

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 February 2023 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 10th February 2023

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 16th February 2023 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 10th February 2023

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 19th January 2023
4.
 - 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**
 - a. Update on Polstead Pond
6. Agree actions on **emails distributed** by the Clerk since the last meeting
7. Agree actions required following the **Clerk's Report**
8. **Planning**
 - a. **Consider Planning application no:**
 - [DC/22/06140](#) Ponds Farmhouse The Ponds Polstead Colchester Suffolk CO6 5BP
Erection of a glass house
 - [DC/23/00480](#) - Land To The East Of Alverstoke Farm Cottage Calais Street White Street Green Polstead CO6 5DW
Severance of garden and erection of 1No single storey dwelling and new vehicular access (following demolition of outbuilding)
 - [DC/23/00416](#) Spring Cottage Spring Lane Polstead Sudbury Suffolk CO10 5JP Application under S73 for Removal or Variation of condition/s on DC/22/05359 dated 21/12/2022 - Erection of swimming pool enclosure. To remove Condition Numbers 3 (Landscaping Scheme) & 4 (Timescale for Landscaping) as per Planning Statement.
 - [DC/23/00624](#) Yeomans Cottage Mill Street Polstead Colchester Suffolk CO6 5AD Application for Listed Building Consent, Repairs to existing and some replacement windows
 - b. **Consider the status** of planning applications, appeals, enforcement referrals and any potential planning issues
 - c. Boxford Fruit Farms - update
9. **Finance**
 - a. Receive the **RFO Report**
 - b. Review the Reconciliation of Accounts against Bank Statements and the Statement of Accounts vs Budget
 - c. authorise payments made since the last meeting and to be made:
 - d. Note income received since the last meeting.
 - e. Budget 2023-24 – finalise expenditure
10. Consider update on **Polstead WI's plans to convey their land in Polstead**
11. Consider any issues raised regarding **Highways and Footpaths**
12. Consider any **Asset, allotment, playground or playing field** issues including report on Footpath management
 - a. Purchase of outdoor gym equipment
 - b. Gate to Rockalls Road playground
13. Additional defibrillators
14. Community Pantry and hardship fund
15. Review Grit, Litter and Dog bins
16. The Cock Inn.
17. Marking of the Coronation.
18. Village Hall
 - a. Funding for heating
19. Future **agenda items**
20. Time date and place of next meeting 7.30pm Thursday 16th March 2023 at the Village Hall, Polstead.

Agenda Item 1 Apologies for Absence received from Cllr Engleheart

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 Reports

From County Councillor, and District Councillor reports attached to covering email

Agenda Item 5 Reports and questions from Councillors

None Received

Agenda Item 6 Correspondence

Correspondence

Various newsletters

AONB

Government Events

SALC

Public Sector Executive

Large Scale Energy Developments

Environmental Grants available – SCC

BDC Charitable cost of living support available to organisations

Prow West no decision as to whether to increase the Grass cutting grants next financial year

Village Hall – news that they need to reapply for Charity Status

BDC Precepts notification that the demand had been received

BDC revised street naming and numbering policy

Report from Cllr Davey re the play park gate requesting notice be put in LSPN news asking for the gate to be locked on entry/exit

Gallagher Insurance quotation and papers for 2023/24

Invoice from BDC for the election costs 2022

BDC Notification of funding for hardship £5000 maximum per organisation

Agenda Item 7 Clerk's report

23104	Forward information on vehicle charging points to the clerk when it is available	GH	
23104	Investigate repair to Rockalls Road playing field gate and fencing and to repair if possible and report back to the next meeting	TD	✓
	Meet with Nature Citizen at the allotment site on Saturday 4 th February at 10.30am	all	✓
	Request a £1000 grant from BDC's Locality budget toward the creation of a community woodland with a seating area, investigate the cost of benches	Clerk	✓
23106	Explore ownership of the concrete fence around Polstead Pond and request repair	JE	
23109	Planning comments to BDC	Clerk	✓
23110	Pay suppliers	Clerk	✓
23110	Send instruction to Barclays bank to transfer interest to Unity Bank and thereafter to close the account	Clerk	✓
23110	Send Bank Mandate form to Unity Bank	Clerk	✓
23110	Send Precept demand to BDC	Clerk	✓
23110	Contact SALC to action Clerk cost of living rise	Clerk	✓
23112	Respond to correspondence received re the Pond	TD	✓

