

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 20th June 2013 in Polstead Village Hall at 7.30pm

Present: Cllrs John Baxter (Chairman), Amanda Flather, Bruce Martin (arrived late), Anne MacWillson, Nick Palmer and Phil Page.

Attending: Gordon Jones (Suffolk County Councillor), Dave Crimmin (Clerk) and two residents.

13/114 Apologies for Absence

Cllr Patrick (holiday) sent his apologies as did Sue Wigglesworth (Babergh District Councillor) and PCSO Coleman.

13/115 Declaration of Interests

Cllr Martin had written to declare his pecuniary interest in Item 13/124b as he is a neighbour of the applicant.

13/116 Requests for Dispensation

No dispensation requests received.

13/117 Minutes of Meeting held on 16th May 2013

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

13/118 Reports from County and District Councillors and Suffolk Constabulary

The reports are contained in Appendix A.

13/119 Reports and Question from Councillors

Cllrs MacWillson and Palmer to propose locations for dog bins at the July meeting.

13/120 Chairman's Report

The Chairman updated councillors on the:

- Progress of discussions with SCC Right of Ways over the issue of responsibility of a drain on FP30 near Mr Rushton's house. Councillors resolved that a letter be sent to RoW raising PPC's concerns on resolving this issue before wet weather causes further problems.
- The work undertaken by Mr Seager on the removal of brambles and sycamores in the play area. A letter of thanks to be sent to Mr Seager for his work.
- The possible re-routing of FP51.
- Footpath maintenance is running well but any issues with footpaths should be reported to Cllr Baxter.
- A request for a contribution towards a new no parking sign at the Village Shop will be considered at the July meeting.

13/121 Reports and Questions from Parishioners

The applicant updated councillors on the reasons for the Christobel planning application. A neighbour of the Scotland Place Farm raised her concerns on the application for change of use.

13/122 Clerk's Report (Appendix B)

After reviewing the Clerk's report no further action was required of the Clerk.

13/123 Correspondence (Appendix C)

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

13/124 Planning

- a. The councillors reviewed Planning Application B/13/00604/FHA Christobel, White Street Green - Erection of 1 1/2 storey rear extension together with extension to main roof (following demolition of existing conservatory and utility room extension.) and resolved that they had no objection.

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- b. The councillors reviewed Planning Application B/13/00377 Scotland Place Farm, Scotland Street - Change of use of agricultural land for educational visits and leisure activities and erection of shelter (retention of) and resolved that they objected to the application. The councillors believe that the existing use of the land for non-agricultural activities for a maximum of 28 days a year is sufficient bearing in mind the location of the site and road access.
- c. No further planning applications had been received since the agenda was posted.
- d. 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 |
|----------|-----------------------|--|--|------------|--|-------------------------------|
| 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. | |
| 18/04/13 | B/13/00381/VOT | Justice Wood Barn, Justice Wood | Extension to Justice Wood Barn to form single storey annex accommodation (extension of time limit to condition attached to Planning Permission B/10/00562/FHA). | 13/102a | No objection | Permission Granted 20/05/2013 |
| 25/04/13 | B/13/00434/FUL | Treetops, White Street Green | Erection of detached garage to site frontage, and erection of detached boat shed in rear garden. | 13/102b | No objection | |
| 25/04/13 | B/13/00430/FUL | Copella Fruit Juices Ltd, Hill Farm, Brick Kiln Lane | Erection of two-storey extension to facilitate enlarged reception and erection of single-storey extension. | 13/102c | No objection | |
| 01/05/13 | B/13/00446/FHA | Grove Cottage, Heath Road | Erection of single-storey rear and side extensions. | 13/102d | No objection | Permission Granted 28/05/2013 |

13/125 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. Whilst a quotation is still awaited the councillors resolved that any urgent work to the playground be authorised up to a value of £300. **Open Spaces Act 1906 ss 9, 10**
- c. The councillors resolved to donate £150 towards the clock maintenance at St Mary's Church. **Parish Councils Act 1957 s 2**

Cllr Martin arrived.

13/126 Highways and Footpaths

The Clerk was asked to liaise with SCC's suppliers to obtain a quotation for the 2 new kissing gates on FP30.

13/127 National Grid

The councillors reviewed National Grid's consultation on the Baseline Data Request to Support the Socio-Economic and Land Use Assessment as well as the issue raised by Chattisham and Hintlesham Parish Council to have professional planning advice being provided by NG to Parish Councils in order to review the consultation data. The councillors resolved to respond to NG that there is no reference in the consultation document to a study of the use of footpaths in Polstead, as was previously promised by NG to be undertaken, nor reference to the Ramblers Association being consulted. PPC understand that over 500 walkers used the footpaths through or past Dollops Wood over a bank holiday weekend in May 2013. The councillors further resolved to support the request by Chattisham and Hintlesham PC in PPC's response. The Clerk to provide Gordon Jones with copies of PPC's responses to NG to date.

