

POLSTEAD PARISH COUNCIL

Clerk: Dave Crimmin, Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH
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PUBLIC NOTICE

A Meeting of Polstead Parish Council will be held on
Thursday 15th July 2021 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.



Dave Crimmin PSLCC
Clerk to Polstead Parish Council

8th July 2021

Copies of draft and approved minutes are published on the Parish Council section of the Polstead Website www.polstead.onesuffolk.net

A copy of the draft or approved minutes can be requested from the Clerk, whose contact details are at the top of this notice.

**A Meeting of Polstead Parish Council to be held on
Thursday 15th July 2021 at 7.30pm in Polstead Village Hall.**

AGENDA

131. Apologies for absence
132. Receive **declarations of interests** and **requests for dispensation** from Councillors
133. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 24th June 2021
134. Receive **reports from County Councillor and District Councillor**
135. To receive **reports and questions from Councillors**
136. To receive **questions from Parishioners** (contributions to be limited to 2 mins)
137. Consider responses from SCC Highways on the **speed survey for White Street Green** and the **“Not suitable for HGV” sign at Mill Lane junction with Mill Street**
138. Agree actions on **emails circulated** to councillors by the Clerk since the last meeting
139. Agree actions required following review of the **Clerk’s Report**
- 140. Planning**
 - a. Consider **Planning Application DC/21/03509 Prospect House, Stackwood Road** - Conversion and alteration of outbuilding to form single storey detached dwelling, together with improved vehicular access (revised scheme to DC/21/01728).
 - b. Consider **Planning Application DC/21/03532 51 Rockalls Road** - Erection of single storey side extension to provide self contained annexe for family members.
 - c. Consider **Planning Application DC/21/03722 Bankside, Mill Lane** - Erection of one and half storey and single storey extensions, three bay cartlodge and creation of vehicular access (following demolition of existing extensions and garage).
 - d. Consider any **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
 - e. **Consider the Status** of planning applications, appeals, enforcement referrals and potential planning issues.
- 141. Finance**
 - a. From the **RFO Report** authorise payments made since the last meeting and to be made; note income received since last meeting, review the Reconciliation of Accounts against Bank Statements and the Statement of Accounts vs Budget.
142. Consider options **for tree, hedgerow and wildflower planting** in the parish.
143. Consider update on **Polstead WI’s plans to convey their land** in Polstead
144. Consider any issues raised regarding **Highways and Footpaths**
145. Consider any **asset, allotment, playground or playing field issues** including the sign on gate to playing field and review of Litter Bins, Dog Bins and dog litter signage
146. Consider plan for the use of **questionnaire software**
147. Consider proposed plan for use of **polstead-pc.gov.uk** email accounts
148. Consider plans to celebrate the **Queens Platinum Jubilee**
149. Plans for **Clerk’s retirement**
- 150. Future agenda items**
151. **Next scheduled PPC meeting** will be held on Thursday 16th September 2021 at 7.30pm. (**Provisional date for Planning meeting is 19th August 2021 at 7.30pm**).

Agenda Item 112 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 117 No HGV's sign

Georgia Hall received the following response from SCC Highways with regard to PPC's request for a "Not Suitable for HGV" sign at Mill Lane:

"Suffolk Highways does not have a budget for new signs so any new signs would require external funding (Parish/Local Highway Budget/Other) - if you are able to source funding, we can then consider this request and provide you with an estimate for design and construction.

A "Not Suitable for HGV" sign is only an advisory sign and would not prevent an HGV using this road if a driver chose to ignore it or had legitimate business along this road.

If you wish to proceed with this, please let me know."

Georgia would like your views on this.

Agenda Item 118 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.

Agenda Item 119 Clerk's Report

| Minute | Action | Complete ✓ |
|----------|---|------------|
| 18/041 | Sent reply to Lord of the Manor's solicitor. | |
| 21/076 | A drill bit has been ordered so that the new seat can be installed on the play equipment by the Community Wardens. | |
| 21/086 | Wrote to SALC re Chairman and SALC representative. | ✓ |
| 21/090 | Updated BDC re new councillor and sent Register of Interests form to Cllr Engleheart. | ✓ |
| 21/091 | Minutes updated on Polstead website. | ✓ |
| 21/094 | Wrote to Heelis & Lodge re Internal Auditor appointment for 2021 / 2022. | ✓ |
| 21/098 | Georgia Hall sent you an update on the pothole in Heath Road. | |
| 21/101 | Sent planning application response(s) to Babergh. | ✓ |
| 21/102 | AGAR and associated papers sent to PKF Littlejohn for External Audit. | ✓ |
| 21/102 g | Payments made to suppliers and councillor. | ✓ |
| 21/108 | Wrote to Mr Reid. | ✓ |
| | | |
| | Clerk delegated actions | |
| | Both phone boxes have been cleaned. The old gate for the footpath between Polstead Green and Rockalls Road has been disposed of by the Community Wardens. | |

