

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 19th January 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 14th January 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 19th January 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 14th January 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 17th November 2022
4.
 - a. Receive **reports from County Councillor and District Councillor**
 - b. Receive **questions from Parishioners** (contributions to be limited to 2 minutes)
 - c. Update from Nature Citizen
5. **Community Pantry and hardship fund**
6. Receive **reports and questions from Councillors**
 - a. Update on Polstead Pond
7. Agree actions on **emails distributed** by the Clerk since the last meeting
8. Agree actions required following the **Clerk's Report**
9. **Planning**
 - a. **Consider Planning application no:**
 - b. [DC/22/06375](#) 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 | Site Of Former Green Lawns Bonsai Nursery Hadleigh Road Boxford Suffolk
 - c. **Consider the status** of planning applications, appeals, enforcement referrals and any potential planning issues
 - d. Boxford Fruit Farms - update
10. **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
 - f. Clerk's Salary/cost of living increase
11. Consider update on **Polstead WI's plans to convey their land in Polstead**
12. Consider any issues raised regarding **Highways and Footpaths**
 - a. 30mph Speed update
13. Consider any **Asset, allotment, playground or playing field** issues including report on Footpath management
 - a. Purchase of outdoor gym equipment and football nets
 - b. Gate to Rockalls Road playground
 - c. Update on Cllr Sowman's query regarding a Defibrillator
14. Additional defibrillators
15. Review Grit, Litter and Dog bins
16. Christmas Carol Service – feedback
17. Future **agenda items**
18. Time date and place of next meeting 7.30pm Thursday 15th February 2023 at the Village Hall, Polstead.

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.

Cllr Engleheart has asked for dispensation on the planning item DC/22/

Agenda Item 4 Reports

From County Councillor, District Councillor and annual report from Nature Citizen attached to Summons

Agenda Item 5 Community Pantry and Hardship Fund

A request has been received from the Vicar for the Parish Council to contribute toward the Pantry as follows:

Dear Parish Clerk, dear members of the Parish Council,

I do apologise for this last moment of the year request, but would you kindly consider the following?

Open Letter from Rev Stéphane Javelle to Leavenheath, Polstead, Nayland and Stoke by Nayland Parish Councils

The Community Pantry and Hardship Fund

I hardly need remind you how hard a time it is for many in our communities. Inflation is at levels many people have never experienced. Prices are going up faster than incomes and benefits. While there is support for fuel and energy prices, it is much less than the astonishing increases taking place. Increases in mortgage rates will hit people who never dreamt they would find it hard to pay their bills,

So what can we do to protect the most vulnerable in our communities?

We have set up Community Pantries in all four parishes, offering household necessities freely, no questions asked, throughout the day. We have established a Hardship Fund, providing cash grants to particular cases of need, identified either by direct approaches to Rev Val Armstrong or myself, or via the Primary Schools' pastoral knowledge of their families. We can respond to needs not met by the statutory services, swiftly, flexibly, relying on trust and local knowledge. We have assisted the setting up of Warm Spaces in village halls.

The local response has been heart-warming. We have been really moved by the decision of the Walsh Trust in Nayland to entrust us with the allocation of the Trust's income. In total in 2022 we have raised over £15,000 from local personal donations (and there is in addition a steady flow of donations in kind direct to the Pantries).

This has fully kept up with our outgoings. Until recently. The demands for what we provide have rocketed in the last few weeks. Our outgoings in the six months to end-June were £2,000. Our outgoings in the six months to end-December will be £10,000.

The one Community Pantry in Nayland was costing us £40 per week. The next two, in Polstead and Stoke, were very similar, until October. We now have four, costing us on average around £100 per week each. So we need to budget £20,000 for the Pantries in 2023.

To continue to support families on free school meals, and to respond to emergency needs, we believe we shall need £7,000.

Our overheads are zero. 100% of our income goes to pay for supplies to the Pantries or grants from the Hardship Fund.

We cannot assume our personal donation income will remain at the 2022 level. We know that about 20% will not recur (eg the donation of almost £2,500 from the Stoke Jubilee Jamboree). Only about 25% is by standing order.

So to meet the present crisis, we are turning to Parish Councils. We are asking them to meet half the budgeted cost of the Pantries – ie £2,500 per Parish Council.

