

# POLSTEAD PARISH COUNCIL

Clerk: Dave Crimmin, Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH  
Tel: 01787 375085 email: polsteadpc@btinternet.com

## **PUBLIC NOTICE**

A Meeting of Polstead Parish Council will be held on  
**Thursday 21<sup>st</sup> October 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

15<sup>th</sup> October 2021

Copies of draft and approved minutes are published on the Parish Council section of the Polstead Website [www.polstead.onesuffolk.net](http://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 21<sup>st</sup> October 2021 at 7.30pm in Polstead Village Hall.**

**AGENDA**

182. Apologies for absence
183. Receive **declarations of interests** and **requests for dispensation** from Councillors
184. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 16<sup>th</sup> September 2021
185. Receive **reports from County Councillor and District Councillor**
186. To receive **reports and questions from Councillors**
187. To receive **questions from Parishioners** (contributions to be limited to 2 mins)
188. Agree actions on **emails circulated** to councillors by the Clerk since the last meeting
189. Agree actions required following review of the **Clerk's Report**
190. **Planning**
  - a. Consider **Planning Application 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.
  - b. Consider **Planning Application 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 reinstatement entrance door on rear elevation (following demolition of existing rear additions)
  - c. Consider **Planning Application DC/21/05396 Little Acre, Spring Lane** - Installation of 2no underwater LED lights to swimming pool (approved under DC/21/02692)
  - d. Consider **Planning Application DC/21/05085 Woodview, White Street Green** - Erection of single storey linked side extension.
  - e. Consider **Planning Application 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.
  - f. Consider any **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
  - g. **Consider the Status** of planning applications, appeals, enforcement referrals and potential planning issues.
191. **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 donation **towards the Christmas Lunch**
192. Consider update on **Polstead WI's plans to convey their land** in Polstead
193. Consider any issues raised regarding **Highways and Footpaths** including the 50% shared cost of a "No HGV" sign for junction of Mill Street and Mill Lane and the results of the White Street Green Speed Survey
194. Consider any **asset, allotment, playground or playing field issues** including the sign on gate to playing field, a review of Litter Bins, Dog Bins and dog litter signage new litter bin for pond area and the replacement of notice boards
195. Update on use of **polstead-pc.gov.uk** email accounts
196. Consider **plans for Christmas 2021**
197. Consider plans to celebrate the **Queens's Platinum Jubilee**
198. Consider further **deployment of defibrillators** and resident training
199. **Future agenda items**

**A Meeting of Polstead Parish Council to be held on  
Thursday 21<sup>st</sup> October 2021 at 7.30pm in Polstead Village Hall.**

- 200. In accordance with PPC's Standing Order 3d the councillors to consider the exclusion of the public and press from the meeting due to the confidentiality of the appointment of a new Clerk.
- 201. Consider the recommendation of the HR Committee on the appointment of a **new Clerk**.
- 202. **Next scheduled PPC meeting** will be held on Thursday 18<sup>th</sup> November 2021 at 7.30pm.

### Agenda Item 183 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 188 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 189 Clerk's Report

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
21/162	Minutes updated on Polstead website.	✓
21/168	Sent planning application response(s) to Babergh.	✓
21/169 a	Conclusion of External Audit notices posted on website and notice board.	✓
21/169 b	Payments made to suppliers.	✓
21/170	John Ward confirmed that applications can be made individually for hedges and trees.	✓
21/173	Working with Community Wardens to resource self closing device for play equipment gate.	
21/173	Wording agreed for signs.	✓
21/176	Christmas Tree purchased.	✓
	<b>Clerk delegated actions</b>	
	None used since last meeting.	

