

# **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 19<sup>th</sup> October 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 13<sup>th</sup> October 2023

# POLSTEAD PARISH COUNCIL

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Telephone: 01449 674727

Email: [clerk@polstead-pc.gov.uk](mailto:clerk@polstead-pc.gov.uk)

Dear Councillor

You are summoned to a Meeting of Polstead Parish Council on Thursday 19<sup>th</sup> October 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 13<sup>th</sup> October 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 21<sup>st</sup> September 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/23/04330](#) Street Farm Polstead Hill Polstead CO6 5AH  
Conversion of barn from ancillary residential to 1no new dwelling, following previous residential conversion approvals under outline application B/963/84 & reserved matters application B/1112/86.
    - [DC/23/04331](#) Street Farm Polstead Hill Polstead CO6 5AH Listed Building Consent to above application.
    - [DC/23/04754](#) Clear Spot Heath Road Polstead Colchester Suffolk CO6 5BG Works to Tree subject to Tree Preservation Order (BT416). T1 Oak Crown Reduction
    - [DC/23/04671](#) Blackthorns White Street Green Polstead Colchester Suffolk CO6 5DW.  
Conversion of workshop to form annex accommodation
    - [DC/23/04600](#) High Beeches White Street Green Polstead Sudbury Suffolk CO10 5JN  
Erection of two single storey side/rear and rear extensions (following demolition of existing garage and conservatory).
  - 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.
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. National Grid update on Bramford to Twinstead Reinforcement
14. Fence and gate to Rockalls Road Playground
15. Christmas Carol Service
16. Donation toward Christmas Lunch
17. Update on the bus shelter and book exchange
18. Strategy for Churchyard maintenance
19. Gym Equipment update
20. Village pond
21. Safeguarding Policy
22. Future **agenda items**
23. Time date and place of next meeting 7.30pm Thursday 16th November 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/23/03923	Gillyflower House Polstead Hill Polstead Colchester Suffolk CO6 5AH	Full Planning Application - Erection of 1No detached dwelling.		Object	Awaiting decision
DC/23/04331	Street Farm Polstead Hill Polstead CO6 5AH	Application for Listed Building Consent. Conversion of barn from ancillary residential to a new dwelling, following previous residential conversion approvals under outline application B/963/84 & reserved matters application B/1112/86.			
DC/23/04330	Street Farm Polstead Hill Polstead CO6 5AH	Planning Application. Conversion of barn from ancillary residential to 1no new dwelling, following previous residential conversion approvals under outline application B/963/84 & reserved matters application B/1112/86.			

**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

BDC review of polling districts

Shelly Parish Council regarding adoption of their response to National Grid Bramford to Twinstead, notified that response already sent.

Grass contractor notifying that £3500 already has been spent on grass cutting next cut will take just over £4000

Overflowing drains/Sewage problems in White Street Green article sent to newsletter

Sudbury District Citizens Advice AGM

Confirmation that defibs have been connected to The Circuit

BDC Town and Parish Liaison meetings 30 October Stephenson Centre Gt Cornard 9.30am

Policing review on-line meeting on Tuesday November 7 2023 at 6pm via Microsoft Teams.

Please email [spcc@suffolk.police.uk](mailto:spcc@suffolk.police.uk) to register and an invite will be sent through via email in advance of the meeting.

**Agenda Item 8 Clerk's report**

Agenda no	Action	Who	Complete
23106	Polstead Pond, SCC installed post and rail during the	TD/JE	Ongoing
23513	1960s Cllr Engleheart contacted CCllr Hall to request a		
23613	donation response awaited.		
23919	No donation forthcoming from SCC		
23909	Pay suppliers	Clerk	✓

Associated Papers PPC for Meeting on 19 October 2023

23312/23412 23612, 23910	Complete grant applications Grant for Gym equipment Offer formally approved – Clerk and AD to meet contractor on 28/9/23 for site survey following which Clerk will distribute information on proposed site and ground protection to councillors, proposed fitting date October 2023	Clerk/AD	Ongoing
23212/ 23312 23412 23518  23711 23911	Replacement of fence, and gate with metal fencing liaise with councillors re choice of fencing. 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 to chase additional funding options – Safeguarding Policy required for additional funding	Clerk/TD	Ongoing     ✓
23213/ 23318 23615  23913	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. prior to seeking formal permission and ordering, Intent to purchase but funding is required.	Clerk/Cllrs	Ongoing
23405 23905	Counsel Opinion to BDC and CC Boxford Fruit farms chase response from Chief Exec and Chief Planning Officer.	JW	Ongoing
23612	Purchase Dog bin – <b>Location required please?</b>	Clerk	Ongoing
23706 23909	Discuss siting of Dog bin in Popes Lane with landowners Place dog bin at What 3 words Northward.reservoir.grower in Martens Lane – clerk to confirm location with BDC prior to fitting	JO	✓
23703	Contact Clerk at Leavenheath re funding for car charging points left message and awaiting response. 26/7/23	Clerk	✓
23704	Write to CCllr Hall re inconsistency of repair to signage and roads.	Cllr Davey	✓
23710	Contact SCC regarding grit fill programme for B roads	Clerk	✓
23710 23911	Send application for Asset of Community Value to Cllrs Send approval letter to councillors and notify interested parties.	Clerk	✓
23712  23912	Send Clerk information on plot of land for affordable Housing to enable contact with BDC Planning Volunteers to contact local landowners requesting land for potential affordable housing sites. Contact housing associations with a view to developing affordable housing on the existing plot	JO  SD	Ongoing
23713	Write to BDC Planning cc DCllr Ward re need for affordable Housing	TD	✓
23717	Agenda items for the next Summons, Defibrillators Donation toward Christmas Fayre Village Hall heating grant Affordable Housing. Gate and fence for Rockalls Road playground	Clerk	
23904	Arrange meeting between DCllr Ward, planning officer and member of public regarding planning refusal	JW	
23904	Consider whether a no cold calling zone is necessary	All	

