

## **POLSTEAD PARISH COUNCIL**

### **Minutes of the Meeting held on Thursday 20<sup>th</sup> September 2012 in Polstead Village Hall**

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

**Attending:** Sue Wigglesworth (Babergh District Councillor), PCSO Coleman, Dave Crimmin (Clerk) and 1 member of public.

#### **12/162 Apologies for Absence**

Cllr Shadbolt sent his apologies due to illness. David Yorke-Edwards (Suffolk County Councillor) also sent his apologies.

#### **12/163 Declaration of Interests**

None were declared.

#### **12/164 Requests for Dispensation**

None received.

#### **12/165 Minutes of Meeting held on 23<sup>rd</sup> August 2012**

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

#### **12/166 Reports from County and District Councillors and Suffolk Constabulary**

The reports are contained in Appendix A. The councillors agreed to publish the Police information sheet on preventing thefts from home on the Polstead website.

#### **12/167 Reports and Question from Councillors**

The councillors were concerned at the number of potholes that still remain on the roads in Polstead. The Clerk to write to SCC Highways outlining PPC's concerns and frustration at the lack of maintenance to the roads.

#### **12/168 Chairman's Report**

The Chairman had nothing to report.

#### **12/169 Reports and Questions from Parishioners**

None were received.

#### **12/170 BDC's Community Engagement Programme**

Sue Wigglesworth outlined the objectives of BDC's engagement as follows:

- BDC having to make savings of £1.3m per year for the next 5 years
- BDC are now having to review the way it does things
- It may be an opportunity for PPC to take over some of the duties from BDC
- A major review on how BDC as the Local Planning Authority undertakes this process.

The councillors agreed that information of the review should be referenced on the Polstead website. If residents have any concerns with the consultation then they will be asked to contact a PPC member. The councillors will meet informally on the 18<sup>th</sup> October at 6.30pm to co-ordinate PPC's response.

**Cllr Patrick joined the meeting.**

#### **12/171 Clerk's Report (Appendix B)**

Following a review of the Clerk's Report it was agreed that either Cllrs Baxter or MacWillson will assist the Clerk in getting new mandate instructions to Barclays.

#### **12/172 Correspondence (Appendix C)**

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

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**12/173 Planning**

- a. A further planning application has been received since the agenda was posted. The councillors reviewed and noted Planning Application **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).
- b. 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
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/12/00582/FHA	White House Farm, Straight Road	Erection of extension to west wing.	12/119a	Supported	Permission Granted 20/08/2012
B/12/00583/LBC	White House Farm, Straight Road	Application for Listed Building Consent - Erection of extension to west wing.	12/119b	Supported	Permission Granted 20/08/2012
B/12/00507/FUL	Adjoining Parish - Scotland Hall Farm, Stoke by Nayland	Construction of lake (for purposes of relating to conservation and renewable energy system).	12/119c	No impact on Polstead residents	
B/12/00566/FHA	Burnt Ash, Boxford Road	Erection of two-storey side extension, (following demolition of existing garage and carport).	12/139a	No objections	REFUSED 26/07/2012
B/12/00770/TPO	Brook House, Straight Road	Fell 1 no. Cherry tree and reduce other cherry trees (covered by Tree Preservation Order BT370).	12/139b	No objections	Permission Granted 23/07/2012
B/12/00745/FHA	Brook House, Straight Road	Erection of detached outbuilding; Conversion of existing garage to form annexe ; Erection of two storey side and single storey side and front extensions.	12/139c	No objections	Permission Granted 14/08/2012
B/12/00364/LBC	Green Cottage, Polstead Hill	Application for Listed Building Consent - Installation of 6 No. solar panels on roof of garage.	12/139d	No objections	Permission Granted 22/08/2012
APP/D3505/A/1 2/2177870/NWF	Land North of Sprotts Hall, Holt Road	Appeal against refusal of B/12/00517/FUL	12/139e	No further comments	
B/12/00802/FHA	Heath Farm, Stackwood Road	Erection of two-storey rear extension.	12/156a	No objections	Permission Granted 28/08/2012
B/12/00908/FHA	Apple Tree Cottage, Mill Lane	Erection of single storey rear garden room extension.	12/156b	No objections	
B/12/00958/TCA	1 Rockalls Road	Remove 3 No. Norway Spruce and reduce by 35% 1 No, Walnut tree.	12/156c	Noted	Permission Granted 29/08/2012
B/12/00813/FUL	Gilly Flower House, Rockalls Road	Erection of detached house, double garage and re-location of stables.	12/156d	No objections	
B/12/00862/FHA	The Old Rectory, Rectory Hill	Erection of single storey extension (demolition of existing conservatory).	12/156e	No objections	Permission Granted 06/09/2012
B/12/00863/LBC	The Old Rectory, Rectory Hill	Application for Listed Building Consent - Erection of single storey extension (demolition of existing conservatory).	12/156f	No objections	Permission Granted 06/09/2012