We are aware that this request comes at the very end of PCs' budgeting and precepting process. But the scale of demands has become apparent only very recently.

We are aware that this request is of a nature and scale beyond what Parish Councils are used to. But this crisis is of a nature and scale far beyond what any of us are used to.

Please give this your urgent and sympathetic consideration.

Agenda Item 6 Reports and questions from Councillors

None Received

Associated Papers PPC for Meeting on 19th January 2023

Agenda Item 7 Clerk's report

Correspondence

BDC confirmation that there are no further changes to the tax base for 2023/24.

Community Pantry request for a donation of £2500

Reports for January meeting from SCC and BDC

BDC confirmation of extension for planning applications

Info re a public footpath sign that had been enclosed by vegetation

Confirmation that charges will not increase for footpath and grass cutting

SCC an invoice from 2 years ago that had already been paid

Christmas Carol Service various correspondence

SCC Bowerhouse Tye whiff

SCC Grit bins were filled following the flurry of reports and emails

SCC update on large scale energy projects

AONB – various correspondence relating to the fruit cages.

Minute	Action	who	Complete
22/169	Lisa Matthews to organise site meeting to discuss community woodland	LM	
22/170	Contact Andrew Barlow to discuss defibrillator database and report to next meeting.	SS	
ongoing	Editorial to LSPN news	Clerk	✓
22/151	Small pockets of land for social housing, forward information to chair	All	
22/151c	Boxford Suffolk Farms fruit cages in White Street Green update each month	JF/AW	ongoing
22/173	Clerk to contact Boxford Parish Council prior to meeting on Tuesday 22/11 to agree joint donation toward legal costs to gain quotation for Certificate of Lawfulness. Contacted, but the meeting was cancelled. Draft letter asking for help from Suffolk Preservation Society sent 23/11/22. Response will discuss at next BPC meeting	Clerk	✓
22/151e	Liaise with CCllr Hall and S Davy regarding meeting to discuss sewerage problem in Bower House Tye. Situation under review council are dealing with the sewerage issue	Clerk	ongoing
22/135	Check hedgerows for cricket equipment	All	
22/136	Notify Clerk of the final location of the dog bin removed from Stackwood Road. Awaiting confirmation for final position from landowner	JO	ongoing
22/173	Comments to planning applications to BDC Planning Green	Clerk	✓
22/157	Cllr Davey to organise working parties to improve speed signs within the village	TD	✓
22/174	Pay suppliers	Clerk	✓
22/174	Update Budget with Precept and forward to councillors for consideration prior to next meeting	Clerk	✓
22/158	Contact CO10 Gardening to discuss replacement gate with automatic closure to Rockalls Road Playground and report back to Parish Council with costs. Work is now complete.	Clerk	✓
22/158	Purchase pair of football nets - purchased but delivery not until February.	TD	✓
22/158	Gym Equipment gain further information on potential number of people to use the equipment. When Angie is back need to distil how many people would use the equipment. Coaching perhaps consider. Result better idea of users, produce rough costs and bring back to next meeting.	AD	✓
22/182	Carol Service flyers, organise printing of flyers and to deliver to postman who will dispatch on his round. Outlying areas to be delivered to councillors in White Street Green.	AW	✓

Associated Papers PPC for Meeting on 19 th January 2023
--

22/182	Purchase ingredients for mulled wine, sufficient for 120 people	JF	✓
22/182	Mulled wine to be produced 17 December	AMW	✓
22/182	Clerk to contact Village Hall Committee to borrow urn and feed-back permission to councillors	Clerk	✓
22/187	Forward meeting dates for 2023 to councillors	Clerk	✓
22/188	Liaise with BDC regarding election date and procedure emailed 22/11/22 Liaison meeting arranged for 7 February,	Clerk	✓
	Date for elections 4 May 2023		
	Agenda items for the next meeting Additional defibrillators Purchase of outdoor gym equipment and football nets Boxford fruit farms Gate to Rockalls Road playground 30mph speed update	Clerk	

