

POLSTEAD PARISH COUNCIL

Minutes of the Meeting held on Thursday 18th October 2012 in Polstead Village Hall at 7.30pm

Present: Cllrs John Baxter (Chairman), Amanda Flather, Anne MacWillson, Peter Patrick (arrived late due to prior engagement) and Nick Palmer.

Attending: Sue Wigglesworth (Babergh District Councillor), David Yorke-Edwards (Suffolk County Councillor), Dave Crimmin (Clerk) and 2 members of public.

12/185 Apologies for Absence

Cllr Martin sent his apologies. PCSO Coleman also sent her apologies.

12/186 Declaration of Interests

None were declared.

12/187 Requests for Dispensation

None received.

12/188 Minutes of Meeting held on 20th September 2012

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

12/189 Reports from County and District Councillors and Suffolk Constabulary

The reports are contained in Appendix A.

12/190 Reports and Question from Councillors

Following the review of Cllr Patrick's reports from his meetings with the Suffolk Association of Local Councils and the Suffolk Preservation Society / BDC the councillors requested that he continues these representative roles.

12/191 Chairman's Report

The Chairman reported that John Flather was planning to bid for the strimmer. He also requested that with the current poor condition of some of the roads in the village that residents keep SCC Highways and PPC aware of any issues as they occur during the winter months.

12/192 Reports and Questions from Parishioners

Following the report of a missing mail box at Bower House Tye, the Clerk was requested to ask Royal Mail about its removal.

12/193 Clerk's Report (Appendix B)

Following a review of the Clerk's Report there were no further actions required of the Clerk.

12/194 Correspondence (Appendix C)

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

12/195 Planning

- a. The councillors reviewed Planning Application **B/12/01113/FUL Treetops, Boxford Road** - Erection of replacement two-storey detached dwelling and resolved to object to the application as the size and scale of the proposed development was disproportionate to the width of the plot.
- b. The councillors noted Planning Application **B/12/01173/TCA The Cottage, Mill Street** - Remove 2 No. Sycamore trees.
- c. No further planning application had been received since the agenda was posted.
- d. 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.	
	APP/D3505/A/12/2177870/NWF	Land North of Sprotts Hall, Holt Road	Appeal against refusal of B/12/00517/FUL	12/139e	No further comments	
02/08/12	B/12/00908/FHA	Apple Tree Cottage, Mill Lane	Erection of single storey rear garden room extension.	12/156b	No objections	
03/08/12	B/12/00813/FUL	Gilly Flower House, Rockalls Road	Erection of detached house, double garage and re-location of stables.	12/156d	No objections	
13/09/12	B/12/01026/FUL	Adjoining Parish - Stoke by Nayland Golf Club, Stoke by Nayland	Erection of building for use as Golf School attached to current Driving Range (amended scheme to that approved under P.P B/11/01501/FUL).	12/173a	Noted	

12/196 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. The councillors resolved to add Cllrs Martin and Patrick to PPC's Bank Mandate and any two councillors, including Cllrs Baxter, Flather and MacWillson, can sign on the council's behalf.

12/197 Highways and Footpaths

- a. The councillors resolved to purchase a license from the Ordinance Survey at £50 to enable the Community Shop to sell up to 1,000 copies of Polstead Walking Routes map. The councillors agreed to print 1,000 A3 copies at a total cost of £100. **LGA 1972 s 142.** PPC will now prepare a Press Release regarding the map and advertise the maps in the shelter.

Cllr Patrick joined the meeting.

- b. Given the very poor condition of the approach roads the councillors agreed that the proposals to improve the Homey Bridge approach should be abandoned. The councillors agreed that the Clerk write to Kevin Verlander on the following footpath issues:
 - i. Footpath 34 through Dollops Wood need to be re enforced with hard core as it may become impassable this winter
 - ii. The stile at Mill Lane on footpath 31 needs to be improved
 - iii. The footpath sign at the end of Rockalls Rd needs replacing.

12/198 National Grid

National Grid has not arranged the next Community Forum.

12/199 BDC's Community Engagement programme

The councillors agreed that the consultation paper from BDC was aimed at individual responses. Councillors will be able to respond to BDC in this format if they wish. The councillors agreed that PPC should write to Sue Wigglesworth outlining a number of services that PPC would need to be advised upon should BDC consider reducing or cutting these services in its Budget. The services of interest are grass cutting, brown bin collection, dog and litter bin collections, rates support discounts and small grants to communities. PPC would also request advice should charges be introduced for rubbish collection from village halls or BDC consider returning the ownership of green areas to communities.

