

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 21st September 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 15th September 2023

POLSTEAD PARISH COUNCIL

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

Telephone: 01449 674727

Email: clerk@polstead-pc.gov.uk

Dear Councillor

You are summoned to a Meeting of Polstead Parish Council on Thursday 21st September 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 15th September 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 20th July 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. **Planning applications to consider:**
[DC/23/03923](#) Gillyflower House Polstead Hill Polstead Colchester Suffolk CO6 5AH Erection of 1No detached dwelling.
 - 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.
 - b. End of Audit report
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. The provision of affordable housing within the Parish
13. Defibrillators
 - a. Purchase of
 - b. Registration of existing defibs on The Circuit
14. Donation toward Christmas Fayre
15. National Grid update on Bramford to Twinstead Reinforcement
16. Village Hall heating grant
17. Fence and gate to Rockalls Road Playground
18. Gym Equipment
19. Posts and rails around the village pond
20. Future **agenda items**
21. Time date and place of next meeting 7.30pm Thursday 19th October 2023 Village Hall Polstead.

Agenda Item 1 Apologies for Absence Please forward any apologies in advance of the meeting
Apologies received from Cllr Sowman

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	Cockledown Wood Rockalls Road Polstead CO6 5AS	Application for a lawful development certificate			Decided, was not lawful
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		Granted
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
DC/23/03513	Greenacre Mill Street Polstead Colchester Suffolk CO6 5AD	Application for a tree in a conservation area		No objection	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

AONB

Government Events

SALC

Public Sector Executive

Large Scale Energy Developments

Reports from DCllr and CCllr

Formal grant offer for Gym equipment

Enquiry from the church for additional work cutting vegetation in the churchyard

Road Safety Partnership invite to drop in 3 October Hadleigh Town hall

PKF Littlejohn end of audit certification

20's plenty campaign and documentation

Police Chief meetings regarding roll out of new county policing model choice of dates all at

6.30pm 21 September Football Club Bury St Edmunds, 3 October Police HQ Martlesham. 17

October Stowmarket Police Station There is also an on-line meeting on Tuesday November 7

2023 at 6pm via Microsoft Teams. Please email spcc@suffolk.police.uk to register and an

invite will be sent through via email in advance of the meeting.

Defibrillators joining The Circuit

Footpath 4 thanks recorded to landowner for cutting the canopy and ground covering

Village pond fence and benches

Housing needs survey

Request from Church warden for additional help from contractor with creating a memorial garden. Contractor advised that it will cost £40 per visit to reduce vegetation

Associated Papers PPC for Meeting on 21 September 2023

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
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 23711	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. Chase Lease for Rockalls Road Play area BDC refused funding for the gate and fence. Agenda item for September meeting exhaust all possible funding options for September meeting	Clerk/TD JW	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 23714	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 to send return to Cllrs	Clerk	Ongoing ✓
23404	Investigate lack of carers in rural Suffolk. SCC do not employ carers, but if there is a specific case she will happily look into the issue	GH	Ongoing
23404	Investigate whether issue with Badger Sett has been resolved. Issue resolved, an insurance claim is going through and the Badger Sett is no longer an issue	GH	✓
23405	Counsel Opinion to BDC and CC Boxford Fruit farms chase response from Chief Exec and Chief Planning Officer.	JW	Ongoing
23607	Clerk to contact CO10 Gardening and request the hedges are trimmed on footpath no's 2 and 9 immediately the birds have fledged	Clerk	✓
23610	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, nag highways august/September and contact Georgia	Clerk	ongoing
23612	Purchase Dog bin – Location required please?	Clerk	Ongoing
23612	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 Send comments for response to BDC and NG	Clerk	
23706	Discuss siting of Dog bin in Popes Lane with landowners	JO	
23703	Contact Clerk at Leavenheath re funding for car charging points left message and awaiting response. 26/7/23	Cllr Oxford	✓
23704	Write to CCllr Hall re inconsistency of repair to signage and roads	Clerk	✓
23710	Contact SCC regarding grit fill programme for B roads	Cllr Davey	ongoing
23710	Send application for Asset of Community Value to Cllrs	Clerk	✓

Associated Papers PPC for Meeting on 21 September 2023

23712	Send Clerk information on plot of land for Social Housing to enable contact with BDC Planning	JO	✓
23713	Contact landowner for information on the offer of land	JO/Clerk	
23713	Write to BDC Planning cc DCllr Ward re need for Social Housing	TD	
23717	Agenda items for the next Summons, Defibrillators Donation toward Christmas Fayre Village Hall heating grant Social Housing. Gate and fence for Rockalls Road playground	Clerk	

