

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 July 2023 starting at 7.30pm
at Polstead Village Hall.

The Public and Press are invited to attend and to contribute during the public participation session 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 July 2023

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Dear Councillor

You are summoned to a Meeting of Polstead Parish Council on Thursday 20th July 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 July 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 15th June 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)
5. Receive **reports and questions from Councillors**
6. **Planning**
 - a. **There are no Planning applications to consider:**
 - 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
7. Agree actions on **emails distributed** by Clerk since the last meeting
8. Agree actions required following the **Clerk's Report**
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.
Resolved to pay
10. Consider any issues raised regarding **Highways and Footpaths**
11. Consider any **Asset, allotment, playground or playing field** issues including report on Footpath management
12. Asset of Community Value
13. The provision of affordable housing within the Parish
14. Defibrillators
15. Donations to Nature Citizen and toward Christmas Fayre
16. National Grid update on Bramford to Twinstead Reinforcement
17. Future **agenda items**
18. Time date and place of next meeting 7.30pm Thursday 21st September 2023 Village Hall Polstead, and Provisionally at 7.30pm on 17th August if an urgent planning issue should occur.

Associated Papers PPC for Meeting on 15 July 2023

Agenda Item 1 Apologies for Absence Please forward any apologies in advance of the meeting

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 Public Forum

Reports From County and District Councillors are attached to covering email.

Agenda Item 6 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
DC/23/00848	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
DC/23/01479	Polstead Touring Park Holt Road Polstead Colchester Suffolk CO6 5BZ	Full Planning Application - Use of land as a caravan site for the siting of a maximum of 54 no. caravans Open for comment icon	23408	Object to the removal of the previous conditions as doing so may result in this becoming a residential site.	Granted
DC/23/01496	Greenacre Mill Street Polstead Colchester Suffolk CO6 5AD	Application for works to a trees in a Conservation Area - Re-pollard 2 No Willow trees (T1 & T2) back to previous pollarded points due to trees getting too large.	23408	no comment	Decided
DC/23/02142	Sprotts Farm Holt Road Polstead Colchester Suffolk CO6 5BT.	Application for Works to Trees subject to a Tree Preservation Order WS313/W1, crown reduce and side prune 1 No. G of Oak trees back to previous pruning cut points.	23512	No objection	Granted
DC/23/02025	Oak House White Street Green Polstead Colchester Suffolk CO6 5DW	Householder Application - Erection of detached garage	23512	Resolved to comment as follows The proposed garage does not fit in with the surroundings. The Council considered the aesthetics to be inappropriate on the street frontage.	withdrawn
DC/23/01925	The Kennels Rockalls Road Polstead Colchester Suffolk CO6 5AS.	Change of use of ancillary outbuilding (C3) to mixed use (C3) and sui generis including use as dog grooming parlour.	23512	Resolved that the Parish Council supports the comments of Environmental Health Officer. We would suggest by condition that future expansion of the business use and operating hours are limited.	Granted
DC/23/02204	Spring Cottage Spring Lane Polstead Sudbury Suffolk CO10 5JP	Discharge of Conditions Application for DC/22/05359 - Condition 3 (Landscaping)	23512	no objection	Granted
DC/23/02453	Polstead Hall The Ponds Polstead Colchester Suffolk CO6 5BS	Listed Building Consent to upgrade the roof and living accommodation	23608		Awaiting decision
DC/23/02660	Woodlands Farm Rockalls Road Polstead Colchester Suffolk CO6 5BF	Application to determine if Prior Approval is required for a Proposed: Erection, Extension or Alteration of a building for Agricultural or Forestry Use. Town and Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2, Part 6 - Erection of an extension to an existing agricultural building used for the storage of straw.	23608	permission not required	Decided

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

Agenda item 5 Reports and questions from Councillors

None Received

Agenda Item 7 Correspondence

Various newsletters

Associated Papers PPC for Meeting on 15 July 2023

AONB
 Government Events
 SALC
 Public Sector Executive
 Large Scale Energy Developments
 Reports from DCllr and CCllr
 National Grid notification of Bramford to Twinstead Reinforcement. Confirmation of registration to comment.
 Football nets, Crime notification from the Police
 Suffolk County Council notification of reports re road signage that they will not attend to them
 Various reports for hedge and footpath cutting
 PKF Littlejohn confirmation that external audit is underway
 Social housing site meeting 10 July
 BDC Planning -notification that hybrid meetings will now be allowed for planning appeals/representations

Agenda Item 8 Clerk's report

23106 23513 23613	Polstead Pond, SCC installed post and rail during the 1960s Cllr Engleheart contacted CCllr Hall to request a donation response awaited.	TD/JE	Ongoing
23608	Planning comments to BDC	Clerk	✓
23609	Pay suppliers	Clerk	✓
23312/23412 23612	Complete grant applications Grant for Gym equipment informally approved - awaiting formal offer	Clerk/AD	Ongoing
23212/ 23312 23412 23518 346	Obtain measurements and gain quotations for replacement of fence, and gate with metal fencing liaise with councillors re choice of fencing and report next meeting Clerk to chase BDC for revised lease, apply for funding and to send holding email to suppliers. Grant applied for, awaiting response	Clerk/TD	ongoing
23213/ 23318 23615	Additional defibrillators advice gained that Zoll AED 3 defibrillator and thermal cabinet is the best option, acquire funding options and apply for grants to be discussed at the June meeting. Clerk to obtain written permission for placement at White Street Green and the Brewers Arms and to purchase 2 no defibrillators. Organise leaflet drop in Mill Street re purchase of new defibrillator awaiting confirmation of locations from Councillors prior to seeking formal permission and ordering,	Clerk/Cllrs	Ongoing
23418 23618 23614	Contact BDC regarding placing the Cock Inn on the Register of Assets of Community Value, awaiting supporting documentation from residents Clerk to speak to BDC, re viability of documentation and to complete and lodge with BDC, awaiting assistance with the application form from parishioners	Clerk	ongoing
23404	Investigate lack of carers in rural Suffolk	GH	
23404	Investigate whether issue with Badger Sett has been resolved	GH	
23413	Liaise with Sudbury Wardens re reinstatement of dog bin to post in White Street Green unaware whether repaired, repair organised for 24 May 2023	Clerk	✓
23607	Counsel Opinion to BDC and CC Boxford Fruit farms chase response from Chief Exec and Chief Planning Officer.	JW	

