

POLSTEAD PARISH COUNCIL

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

Telephone: 01449 674727

Email: clerk@polstead-pc.gov.uk

PUBLIC NOTICE

A Meeting of Polstead Parish Council will be held on
Thursday 20th April 2023 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.

Christine Hargan

Signed by Christine Hargan Clerk to Polstead Parish Council Dated 14th April 2023

POLSTEAD PARISH COUNCIL

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

Telephone: 01449 674727

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Dear Councillor

You are summoned to a Meeting of Polstead Parish Council on Thursday 20th April 2023 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 14th April 2023

1. Apologies for absence
2. Receive **declarations of interests** and **requests for dispensation** from Councillors
3. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 16th March 2023
4. Public forum:
 - 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
5. Receive **reports and questions from Councillors**
6. Agree actions on **emails distributed** by Clerk since the last meeting
7. Agree actions required following the **Clerk's Report**
8. **Planning**
 - a. **Consider Planning application no:**
 - [DC/23/01213](#) Treetops White Street Green Polstead Colchester Suffolk CO6 5DW Householder Application - Erection of single storey and two storey extension.
 - [DC/23/01496](#) Greenacre, Mill Street Polstead Re-pollard 2 Willow trees (T1 & T2) back to previous pollarded points due to trees getting too large
 - [DC/23/01479](#) Polstead Touring Park Holt Road Polstead Colchester Suffolk CO6 5BZ Use of land as a caravan site for the siting of a maximum of 54 no. caravans
 - b. **Consider any planning application received** since the agenda was posted requiring a response before the next scheduled meeting. a response prior to the next scheduled meeting
 - c. **Consider the status** of planning applications, appeals, enforcement referrals and any potential planning issues
9. **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 at year end.
10. Consider update on **Polstead WI's plans to convey their land in Polstead**
11. Consider any issues raised regarding **Highways and Footpaths**
12. Consider any **Asset, allotment, playground or playing field** issues including report on Footpath management
13. Review Grit, Litter and Dog bins
14. Review Notice Boards
15. Consider plans for the Coronation
16. Update on nominations for the Parish elections on 4th May 2023
17. Concrete post and bar fencing for Polstead Pond
18. Asset of Community Value
19. Defibrillators
20. Future **agenda items**
21. Time date and place of next meeting 7.30 Thursday 18th May 2023 Village Hall Polstead

Agenda Item 1 **Apologies for Absence** received from Cllr Wade

Agenda Item 2 **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 4 Reports

From County Councillor, and District Councillor reports attached to covering email

Agenda Item 5 Reports and questions from Councillors

None Received

Agenda Item 6 Correspondence

Correspondence

Various newsletters

AONB

Government Events

SALC

Public Sector Executive

Large Scale Energy Developments

Annual report Nature Citizen

BDC Elections

Silas Palmer confirmation that the grass will be cut prior to the coronation

EnVica Cakes – request for payment cupcakes for the coronation

Defibrillators –

Landmark Chambers, request for payment of the £500 for legal advice on viability of fruit cages

BDC correspondence re the fiasco with nominations

Coronation Picnic various updates

Suffolk Wildlife Trust, training on understanding wildlife in your parish Sat 13 May at Hasketon village hall £10 per person

SCC licencing for the coronation, notification that this is really not necessary unless alcohol is being sold, or amplified music is the main purpose of the party

BDC Empty Homes Service, to assist owners of empty houses to renovate and let them.

Reports from DCllr and CCllr

Playground Quotes for repair of the fence and the replacement of the gate if that should be agreed upon. One contractor felt that it was unnecessary to replace the gate and has recommended adding a stronger spring, welding a stop to the gate to stop it from swinging through and welding a piece of bar to the bottom of the gate to bring it to the ROSPA recommended clearances. Various options are possible for the fence including partial replacement of the chain link and tensioning, or it may be worth considering full replacement using similar or different materials. There is grant funding available from BDC under Section 106 funding.

