

## POLSTEAD PARISH COUNCIL

### Minutes of the Meeting held on Thursday 20<sup>th</sup> October 2011 in Polstead Village Hall

**Present:** Cllrs Nick Brandt (Chairman), John Baxter, Amanda Flather and Nick Palmer.

**Attending:** David Yorke-Edwards (Suffolk County Councillor) and Dave Crimmin (Clerk).

#### 11/153 Apologies for Absence

Apologies received from Cllrs MacWillson (holiday), Patrick (engagement) and Shadbolt (ill). Sue Wigglesworth (Babergh District Councillor) and PCSO Coleman also sent their apologies.

#### 11/154 Declaration of Interests

None were declared.

#### 11/155 Minutes of Meeting held on 15<sup>th</sup> September 2011

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

#### 11/156 Reports from County and District Councillors and Suffolk Constabulary

The reports are contained in Appendix A.

#### 11/157 Reports and Question from Councillors

Cllr Baxter commented that the road surface works for the safety scheme at the junction of Stackwood Road and the A1071 were now unlikely to be completed in 2011 with the onset of winter.

#### 11/158 Reports and Questions from Parishioners

No issues were raised.

#### 11/159 Planning

- a. The councillors reviewed **Planning Application B/11/01118/FUL Woodlands Farm, Rockalls Road** - Erection of "Dutch Barn" style shed to house cattle and resolved that they had no objection.
- b. The councillors reviewed **Planning Application B/11/01208/TPO Land to the south of The Orchards, Straight Road** - Raise canopy, lift crown and remove dead wood to 5 No. Oak trees and remove dead wood from 1 No. Ash tree covered by TPO WS226 G1 and resolved that they had no objection.
- c. No planning applications 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:

Date	Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
23/02/11	B/11/00210/FUL	Bower House Farm, Bower House Tye	Erection of agricultural workers dwelling, farm office and wash area.	11/044 a	No Objections.	
14/04/11	B/11/00210/FUL	Bower House Farm, Bower House Tye	Additional information in relation to Planning Application	11/061 b	No impact on previous resolution.	
03/06/11	APP/D3505//A/11/2153501/NWF	Brendacot, Heath Road	Appeal against refusal of B/11/00095/FUL for the erection of two-storey dwelling and garage/workshop building (following demolition of existing single-storey dwelling).	11/102 b	No further points and requested copy of decision.	Appeal allowed 20/09/2011
19/07/11	B/11/00770/CEU	Four Acres, Stackwood Road	Application for a Certificate of an Existing Use - Occupation of residential dwelling in non-compliance with condition 3 of approved planning permission S/66/646/C	11/120 c	No Objections.	Certificate given 07/09/2011

#### 11/160 Finance

- a. The councillors resolved to approve and accept the external audit of the Annual Return for the year ended 31<sup>st</sup> March 2011 by BDO LLP and the publication of the results to the residents. The councillors resolved as per BDO's recommendation to increase the fidelity Cover in the insurance policy to £20,000 and the Clerk was asked to action this with the insurers. **LGA 1972 s 111**

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

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- b. All cheques signed and due for signing, as itemised in Appendix B, 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

#### 11/161 Highways and Footpaths

- a. The Clerk was asked to raise the issues of pot holes in Mill Street and the footpath to the Church with SCC. There were a number of issues re footpaths raised as follows:
- i. Cllr Brandt to obtain a quote for the cost of tree removal at Flaggy Pond
  - ii. Cllr Brandt to assess stile at Frogs Hall
  - iii. Cllr Brandt to obtain a quote for the cost of replacing stiles and gates on FP30 with a kissing gate
  - iv. FP8 to be maintained
- b. The councillors resolved to adopt the bench at Heath Close and include in the Asset Register. Cllr Baxter will treat bench ahead of winter.

#### 11/162 Diamond Jubilee

Cllr Brandt reported that the plans for the Diamond Jubilee event on the 3<sup>rd</sup> June were now in place. He has updated the other groups in the village on the progress and will now arrange a further meeting with the groups in the New Year. The councillors resolved that tickets for the event on the 3<sup>rd</sup> June would be priced to Polstead residents at £1 for an adult and £1.50 for a family with all proceeds from ticket sales being donated to the Friends of Polstead Church.

