

## **POLSTEAD PARISH COUNCIL**

### **Minutes of the Meeting held on Thursday 24<sup>th</sup> February 2011 in Polstead Village Hall**

**Present:** Cllrs Nick Brandt (Chairman), Amanda Flather, Michael Hackford, Richard Kilshaw and Theresa Ravensdale.

**Attending:** Sue Wigglesworth (Babergh District Councillor), David Yorke-Edwards (Suffolk County Councillor), Dave Crimmin (Clerk) and 2 residents.

#### **11/018 Apologies for Absence**

Apologies received from Cllrs Baxter and MacWilson who are both away. PCSO Colman also sent her apologies.

#### **11/019 Declaration of Interests**

None were declared.

#### **11/020 Minutes of Meeting held on 20<sup>th</sup> January 2010**

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

#### **11/021 Reports from County and District Councillors and Suffolk Constabulary**

The reports are contained in Appendix A.

#### **11/022 Reports and Question from Councillors**

Cllr Flather raised the following:

- a. White Street Green residents are considering setting up a local Neighbourhood Watch scheme which will be discussed with Polstead's NW co-ordinator.
- b. Residents concerns over hedge growth becoming dangerous along the lane through WST. The Clerk was asked to invite SCC Highways to review the issue.
- c. Cllrs Flather and Kilshaw will review costings of hedge planting and report back.
- d. The issue of sugar beet lorries using the road in WSG will need to be raised by the resident with SCC directly.
- e. The councillors were very grateful for the initiative shown by WSG residents in the recent tree planting scheme.

Cllr Ravensdale raised:

- f. Give way road markings are required for motorists leaving Flaggy Pond in order to avert the risk of an accident. Clerk to raise with SCC Highways.

Cllr Hackford brought to the attention of the council the issue of a dispute regarding a hedge on Polstead Hill. The councillors do not consider that this is an issue that they can take action upon.

#### **11/023 Reports and Questions from Parishioners**

The report is contained in Appendix A.

#### **11/024 Planning**

- a. The councillors reviewed Planning Application **B/11/00078/VOT Copella Fruit Juices Ltd, Hill Farm, Brick Kiln Hill** - erection of extensions to existing production premises, associated new plant, landscaping and perimeter fencing (existing farm building to be demolished) (extension of time limit to condition attached to P.P. B/07/01590/FUL) and resolved that they had no objection to the time limit extension.
- b. The councillors reviewed Planning Application **B/11/00059/FUL Mallards, Martens Lane** - erection of two-storey dwelling (existing dwelling to be demolished) and resolved that they had no objections to the application.
- c. The councillors reviewed Planning Application **B/11/00095/FUL Brendacot, Heath Road** - erection of two-storey dwelling and garage/workshop building (following demolition of existing single-storey dwelling) against the Planning Inspector's report for the previous

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planning application at Brendacot. The councillors resolved to object to this application as the new design does not meet the objections raised in paragraphs 6 and 7 of the inspectors report. PPC support these objections and feel that they still apply to this application.

Moreover, the owner of Rose Cottage objects strongly to having his garden overlooked by the south facing windows of the property. PPC entirely sympathise with his objection.

d. No further planning application has been received since the agenda was posted.

e. The status of previous applications reviewed by PPC, is as follows:

B/10/00593/FUL	Boxford (Suffolk) Farms Hill Farm Brick Kiln Hill Boxford	Permanent erection of poly tunnels for horticultural use up to 9 hectares.	10/124 b	Objected to application.	
B/07/01580/FUL	Copella Fruit Juices Ltd, Hill Farm, Brick Kiln Hill	Erection of extensions to existing production premises, associated new plant, landscaping and perimeter fencing(existing farm building to be demolished). Description of non-material amendments.	10/180 c	Noted only as response already given with Minute 10/159 a.	
B/10/01323/LBC	The Thatch, Mill Lane	Application for LBC - erection of single-storey rear extension (retention of); timber canopy over front door; satellite dish on rear elevation; insertion of 4 no. replacement windows to front elevation; insertion of 2 no. replacement windows to side elevation; demolition of chimney; insertion of 1 no. velux window in rear lean-to roof; and internal alterations.	10/180 d	Objected to Application	
B/10/01322/FHA	The Thatch, Mill Lane	Erection of rear extension and detached log store and erection of fence / wall (retention of).	10/180 e	Objected to Application	
B/10/01497/TCA	New House, Polstead Hill	Felling of 1 no. Scots Pine tree and removal of dead and overhanging branches of 1 no. Elm suckers.	10/194 a	Noted only as response already given with Minute 10/159 a.	Permission Granted 17/12/2010
B/10/01444/FHA	Lower Justice Wood, Kersey Road	Erection of a rear conservatory.	10/194 b	No objections.	Permission Granted 13/01/2011

#### 11/025 Finance

- a. 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.
- b. The councillors resolved that the graveyard extension should also be included in the grass maintenance contract for 2011 and asked the Clerk to get the revised quote.

#### 11/026 Village Shelter

The Chairman was pleased to report that the installation of the shelter will take place in the first week of March now that the foundations and brick plinth had been built. The Clerk was asked to provide samples and costs for a litter bin by the shelter and a no smoking sign. The Chairman will look at providing footpath information inside the shelter and prepare an article for the newsletter.