Associated Papers PPC for Meeting on 16th February 2023

23115	Explore siting the redundant dog bin in Martens Lane	JO	
23116	Editorial to LSPN news	Clerk	✓
23116	Cut and dispose of Christmas tree superseded but disposed of	AW	✓
23117	Agenda items for the next Summons	Clerk	
23116	Confirm to the Parish Church that we would like to go ahead with the combined Parish Service on 16 th December	Clerk	✓

**Agenda Item 8 Planning
Status of Planning applications**

219	Yeomans Cottage Mill Street Polstead Colchester Suffolk CO6 5AD	Erection of a pitched roof rear porch (following demolition of existing), partial re-rendering, re-laying existing roof tiles, erection of boiler flue and internal alterations as detailed within Design & Access Statement	22/174	no objection	Granted
286	Amberley White Street Green Polstead Sudbury Suffolk CO10 5JN	Erection of garage (following demolition of existing); Erection of conservatory and utility room; Erection of attached garden room including verandah and entrance porch. Upgrading of existing vehicular access	22/174	invite officers to consider the impact on neighbouring properties	Granted
359	Spring Cottage Spring Lane Polstead Sudbury Suffolk CO10 5JP	Erection of swimming pool enclosure following demolition of existing	22/174	No objection	Granted
472	Ponds Farmhouse The Ponds Polstead Colchester Suffolk CO6 5BP	Works to trees in conservation area coppice Alder, Fell oak and willow	22/174	no objection	Decided
656	Stratford House Martens Lane Polstead Colchester Suffolk CO6 5AG	Change of use to Gym for 1 to 1 training		Concern setting precedent	Granted
171	Bridge Cottage Mill Street Polstead Colchester Suffolk CO6 5AD	Notification of Works to Trees in a Conservation Area - Fell 2No. Lawsons Cypress (T1 and T2), Fell 1No. Leylandii (T3)		No objection	Decided
375	former Green Lawns Bonsai Nursery	Submission of Details (Reserved Matters in part) following Outline Application DC/18/04967 - Erection of 4 no. detached dwellings (Allowed under Appeal Decision APP/D3505/W/19/3) - Access, Appearance, Landscaping, Layout and Scale for Phase 4 Site only - Erection of a new dwelling including detached garage, rear outbuilding and external works	23109	No Objection	Awaiting decision

Potential Planning issues – Boxford Farms planting of fruit trees and enclosures

Agenda Item 9 Finance

A Finance report

Actual v's Budget at 11 January 2023

	2021/22		2022-23	
	Budget	To year end	Budget	YTD
Income				
Balance Brought Forward from current a/c	19500	19,500.00		36,306.55
Balance b/f from Business Premium a/c				3,335.25
Grants	745.00		745.00	1,294.32
Bank Interest	0.00	1.00	1.00	9.67
Allotment rent	120.00	81.68	120.00	81.68
Wayleave	22.00	21.01	22.00	21.01
CIL	0.00	0.00	0.00	0.00
Precept	19,500.00	19,500.00	22,500.00	22,500.00
Transfer				53,090.15
VAT Repayment	0.00		0.00	1,043.70
Total Income	£20,387.00	£19,603.69	£23,388.00	£78,040.53
Expenditure				
	Figures exclude VAT where paid as it is reclaimed, and is shown as VAT paid			
Clerk Salary	4,700.00	4,500.00	4,700.00	3,844.60
Insurance	600.00	580.00	600.00	0.00
Admin	2,355.00	2,305.00	2,355.00	1,223.19
Audit	380.00	340.00	380.00	340.00
Donations	1,000.00	1,000.00	1,000.00	1,235.00
Chairman's allowance	60.00	100.00	60.00	0.00
Community Wardens	710.00	700.00	710.00	385.50
dog and litter bins	950.00	850.99	950.00	838.00
Footpaths	950.00	3,200.00	3,200.00	2,126.00
Grass Cutting (P3 Scheme)	5,500.00	4,825.00	5,500.00	3,518.13
Ditch Clearance	0.00	0.00	0.00	0.00
Maintenance	1,200.00	1,200.00	1,200.00	2,733.58
Projects	2,000.00	1,825.00	2,000.00	3,560.86
Village Hall	965.00	965.00	965.00	209.00
Contingency	500.00	500.00	500.00	0.00
CIL	0.00	7,537.00	0.00	2,570.00
VAT paid	0.00	1,700.00	0.00	1,172.36
Transfer				52,626.52
Total Expenditure	£21,870.00	£32,127.99	£24,120.00	£76,382.74
Totals Income - Expenditure	-£1,483.00	-£12,524.30	-£732.00	£1,657.79
Totals Income - Expenditure including balance B/F				£41,299.59
Bank Reconciliation				
Barclays Community Account at 14/11/22				£0.00
Barclays Business Premium Account at 31/1/23				£1.03
Unity Trust Bank Current account at 7/2/23				£37,953.64
Unity Trust Bank Deposit account at 7/2/23				£3,344.92
Outstanding payments				0.00
Total Held in all accounts				41,299.59

