

# **POLSTEAD PARISH COUNCIL**

Clerk: Christine Hargan 4 Northfield Road, Onehouse, Stowmarket Suffolk IP14 3HF

Telephone: 01449 674727

Email: [clerk@polstead-pc.gov.uk](mailto:clerk@polstead-pc.gov.uk)

## **PUBLIC NOTICE**

A Meeting of Polstead Parish Council will be held on  
**Thursday 17<sup>th</sup> March 2022 starting at 7.30pm**  
**at Polstead Village Hall.**

The Public and Press are invited to attend with the public participation session being held at the meeting.

Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the Council including the public participation session.

**The councillors and the Clerk are undertaking a lateral flow test the day before the meeting and would respectfully ask that all other attendees do the same.**

*Christine Hargan*

**Signed by Christine Hargan** Clerk to Polstead Parish Council Dated 11<sup>th</sup> March 2022

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Dear Councillor

You are summoned to a Meeting of Polstead Parish Council on Thursday 17<sup>th</sup> March 2022 starting at 7.30pm in Polstead Village Hall. The Agenda for the meeting is listed below.

*Christine Hargan*

**Signed by Christine Hargan** Clerk to Polstead Parish Council Dated 11<sup>th</sup> March 2022

41. Apologies for absence
42. Receive **declarations of interests** and **requests for dispensation** from Councillors
43. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 17<sup>th</sup> February 2022
44.
  - a. Receive **reports from County Councillor and District Councillor**
  - b. Receive **questions from Parishioners** (contributions to be limited to 2 minutes)
  - c. Consider update on **Proposed planting schemes** in the Parish
45. Receive **reports and questions from Councillors**
46. Agree actions on **emails distributed** by Clerk since the last meeting
47. Agree actions required following the **Clerk's Report**
48. **Planning**
  - a. **Consider Planning application no:**
    - i. [DC/22/00997](#) Robin Hill Mill Street Polstead Suffolk CO6 5AD Erection of a detached triple bay cart lodge/garage
    - ii. [DC/22/01060](#) The Brewers Arms Bower House Tye Polstead CO6 5BZ Full Planning Permission for erection of 1no commercial building (Class E farm shop), 1no covered pergola for outdoor dining, extension to car park, erection of 5no holiday let cabins including construction of associated car park, and planting of woodland and meadowland. Improvements to existing vehicular access. Outline Planning Application (Access to be considered) for erection of 7no single storey dwellings (including 2no affordable housing units)
  - b. **Consider any planning application received** since the agenda was posted requiring a response before the next scheduled meeting.
  - c. **Consider the status** of planning applications, appeals, enforcement referrals and any potential planning issues
49. **Finance**
  - a. From the **RFO Report** authorise payments made since the last meeting and to be made: Note income received since the last meeting. Review the Reconciliation of Accounts against Bank Statements and the Statement of Accounts vs Budget
50. Consider update on **Polstead WI's plans to convey their land in Polstead**
51. Consider any issues raised regarding **Highways and Footpaths**
52. Consider any **Asset, allotment, playground or playing field** issues including report on Footpath management
53. Review Grit, Litter and Dog bins
54. Review Notice Boards
55. Update on plans for the Queens Platinum Jubilee
56. Consider plans for the parish questionnaire
57. National Grid Consultation
58. Annual Insurance renewal
59. Future **agenda items**
60. Time date and place of next meeting 7.30pm Thursday 7 April, Parish Annual Meeting 2022 Village Hall Polstead and 7.30pm Thursday 21 April Parish Council Meeting at the Village Hall Polstead

### Agenda Item 42 Request for Dispensation

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation you need to write to the Clerk ahead of the meeting stating your reasons on why you should be given a dispensation.

### Agenda Item 46 Emails circulated

If there is an email that I have circulated which is not included on the agenda and you consider it should be discussed, please raise the item at this point.

Jubilee Celebrations – 5 x 20 metres bunting, and 5 packs of small hand flags?