Agenda Item 9 Planning
Status of Planning applications

Associated Papers PPC for Meeting on 19th January 2023

DC/22/03466	Cockle Down Wood Rockalls Road Polstead CO6 5AS	Application for a Lawful Development Certificate Use of Woodland as Wellness Centre Retreat and siting of cabins		Not consulted	Awaiting decision
DC/22/03949	The Ride Straight Road Polstead Heath Polstead Colchester Suffolk CO6 5BB	Reconstruction of mono pitch roof with extended roof overhang and insertion of new windows -			granted
DC/22/04840	Yvans Hall Evans Heath Polstead Ipswich Suffolk IP7 5NX	Conversion of former barn outbuilding to annex/holiday let accommodation comprising extension to reinstate first floor and pitched roof to west end. Erection of single storey sun room to dwelling. Replacement of 4 No window units to dwelling. Roof extension and reinstatement to outbuilding to form domestic animal pens (former built range now dilapidated). Installation of wall enclosures, hayloft mezzanine & windows to existing steel barn for domestic animal accommodation. Erection of pergola timber garden structure to footprint of former cartlodge	22/154	No objection but suitable condition	granted
DC/22/04841	Yvans Hall Evans Heath Polstead Ipswich Suffolk IP7 5NX	Application for listed building consent for above	22/154	No objection	granted
DC/22/04844	Snail Hall Millwood Road Polstead Colchester Suffolk CO6 5AU	Proposed installation of ground mounted and roof mounted photo-voltaic panels.		No objection	Granted
DC/22/04278	Jesmond Lodge Polstead Hill Polstead Colchester Suffolk CO6 5AH	Notification of Works to Trees in a Conservation Area - Reduce crown of 4No. Sycamores (T1 - T4) by 30%. Reduce crown of 1No. Oak (T5) by 30%. Reduce crown of 1No. Silver birch by 30%. (T6)	22/154	No Objection	Raise no objection
DC/22/04165	Rockalls Lodge Rockalls Road Polstead Colchester Suffolk CO6 5AT	Variation of a Condition following grant of Planning Permission DC/21/05091 dated 17/11/2021. Town and Country Planning Act 1990 - Erection of an extension to provide accessible accommodation for the benefit of a registered disabled person, creation of portico to rear, replacement of existing roof covering and windows and reinstatement entrance door on rear elevation	22/154	No objection	Granted
DC/22/04840	Yvans Hall Evans Heath Polstead Ipswich Suffolk IP7 5NX	Conversion of former barn outbuilding to annex/holiday let accommodation comprising extension to reinstate first floor and pitched roof to west end. Erection of single storey sun room to dwelling. Replacement of 4 No window units to dwelling. Roof extension and reinstatement to outbuilding to form domestic animal pens (former built range now dilapidated). Installation of wall enclosures, hayloft mezzanine & windows to existing steel barn for domestic animal accommodation. Erection of pergola timber garden structure to footprint of former cart lodge.	22/154	No objection in principle but recommend suitable clause	Granted
DC/22/0484	Yvans Hall Evans Heath Polstead Ipswich Suffolk IP7 5NX	Listed building consent	22/154	No objection	Granted
DC/22/04844	Snail Hall Millwood Road Polstead Colchester Suffolk CO6 5AU	Proposed installation of ground mounted and roof mounted photo-voltaic panels.	22/154	No objection	Granted
DC/22/03949	The Ride Straight Road Polstead Heath Polstead Colchester Suffolk CO6 5BB	Reconstruction of mono pitch roof with extended roof overhang and insertion of new windows	22/154	No objection	Granted
DC/22/05106	Mill Street Polstead Suffolk	Installation of a substation on the Mill Street compound	22/154	No objection	Raise no objection
DC/22/06171	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	Raise no objection

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

Update forwarded via email relating to the discussion between Chilton and Boxford's legal representatives.

Agenda Item 10 Finance

A Finance report

Recommendations that:

Prepared by Christine Hargan

Associated Papers PPC for Meeting on 19th January 2023

- Amend mandate for the Unity Trust Bank Account to include additional councillors due to difficulty in gaining authority for payments to be made in the previous month
- A transfer of £35,000 from the current Account to the deposit account be made – reason we will gain interest on the funds in the deposit account and therefore it makes sense to enable the money to work for us.
- An email has been received by Barclays telling us to complete their paperwork in relation to the account that should have been closed already, this was followed by a bank statement displaying a balance of £1.06. I recommend that a letter to Barclays bank be signed by the three signatories requesting that any remaining funds be paid into the Unity Trust bank account and that the Barclays bank account be closed.

