

POLSTEAD PARISH COUNCIL

Minutes of the meeting held on Thursday 18th March 2010 in Polstead Village Hall

Present: Cllrs Michael Hackford (Chairman), John Baxter, Amanda Flather, Richard Kilshaw and Anne MacWilson.

Attending: Dave Crimmin (Clerk), Sue Wigglesworth (Babergh District Councillor), David Yorke-Edwards (Suffolk County Councillor), PC1220 Chris Garrod and 17 members of the public.

10/040 Apologies for Absence

Apologies received from Cllr Brandt who is on holiday and Cllr Ravensdale due to family illness.

10/041 Declaration of Interests

None were declared.

10/042 Minutes of Meeting held on 18th February 2010

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

10/043 Reports from County and District Councillors and Suffolk Constabulary

The reports are contained in Appendix A.

10/044 Reports and Question from Councillors

Cllr Baxter reported that the working party is preparing a presentation and paper on the shelter in readiness for the April meeting and requested that the Clerk forward a copy of any response from SCC re the ownership of the Green. Following Cllr Kilshaw's report that he had identified a gate for the playing field the councillors resolved to set a budget of £150 for the project which would be undertaken by a local contractor under Cllr Kilshaw's supervision *Open Spaces Act 1906 s 10*. Cllr Kilshaw, with Babergh District Council's support, is attempting to address the issue of dog fouling in Heath Road. Cllr Brandt will be providing the drink and Cllrs Flather and Baxter the food for the Annual Parish Meeting on 6th April 2010.

10/045 Reports and Questions from Parishioners

The issues raised are contained in Appendix A.

In light of the public interest in the safety concerns of motorists exiting Stackwood Road onto the A1071 on the Agenda, the councillors resolved in accordance with Standing Order 15 to vary the order of business for this item to be discussed next.

10/046 Stackwood Road exit onto A1071

The Councillors reviewed correspondence between David Yorke-Edwards and Suffolk County Council Highways on the safety issues in relation to vehicles exiting Stackwood Road onto the A1071 which had been undertaken in 2009 following concerns of a resident in a neighbouring parish. The councillors resolved that the Clerk write to SCC Highways and request a copy of the risk assessment undertaken during the review.

10/047 Planning

- a. The councillors reviewed Planning Application **B/10/00135 Hollingside, Stackwood Road, Hadleigh Heath** -erection of one-an-a-half storey detached dwelling and detached double garage (following demolition of existing detached bungalow and resolved to object to the application. The councillors expressed their concerns that:
- BDC's Local Plan policies are contravened by this proposal
 - the proposal appears to be an over-development of the site
 - the scale of the proposed dwelling and garage, especially in height
 - the applicant has not consulted with the closest neighbour on the development as, in the councillors opinion, this may have overcome some of the neighbour's issues with the proposal.

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- b. The councillors reviewed Planning Application **B/10/00189 Field south east of Cherry View, Heath Road** - erection of grain and machinery store together with construction of hard standing and vehicular access to Heath Road and resolved to object strongly to the application and expressed the following concerns:
- The proposed field is not part of an adjoining farm and is in the middle of a residential area
 - The proposal is for storage of grain that is not grown locally and will be transported to and from the location with no extra employment being generated locally
 - The access road to the site is poor in terms of its ability to accommodate large vehicles
 - The development will increase the water drainage issues that already exists along the access road
 - Noise pollution will be generated from the site by both the extra vehicular movements and the driers in the grain store
 - The site will produce light pollution in the neighbourhood
 - The field is an important open space in the area
 - The proposals are likely to have an adverse impact on protected wildlife and habitats, particularly bat species, within the adjoining Millfield wood, an ancient woodland and designated County Wildlife Site.
- c. The councillors reviewed Planning Application **B/10/00223 The Cottage, Mill Street** - pollard 1 no. Ash tree and resolved they had no objections as long as the issues of birds nesting and bats are investigated before work commenced.
- d. The councillors reviewed Planning Application **B/09/01186 Land east of Woodview, Stackwood Road** - erection of building to provide 6 (no.) stables, tack room, clipping/grooming room, hay store and horse box parking. Use of part of the land for ménage and construction of vehicular access and associated hard standings for vehicle parking/maneuvering. The councillors resolved to object to the application and expressed the following concerns:
- Too large a development in an important open space within area
 - The proposal is in close proximity to Wood View
 - The land appeared too small to accommodate the number of horses once development of the site and vehicular access was taken into account
 - The proposal appeared to be ribbon development which is considered inappropriate
 - The increase of traffic in area
- e. A further planning application had been received by the council after the agenda was posted. The councillors reviewed Planning Application **B/10/00233 The Kennels, Rockalls Road** - erection of replacement dwelling (amended design to that approved under planning permission B/07/01056/FUL) and resolved that they had no objections to the application.
- f. The status of previous applications, reviewed by PPC were as follows:

Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
APP/D3505/A/09/2115876/NWF	Darcy Cottage Rockalls Road Polstead	Appeal against refusal of B/09/00567/FUL	09/029 b	No further comments but request copy of decision.	Not decided when checking Planning Inspectorate website on 8th March.
B/09/01333/VOT	Sprotts Farm Holt Road Polstead	Extension of time limit condition attached to O.P.P. B/08/00319	09/029 c	No Objections	
B/09/01506/FUL	Brendacot Heath Road Polstead	Erection of two-storey dwelling (following demolition of existing single-storey dwelling).	10/007 b 10/028 a	Objected to application.	REFUSED 04/03/2010
B/10/00037/FHA	Polstead Green Cottage Polstead Green	Erection of single-storey rear and first floor side extension.	10/028 b	No objections	
B/09/01353/TCA	The Old Forge Polstead Green	Reduction of limbs of 1 No. Chestnut Tree.	10/028 c	No objections	Permission Granted 22/02/2010
B/10/00148/FUL	Polstead Touring Park Holt Road Polstead	Change of use of land and farm agriculture for siting of touring caravans and construction of 10 no. hardstanding pitches.	10/028 d	No objections	

At this point Cllr Baxter left the meeting.

