

POLSTEAD PARISH COUNCIL

Clerk: Dave Crimmin, Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH
Tel: 01787 375085 email: clerk@polstead-pc.gov.uk

PUBLIC NOTICE

A Meeting of Polstead Parish Council will be held on
Thursday 18th November 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

12th November 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 18th November 2021 at 7.30pm in Polstead Village Hall.**

AGENDA

- 203. Apologies for absence
- 204. Receive **declarations of interests** and **requests for dispensation** from Councillors
- 205. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 21st October 2021
- 206. Receive **reports from County Councillor and District Councillor**
- 207. To receive **reports and questions from Councillors**
- 208. To receive **questions from Parishioners** (contributions to be limited to 2 mins)
- 209. Agree actions on **emails circulated** to councillors by the Clerk since the last meeting
- 210. Agree actions required following review of the **Clerk's Report**
- 211. Planning**
 - a. Consider any **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
 - b. **Consider the Status** of planning applications, appeals, enforcement referrals and potential planning issues.
- 212. 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
 - b. Consider the **purchase of a Speed Indicator Device (SID)** for use in the parish
 - c. Review **Budget Proposal and agree PPC Budget for 2022 / 2023** as well as looking at the impact of budget on the Precept demand for 2022 / 2023
 - d. Consider donation towards the **Rural Coffee Caravan meetings in the Village Hall**
 - e. Consider a change to the **minimum value of assets covered by insurance.**
- 213. Consider update on **Polstead WI's plans to convey their land** in Polstead
- 214. Consider any issues raised regarding **Highways and Footpaths including response to SCC's consultation on Lorry Routes**
- 215. Consider any asset, allotment, playground or playing field issues**
- 216. Consider update on proposed planting schemes in the parish**
- 217. Consider affordable housing options for the parish**
- 218. Update on the appointment of a **new Clerk.**
- 219. Future **agenda items**
- 220. **Agree PPC meeting dates for 2022**
- 221. Provisional date for extra Planning Meeting is **Thursday 16th December 2021** at 7.30pm in the Village Hall.

Agenda Item 204 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 209 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 210 Clerk's Report

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
21/173	Working with Community Wardens to resource self closing device for play equipment gate.	
21/184	Minutes updated on Polstead website.	✓
21/186	Requested speed survey results for Mill Street from the Police.	✓
21/187	Wrote to organiser of auctions.	✓
21/190	Sent planning application response(s) to Babergh.	✓
21/191 a	Payments made to suppliers.	✓

Agenda Item 211b Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/21/04339	White House Farm, Straight Road	Erection of Cartlodge (following demolition of existing outbuilding).	21/157c	No objection	
DC/21/04340	White House Farm, Straight Road	Application for Listed Building Consent - Erection of Cartlodge (following demolition of existing outbuilding).	21/157d	No objection	
DC/21/04915	Rockalls Farm House, Millwood Road	Erection of two storey side extension and two storey new front extension.	21/168b	No objection	Permission Granted 05/11/2021
DC/21/05230	Bankside, Mill Lane	Application for works to trees in conservation area: Felling of Leylandii Cypress Conifers crowding large mature Silver birch (and disrupting telegraph pole) and replacement with native hawthorn / blackthorn.	21/190a	No objection	No objection 22/10/2021
DC/21/05091	Rockalls Lodge, Rockalls Road	Erection of an extension to provide accessible accommodation for the benefit of a registered disabled person, creation of portico to rear, replacement of existing roof covering and windows and reinststate entrance door on rear elevation (following demolition of existing rear additions)	21/190b	No objection	
DC/21/05396	Little Acre, Spring Lane	Installation of 2no underwater LED lights to swimming pool (approved under DC/21/02692).	21/190c	No objection	Permission Granted 02/11/2021
DC/21/05085	Woodview, White Street Green	Erection of single storey linked side extension.	21/190d	No objection	Permission Granted 22/10/2021
DC/21/05654	Rockalls Cottage, Rockalls Road	Erection of single storey new entrance extension and linked extension between the house and an outbuilding to provide additional living accommodation.	21/190e	No objection	
DC/21/05584	Willow Cottage, Hadleigh Heath	Erection of single storey rear extensions and installation of 2no rear dormer windows (amended scheme as previously approved under DC/21/03708 and DC/18/03720).	21/190f	No objection	

