

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 23rd October 2014 in Polstead Village Hall at 7.30pm

Present: Cllrs Nick Palmer (Chairman), Amanda Flather, Anne MacWillson, James Oxford and Peter Patrick (arrived late due to Boxford Choir commitments).

Attending: Sue Wigglesworth (Babergh District Councillor), Dave Crimmin (Clerk) and 2 residents.

14/183 Apologies for Absence

Cllrs Martin and Page (engagements) gave their apologies as did Gordon Jones (Suffolk County Councillor) and PCSO Coleman.

14/184 Declaration of Interests

None were declared.

14/185 Requests for Dispensation

None received.

14/186 Minutes of Meeting held on 18th September 2014

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

14/187 Reports from County and District Councillors and Suffolk Constabulary

The reports are contained in Appendix A.

14/188 Reports and Question from Councillors

Cllr Oxford updated councillors on newly formed 4 wheeled drive response group that is being set-up in the area. PPC will be interested in the details relating to the group.

14/189 Chairman's Report

No issues of note.

14/190 Reports and Questions from Parishioners

A resident raised issues relating to the National Speed Limit sign on Mill Street heading towards Stoke by Nayland being obscured by hedge growth. The Clerk was asked to raise issue with SCC Highways. The resident also talked on the possibility of parking for users of the playing field in Heath Road.

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Cllr Patrick arrived

14/191 Clerk's Report (Appendix B)

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

14/192 Correspondence (Appendix C)

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

14/193 Planning

- a. The councillors noted the amendments to **Planning Application B/14/00396/FUL 7 Rockalls Road** - Subdivision of 1 No. existing two storey dwelling into 2 No. two storey dwellings. As amended by Drawing No. 13551/02/P Revision C received on 26 August 2014 to show widening of existing access and provision of car parking space.
- b. A further planning application had been received since the agenda was posted. The councillors reviewed **Planning Application B/14/01243/FHA Wildacres, 4 Heath Close** - Erection of first floor front extension and resolved that they had no objection.
- c. 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/14/00130/FUL	Sharline, White Street Green	Erection of 1 No. dwelling & 1 No. replacement dwelling (following demolition of existing property).	14/061b	Objected	REFUSED 08/10/2014
B/14/00396/FUL	7 Rockalls Road	Subdivision of 1 No. existing two storey dwelling into 2 No. two storey dwellings.	14/102e	Objected	
B/14/00870/FUL	Land east of Brewery Farm, Bower House Tye	Siting of shipping container to provide secure storage for agricultural equipment.	14/158c	No objection	Permission Granted 25/09/2014
APP/D3505/Q/14/2222976	The Brambles, Holt Road	Appeal against refusal of Planning Application B/14/00162/ROC	14/158d	Nothing to add.	
B/14/00937	Boxford (Suffolk) Farms Ltd, Hill Farm, Brick Kiln Hill	Application under section 73 of the Town and Country Planning Act (1990) to remove condition 24 attached to Planning Permission B/13/01060/CDP (details oil/grit interceptors).	14/158e	No objection	Permission Granted 08/09/2014
B/14/00983/LBC	2 Holmwood Cottages, Bower House Tye	Application for Listed Building Consent - Provision of first floor en-suite toilet.	14/158f	No objection	Permission Granted 11/09/2014
B/14/01048/FUL	Land south of Woodside, Stackwood Road	Erection of storage building.	14/173a	No objection	
B/14/00985/FHA	2 Holmwood Cottages, Bower House Tye	Erection of stable building.	14/158g	No objection	Permission Granted 17/09/2014

14/194 Finance

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- 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 proposed changes to PPC's Financial Regulations and resolved to adopt them as at 23rd October 2014.

14/195 Highways and Footpaths

The Clerk was asked to update Mr Howard on the availability of the Community Speed Watch equipment from Hadleigh Town Council should the residents of Mill Street be able to create a CSW scheme.

The Clerk was asked to update SCC Rights of Way on the ongoing issue regarding hedge growth on FP4 which still requires a resolution.

14/196 Allotments

Cllr Page has updated the Chairman that he will not be available to continue liaising on behalf of PPC with the existing and new tenants of the allotments for the remainder of 2014. With the news that a bore hole was very unlikely to find water at an economically viable depth, the councillors resolved to proceed with the option of Anglian Water providing a water supply to the allotments. The Clerk to write to both existing and new tenants explaining the plans and to obtain the 3 existing tenants agreement to cancel the existing tenancies. Cllr Oxford will clear the site of rubbish and ensure that there are no issues for when the site is ploughed.

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14/197 Christmas Carols

The councillors agreed that the Christmas Carols will follow the Church Carol Service and start at 4.30pm in the Village Hall on Sunday 21st December 2014. Cllrs Flather and MacWillson will make arrangements for the gifts that Father Christmas will give out to children. It is hoped that Mr Howard will be able to be Father Christmas.

14/198 Assets, playground and playing field

No update on the new playground proposals or fund raising schemes.

14/199 Standing Orders

The councillors reviewed and agreed the changes to PPC's Standing Orders.

14/200 Policies and Procedures

The councillors reviewed the list of additional policies and procedures, required by any council that is considering an application for Quality Status, and agreed that the Clerk prepare drafts for their consideration.

14/201 BDC's meeting with Parish Councils

Cllr Palmer will represent PPC at the 10am meeting on the 6th November at Hadleigh Football Club.

14/202 Clerk's Appraisal

Cllrs Palmer and MacWillson will undertake an appraisal of the Clerk's performance and present to councillors for their review.

14/203 Future Agenda Items

- Allotments
- Play equipment replacement
- Christmas Carols
- Speeding issues
- Policies and Procedures.

14/204 Next meeting

Signed Date.....

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The next scheduled PPC meeting will be held in Polstead Village Hall on Thursday 20th November 2014 starting at 7.30pm.

The meeting closed at 9.15pm.

Appendix A County, District and Suffolk Constabulary reports

The Police Report read by the Clerk was as follows "There have been no reported crimes since your last meeting on 18th September. With regards to speeding along Mill St I can utilise S.I.D (speed indicator device) in the next few weeks."

Sue Wigglesworth updated councillors on the Community Infrastructure Levy and BDC's review of accommodation.

Gordon Jones written report had been circulated previously to councillors.

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Appendix D RFO Report
Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
20/09/14	BDC Precept			8,905.03	0.00
16/10/14	UK Power Networks Wayleave			20.30	0.00
23/10/14	B Patrick - Footpath Maintenance	730	Highways Act 1980 ss 43, 50	0.00	93.75