

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 16th November 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 10th November 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 16th November 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 10th November 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 19th October 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/23/05016](#) Silkwood Straight Road Polstead Heath Polstead Colchester Suffolk CO6 5BB
Application for a Lawful Development Certificate for a Proposed use or development - Construction of single storey rear extension
 - 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.
 - b. Budget 2024/25
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. Update on the bus shelter and book exchange
17. Strategy for Churchyard maintenance
18. Gym Equipment update
19. Village pond
20. Christmas tree
21. Community Energy Scheme
22. Dates and venue for meetings in 2024
23. Future **agenda items**
24. Time date and place of next meeting 7.30pm Thursday 19th January 2024 Village Hall Polstead. A provisional meeting may be held on 21 December should there be an urgent planning item.

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.		no objection	Awaiting decision
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.		No objection	Awaiting decision
DC/23/04600	High Beeches, White Street Green Polstead CO10 5JN	Erection to two single storey extensions following demolition of existing		no objection	Grant
DC/23/04671	Blackthorns White Street Green Polstead Colchester Suffolk CO6 5DW	Householder Application - Conversion of workshop to form annex accommodation		no objection	awaiting decision
DC/23/04754	Clear Spot Heath Road Polstead Colchester Suffolk CO6 5BG	TPO		no objection	awaiting decision
DC/23/05016	Silkwood Straight Road Polstead Heath Polstead Colchester Suffolk CO6 5BB	Application for a Lawful Development Certificate for a Proposed use or development - Construction of single storey rear extension			awaiting decision

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

Updates from National Grid

Reports from DCllr and CCllr

BDC review of polling districts

Questions for the new highways team

Research from other Parish Councils re churchyard grass cutting lowest currently £500 and highest £1200 with a majority contributing £800.

Community Energy Scheme notice of meeting date TBC

Hadleigh Heath issue with Pollution/overflowing sewers

White Street Green issue with Pollution/overflowing sewers

Caloo various regarding fitting of the gym equipment

SALC re Storm Babet and issues with drainage

Offer of Christmas tree for the village for this and subsequent years

Hadleigh Neighbourhood Plan consultation

Local Policing model

Bus improvement plan

Associated Papers PPC for Meeting on 16 November 2023

Agenda Item 8 Clerk's report

Agenda no	Action	Who	Complete
23106 23513 23613 23919 231019	Polstead Pond, SCC installed post and rail during the 1960s Cllr Engleheart contacted CCllr Hall to request a donation response awaited. No donation forthcoming from SCC Contact RK and LM for advice on cutting pond banks Contact Sudbury Wardens for advice and action on fallen fence	Clerk Clerk	Ongoing ✓ ✓
231009	Pay suppliers	Clerk	✓
23312/23412 23612, 23910 231018	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 30 October 2023	Clerk/AD	Ongoing
23212/ 23312 23412 23518 23711 23911 231020	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 Clerk to chase additional funding options – Safeguarding Policy required for additional funding Safeguarding Policy agreed Cllr Davis to be lead.	Clerk/TD SD	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
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 Bin has been ordered and is with Sudbury Wardens for fitting.	JO	✓
23703 23903	Contact Clerk at Leavenheath re funding for car charging points left message and awaiting response. 26/7/23 Correspondence and estimate received from Angliacarcharging.co.uk at £2,229 per unit subject to inspection. A funding application would be necessary.	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	✓
23904	Consider whether a no cold calling zone is necessary	All	
23905	Chase BDC for a response regarding Boxford Fruit Farms legal opinion	JW	
231005	Planning responses to BDC	Clerk	✓
23906 23106	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	✓

Associated Papers PPC for Meeting on 16 November 2023

	Clerk to enquire the level of contributions made by other Parish Councils Add to agenda for November	Clerk	
23104	Chase SCC Highways re drainage issue in Mill Street	GH	✓
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	
231010	Contact Cllr Oxford re fallen tree on Footpath 35 Contact CO10 Gardening request liaise with Cllr Sowman re dead tree in White Street Green	SS/Clerk Clerk	✓ ✓
231011	Chase Lease with BDC Legal	JW	✓
231012	Circulate list of potential Affordable housing sites to Councillors prior to next meeting.	JE	
231014	Consider sites for Christmas tree prior to next meeting.	All/SS	
231016	Check whether £500 locality donation received from SCC to refurbish bus shelter, if yes notify councillors and pay to Village shop, if no request from GH. Awaiting breakdown of costs	Clerk	Ongoing
231017	Liaise with church wardens re Meeting cemetery grass cutting	Clerk AW/JF	
231020	Safeguarding Policy, edit with Cllr Davis as lead and publish	Clerk	✓
	Agenda items for the next Summons, Christmas Carol Service National Grid update Christmas tree Churchyard maintenance Budget 2024/25 Electric Vehicle Charging Points Affordable Housing Pond fence Fence and gate for Rockalls Road Playground Gym equipment	Clerk	