Associated Papers PPC for Meeting on 18th November 2021

Agenda Item 212a RFO Report

Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
18/11/21	Wave - Allotment Water	102085	LA 2011 ss 1 to 8	0.00	46.45
18/11/21	B Patrick - Footpaths October	102086	LA 2011 ss 1 to 8	0.00	240.00
18/11/21	DF Crimmin - Expenses Sept to November	102087	LA 2011 ss 1 to 8	0.00	685.43
30/11/21	DF Crimmin - Salary Oct & Nov	102088	LA 2011 ss 1 to 8	0.00	576.20
30/11/21	DF Crimmin - WFHA Oct & Nov	102088	LA 2011 ss 1 to 8	0.00	48.00
30/11/21	HMRC - Clerk Tax	102089	LA 2011 ss 1 to 8	0.00	144.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/10/21	£49,739.20	£46,968.02	£2,771.18	£0.00	£0.00
Premier Account	31/10/21	£3,335.09	£3,335.09	£0.00	£0.00	£0.00
Cash	09/11/21	£0.00	£0.00			£0.00
		£53,074.29	£50,303.11	£2,771.18	£0.00	

Actual v's Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£44,162.96			
<u>Income</u>			<u>Expenditure</u>		
Precept	£19,500.00	£19,500.00	Clerks Salary	£4,832.00	£2,880.80
Bank Interest	£0.00	£0.16	Admin	£2,305.00	£1,193.31
Recycling	£0.00	£0.00	Insurance	£580.00	£0.00
Grants	£745.00	£312.00	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	£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	£2,581.00
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	£788.79
			Village Hall	£965.00	£0.00
			Projects	£1,500.00	£509.25
			Contingency	£500.00	£0.00
			CIL	£9,617.56	£0.00
			VAT Paid	£0.00	£881.64
Total	£20,387.00	£20,650.98	Total	£9,617.56	£22,252.00
			Assets Carried Forward		£50,303.11
Total		£64,813.94	Total		£64,813.94

Associated Papers PPC for Meeting on 18th November 2021

Agenda Item 212a Clerk's Expenses

Date	Description	Postage			No of Calls	Telephone Phone Call to	Printing			Travel Miles
		1st	2nd	Other			A4 Print	A3 Print	Lams	
13/09/21	Notice Boards						14		14	15
16/09/21	Meeting Packs						156			12
01/10/21	Cheques & email									14
02/10/21			3							
06/10/21	Interview						112			12
15/10/21							12		12	15
21/10/21							264			12
22/10/21			5							
12/11/21							182			15
18/11/21										12
19/11/21			3							
		0	11		0		740	0	26	107
		£0.00	£7.26	£0.00	£0.00		£37.00	£0.00	£3.12	£48.15

Expenditure on behalf of Polstead Parish Council

Date	Description	Ref	Gross	VAT	Net	Account Heading
17/09/21	Fred Smith Christmas Trees	1	£114.00	£19.00	£95.00	Admin
07/10/21	CAS - Onesuffolk subscription	2	£60.00	£10.00	£50.00	Admin
27/10/21	Glasdon - Green Litter Bin	3	£327.89	£54.65	£273.24	Maintenance
29/10/21	Auto Innovations - Signs	4	£88.01	£14.67	£73.34	Maintenance
	Postage		£7.26		£7.26	
	Cost of Calls		£0.00		£0.00	
	Printing		£37.00		£37.00	
	Laminates		£3.12		£3.12	
	Travel Costs		£48.15		£48.15	
	Total		£685.43	£98.32	£587.11	Balanced

Mileage rate from 6/4/2011	45p		
1st Class Post	85p	Admin	£240.53
2nd Class Post	66p	Maint	£346.58
Telephone Calls	10p +VAT	Projects	£0.00
A4 Printing per page	5p	VAT	£98.32
A3 Printing per page	10p	Total	£685.43
Laminates	12p		

Agenda Item 212b SID



To: - Dave Crimmin
Polstead Parish Council

27/10/2021

Our Ref: JPQ11899

Dear Dave,

Thank you for your valued enquiry regarding vehicle activated signs. I have pleasure in submitting our quotation as below.

