

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 19th September 2013 in Polstead Village Hall at 7.30pm

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

Attending: Sue Wigglesworth (Babergh District Councillor), Gordon Jones (Suffolk County Councillor), Dave Crimmin (Clerk) and 42 residents.

13/161 Election of Chairman

It was unanimously resolved that Nick Palmer be elected the Chairman of Polstead Parish Council (PPC), and Cllr Flather signed the Declaration of Acceptance of Office on his behalf.

13/162 Apologies for Absence

Cllr Martin (prior engagement) sent his apologies as did PCSO Colman.

13/163 Declaration of Interests

None declared.

13/164 Requests for Dispensation

No dispensation requests received.

13/165 Minutes of Meeting held on 18th July 2013

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

13/166 Standing Orders

The councillors resolved to adopt the modified PPC Standing Orders dated 19th September 2013.

13/167 Election of Vice Chairman

It was unanimously resolved that Anne MacWillson be elected the Vice Chairman of PPC.

13/168 Reports from County and District Councillors and Suffolk Constabulary

The reports are contained in Appendix A.

13/169 Reports and Question from Councillors

Cllr MacWillson reported that children were emptying salt from the grit bin in Rockalls Road. It is hoped that parents will be able to stop the children doing this. She also reported on the initiative that Babergh were undertaking with its residents in Rockalls Road on the play equipment facilities currently available in the village. She is expecting a representative from Babergh to attend a future meeting to update councillors on their findings.

13/170 Chairman's Report

The Chairman did not have any items to raise.

13/171 Reports and Questions from Parishioners

There were none at this stage of the meeting.

13/172 Clerk's Report (Appendix B)

After reviewing the Clerk's report no further action was required of the Clerk. It was noted that the Suffolk Conservation Trust had installed the signs at Potash Lane.

13/173 Correspondence (Appendix C)

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

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13/174 Planning

- a. The councillors reviewed **Planning Application B/13/01060 Hill Farm, Brick Kiln Lane – Construction of an anaerobic digestion plant, 500kW combined heat and power plant and associated infrastructure and resolved that they had no objections.**
- b. No further planning applications 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:

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.	
12/06/13	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	Permission given for no more than 28 days per year.
04/07/13	B/13/00726/FHA	The Old Chapel, Heath Road	Erection of extension to detached garage to form annexe.	13/147a	No objection	REFUSED 15/08/2013
09/07/13	APP/D3505/A/1 3/2199810	Gilly Flower House, Rockalls Road	Appeal against refusal of Planning Application B/12/00813/FUL	13/147b	No further comments.	

13/175 Finance

- a. The councillors resolved to adopt the modified PPC Financial Regulations dated 19th September 2013.
- 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.
- c. The councillors resolved that Cllrs Page and Patrick be added to the Barclays Bank Mandate signatories in addition to Cllrs Flather and MacWillson.

13/176 Highways and Footpaths

The councillors noted that Suffolk County Council had approved the change of the 2 stiles to kissing gates on FP30 and the AONB has agreed a grant of up to £1,050 for the project. The councillors resolved the procurement of the kissing gates for a cost of £404+VAT and the contractor to remove the old gstiles and install the kissing gates for a cost of £350. **Highways Act 1980 ss 43, 50**

The councillors will consider the requirements for further dog bins in the parish at the October meeting. The councillors were happy to take up John Baxter's kind offer to remain Footpath Warden for the parish. Clerk to raise issue of bin dog bin emptying at White Street Green.

13/177 National Grid

Cllr Palmer updated councillors on the current status and emphasised that once the planning application was submitted to the Planning Inspectorate both PPC and residents will need to highlight the issues with the Sealing End Compound off Heath Road.

13/178 Emergency Plan

The councillors agreed with Cllr Palmer's suggestion that an Emergency Plan meeting takes place on the 17th October starting at 6.30pm in the Village Hall.

13/179 Village Fete

The councillors reviewed the feedback from residents on the Village Fete which was viewed a great success with the extensive activities on offer being enjoyed by all the residents who attended. The councillors were very grateful for the contribution of the committee members and helpers who

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worked tirelessly to make the event so successful. The councillors will look at holding a Cherry Fayre in 2014 at the October meeting.

13/180 Councillor Training

Training for councillors on *Roles & Responsibilities; Powers & Duties* will be held in the Village Hall on Thursday 10th October starting at 6pm.

13/181 Councillor Vacancy

With the electors of Polstead not calling for a by-election to fill the vacancy created by John Baxter's resignation, PPC is now able to co-opt. Notices have been advertised on the website, notice boards and newsletters for applications to be sent to the Clerk by the 9th October 2013. Councillors will then be able to co-opt at the meeting on the 17th October.

13/182 Neighbourhood Plan

The public forum was re-opened to give residents an opportunity to give their views on PPC producing a Neighbourhood Plan (NP) for Polstead. Issues raised by residents included:

- current protection offered to the parish by Babergh's Core Strategy
- consultation required with Babergh to produce a NP
- considerations that Babergh undertakes as the Local Planning Authority in determining a planning application
- roads in the majority of the parish not being able to support a major development
- the issue of allotments not being part of the NP debate
- issues raised by the recent planning permission given at Glenalmond
- strengths and weaknesses of a Village Design Statement.

Cllr Palmer updated the meeting on his summary of the NP discussions to date. A Community meeting was held on 3rd July; it was well attended, well presented and well debated. The meeting was advised that the government had introduced the concept of Neighbourhood Plans to promote additional growth in local areas – it was an opportunity for the local community to influence the form of the future development of the parish. The plan has to be written within the framework established by Babergh's 'Core Strategy' planning document, which covers a period from 2011 to 2031.

