

## **POLSTEAD PARISH COUNCIL**

### **Minutes of the Meeting held on Thursday 15<sup>th</sup> March 2012 in Polstead Village Hall**

**Present:** Cllrs John Baxter (Chairman), Amanda Flather, Anne MacWillison, Nick Palmer, Peter Patrick and William Shadbolt.

**Attending:** Sue Wigglesworth (Babergh District Councillor), David Yorke-Edwards (Suffolk County Councillor), PCSO Colman, Dave Crimmin (Clerk) and 1 resident.

#### **His Honour Paul Nicholas Brandt 1937 - 2012**

*Nicco Brand served with great distinction in the role of Polstead Parish Council Chairman. Always a colourful character, his humour enlivened every conversation and occasion. When he took on the role of Chairman he announced that his priority was not procedure but parties. He wanted to bring the people of the parish together and so he began the annual village Hog Roast which has become a firm favourite in the Polstead calendar. Nicco took his role as Chairman very seriously and he worked hard to protect the village that he held so dear. His interest is evident everywhere in the improvements to the environment around us. Most of all his affection and care for the people of Polstead will be his legacy. Everybody knew Nicco because he talked to everyone. He was out almost every day walking through the village or along the paths that run through it, dog by his side. He always had a story to tell but he also had a kind and listening ear and tried to help whenever he could. Nicco will be greatly missed by us all.*

#### **12/039 Election of Chairman**

The councillors elected Cllr Baxter as Chairman of Polstead Parish Council. Cllr Baxter signed the Declaration of Acceptance of Office accordingly.

#### **12/040 Apologies for Absence**

None received.

#### **12/041 Declaration of Interests**

Cllr Patrick declared a personal and prejudicial interest in Item 12/052f due to his wife's connection to one of the organisations under consideration and left the meeting while the item was discussed.

#### **12/042 Election of Vice Chairman**

The councillors elected Cllr Palmer as Vice Chairman of PPC.

#### **12/043 Minutes of Meeting held on 16<sup>th</sup> February 2012**

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

#### **12/044 Reports from County and District Councillors and Suffolk Constabulary**

The reports are contained in Appendix A.

#### **12/045 Reports and Question from Councillors**

No reports or questions were raised.

#### **12/046 Chairman's Report**

The Chairman gave details of the Suffolk Broadband conference which was held to raise awareness of SCC's campaign to get high Broadband speeds to all areas of Suffolk. There is a drive to get as many people as possible to sign up to the campaign and he urged residents to do so by the 31<sup>st</sup> March 2012.

#### **12/047 Reports and Questions from Parishioners**

There were no issues raised.

#### **12/048 Local Housing Needs Survey**

The councillors reviewed the one response received following the publication of the Local Housing Needs analysis and recommendations undertaken by Suffolk ACRE. The councillors resolved to

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progress to the next stage and engage with BDC in order to evaluate possible locations in the parish for the proposed housing scheme. Cllrs Flather, MacWillson and Palmer were elected to be the working party to work with BDC and Suffolk ACRE.

**12/049 Clerk's Report (Appendix B)**

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

**12/050 Correspondence (Appendix C)**

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

**12/051 Planning**

- a. The councillors reviewed Planning Application **B/12/00173/FUL Land East of, Potash Lane** - Creation of two new ponds and enlargement of existing two ponds and resolved that they had no objection.
- b. No further planning applications had been received since the agenda was posted.
- c. 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
25/10/11	APP/D3505/A/1 1/2162647	Land east of Woodview, Stackwood Road	Appeal against refusal of B/11/00182 change of use of land to mixed agricultural and equestrian. Erection of hay barn and hard standing. Alterations to existing vehicular access.	11/184a	No further comments - copy of decision requested.	
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.	
05/01/12	B/11/01549/LBC	Polstead Hall, The Ponds	Application for Listed Building Consent - Insertion of two windows to first floor rear elevations and internal alterations	12/010f	No Objection	
05/01/12	B/11/01588/FUL	Tyrone, Boxford Road	Erection of replacement dwelling and garage.	12/010h	Objected	Permission Granted 29/02/2012
02/02/12	B/11/01588/FUL	Tyrone, Boxford Road	Erection of replacement dwelling and garage, as amended by drawings received 27/01/12.	12/029 a	Objected	Permission Granted 29/02/2012
21/12/11	B/11/01594/FUL	Frogs Hall, Martens Lane	Erection of a agricultural store, stables and tack room/hay store. Contined use of vehicular access from Martens Lane.	12/010d	No Objection	Permission Granted 14/02/2012
10/01/12	B/11/01631/FUL	Frogs Hall, Martens Lane	Erection of replacement dwelling and car port garaging (amended scheme to that approved under P.P. B/11/01344/VOT).	12/010e	No Objection	Permission Granted 17/02/2012
05/01/12	B/12/00009/FUL	Watsons Corner Water Tower, Holt Road	Installation of 2 no. 1200mm microwave dishes.	12/010g	No Objection	Permission Granted 24/02/2012

**12/052 Finance**

- a. The councillors reviewed PPC's Asset Register and agreed the content.
- b. With the footpath maintenance contract now being awarded to a contractor with his own equipment the councillors reviewed what to do with PPC's 3 items of maintenance equipment. The councillors resolved that the Clerk place an advert in the newsletter, notice board and website asking for offers from residents for the equipment. If the councillors are satisfied with the offers made they will sell the equipment.
- c. The councillors reviewed the two insurance quotations from Aon (Allianz) and Came & Co (Aviva). With the Aviva product having a more comprehensive range of cover for PPC, which was over £230 cheaper than Allianz, the councillors resolved to take up the Aviva product over a 3 year Long Term Agreement. The councillors resolved to remove all items less than the £250 excess from the cover.