Agenda Item 9 Finance

Budget to Date				
	2022/23		2023-24	
	Budget	To year end	Budget	YTD
Income				
<u>Balance Brought Forward from current a/c</u>	19500	19,500.00		2,921.43
<u>Balance b/f from Business Premium a/c</u>				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	24,500.00
VAT Repayment	0.00		0.00	0.00
Transfer				10,000.00
Total Income	£42,888.00	£19,603.69	£23,388.00	£24,845.00
Expenditure				
	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	2,081.90
Insurance	600.00	580.00	600.00	0.00
Admin	2,355.00	2,305.00	2,395.00	540.56
Audit	380.00	340.00	380.00	220.00
Donations	1,000.00	1,000.00	1,000.00	100.00
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	1,031.00
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	303.75
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	321.35
Transfer				0.00
Total Expenditure	£21,870.00	£32,127.99	£23,684.00	£6,594.00
Totals Income - Expenditure	£21,018.00	-£12,524.30	-£296.00	£18,251.00
Totals Income - Expenditure including balance B/F				£54,569.62
Bank Reconciliation				
Unity Trust Bank Current account at 14/9/23				£13,941.49
Unity Trust Bank Deposit account at 14/9/23				£40,628.03
Outstanding credits				0.00
Total Held in all accounts				54,569.52

Associated Papers PPC for Meeting on 21 September 2023

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	13,941.49 GBP	13,941.49
20462220	60-83-01	Instant Access Account	40,628.03 GBP	40,628.03
Total:				54,569.52
Group Total:				54,569.52

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

e Payments made since previous meeting

£162.00 CO10 Gardening July

£270 CO10 Gardening June

£100 Kernos Centre

£418.08 Clerk Salary - July

Payments to be made:

£198.00 CO10 Gardening August

£148.85 BDC Recharge for election costs

£418.08 Clerk Salary August

Agreement sought to transfer £10,000 from current to deposit account to benefit from interest.

Agenda item 10 – Highways and Footpaths

Thanks to resident for clearing footpath no 4, request for Suffolk County Council to repair surface to footpath caused by cyclists

Agenda item 11 Asset Allotments and Playing fields Outdoor gym equipment

Outdoor gym equipment

BDC confirmed grant application is in place. Clerk has accepted T&C's subject to implementation of safeguarding policy, looking to fit within the month of October.

Fencing and Gate to Rockalls Road playground quotations received. New lease still not released by BDC Clerk applying for additional funding.

Agenda item 12 Social Housing

Excerpt from email regarding Social Housing sought advice from a colleague in planning to quickly and informally review the potential for the site you sent me (thank you). Unfortunately they aren't keen. The site doesn't appear deliverable as a Rural Exception Site (RES) because:

- Whilst close to a settlement boundary it is still relatively remote from key services. Only a bus stop within close walking distance and even then reliant on an unsurfaced verge. Creating a pavement would add cost to the scheme.
- I agree that it is borderline in terms of size, and runs a risk that it wouldn't be big enough for an RP to achieve sufficient economies of scale to develop as a standalone site.
- The scrub / immature woodland may present challenges in respect of biodiversity net gain.

I realise that Polstead is a dispersed settlement so the perfect option may not exist. The bullets above are an informal view without prejudice, but I do not recommend running with this option at this time. Put it on your list but fingers crossed you can find a better one. I am happy to ask Planning colleagues for informal views once you have a shortlist.

Agenda item 19 Post and rails around the village pond

On 2023-08-29 15:33, Georgia Hall (SCC Councillor) wrote:

Hi All,

Prepared by Christine Hargan

Associated Papers PPC for Meeting on 21 September 2023

I have received the following update from my highways officer.

"I am writing to update you that based on the survey measurements from the existing boundary features we have now accepted and recorded the railings at Polstead Pond with our Highways Records Team as under Suffolk Highways ownership. I have inspected the rails and discussed the requested maintenance with the Asset Team. Although maintenance here is a priority for the Parish it unfortunately does not score highly when assessed and ranked against all other required street furniture works in Suffolk. I can log the request for works but I am not hopeful that we will get any highways funding to be able to improve the condition anytime soon as the highway budgets are fully committed for the coming year.

My observation is that the rails and posts are quite old and whilst it is hoped that the existing can be maintained, reset and poles replaced, my concern is that the concrete is not as strong as it once was and the posts and rails may be fragile due to age, crumble and break and may need completely replacing, but it's hard to know before works are underway. Also, if some rails and posts are replaced the mix of old and new may not have the desired kerb appeal and not look great visually at this very picturesque spot. The Parish may wish to consider the merit in complete replacement; however, I understand that there may not be funds available to do this. I am aware that the parish has already received a quote from a contractor and if external funds can be found to engage the contractor independently my suggestion would be that the Parish and Contractor progresses the project via the community self-help scheme. They will need to ensure that the contractor is accredited to work on the highway and holds the necessary liability insurance, the Contractor would be responsible for gaining the necessary road space booking through Network Assurance. Here is a link to the relevant SCC website page : [Road Space Booking - Suffolk County Council \[1\]](#). This would probably be the easiest and quickest way to get works underway.

Alternatively, if the PC or you would like to fund completely, or share / part fund the works through Suffolk Highways this is possible.

I have spoken with our operations team and we are approaching time when we need to prioritise works that will be delivered in this contract and those that will be delivered by our new service provider so if you would like to go with this option I must be upfront and say that the earliest estimated delivery would be end of this year / early 2024 - but this would need to be confirmed depending on when the order was placed and the scope of the works package decided on."

I am currently awaiting a quote from Suffolk highways which should be with me by Sept/October.