

POLSTEAD PARISH COUNCIL

Minutes of the meeting held on Thursday 20th March 2008 in the Village Hall Polstead.

Present: Mr Nick Brandt (in the Chair), Mr Michael Hackford (Vice-Chair),
Mr John Baxter, Mr Richard Kilshaw, & Mrs Trish Ravensdale.

In attendance: Mrs Sue Wigglesworth (District Councillor), Mrs Sandra Gray
(Clerk) and six Members of the Public

1) Apologies for Absence: Mr David Yorke-Edwards, Mrs Mandy Flather,
Mrs Anne Macwilson, Melissa Gaylean.
The Councillors consented to these absences.

2) Declarations of Interests:
There were none.

3) Minutes of the meetings of 21st February 2008
The Minutes of the 21st February 2008 were approved by the Council and signed by
the Chairman.

4) Matters Arising:
There were none

5) Reports:

County Councillor

The Clerk reported that David Yorke- Edwards had contacted John Boucher of
Suffolk Highways regarding the gates at Homey Bridge. John had replied that he
would look at the damage and assess the repairs required.

District Councillor

Councillor Sue Wigglesworth reported that the mobile home, which had been placed
on Part OS 3928 land north of Shelley Road, Polstead, Colchester, would be served
with an enforcement order.

The application for a Tesco at Hadleigh has been received and the plans are available
to the public.

Councillor Sue Wigglesworth reported that she had walked the new footpath diversion
at New House and commented on how successful the signage and landscaping were.

Suffolk Constabulary

No report was given.

6) Reports & Questions from Councillors:

Councillor Richard Kilshaw reported that all of the Polstead Black Cherry Trees had
been planted. Since then two more had been provided and these were allocated to
White Street Green and Polstead Heath, as agreed by the Council at the meeting of
21st February 2008. Unfortunately two trees were damaged on the Village Green area

and Councillor Richard Kilshaw had built a temporary protection around them. The cost for an aesthetic protection would be £63.00. This would be discussed at the meeting on the 17th April 2008.

Councillor Richard Kilshaw reported that he had spoken to David Stiles of Suffolk Highways regarding the clearing of the gully at Polstead Pond. The Conclusion was that the length of the gutter feeding the drain was not the responsibility of Suffolk Highways and that Babergh need to clean this area. It was agreed for Councillor Sue Wigglesworth to speak to the department responsible for cleaning the highways in Polstead and the Clerk would be informed of the progress.

Councillor Richard Kilshaw presented the quotes for the allotment fencing, pond fencing and the playing field access gate. It was agreed for this item to be fully discussed at the meeting on 17th April 2008.

Councillor Richard Kilshaw reported that there had been a change of management in the Village Green Team, Helen Chen had replaced Carol Lindsay Smith and Julia Stayfield was the new Treasurer.

Councillor Richard Kilshaw reported that he had spoken to P & H Landscapes regarding the cutting of the Churchyard and leaving an area uncut for wildflowers. The Clerk would confirm to P & H Landscapes that they were authorised by the council to do the grass cutting required in Polstead for 2008.

Vice-Chair Michael Hackford reported that the tyre had been removed yet again from the bus in the children's playground.

The Chairman closed the Meeting

7) Reports & Questions from Parishioners

Mr & Mrs Lewis, Frogs Hall introduced themselves to the Council.

The Chairman reopened the Meeting

8) Highways & Footpaths

- **Heath Road Footway**

Councillor John Baxter reported that he had met John Goodyear on Tuesday 18th March, with the Clerk in attendance. John Goodyear said that the footpath could be put in place but, due to the minimum width requirements, work would have to take place on the hedge and discussion with landowners was required. It would, consequently, not be an easy job to undertake.

Councillor John Baxter discussed the location of the Bus Stop /Shelter and general safety of pedestrians in the village of Polstead.

In view of all these facts it was agreed by the Council for the Clerk to invite both John Goodyear and Simon Barnett to talk to Polstead Parish Council about the issue of highway safety as a whole in Polstead.

- **Homey Bridge**

In view of the correspondence between David Yorke-Edwards and John Boutcher, it was agreed for the Clerk to arrange with John Boutcher to meet the Chairman at Homey Bridge to discuss the way forward.

9) Planning Matters:

A) B/08/00066/AGD2/MB Alverstoke Farm, Boxford Road, Polstead, Colchester CO6 5DW. Notification under Part 6 of Schedule 2 of the Town and County Planning (General Permitted Development) Order 1995-Erection of grain store/machinery shed.

The Council discussed the above application and had no objections.

B) Any Urgent Planning Matters:

The following planning applications were received after the agenda had been distributed:

B/08/00240/FHA/MB Pottelberg Cottage, Boxford Road, Polstead, Colchester, CO6 5DW. Alterations and extension to existing cartlodge.

The Councillors discussed the above application and it was agreed to have a site meeting on Tuesday April 1st at 6.00pm where this application could have full consideration by the Council.