Associated Papers PPC for Meeting on 20th April 2023

Agenda Item 7 Clerk's report

23104	Forward information on vehicle charging points to the clerk when it is available	GH	
23106	Explore ownership of the concrete post and rail fence around Polstead Pond, no record of responsibility resting with BDC, Cllrs to research costs for refurbishment and report back next meeting	TD/JE	Ongoing
23308	Planning comments to BDC request extension for DC/23/01213	Clerk	✓
23309	Pay suppliers	Clerk	✓
23212/ 23312	Gain costs for gym equipment and liaise with AD regarding placement and site inspections and jointly attend	Clerk/AD	Ongoing
23212/ 23312	Rockalls Road playing field gate and fencing . Gain Sign re safety and closing gate. Obtain measurements and gain quotations for replacement section of fence, report next meeting	Clerk/TD	ongoing
23212	Remove cricket nets	JO	✓
23213/ 23318	Additional defibrillators gain options for costs of 3 x machines and cabinets and report back to councillors for a decision early in new financial year. Gain advice from previous Clerk re most suitable models and gain information on them.	Clerk	Ongoing
23216	Contact BDC regarding placing the Cock Inn on the Register of Assets of Community Value, awaiting supporting documentation from residents	Clerk	ongoing
23305	Prepare talk/presentation on Polstead Pond for delivery at the Annual Parish Meeting on April 6th	JE	✓
23311	Report exposed cable at bottom Pot Ash Lane to SCC Highways	JO	✓
23313	Email Clerk the complaint re winter gritting, Clerk to respond TD spoke to the neighbour - official response not required	TD/ Clerk	✓
23315	Update standard documents with revision date	Clerk	✓
23320	Agenda items for the next Summons, defibrillators, Asset of Community Value, Coronation Polstead Pond and fencing	Clerk	✓

Agenda Item 8 Planning

Status of Planning applications

DC/22/03466	Cockle Down Wood Rockalls Road Polstead CO6 5AS	Application for a Lawful Development Certificate Use of Woodland as Wellness Centre Retreat and siting of cabins		Not consulted	Awaiting decision
24	Yeomans Cottage Mill Street Polstead Colchester Suffolk CO6 5AD	Repairs to windows and some replacement windows	23208	No objection	Awaiting decision
30	Land To The East Of Alverstoke Farm Cottage Calais Street White Street Green Polstead CO6 5DW	Severance of garden and erection of 1No single storey dwelling and new vehicular access (following demolition of outbuilding).	23208	Object to proposal on grounds that it is contrary to BDC Policies on sustainable development in hinterland villages.	Awaiting decision
16	Spring Cottage Spring Lane Polstead Sudbury Suffolk CO10 5JP	Removal of condition DC/22/05359 re landscape scheme	23208	No objection	Granted
40	Ponds Farmhouse The Ponds Polstead Colchester Suffolk CO6 5BP	Erection of glass house	23208	No objection	Granted
61	Squires Cottage Straight Road Polstead Heath Polstead Colchester Suffolk CO6 5BB	Householder Application - Erection of a detached double garage.	23208	No objection	Awaiting decision
48	Land Adjacent To The Bungalow Potash Lane Polstead Colchester Suffolk CO6 5DJ	Full Application - Change of use of former agricultural land to use in connection with the bungalow (C3) and erection of detached outbuilding (alternative location to that approved under DC/21/02365) Open for comment icon	23308	appropriate conditions re use and non business and that the land is not to be severed from the existing building	Awaiting decision

Potential Planning issues – Boxford Farms planting of fruit trees and enclosures

Agenda Item 9 Finance

A Finance report

Year end 2022/23

Budget to Date				
	2021/22		2022-23	
	Budget	To year end	Budget	YTD
Income				
Balance Brought Forward from current a/c	19500	19,500.00		36,306.55
Balance b/f from Business Premium a/c				3,335.25
Grants	745.00		745.00	1,794.32
Bank Interest	0.00	1.00	1.00	61.94
Allotment rent	120.00	81.68	120.00	81.68
Wayleave	22.00	21.01	22.00	21.01
CIL	0.00	0.00	0.00	0.00
Refund				462.60
Precept	19,500.00	19,500.00	22,500.00	22,500.00
VAT Repayment	0.00		0.00	2,313.50
Total Income	£20,387.00	£19,603.69	£23,388.00	£27,235.05
Transfer				82,626.62
Expenditure				
	Figures exclude VAT where paid as it is reclaimed, and is shown as VAT paid			
Clerk Salary	4,700.00	4,500.00	4,700.00	4,959.76
Insurance	600.00	580.00	600.00	630.74
Admin	2,355.00	2,305.00	2,355.00	1,804.97
Audit	380.00	340.00	380.00	340.00
Donations	1,000.00	1,000.00	1,000.00	3,235.00
Chairman's allowance	60.00	100.00	60.00	0.00
Community Wardens	710.00	700.00	710.00	385.50
dog and litter bins	950.00	850.99	950.00	838.00
Footpaths	950.00	3,200.00	3,200.00	2,416.00
Grass Cutting (P3 Scheme)	5,500.00	4,825.00	5,500.00	3,518.13
Ditch Clearance	0.00	0.00	0.00	0.00
Maintenance	1,200.00	1,200.00	1,200.00	2,850.11
Projects	2,000.00	1,825.00	2,000.00	3,560.86
Village Hall	965.00	965.00	965.00	209.00
Contingency	500.00	500.00	500.00	0.00
CIL	0.00	7,537.00	0.00	2,570.00
Elections				1,854.86
VAT paid	0.00	1,700.00	0.00	1,385.30
Total Expenditure	£21,870.00	£32,127.99	£24,120.00	£30,558.23
Totals Income - Expenditure	-£1,483.00	-£12,524.30	-£732.00	-£3,323.18
Transfer				82,625.24
Totals Income - Expenditure including balance B/F				£36,318.62
Bank Reconciliation				
Barclays Community Account at 14/11/22				£0.00
Barclays Business Premium Account at 28/2/23				£0.00
Unity Trust Bank Current account at 31/3/23				£2,921.43
Unity Trust Bank Deposit account at 31/3/23				£33,397.19
Outstanding payments				0.00
Total Held in all accounts				36,318.62