Actual v's Budget at 11 January 2023

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	41,956.78 GBP	41,956.78
20462220	60-83-01	Instant Access Account	3,344.92 GBP	3,344.92
Total:				45,301.70
Group Total:				45,301.70

B Payments made since last meeting

Date	Description	Amount	Balance
02/12/2022	CO10 Gardening	£308.00	£0.00
02/12/2022	CO10 Gardening	£128.00	£0.00
02/12/2022	Clerk Salary	£376.48	£0.00
02/12/2022	Contribution toward Village Xmas meal	£150.00	£0.00
02/12/2022	Village Hall Donation toward Warm Fridays	£50.00	£0.00
28/12/2022	CO10 Gardening	£144.00	£0.00
28/12/2022	Expenses, Football nets	£94.95	£0.00
28/12/2022	Village Hall Donation toward Warm Fridays	£50.00	£0.00
16/12/2022	Expenses toward Carol Service	£272.71	£0.00
28/12/2022	Clerk Salary November	£376.48	£0.00
25/11/2022	Babergh District Council	£0.00	£1,100.00
28/12/2022	Xmas Tree	£132.00	£0.00
28/12/2022	Grass cutting contract	£3,518.13	£0.00
28/12/2022	Sudbury Town Council, reimbursement of invoice paid twice	£0.00	£462.60
31/12/2022	Service charge	£18.00	£0.00

Budget to Date	2021/22	2022-23

Associated Papers PPC for Meeting on 19th January 2023

	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	1.46
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				53,089.12
VAT Repayment	0.00		0.00	1,043.70
Total Income	£20,387.00	£19,603.69	£23,388.00	£78,031.29
Expenditure	Figures exclude VAT where paid as it is reclaimed, and is			
Clerk Salary	4,700.00	4,500.00	4,700.00	3,468.12
Insurance	600.00	580.00	600.00	0.00
Admin	2,355.00	2,305.00	2,355.00	1,086.53
Audit	380.00	340.00	380.00	340.00
Donations	1,000.00	1,000.00	1,000.00	1,050.00
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	2,512.58
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	0.00
VAT paid	0.00	1,700.00	0.00	658.36
Transfer				52,626.52
Total Expenditure	£21,870.00	£32,127.99	£24,120.00	£72,379.60
Totals Income - Expenditure	-£1,483.00	-£12,524.30	-£732.00	£5,651.69
Totals Income - Expenditure including balance B/F				£45,293.49
Bank Reconciliation				
Barclays Community Account at 14/11/22				£0.00
Barclays Business Premium Account at 14/11/22				£1.06
Unity Trust Bank Current account at 11/1/23				£41,956.78
Unity Trust Bank Deposit account at 11/1/23				£3,344.92
Outstanding payments				0.00

Associated Papers PPC for Meeting on 19th January 2023

Total Held in all accounts				45,301.70
----------------------------	--	--	--	------------------

C Approve payments that have been made

- £3,518.13 JD Palmer, contract for grass cutting
- £112.00 Clerk Christmas tree
- £94.95 Cllr Davey Football net and associated fittings
- £376.48 Clerk Salary
- £144.00 CO10 Gardening
- £50.00 to Village Hall Committee donation toward warm Fridays
- £ Cllr Flather expenses toward Carol concert refreshments

Payments to be made

- £376.48 Clerk Salary for December
- £136.66 Contribution to Chilton Parish Council toward the CiLCA training for Clerk
- £221.00 Ben Patrick CO10 Gardening
- £50.00 to the Village hall for warm Fridays

£1500.00 Holmes and Hill Solicitors part payment for work undertaken in transfer of land to the VH committee

E Budget 2023-24

Please see tables below which show a comparison between last year's budget, this years budget and that anticipated for next year. Actual figures are shown where possible but when anticipated these are italicised and emboldened.

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 their absence no change is anticipated. I have discussed the expenditure level with the previous Clerk who explained that it had been agreed by a previous Parish Council. 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 have received an invoice for £1250+ VAT which has been returned with the request that it be reworded and is made out to the Polstead Parish Council. The Parish Council been asked to approve payment at this meeting. Of the £3,447, budgeted for the work £2,197 will be added to the budget this year and the payment will be made from CIL funds. The £500 donation toward broadband agreed in October has also been added.
 - The projects budget could be used to pay for celebrations in connection with the Coronation of King Charles
 - 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.