Agenda Item 9 Finance

Budget to Date				
	2022/23		2023-24	
	Budget	To year end	Budget	YTD
Income				
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	281.07
Allotment rent	120.00	81.68	90.00	114.16
Wayleave	22.00	21.01	22.00	21.01
CIL	0.00	0.00	0.00	230.94
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	£25,147.18

Associated Papers PPC for Meeting on 16 November 2023

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	2,918.26
Insurance	600.00	580.00	600.00	0.00
Admin	2,355.00	2,305.00	2,395.00	963.91
Audit	380.00	340.00	380.00	430.00
Donations	1,000.00	1,000.00	3,000.00	350.00
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	1,085.81
Footpaths	950.00	3,200.00	2,500.00	1,463.00
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	368.86
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
Elections				148.85
VAT paid	0.00	1,700.00	0.00	412.25
Transfer				0.00
Total Expenditure	£21,870.00	£32,127.99	£25,684.00	£9,200.05
Totals Income - Expenditure	£21,018.00	-£12,524.30	-£2,296.00	£15,947.13
Totals Income - Expenditure including balance B/F				£52,265.75
Bank Reconciliation				
Unity Trust Bank Current account at 6/11/23				£1,356.65
Unity Trust Bank Deposit account at 6/11/23				£50,909.10
Outstanding credits				0.00
Total Held in all accounts				52,265.75

Polstead Parish Council

52,265.75 GBP

20462217 [Current T1](#)

1,356.65 GBP
Available: 1,356.65 GBP

20462220 [Instant Access](#)

50,909.10 GBP
Available: 50,909.10 GBP

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

Payments to be made.

£622.00 CO10 Gardening which included £370 for removal of tree at White Street Green

Associated Papers PPC for Meeting on 16 November 2023

£418.08 Clerk Salary

£7,740.00 Caloo (£1,290 VAT to be reclaimed immediately and payment from BDC Grants for the balance has already been requested)

£225.00 AIS inspection of playgrounds

£1,000 previously agreed to the Community Pantry

£500 Village Hall contribution toward the internet provision

Local Government pay award 2023

increase of £1 an hour again has been agreed across the board a resolution please to increase salary according to the Local Government pay scale which is currently point 9 which would be back paid to April 1 2023.

7	£24,294	£12.63	LC1 (7-12) (substantive benchmark range)
8	£24,702	£12.84	
9	£25,119	£13.06	
10	£25,545	£13.28	
11	£25,979	£13.50	
12	£26,421	£13.73	

Budget 2024/25

This is still a work in progress as I don't have information on expenditure for next year yet, so I have guessed at an increase at 10% to keep as a round figure.

Costs can be reduced by changing the playground inspector AIS currently £225 vat free, David Bracey has quoted £180 +vat, BDC contract for playground maintenance £106 = £53 per playground.

Grass cutting – mechanism of paying and contribution toward the churchyard to be discussed separately.