Balance at Unity Trust Bank on Tuesday 11 January 2023

Group Selected:

[Change Group >](#)

Below you will find an overview of the accounts you have access to.

Account Number	Sort Code	Account Title	Balance	GBP Balance
002788748: Polstead Parish Council				
20462217	60-83-01	Unity Current Account T1	37,953.64 GBP	37,953.64
20462220	60-83-01	Instant Access Account	3,344.92 GBP	3,344.92
Total:				41,298.56
Group Total:				41,298.56

Balances are correct at the time of viewing. They may change throughout the day as payments or deposits are made.

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Payments made since last meeting

None

Approve Payments to be made

£60 CAS for website

£116.53 WAVE/Anglian Water allotment water

£67.00 Best Host provision of email
 £630.74 Gallagher Insurance
 £136.00 CO10 Gardening
 £376.48 Clerk Salary
 £2,038.80 election costs in 2022
 £35 ICO – data protection standing order

E Budget 2023-24 Finalise expenditure

The table below shows expenditure which is committed to and anticipated illustrating that the Parish Council has just under £6.5k available to spend. Careful consideration needs to be made regarding economies on expenditure, as the Parish Precept is set at £24,500 and expenditure tabled is £25,584

		Employment costs	Expenses	Insurance	Pond refurb	Website	Village hall contribution for internet	Footpaths	Community Wardens	Dog bins	Anglia water	Election costs
Bank Balance	£45,301.70											
Outstanding commitments	£8,452.84	£1,628.64	£400.40	£675.00	£2,000.00	£140.00	£500.00	£300.00	£300.00	£350.00	£120.00	£2,038.80
Earmarked reserves	£30,357.00											
Total available to spend	£6,491.86											

The following should be noted:

- The budget for salaries is based upon the cost of living increase for 2022 (yet to be agreed (and an estimated 5% which allows for inflation and 2 salary scale points 1 of which is due annually and the other assuming that the Clerk passes the CiLCA exam))
- Potential purchase of outside Gym Equipment would be anticipated at £5000 it is anticipated that expenditure on said equipment during the year would be offset by potential grant moneys and therefore neither is included in the calculation. If the Parish Council does decide to purchase gym equipment there will be ongoing costs with increased insurance, safety inspections, maintenance and depreciation none of which have been considered in the budget proposal.
- The Clerk is questioning budget expenditure on grass cutting as it totals 10 x income from grants to pay for the service. Information on grants has been requested and feedback so far is that the information is not yet available therefore no change is anticipated. A decision as to the number of grass cuts needs to be made as this could reduce the budget.
- Do you wish to pay for heating for the village hall?
 - Transfer of land from the WI to the Village Hall Committee, the Village Hall Committee Two invoices were paid last month from CIL funding which leaves £887, budgeted for the work
 - The projects budget could be used to pay for celebrations in connection with the Coronation of King Charles, however, there is grant funding available from locality budgets. We need to get an application form in
 - It is assumed that the Clerk will receive a 5% pay rise in 2023/4 to include both the cost of living and an increment on attaining the CILCA qualification.
 - Unfortunately a bill has been presented for election costs during last year – Clerk thought we'd got away with it!

Appendix shows the full rationale for the 2023/24 budget. Polstead Parish Council is asked to consider a total expenditure budget of £26,904. Any expense for Gym equipment has not been allowed for in this figure, as it is likely to be neutralised by grants.

Below you will find tables that show a comparison between 2021/22 actual expenditure to date for 2022/23 and anticipated year end expenditure for 2022/23 and also anticipated budget for 2023/24.

Guidance: It is recommended that parish councils hold sufficient reserves to cover the one year's expenditure, plus any CIL money which is ring fenced for capital projects.