### Agenda Item 190g Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/21/04241	Land To The East Of White Street Green	Change of Use of agricultural land to domestic garden land.	21/157b	No objection	Withdrawn
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/21/04145	Robin Hill, Mill Street	Conversion of garage and addition of bay windows.	21/157e	No objection	Permission Granted 22/09/2021
DC/21/04942	Corders House, Polstead Hill	Notification for works to trees in a Conservation Area - Fell 3no Thuja Plicata (Damage to retaining wall and over hanging branches to neighbouring access track).	21/168a	No objection	No objection 01/10/2021
DC/21/04915	Rockalls Farm House, Millwood Road	Erection of two storey side extension and two storey new front extension.	21/168b	No objection	

Associated Papers PPC for Meeting on 21<sup>st</sup> October 2021

## Agenda Item 191a RFO Report

### Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
06/09/21	Bank Interest			0.08	0.00
13/09/21	BDC Precept			9,750.00	0.00
05/10/21	UK Power Wayleave			21.01	0.00
21/10/21	SCC - Speed Survey	102080	LA 2011 ss 1 to 8	0.00	438.00
21/10/21	B Patrick - Footpaths September	102081	LA 2011 ss 1 to 8	0.00	320.00

### Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/09/21	£51,718.34	£48,981.20	£2,758.15	£21.01	£0.00
Premier Account	30/09/21	£3,335.09	£3,335.09	£0.00	£0.00	£0.00
Cash	15/10/21	£0.00	£0.00			£0.00
		£55,053.43	£52,316.29	£2,758.15	£21.01	

### Actual v's Budget

	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	£2,160.60
Bank Interest	£0.00	£0.16	Admin		£2,305.00	£858.33
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	£500.00
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	£2,341.00
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	£442.21
			Village Hall		£965.00	£0.00
			Projects		£1,500.00	£365.00
			Contingency		£500.00	£0.00
			CIL	£9,617.56	£0.00	£3,380.00
			VAT Paid		£0.00	£754.47
<b>Total</b>	<b>£20,387.00</b>	<b>£20,650.98</b>	<b>Total</b>	<b>£9,617.56</b>	<b>£22,252.00</b>	<b>£12,497.65</b>
			Assets Carried Forward			£52,316.29
<b>Total</b>		<b>£64,813.94</b>	<b>Total</b>			<b>£64,813.94</b>

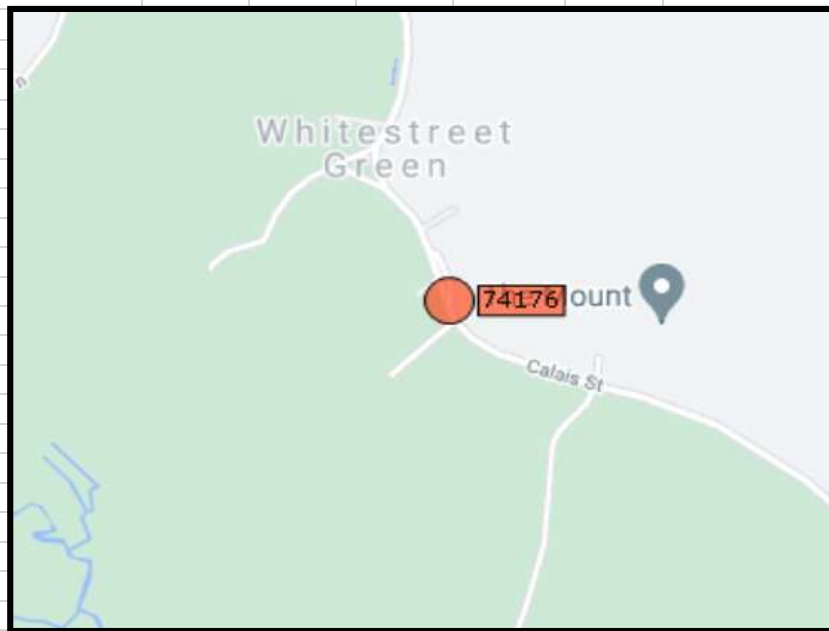
**Agenda Item 193 WSG Speed Survey**

Keith Sampson, Traffic Regulation Officer of SCC Highways has commented on the WSG Traffic Survey that “There is nothing in the speed data or the volume data that would raise any alarms within our team. The data confirms that there is generally high compliance with the 30mph speed limit and traffic volumes are low.” The data is as follows:

		 follow us: <a href="https://twitter.com/suff_highways">@suff_highways</a>	Traffic Surveys
		 report a fault: <a href="https://highwaysreporting.suffolk.gov.uk">highwaysreporting.suffolk.gov.uk</a>	Phoenix House
		 what's happening in my area?: <a href="https://one.network">https://one.network</a>	3 Goddard Road
			Ipswich
			Suffolk, IP1 5NP