Associated Papers PPC for Meeting on 16 November 2023

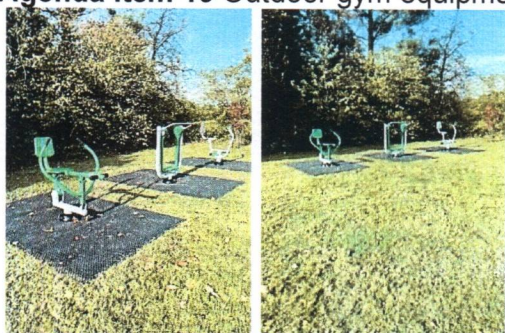
	2020 / 21		2021 / 22		To year end	2022 / 23		2023-24		24 / 25	costs from last year	Probable Actual Comments
	Budget	Actual	Budget	Actual		Budget	actual to date	Budget	actual to date			
Income												
Bank Interest	0.00	1.51	0.00	0.25	1.00	1.00	1.46	0.00	230.94	500.00		I've simply increased by 10% to
Recycling	0.00	0.00	0.00	0.00	0.00	120.00	0.00	0.00	0.00	0.00		
Grants	745.00	744.32	745.00	0.00	745.00	745.00	1,294.32	745.00	0.00	0.00	P3 £195 / BDC £550 for Heath	
Allotment Rent	120.00	163.50	120.00	81.68	187.60	120	81.68	90.00	114.16	120.00		
Wayleave	22.00	21.01	22.00	0.00	21.01	22.00	21.01	22.00	21.01	22.00		
Other	0.00	0.00	0.00	0.00	0.00	-	0.00	0.00	0.00	0.00		
CIL	0.00	0.00	0.00	0.00	0.00	-	0.00	0.00	0.00	0.00		
VAT Repayment	0.00	1,456.49	0.00	1,043.70	630.21	-	1,043.70	700.00	0.00	0.00		
Total Income	887.00	2,386.83	887.00	1,125.63	1,584.82	1,008.00	2,442.17	1,557.00	366.11	642.00		
Precept		18,596.00			19,500.00	24,500.00	24,942.17	24,500	24,500	?		
Expenditure												
Clerks Salary	4,704.98	4,321.21	4,700.00	4,117.20	4,500.00	4,700.00	3,468.12	5172	2918.26	5,600.00	5172+5% potential pay rise this year and 5% next	
Admin	2,300.00	1,405.29	2,355.00	1,632.04	2,305.00	2,355.00	1,068.53	2395	963.91	2,635.00	SALC £380 / CAS £30 / VH Rent £240 / Training £600 / Expenses inc Travel £500 / Clerk WFHA £312 / SLCC membership £50 / Subscriptions £50 / ICO £38 / OneSuffolk £50 / Playground Rent £55 / Online Mapping £50	Expenses inc Travel £200 / Clerk WFH Allow £156 / Training £500
Insurance	580.00	552.94	600.00	577.91	580.00	600.00	0.00	600	0.00	660.00		
Audit Inspections	340.00	380.00	380.00	340.00	340.00	380.00	340.00	380	430	473.00	External Auditor £200 / Internal Auditor £180	
Donations	1,000.00	2,177.50	1,000.00	600.00	1,000.00	1,000.00	1,050.00	3000	350	1,000.00	Church Clock Maint £150 / Local Charities £850	
Chairman's Allowance	60.00	45.00	60.00	83.98	100.00	60.00	0.00	60	0	60.00		
Community Wardens	1,180.00	1,000.00	710.00	505.05	700.00	710.00	385.50	700	0	800.00	25 hours @ £21.20 + £180 mileage (20 trips)	Mileage £180
Dog & Litter Bins	1,000.00	771.47	950.00	850.99	850.99	950.00	838.00	800	1085.81	910.00	14 dog bins (£50) 6 Litter (£50)	
Footpaths	1,850.00	3,668.00	950.00	2,581.00	3,200.00	3,200.00	2,126.00	2500	1463	2,750.00		
Grass Cutting	3,350.00	2,688.00	5,500.00	5,590.50	4,825.00	5,500.00	3,518.00	4000	0.00	5,000.00		
Ditch Clearance	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0.00		
Maintenance	1,200.00	964.29	1,200.00	1,140.70	1,200.00	1,200.00	2,512.58	1700	368.86	1,700.00	Wooden Asset Maintenance £500 / Playground Equipment Maintenance £500 / Play Equipment Check £200	
Projects	1,500.00	246.90	2,000.00	2,961.44	1,825.00	2,000.00	3,560.86	1500	1059.11	?		What Projects are envisaged for ne year?
Village Hall	965.00	0.00	965.00	219.00	965.00	965.00	209.00	1500	0	600.00	Heating Oil + Defib electric £30	Do you want to budget £1500 for village hall heating? In addition to the hire? That would be a good wedge toward fencing for the playground!
Contingency	500.00	0.00	500.00	0.00	500.00	500.00	0.00	500	0	500.00		
CIL	0.00	0.00	0.00	3,380.00	7,537.00	0.00	0.00	877	0	0.00		
VAT Paid	0.00	630.21	0.00	303.04	1,700.00	0.00	658.36	0	412.25	0.00		
Total Expenditure	20,729.98	18,850.81	21,870.00	24,882.85	32,127.99	24,120.00		25,684.00	9,051.20	22,688.00		

Reserves held by PPC

		2020 / 21		2021 / 22		2022 / 23		2023 / 24		2024 / 25
		Start of year	End of year	Start of year	End of year	Start of year	End of year	Start of year	End of year	Start of year
General Reserves 8/12ths of Expenditure from June	16,080.00	10,413.38	12,545.40	12,545.40	4,688.99	4,688.99	4,688.99	10651		11,598.00
Restricted - CIL		9,617.56	9,617.56	9,617.56	6,237.56	6,237.56	3,667.56	3667.56	3667.56	3667.56
Earmarked Reserves										
Asset Replacement		12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
Play Equipment Replacement		8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
Election Costs		2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Total Earmarked Reserves		22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00
Total Reserves		42,030.94	44,162.96	44,162.96	32,926.55	32,926.55	30,356.55	36,318.56	25,667.56	37,265.56

Agenda item 11 Asset Allotments and Playing fields.

Agenda item 19 Outdoor gym equipment now fitted



Agenda item 22

Dates for meetings in 2024 provisionally Thursdays

18 Jan, 15 Feb, 21 March, 18 April, 16 May, 20 June, 18 July, 15 Aug (planning applications only), 19 Sept, 17 Oct, 21 Nov, 19 Dec (planning applications only)

Annual Parish Meeting 4 April