

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 15th February 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.

Christine Hargan

Signed by Christine Hargan Clerk to Polstead Parish Council Dated 9th February 2024

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 15th February 2024 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 8th February 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 18th January 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)
5. Receive **reports and questions from Councillors**
6. **Planning**
 - a. **Planning applications to consider:**
 - [DC/24/00324](#) Discharge of conditions (Window and Door Repairs)|Yeomans Cottage Mill Street Polstead Colchester Suffolk CO6 5AD
 - [DC/24/00323](#) Discharge of Conditions 3 (Render), 6 (Roof Cladding Removal) , 7 (Insulation) and 8 (Flue)|Yeomans Cottage Mill Street Polstead
 - [DC/24/00433](#) Application for works to tree subject to Tree Preservation Order (BT416/T2) - Reducing the height and spread of Oak Tree crown (T1) by approximately 3 metres and balance The Bay Trees Heath Road Polstead Colchester Suffolk CO6 5BG
 - 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
 - c. Grant funding 2024-25
 - I. Community Hardship Fund
 - II. Churchyard
 - III. Fuel allowance for the Village Hall
 - IV. Strategy for ad hoc requests for grants to other organisations
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. Update on the bus shelter and book exchange
16. Village pond
17. BDC Car Parking Survey
18. Spring Litter Pick
19. D-Day celebration
20. Plan for Christmas tree and celebrations
21. Future **agenda items**
22. Time date and place of next meeting 7.30pm Thursday 21st March 2024 Village Hall

Associated Papers PPC for Meeting on 18th January 2024

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/23/05760	Green Farm Barn White Street Green Polstead Sudbury Suffolk CO10 5JL	Erection of new 3 bay cart lodge with lean-to garden store. Conversion of existing single storey outbuilding to carers annexe.			Granted

Agenda item 5 Reports and questions from Councillors

None Received

Agenda Item 7 Correspondence

Various newsletters

AONB / National Landscapes

Government Events

SALC

Public Sector Executive

Large Scale Energy Developments

Updates from National Grid

Half term holiday activities

Reports from DCllr and CCllr

Notification of CCllr application for grant to cover cost of rails and posts for the pond

Enquiry about a craft exhibition

BDC Survey for parking charges

Notification from SCC that finally the various footpath issues dating back to April will be attended to

Fruit Cages, response from BDC still waiting for legal department

Associated Papers PPC for Meeting on 18th January 2024

Agenda Item 8 Clerk's report

- Unfortunately there is no chance of Polstead Hill being included in the regular gritting programme in the event of bad weather.
- Finally the footpath and highway repairs logged between April and July last year are on the list for replacement.

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 ✓ ✓
231119 24119	Nature Citizen to discuss with local ecologist replanting pond bank with low flowering plants/seeds Cllr Engleheart to organise quote and Cllr Davey to connect with CCllr Hall	LM JE/TD	✓
231109	Pay suppliers	Clerk	✓
23212/ 23312 23412 23518 23711 23911 231020 231123 24115	Replacement of Rockalls Road 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. Funding obtained, contact suppliers for updated prices for decision at the next meeting Cllr Davis to investigate, photograph gate at Bures and liaise with Contractor regarding gate closure, Clerk to use information to apply for S106 funding	Clerk/TD SD Clerk SD Clerk	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 23104	Counsel Opinion to BDC and CC Boxford Fruit farms chase response from Chief Exec and Chief Planning Officer. Clerk to write to Chef Planning Officer requesting progress report Response that BDC are awaiting advice from Legal Dept	JW 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 Bin has been ordered and is with Sudbury Wardens for fitting. Awaiting fitting.	JO	✓ ongoing
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. Roll until in a position to purchase – approval will be needed from the village hall for siting of the units	Clerk	✓
23704 231110 24111 24111	Write to CCllr Hall re inconsistency of repair to signage and roads. Additional issues with drainage and potholes, report issues on SCC reporting tool and provide numbers to CCllr Hall Print and laminate no cycling signs Branch of tree is obstructing footpath near Flaggy Pond, check if resolved and notify Clerk for action	TD All TD SS/Clerk	✓ ✓

