

## **POLSTEAD PARISH COUNCIL**

### **Minutes of the Meeting held on Thursday 16<sup>th</sup> June 2011 in Polstead Village Hall**

**Present:** Cllrs Nick Brandt (Chairman), John Baxter, Amanda Flather, Anne MacWillson, Nick Palmer, and William Shadbolt.

**Attending:** Sue Wigglesworth (Babergh District Councillor), PCSO Coleman, Dave Crimmin (Clerk) and 3 residents.

#### **11/094 Apologies for Absence**

Apologies received from Cllr Patrick, who is away on business, and David Yorke-Edwards (Suffolk County Councillor).

#### **11/095 Declaration of Interests**

None were declared.

#### **11/096 Election of Vice Chairman**

It was resolved unanimously that Cllr Baxter be elected as Vice Chairman.

#### **11/097 Minutes of Meeting held on 19<sup>th</sup> May 2011**

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

#### **11/098 Local Housing Needs**

Ian Tippett, BDC's Strategic Housing Manager, gave the councillors the background to BDC's policy and processes in developing affordable housing projects in the District. With the current demand of 13 people requiring affordable housing in Polstead Mr Tippett felt that if PPC were to choose to conduct a Local Housing Needs Survey it would probably show a greater demand than that identified by BDC. Louise Wilby, Rural Housing Enabler at Suffolk ACRE described to the councillors the process of conducting a Local Housing Needs Survey. The survey would be in the form of a questionnaire delivered to all households in the parish with questions relating to the housing needs of each member of the household. Surveys would also be available for residents who had left Polstead because they could not find housing within the parish. There would be a stamped address envelop with the survey for the responses to be sent directly to Suffolk ACRE who would confidentially analyse the results and produce a report of their findings and recommendations for PPC. PPC would then meet with Suffolk ACRE and BDC to decide whether an affordable housing scheme should be progressed for Polstead.

The councillors resolved that a Local Housing Needs Survey should be conducted in Polstead and requested that Suffolk ACRE prepare the questionnaire. The councillors resolved the expenditure for the Local Housing Needs Survey process which will be a maximum of 50p per household. **LGA 1972 s 111**

#### **11/099 Reports from County and District Councillors and Suffolk Constabulary**

The reports are contained in Appendix A.

#### **11/100 Reports and Question from Councillors**

Cllr MacWillson updated councillors on the site inspection and BDC Development Committee meeting that she had attended on behalf of PPC in order to present the councils case in its objection to the proposal for the land east of Woodview. The councillors noted that the application had been unanimously rejected by the BDC committee.

#### **11/101 Reports and Questions from Parishioners**

No issues raised.

#### **11/102 Planning**

- a. The councillors reviewed Planning Application **B/11/00152/VOT White House Farm, Straight Road** - Erection of two-storey garden building to provide 2 (no.) garage spaces,

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office, 2 (no.) bedrooms, bathroom and storage space extension of time limit to condition attached to P.P B/08/00933 and resolved that they had no objection.

- b. The councillors reviewed the Appeal to the Planning Inspectorate **APP/D3505//A/11/2153501/NWF Brendacot, Heath Road** - against refusal of B/11/00095/FUL for the erection of two-storey dwelling and garage/workshop building (following demolition of existing single-storey dwelling). The councillors resolved that they had no further points to add to the original objections and would ask the Planning Inspectorate to send PPC a copy of their decision.
- c. No further planning application 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:

Application Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
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).	11/024 a	No Objections.	Permission Granted 13/05/2011
B/11/00210/FUL	Bower House Farm, Bower House Tye	Erection of agricultural workers dwelling, farm office and wash area.	11/044 a	No Objections.	
B/11/00182/FUL	Land east of Woodview, Stackwood Road	Change of use of land to mixed agricultural and equestrian. Erection of stables, hay barn and hard standing.	11/044 c	Objected to Application	Site Inspection 1st June 2011
B/11/00365/FUL	Adjoining Parish Elmington, Hadleigh Road, Boxford	Erection of two-storey rear extension; increase height of roof and insertion of 5 no. dormer windows.	11/061 a	No comments	
B/11/00210/FUL	Bower House Farm, Bower House Tye	Additional information in relation to Planning Application	11/061 b	No impact on previous resolution.	