Appendix shows the full rationale for the 2023/24 budget. Polstead Parish Council is asked to consider a total expenditure budget of £26,404. Any expense for Gym equipment has not been allowed for in this figure, as it is likely to be neutralised by grants.

Associated Papers PPC for Meeting on 19th January 2023

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.

Summary Position					
			Option 1	Option 2	Option 3
	2021 / 22	2022 / 23	2023 / 24	2023 / 24	2023 / 24
Total Reserves B/F	44,162.96	45,650.89	36,590.45	36,590.45	36,590.45
Income ex Precept	1,125.63	887.00	1,567.00	1,567.00	1,567.00
Precept	19,500.00	22,500.00	22,500.00	24,500.00	27,000.00
Total Income & Reserves B/F	64,788.59	69,037.89	60,657.45	62,657.45	65,157.45
Expenditure	8,160.17	24,120.00	26,904.00	26,904.00	26,904.00
Total Reserves C/F	32,926.55	31,293.78	35,923.78	35,923.78	35,923.78
Total Expenditure & Reserves	41,086.72	55,413.78	62,827.78	62,827.78	62,827.78
Tax Base	388.47	400.77	403.45	403.45	403.45
Band D Council Tax	50.20	56.14	55.77	60.73	66.92

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.

	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	0.00	
Donation	0.00	0.00	0.00	0.00	0.00	
Compensation	0.00	0.00	0.00	0.00	0.00	
Other	0.00	0.00	0.00	0.00	0.00	
CIL	0.00	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	22,500.00	
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
Contingency	500.00	0.00	500.00	0.00	500.00	
CIL	0.00	0.00	0.00	0.00	2,197.00	WI Freehold £2,197
VAT Paid	0.00	303.04	0.00	658.36	0.00	
Total Expenditure	21,870.00	8,160.17	24,120.00	19,734.95	26,904.00	

Associated Papers PPC for Meeting on 19th January 2023

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	4,987.56	4,987.56
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	2,892.89	2,892.89
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	8,892.89	10,892.89
Total Reserves		42,030.94	44,162.96	44,162.96	32,926.55	45,650.89	31,293.78	31,960.45

F Clerk Salary – I have been notified of the salary award by National Association of Local Council Clerks which is pasted below: Currently my salary is SCP 8 and the pay award should be backdated to 1 April 2022.

On 1 April I will be due an annual increment as I have been employed since 1 December 2021 and also an increment will be due for completing the CiLCA qualification once the certificate is awarded.

SCP	1 April 2021		1 April 2022		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
1	£18,333	£9.53	£20,258	£10.53	Below LC Scale (for staff other than clerks)
2	£18,516	£9.62	£20,441	£10.62	
3	£18,887	£9.82	£20,812	£10.82	
4	£19,264	£10.01	£21,189	£11.01	
5	£19,650	£10.21	£21,575	£11.21	LC1 (5-6) (below substantive range)
6	£20,043	£10.42	£21,968	£11.42	
7	£20,444	£10.63	£22,369	£11.63	LC1 (7-12) (substantive benchmark range)
8	£20,852	£10.84	£22,777	£11.84	
9	£21,269	£11.05	£23,194	£12.06	
10	£21,695	£11.28	£23,620	£12.28	

Agenda item 11 transfer of land to Polstead Village Hall

Agenda item 12 – Highways and Footpaths

Agenda item 13 Asset Allotments and Playing fields Outdoor gym equipment

Football nets - these have been ordered total cost £94.95 unfortunately the nets won't be delivered until Feb. I've taken a screenshot on my iPad and will send this to you separately if I may. Further email sent to you with screenshot.

Business case by Angie Davey Consideration of the purchase of outdoor gym equipment for the recreation ground.

I believe that when I was asked to provide more information/interest in regards to the acquisition of gym equipment I have done just that.

Many of the comments on the survey I think gave a good indication of potential users.

If I was to be asked would I use a play park for example the answer would be NO however. would I think that it was a good idea then my answer would be YES for the families with children in the village hence the wording on the survey.