Associated Papers PPC for Meeting on 19 October 2023

23905	Chase BDC for a response regarding Boxford Fruit Farms legal opinion	JW	
23905	Planning responses to BDC	Clerk	✓
23906	Register Defibs on "The Circuit" and to notify the people checking them	Clerk	✓
23906	Consider grass cutting budget and whether more appropriate to donate a set amount to maintain churchyard as currently almost 10% of Precept is spent on the churchyard	All	
23909	Contact CO10 Gardening to schedule cut of footpath 1	Clerk	✓
23909	Contact landowner re cutting footpath 10	JE	✓
23914	Donation to Christmas Fayre principle £100 to be paid retrospectively, Clerk to notify	Clerk	✓
23916	Grant to village hall for heating oil. Clerk to write to village hall committee due to pressure on finances unable to help this year, however there is still a donation of £500 outstanding toward provision of broadband.	Clerk	
23915	Chair to notify PC cooperative committee re agreed allocation of £1000 toward costs of contractor.	AW	✓

**Agenda Item 9 Finance**

Budget to Date				
	2022/23		2023-24	
	Budget	To year end	Budget	YTD
<b>Income</b>				
<b>Balance Brought Forward from current a/c</b>	19500	<b>19,500.00</b>		<b>2,921.43</b>
<b>Balance b/f from Business Premium a/c</b>				<b>33,397.19</b>
Grants	745.00		<b>1,294.32</b>	<b>0.00</b>
Bank Interest	1.00	1.00	<b>10.00</b>	<b>281.07</b>
Allotment rent	120.00	81.68	<b>90.00</b>	<b>114.16</b>
Wayleave	22.00	21.01	<b>22.00</b>	0.00
CIL	0.00	0.00	<b>0.00</b>	230.94
Precept	22,500.00	19,500.00	<b>24,500.00</b>	<b>24,500.00</b>
VAT Repayment	0.00		0.00	0.00
Transfer				10,000.00
<b>Total Income</b>	<b>£42,888.00</b>	<b>£19,603.69</b>	<b>£23,388.00</b>	<b>£25,126.17</b>

Associated Papers PPC for Meeting on 19 October 2023

<b>Expenditure</b>	Figures exclude VAT where paid as it is reclaimed, and is shown as VAT paid			
Clerk Salary	4,700.00	4,500.00	<b>5,172.00</b>	<b>2,499.98</b>
Insurance	600.00	580.00	600.00	0.00
Admin	2,355.00	2,305.00	2,395.00	<b>558.56</b>
Audit	380.00	340.00	380.00	<b>430.00</b>
Donations	1,000.00	1,000.00	3,000.00	<b>350.00</b>
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	<b>936.33</b>
Footpaths	950.00	3,200.00	2,500.00	<b>1,229.00</b>
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	<b>1,059.11</b>
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
Elections				<b>148.85</b>
VAT paid	0.00	1,700.00	0.00	<b>363.35</b>
Transfer				0.00
<b>Total Expenditure</b>	<b>£21,870.00</b>	<b>£32,127.99</b>	<b>£25,684.00</b>	<b>£7,878.93</b>
<b>Totals Income - Expenditure</b>	<b>£21,018.00</b>	<b>-£12,524.30</b>	<b>-£2,296.00</b>	<b>£17,247.24</b>
<b>Totals Income - Expenditure including balance B/F</b>				<b>£53,565.86</b>
<b>Bank Reconciliation</b>				
<b>Unity Trust Bank Current account at 9/10/23</b>				<b>£2,656.56</b>
<b>Unity Trust Bank Deposit account at 9/10/23</b>				<b>£50,909.10</b>
<b>Outstanding credits</b>				<b>0.00</b>
<b>Total Held in all accounts</b>				<b>53,565.66</b>

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

Account Number	Sort Code	Account Title	Balance	GBP Balance
<b>002788748: Polstead Parish Council</b>				
20462217	60-83-01	Unity Current Account T1	2,656.56 GBP	2,656.56
<b>20462220</b>	<b>60-83-01</b>	<b>Instant Access Account</b>	<b>50,909.10 GBP</b>	<b>50,909.10</b>
<b>Total:</b>				<b>53,565.66</b>
<b>Group Total:</b>				<b>53,565.66</b>

- e **Payments made since previous meeting**  
in accordance with minutes of the previous meeting

**Payments to be made.**

£234.00 CO10 Gardening

£54.00 SALC provision of payroll 6 months

£418.08 Clerk Salary

£310.35 Clerk expenses = 26 weeks Working from home allowance at £6 plus travel  
noticeboards and meeting attendance

£60 web hosting One Suffolk website

£179.38 Glasdon additional dog bin

**Agenda item 11 Asset Allotments and Playing fields**

Contractor has sought permission to extend the budget of £4000 for grass cutting. The final mainly "in budget" cut will be completed week commencing 16/10/22 as depending on the weather there may be a requirement for 1 or 2 more cuts this year.

**Agenda item 19** Outdoor gym equipment should be fitted week commencing 16/10/23

**Agenda item 21 Safeguarding policy** draft attached to covering email applications for funding have established this requirement volunteer for a lead please?