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### Cllr Shadbolt left meeting.

- d. 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
- e. The councillors agreed to defer the Locality Budget application to the next meeting.
- f. The councillors resolved to give £50 to each of the following organisations **LGA 1972 ss 137, 142** :
  - East Anglian Air Ambulance
  - Home Start
  - Citizens advice Bureau
  - Macmillan Cancer Support
  - Suffolk Age UK
  - Suffolk Accident Rescue Service
  - Vitalise.
- g. The councillors resolved the following Earmarked Reserves for the start of 2012 / 2013:

Footpath Programme	800.00
Asset Replacement	1,750.00
Queen's Diamond Jubilee	1,000.00
Play Ground Replacement	1,500.00
Election Costs	1,500.00
<b>Total Earmarked Reserves</b>	<b>6,550.00</b>

### 12/053 Councillor Vacancy

The Clerk explained that the Notice of the vacancy caused by Nick Brandt's passing will be posted on the 16<sup>th</sup> March 2012. If the electors of Polstead do not call for a bye-election then PPC would be able to co-opt a new member. The councillors resolved that if a bye-election is not requested that the Clerk places a notice asking for applications, for the position of councillor, to be received by the 30<sup>th</sup> April 2012.

### 12/054 Highways and Footpaths

The councillors were very grateful for the feedback received on the footpath map from residents, with particular thanks to Erica Pomerans. Cllr Palmer confirmed that the one change to the map would be the removal of The Drift at White Street Green. Councillors are now reviewing the options for displaying the map and having a copy for sale at the shop.

### 12/055 National Grid

There has not been a Forum meeting since the last PPC meeting.

### 12/056 Queen's Diamond Jubilee celebrations

Cllrs Baxter and Flather updated councillors on the outcome of the meeting with other village representatives in order to finalise the plans for the QDJ celebrations to be held in Polstead. As a result it was resolved that :

- a. A postcard will be circulated to all house outline the plans for the QDJ weekend in Polstead
- b. A willow tree be planted on the PPC land by the pond in the autumn
- c. A 40' by 20' modern marquee be hired, with matting, for the cricket match and evening on the 3<sup>rd</sup> June
- d. That a TV be hired or purchased to show QDJ events in the marquee
- e. That a commemorative mug be ordered for all children attending the children's activities on the 3<sup>rd</sup> June once numbers required are ascertained. **LGA 1972 s 137**

### 12/057 Oil Buying Scheme

The councillors agreed to defer this item to the next meeting.

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

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**12/058 Polstead Conservation Area Appraisal**

Cllr Flather and Bill Wigglesworth will prepare a draft response to the Conservation Appraisal for PPC's review at its April meeting.

**12/059 Future Agenda Items**

- Locality Budget
- Oil Buying Scheme
- Queens Diamond Jubilee celebrations
- Oil buying scheme.

**12/060 Next meeting**

The next scheduled PPC meeting will be held in Polstead Village Hall on Thursday 19<sup>th</sup> April 2012 starting at 7.30pm.

**The meeting closed at 9.40pm.**

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

Sue Wigglesworth (Babergh District Councillor) updated councillors on the 3.5% increase in council tax set by BDC which would mean that free short term parking would continue in Sudbury and Hadleigh; the £1.3m that will be saved by merging the officer functions with MSDC; the £84 million debt that BDC has inherited from the Government with regard to the housing deficit which would be financed by BDC retaining all council rent income. David Yorke-Edwards updated councillors with news that there was a 0% increase in council tax at SCC.

PCSO Colman gave the following Police Report "There have been 3 reported crimes since your last meeting on the 16th February. THEFT- From motor vehicle. Heath Rd. 01/12/11 - 22/02/12 A blue disabled badge is believed to have been stolen from the owners vehicle, it is unknown where or when. THEFT- From motor vehicle. Bower House Tye, 06/03/12. Sometime during the evening unknown persons have gained entry into a parked and secure transit van via smashing the drivers window, once inside they have stolen a cash namely coins and a black woolly hat. BURGLARY- Other building. Heath Rd, 2-10/03/12 Sometime during the above dates unknown persons have gained entry into an insecure garage and stolen a mans mountain bike."

**Appendix D RFO Report**

**Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
17/02/12	D Witt - Footpath Maint	101580	Highways Act 1980 ss 43, 50	0.00	30.00
27/02/12	Halsall - Allotment Rent			8.50	0.00
15/03/12	BDC - Election costs	101581	Rep of Peoples Act 193 s 35 (5)	0.00	76.42
15/03/12	BDC - Litter & Dog bins	101582	Litter Act 1983 ss 5, 6	0.00	456.54
15/03/12	BDC - Dog Bin repair	101583	Litter Act 1983 ss 5, 6	0.00	48.30
15/03/12	DF Crimmin - WFHA Jan to Mar	101584	LGA 1972 s 112	0.00	39.00
15/03/12	DF Crimmin - Salary Jan to Mar	101584	LGA 1972 s 112	0.00	775.44
15/03/12	HMRC - Clerk Tax	101585	LGA 1972 s 112	0.00	193.80
15/03/12	DF Crimmin - Expenses Sept to Feb	101586	LGA 1972 s 112	0.00	237.96