

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 18th January 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 12th January 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 18th January 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 12th January 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 16th November 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/23/05760](#) Erection of new 3 bay cart lodge with lean-to garden store. Conversion of existing single storey outbuilding to carers annexe
Green Farm Barn White Street Green Polstead Sudbury Suffolk CO10 5JL
 - 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. Precept 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. Update on the bus shelter and book exchange
16. Strategy for Churchyard maintenance
17. Request for Grants
 - a. Community Hardship Fund
 - b. Fuel allowance for the Village Hall
 - c. Strategy for grants to other organisations
18. Village pond
19. Future **agenda items**
20. Time date and place of next meeting 7.30pm Thursday 15th February 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/23/03923	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	Grant
DC/23/04754	Clear Spot Heath Road Polstead Colchester Suffolk CO6 5BG	TPO		no objection	Grant
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			Was 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.			Awaiting decision

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

Consultation on BDC Scrap Metal Policy and Sexual Entertainment Policy. Any comments?

Notification that BDC has paid grant for Heath Close but it is not in the bank account yet.

New battery required for Village Hall Defib and has been ordered.

Associated Papers PPC for Meeting on 18th January 2024

Agenda Item 8 Clerk's report

Agenda no	Action	Who	Complete
23106	Polstead Pond, SCC installed post and rail during the 1960s Cllr		Ongoing
23513	Engleheart contacted CCllr Hall to request a donation response		
23613	awaited.		
23919	No donation forthcoming from SCC		
231019	Contact RK and LM for advice on cutting pond banks	Clerk	✓
	Contact Sudbury Wardens for advice and action on fallen fence	Clerk	✓
231119	Nature Citizen to discuss with local ecologist replanting pond bank with low flowering plants/seeds	LM	
231109	Pay suppliers	Clerk	✓
23312/23412	Complete grant applications Grant for Gym equipment Offer	Clerk/AD	Ongoing
23612, 23910	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		
231018	Gym equipment fitted liaise with AD and BDC Grants date for meeting for publicity purposes	Clerk	
231118			
23212/23312	Replacement of fence, and gate with metal fencing liaise with councillors re choice of fencing.	Clerk/TD	Ongoing
23412	Chase Lease for Rockalls Road Play area		
23518	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.		✓
23711	Funding obtained, contact suppliers for updated prices for decision at the next meeting	SD	
23911			
231020			
231123			
23213/23318	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,	Clerk/Cllrs	Ongoing
23615			
23913	Intent to purchase but funding is required.		
23405	Counsel Opinion to BDC and CC Boxford Fruit farms chase response from Chief Exec and Chief Planning Officer.	JW	Ongoing
23905			
23706	Discuss siting of Dog bin in Popes Lane with landowners	JO	✓
23909	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.		ongoing
23703	Contact Clerk at Leavenheath re funding for car charging points left message and awaiting response. 26/7/23	Clerk	✓
23903	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		
23704	Write to CCllr Hall re inconsistency of repair to signage and roads.	Cllr Davey	✓
231110	Additional issues with drainage and potholes, report issues on SCC reporting tool and provide numbers to CCllr Hall	All	
231110	Contact SCC regarding grit fill programme for B roads	Clerk	✓
23710	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	
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.		✓
	Contact housing associations with a view to developing affordable housing on the existing plot		✓
231112	Awaiting response from BDC Planning regarding feasibility of scheme	SD	✓
23904	Consider whether a no cold calling zone is necessary	All	
23905	Chase BDC for a response regarding Boxford Fruit Farms legal opinion	JW	ongoing

Associated Papers PPC for Meeting on 18th January 2024

Agenda Item 9 Finance

Payments made since previous meeting

in accordance with minutes of the previous meeting

Payments to be made.

- £100 Previously agreed contribution to the Christmas Fayre
- £126.00 CO10 Gardening November
- £126.00 CO10 Gardening December
- £418.00 Clerk Salary November
- £418.00 Clerk Salary December
- £120.00 Clerk expenses repair of Parish Computer
- £325.00 Village Hall hire in 2023
- £? Webnos new battery for VH defib
- £ tbc Mr Palmer grass cutting

Budget to Date				
	2022/23		2023-24	
	Budget	To year end	Budget	YTD
<u>Income</u>				
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	13,450.00
Bank Interest	1.00	1.00	10.00	630.93
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	£38,947.04

<u>Expenditure</u>	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	3,336.34
Insurance	600.00	580.00	600.00	0.00
Admin	2,355.00	2,305.00	2,395.00	981.91
Audit	380.00	340.00	380.00	430.00
Donations	1,000.00	1,000.00	3,000.00	2,000.00
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	2,085.00
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	593.86
Projects	2,000.00	1,825.00	1,500.00	7,661.27

