

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 18th July 2013 in Polstead Village Hall at 7.30pm

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

Attending: Gordon Jones (Suffolk County Councillor), PCSO Georgi Hawkes, Dave Crimmin (Clerk) and 3 residents.

13/137 Apologies for Absence

Cllrs Flather (holiday) and Page (prior engagement) sent their apologies as did Sue Wigglesworth (Babergh District Councillor).

13/138 Declaration of Interests

None declared.

13/139 Requests for Dispensation

No dispensation requests received.

13/140 Minutes of Meeting held on 20th June 2013

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

13/141 Reports from County and District Councillors and Suffolk Constabulary

The reports are contained in Appendix A.

13/142 Reports and Question from Councillors

There were none.

13/143 Chairman's Report

The Chairman updated councillors on the request from the Vicar for an information sheet on PPC to be displayed at the Harvest Supper. Clerk to provide draft for councillors' review.

13/144 Reports and Questions from Parishioners

There were none.

13/145 Clerk's Report (Appendix B)

After reviewing the Clerk's report no further action was required of the Clerk.

13/146 Correspondence (Appendix C)

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

13/147 Planning

- a. The councillors reviewed **Planning Application B/13/00726 The Old Chapel, Heath Road** - Erection of extension to detached garage to form annexe and resolved that they had no objections in principle but were surprised that a pitched roof was not being considered.
- b. The councillors reviewed **Appeal APP/D3505/A/12/2199810 Gilly Flower House, Rockalls Road** against the refusal of Planning Application B/12/00813/FUL and resolved that they had no further comments to add but would request a copy of the decision.
- c. No further planning applications had been received since the agenda was posted.
- d. Cllr Patrick updated councillors on the background to the withdrawal of the Christobel application. Cllr Martin informed councillors that BDC had confirmed that the enforcement notice referred to in the Scotland Place application was not "null and void" as indicated in the application. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC were as follows:

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 18th July 2013 in Polstead Village Hall at 7.30pm

Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
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/13/00434/FUL	Treetops, White Street Green	Erection of detached garage to site frontage, and erection of detached boat shed in rear garden.	13/102b	No objection	Permission Granted 11/06/2013
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.	13/102c	No objection	Permission Granted 11/06/2013
B/13/00604/FHA	Christobel, White Street Green	Erection of 1 1/2 storey rear extension together with extension to main roof (following demolition of existing conservatory and utility room extension).	13/124a	No objection	Withdrawn
B/13/00377	Scotland Place Farm, Scotland Street	Change of use of agricultural land for educational visits and leisure activities and erection of shelter (retention of).	13/124b	Objected	

13/148 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. After reviewing the external audit report from BDO LLP the councillors resolved to approve and accept the report.
- c. The councillors resolved to donate £20 towards the Community Shop's new sign. **LGA 1972 s 137**
- d. After receiving a donation of £640 towards the costs of the Village Fete the councillors resolved a further £210 to the total budget for the event. **LGA 1972 s 137**
- e. The councillors reviewed the costs for maintenance to the play equipment and playing field equipment and resolved to accept the quotations of £195 for the repair and maintenance work and £340 for the painting work. **Open Spaces Act 1906 ss 9, 10**

13/149 Highways and Footpaths

The councillors reviewed the progress on the project to install 2 kissing gates on Footpath 30 following a grant from the AONB. Permission for the change to kissing gates was being obtained from SCC following which the project costs will be submitted to the AONB for final approval.

The councillors reviewed the locations for 4 further dog bins and will consider these and any further proposals at the September meeting.

13/150 National Grid

There has been no further meetings with, or updates from, National Grid on the Bramford to Twinstead power line project

13/151 Emergency Plan

The councillors agreed with Cllr Palmer's suggestion for a leaflet to be delivered to each Polstead resident inviting them to the meeting on the 19th September starting at 6.30pm in the Village Hall. It was further agreed that Cllr Palmer will write to the 20+ responders requesting their permission to keep their contact details on file in line with PPC's Data Protection certification.

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 18th July 2013 in Polstead Village Hall at 7.30pm

13/152 Village Fete

The final meeting of the committee will be held on the 31st July. Further support is required for the event and anyone willing to help should contact Dylan Pym. A risk assessment will be required for the event in line with PPC's public liability insurance.

13/153 Local Housing Needs Scheme

The councillors resolved that the working group meets with the new representatives of Babergh and Community Action Suffolk in order to review existing issues. The Clerk to arrange meeting for September.

