

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on Thursday 19th July 2018 in Polstead Village Hall at 7.30pm

Present: Cllrs Amanda Flather (Chairman), Andrew Wade and Sue Wigglesworth.

Attending: John Ward (Babergh District Councillor), Dave Crimmin (Clerk) and 3 members of public.

18/114 Apologies for Absence

Cllrs MacWillson (engagement), Weston (holiday), Oxford (work) and Peck (work) sent their apologies as did Gordon Jones (Suffolk County Councillor).

18/115 Declaration of Interests and Requests for Dispensation

No interests were declared and no requests for dispensation had been received.

18/116 Minutes of Meeting held on 21st June 2018

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

18/117 Reports from County and District Councillors and Suffolk Constabulary

The councillors reviewed Gordon Jones' previously submitted report in which he updated councillors on the progress of the review of the flooding issue at Holly Hill. The councillors reviewed John Ward's previously submitted report in which he informed the councillors that Babergh has now achieved a 6.7year housing supply.

18/118 Reports and Question from Councillors

No issues raised.

18/119 Reports and Questions from Parishioners

A resident from Leavenheath was given the opportunity to raise his concerns on the new planning application from Konings for which the councillors were grateful.

18/120 Clerk's Report (Appendix A)

Following a review of the Clerk's Report by the councillors there were no further actions requested of the Clerk.

18/121 Correspondence (Appendix B)

Following a review of the Correspondence and emails circulated by the Clerk since the last meeting there were no further actions requested of the Clerk.

18/122 Planning

- a. The councillors reviewed **DC/18/02836 Hill Farm, Stoke Road** - Erection of extension to existing production premises, associated car parking, landscaping and drainage infrastructure and resolved to object to the planning application. The councillors requested the Clerk to circulate the objections to the application to them ahead of the submission to BDC (Appendix C).
- b. The councillors reviewed the **Appeal APP/D3505/W/18/3194780 against refusal of DC/17/04499 Land to the West of Stackwood Road** - Erection of 1 No Dwelling, home office, workshop, parking areas and resolved that the previous objections still stand and that a copy of the decision be requested.
- c. Three further planning applications had been received since the agenda was posted that required to be reviewed before the next scheduled meeting.
The councillors reviewed **Planning Application DC/18/02928 Evans Hall, Evans Heath** - Application for Listed Building Consent - Replacement of 6 existing windows to rear ground elevation and replacement of 1 existing kitchen door to rear ground elevation and resolved to support the application.

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The councillors reviewed **Planning Application DC/18/03118 The Orchards, Straight Road, Polstead Heath** - Application for Listed Building Consent - Erection of oak framed extension and resolved to support the application.

The councillors reviewed **Planning Application DC/18/03117 The Orchards, Straight Road, Polstead Heath** - Erection of oak framed extension and resolved to support the application.

- d. The status of planning applications, enforcement referrals and appeals previously reviewed by PPC are as follows:

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/17/03117	Hill Farm Brick Kiln Hill	Revisions to application for the erection of extensions to existing production premises and new buildings to provide canning line (12,611sqm); warehouse space (7,100sqm); apple processing and juice storage (2,060sqm); and apple processing (1,040sqm); associated vehicle parking, landscaping and drainage infrastructure.	17/146c	Objected	Withdrawn
DC/18/01385	Miracle Barn Bower House Tye	Outline Planning Application (Access to be considered) - Erection of two storey detached dwelling.	18/061c	Objected	
DC/18/01622	Land At Calais Street, White Street Green	Prior Approval Application under Schedule 2, Part 6, Class A of the Town and Country Planning (General Permitted Development) Order 2015 - Erection of agricultural storage barn agricultural storage barn. (Further details submitted in pursuant to DC/18/00940)	18/085a	Objected	Permission Granted
DC/18/01995	The Bungalow, Potash Lane	Application under Section 73 of the Town and Country Planning Act DC/17/04784 Erection of replacement dwelling and detached garage with new vehicular access (existing dwelling to be demolished) without compliance with condition 2 (Approved plans and documents) to amend design and materials.	18/085b	Supported	Permission Granted 04/07/2018
DC/18/02421	Spencers Farm, Straight Road, Polstead Heath	Conversion of existing granary to gym and erection of single storey lean-to craft room.	18/104a	Supported	
DC/18/02422	Spencers Farm, Straight Road, Polstead Heath	Application for Listed Building Consent - Conversion of existing granary to gym and erection of single storey lean-to craft room.	18/104b	Supported	
DC/18/02416	Meadow Croft, White Street Green	Change of use of paddock to residential garden and erection of post and rail fencing.	18/104c	Supported	
DC/18/02512	White Street Barn, White Street Green	Erection of summer house.	18/104d	Objected	

18/123 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 reconciliation against the bank statements. The Clerk noted that the cheque to Getmapping was not required to be paid.

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18/124 General Data Protection Regulation (GDPR)

The councillors reviewed the proposed Policy Notice for PPC and resolved that it be adopted and placed on the Polstead website.

18/125 Standing Orders and Financial Regulations

The councillors reviewed the proposed changes to PPC's Standing Orders, which includes updates for GDPR, the Transparency Code, public rights at meetings and public contracts, and resolved to agree the changes and adopt the Standing Orders from the next PPC meeting. The councillors reviewed PPC's Financial Regulations and did not see the need for any changes at this time.

18/126 Statement of Community Involvement

The councillors reviewed the Statement of Community Involvement consultation and did not have any comments to make at this time.