**12/174 Finance**

- a. The councillors resolved to approve and accept the Annual Return from BDO LLP for the year ended 31<sup>st</sup> March 2012 and to publicise the results to the residents.
- 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

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### **12/175 Highways and Footpaths**

- a. The councillors agreed to incorporate the following feedback in the Polstead Walking Routes:
  - i. No plastic folder was required
  - ii. The title of the document to be printed portrait
  - iii. The map heading to be larger and colours of paths to be used in description
  - iv. Remove Willow Farm Shop.

The 'Permissive Use' footpath, located at the end of Straight Road, Polstead Heath, has been omitted from the plan at the specific request of the landowner. However the route, as designated by the small maps displayed on entrance to the path, remain open for local public use. The councillors agreed to print 500 A3 copies at a total cost of £50. **LGA 1972 s 142**

- b. The councillors agreed to defer discussion on the footpath maintenance programme until later in the year.

### **12/176 National Grid**

National Grid is to reconvene the Community Forums in the next month.

### **12/177 Tree Planting**

The Clerk updated councillors that David Yorke-Edwards had agreed a Locality Budget grant of £435 towards the cost of the tree, tree support and plaque for the Queen's Diamond Jubilee. The councillors resolved to accept the estimate of £470 for the plaques for the Queen's Diamond Jubilee and Nick Brandt **LGA 1972 s 111**. The councillors agreed the final wording on the plaques for the Clerk to include with the purchase order.

### **12/178 Councillor Training**

SALC will present their Planning & Neighbourhood Plan training on Tuesday 6<sup>th</sup> November in the Village Hall from 6pm to 9.15pm. The Clerk to invite adjoining parish councillors to attend at a pro rata cost.

### **12/179 Neighbourhood Plan**

The councillors resolved that Cllrs Baxter and Palmer to open discussions with BDC on how Polstead can move forward on the production of a Neighbourhood Plan and to also determine the costs that PPC will incur from BDC during the process.

### **12/180 Pantomime and annual events in Polstead**

The councillors agreed that the Cllr Baxter meets with village representatives to see what plans the community has for events in Polstead following the successes of the QDJ.

### **12/181 Future Agenda Items**

- Christmas Carols
- Neighbourhood Plan
- Affordable Housing

### **12/182 Standing Order 1c Exclusion of the public and press**

As no members of public or press were present this item was not raised.

### **12/183 Affordable Housing**

The councillors reviewed the latest status report for the Affordable Housing working group which has identified 4 - 5 potential sites for affordable housing scheme(s) which BDC officers are now analysing. A further meeting of the working group is planned for October.

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**12/184 Next meeting**

The next scheduled PPC meeting will be held in Polstead Village Hall on Thursday 18<sup>th</sup> October 2012 starting at 7.30pm.

**The meeting closed at 9.55pm.**

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

PCSO Coleman reported that there had been 2 reported crimes since the last meeting on 23rd August.

**BURGLARY** - Other Building. Millwood Rd, 4<sup>th</sup> - 5<sup>th</sup> September 2012.

Sometime over night unknown persons have tried to gain entry to a barn by cutting the chain that was securing it, no entry was made and nothing stolen. **Finalised** no further lines of enquiry.

**BURGLARY** - Dwelling. Bower House Tye, 2<sup>nd</sup> - 5<sup>th</sup> September 2012.

Sometime between the above dates unknown persons have gained entry into a detached property and stolen jewellery and a laptop. **Ongoing.**

**Appendix D RFO Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
16/08/12	SCC - P3 Grant			97.26	0.00
20/09/12	B Patrick - Footpath Maintenance	623	Highways Act 1980 ss 43, 50	0.00	300.00
20/09/12	B Patrick - Footpath Maintenance	623	Highways Act 1980 ss 43, 50	0.00	175.00
20/09/12	BDO LLP - Audit Fee	624	Audit Commission Act 1998 s 7	0.00	162.00
20/09/12	DF Crimmin - Salary July to Sept	625	LGA 1972 s 112	0.00	775.44
20/09/12	DF Crimmin - WFHA July to Sept	625	LGA 1972 s 112	0.00	39.00
20/09/12	HMRC - Clerk Tax	626	LGA 1972 s 112	0.00	193.80
20/09/12	SLCC - Clerk's subscription	627	LGA 1972 s 143	0.00	36.60
20/09/12	DF Crimmin - Expenses 1st March to 31st August	628	LGA 1972 s 112	0.00	357.74