12/200 Tree Planting

All the arrangements for the tree planting ceremony were now in place for Saturday 20th October 2012.

Signed Date.....

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12/201 Councillor Training

SALC will present their Planning & Neighbourhood Plan training on Tuesday 6th November in the Village Hall from 6pm to 9.15pm. The Clerk has invited 6 councillors from adjoining Parish Councils to join the PPC representatives which will raise £180 towards the cost of the training.

12/202 Councillor Vacancy

The Clerk explained that the Notice of the vacancy caused by William Shadbolt's resignation was posted on the 8th October 2012. If the electors of Polstead do not call for a bye-election then PPC would be able to co-opt a new member. The councillors resolved that if a bye-election is not requested that the Clerk places a notice asking for applications, for the position of councillor, to be received by the 14th November 2012.

12/203 Neighbourhood Plan

Cllr Baxter updated councillors on the meeting he and Cllr Palmer had attended with BDC on the options for PPC to produce a Neighbourhood Plan. Whilst the process is not sufficiently detailed at this time it is clear that if PPC is prepared to undertake the work with the support of BDC that the production of a Neighbourhood Plan for Polstead is achievable. The councillors resolved that the Clerk writes to BDC formally requesting that PPC be considered for the production of a Neighbourhood Plan and that BDC make an application to Government for a grant to fund the District Council's costs of the project.

12/204 Affordable Housing

The working party are still awaiting a meeting with BDC but have been informed the Icen Homes and the Suffolk Housing Society will be willing to act as the Registered Partner Provider for the Polstead scheme.

12/205 Annual events in Polstead

The councillors agreed that following Cllr Baxter's meeting with village representatives which reviewed what plans the community has for events in Polstead, the councillors agreed to review any funding requirements in its budget process at the November meeting.

12/206 Polstead Pond

Cllr Baxter met with the owner of the pond to review plans for removing silt from the pond. As the works to remove the silt will have a major impact on the area around the pond, PPC will keep in touch with the plans for the project. Cllr Baxter raised some concerns on the silt in Flaggy pond.

12/207 Community Emergency Planning Workshop

Cllr Palmer will confirm if he is able to represent PPC at this event.

12/208 Future Agenda Items

- Water for the allotments.

12/209 Next meeting

The next scheduled PPC meeting will be held in Polstead Village Hall on Thursday 22nd November 2012 starting at 7.30pm.

The meeting closed at 9.38pm.

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

David York-Edwards updated councillors that there would be a council tax freeze from SCC in 2013 / 2014 and that his Locality Budget grant of £435 towards the QDJ tree planting was now being forwarded to PPC. Sue Wigglesworth updated councillor the Core Strategy was now being forwarded for examination and that the village envelopes were to be retained; BDC's draft budget was to be reviewed in December; BDC were planning to invest in its Planning operations.

PCSO Coleman submitted the following report. There have been 3 reported crimes since the last meeting on 20th September. **Burglary** - Other building. Straight Rd, between 6th - 22nd September. Unknown persons have gained entry into a wooden workshop and stolen a number of garden and work tools. **Finalised**, no further lines of enquiries. **Burglary** - Other building with intent. Heath Rd. 19th - 20th September. Sometime over night unknown persons have entered a site being renovated and tried to break in to an old shed by smashing a window and forcing the door, nothing taken. **Finalised**, no further lines of enquiries. **Burglary** - Dwelling. Unnamed Rd, 2nd - 3rd October. Unknown offenders have gained entry into a now unoccupied detached cottage by finding and using the spare key, once inside have stolen a flat screen TV and then returned the key to its hiding place. **Ongoing**.

Appendix D RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
03/09/12	Interest 6 June to 2 Sept	BS 38		0.40	0.00
19/09/12	BDC - Precept			8,250.00	0.00
21/09/12	A MacWillson - cost of trees	629	OSA 1906 s 10	0.00	89.08
15/10/12	UK Power Networks - Wayleave			18.95	0.00
18/10/12	BP Lambert - Tree Guards	630	OSA 1906 s 10	0.00	360.00
18/10/12	P & H Landscapes - Grass Cutting 2012	631	Open Spaces Act 1906 s 10 LGA 1972 s 214	0.00	1,973.50
18/10/12	Heelis & Lodge - Audit Fee	632	LGA 1972 s 111	0.00	55.00