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10/048 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 Budget against actual.
- b. The councillors resolved to renew PPC's insurance with Allianz after reviewing the comparison of the coverage and cost with Zurich. **LGA 1972 s 111**
- c. After reviewing the Asset Register the councillors resolved the following:
 - i. Remove the old playground litter bin from the Asset Register which was valued at £40
 - ii. Remove all items from the Allianz policy with an insurance value less than the £125 excess
 - iii. Insurance values for playing field gate £300; hedge trimmer £500; Strimmer and attachments £350 and 3 wooden benches at £400 each
 - iv. No insurance cover is required for the metal seat.
- d. After reviewing the applications received and the donations made in 2008/9 the councillors resolved to make a donation of £65 to each of the following - Suffolk Accident Rescue Service, East Anglian Air Ambulance, Citizens Advice Bureau and Homestart.

10/049 Highways and Footpaths

- a. The councillors resolved that they agreed with the proposed diversion of sections of FP 8 and FP 12 subject to the flow of the diversion from point D to A being aligned in keeping with a footpath.
- b. With no volunteers forthcoming for the position of footpath warden it was agreed to defer this item until the next meeting.
- c. Cllr Kilshaw will continue to manage the hedgerow survey of Polstead.

10/050 Re-adoption of the playing field

With the decision to cover all the playing field equipment under PPC's insurance from 1st April 2010 the following course of action was agreed:

- Clerk to get insurance cover note from insurers and then confirm with the Polstead Playground Group that their insurance policies can be cancelled as from 1st April
- Polstead Playground Group to give Polstead Parish Council their funds which will be placed in Earmarked Reserves for the upkeep of the playing field equipment within PPC's accounts.

10/051 Bottle Bank

The Cock Inn landlords are not prepared to have the bottle bank in their car park. The Brewers Arms are prepared to have one in their car park and the Clerk was requested to raise the issue with Babergh District Council to see if Polstead could have one at the Brewers Arms and one in the centre of the village, at a place to be determined.

10//052 PPC Risk Register

After reviewing PPC's Risk Register the councillors resolved that a section relating to the footpath maintenance equipment owned by PPC and used by volunteers and contractors should be added to the register by the Clerk. This should cover the training and maintenance tasks associated in the use of the equipment.

10/053 Effectiveness of PPC's Internal Control and Internal Audit process

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

- With the independence of the internal auditor and the financial control / management of PPC

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- That the internal auditor fully understands the legal framework in which PPC operates, the risk management issues and its powers and duties, and that the role of the internal auditor includes reviewing systems as well as cash book entries
- That the annual internal audit review with the level of detail and scrutiny of the council's processes was proportionate to the level of activity and budget at PPC
- That the scope of the audit is in accordance with The Governance and Accountability in Local Councils in England and Wales, A Practitioners Guide 2008 and the guidelines issued with the 2007 Annual Return 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.

10/054 Erosion of White Street Green

The councillors felt that with no suggestions being forthcoming from residents on the steps that needed to be taken in respect to safeguarding White Street Green, that the current plans to repair the Green following the recent property maintenance will be sufficient at this time.

10/055 Village of the Year 2010

The councillors resolved that Polstead should enter the Village of the Year competition, but help would be sought, in getting information for the portfolio to be submitted, at the Annual Parish Meeting on 6th April.

10/056 Correspondence Received (Appendix C)

Following a review of the correspondences received the councillors resolved:

- a. The Clerk to write to Hadleigh Town Council asking for more information on the proposed Speed Watch scheme
- b. That in responding to BDC in respect to allotments that the provision of more allotments for Polstead be requested
- c. That the offer to join Long Melford Parish Council in paying for a dedicated PCSO be declined.

10/057 Chairman and Clerk's Reports (Appendix D)

Cllr Brandt has written to SCC in respect to ownership of the Green. Cllr Hackford will use a 150mm pipe for the Christmas tree base. Following a review of the Clerk's Report the councillors confirmed their requirement for a new green dog bin at the entrance to the allotments.

10/058 Future Agenda Items

- Bus Shelter
- Footpath Warden
- Village of the Year competition.

10/059 Date of Next Meeting

The next meeting will be on the Thursday 15th April in Polstead Village Hall starting at 7.45pm.

The meeting closed at 10.21pm.

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

David Yorke-Edwards explained the council tax increase for 2010/11 and confirmed that he had applied for a £500 grant towards the costs of 3 grit bins in Polstead. Sue Wigglesworth updated councillors on the constructive discussions that BDC and Mid Suffolk District Council were having on the proposed merging of operations and management functions.

PC 1220 Chris Garrod presented his first report to the council. During the period 18th February to 18th March 2010 there was one crime reported of criminal damage to a 5 bar gate on a driveway to a farm. During the same period last year there were 3 crimes reported. He then asked residents to be on their guard for suspicious vehicles and persons in the village and to report all instances to the Police. He also outlined changes to the Safer Neighbourhood Team and the response unit coverage in Babergh over the coming months.

A suggestion of a roundabout on the A1071 was raised by Mrs Westbrook-Smith to resolve issues facing drivers turning onto the A1071 from Stackwood Road. Other residents raised their concerns on the 3 planning applications covered in minute 10/047 a, b and d.