Associated Papers PPC for Meeting on 18th January 2024

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	1,702.25
Transfer				0.00
Total Expenditure	£21,870.00	£32,127.99	£25,684.00	£20,025.29
Totals Income - Expenditure	£21,018.00	-£12,524.30	-£2,296.00	£18,921.75
Totals Income - Expenditure including balance B/F				£55,240.37
Bank Reconciliation				
Unity Trust Bank Current account at 11/1/24				£3,981.41
Unity Trust Bank Deposit account at 11/1/24				£51,258.96
Outstanding credits				0.00
Total Held in all accounts				55,240.37

Polstead Parish Council

55,240.37 GBP

20462217 • Current T1

3,981.41 GBP

Available: 3,981.41 GBP

20462220 • Instant Access

51,258.96 GBP

Available: 51,258.96 GBP

Forecast to end of year

PPC has received rather more funds than budgeted due to successful applications for funding for Gym equipment for Heath Road playground and Rockalls Road fencing, although chased we are still awaiting a remittance for grass cutting from SCC. BDC has sent a remittance advice.

There is likely to be an underspend against the current budget on donations/grants of £1000.

However, an overspend on grass cutting is anticipated due to the wetter year invoice expected prior to meeting, otherwise the budget is on track.

As RFO I would recommend spending the CIL funds to avoid the requirement to repay them they could be spent on grass cutting or general maintenance and that would allow the restricted CIL budget to enter the general reserves.

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, however, there will be an increase in the costs of cutting the churchyard due to the additional work that has been demanded and additionally the decision to move the compost heap and the requirement for the contractor to drive down the path and around the outside of the churchyard to empty the cuttings.

Associated Papers PPC for Meeting on 18th January 2024

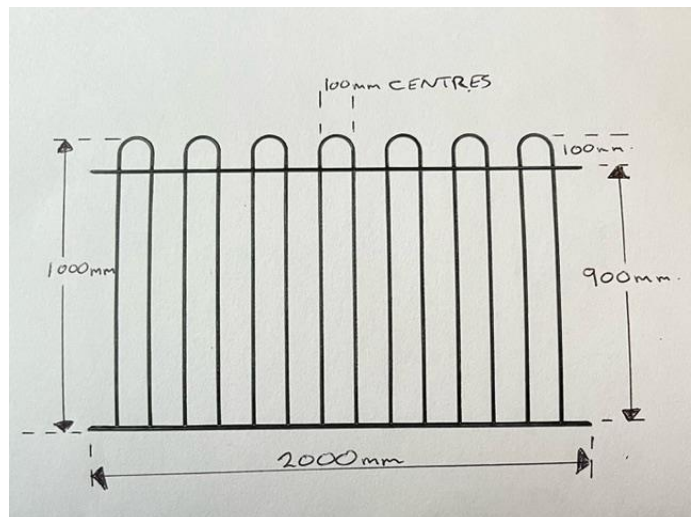
- The hourly fee for cutting the footpaths and occasional tree and bush surgery will be increased by £2 to £20 an hour.
- A further decision to be taken regarding who should cut the pond banks and how often.
- Costs for playground maintenance can be reduced by changing the playground inspector AIS currently £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.

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

Hoop top fencing and gate if the project is to advance please consider the closer type for the gate. Two contractors suggest different closers, first is hydraulic and within the gate, the second contractor recommends an external hydraulic closer both are ROSPA approved. If additional closers are required please specify

<https://www.onlineplaygrounds.co.uk/prosafe-self-closing-gate.html> The hidden option is £300 more expensive, or the cheaper option. Which can be fitted to an external post.



Agenda item 17 Requests for Grants

- a. A Community Hardship Fund/Community Pantry a request was received in November for additional funding in the next financial year. In February 2023 (Minute 23214) it was agreed to donate £1,000 as a one-off grant in the 2023/24 financial year.
- b. Village Hall fuel a request has been received to contribute toward heating
- c. Further Grant Funding to organisations, both inside and outside the Polstead Community these include:
 - I. Nature Citizen
 - II. Polstead Christmas Fayre
 - III. Polstead community Christmas lunches
 - IV. Community Hardship FundPreviously donated toward
 - i. Church Clock
 - ii. Kernos Centre, Sudbury
 - iii. Village hall re broadband
 - iv. Village Hall re legal costs
 - v. Village Hall Heating
 - vi. Village Hall as a Warm Place

If Precept is to be used to contribute toward charitable organisations a decision should be made as to the type of organisations that fit within the

Associated Papers PPC for Meeting on 18th January 2024

Parish definition of wellbeing to the Parish fabric or residents. Many parishes prefer to allow individuals to choose.

Agenda item 22

Dates for meetings in 2024 provisionally