#### 11/027 Highways and Footpaths

- a. The council's maintenance equipment is currently being serviced.
- b. The landowner has indicated that he will repair the broken fence to the north of the bridge over Polstead Pond.
- c. SCC has completed the work on the boggy patch on FP8 and the councillors asked the Clerk to write a letter of thanks to the officers concerned.

#### 11/028 Local Housing Needs Survey

Louise Wilby of Suffolk ACRE has agreed to attend the PPC meeting on Thursday 16th June to start the process of arranging via the parish council a Local Housing Needs Survey of Polstead. BDC are kept in the loop by Louise.

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#### **11/029 National Grid Undergrounding Consultation**

The councillors resolved the following response to National Grid's Undergrounding Consultation. PPC was entirely unimpressed by the arguments against undergrounding and remain convinced that undergrounding is the only solution along the entire length of power lines and especially in AONB's.

#### **11/030 Effectiveness of Internal Controls and Internal Audit process**

The councillors reviewed the current system of PPC's internal controls and internal audit and resolved that they were satisfied:

- With the review of the Internal Audit as per Appendix E
- That the scope of the audit is in accordance with The Governance and Accountability in Local Councils in England and Wales, A Practitioners Guide 2010 and the guidelines issued by BDO LLP and by the Suffolk Association of Local Councils
- With the report provided by the internal auditor at the conclusion of audit for review by PPC.
- The councillors further resolved that Heelis & Lodge's scope of internal audit work was in accordance with the role required to be undertaken by the internal auditor for PPC
- With the Internal Control processes undertaken by the council.

#### **11/031 Standing Orders and Financial Regulations**

The councillors resolved that the Standing Orders be reviewed in June / July 2011 and consider any revisions at its meeting in September 2011. The Standing Orders can then be adopted at the October meeting of PPC. With PPC's Financial Regulations having been adopted in February 2010 it was resolved that these be reviewed against any new Standing Orders in October 2011.

#### **11/032 Tree planting scheme for Polstead**

It was agreed that each councillor would look for areas that may require additional planting in the village and raise these for review at the next meeting.

#### **11/033 Carse Pond**

Cllr Kilshaw presented his report on the draining issues of Heath Road. The councillors agreed that SCC Highways should be consulted on the findings to see if the issues identified can be resolved by them. The Clerk to arrange a meeting between Cllrs Brandt, Kilshaw and Highways.

#### **11/034 Correspondence Received (Appendix C)**

Following a review of the correspondence the councillors' took copies of the grant schemes.

#### **11/035 Chairman and Clerk's Reports (Appendix D)**

The Chairman, having reviewed the proposals for the Localism Bill, identified 4 areas of potential interest to the councillors:

- Failure to declare an interest by a councillor will be a criminal offence
- Abolition of the Code of Conduct and the Standards Board
- Referendums
- General Power of Competence for councils.

Following a review of the Clerk's Report the councillors' agreed that no further action was required.

#### **11/036 Future Agenda Items**

- Village Shelter
- Tree planting in village
- Carse Pond
- Heath Road drainage
- Contractor pay rates
- Grass Cutting Contract
- Boundary fence by Polstead Pond.

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**11/037 Date of Next Meeting**

The next meeting will be on the Thursday 21<sup>st</sup> March 2011 in Polstead Village Hall starting at 7.45pm.

**The meeting closed at 10.00pm.**

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

David Yorke-Edwards reported on the SCC Budget cuts; A1071 / Stackwood Road safety scheme; the Locality Budget grant is being forwarded to PPC for the cost of the village shelter. Sue Wigglesworth reported on the operational merger of BDC and MSDC; the postal poll on the proposed constitutional merger of BDC and MSDC which will now take place from the 9<sup>th</sup> May and last 4 weeks; the requirement to present both sides of the argument on the proposed constitutional merger; issues that may impact a merged district council. In the absence of the police the Clerk read out the Police Report. "Theft Martens Lane 27th January. Sometime during the late evening unknown persons have entered a field by damaging the surrounding fencing and stolen a trailer with Bowser. Finalised as Undetected. I may have mentioned this at the last meeting but feel I need to stress it again as there was a second burglary at Whatfield. There has been a small rise in Burglaries locally with large isolated properties seeming to be the target, please be extra vigilant when out and about and report anything you think is suspicious. There have been reports of a white van in some of the areas so any indexes please note down so they can be checked out even if they turn out to be legit. Also heating Oil has started to be a target again there has been a few incidents reported in the last few weeks, Leavenheath, Wattisham and Nayland being 3 of them."

Mr Sinclair raised his concerns regarding his property (Rose Cottage) being overlooked by the south facing windows in the proposed dwelling at Brendacot.

**Appendix B RFO Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
21/01/11	A MacWilson - Expenses for Carols	101521	LGA 1972 s 145	0.00	23.75
21/01/11	A Flather - Expenses for Carols	101522	LGA 1972 s 145	0.00	20.00
24/02/11	Polstead Village Hall - Hire Jan to March	101523	LGA 1972 s 133	0.00	36.00
24/02/11	BDC - Dog & Litter Bin emptying	101524	Litter Act 1983 ss 5, 6	0.00	387.30