To Supply: -

- ◆ *Portable Mini Speed Indicator Device (miniSID), battery powered complete with spare Lead Acid battery, 'intelligent' charger, sign cover and bracket set for a cost of £2,625.00 each plus VAT.*
 - *Upgrade to Lithium batteries for additional cost of £200.00 excluding VAT. (40% more longevity, only 1.5kg).*



Dimensions: 450mm x 400mm
Weight: 6kg
Weight: 11kg (including Lead Acid battery)

OPTIONAL DATA COLLECTION:

- ◆ *Data Collection Unit (Bluetooth to your existing Android Device, running on 7.0 or newer version. App download required from Google Play Store) for a cost of £350.00 per sign excluding VAT.*

OPTIONAL EXTRA:

- ◆ *Additional bracket sets for a cost of £50.00 per set excluding VAT.*
- ◆ *Combination Padlocks (pack of 3) for a cost of £29.95 per pack excluding VAT.*
- ◆ *Additional Lead Acid Battery 12v – 14Ah (suitable for MiniSID only) for a cost of £60.00 each excluding VAT.*
- ◆ *Additional Lithium Battery 12v – 10Ah (suitable for MiniSID only) for a cost of 180.00 each excluding VAT. (40% more longevity, only 1.5kg).*

- *All of our portable signs come complete with our comprehensive **THREE-YEAR WARRANTY** which covers everything except vandalism, impact damage, theft and batteries*.*
 - * Batteries include manufacturers ONE-year warranty

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online



At present we could deliver the above products within approximately

Associated Papers PPC for Meeting on 18th November 2021

6 – 8 weeks from receipt of written Official Purchase Order.

This quotation is valid for a period of thirty days from the above date and is subject to our Terms & Conditions of Trading as per attached.

Please do not hesitate to contact me if you require any further information and I will be happy to help.

Best Regards,
Joanna Pilarska
Sales & Marketing

Westcotec has provided the above quotation for the SID.

If the council decide to purchase a SID then I would recommend that the following elements are ordered:

- miniSID £2,625
- Data Collection £ 350
- Padlocks £ 30
- Additional brackets @ £50 each

All prices exclude VAT which PPC is able to reclaim from HMRC.

John Baxter has been looking at the locations in Polstead where the SID can be deployed. If he can find locations where there is an existing pole on which the SID can be installed upon then all that is required is a bracket. If a post has to be installed by SCC Highways then the cost is £190 per pole.

Agenda Item 212c Budget Proposal

Income

Income sources for 2021 / 2022 have been based on those for 2022 / 2023. It is assumed that the P3 grant will be available from Suffolk County Council for the grass cutting of footpaths and that BDC continue to provide a grant for the grass maintenance in Heath Close.

Expenditure

- It is assumed that in 2021 / 2022 a SID and associated posts will be purchased within a budget of £4,000 (£2,000 from CIL and £2,000 from Projects). It is also assumed that the remaining £3,447 for the WI land transfer to the Village will be paid from CIL in 2021 / 2022. The Clerk's laptop will be purchased from the Projects budget in 2021 / 2022.
- The Projects budget in 2021 / 2022 of £2,000 could be used to purchase a defibrillator and cabinet. The Contingency budget of £500 in 2022 / 2023 is to cover any costs relating to the Queen's Platinum Jubilee celebrations.
- It is assumed that the Clerk will receive a 2% cost of living increase from the 1st April 2021 and 1st April 2022.