Type of Survey	Speed and Volume Survey		
Project Reference	A4176	Easting	597670
		Northing	239307
Client	Polstead Parish Council	Start Date of Survey Period	12th September 2021
Site location	Calais Street Polstead	End Date of Survey Period	18th September 2021
Comments			

Speed Limit	30MPH
Road Number	U8545



# Associated Papers PPC for Meeting on 21<sup>st</sup> October 2021



Traffic Surveys  
Phoenix House  
3 Goddard Road  
Ipswich  
Suffolk , IP1 5NP

DO NOT CHANGE THE STRUCTURE OF THE SPREADSHEET (i.e. add or delete rows/columns, modify formulas, etc.)

Site No. **A4176**  
**CALAIS STREET - POLSTEAD**

Lat/Lng. **52.01697 0.879253**  
Channel: **Southbound**

**Speed Report (Speed Limit 30 Mph)**  
Week Begin: **12 September 2021**

	Total Volume	85th Percentile	Mean Average	Standard Deviation	Bin 1 <5Mph	Bin 2 5-<10	Bin 3 10-<15	Bin 4 15-<20	Bin 5 20-<25	Bin 6 25-<30	Bin 7 30-<35	Bin 8 35-<40	Bin 9 40-<45	Bin 10 45-<50	Bin 11 50-<55	Bin 12 55-<60	Bin 13 =>60
Sun 12 Sep	47	29	24	4	0	0	0	9	14	21	3	0	0	0	0	0	0
Mon 13 Sep	59	29	23	5	0	1	3	8	25	17	4	1	0	0	0	0	0
Tue 14 Sep	66	29	24	5	0	0	2	12	20	27	4	1	0	0	0	0	0
Wed 15 Sep	81	28	23	5	0	0	3	14	38	20	6	0	0	0	0	0	0
Thu 16 Sep	68	27	22	4	0	0	4	14	32	17	1	0	0	0	0	0	0
Fri 17 Sep	70	28	23	5	0	0	2	16	28	21	2	1	0	0	0	0	0
Sat 18 Sep	47	28	24	5	0	0	1	9	17	18	1	1	0	0	0	0	0
5 Day Ave.	69	28	23	5	0	0	3	13	29	20	3	1	0	0	0	0	0
7 Day Ave.	63	28	23	5	0	0	2	12	25	20	3	1	0	0	0	0	0

Site No. **A4176**  
**CALAIS STREET - POLSTEAD**

Lat/Lng. **52.01697 0.879253**  
Channel: **Northbound**

**Speed Report (Speed Limit 30 Mph)**  
Week Begin: **12 September 2021**

	Total Volume	85th Percentile	Mean Average	Standard Deviation	Bin 1 <5Mph	Bin 2 5-<10	Bin 3 10-<15	Bin 4 15-<20	Bin 5 20-<25	Bin 6 25-<30	Bin 7 30-<35	Bin 8 35-<40	Bin 9 40-<45	Bin 10 45-<50	Bin 11 50-<55	Bin 12 55-<60	Bin 13 =>60
Sun 12 Sep	49	30	25	5	0	0	0	10	18	14	5	2	0	0	0	0	0
Mon 13 Sep	83	29	24	6	0	0	6	13	25	30	6	3	0	0	0	0	0
Tue 14 Sep	107	28	21	6	0	0	16	32	33	18	8	0	0	0	0	0	0
Wed 15 Sep	81	28	23	5	0	0	4	17	32	25	3	0	0	0	0	0	0
Thu 16 Sep	84	29	24	5	0	0	3	13	37	22	8	1	0	0	0	0	0
Fri 17 Sep	82	28	23	4	0	0	2	14	37	25	3	1	0	0	0	0	0
Sat 18 Sep	58	29	24	5	0	0	5	7	20	22	4	0	0	0	0	0	0
5 Day Ave.	87	29	23	5	0	0	6	18	33	24	6	1	0	0	0	0	0
7 Day Ave.	78	29	23	5	0	0	5	15	29	22	5	1	0	0	0	0	0