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Bank Reconciliation for Financial year ending 31st March 2023

Balances per Bank Statements as at 31st March

Unity Trust Current T1 account	£2,921.43	
Unity Trust instant Access account	<u>£33,397.19</u>	£36,318.62
Add any Unbanked Cash as at 31 March		£0.00
Less Unpresented Cheques as at 31 March		£0.00
Total		£0.00
	Total Cash	<u>£36,318.62</u>
CASH BOOK		
Opening Balance		£39,641.80
Add Receipts in the year		£27,235.05
	Sub Total	<u>£66,876.85</u>
Less Payments in the year		£30,558.23
	Total Cash	<u>£36,318.62</u>

Christine Hargan

Date 6 April 2022

Balance at 13 April 2023

Group Selected: 

[Change Group >](#)

Below you will find an overview of the accounts you have access to.

Account Number	Sort Code	Account Title	Balance	GBP Balance
002788748: Polstead Parish Council				
20462217	60-83-01	Unity Current Account T1	15,171.43 GBP	15,171.43
20462220	60-83-01	Instant Access Account	33,397.19 GBP	33,397.19
Total:				48,568.62
Group Total:				48,568.62

Balances are correct at the time of viewing. They may change throughout the day as payments or deposits are made.

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Income

£12,500 Babergh District Council Precept

Payments made since last meeting

£75 Erivica Cakes. Cupcakes for the coronation picnic
£79 reimbursement for flyers for the coronation

Approve Payments to be made

£221.00 CO10 Gardening

£409.68 Clerk Salary March

£374.56 SALC membership 2023/24

£TBC Community Heartbeat Trust consumables for Village Hall defib

Agenda Item 10 Update on Polstead WI's plans to convey their land in Polstead

Agenda item 11 – Highways and Footpaths

Maintenance of Footpath at Bowerhouse Tye

Agenda item 12 Asset Allotments and Playing fields Outdoor gym equipment

Outdoor gym equipment

First grant application underway, further grants will be sourced and applied for as time permits.

Fencing and Gate to Rockalls Road playground

Agenda item 13 Review Grit, Litter and Dog bins

Agenda item 14 Review noticeboards

Agenda item 15

Agenda item 16 Coronation

Agenda item 17 Asset of Community Value

Awaiting evidence to help support the application.

Agenda item 18 Defibrillators

Advice and quotations have been received from:

- A Community Heartbeat Trust who supplied the existing units. They recommend using the same model as existing Lifeline VIEW with carry case and spare electrodes ShockBox Sentry heated locked cabinet Community signage pack= £1855 + del + vat + fitting [CHT defibrillators](#). For an electricity free model they recommend Zoll AED 3 defibrillator with thermal carry case, visualised instructions, single set of 5 year adult/child pads, CPR coaching, RescueWrist ShockBox Sentry insulated double skinned cabinet, which if I'm to believe a salesman is the best and most reliable defib on the market it will last 15-20 years and there are only general consumables such as the pads to replace
= £2230 + £25 del + vat
Mounting post = £249 + £25 delivery + VAT Fitting is simple because no wiring is required
- B AAdefibs [aa defib info](#)
- a) Fully Automatic Heartsine 360P WITH the Polycarbonate heated, locked cabinet @ £1275.00 + VAT delivered (Cabinet at bottom of Page 2 on the attachment).
- b) Fully Automatic Physio-Control CR2usb WITH the Polycarbonate heated, locked cabinet @ £1595.00 + VAT delivered. They do not provide a double skinned insulated cabinet but say that they have never had a problem with a unit becoming frozen and some units are in situ in the mountains of Scotland. These are substantially cheaper than Community Heartbeat Trust. Funding is available via Section 106

Date for elections 4 May 2023