### Agenda Item 47 Clerk's Report

The Clerk is currently undertaking the CiLCA qualification. The introduction and Unit 1 are complete and now embarking on Unit 2 Law and Procedures. The entire section is quite intense consisting of ten sections each taking on average 5 hours to complete

Insurance – this has been reviewed and meets our requirements. I recommend the council to accept the quotation.

**Internet Banking** – The Clerk has reviewed internet banking with **Unity Trust Bank** which provides 24/7 secure online banking. It provides flexibility in the number of people who can authorise payments, single, dual, or triple, we can still have cheque books if required. Paying in can be done via the post office or a high street bank (Nat West, Ulster or RBS). There is a £6 monthly banking fee which is payable quarterly. However, if this is offset against the cost of stationery posting cheques. In addition an account can be opened with a £500 deposit and they provide a free switching service. They also provide an account switch guarantee facility where they take charge of switching from the previous bank account(s) to the new one.

The comparison with **Barclays** is more favourable whilst although there are no bank charges, with Barclays the Clerk would be considered as a signatory and any electronic payment would only be countersigned by one signatory. There is no facility to vary the number of counter-signatories. Whilst the Financial Regulations were changed in 2019 to facilitate internet banking and does allow the clerk to raise a payment which is authorised by one other person, Barclays bank does not provide the same level of customer service and flexibility as Unity Trust Bank. Can internet banking be considered for the new financial year?

#### Actions

Minute	Action	Who	Complete
18/041	Send response to Lord of Manor Solicitor		
21/173	Work with community warden to resource self-closing gate hinge. Awaiting quotation from Mortimer Contracts	Clerk	ongoing
22/023	Minutes circulated on website	Clerk	✓
22/029	Planning application responses to BDC	Clerk	✓
22/030	Payments to suppliers	Clerk	✓
22/024	Signs to Mill Lane, request smallest possible sign for Polstead end of the lane	GH	✓
22/034	Contact Bryn Hurren re updated quote for replacement noticeboard	Clerk	✓
22/035	Report back on Platinum Jubilee celebrations	All	✓
22/017	Contact software company to extend licence for parish questionnaire chase response	Clerk	✓
22/031	Enquire about likely legal fees for transfer of deed from WI to Village Hall	SS	✓
22/032	Homey Bridge repair chicken wire to reduce trip hazard	GH	✓
22/033	Assess possibilities for repair/replacement of gate to Rockall's Road Play area via handyman	JO	

# Associated Papers PPC for Meeting on 17 March 2022

22/038	Coffee Cart/Caravan contact charity re name for cheque	Clerk	✓
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Silas Palmer is asking if we need his services again for the annual grass cutting contract.

**J.D.PALMER**  
 Overhall Cottage Farm, Bures, CO8 5BN  
 Vat No: 368514039

Polstead Parish Council  
 c/o Mr Dave Crimmin  
 Cragston  
 Sudbury Road  
 Newton Green  
 Sudbury  
 CO10 0QH

16th November 2021

Quotation for mowing 2022 season

Area	Work to be carried out	Rate per cut	Max. Number of cuts	Total
Polstead Greens	Mow & strim	@ £ 50.00	10	£ 500.00
Playground	Mow & strim	@ £ 50.00	10	£ 500.00
White Street Green	Mow & strim	@ £ 50.00	10	£ 500.00
Polstead Heath Close	Mow & strim	@ £ 87.50	10	£ 875.00
Playing field	Mow only	@ £ 62.50	10	£ 625.00
Churchyard	Mow only	@ £ 80.00	10	£ 800.00
Allotment Entrance	Mow only	@ £ 15.00	10	£ 150.00
Cock Farm Verge	Mow & strim	@ £ 9.00	10	£ 90.00
Bus shelter	Strim	@ £ 1.00	10	£ 10.00
Churchyard extra b/w graves	Mow & strim	hourly rates applied as required to max. £1450 (as per last year)		£1,450.00
<b>Max Total Cost</b>				<b>£5,500.00</b>
Vat to be added				