Associated Papers PPC for Meeting on 16th February 2023

	2021 / 22		2022 / 23		2023-24	Notes on Budget Next Year
	Budget	Actual	Budget	Actual to Date	Budget	
Income						
Bank Interest	0.00	0.25	0.00	1.46	10.00	
Recycling	0.00	0.00	0.00	0.00	0.00	
Grants	745.00	0.00	745.00	1,294.32	745.00	P3 £195 / BDC £550 for Heath Close
Allotment Rent	120.00	81.68	120.00	81.68	90.00	
Wayleave	22.00	0.00	22.00	21.01	22.00	
QDJ	0.00	0.00	0.00	0.00		
Donation	0.00	0.00	0.00	0.00		
Compensation	0.00	0.00	0.00	0.00		
Other	0.00	0.00	0.00	0.00		
CIL	0.00	0.00	0.00	0.00		
VAT Repayment	0.00	1,043.70	0.00	1,043.70	700.00	
Total Income	887.00	1,125.63	887.00	2,442.17	1,567.00	
Precept	19500	19,500.00	22,500.00	22,500.00	24,500.00	
Expenditure						
Clerks Salary	4,700.00	1,044.24	4,700.00	3,468.12	5,172.00	416 hours @ £11.84 + 5% = £5,171.71
Admin	2,355.00	517.85	2,355.00	1,068.53	2,395.00	SALC £380 / CAS £30 / VH Rent £250 / Training £600 / Expenses inc Travel £500 / Clerk WFHA £312 / Subscriptions £50 / ICO £38 / OneSuffolk £50 / Playground Rent £55 / Online Mapping £50, bank charges £80
Insurance	600.00	577.91	600.00	0.00	600.00	
Audit Inspections	380.00	140.00	380.00	340.00	380.00	External Auditor £200 /
Donations	1,000.00	100.00	1,000.00	1,050.00	1,000.00	Church Clock Maint £150 / Local
Chairman's Allowance	60.00	0.00	60.00	0.00	60.00	
Community Wardens	710.00	0.00	710.00	385.50	700.00	25 hours @ £21.20 + £180 mileage (20
Dog & Litter Bins	950.00	838.00	950.00	838.00	800.00	13 dog bins (£43.5) 6 Litter (£37.13)
Footpaths	950.00	320.00	3,200.00	2,126.00	2,500.00	Bill from 2022 +10%
Grass Cutting	5,500.00	384.00	5,500.00	3,518.00	5,900.00	is the quote provided by Silas Palmer
Ditch Clearance	0.00	0.00	0.00	0.00	0.00	
Maintenance	1,200.00	717.89	1,200.00	2,512.58	1,700.00	Wooden Asset Maintenance £500 /
Projects	2,000.00	3,204.24	2,000.00	3,560.86	1,500.00	coronation, carol service and ?
Village Hall	965.00	13.00	965.00	209.00	1,500.00	Heating Oil + Defib electric £30 £500 contribution toward broadband agreed
Contingency	500.00	0.00	500.00	0.00	500.00	
CIL	0.00	0.00	0.00	2,570.00	877.00	WI Freehold £877 left
VAT Paid	0.00	303.04	0.00	658.36	0.00	
Total Expenditure	21,870.00	8,160.17	24,120.00	22,304.95	25,584.00	

Reserves held by PPC

	2020 / 21		2021 / 22		2022 / 23		2023 / 24	
	Start of year	End of year	Start of year	End of year	Start of year	End of year	Start of year	
		10,413.38	12,545.40	12,545.40	4,688.99	17,413.33	17,413.33	16,080.00
Restricted - CIL		9,617.56	9,617.56	9,617.56	6,237.56	6,237.56	3,667.56	3,667.56
Earmarked Reserves								
Asset Replacement		12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	6,000.00	6,000.00
Play Equipment Replacement		8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
Election Costs		2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	2,000.00
Total Earmarked Reserves		22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	14,000.00	16,000.00
Total Reserves		42,030.94	44,162.96	44,162.96	32,926.55	45,650.89	35,080.89	35,747.56

Agenda Item 10 Update on Polstead WI's plans to convey their land in Polstead

Agenda item 11 – Highways and Footpaths

Agenda item 12 Asset Allotments and Playing fields Outdoor gym equipment

Outdoor gym equipment

3 pieces of equipment have been suggested.

- * Air Walker
- * Arm & Pedal Bike
- * Rower

Estimated costs £4,000 with an annual cost of maintenance of £50 per unit = £150 per annum

Grants are available from Sport England, SCC, BDC, National Lottery

Gate to Rockalls Road playground

Date for elections 4 May 2023