

## **POLSTEAD PARISH COUNCIL**

### **Minutes of Meeting held on Thursday 17<sup>th</sup> July 2014 in Polstead Village Hall at 7.30pm**

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

**Attending:** Sue Wigglesworth (Babergh District Councillor), Dave Crimmin (Clerk) and 1 resident.

#### **14/131 Apologies for Absence**

Cllrs Flather (holiday) and Page (engagement) gave their apologies as did Gordon Jones (Suffolk County Councillor) and PCSO Coleman.

#### **14/132 Declaration of Interests**

None were declared.

#### **14/133 Suffolk Local Code of Conduct**

The councillors reviewed the revised Suffolk Local Code of Conduct and resolved to adopt it as at 17<sup>th</sup> July 2014.

#### **14/134 Requests for Dispensation**

None received.

#### **Cllr Patrick arrived**

#### **14/135 Minutes of Meeting held on 19<sup>th</sup> June 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.

#### **14/136 Reports from County and District Councillors and Suffolk Constabulary**

The reports are contained in Appendix A.

#### **14/137 Reports and Question from Councillors**

Cllr Patrick reported that he had attended the Dedham Vale Society meeting. He has also been appointed as the SALC representative for the East Suffolk Rivers Association.

#### **14/138 Chairman's Report**

Signed ..... Date.....

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The Chairman felt that the Better Broadband update earlier in the evening, given by SCC's Jonathan Chown, had been worthwhile and well-presented and that a note of thanks be sent to him and Gordon Jones for arranging the evening.

**14/139 Reports and Questions from Parishioners**

None raised.

**14/140 Clerk's Report (Appendix B)**

After reviewing the Clerk's report it was agreed that Cllr Palmer would attend a meeting with BDC in order to discuss the long term maintenance arrangements for the grass at Heath Close.

**14/141 Correspondence (Appendix C)**

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

**14/142 Planning**

- a. The councillors reviewed and noted the **revised plans for Planning Application B/ 14/00392/FUL Woodlands Farm, Rockalls Road** - Erection of steel framed outbuilding for storage of animal feed. As amplified by supporting email dated 24<sup>th</sup> June and additional plans received on the 1<sup>st</sup> July 2014.
- 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:

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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.	
25/03/14	B/11/01588/FUL	Tyrone, Boxford Road	A Non-material Amendment - Addition of an enclosed porch over front entrance area received 24th March 2014.	14/078a	No objection	Permission Granted 22/04/2014
27/02/14	B/14/00130/FUL	Sharline, White Street Green	Erection of 1 No. dwelling & 1 No. replacement dwelling (following demolition of existing property).	14/061b	Objected	
12/03/14	B/14/00162/ROC	The Brambles, Holt Road	Application under Section 106A of the Town and County Planning Act 1990 - Discharge of obligation limiting occupation to holiday units.	14/061d	No objection	REFUSED 02/06/2014
12/05/14	B/14/00396/FUL	7 Rockalls Road	Subdivision of 1 No. existing two storey dwelling into 2 No. two storey dwellings.	14/102e	Objected	
16/05/14	B/14/00557/LBC	Brewery Farm, Bower House Tye	Re-render existing southern gable wall, replace existing first floor windows to southern elevation. Erect new single story lean-to extension to southern gable.	14/119a	No objection	
16/05/14	B/14/00570/FHA	The Old Chapel, Heath Road	Erection of new detached single-storey annexe & alterations to existing garage roof.	14/119b	No objection	Permission Granted 20/06/2014
20/05/14	B/14/00392/FUL	Woodlands Farm, Rockalls Road	Erection of steel framed outbuilding for storage of animal feed.	14/119c	No objection	
12/06/14	B/14/00714/AGD	White Hall Farm, Heath Road	Notification under Part 6 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995 - Erection of agricultural shed.	14/119d	Noted	Planning Application not required 20/06/2014

#### 14/143 Finance

- a. The councillors reviewed the external audit report from BDO for the year ended 31<sup>st</sup> March 2014 and noted that there were no actions brought to the attention of PPC.
- b. 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.