## Associated Papers PPC for Meeting on 17 March 2022

### Agenda Item 48 Planning Status

DC/21/05805	Hill Farm, Stoke Road, Polstead, Suffolk CO10 5AF	DC/21/05805   Discharge of Conditions Application for DC/18/02836- Condition 3 (Materials), Condition 15 (Construction Surface Water Management Plan), Condition 16 (Construction Management) and Condition 18 (Levels)   Hill Farm Stoke Road Polstead Suffolk CO10 5AF			Granted 17/1/22
DC/21/06235	Yeomans Cottage, Mill Street	Application for works to trees in a Conservation Area: Fell 2no Conifer (T1 and T5) and 2no dead Cherry (T2 and T3), and reduce height of 1no Conifer (T4) by 2.5m.	21/211a	No objection	no objection 10/12/21
<a href="#">DC/21/06470</a>	Ivy Tree Farm Polstead Road Shelley Suffolk IP7 5RE discharge of conditions DC/21/03237-	Condition 5 (Refuse Bins and Collection Areas), Condition 7 (Foul Drainage Disposal) and Condition 12 (RAMS Mitigation)	22/008bv	No objection	Awaiting decision
<a href="#">DC/21/06599</a>	Broome Hill Martens Lane Polstead Suffolk CO6 5AQ	erection of 1st floor extension with the installation of new windows in existing dwelling	22/008biv	no objection	Granted
<a href="#">DC/21/06656</a>	DC/21/06656 Brewery Farm Bower House Tye Polstead Suffolk CO6 5BZ,	change of use to form a residential annex	22/008bii	no objection	Granted
<a href="#">DC/21/06657</a>	Brewery Farm Bower House Tye Polstead Suffolk CO6 5BZ	application for listed building consent	22/008biii	no objection	Granted
DC/21/06705	Yvans Hall Evans Heath Polstead Suffolk IP7 5NX	Conversion of outbuilding to annex holiday let accommodation listed building consent.			Awaiting decision
DC/21/06706	Yvans Hall Evans Heath Polstead Suffolk IP7 5NX	Conversion of outbuilding to annex holiday let accommodation listed building consent.			Awaiting decision
DC/21/06838	Land to the east of Alverstoake Farm Cottage, Calais Street, Polstead, CO6 5DW,	severance of garden to form single property and vehicle access	22/008bi	Object	Refused
DC/22/00090	Ivy Tree Farm Polstead Road Shelley Suffolk IP7 5RE	Discharge of Conditions Application for DC/21/03237- Condition 9 (Biodiversity Enhancement Strategy)			Granted
AP/22/00005 (revised scheme to DC/21/01728)	Prospect Prospect House Stackwood Road Polstead Suffolk CO6 5BA	Planning appeal Conversion and alteration of outbuilding to form single storey detached dwelling, together with improved vehicular access			Not available

### Agenda Item 49 RFO Report

#### Receipts & Payments

Date	Details	Ref	Receipts	Payments
04/02/22	J Flather	P41 102097	0.00	388.50
17/02/22	B Patrick - CO10 Gardening	P42 102098	0.00	592.00
17/02/22	Best Host , Web hosting	P43 102099	0.00	223.20
17/02/22	Community Heartbeat Trust	P44 102100	0.00	213.20
17/02/33	Polstead Village Hall Committee	P45 102101	0.00	156.00
17/02/22	Polstead Village Hall Committee	P46 102101		13.00
17/02/33	Clerk Salary	P47 Jul-79	0.00	468.96
Sub Total			20,845.14	23,276.34
TOTALS			61,673.17	23,276.34
Balance Carried Forward			38,396.83	0.00

## Associated Papers PPC for Meeting on 17 March 2022

### Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/01/22	£41,338.10	£38,445.03	£2,893.07	£0.00	£0.00
Premier Account	30/01/22	£3,335.17	£3,335.17	£0.00	£0.00	£0.00
Cash	30/01/22	£0.00	£0.00			£0.00
		£44,673.27	£41,780.20	£2,893.07	£0.00	