Using different wording on the survey would not in itself best reflect the number of people potentially using it.

I'm reminded of a quote from the film 'Field of Dreams' (apt I think) 'If you build it the people will come'.....

I think 3 pieces would be a good number.

* Air Walker

* Arm & Pedal Bike

* Rower

Council deal being £4,000 with an annual cost of maintenance of £50 per unit = £150 per annum

But we won't need maintenance for at least 3 years ??????

As to the siting of the equipment it was evident on the survey and through talking to many parishioners who wanted to use the equipment that the site on Heath Road Playing field is the one that many feel more comfortable with.

Siting the equipment behind the village shop would I believe come at an added cost to the Parish Council:

*Clear signage

*Clearing and maintaining ground (the playing field on Heath Road is already maintained by the Parish Council)

*Clearing and maintaining the walkway up to the equipment area complying to current H&S standards.

Hoping for a favourable reply on the 20th January 2023

kindest regards

Ange

Playing Field Gate at Rockalls Road. CO10 Gardening has completed a repair with costs of £25 for materials and £100 for labour.

Agenda item 16 Christmas

Christmas tree was erected, decorated and dismantled. Thanks to the Palmer family Christmas Carol Service.

Date for elections 5 May 2023

Babergh District Councillor's Report

January 2023

End of Term reports

This month we have published new reports showing the impact of our work across Babergh and Mid Suffolk since the district elections in 2019.

The individual reports for each council, titled '*What have we done for you?*', detail the incredible breadth of what we do and the positive change we have delivered against our strategic priorities

Millions of pounds of investment, action to combat climate change, and support for thousands of residents and businesses are amongst the achievements captured in two reports published last month

They cover the councils' work including economic development, planning, supporting communities and tackling climate change.

They outline the support given to thousands of residents and businesses during the pandemic, and the initial work during the cost-of-living crisis - and also map where millions of pounds in Community Infrastructure Levy payments have been made across both districts. These payments have funded a range of projects from school extensions to village hall improvements.

You can [access the reports online](#). They are also being shared across our social media channels and are available to view on computers in local libraries and at our customer access points in Stowmarket, Shotley, Hadleigh and Sudbury.

We are also providing towns and parishes councils with posters featuring QR codes to help residents find the information.

Babergh and Mid Suffolk Councils call for the abuse of councillors to end

The abuse and intimidation of councillors must end – that's the call from Babergh and Mid Suffolk District Councils amid rising concerns about toxicity in public and political discourse.

Both councils have agreed motions stating a zero-tolerance approach, after new national figures showed around 70% of councillors nationwide have faced abuse in the last year. [More information](#)

Opportunity for greater tenant engagement

Babergh and Mid Suffolk councils have approved a new [Tenant Engagement Strategy](#) which will give tenants more opportunity to be involved in decisions about their homes. [More information](#)

Measures agreed to protect districts' waterways

Councillors at both Babergh and Mid Suffolk District Councils voted unanimously in November to support measures to protect local rivers and waterways. [More information](#)

Suffolk Public Sector Leaders pledge another £913,000 to tackle climate emergency

Suffolk's ambition to be net-zero by 2030 has been bolstered by an almost £1million pledge for more initiatives to reduce carbon emissions and tackle the effects of climate change. [More information](#)

Online climate change awareness course launches for Suffolk

A free, online course has been launched to coincide with COP27 to support individuals and businesses to learn about the impacts of climate change in Suffolk.

Green Suffolk, which includes our councils, has launched a free easy-to-access short online course to help our communities learn more about climate change.

It's open to everyone whether individuals, businesses looking to train staff, community groups, or town and parish councils. [More information](#)

Suffolk Climate Emergency Plan newsletter

The Suffolk Climate Change Partnership, which includes both our councils, has been working hard to deliver the Suffolk Climate Emergency Plan (SCEP) - aiming to drive Suffolk towards net zero emissions by 2030.

You can sign up for newsletters highlighting recent updates around how we're supporting sustainable homes, while driving collaborative action, cleaner energy and more. [Sign up for newsletter](#)

Consultants appointed to develop our Cultural Strategy

CT Consults have been appointed to create our new Culture, Heritage and Visitor Economy Strategy, setting out our priorities and delivery plan for the next 10 years.