Associated Papers PPC for Meeting on 18th January 2024

23710 231110	Contact SCC regarding grit fill programme for B roads Write covering letter to member of public re grit bins and to continue pressure on SCC Highways to regularly top up grit. And to add Polstead Hill to regular gritting programme	Clerk Clerk	✓ Ongoing Ongoing
24104	Continue pressure on SCC		
23712	Send Clerk information on plot of land for Affordable Housing to enable contact with BDC Planning	JO	Ongoing
23912	Volunteers to contact local landowners requesting land for potential affordable housing sites.		✓
231112	Contact housing associations with a view to developing affordable housing on the existing plot Awaiting response from BDC Planning regarding feasibility of scheme	SD	✓ ✓
24113	Meet with land owners to ask if they would consider their land being used for affordable housing	JE	
23905	Chase BDC for a response regarding Boxford Fruit Farms legal opinion	JW	ongoing
231105	Awaiting response from BDC Legal		
231005	Planning responses to BDC	Clerk	✓
23906	Consider churchyard maintenance 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	✓
23106	Clerk to enquire the level of contributions made by other Parish Councils Add to agenda for November	Clerk	✓
231106	Discuss with the budget in January.		
24117	Clerk to compose a draft letter to Churchwarden grant rather than budget	Clerk/AW/ JF	
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	✓
231106	Pay for broadband Request sight of account sheet prior to discussing heating grant further	Clerk SS	
24116	Delay payment of rent and consider with all grants in February	Clerk/All	
231011	Chase Lease with BDC Legal	JW	ongoing
231014	Consider sites for Christmas tree prior to next meeting.	All/SS	✓
231120	Liaise with Lord of Manor for agreement to site Christmas tree on the Village green, purchase Solar Christmas lights Liaise with vendor to arrange delivery of tree Consider site for Christmas tree on green, and fit tube flush with turf to safely hold the tree Decorate tree	SD AW SS/JO MP	✓
24111	Consider alternative method of securing tree and lights	All	
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 to forward to GH	Clerk	Ongoing
24116	Clrs to assess whether refurbishment of structure is desirable or cost effective	All	
231017	Liaise with church wardens re Meeting cemetery grass cutting	Clerk AW/JF	
	Agenda items for the next Summons, <ul style="list-style-type: none"> • National Grid update • Churchyard maintenance • Budget 2024/25 • Electric Vehicle Charging Points • Affordable Housing • Fence and gate for Rockalls Road Playground 	Clerk	

Associated Papers PPC for Meeting on 18th January 2024

	<ul style="list-style-type: none"> • Bus shelter, maintenance, once costs agreed will be a grant not a liability • Village Hall accounts, consideration for the fuel next year • Grant for community pantry • Community Energy Scheme 		
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Agenda Item 9 Finance

Payments made since previous meeting

in accordance with minutes of the previous meeting

Payments to be made.

- £108.00 CO10 Gardening January
- £165 Pascal Bourguignon T/A Best Host web hosting Domain and hosting package
- £695.98 Clerk Salary January including back pay
- £325.00 Village Hall hire in 2023
- £325.00 Village Hall Hire in 2024

Bank balance

Polstead Parish Council **48,589.91 GBP**

20462217 • Current T1

330.95 GBP

Available: 330.95 GBP

20462220 • Instant Access

48,258.96 GBP

Available: 48,258.96 GBP

Associated Papers PPC for Meeting on 18th January 2024

	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		745.00	14,000.00
Bank Interest	1.00	10.00	1.00	630.93
Allotment rent	120.00	81.68	120.00	114.16
Wayleave	22.00	21.01	22.00	21.01
CIL	0.00	0.00	0.00	230.94
Precept	22,500.00	22,500.00	24,500.00	24,500.00
VAT Repayment	0.00		0.00	0.00
Transfer				10,000.00
Total Income	£42,888.00	£22,612.69	£23,388.00	£39,497.04
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	4,172.50
Insurance	600.00	580.00	600.00	0.00
Admin	2,355.00	2,305.00	2,395.00	1,081.91
Audit	380.00	340.00	380.00	430.00
Donations	1,000.00	1,000.00	3,000.00	2,100.00
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	1,085.81
Footpaths	950.00	3,200.00	2,500.00	2,337.00
Grass Cutting (P3 Scheme)	5,500.00	4,825.00	4,000.00	4,687.75
Ditch Clearance	0.00	0.00	0.00	0.00
Maintenance	1,200.00	1,200.00	1,700.00	816.36
Projects	2,000.00	1,825.00	1,500.00	7,661.27
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	2,704.30
Transfer				0.00
Total Expenditure	£21,870.00	£32,127.99	£25,684.00	£27,225.75
Totals Income - Expenditure	£21,018.00	-£9,515.30	-£2,296.00	£12,271.29
Totals Income - Expenditure including balance B/F				£48,589.91
Bank Reconciliation				
Unity Trust Bank Current account at 8/2/24				£330.95
Unity Trust Bank Deposit account at 8/2/24				£48,258.96
Outstanding credits				0.00
Total Held in all accounts				48,589.91