B/08/00352/FUL/CJT Cherry Nook Straight Road, Polstead Heath, Polstead, Colchester, CO6 5BB. Erection of 2 No. two –storey detached dwellings with associated garaging (existing dwelling “Cherry Nook” to be demolished). Construction of new vehicular access.

The Councillors discussed the above application and it was agreed to have a site meeting on Tuesday April 1st at 6.00pm where this application could have full consideration by the Council.

B/08/00319/OUT/MB Sprotts Farm, Holt road, Polstead, Colchester Co6 5BT. Conversion of barn into 1 No. residential dwelling.

The Councillors discussed the above application. This application had been given planning permission in 2006. Due to personal circumstances time had passed without the conversion taking place. The Council had no objections

B/08/00092/FHA/BHW 45 Rockalls Road Polstead, Colchester, CO6 5AR. Erection of attached garage with games room to rear and store over.

The Clerk informed the Council that planning permission had been granted with conditions.

10) Bus Shelter/Bus Stop

John Baxter reported that, after the meeting with John Goodyear, progress had been made in relation to confirmation of the areas of the Village Green under ownership of the Lord of the Manor. To clarify the proposed exact position of the Bus Shelter/Bus Stop it was agreed that there would be further consultation with Babergh. The working party would ask the Clerk to put the Bus Shelter/Bus Stop on the agenda when they had more information for the Council.

11) Summer Hog Roast & Survey Questionnaire

The Clerk distributed to the Council members the proposed leaflet/questionnaire for the residents of Polstead. It was agreed for the Clerk to arrange distribution.

The Clerk reported to the Council her discussion with the Allianz Insurance Company that the Council were covered in terms of insurance as long as certain conditions were applied e.g. chairs and tables used must belong to the Council.

Vice-Chair Michael Hackford reported to the Council that he had obtained the costs of hiring toilets and marquee for the 31st August. It was agreed by the Council to have separate male and female toilets. Confirmation of the company the Council would hire would be made at the meeting on 17th April 2008 when all quotes would be available. With regards to the P.A. system and music, Vice-Chair Michael Hackford reported that he had spoken to Dylan Pym who would investigate the availability of local bands.

12) Standing Orders

The Council discussed the proposed Standing Orders. The Chairman reported at length how the Standing Orders had been tailored for the Parish Council of Polstead. Particular reference had been made to public participation at Council meetings. It was agreed for Standing Order 28 D to state that "Any member of the public intending to address the meeting shall give notice of his intention to the Clerk." At future meetings the Clerk would ask members of the Public what they wished to approach the Council about as they entered the meeting.

The Chairman emphasized the fact the Councillors could not represent the Council when dealing with Parishioners unless such representation had previously been approved or authorized by the Council.

The Council thanked the Chairman for his hard work and integrity in drafting the Standing Orders.

It was agreed for the Standing Orders to be published on the website.

The Standing Orders were adopted, proposed by Councillor John Baxter, seconded by Vice-Chair Michael Hackford, unanimously carried.

13) Polstead Website

Richard Sandford was thanked by the Council for all his work in producing an excellent website. Richard emphasised that he welcomed all suggestions for the content of the website

14) The Accounts and Audit (Amendment) (England) Regulations 2006 review of the systems of internal audit and internal control.

The RFO, Sandra Gray, reported to the Council that at the internal audit procedures of Polstead Parish Council had been looked at and agreed that all correct procedures were in place and that, with the adoption of the new Standing Orders, all recommendations from the external audit for 2006/7 had been carried out.

15) Correspondence Received

Since the issue of the Agenda, the Clerk reported the following correspondence:
Babergh Media Release - New National Free Travel Bus Passes from 1st April 2008
Babergh Media Release - Babergh Raid Hadleigh Butcher over condemned meat.
Babergh Media Release - Babergh swift action saves protested species.

16) Chairman & Clerk Reports & Correspondence

The Clerk reported to the Council that she had received a letter from Mr Bill Wigglesworth regarding St Mary's Church Clock and requesting a grant from the Parish Council towards the annual cost of maintenance. It was agreed for this to be an Agenda Item in April.

The Clerk reported that Mrs Clayton had been in contact regarding a bench in memory of her mother, Mrs Freda Hutchings. The Clerk had informed Mrs Clayton of the benches that the Council were purchasing for the allotment area and reported that Mrs Clayton was happy to purchase a similar one.

The Clerk reported that she had received a letter of resignation from the Footpath Warden, Claire Hyde explaining that, due to work commitments, she was unable to devote the time that she would like to this voluntary position. The Council expressed their gratitude for the work that Claire and her father Mr R Hyde had done over the last four years. It was agreed for the Clerk to write to Claire and invite her to the Annual Parish Meeting.

The Chairman reported that he had received the application forms for the Village of the Year competition and this would be an Agenda item on 17th April 2008.

17) Future Agenda Items

Hog Roast
Bus shelter/bus stop
Allotment fencing
Gate at Homey Bridge
St Mary's Church Clock
Village of the Year

18) Dates of next meetings

17th April 2008
Annual Parish Meeting 22nd April 2008
Annual General Meeting 15th May 2008

There being no further business the Chairman closed the meeting at 21.55.