehicles in the area."

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Appendix D Receipts & Payments

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Receipts & Payments Account for the year ending 31st March 2012			
Receipts			
Precept		£14,500.00	
Bank Interest		£1.64	
Recycling		£30.00	
Grants		£194.52	
Allotment Rent		£25.50	
Wayleave		£18.29	
Hog Roast		£0.00	
Donation		£0.00	
Compensation		£0.00	
Other		£0.00	
VAT Repayment		£599.33	
		£15,369.28	
Payments			
Clerks Salary		£3,876.96	
Admin		£1,475.80	
Insurance		£449.82	
Audit Inspections		£190.00	
Donations		£597.00	
Chairman's Allowance		£0.00	
Dog & Litter Bins		£380.45	
Footpaths		£848.60	
Grass Cutting		£1,654.50	
Ditch Clearance		£0.00	
Equipment Repair		£296.00	
Equipment		£0.00	
Hog Roast		£0.00	
Village Hall		£850.00	
Project / Maintenance		£1,426.86	
Contingency		£0.00	
VAT Paid		£381.06	
		£12,427.05	
Excess of Receipts over Payments			£2,942.23
Add Balance Brought Forward			£8,952.78
Balance Carried Forward			£11,895.01
Represented by			
Barclays Community		£8,584.44	
Barclays Premium		£3,310.57	
Cash		£0.00	
			£11,895.01
I have prepared these accounts from the books and records of the Polstead Parish Council and certify that they are a true record of the Parish Council's transactions			

Signed Date.....

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Appendix E RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
18/04/12	BDC - Precept			8,250.00	0.00
20/04/12	BDC - Map reproduction	597	LGA 1972 s 142	0.00	10.00
17/05/12	SALC - Annual Subscription	598	LGA 1972 s 143	0.00	297.00
17/05/12	Suffolk ACRE Ltd - Annual Subscription	599	LGA 1972 s 143	0.00	25.00
17/05/12	Suffolk Wildlife Trust - Annual Subscription	600	LGA 1972 s 137	0.00	38.00
17/05/12	Suffolk ACRE Ltd - Housing Needs Survey	601	LGA 1972 s 111	0.00	251.35
17/05/12	B Patrick - Footpath Maintenance	602	Highways Act 1980 ss 43, 50	0.00	68.75
17/05/12	BDC - TEN application	603	LGA 1972 s 145	0.00	21.00

End of Appendices