# Associated Papers PPC for Meeting on 21<sup>st</sup> October 2021

Site No.	A4176						Lat/Lng.	52.01697	0.879253
CALAIS STREET - POLSTEAD						Channel:	Southbound		
<b>Vehicle Count Report</b>									
<b>Week Begin: 12 September 2021</b>									
	Sun Sep 12	Mon Sep 13	Tue Sep 14	Wed Sep 15	Thu Sep 16	Fri Sep 17	Sat Sep 18	5-Day Ave.	7-Day Ave.
00:00	1	0	0	0	0	0	0	0	0
01:00	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	0	0	0	0
03:00	1	1	0	0	0	0	1	0	0
04:00	0	0	0	0	0	0	1	0	0
05:00	0	0	0	0	0	0	0	0	0
06:00	2	1	2	1	1	1	0	1	1
07:00	0	6	6	7	4	6	3	6	5
08:00	1	4	9	6	12	4	3	7	6
09:00	0	3	3	11	6	7	2	6	5
10:00	7	5	3	4	1	6	2	4	4
11:00	3	0	4	5	2	5	3	3	3
12:00	4	6	1	2	7	6	2	4	4
13:00	10	3	5	1	3	5	8	3	5
14:00	3	5	3	6	3	3	3	4	4
15:00	4	8	4	8	6	4	4	6	5
16:00	3	5	9	11	9	11	2	9	7
17:00	3	4	7	7	4	3	3	5	4
18:00	2	1	4	5	2	2	7	3	3
19:00	0	2	3	2	2	2	2	2	2
20:00	2	3	1	2	3	2	0	2	2
21:00	1	0	1	1	3	2	1	1	1
22:00	0	1	1	1	0	1	0	1	1
23:00	0	1	0	1	0	0	0	0	0
<b>Total</b>									
12H(7-19)	40	50	58	73	59	62	42	60	55
16H(6-22)	45	56	65	79	68	69	45	67	61
18H(6-24)	45	58	66	81	68	70	45	69	62
24H(0-24)	47	59	66	81	68	70	47	69	63
<b>AM Peak</b>	10:00	07:00	08:00	09:00	08:00	09:00	11:00	08:00	08:00
	7	6	9	11	12	7	3	7	6
<b>PM Peak</b>	13:00	15:00	16:00	16:00	16:00	16:00	13:00	16:00	16:00
	10	8	9	11	9	11	8	9	7



# Associated Papers PPC for Meeting on 21<sup>st</sup> October 2021

Site No.	A4176						Lat/Lng.	52.01697	0.879253
CALAIS STREET - POLSTEAD						Channel:	Northbound		
<b>Vehicle Count Report</b>									
<b>Week Begin: 12 September 2021</b>									
	Sun Sep 12	Mon Sep 13	Tue Sep 14	Wed Sep 15	Thu Sep 16	Fri Sep 17	Sat Sep 18	5-Day Ave.	7-Day Ave.
00:00	0	0	0	0	0	0	0	0	0
01:00	0	0	0	0	0	0	1	0	0
02:00	0	0	0	0	2	0	0	0	0
03:00	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	1	0	0	0
05:00	0	0	0	0	0	1	1	0	0
06:00	0	0	0	2	1	1	0	1	1
07:00	2	7	7	4	4	5	3	5	5
08:00	2	11	7	6	11	8	5	9	7
09:00	6	7	4	7	4	4	3	5	5
10:00	6	10	4	10	7	3	6	7	7
11:00	4	7	29	5	11	6	3	12	9
12:00	6	6	12	8	3	7	1	7	6
13:00	3	4	4	5	6	7	4	5	5
14:00	5	4	5	6	8	1	6	5	5
15:00	4	6	6	3	4	7	5	5	5
16:00	5	5	9	4	8	10	5	7	7
17:00	1	5	9	5	7	5	8	6	6
18:00	3	2	5	7	5	4	3	5	4
19:00	1	3	1	4	1	5	2	3	2
20:00	1	2	1	2	0	5	2	2	2
21:00	0	2	2	3	2	0	0	2	1
22:00	0	2	1	0	0	1	0	1	1
23:00	0	0	1	0	0	1	0	0	0
<b>Total</b>									
12H(7-19)	47	74	101	70	78	67	52	78	70
16H(6-22)	49	81	105	81	82	78	56	85	76
18H(6-24)	49	83	107	81	82	80	56	87	77
24H(0-24)	49	83	107	81	84	82	58	87	78
<b>AM Peak</b>	10:00	08:00	11:00	10:00	11:00	08:00	10:00	11:00	11:00
	6	11	29	10	11	8	6	12	9
<b>PM Peak</b>	12:00	15:00	12:00	12:00	16:00	16:00	17:00	16:00	16:00
	6	6	12	8	8	10	8	7	7

