

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 22nd November 2012 in Polstead Village Hall at 7.30pm

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 4 members of public.

12/210 Apologies for Absence

David Yorke-Edwards (Suffolk County Councillor) sent his apologies.

12/211 Declaration of Interests

Cllrs Baxter, Flather, MacWillson, Martin, Patrick and Palmer declared pecuniary interests in agenda item 12/221b as they are residents of Polstead and due to legislative changes outlined in NALC's Legal Topic Note paragraph 34, this now means that setting a precept is a prejudicial interest.

12/212 Requests for Dispensation

The councillors resolved to give Cllrs Baxter, Flather, MacWillson, Martin, Patrick and Palmer dispensation *Localism Act 2011 s 33 (2) a* to set the precept until May 2015. It is a statutory duty for the Polstead councillors to set a Precept.

12/213 Minutes of Meeting held on 18th October 2012

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

12/214 Reports from County and District Councillors and Suffolk Constabulary

The reports are contained in Appendix A.

12/215 Reports and Question from Councillors

There were none.

12/216 Chairman's Report

The Chairman reported that he has been following with some concern the issue of silting ponds within the Parish. Both Polstead and Flaggy ponds have silting issues and the Chairman is concerned that the cost of removing silt and difficulties with the Environment Agency may deter land owners from dealing with the situation to the detriment of an important feature of the Parish. The councillors asked the Clerk to seek advice from Suffolk County Council on the support offered for the de-silting of ponds.

12/217 Reports and Questions from Parishioners

Residents raised the following:

- The missing mail box at Bower House Tye has now been re-installed after repairs
- Cllr Baxter will investigate the collapsed signs in Pot Ash Lane
- Polstead Projects were asked to write to PPC requesting a grant to support their activities up until the 31st March 2013.

12/218 Clerk's Report (Appendix B)

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

12/219 Correspondence (Appendix C)

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

12/220 Planning

- a. No planning application had been received since the agenda was posted.
- b. 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	Permission Granted 22/10/2012
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	
21/09/12	B/12/01113/FUL	Treetops, Boxford Road	Erection of replacement two-storey detached dwelling.	12/195a	Objected	
04/10/12	B/12/01173/TCA	The Cottage, Mill Street	Remove 2 No. Sycamore trees.	12/195b	Noted	Permission Granted 26/10/2012

Cllr Patrick joined the meeting.

12/221 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 reviewed the Budget proposed for 2013 / 14 and agreed that this should be deferred to the January meeting.

12/222 Highways and Footpaths

No issues were raised.

12/223 National Grid

National Grid has announced on its website that it still plans to treat the Parish of Polstead in the same way in terms of undergrounding, despite PPC's request for the movement of the sealing end compound from the west of Heath Road to the east near Layham quarry. Cllr Palmer will continue to argue the case for moving the compound when the NG Community Forums commence again in December.

12/224 Tree Planting

The tree planting ceremony had been a great success with those present appreciating all the work involved in project. The Clerk was asked to contact Mr Marshall the Tree Warden in order to expand on his comments in relation to the relocation of one of the trees planted at the ceremony.

12/225 Councillor Training

The councillors were satisfied with the Planning and Neighbourhood Plan training that was presented by SALC in early November. The content was helpful in the council's current considerations with Neighbourhood Plans. The Clerk was asked to source a copy of the Suffolk Design Guide and to provide an overview of the key planning policies affecting the parish now that BDC's Core Strategy has been submitted to the Secretary of State and becomes a material consideration in planning terms.

12/226 Neighbourhood Plan

Following the submission of PPC's request to be included in BDC's Neighbourhood Plan process the council is awaiting BDC's response.

Signed Date.....

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12/227 Polstead Emergency Plan

The councillors were grateful for Cllr Palmer's attendance of an Emergency Planning workshop. The councillors review his initial template for the Polstead Emergency Plan and agreed to it being submitted to Steve Pinion, the District Emergency Planning Officer, in order to get his input and support on the proposal.

12/228 BDC's Planning Process consultation

The councillors reviewed the draft responses to the consultation prepared by Cllr Baxter and agreed that they would submit comments by email to the Clerk by "close of business" on Monday 26 November, subject to any modifications arising the Clerk was authorised to forward the comments to BDC.