#### 11/103 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 to make a donation of £59 to Hadleigh Fishing Club with regard to memberships for Polstead youngsters. **LGA 1972 s 137**

#### 11/104 Highways and Footpaths

- a. It was agreed the Cllrs Baxter and Shadbolt would review the requirements of a footpaths notice for the shelter and a revised footpaths map for residents and visitors.
- b. The clerk to request the status of the road safety improvement scheme for the Stackwood Road / A1071 junction with SCC.
- c. Cllr Brandt to review issues identified by Cllr MacWillson with footpath at Polstead Heath.
- d. The councillors noted the issue of a missing support around a sapling in Rockalls Road and asked the Clerk to make sure that Sue Wigglesworth was aware.

#### 11/105 Diamond Jubilee and Hog Roast

- a. Cllr Brandt to contact a representative of each group within Polstead in order to create a steering committee for the Diamond Jubilee celebrations which will be held over the long weekend of 2<sup>nd</sup> to 5<sup>th</sup> June 2012. He will report progress at next meeting.
- b. The councillors resolved not to hold the Hog Roast in 2011.

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**11/106 Recycling bins in Polstead**

The councillors were very pleased to hear that all proceeds received from the bottle bank at the Brewers Arms would be given to PPC for the benefit of residents and groups in Polstead. The councillors felt that no further recycling bins were required in Polstead currently.

**11/107 National Grid**

The councillors noted the update that National Grid will close its Undergrounding Consultation on 4<sup>th</sup> July and publish their revised approach later in the summer.

**11/108 SCC Street Lighting**

The councillors noted SCC's plans to switch off no essential street lighting units throughout Suffolk between midnight and 5.30am. With PPC not being responsible for any of the street lights in Polstead no further action is required at this time.

**11/109 Correspondence Received (Appendix C)**

Following a review of the correspondence there were no further actions required.

**11/110 Chairman and Clerk's Reports (Appendix D)**

The Chairman noted that some additional painting of the railings around the pond had been arranged. Following a review of the Clerk's report the councillors resolved to accept the quotation from PA Scammel to refurbish 6 benches and install 3 rubbish bins for a total cost of £414. **Litter Act 1983 ss 5, 6 and LGA 1894 s 8**

**11/111 PPC Meeting Start Time**

The councillors resolved that the start time of PPC meetings will change to 7.30pm.

**11/112 Future Agenda Items**

- 2012 Diamond Jubilee
- Wheelchair friendly footpaths.

**11/113 Date of Next Meeting**

The next meeting will be on the Thursday 21<sup>st</sup> July 2011 in Polstead Village Hall starting at 7.30pm.

**The meeting closed at 10.00pm.**

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

PCSO Coleman reported that there had been no crime in Polstead since the last PPC meeting. Cllr Brandt requested that the Police investigate a number of complaints from residents with regard to the excessive speed of motorists using Mill Street. PCSO Coleman will report back on the results of her review.

Sue Wigglesworth updated councillors on the No result from Babergh electors on the BDC / Mid Suffolk merger proposal. 75% of Babergh parishes had returned a No result. Plans are still progressing on the amalgamation of officer functions across the two councils.

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**Appendix B RFO Report  
Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
20/05/11	B Patrick - Footpath maint	101547	Highways Act 1980 ss 43, 50	0.00	90.00
20/05/11	D Pym - Emergency seat repair	101548	LGA 1894 s 8	0.00	245.00
20/05/11	Polstead PCC - Clock Maintenance	101549	Parish Councils Act 1957 s 2	0.00	150.00
16/06/11	Polstead Village Hall - Hire April to December	101550	LGA 1972 s 133	0.00	96.00
16/06/11	John Robertson Ltd - Rubbish Bins	101551	Litter Act 1983 ss 5, 6	0.00	240.00
16/06/11	NALC - annual subscription for LCR	101552	LGA 1972 s 143	0.00	15.50
16/06/11	DF Crimmin - WFHA	101553	LGA 1972 s 112	0.00	39.00
16/06/11	DF Crimmin - Salary April to June	101553	LGA 1972 s 112	0.00	775.44
16/06/11	HMRC	101554	LGA 1972 s 112	0.00	193.80

Signed .....

Date.....