18/127 Highways and Footpaths

No issues raised.

18/128 Assets, allotments, playground and playing field

The councillors agreed to give the contractor until the end of August to overcome his injury and commence the refurbishment of the red kiosks owned by PPC.

18/129 Autumn Event

The councillors agreed that a footpath walk on Saturday 13th October at 10am and culminating with lunch at the pubs will be arranged.

18/130 Future Agenda Items

- Autumn event
- Red Kiosk refurbishment
- Babergh Liaison representatives.

18/131 Next meeting

The next PPC meeting will be held on Thursday 20th September 2018 at 7.30pm in the Village Hall, with a provisional date of Thursday 30th August 2018 should an extra Planning Meeting be required.

The meeting closed at 9.07pm.

Appendix A Clerks Report

Minute	Action	Complete ✓
18/030	SCC RoW team to meet PPC regarding ditch on FP5 and stile at Mill Lane.	
18/041	Lord of the Manor has written to confirm that his solicitor's are in communication with SCC Legal.	
18/080	Wrote to Gordon Jones re progress on flooding issue at Holly Hill.	
18/098	Minutes updated on website and sent to newsletters.	✓
18/104	Planning responses sent to Babergh.	✓
18/105	Payments made to suppliers.	✓
18/108	Wrote to Community Shop committee.	
18/109	Cllrs Wigglesworth and Wade booked on Liaison meeting.	✓
	Clerk Hours	
	As at 1st July 2018 - Hours Worked 95.75 / Hours Paid 105	

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Appendix B Correspondence reviewed by councillors

No correspondence received.

Appendix C Planning Response

Polstead Parish councillors reviewed DC/18/02836 Hill Farm, Stoke Road - Erection of extension to existing production premises, associated car parking, landscaping and drainage infrastructure and resolved to object to the planning application on the following grounds:

- The proposed industrial building at 15 meters high would, by reason of the siting, design and external appearance of the building appear visually intrusive, appearing dominant against the skyline and would not be sympathetic to the character or landscape quality of the Dedham Vale and Stour Valley AONB.
- The location of this type of facility with materials being imported from abroad, and products then being transported out of the area would be better located on an industrial site on the A12 / A14 rather than creating a bigger industrial site within the AONB.
- The exceptional circumstances required to be demonstrated for this scale of development in the AONB have not been proven by the applicant.
- The proposed bund and screening for the building facing the AONB are not fit for purpose and will certainly not conceal a building of this scale and height.
- Evidence from local residents of low water pressure being experienced, because of the water usage by the existing facility, will only be exacerbated with the larger facility. Anglia Water's views on this issue need to be explored.
- Concerns over the Environment Agency's issues over drainage of the site.
- No mitigation is proposed by the applicant for the issues faced by residents living along the Stoke Road by the HGV traffic travelling to and from the A134.
- The reliance on data from 2007 for the traffic analysis.
- Concern over bio security as there are a number of diseases and bugs that have a higher risk of being brought to the region as fruit imports increase, such as Asian Hornet and European Foulbrood, both of which would devastate the local bee population.

Should the LPA be minded to approve the application, the councillors would ask that a fit for purpose screening plan is a condition of the permission which should protect, from the start of development, the view of the site from the AONB. In PPC's opinion this should include a bund with mature planting of native deciduous shrubs and trees.

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Appendix D RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
04/06/18	Interest	BS 1		1.66	0.00
19/07/18	BDC - Lease	917	LA 2011 ss 1 to 8	0.00	55.00
19/07/18	GeoXphere - Parish Online	918	LA 2011 ss 1 to 8	0.00	18.00
19/07/18	Getmapping plc- Parish Online	919	LA 2011 ss 1 to 8	0.00	18.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	29/06/18	£32,876.14	£31,390.23	£1,485.91	£0.00	£0.00
Premier Account	29/06/18	£3,322.29	£3,322.29	£0.00	£0.00	£0.00
Cash	11/07/18	£0.00	£0.00			£0.00
		£36,198.43	£34,712.52	£1,485.91	£0.00	

Actual v's Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£26,916.23			
<u>Income</u>			<u>Expenditure</u>		
Precept	£18,302.00	£9,151.00	Clerks Salary	£4,564.00	£1,040.91
Bank Interest	£0.00	£1.66	Admin	£2,000.00	£529.84
Recycling	£0.00	£0.00	Insurance	£560.00	£0.00
Grants	£745.00	£0.00	Audit Inspections	£320.00	£128.00
Allotment Rent	£120.00	£66.40	Donations	£1,000.00	£0.00
Wayleave	£22.00	£0.00	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Dog & Litter Bins	£1,175.00	£0.00
Donation	£0.00	£0.00	Footpaths	£1,600.00	£584.00
Compensation	£0.00	£0.00	Grass Cutting	£3,150.00	£0.00
Other	£0.00	£0.00	Ditch Clearance	£200.00	£0.00
CIL	£0.00	£0.00	Maintenance	£1,200.00	£190.00
VAT Repayment	£0.00	£1,093.98	Village Hall	£965.00	£0.00
			Projects	£1,500.00	£0.00
			Contingency	£500.00	£0.00
			CIL	£2,561.80	£0.00
			VAT Paid	£0.00	£44.00
Total	£19,189.00	£10,313.04	Total	£2,561.80	£18,794.00
			Assets Carried Forward		£34,712.52
Total		£37,229.27	Total		£37,229.27

End of Appendices

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