We will work with them to develop extensive stakeholder engagement and community consultation this autumn/winter to help identify and develop a distinctive brand narrative for the districts. The strategy will be formally adopted in March 2023 and a delivery plan produced by June.

The development of the strategy will be overseen by a small management team which will work alongside two main task & finish groups - an internal cross party/cross District Member-led working group and a Cultural, Heritage and Tourism Stakeholder Group.

Council leaders welcome landmark devolution deal for Suffolk

The leaders of Babergh and Mid Suffolk District Councils have welcomed an "ambitious and exciting" devolution deal for Suffolk. [More information](#)

Councils strive to keep charges fair – and help those most in need

Council leaders at Babergh and Mid Suffolk are due to discuss future fees and charges for council services – pledging to keep increases fair and continue to support those in need. [More information](#)

Revealed: winning names for Babergh and Mid Suffolk’s new environmentally friendly bin lorries

Ed Sheerbin, Gary Bineker and Stranger Bins are amongst the winning names for Babergh and Mid Suffolk’s new environmentally friendly bin lorries, revealed last month. They’ve been gradually making their collection debuts throughout this month.

The waste team and crews are looking forward to meeting winners of the naming competition in the New Year. [More information](#)

Pioneering councils complete £2.8m carbon-cutting solar investment to slash leisure centres’ reliance on the grid by close to half

Over 100 council car parking spaces in Sudbury and Stowmarket have been covered with solar panels to help power and reduce carbon emissions at two council-owned leisure centres and provide more EV charging points. [More information](#)

Councils’ new tenancy policy recognises ‘a home is not just a house’

Council tenants across Babergh and Mid Suffolk can look forward to continuing certainty over their homes with the possible adoption of the councils’ new tenancy policy. [More information](#)

Councils’ successful bid for housing fund pot

Babergh and Mid Suffolk District Councils are amongst local authorities to win funding from the Local Government Association to commission a vital, county-wide housing strategy review. [More information](#)

Town and Parish liaison meetings – a reminder

Babergh and Mid Suffolk District Councils are reinstating their regular meetings with town and parish councils, with invitations already issued via clerks.

The next sessions, in early February, will be an opportunity to share current thinking on Babergh and Mid Suffolk budget setting, update on progress with the Joint Local Plan and plans for the 2023 elections.

We would also like to hear about town and parish plans for local Coronation celebrations, and introduce our new locality officers and approach.

The meeting for Babergh is on Wednesday 1 February, 9.30 to 11.30am at Constable Memorial Hall, Gandish Road, East Bergholt. CO7 6TP.

If you are unable to attend the specific session for your district, you are welcome to attend the alternative date as joint information should still be of interest.

Should you have any queries, or if your clerk has not received an invitation, please contact [business support officer Sophie Cummins](#).

Our Christmas and New Year waste collection schedule remains in place until Saturday 14 January

Residents can [check dates and find our Christmas collection calendars on our website](#), where they will also find information about how they can dispose of their real Christmas trees. If residents are garden waste subscribers and their tree is less than 7ft or has a trunk less than 7cm wide, they can simply leave it next to their garden waste bin and our crews will take it away. If their tree is bigger, or they don't have a garden waste bin, residents can drop off their tree at collection points across our districts during January. [Full details of Christmas tree collection points](#).

Entries open for Suffolk's Greenest County Awards 2023

Do you know a local business, individual, school or community group in your area playing their part in making Suffolk greener?

Nominate or encourage them to enter themselves for a Greenest County Award next year!

The awards have a history of celebrating environmental excellence across Suffolk. They recognise achievements of businesses, individuals, communities, organisations and schools, in areas such as reducing carbon emissions, being more sustainable and enhancing biodiversity.

The focus across the eight categories in 2023 is to encourage everyone across the county to collaborate in taking steps to meet the climate change challenge. This shared practice extends from small community initiatives to the work done by large organisations.

Entries close on 1 February 2023. To find out how you can enter, or to nominate a school, business, organisation or community group, [visit the Green Suffolk website](#). [Watch the video of last year's event](#)

Suffolk recycling Ezine

Did you know the Suffolk Waste Partnership, which includes both our councils, produces a seasonal newsletter with key recycling information for residents?