13/154 Owl boxes

Subject to Toby Owles agreement, PPC will confirm with Suffolk Wildlife Trust that the location of owl nesting boxes in trees near the Church and playing field is supported by PPC.

13/155 Councillor Training

The councillors resolved that the next councillor training session should take place on Thursday 10th October at a cost of £275 *LGA 1972 s 111*.

13/156 PPC Standing Orders and Financial regulations

The councillors resolved the proposed changes to Section 7 of the Standing Orders and Sections 3.4 and 11.1(h) of the Financial Regulations.

13/157 BDC's Pre-Draft Statement of Community Involvement consultation

The councillors resolved that they will respond to the next stage of BDC's Draft Statement of Community Involvement consultation process.

13/158 Neighbourhood Plan

The councillors considered Cllr Baxter's review of the public meeting on the 3rd July 2013 and his proposal to circulate to residents a draft Neighbourhood Plan which would give an indication of the type of issues that a NP could cover in relation to Polstead.

The remaining councillors did not agree with this proposal as they felt that:

- The NP should be community led
- No issues had been raised at the public meeting that indicated that a NP was required
- Only one resident had post meeting raised an issue for inclusion in a NP
- The vote against the production of an NP by the public meeting did not give PPC a mandate to proceed with a NP.

Cllr Palmer felt that PPC should state publicly that unless further indications from residents are forthcoming that require the production of a NP, then the council will not proceed with a NP.

There was no resolution determined on the matter.

13/159 Future Agenda Items

None raised

13/160 Next meeting

The next scheduled PPC meeting will be held in Polstead Village Hall on Thursday 19th September 2013 starting at 7.45pm.

The meeting closed at 9.52pm.

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 18th July 2013 in Polstead Village Hall at 7.30pm

Appendix A County, District and Suffolk Constabulary reports

The Clerk read Sue Wigglesworth’s report to the meeting. “There is very little to up-date you on other than the fact that the Transformation Programme is progressing as planned. Staff interviews are in full swing and it is hoped that all posts will be filled by the end of July. There is going to be a concentrated period of training and reflection on the Transformation Process and I am part of the Housing Enquiry team. Elected Members have seminars and trainings in our diaries to make sure that we are all prepared for new ways of working to achieve the savings that we have to make. The Government’s Spending Review will, no doubt, add to our problems. The good news is that it was announced at the end of last month that the Shared Services Category of the National MJ Awards had been won by Babergh and Mid Suffolk. (The Municipal Journal is the professionals’ Local Government publication). The “shared services” that go beyond our overall integration with Mid Suffolk also refers to the Shared Revenues Partnership, which also includes Ipswich Borough Council and our long-established shared contract with Mid Suffolk for waste collection. These awards are open to all County, Unitary and District Councils across the country so it was a great achievement.” Gordon Jones updated councillors on Broadband, Raising the Bar, the A14 upgrade, SCC’s meeting in August regarding National Grid power lines project,

PCSO Georgi Hawkes gave the Police report “There has been one reported crime since your last meeting on the 20th June. THEFT – Other. Potash Lane, between 4th – 7th July. Sometime over a four day period unknown persons have stolen two rear light clusters from a caravan and a plug connector to a tow bar. Parishioners are reminded to shut windows, lock doors and remove valuables from vehicles. Last week in Elmsett overnight there were 8 incidents, (two of which were unlocked sheds), of valuables stolen from vehicles all of which were left insecure by the owners, don’t make it easy for that opportunistic thief to take away your hard earned belongings.”

Appendix D RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
03/06/13	Interest 4 Mar to 2 June	BS 41		0.41	0.00
21/06/13	Getmapping - Annual Fees	665	LGA 1972 s 111	0.00	12.00
21/06/13	Polstead PCC - Clock maint	666	Parish Councils Act 1957 s 2	0.00	150.00
25/06/13	Halsall - Allotment Rent			8.50	0.00
18/07/13	SPS - Annual Subscription	667	LGA 1972 s 137	0.00	25.00
18/07/13	Navigas Planning - Fees	668	LGA 1972 s 111	0.00	240.00
18/07/13	B Patrick - Footpath Maint	669	Highways Act 1980 ss 43, 50	0.00	143.75
18/07/13	BDO LLP - Audit Fees	670	Audit Commission Act 1998 s 7	0.00	120.00