Associated Papers PPC for Meeting on 15 July 2023

23610	Clerk to contact CO10 Gardening and request the hedges are trimmed on footpath no's 2 and 9 immediately the birds have fledged	Clerk	✓
23612	Contact Highways regarding timing of refilling grit bins prior to the onset of winter. Highways claim to fill the bins in October, an alternative is to purchase a ton of grit and sand circa £50 and Sudbury Wardens will fill the bins	Clerk	✓
23612	Purchase Dog bin – Location required please?	Clerk	
23617	Lodge interest to the Planning Inspectorate re National Grid renamed Bramford to Twinstead Tee. All to comment on words sent by southern parishes support group	Clerk all	✓
23618	Agenda items for the next Summons, Defibrillators Donations to Nature Citizen and also toward Christmas Fayre Social Housing.	Clerk	

Agenda Item 9 Finance

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
002780344 - Interest Period Closed				
20462217	60-83-01	Lindy Current Account T1	429.20 GBP	429.20
38462226	60-83-01	Instant Access Account	43,628.03 GBP	43,628.03
Total:				44,057.23
Group Total:				44,057.23

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

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Cheque for £28.54, allotment rental banked but not showing as cleared on the accounts

Associated Papers PPC for Meeting on 15 July 2023

Budget to Date				
	2022/23		2023-24	
	Budget	To year end	Budget	YTD
<u>Income</u>				
Balance Brought Forward from current a/c	19500	19,500.00		2,921.43
Balance b/f from Business Premium a/c				33,397.19
Grants	745.00		1,294.32	0.00
Bank Interest	1.00	1.00	10.00	230.84
Allotment rent	120.00	81.68	90.00	114.16
Wayleave	22.00	21.01	22.00	0.00
CIL	0.00	0.00	0.00	0.00
Precept	22,500.00	19,500.00	24,500.00	12,250.00
VAT Repayment	0.00		0.00	0.00
Transfer				10,000.00
Total Income	£42,888.00	£19,603.69	£23,388.00	£12,595.00
<u>Expenditure</u>				
	Figures exclude VAT where paid as it is reclaimed, and is shown as VAT paid			
Clerk Salary	4,700.00	4,500.00	5,172.00	1,229.44
Insurance	600.00	580.00	600.00	0.00
Admin	2,355.00	2,305.00	2,395.00	405.06
Audit	380.00	340.00	380.00	220.00
Donations	1,000.00	1,000.00	1,000.00	0.00
Chairman's allowance	60.00	100.00	60.00	0.00
Community Wardens	710.00	700.00	700.00	0.00
dog and litter bins	950.00	850.99	800.00	936.33
Footpaths	950.00	3,200.00	2,500.00	599.00
Grass Cutting (P3 Scheme)	5,500.00	4,825.00	4,000.00	0.00
Ditch Clearance	0.00	0.00	0.00	0.00
Maintenance	1,200.00	1,200.00	1,700.00	87.82
Projects	2,000.00	1,825.00	1,500.00	1,059.11
Village Hall	965.00	965.00	1,500.00	0.00
Contingency	500.00	500.00	500.00	0.00
CIL	0.00	7,537.00	877.00	0.00
VAT paid	0.00	1,700.00	0.00	291.07
Transfer				0.00
Total Expenditure	£21,870.00	£32,127.99	£23,684.00	£4,827.83
Totals Income - Expenditure	£21,018.00	-£12,524.30	-£296.00	£7,767.17
Totals Income - Expenditure including balance B/F				£44,085.79
Bank Reconciliation				
Unity Trust Bank Current account at 10/7/23				£429.22
Unity Trust Bank Deposit account at 10/7/23				£43,628.03
Outstanding credits				28.54
Total Held in all accounts			Page 4	44,085.79

e **Payments made since previous meeting**

Payments to be made:

£270.00 CO10 Gardening

£434.48 Clerk Salary

£52.97 Cllr Davey expenses

£45.00 Parish Online

£56.00 BDC Lease for Rockalls Road, Playground

£15.00 Box Media allotment advert in Box River News

£83.00 MJO publications advert for allotments LSPN

£100.00 to Kernos Centre charity previously agreed in May 2023 bank details now received.

Income

£114.08 allotment rental

£230.84 bank Interest

Agreement sought to transfer

Agenda item 10 – Highways and Footpaths

Agenda item 11 Asset Allotments and Playing fields Outdoor gym equipment

Outdoor gym equipment

BDC confirmed that the grant application has been accepted in full but no formal offer with T&C's yet received

Fencing and Gate to Rockalls Road playground quotations received. A new lease is being released by BDC grant application sent to BDC

Agenda item 15 Donations request for £250 to assist Nature Citizen