### Actual v's Budget at 8 March 22

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£44,162.96			
<b>Income</b>			<b>Expenditure</b>		
Precept	£19,500.00	£19,500.00	Clerks Salary	£4,832.00	£3,740.72
Bank Interest	£0.00	£0.24	Admin	£2,305.00	£1,358.31
Recycling	£0.00	£0.00	Insurance	£580.00	£0.00
Grants	£745.00	£506.32	Audit Inspections	£380.00	£340.00
Allotment Rent	£120.00	£187.60	Donations	£1,000.00	£600.00
Wayleave	£22.00	£21.01	Chairman's Allowance	£60.00	£83.98
QDJ	£0.00	£0.00	Community Wardens	£1,180.00	£505.05
Donation	£0.00	£0.00	Dog & Litter Bins	£1,000.00	£850.99
Compensation	£0.00	£0.00	Footpaths	£2,800.00	£2,581.00
Other	£0.00	£0.00	Grass Cutting	£3,950.00	£5,414.50
CIL	£0.00	£0.00	Ditch Clearance	£0.00	£0.00
VAT Repayment	£0.00	£630.21	Maintenance	£1,200.00	£974.79
			Village Hall	£965.00	£169.00
			Projects	£1,500.00	£2,196.16
			Contingency	£500.00	£0.00
			CIL	£9,617.56	£0.00
			VAT Paid	£0.00	£1,033.64
<b>Total</b>	<b>£20,387.00</b>	<b>£20,845.38</b>	<b>Total</b>	<b>£9,617.56</b>	<b>£22,252.00</b>
					<b>£23,228.14</b>
			Assets Carried Forward		£41,780.20
<b>Total</b>		£65,008.34	<b>Total</b>		£65,008.34

### Payments to be made:

£250	Mr G W Dye – Jubilee deposit – Musician's Union standard contract for 2x musicians Sunday 5 June 12 noon – 5pm
£15	Polstead Village Hall for Jubilee Meeting 1/3/22
£50	Polstead Village Hall – the agreed donation toward the Coffee Caravan winter meetings
£577.92	Gallagher Insurance combined commercial Policy fixed for three years.
£376.48	Clerk Salary
£208.73	Clerk Expenses December to March
£36	SALC provision of 4 months payroll
£50	Chilton Parish Council contribution toward CiLCA qualification for Clerk
£176	CO10 Gardening/Ben Patrick

### Agenda Item 49 Clerk's Expenses





*Specialist in Handmade Traditional Furniture*  
B.D Hurren  
10 Meadow Way, Assington, Sudbury, Suffolk CO10 5LF  
Tel: 01787 210854 Mob: 07771 508 348  
www.barnworkshop.co.uk

Polstead Parish Council  
c/o Christine Hagan  
Oakhouse  
Stowmarket  
Suffolk

9th February 2022

**Quotation to Build Oak Notice Board**

To Build Oak Notice Board 1100 x 125 x 1100 ht  
With flat roof to shed water.  
Complete with solid Oak frame, upper and lower drip, mid divide, and 2 mortised and tenoned solid Oak doors to accept 7mm laminated glass in rebated apertures. The rear panels are made from tongue and grooved softwood covered by exterior plywood to storm-proof.  
The completed Board will be fitted with Brass Hinges and hand turned wooden knobs, and will be treated with 2 coats preservative and 2 coats of Teak Oil to weatherproof.

Cost to Build £315.00

Cost for Toughened 7mm Laminated Glass £84.00 per pair per Board (correct at time of quoting).

Optional Additions: Cost of Peg Boards 1pair per Board	£32.00
Cost of Brass Lock	£14.00
Pair of 75 x 75 Posts if required	£27.50
Cost of Installation on site	£25.00
<b>Total cost of complete job.</b>	<b>£497.50</b>

Agenda item 55 Queen's Platinum Jubilee

Bunting, Insurance -Editorial for Village magazine free of charge, Paid ¼ page ad £43 ad to be provided PDF format, 135mm high and 93mm wide

Agenda item 57

Bramford to Twinstead Tee

Agenda item 58 Annual Insurance renewal

Agenda item 59

## Agenda Item 58 Annual Insurance renewal

Attached as a separate document



(1338580313) Pen -  
Policy Summary.pdf