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13/128 Emergency Plan

Cllr Palmer updated councillors on the 30 responses received from residents in relation to the preparation of an emergency plan for the hamlets in Polstead. The councillors agreed to hold a meeting with residents interested in the project at the Village Hall on Thursday 19th September 2013 starting at 6.30pm. The PPC meeting will follow the meeting at 7.45pm.

13/129 Neighbourhood Plan

The councillors reviewed the progress of plans for the public meeting on the 3rd July to look at the issues that Polstead residents face in the next 15 years. The Clerk was asked to provide councillors with a copy of the presentation, that the independent consultant will be using on the evening, ahead of the meeting. Cllr Baxter will circulate ahead of the meeting, a summary of the responses received from residents.

13/130 Village Show

The 17th August has been set for the Village Show and the councillors reviewed the plans for the event. The event committee is now resident driven with Cllr Baxter acting as Chairman. The councillors are supportive of funding elements of the Village Show and will consider these requests at the July meeting. Cllr MacWillson requested that the name "Village Show" should be changed as not to confuse residents with the content of the previously run "Produce Village Show". The Clerk was asked to confirm the bookings for a Punch & Judy show and the Village Hall for the 17th August.

13/131 BDC Consultations

The councillors resolved that Cllrs Baxter and Palmer draft the responses to the Core Strategy and Affordable Housing consultations with the Clerk circulating the draft to councillors before submission to BDC.

- a. The councillors reviewed the proposed revisions to the Core Strategy and agreed that they had no comments.
- b. The councillors reviewed the proposed draft (New) Affordable Housing Supplementary Planning Document (SPD) and agreed that they had no comments.

13/132 Councillor Training

The councillors resolved that the Clerk arranges a training session for the Autumn to cover "Roles and Responsibilities" with a budget of £300. **LGA 1972 s 111**

13/133 Future Agenda Items

- Additional dog bins.

13/134 Standing Orders

No members of public present.

13/135 Affordable Housing

The councillors reviewed the progress of the project to provide Local Needs Housing in the parish. With none of the PPC representatives being available to attend the next scheduled meeting with BDC in July, the Clerk was asked to send PPC's apologies as well as asking for further background information on the sustainability of the proposed scheme.

13/136 Next meeting

The next scheduled PPC meeting will be held in Polstead Village Hall on Thursday 18th July 2013 starting at 7.30pm.

The meeting closed at 9.55pm.

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Appendix A County, District and Suffolk Constabulary reports

The Clerk read Sue Wigglesworth’s report to the meeting on the transformation project, integration with Mid Suffolk, BDC’s changes in constitution and joint committees with Mid Suffolk. Gordon Jones updated councillors on SCC’s review of National Grid’s proposed power line, and the road works planned for the village. In the absence of the Police the Clerk read their report “There have been three reported crimes since your last meeting on 16th May.

BURGLARY - Other building and CRIMINAL DAMAGE –Vehicle. Martens Lane, 19/05/13
Sometime during the afternoon unknown persons have gained entry to a secured isolated barn/out building and stolen numerous power tools from within, also a window of a JCB digger was smashed. FINALISED no further lines of enquiries.

THEFT – Other. Bower House Tye, 01/03/13 – 28/05/13.
Sometime over a 3 month period a trailer which was left secured has been stolen from an isolated property. FINALISED no further lines of enquiries.

Daytime burglaries are still occurring within the Babergh area Suffolk police asking for you to be vigilant with not only your own properties but neighbours properties especially if you know they will be out during the day. if you see anyone acting in a suspicious manner please call the police straight away, we would rather check that all is in order then have someone be a victim of crime.”

Appendix D RFO Report

Receipts & Payments

| Date | Details | Ref | Power | Receipts | Payments |
|----------|--|-----|-----------------------------|----------|----------|
| 01/05/13 | Halsall - Allotment Rent | | | 8.50 | 0.00 |
| 10/05/13 | SCC - Locality Budget Grant | | | 2,000.00 | 0.00 |
| 20/06/13 | BDC - Rockalls Road lease payment | 660 | LGA 1972 ss 124, 126, 127 | 0.00 | 55.00 |
| 20/06/13 | B Patrick - Footpath Maint | 661 | Highways Act 1980 ss 43, 50 | 0.00 | 181.25 |
| 20/06/13 | Community Action Suffolk - Annual Subscription | 662 | LGA 1972 s 143 | 0.00 | 30.00 |
| 20/06/13 | DF Crimmin - Salary Apr to Jun | 663 | LGA 1972 s 112 | 0.00 | 775.44 |
| 20/06/13 | DF Crimmin - WFHA Apr to Jun | 663 | LGA 1972 s 112 | 0.00 | 39.00 |
| 20/06/13 | HMRC - Clerk Tax | 664 | LGA 1972 s 112 | 0.00 | 193.80 |