Appendix A shows the full rationale for the 2022 / 2023 budget. PPC is asked to consider a **total expenditure budget of £22,570 for 2022 / 2023**. Please find below tables which show a comparison between 2020 / 2021 actual, 2021 / 2022 budget, actual to date and that **anticipated at year end** and the anticipated budget for 2022 / 2023.

	2020 / 21		2021 / 22			2022 / 23
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income						
Bank Interest	0.00	1.51	0.00	0.16	1.00	0.00
Recycling	0.00	0.00	0.00	0.00	0.00	0.00
Grants	745.00	744.32	745.00	312.00	745.00	745.00
Allotment Rent	120.00	163.50	120.00	187.60	187.60	120.00
Wayleave	22.00	21.01	22.00	21.01	21.01	22.00
QDJ	0.00	0.00	0.00	0.00	0.00	0.00
Donation	0.00	0.00	0.00	0.00	0.00	0.00
Compensation	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
CIL	0.00	0.00	0.00	0.00	0.00	0.00
VAT Repayment	0.00	1,456.49	0.00	630.21	630.21	0.00
Total Income	887.00	2,386.83	887.00	1,150.98	1,584.82	887.00
Precept		18,596.00			18,668.00	
Expenditure						
Clerks Salary	4,704.98	4,321.21	4,832.00	2,880.80	4,500.00	4,700.00
Admin	2,300.00	1,405.29	2,305.00	1,193.31	2,305.00	2,355.00
Insurance	580.00	552.94	580.00	0.00	580.00	600.00
Audit Inspections	340.00	380.00	380.00	340.00	340.00	380.00
Donations	1,000.00	2,177.50	1,000.00	600.00	1,000.00	1,000.00
Chairman's Allowance	60.00	45.00	60.00	0.00	100.00	60.00
Community Wardens	1,180.00	1,000.00	1,180.00	505.05	700.00	710.00
Dog & Litter Bins	1,000.00	771.47	1,000.00	850.99	850.99	950.00
Footpaths	1,850.00	3,668.00	2,800.00	2,581.00	3,200.00	3,200.00
Grass Cutting	3,350.00	2,688.00	3,950.00	0.00	3,950.00	3,950.00
Ditch Clearance	200.00	0.00	0.00	0.00	0.00	0.00
Maintenance	1,200.00	964.29	1,200.00	788.79	1,200.00	1,200.00
Projects	1,500.00	246.90	1,500.00	509.25	3,500.00	2,000.00
Village Hall	965.00	0.00	965.00	0.00	965.00	965.00
Contingency	500.00	0.00	500.00	0.00	500.00	500.00
CIL	0.00	0.00	0.00	3,380.00	9,537.00	0.00
VAT Paid	0.00	630.21	0.00	881.64	1,700.00	0.00
Total Expenditure	20,729.98	18,850.81	22,252.00	14,510.83	34,927.99	22,570.00

Associated Papers PPC for Meeting on 18th November 2021

Appendix A

	2022 / 23	
	Budget	Notes on Budget Next Year
Income		
Bank Interest	0.00	
Recycling	0.00	
Grants	745.00	P3 £195 / BDC £550 for Heath
Allotment Rent	120.00	
Wayleave	22.00	
QDJ	0.00	
Donation	0.00	
Compensation	0.00	
Other	0.00	
CIL	0.00	
VAT Repayment	0.00	
Total Income	887.00	
Precept		
Expenditure		
Clerks Salary	4,700.00	416 hours @ £10.86 + 4%
Admin	2,355.00	SALC £380 / CAS £30 / VH Rent £240 / Training £600 / Expenses inc Travel £500 / Clerk WFHA £312 / SLCC membership £50 / Subscriptions £50 / ICO £38 / OneSuffolk £50 / Playground Rent £55 / Online Mapping £50
Insurance	600.00	
Audit Inspections	380.00	External Auditor £200 / Internal Auditor £180
Donations	1,000.00	Church Clock Maint £150 / Local Charities £850
Chairman's Allowance	60.00	
Community Wardens	710.00	25 hours @ £21.20 + £180 mileage
Dog & Litter Bins	950.00	13 dog bins (£50) 6 Litter (£50)
Footpaths	3,200.00	
Grass Cutting	3,950.00	
Ditch Clearance	0.00	
Maintenance	1,200.00	Wooden Asset Maintenance £500 / Playground Equipment Maintenance £500 / Play Equipment Check £200
Projects	2,000.00	Defib £2,000
Village Hall	965.00	Heating Oil + Defib electric £30
Contingency	500.00	Platinum Jubilee
CIL	0.00	
VAT Paid	0.00	
Total Expenditure	22,570.00	

