

POLSTEAD PARISH COUNCIL

Email: clerk@polstead-pc.gov.uk

PUBLIC NOTICE

A Meeting of Polstead Parish Council will be held on

Thursday 18th April 2024 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.

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Dear Councillor

You are summoned to a Meeting of Polstead Parish Council on Thursday 18th April 2024 starting at 7.30pm in Polstead Village Hall. The Agenda for the meeting is listed below.

Chairman of Polstead Parish Council

Dated 11th April 2024

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 21st March 2024
4. Public forum:
 - a. Receive **reports from County Councillor and District Councillor**
 - b. Receive **questions from Parishioners** (contributions to be limited to 2 minutes). The Chairman will ask Parishioners on which topic they wish to address, so they can speak at this point or at the relevant Agenda Item
5. Receive **reports and questions from Councillors**
 - a. Annual Parish Meeting on Tuesday 21st May 2024 in Village Hall at 7.30pm
 - b. Boxford Farms update
6. **Planning**
 - a. **Planning applications to consider:**
[DC/24/01282](#) The Brewers Arms, Bower House Tye, Polstead CO6 5BZ
Planning application – change of use of (part) restaurant to form retail shop and erection of detached pergola structure for outside dining area
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
 - b. **Consider the status** of planning applications, appeals, enforcement referrals and any potential planning issues
7. Agree actions on **emails distributed** since the last meeting
8. Agree actions required following the previous meeting
9. **Finance**
 - a. Authorise payments for invoices received since the last meeting and to be made
 - b. Budget 2024/25 (Cllr Engleheart to update)
 - c. Grant funding 2024-25
 - i. Community Hardship Fund – to further consider a donation at the request of Cllrs Flather and Engleheart
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. Fence and gate to Rockalls Road Playground – update
14. Village pond – Cllr Engleheart to update
15. Annual review of documents Standing Orders, Financial Regulations and Policies and Procedures – postpone review pending appointment of Clerk
16. The meeting will be closed to the general public at this point to discuss a confidential matter
Chair to update Council on the recruitment of a new Clerk and RFO
17. Future **agenda items**
18. Time date and place of next meeting 7.30pm Thursday 16th May 2024 Village Hall. To be preceded by the Annual General Meeting