

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 June 2022 starting at 7.30pm
at Polstead Village Hall.

The Public and Press are invited to attend with the public participation session being held 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 June 2022

POLSTEAD PARISH COUNCIL

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Telephone: 01449 674727

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Dear Councillor

You are summoned to a Meeting of Polstead Parish Council on Thursday 16th June 2022 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 9th June 2022

103. Apologies for absence
104. Receive **declarations of interests** and **requests for dispensation** from Councillors
105. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 21st May 2022
106.
 - a. Receive **reports from County Councillor and District Councillor**
 - b. Receive **questions from Parishioners** (contributions to be limited to 2 minutes)
 - c. Consider update on **Proposed planting schemes** in the Parish
107. Receive **reports and questions from Councillors**
108. Agree actions on **emails distributed** by Clerk since the last meeting
109. Requests to plant trees on the village green
110. Agree actions required following the **Clerk's Report**
111. **Planning**
 - a. **Consider Planning application no:**
[DC/22/02201](#) Yeomans Cottage Mill Street Polstead Colchester Suffolk CO6 5AD Householder Application - Erection of a pitched roof rear porch (following demolition of existing), partial re-rendering, re-laying of existing roof tiles, erection of a boiler flue, erection of a greenhouse, and internal alterations as outlined in design and access statement
[DC/22/02202](#) Yeomans Cottage Mill Street Polstead Colchester Suffolk CO6 5AD Listed building consent for above
 - b. **Consider any planning application received** since the agenda was posted requiring a response before the next scheduled meeting.
 - c. **Consider the status** of planning applications, appeals, enforcement referrals and any potential planning issues
112. **Finance**
 - a. To consider the internal auditor report 2022 and to agree any actions
 - b. To approve Section 1 of the Annual Governance and Accountability Return (AGAR) for the year ending 31st March 2022
 - c. To approve Section 2 - Accounting Statement of the AGAR for the year ending 31st March 2022
 - d. To approve the explanation of quantified significant variances for Section 2 of the AGAR
 - e. the **RFO Report** authorise payments made since the last meeting and to be made: Note income received since the last meeting. Review the Reconciliation of Accounts against Bank Statements and the Statement of Accounts vs Budget
113. To consider Heelis and Lodge as internal auditor for 2022-23
114. Consider update on **Polstead WI's plans to convey their land in Polstead**
115. Consider any issues raised regarding **Highways and Footpaths**
116. Consider any **Asset, allotment, playground or playing field** issues including report on Footpath management
117. Review Grit, Litter and Dog bins
118. Review Notice Boards
119. Feedback on the Queens Platinum Jubilee
120. To adopt the **Model Councillor Code of Conduct 2020**, [NALC briefing on the code of conduct](#)
121. Future **agenda items**
122. Time date and place of next meeting 7.30pm Thursday 21st July 2022 Parish Council Meeting at the Village Hall Polstead

Agenda Item 104 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 108 Emails circulated

If there is an email that I have circulated which is not included on the agenda and you consider it should be discussed, please raise the item at this point.

Commonwealth resounds, Song for the Commonwealth. invitation to include a recording to the official record of the Queen’s Platinum Jubilee.

Highways, Heath Road Closure between 20-24th June with diversion route

Passing of Ruth Crabtree and request for a tree to be planted on the green

Lisa Matthews regarding the Jubilee weekend

Request for greens and playingfields to be cut prior to Jubilee weekend

Dog Bin – request from land owner to move the bin which had been placed in the middle of a footpath.

Queen’s Platinum Jubilee Beacons, instructions for lighting the above

Fallen tree on footpath 35 has been dealt with

Newsletter from the AONB

BDC spruce up of dog bins – adding a sticker with a cartoon

Request to put an article in the LSPN news regarding dog litter

Boots the Chemist regarding registering for flu jabs

Babergh Area Forum to be held on June 9th at 7pm

Energy Development Information session <https://youtu.be/9x-1KOLPMug>

Suffolk County Council/Georgia Subject: Question from APM The PDP would look specifically at what more Suffolk County Council could do to increase digital inclusion and remove barriers to accessing services through technology and the internet in Suffolk. It would look across the remit of its services and scope of influence

Work being undertaken in Stackwood Road, Cllr Oxford’s personal comment was quoted in correspondence to the Forestry commission as being from a Parish Councillor

Agenda Item 111 Clerk’s Report

We have had five enquiries/ applicants for the Parish Council vacancies at least two of whom should be present at the meeting.

We have had verbal communication with parishioners regarding inclusion of articles from PPC minutes in the LSPN news. Can we please discuss what should be included.

Unity Bank application the paperwork is now complete and just needs to have ‘live’ signatures and some other documents uploaded to open the account.

Rubbish dumped on Holt Road, The Sudbury Wardens have been asked to dispose

One new enquiry regarding allotments has been received.