Associated Papers PPC for Meeting on 24th June 2021

Agenda Item 120e Planning Status

| Reference | Address | Planning Details | PPC Minute | Parish Council Comments | Babergh DC Comments |
|-------------|---|---|------------|-------------------------|---------------------|
| DC/21/01941 | Barn To The North Of Bower House Farm Bower House Tye | Application to determine if prior approval is required for a proposed: Change of use of Agricultural Building to a flexible use within Shops, Financial and Professional Services, Restaurants and Cafes, Business, Storage or Distribution, Hotels or Assembly or Leisure under Schedule 2, Part 3, Class R of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) - Change of use of Agricultural Building to Assembly Hall (D2). | 21/070b | Object | Granted 24/05/2021 |
| DC/21/01728 | Prospect House, Stackwood Road | Extension and conversion of outbuilding to form 1no. single storey detached dwelling, together with improved vehicular access and construction of greenhouse. | 21/070a | Object | REFUSED 19/05/2021 |
| DC/21/02126 | Snail Hall, Millwood Road | Application for Listed Building Consent - Erection of one and a half storey side extension to create cartlodge with home office over (following demolition of existing garage). | 21/070d | No objection | Granted 24/05/2021 |
| DC/21/02125 | Snail Hall, Millwood Road | Erection of one and a half storey side extension to create cartlodge with home office over (following demolition of existing garage). | 21/070d | No objection | Granted 24/05/2021 |
| DC/21/02362 | Woodlands Farm, Rockalls Road | Erection of steel portal framed agricultural building | 21/101a | No objection | |
| DC/21/01428 | Heath Farm, Hadleigh Heath | Application for Outline Planning Permission (all matters reserved) Town and Country Planning 1990 - Erection of 3No dwellings (following demolition of existing outbuildings). | 21/101b | Objected | |
| DC/21/02365 | The Bungalow, Potash Lane | Erection of detached outbuilding | 21/101c | Supported | |
| DC/21/02692 | Little Acre, Spring Lane | Installation of swimming pool and erection of Summerhouse/Shed to house pool plant room | 21/101d | No objection | |

Associated Papers PPC for Meeting on 24th June 2021

**Agenda Item 121a RFO Report
Receipts & Payments**

| Date | Details | Ref | Power | Receipts | Payments |
|----------|------------------------------------|--------|-------------------|----------|----------|
| 04/05/21 | HMRC VAT Repayment | | | 630.21 | 0.00 |
| 24/05/21 | Allotments 1 & 4 | | | 49.40 | 0.00 |
| 20/05/21 | KJ King - Bench for Polstead Green | 102062 | LA 2011 ss 1 to 8 | 0.00 | 1,656.00 |
| 20/05/21 | BDC - Dog & Litter bin emptying | 102063 | LA 2011 ss 1 to 8 | 0.00 | 1,005.60 |
| 21/05/21 | Nature Citizen - Donation | 102064 | LA 2011 ss 1 to 8 | 0.00 | 500.00 |
| 24/06/21 | B Patrick - Footpaths May | 102065 | LA 2011 ss 1 to 8 | 0.00 | 296.00 |
| 30/06/21 | DF Crimmin - Salary Apr to Jun | 102066 | LA 2011 ss 1 to 8 | 0.00 | 864.30 |
| 30/06/21 | DF Crimmin - WFHA Apr to Jun | 102066 | LA 2011 ss 1 to 8 | 0.00 | 78.00 |
| 30/06/21 | HMRC - Clerk Tax | 102067 | LA 2011 ss 1 to 8 | 0.00 | 216.00 |

Reconciliation

| Account | Statement Date | Statement Balance | Actual Balance | Unpresented Cheques | Credits not shown | Difference |
|-------------------|----------------|-------------------|----------------|---------------------|-------------------|------------|
| Community Account | 28/05/21 | £48,195.50 | £45,042.66 | £3,152.84 | £0.00 | £0.00 |
| Premier Account | 28/05/21 | £3,334.93 | £3,334.93 | £0.00 | £0.00 | £0.00 |
| Cash | 16/06/21 | £0.00 | £0.00 | | | £0.00 |
| | | £51,530.43 | £48,377.59 | £3,152.84 | £0.00 | |