12/229 Arrangements for Christmas

The Church Carols Service on the 23rd December will be followed at 2pm by the Christmas Carols in the Village Hall. Tasks to be undertaken by councillors:

- Cllr Martin to get a 15ft Christmas tree planted at Village Hall by the 15th December
- Decoration of tree by councillors at lunch time on the 15th December
- Cllr Baxter to supply red wine
- Cllrs Flather and MacWillson to make mulled wine and provide mince pies.

12/230 Future Agenda Items

None.

12/231 Meeting dates for 2013

The councillors agreed the following meeting dates:

- 17th January
- 21st February
- 21st March
- 18th April
- 16th May
- 20th June
- 18th July
- 19th September
- 17th October
- 21st November.

The Annual Parish Meeting to be held on Tuesday 2nd April.

12/232 PPC's Standing Order

The councillors resolved that Mr Page should remain for 12/233 but would then leave the meeting before 12/234.

12/233 Co-option of PPC councillor

The councillors reviewed the application of Mr Phil Page of Apple Tree Cottage, Mill Lane to be considered for the councillor vacancy. After discussing his aims and reasons for wishing to stand the councillors resolved unanimously to co-opt Mr Page. The Clerk will meet with Mr Page in order that all the necessary paperwork is completed ahead of the next PPC meeting.

12/234 Affordable Housing

The councillors would like the working party to meet with BDC in order to review the options being considered for the affordable housing sites in the Parish.

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Having reviewed the credentials of Icen Homes and the Suffolk Housing Society, who are being proposed by BDC to act as the Registered Partner Provider for the Polstead scheme, the councillors resolved their acceptance of the two providers.

12/235 Next meeting

The next scheduled PPC meeting will be held in Polstead Village Hall on Thursday 17th January 2013 starting at 7.30pm.

The meeting closed at 10.35pm.

Appendix A County, District and Suffolk Constabulary reports

PCSO Coleman submitted the following report. "There have been 3 reported crimes since your last meeting on the 18th October.

CRIMINAL DAMAGE - Vehicle. Rockalls Road, 03/11/12 Sometime during the morning damage has been caused to a motor vehicle whilst parked secured on the driveway of a residential property. Ongoing.

FRAUD BY FALSE REPRESENTATION. Heath Road, 25/11/12. Vehicle has been for sale on the 'Gumtree' site, it was purchased by the victim, however the vehicle never arrived on the stated day and now advert has been removed, all contact information has also disappeared from the site. Ongoing.

BURGLARY - DWELLING. Bower House Tye, 14th - 16th/11/12. Sometime over a two day period unknown persons have gained entry into a residential property by smashing a rear window, nothing has been taken. Ongoing."

Sue Wigglesworth (Babergh District Councillor) provided the following report.

Budget-setting and Community Engagement: The Community Engagement exercise is still ongoing and a lot of work has gone into collecting and collating what residents and communities are saying. I have taken part in our councillors' work-shops in which we have been developing the vision and strategic priorities for 2013. These go, in draft form, to the Strategy Committee on 22 November.

Integration and Transformation: Once the Vision and the Priorities have been set the operational delivery teams will be developed. This will have a big impact on a great number of staff as their jobs will be reorganised around delivering services to both Babergh and Mid Suffolk as economically and efficiently as possible.

Planning Department: It has become a matter of urgency that the Planning department reduces the time it takes to process planning applications. A number of changes are being proposed but I feel it is important that the need for more haste does not result in undesirable development. The current push for growth could, I fear, result in some hasty procedures.

Parish Liaison Meetings: I will be attending the parish liaison meetings on 29th November and hope that representatives for your council will be able to attend. This will be a good opportunity for you to get to know our new senior officers and to hear, in more detail, about changes and to make your comments.

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Appendix D RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
01/11/12	SCC Locality Budget			435.00	0.00
22/11/12	B Patrick - Footpath Maintenance	633	Highways Act 1980 ss 43, 50	0.00	62.50
22/11/12	B Patrick - Footpath Maintenance	633	Highways Act 1980 ss 43, 50	0.00	200.00
22/11/12	J Baxter - Expenses re Tree planting	634	LGA 1972 s 145	0.00	113.55
22/11/12	DF Crimmin - Salary Oct to Dec	635	LGA 1972 s 112	0.00	775.44
22/11/12	DF Crimmin - WFHA Oct to Dec	635	LGA 1972 s 112	0.00	39.00
22/11/12	HMRC - Clerk Tax	636	LGA 1972 s 112	0.00	193.80
22/11/12	SALC - Councillor Training	637	LGA 1972 s 111	0.00	330.00

End of Appendices