Notice Board –

Actions

Minute	Action	Who	Complete
18/041	Send response to Lord of Manor Solicitor		

Associated Papers PPC for Meeting on 16th June 2022

22/089	Clerk to send holding response to Bryn Hurren regarding Noticeboard	Clerk	✓
22/089	Chair to verify location for the notice board as existing is obscured by laurel hedge	AW	
22/090	Planning application responses to BDC	Clerk	✓
22/090	Clerk to forward previous comments re Heath Farm to Councillors	Clerk	✓
22/091	Payments to suppliers	Clerk	✓
22/091	Clerk to complete application form for Unity Bank to and send documents to open the new account.	Clerk/JO/JF	
22/094	Cllr Sowman to liaise with Sudbury Wardens regarding location of two dog bins and a litter bin	SS	✓
22/094	Cllr Sowman to check functionality of the closure to the gate at Rockall Road playground.	SS	
22/094	Clerk is to advertise allotments in Village magazine.	Clerk	✓
22/094	Contact Suzy Weston regarding posting vacant allotment plots on Facebook	JF	
22/094	Cricket net organise working party to reinstate	JF	
22/094	Fallen tree. Contact land owner Bob Derbyshire re reduction	Clerk	✓
22/094	Holding email to Bryn Hurren re placement of noticeboard	Clerk	✓
22/094	Investigate issue with laurel hedge/placement of new noticeboard Polstead Heath	AW	
22/097	Working parties regarding Jubilee 2-5 June	all	✓

Associated Papers PPC for Meeting on 16th June 2022

Agenda Item 112 Planning Status

DC/22/01060	The Brewers Arms Bower House Tye Polstead CO6 5BZ	Full Planning Permission for erection of 1no commercial building (Class E farm shop), 1no covered pergola for outdoor dining, extension to car park, erection of 5no holiday let cabins including construction of associated car park, and planting of woodland and meadowland. Improvements to existing vehicular access. Outline Planning Application (Access to be considered) for erection of 7no single storey dwellings (including 2no affordable housing units). The Brewers Arms Bower House Tye Polstead CO6 5BZ	22/048	no objection	Awaiting decision
DC/22/00997	Robin Hill Mill Street Polstead Suffolk CO6 5AD	Householder Planning Application - Erection of a detached triple bay cart lodge/garage		no objection	Granted
DC/22/01160	Pine Cottage, Stackwood Road, Polstead Colchester Suffolk	Workshop And Premises, Pine Cottage, Stackwood Road, Polstead Colchester Suffolk		no objection	Awaiting decision
DC/22/01382	Bankside , Mill Lane, Polstead, Suffolk CO6 5AB	Discharge of Conditions Application for DC/21/03722- Condition 7 (Surface Water Discharge Prevention), Condition 8 (Refuse Bins And Collections Areas), Condition 11 (Construction Management Plan), Condition 13 (Fenestration), Condition 14 (Details of Eaves and Verges), Condition 15 (Bay Windows), Condition 16 (Surface Materials), Condition 17 (Landscaping Scheme) and Condition 19 (Sections)		no objection	Granted
DC/22/01656	Angus Farm , White Street Green, Polstead, Suffolk CO10 5JL	Proposed; Erection, Extension or Alteration of a Building for Agricultural or Forestry Use. Town and Country Planning (General Permitted Development) England Order 2015 (as amended) Schedule 2, Part 6 - Erection of grain and straw storage barn. Angus Farm White Street Green Polstead Suffolk CO10 5JL		no objection	Decided, formal approval not required
DC/22/01647	Rockalls Farm House , Millwood Road, Polstead, Suffolk CO6 5AX	Application under S73 for Removal or Variation of a Condition following grant of Planning Permission DC/21/04915 dated 05/11/2021 Erection of two storey side extension and two storey new front extension. Town and Country Planning Act 1990 - To vary Condition Number 2 (Approved Plans and Documents) as per revised drawings.		no objection	Granted
DC/22/01797	Bankside Mill Lane Polstead Suffolk CO6 5AB	Application under S73 for Removal or Variation of a Condition following grant of DC/21/03722 dated 08/09/2021 - Erection of one and half storey and single storey extensions, two bay cartlodge and creation of vehicular access (following demolition of existing extensions and garage). To vary Condition Number 2 (approved Plans & Documents) - To enable changes to elevations and extension to garage as per revised drawings.		object	Awaiting decision
DC/22/01712	Blackthorn Lodge Stoke Road Leavenheath Suffolk CO6 4PS	Erection of a garden room		unable to comment	Granted
DC/22/01761	Spring Hill Shelley Road Polstead CO6 4TE	Householder Application - Erection of a single storey rear extension and a ground floor office (following demolition of existing conservatory), and erection of a first floor front extension		no objection	Awaiting decision
DC/22/02502	Alverstoke Farm, White Street Green, Polstead CO6 5DW	Application to determine if Prior Approval is required for a Proposed: Erection, Extension or Alteration of a building for Agricultural or Forestry Use. Town and Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2, Part 6 - Erection of cattle shelter and feed store.		no objection	Awaiting decision
DC/22/02493	Bankside, Mill Lane, Polstead, CO6 5AB	Discharge of Conditions Application for DC/21/03722- Condition 12 (Agreement of Materials)		unable to comment	Awaiting decision
DC/22/02031	Hill House Polstead Green Polstead Colchester Suffolk CO6 5AL	Householder Application - Conversion of detached garage to form annexed accommodation ancillary to host dwelling.		no objection	Awaiting Decision
DC/22/02030	Hill House Polstead Green Polstead Colchester Suffolk CO6 5AL	Application for listed building consent		no objection	Awaiting Decision
AP/22/00001	Heath Farm, Hadleigh Heath, Polstead, Ipswich Suffolk IP7 5NY	re outline planning permission for 3 no dwellings following demolition of outbuildings			Awaiting decision
DC/22/02502	Alverstoke Farm White Street Green Polstead Colchester Suffolk CO6 5DW	Application to determine if building consent is needed		No objection	not available

