

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 21st March 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 15th February 2024 starting at 7.30pm in Polstead Village Hall. The Agenda for the meeting is listed below.

Clerk to Polstead Parish Council Dated 15 March 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 15th February 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 21st March 2024

Agenda Item 1 Apologies for Absence Please forward any apologies in advance of the meeting

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/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.			Granted
DC/24/00850	Cherry Meadow House Straight Road Polstead CO6 5DL	Householder Application - Erection of detached cartlodge, detached garage with room over and swimming pool room (following demolition of existing garage).			Awaiting decision
DC/24/00374	Nuthatch Barn Heath Road Polstead Colchester Suffolk CO6 5BG	Householder Application - Erection of two storey rear extension and single storey side extension.			Awaiting decision
DC/24/0433	The Bay Trees Heath Road Polstead Colchester Suffolk CO6 5BG	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			Granted
DC/24/00324	Yeomans Cottage Mill Street Polstead Colchester Suffolk CO6 5AD	Discharge of Conditions Application for DC/23/00624 - Conditions 3 (Timetable for Repairs), 4 (Windows) and 5 (Window and Door Repairs)			Part Granted
DC/24/01174	The Grange Mill Street Polstead Colchester Suffolk CO6 5AD	Application for works to a tree in a Conservation Area - Fell 1No Oak tree (T3) to stop the influence of the tree on the soil below building foundation level and provide long term stability.			Awaiting decision

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

Associated Papers PPC for Meeting on 21st March 2024

Large Scale Energy Developments
Updates from National Grid
Reports from DCIir and CCIir

Associated Papers PPC for Meeting on 21st March 2024

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 ✓ ✓
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	✓
24209	Pay suppliers	Clerk	✓
23212/ 23312 23412 23518 23711 23911 231020 231123 24115 242	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 Colour to be decided and piston dark green SD to contact Kevin King working on highway boundary careful not to block the road how does he want to work	Clerk/TD SD Clerk SD Clerk 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 23104	Counsel Opinion to BDC and CC Boxford Fruit farms chase response from Chief Exec and Chief Planning Officer. Clerk to write to Chief 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	✓ ✓
23710 231110	Contact SCC regarding grit fill programme for B roads	Clerk	✓

Associated Papers PPC for Meeting on 21st March 2024

24104	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 Continue pressure on SCC	Clerk	Ongoing Ongoing
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		
242005	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	Cllrs to assess whether refurbishment of structure is desirable or cost effective	All	
24215	New footpath map required implement layers on Parish Online mapping software.	JE/JF	
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 • Budget 2024/25 • Electric Vehicle Charging Points • Affordable Housing • Fence and gate for Rockalls Road Playground • Bus shelter, maintenance, once costs agreed will be a grant not a liability • Village Hall accounts, consideration for the fuel next year 	Clerk	

Associated Papers PPC for Meeting on 21st March 2024

	<ul style="list-style-type: none"> Grant for community pantry Community Energy Scheme 		
24204	Apply for £373.35 Grant funding from DCllr Ward Refer claim for damage to brick wall to BDC insurance rep Consider whether there is a better agenda point for parishioner questions	Clerk JW AW	✓
24211	Ask Cllr Davey to repair gate to allotment	Clerk	
24217	Forward parking survey to councillors	Clerk	✓
24218	Litter pick Advertise on Facebook Borrow Roadside boards from BDC	JO Clerk	

Agenda Item 9 Finance

Payments made since previous meeting

in accordance with minutes of the previous meeting

Payments to be made.

- £144.00 CO10 Gardening January
- £521.59 Clerk Salary February
- £208.96 Clerk Salary March
- £352.71 Clerk expenses October to March
- £832.87 Galagher Insurance
- £ 30.00 Sudbury Town Council recharge for dog bin

Bank balance

Polstead Parish Council	49,674.24 GBP
20462217 • <u>Current T1</u>	3,015.28 GBP Available: 3,015.28 GBP
20462220 • <u>Instant Access</u>	46,658.96 GBP Available: 46,658.96 GBP

Budget to Date				
	2022/23		2023-24	
	Budget	Actual	Budget	YTD
-				
<u>Balance Brought Forward from current a/c</u>	46,863.51			2,921.43
<u>Balance b/f from Business Premium a/c</u>	3335.25			33,397.19
-				
<u>Income</u>				
Grants	745.00	1,294.32	745.00	14,000.00
Bank Interest	0.00	1.46	10.00	861.87
Allotment rent	120.00	81.68	90.00	114.16

Associated Papers PPC for Meeting on 21st March 2024

Wayleave	22.00	21.01	22.00	21.01
CIL	0.00	0.00	0.00	0.00
Precept	22,500.00	22,500.00	24,500.00	24,500.00
VAT Repayment	0.00	2,314.00	700.00	2,703.31
<i>Adjustment (by JFE to hit audited total)</i>		1,022.53		
Total Income	£23,387.00	£27,235.00	£26,067.00	£42,200.35
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	4,868.48
Insurance	600.00	580.00	600.00	0.00
Admin	2,355.00	2,305.00	2,395.00	1,246.91
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	3,200.00	3,200.00	2,500.00	2,445.00
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	650.00
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	£24,120.00	£30,559.00	£25,684.00	£28,844.73
Totals Income - Expenditure	-£733.00	-£3,324.00	£383.00	£13,355.62
Totals Income - Expenditure including balance B/F				£49,674.24
Bank Reconciliation				
Unity Trust Bank Current account at 12/3/24				£3,015.28
Unity Trust Bank Deposit account at 12/3/24				£46,658.96
Outstanding credits				0.00
Total Held in all accounts				49,674.24

Agenda Item 14 Fence and Gate to Rockalls Road

Has been ordered

Agenda Item 15 Village Pond

S106 form completed and sent to BDC

Agenda Item 15 Annual review of Policies and Procedures Standing orders and Financial Regulations is necessary for annual audit, to ensure that you comply with current legislation

[Financial Regs standing-orders](#)

[Policy-booklet-January-2023.](#)

[Document Retention Policy](#)

[Safeguarding Policy](#)