#### 11/163 Christmas Carols

The councillors resolved that the Christmas Carols will be held on Friday 23<sup>rd</sup> December starting at 6pm in the Village Hall. Cllr Brandt will talk to Sue Wigglesworth regarding the Christmas Tree. Clerk to reserve hall and produce posters for the event. Cllr Brandt will supply wine and Cllrs Flather and MacWillson will arrange food etc for the residents. **LGA 1972 s 145**

#### 11/164 Local Housing Needs Survey

All the paperwork for the Local Housing Needs survey has now been received from Suffolk ACRE and the Clerk. Cllr Baxter will arrange for collation of the literature for delivery to each household in Polstead as well as small supply for Cllr Brandt for enquiries.

#### 11/165 National Grid

Cllr Palmer updated councillors on National Grid's Community Forum which he attends on PPC's behalf. The meetings will be run monthly for the next 12 to 18 months. Following this the planning application is expected to take 12 months with construction of the power line in 2014 / 2015. There are 4 Community Forum groups covering the route geographically and 3 special interest groups representing biodiversity, landscape and heritage. The priorities set for the forum are:

- Merits of undergrounding
- Preferred corridor around Hintlesham
- Substation site location near Twinstead.

Cllr Palmer was asked to represent all the views of the councillors when attending the event.

#### 11/166 SCC's Budget Challenge consultation

After reviewing the consultation document from Suffolk County Council the councillors resolved that PPC did not have sufficient information or background knowledge to comment on the issues raised. However, they felt that SCC councillors should manage the budget in whatever way they thought best.

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#### 11/167 BDC's Core Strategy workshops

The councillors resolved that Cllrs Brandt and Baxter represent PPC at Babergh's meeting at Acton on the 3<sup>rd</sup> November 2011 starting at 7pm.

#### 11/168 Water supply to allotments

The councillors requested the Clerk to research further the costs of providing a water supply to the allotments with Anglian Water or via a bore hole.

#### 11/169 Correspondence Received (Appendix C)

Following a review of the correspondence the councillors requested the Clerk to update SCC with the additional grit bin in Rockalls Road for their winter maintenance schedule.

#### 11/170 Chairman and Clerk's Reports (Appendix D)

The Chairman did not have anything else to report. Following a review of the Clerk's report there were no further actions requested of the Clerk.

#### 11/171 Standing Orders

The councillors resolved to approve the changes to the PPC Standing Orders. The Chairman highlighted the importance of Rule 6 b (iv) in the working of the council at meetings.

#### 11/172 Future Agenda Items

- Adoption of Standing Orders
- Local Housing Needs Survey
- Christmas Carols
- Budget
- Water supply to allotments.

#### 11/173 Date of Next Meeting

The next meeting will be on the Thursday 17<sup>th</sup> November 2011 in Polstead Village Hall starting at 7.30pm.

**The meeting closed at 9.20pm.**

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

David Yorke-Edwards reported that SCC had employed Deborah Cadman as its new Chief Executive. He also indicated that he would be able to support works on footpaths subject to the level of contribution required.

In the absence of Sue Wigglesworth (Babergh District Councillor) the following report was received by the councillors "Babergh is making progress with the **integration programme** with Mid-Suffolk and I have been extremely busy in my role as one of the group leaders. Interviews and appointments for the top management posts are progressing and we should have this vital part of the integration completed by the end of the year. The savings for both councils will play a significant part in the savings that we need to make for next year's budget.

We are grateful to everyone who has taken part in the **Budget Consultation** which is an essential part of our decision-making process. Your comments have been very helpful. The dates for the workshops on the **Core Strategy** will hopefully provide enough choice for all parish councils to attend. (please let me know if and when you are going and I will try to come at the same time).

The **Parish Meetings** went well and a total of 40 parishes attended. This was a notable increase on previous years. I hope those of you who attended found the agendas relevant and helpful. If you have any queries arising from planning applications please be sure to keep me in touch."

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In the absence of the Police the Clerk read the following "Please find below the Police Report since your last meeting. There was one reported crime for the parish at Willow Farm Barn. Overnight 13/10-14/10 during the hours of darkness at the remote farm an attempt to gain entry by bolt cropping padlock on barn was unsuccessful with no entry gained."

#### Appendix B RFO Report

##### Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
16/09/11	B Patrick - Footpath maint	101568	Highways Act 1980 ss 43, 50	0.00	70.00
21/09/11	BDC Prevept			7,250.00	0.00
17/10/11	Eastern Power Networks Wayleave			18.29	0.00
20/10/11	BDO LLP - Audit Fee	101569	LGA 1972 s 111	0.00	162.00