The preparation of a Neighbourhood Plan would incur specific costs which were hard to quantify, however government grants could be available. Points raised by the attendees included the importance of maintaining and developing our community amenities (village shop and hall etc.); concerns over the inability of the young to enter the housing market; the absence of a scheduled bus service; and the potential to consider a 'community self-build' housing scheme. The 3rd July meeting concluded with a vote on whether Polstead should proceed with the preparation of a plan – 9 persons voted in favour of a plan, 15 were against, with 30 abstentions. Finally the chairman asked residents to contact the Council with any further thoughts about a Neighbourhood Plan or possible initiatives for inclusion within any plan.

At the scheduled Council meeting on 18th July, Cllr Baxter tabled a 'personal' draft plan with a proposal to circulate it to the community. Council members voted not to proceed with circulation of a draft plan as the contents did not reflect views of the earlier community meeting, and went against the policy requirement that a Neighbourhood Plan should be based on popular community-wide initiatives. As a result Cllr Baxter resigned as Chairman, and as a Councillor, with immediate effect.

Mr Baxter subsequently circulated his 'personal' draft plan to the community with a private request that residents contact the Council in support of his plan and/or the general need for a plan within Polstead. The Council has received 12 letters and emails from households regarding Neighbourhood Planning between July and the 12th September; 6 were against progression of a plan, 4 supported Mr. Baxter, 1 in favour of producing a Neighbourhood Plan but disagreed with Mr.

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Baxter's initiatives, 1 proposing a 'Community right-to-build'/affordable housing project on their private land on the outskirts of Bower House Tye.

In considering the way forward, the Council are mindful that Babergh's emerging Core Strategy identifies Polstead as a 'hinterland village' within the catchment area of larger villages (such as Nayland and Boxford) and key towns (such as Hadleigh and Sudbury). These larger settlements are targeted to provide every-day services (primary schools, doctor's surgery, local shops etc) and be the focus for future growth within the region. 'Hinterland villages' have no specific growth targets for the 20 years period of the plan - the Polstead Parish area therefore has no outside pressure for development, the strategy says that small rural communities such as ours "will be allowed to grow organically in line with local needs and circumstances".

The councillors resolved unanimously not to proceed with a Neighbourhood Plan at the current time. Councillors agreed to monitor developments / community initiatives within other local parishes over the next 6 months and thereafter review in the context of Polstead.

13/183 Future Agenda Items

- Play equipment facilities
- Dog bins
- Christmas Carols
- Cherry Fayre in 2014.

13/184 Exclusion of Public and Press

The councillors resolved to exclude of the public and press from the meeting due to the confidential nature of Local Housing Needs project and the Clerk's Contract of Employment.

13/185 Local Housing Needs

Cllr Flather updated councillors on the working group's meeting with the new team at Babergh who are helping PPC develop a scheme for the Local Needs Housing. Babergh understand PPC's concerns regarding the location of any scheme and will undertake to review, once again, the proposed sites in Polstead Green. They will also be reviewing the local needs requirement from the various registers maintained by Babergh and presenting this to the group at the next meeting.

13/186 Clerk's |Contract of Employment

The councillors reviewed the recommendation of both NALC and the SLCC to increase the Clerk's hourly rate from £9.941 to £10.040 per hour from the 1st April 2013. The councillors resolved to increase the Clerk's hourly rate in line with the recommendation which will increase his salary by £38.61 per annum.

13/187 Next meeting

The next scheduled PPC meeting will be held in Polstead Village Hall on Thursday 17th October 2013 starting at 7.45pm.

The meeting closed at 9.45pm.

Appendix A County, District and Suffolk Constabulary reports

Sue Wigglesworth updated councillors on Tesco's planning application refusal; Budget setting for 2014 / 2015; Babergh's Transformation programme being nearly complete. She also said the following the positive response from residents to Babergh's survey of residents at Rockalls Road that there may be funding for new play equipment. Gordon Jones updated councillors on Education; Broadband; Raising the Bar; Road resurfacing programme; SCC's meetings in October regarding National Grid power lines project; Budget 2014 / 2015 and the consultations with residents planned on this; Apprenticeships. Gordon will update councillors on the reasons why SCC

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consider the education system in Suffolk to be failing as badly a league tables are suggesting. The Clerk read the Police Report which showed no reported crimes in the parish since 18th July.

Appendix D RFO Report
Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
19/07/13	Community Shop - Donation	671	LGA 1972 s 137	0.00	20.00
05/08/13	SCC P3 Grant			97.26	0.00
19/08/13	Donation for Fete			640.00	0.00
03/09/13	Fete Donation			104.33	0.00
05/09/13	AONB Grant			500.00	0.00
19/09/13	R Stiff & Sons - Heating oil	672	LG (Misc Provs) A 1976 s 19	0.00	981.75
19/09/13	B Patrick - Footpath Maint	673	Highways Act 1980 ss 43, 50	0.00	156.25
19/09/13	B Patrick - Footpath Maint	673	Highways Act 1980 ss 43, 50	0.00	131.25
19/09/13	J Baxter - Fete expenses	674	LGA 1972 s 145	0.00	686.77
19/09/13	DF Crimmin - Salary July to Sep	675	LGA 1972 s 112	0.00	775.44
19/09/13	DF Crimmin - WFHA July to Sep	675	LGA 1972 s 112	0.00	39.00
19/09/13	HMRC - Clerk Tax	676	LGA 1972 s 112	0.00	193.80
19/09/13	DF Crimmin - Expenses Mar to Aug	677	LGA 1972 s 112	0.00	270.98
19/09/13	SLCC - Clerk membership	678	LGA 1972 s 143	0.00	37.77