Actual v's Budget

| | Budget | Actual | Reserves | Budget | Actual |
|------------------------|-------------------|-------------------|------------------------|------------------|-------------------|
| Assets Brought Forward | | £44,162.96 | | | |
| Income | | | Expenditure | | |
| Precept | £19,500.00 | £9,750.00 | Clerks Salary | £4,832.00 | £1,080.30 |
| Bank Interest | £0.00 | £0.00 | Admin | £2,305.00 | £483.81 |
| Recycling | £0.00 | £0.00 | Insurance | £580.00 | £0.00 |
| Grants | £745.00 | £312.00 | Audit Inspections | £380.00 | £140.00 |
| Allotment Rent | £120.00 | £172.90 | Donations | £1,000.00 | £500.00 |
| Wayleave | £22.00 | £0.00 | Chairman's Allowance | £60.00 | £0.00 |
| 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 | £739.00 |
| Other | £0.00 | £0.00 | Grass Cutting | £3,950.00 | £0.00 |
| CIL | £0.00 | £0.00 | Ditch Clearance | £0.00 | £0.00 |
| VAT Repayment | £0.00 | £630.21 | Maintenance | £1,200.00 | £354.21 |
| | | | Village Hall | £965.00 | £0.00 |
| | | | Projects | £1,500.00 | £0.00 |
| | | | Contingency | £500.00 | £0.00 |
| | | | CIL | £9,617.56 | £0.00 |
| | | | VAT Paid | £0.00 | £617.12 |
| Total | £20,387.00 | £10,865.11 | Total | £9,617.56 | £22,252.00 |
| | | | | | |
| | | | Assets Carried Forward | | £48,377.59 |
| Total | | £55,028.07 | Total | | £55,028.07 |

Agenda Item 121b Reserves Policy

Please find attached the draft Reserves policy that I am proposing for PPC.

At the start of this financial year on the 1st April 2021, PPC had the following reserves:

| | |
|---------------------------|------------|
| General Reserves | £12,545.40 |
| Restricted Reserves (CIL) | £ 9,617.56 |
| Earmarked Reserves | £22,000.00 |

Agenda Item 122 Trees, hedges and wildflowers

Richard Kilshaw wrote to PPC with the following proposal.

Some while back you asked if I had any ideas regarding the wildflower and tree offer from Babergh.

I've since spoken with Ruth Riddleston to suggest wildflower enhancement of the rectangular grassland area between the playing field and fp8 from Heath Road into Dollops wood. The field fence-line on the north side of fp8 could also be enhanced with a native species hedgerow trees across the field.

Ruth was very keen on the idea although emphasised they wouldn't be taking on any extra work involved, but would continue to cut it once a year in order to comply with some agricultural scheme or other.

This grassland area is former arable - approx 20 years ago - but poor soil and has accumulated quite a range of native species already, so would be good candidate for some plug planting or seeding enhancements, plus a few management tweaks to create a wildflower 'meadow', rather than having to start from scratch. Similarly the fence-line has numerous self-established trees and shrubs making it ideal for infilling with hedgerow planting, possibly leaving some of the established trees to go on to form standards.

As both the fence-line and grassland are alongside a public footpath these enhancements would benefit both the local community and wider public.

Agenda Item 123 Bramford to Twinstead

Following your last virtual meeting with National Grid you received the following email:

“Thank you ever so much to your parish council for taking the time to join the recent briefing call and for all the questions, engagement and discussion. We found the briefing meeting very helpful and we very much appreciated the opportunity to meet again. Your feedback will be really helpful for us to consider as we develop detailed proposals ahead of further public consultation later in the year and thank you again for sending the Parish’s response to the consultation.

During the meeting, a number of questions were raised and we thought it would be helpful to set out the key discussion points and our response.

Thank you all ever so much again. If you or the parish council have any further questions, please don't hesitate to get in touch. We hope to have further discussions as we continue to develop our proposals and send our very best wishes to everyone at the parish council.”

Is there anything further you wish to undertake with NG at this stage?

Agenda Item 127 Questionnaire Software

PPC has contracted with Community Action Suffolk to use their software for one year in order to gather information from residents on what they would like to see Polstead have new / updated moving forward. This will help PPC develop a Parish Infrastructure Investment Plan (PIIP) as outlined in PPC's CIL Policy, on how to spend its CIL money and look for further funding if necessary.

Due to COVID we have not been able to start the project. CAS have not started the clock on using their software and are awaiting an update from PPC on when it wishes to commence the project..

Agenda Item 128 polstead-pc.gov.uk

A project to start using email addresses of the parish council was halted due to COVID. If the COVID Lockdown rules are lifted then PPC should consider starting this again in August 2021.

Agenda Item 129 Future Agenda items

For the July meeting we have the following items:

- Review of Litter and Dog bins as well as signage re do litter
- Clerk's retirement.