Associated Papers PPC for Meeting on 18th November 2021

Agenda Item 212c Precept considerations

Reserves held by PPC							
		2020 / 21		2021 / 22		2022 / 23	
		Start of year	End of year	Start of year	End of year	Start of year	End of year
General Reserves 8/12ths of Expenditure from June 2021	15,046.67	10,413.38	12,545.40	12,545.40	15,046.67	15,046.67	15,046.67
Restricted - CIL		9,617.56	9,617.56	9,617.56	80.57	80.57	80.57
Earmarked Reserves							
Asset Replacement		12,000.00	12,000.00	12,000.00	8,000.00	8,000.00	8,000.00
Play Equipment Replacement		8,000.00	8,000.00	8,000.00	4,692.55	4,692.55	4,692.55
Election Costs		2,000.00	2,000.00	2,000.00	2,500.00	2,500.00	2,500.00
Total Earmarked Reserves		22,000.00	22,000.00	22,000.00	15,192.55	15,192.55	15,192.55
Total Reserves		42,030.94	44,162.96	44,162.96	30,319.79	30,319.79	30,319.79
Summary Position							
		2020 / 21	2021 / 22	2022 / 23			
Total Reserves B/F		42,030.94	44,162.96	30,319.79			
Income ex Precept		2,386.83	1,584.82	887.00			
Precept		18,596.00	19,500.00	21,683.00			
Total Income & Reserves B/F		63,013.77	65,247.78	52,889.79			
Expenditure		18,850.81	34,927.99	22,570.00			
Total Reserves C/F		44,162.96	30,319.79	30,319.79			
Total Expenditure & Reserves		63,013.77	65,247.78	52,889.79			
Tax Base		387.83	388.47	388.47			
Band D Council Tax		47.95	50.20	55.82			

Agenda Item 212d Rural Coffee Caravan

Angela May has written to PPC as follows:

The Rural Coffee Caravan have been visiting Polstead since April on a monthly basis. We have been meeting on the village green and mostly the weather has been kind to us.

Now that the weather is turning I have booked the Village Hall for the winter months until at least March 2022. The Village Hall Committee kindly agreed to let us have the hall without payment until December, but from then there will be a payment of £10 per meeting and I hope the Parish Council will agree to pay this amount.

I hope the Parish Council will look on this request favourably.

Agenda Item 212e Asset Insurance cover

With an excess of £250 on PPC's insurance policy, I would suggest that any item insured for less than £500 should be taken off the insurance. Currently there are 3 items on PPC's asset register insured for less than £500.

Agenda Item 214 Lorry Routes

As per the email I sent you on the 25th October 2021.

Agenda Item 219 Future Agenda items

We have the following items:

- Grit, Litter and Dog bins review - January
- Notice Boards - January
- Queens Platinum Jubilee - January
- Footpath management - January
- Consider plans for the questionnaire - January
- Precept 2022 / 23 - January
- Defibrillators & training - February.

Agenda Item 220 Meeting Dates 2022

The following are the proposed Thursday meeting dates for 2022:

- 20th January
- 17th February
- 17th March
- 7th April - Annual Parish Meeting
- 21st April
- 19th May - Annual Meeting of Parish Council
- 16th June
- 21st July
- 18th August
- 15th September
- 20th October
- 17th November
- 15th December.