# Associated Papers PPC for Meeting on 21<sup>st</sup> October 2021

Site No.	00074176	Site Ref.	U8545 A4176			Lat/Lng.	52.01697	0.879253	
TREET - POLSTEAD		<b>Vehicle Count Report</b>			Channel:		Total Flow		
<b>Week Begin: 12 September 2021</b>									
	Sun Sep 12	Mon Sep 13	Tue Sep 14	Wed Sep 15	Thu Sep 16	Fri Sep 17	Sat Sep 18	5-Day Ave.	7-Day Ave.
00:00	1	0	0	0	0	0	0	0	0
01:00	0	0	0	0	0	0	1	0	0
02:00	0	0	0	0	2	0	0	0	0
03:00	1	1	0	0	0	0	1	0	0
04:00	0	0	0	0	0	1	1	0	0
05:00	0	0	0	0	0	1	1	0	0
06:00	2	1	2	3	2	2	0	2	2
07:00	2	13	13	11	8	11	6	11	9
08:00	3	15	16	12	23	12	8	16	13
09:00	6	10	7	18	10	11	5	11	10
10:00	13	15	7	14	8	9	8	11	11
11:00	7	7	33	10	13	11	6	15	12
12:00	10	12	13	10	10	13	3	12	10
13:00	13	7	9	6	9	12	12	9	10
14:00	8	9	8	12	11	4	9	9	9
15:00	8	14	10	11	10	11	9	11	10
16:00	8	10	18	15	17	21	7	16	14
17:00	4	9	16	12	11	8	11	11	10
18:00	5	3	9	12	7	6	10	7	7
19:00	1	5	4	6	3	7	4	5	4
20:00	3	5	2	4	3	7	2	4	4
21:00	1	2	3	4	5	2	1	3	3
22:00	0	3	2	1	0	2	0	2	1
23:00	0	1	1	1	0	1	0	1	1
<b>Total</b>									
12H(7-19)	87	124	159	143	137	129	94	138	125
16H(6-22)	94	137	170	160	150	147	101	153	137
18H(6-24)	94	141	173	162	150	150	101	155	139
24H(0-24)	96	142	173	162	152	152	105	156	140
<b>AM Peak</b>	10:00	10:00	11:00	09:00	08:00	08:00	10:00	08:00	08:00
	13	15	33	18	23	12	8	16	13
<b>PM Peak</b>	13:00	15:00	16:00	16:00	16:00	16:00	13:00	16:00	16:00
	13	14	18	15	17	21	12	16	14

### **Agenda Item 194 Litter bin**

The infamous red litter bin by the pond was destroyed by vandals in late September. Cllr Engelheart obtained a Crime Reference number on PPC's behalf. Its asset value was £310, but as the excess of the PPC policy is £250 I contacted Came & Co to see if you made a claim for the difference of £60 would the renewal next April be penalised for the claim. The answer was yes so I have not made a claim. Perhaps the council should consider raising the value of assets covered by insurance to say £500 where a claim of £250 would be worth the penalty.

The cost of a replacement green litter bin will be just over £300 + VAT.



### **Agenda Item 195 polstead-pc.gov.uk**

All councillors are now using their polstead-pc.gov.uk email accounts for PPC business.

### **Agenda Item 196 Christmas 2021**

The Christmas Tree will be delivered on Friday 10<sup>th</sup> December and Matt Peck will put up decorations and lights over the weekend of the 11<sup>th</sup> and 12<sup>th</sup> December.

### **Agenda Item 199 Future Agenda items**

We have the following items:

- Budget 2022 / 23 - November
- Consider affordable dwellings in Polstead - November
- Update from Lisa Matthews on planting schemes - November
- Consider plans for the questionnaire - January
- Precept 2022 / 23 - January.