Budget 2024/25

Further information on expenditure for next year is awaited,

- There is a large increase on the costs of emptying litter and dog bins of 30%
- Grass cutting costs will remain unchanged for playing fields and Heath Close.
- The hourly fee for cutting the footpaths and occasional tree and bush surgery will be increased by £2 to £20 an hour but will need to charge VAT next year.
- A further decision to be taken regarding how often to cut. CO10 Gardening say it will take 4 -5 hours for each cut @£22 per hour.
- Costs for playground maintenance 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.
- A budget for Projects needs to be agreed and a decision re additional expenditure made. If the playground fence and gate is agreed it will be self-funding as £7k grant already received and £7.3k available from S106
- Affordable Housing there is a budget of £7k in S106 available.
- SALC is increasing their charges by 3%.

Hard copy of budget will be brought to the meeting and distributed in advance under separate email.

Agenda Item 14 Fence and Gate to Rockalls Road

Being followed through with fencing company.

Agenda Item 15 Bus shelter

Quotation has been received for reprinting the Footpath map £98 +VAT

Agenda item 17 BDC parking survey

Introduction

We would like your feedback on Babergh District Council's plans to vary parking charges in Sudbury, Hadleigh, Lavenham and Chelmondiston.

Subsidising the current three-hour free parking in Sudbury, Hadleigh and Lavenham will cost the council approximately £425K this year, and those costs are set to rise further. We face significant budget pressures in the next financial year (2024/25) and can no longer afford the subsidy if we are to continue delivering other essential services to residents and communities.

We do not believe the success of town centres is defined by parking charges alone, but we do recognise there is concern about this proposal and there are challenges – which is why we want to engage with key stakeholders to minimise these and find solutions.

In January, Babergh's Cabinet agreed to carry out this engagement exercise.

This survey is aimed specifically at town and parish councils and district councillors as representatives of your local communities. It can be completed by clerks, district councillors and other recognised groups.

It will build on previous feedback captured from residents and other stakeholders during our Parking Strategy consultation in 2022.

The deadline for your responses is **3rd March 2024** and we will publish the results of this engagement on our website. You / your organisation will not be identified in any published reports unless you choose to give permission at the end of the survey for your responses to be attributable. Your feedback will be reflected in proposals to be examined by our Overview and Scrutiny Committee before going to Cabinet for a final decision.

Thank you.

Powered by [SmartSurvey](#)

- Are you completing this survey as
...as a district councillor?
- ...as an individual town or parish councillor?
- ...on behalf of a town or parish council?
- ...on behalf of any other recognised group or organisation?
- None of the above

Associated Papers PPC for Meeting on 18th January 2024

Please provide the following information *

Your name *

Email address *

Name of council or group/organisation *

Parking tariffs

The Council is proposing to vary the tariffs in our car parks to help tackle the financial deficit that we are facing to lessen the cuts or savings we will have to make to other services. At present, the free parking that is provided in our car parks in Sudbury, Hadleigh and Lavenham is subsidised by all council tax payers in the district.

We are committed to ensure that the charges that would be introduced would remain as low as possible and are in line with towns and villages of a similar size across the East Anglian region.

What comments would you like to make regarding this proposal?

Car Parking provision

The Council published its Parking Strategy in 2022, which outlines both on-street and off-street parking provision for the next 20 years. More information about the Parking Strategy is available on our website at <https://www.babergh.gov.uk/w/parking-strategy>

The Strategy looks at the improvement and maintenance of our parking provision to ensure that we have the right level of parking provision in the right places.

Do you have any comments on our current car park provision and facilities?

ON-STREET PARKING

In 2020, Civil Parking Enforcement was introduced to the Babergh District, with Ipswich Borough Council and West Suffolk Council sharing the on-street parking enforcement duties. This has had a positive effect in many areas.

We understand that varying the tariffs in our car parks could impact on-street parking, but it could also mean that we could encourage more enforcement where required.

What comments would you like to make regarding on-street parking and parking enforcement?

SUSTAINABLE TRANSPORT

The Parking Strategy identified that many of our car parks are already approaching capacity and the demand on parking spaces will only increase without better access to sustainable transport solutions. This includes improving public transport, cycling, and walking facilities.

What comments would you like to make regarding sustainable transport, and what improvements would encourage and enable travel without the need for parking (therefore helping to manage the demand on our car parks)?

You can choose to upload any supporting documentation below

Choose File

You / your organisation will not be identified in any published reports unless you

choose to give permission for your responses to be attributable *

- Please treat my response as anonymous in any published reports
- I am happy for my response to be attributed in any published reports

Finally, would you be happy to be contacted by Babergh District Council to discuss any of the issues raised in your response? *

- Yes
- No