#### 14/144 Highways and Footpaths

- a. With the progress that Mr Whymark is making with Anglian Water in trying to identify the Stackwood Road sewerage issue, this item will be reviewed when a further update is received.
- b. There has not been any further issues raised from residents regarding vehicle speeds along Mill Street. The Police had confirmed that there had not been any offer from a Mill Street resident to use their driveway for speed checks. This item is now closed.
- c. With the maintenance programme undertaken recently along Heath Road by SCC Highways the councillors will review any flooding issues that occur over the coming winter.

#### 14/145 Allotments

Signed ..... Date.....

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PPC has now received requests from 5 residents for allotment plots in addition to the 3 existing allotment holders. It was noted that this level of interest meant that it was possible for the new allotments to be accommodated within the current 3 leased areas, and keep the Woodland / wildlife area that has become established at the bottom of the site. Councillors also considered that maintenance at the allotments was long overdue and that for the allotments to be viable water must be provided on site. A quotation from B. Patrick for the clearance work required at the allotments in order to allow access for the machine to drill the bore hole for water was reviewed. The councillors eventually resolved that an order be placed for the clearance work with B. Patrick at a total cost of £575, and for the Clerk to contact the drilling company with a view to proceed at a cost of £3,160 *Small Holdings & Allotments Act 1908 s 23* both works hopefully to commence in September. The Chairman asked for councillors to be reminded of the technical specification for the drilling. The councillors will be reviewing the final plans for the provision of allotments at the September meeting.

The Clerk was asked to contact Gordon Jones to see if he was able to provide a locality grant towards the cost of the bore hole and BDC to see if monies could be drawn down from the S106 parish funds for the allotment project as a whole.

#### **14/146 Play equipment**

The councillors reviewed the report from Cllr Martin that the broken sea-saw swing should now be scrapped and the costs of a replacement sought from the supplier. The councillors resolved that the piece of equipment be scrapped and removed from the Asset Register and would await the quotation for the replacement.

#### **14/147 Cherry Fayre**

The councillors reviewed the Cherry Fayre, and whilst there was disappointment in the number of children attending, the number of attendees was very encouraging when the weather on the day was taken into account. The councillors wished to record their appreciation of John Baxter's co-ordination of the event and to all the other residents who helped in making the day so successful.

#### **14/148 Publication Scheme**

The councillors resolved to adopt the revised Publication Scheme dated 17<sup>th</sup> July 2014.

#### **14/149 Councillor Vacancy**

The councillors reviewed the application from James Oxford to become a councillor and resolved to co-opt him onto PPC.

#### **14/150 Future Agenda Items**

- Allotments

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- Playing field equipment
- Christmas Carols

**14/151 Next meeting**

The next scheduled PPC meeting will be held in Polstead Village Hall on Thursday 18<sup>th</sup> September 2014 starting at 7.30pm.

**The meeting closed at 9.15pm.**

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

The Police Report read by the Clerk recorded no crimes in the parish since the June meeting.

Sue Wigglesworth updated councillors on the Rural Housing Policy and Small grants available from BDC.

Gordon Jones written report updated councillors' on Suffolk County Council responds to Ofsted findings, Parents continue to secure their school of choice, A-Z of Recycling launched, County-wide call to shape the future of housing in Suffolk, A12 flood defence work to begin, Findings from Home Care and Community Meals consultation revealed.

### Appendix D RFO Report

#### Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
02/06/14	Interest 3 Mar to 1 June	BS 45		0.41	0.00
17/07/14	Suffolk Preservation Society - Annual Subscription	717	LGA 1972 s 137	0.00	25.00
17/07/14	BDC - Rockalls Road lease payment	718	LGA 1972 ss 124, 126, 127	0.00	55.00
17/07/14	B Patrick - Footpath Maintenance	719	Highways Act 1980 ss 43, 50	0.00	175.00
17/07/14	BDO LLP - Audit Fee	720	Audit Commission Act 1998 s 7	0.00	120.00
17/07/14	J Baxter - Net Cherry Fayre	721	LGA 1972 s 145	0.00	442.05
17/07/14	Getmapping plc - Annual Fees	722	LGA 1972 s 111	0.00	33.60