Agenda Item 113 RFO Report

Associated Papers PPC for Meeting on 16th June 2022

Payments already made:

To be authorised

The following have been reimbursed to John Flather as they have already been paid

£100.00	Little Barn Cakes – invoice 493
£152.28	Amazon Jubilee Cloths
£338.52	Majestic wine – celebratory toast
£590.80	Total of above

Payments to be made:

£333.88	Clerk Salary
£140.19	Clerk expenses
£27.29	Jubilee Expenses Stu Sowman
£16.15	Andrew Wade Jubilee Expenses
£320.00	Ben Patrick
£22.49	WAVE water bill
£1,005.60	Babergh District Council for litter and dog bin emptying
£13.00	Polstead Village Hall Committee
£12.50	Best Host for DNS Zone package
£140.00	Heelis & Lodge (Auditor) fees

Receipts & Payments

Date	Details	Ref	Receipts		Payments
19/05/22	Avis Newsprint Ltd	122	0.00		79.00
19/05/22	MJO Publications	123	0.00		43.00
19/05/22	Glasdon UK Ltd	124	0.00		696.24
19/05/22	Ben Patrick CO10 Gardening	125	0.00	Y	192.00
19/05/22	Clerk Salary	126	0.00	Y	333.88
19/05/22	Void	127	0.00		0.00
19/05/22	Graham Dye	128	0.00		250.00
05/05/22	HMRC VAT refund	inc	1,043.70	y	0.00
BALANCE BROUGHT FORWARD			39,641.80		0.00
GRAND TOTALS			12,375.38		3,148.16
Less Transfers			0.00		0.00
			12,375.38		3,148.16
BALANCE CARRIED FORWARD			48,869.02		0.00

Reconciliation

Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
£45,905.77	£45,533.77	£372.00	£0.00	£0.00
£3,335.25	£3,335.25	£0.00		£0.00
£0.00	£0.00			£0.00
£49,241.02	£48,869.02	£372.00	£0.00	

Actual v's Budget at 10 June 22

Associated Papers PPC for Meeting on 16th June 2022

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£39,641.80				
<u>Income</u>			<u>Expenditure</u>			
Precept	£19,500.00	£11,250.00	Clerks Salary		£4,832.00	£710.36
Bank Interest	£0.00	£0.00	Admin		£2,305.00	£365.16
Recycling	£0.00	£0.00	Insurance		£580.00	£0.00
Grants	£745.00	£0.00	Audit Inspections		£380.00	£0.00
Allotment Rent	£120.00	£81.68	Donations		£1,000.00	£50.00
Wayleave	£22.00	£0.00	Chairman's Allowance		£60.00	£0.00
QDJ	£0.00	£0.00	Community Wardens		£1,180.00	£0.00
Donation	£0.00	£0.00	Dog & Litter Bins		£1,000.00	£0.00
Compensation	£0.00	£0.00	Footpaths		£2,800.00	£0.00
Other	£0.00	£0.00	Grass Cutting		£3,950.00	£384.00
CIL	£0.00	£0.00	Ditch Clearance		£0.00	£0.00
VAT Repayment	£0.00	£1,043.70	Maintenance		£1,200.00	£580.20
			Village Hall		£965.00	£0.00
			Projects		£1,500.00	£923.00
			Contingency		£500.00	£0.00
			CIL	£9,617.56	£0.00	£0.00
			VAT Paid		£0.00	£135.44
Total	£20,387.00	£12,375.38	Total	£9,617.56	£22,252.00	£3,148.16
			Assets Carried Forward			£48,869.02
Total		£52,017.18	Total			£52,017.18

Agenda item 115 – Highways and Footpaths

Request to cut overgrown footpath has been actioned

Agenda item 116 Asset, allotment playground or playingfield issues

Playground equipment – Sudbury Community Wardens are due to repair the playground equipment on Tuesday 14th June

Dog and litter bins have been installed by Sudbury Town Council