It's currently emailed to over 50,000 subscribers, but there's always room for more!

The [latest edition is now available on the Suffolk Recycling website](#) including information on safe disposal of batteries and electricals, glass & metal recycling, and food waste.

Do you know where Suffolk's recycling goes?

For several years, the Suffolk Waste Partnership has published the end destinations of where recyclable materials collected from kerbside bins are processed.

The [latest data, for the last full year – April 2021 to March 2022](#) – has now been published on the Suffolk Recycling website.

This shows the vast majority of our metals and plastics are processed in the UK with the remainder staying in Europe. A significant proportion of our paper is processed in the UK, with cardboard still having a significant overseas market, which reflects the global demand for materials used in packaging.

Communities Team

In the Summer we restructured our Communities Team to make it more locality-based, with specific officers assigned to support each of the localities in the district and be identified points of contact, in support of the local councillors. They are starting to get out and about and I have taken our locality officer, Peter Watson, on a tour of our parishes and explained the key issues affecting each.

Meetings

Cabinet, Council and Planning Committee meetings can be watched, either live or catch-up, on our [YouTube Channel](#).

For agendas and minutes, please visit the [Democratic Services homepage](#).

John Ward

Babergh District Councillor

Brett Vale

john.ward@babergh.gov.uk

January Report 2023

Keeping people in Suffolk warm this winter

Following a successful pilot in November, Suffolk Winter Warmth launched this week to support residents who are struggling to heat their homes.

Suffolk Winter Warmth provides vital support to families in need of a little extra help to keep warm and avoid ill health.

There are more than 250 voluntary warm spaces across Suffolk, and all Suffolk Libraries will act as warm, safe spaces this winter. A map of warm spaces in Suffolk can be found on the Rural Coffee Caravan website: <https://ruralcoffeecaravan.org.uk/map/>

If your community would like to set up its own Warm Space to support local residents this winter, guidance is available from Rural Coffee Caravan and Community Action Suffolk at: <https://ruralcoffeecaravan.org.uk/winter-warmth/#warmspaces>

Why plans for devolution are a big deal for Suffolk

In August last year, the Government invited county councils across the country to step forward if they were ambitious enough to see a future where more decisions about important local priorities were made, not in Whitehall, but by local people who know what is needed.

We were delighted when the Government heard our calls and named Suffolk as one of only nine areas in the country where they were interested in actively negotiating a county devolution deal.

We fought for the greatest possible devolution of the Government's immense spending powers and for control of policy areas on which we could deliver significant improvements for our residents. It will secure greater decision-making powers around transport, infrastructure and skills and give us the powers we need to help us achieve our net zero ambitions and create the Greenest County.

The deal also sets out the government's plans to devolve more power to Suffolk County Council through:

- **Investment:** It will bring decades of funding worth £480 million to improve the lives of Suffolk's residents and spend on their local priorities.
- **Housing:** The deal will provide £5.8 million to regenerate brownfield land into beautiful, affordable homes and drive economic growth across the area; Suffolk will also receive greater compulsory purchase powers.
- **Education:** The agreement devolves the Adult Education Budget so they can shape provision in a way that best suits the needs of residents and the local Suffolk economy.
- **Transport:** An integrated transport settlement starting in 2024/25, to support the area to improve key transport infrastructure priorities.
- **The Environment:** The new deal will help Suffolk deliver on its ambitions to be the country's greenest county with £3 million to improve energy efficiency in homes.

The Government had informed us that the Chancellor would announce - among the many measures designed to steady the UK economy - that a devolution deal had been reached with Suffolk. Suffolk's

devolution deal requires no such additional layer of bureaucracy, nor the public-funding associated with it.

That is because we are seeking to have powers and funding devolved to Suffolk County Council – under the control of a directly-elected leader and cabinet – scrutinised by councillors and ultimately accountable to the people of Suffolk. If agreed, this would deliver decades of significant additional investment into local priorities that will improve the lives and outcomes of Suffolk’s residents.

This is a ‘minded to’ decision and will be followed by a full public consultation where everyone will get their say.

Council to protect frontline services and increase funding in budget proposal

Adult care services and children’s services will receive £47m more funding as part of Suffolk County Council’s £685m budget proposals, published today.

Adult care services will have £34m more in their budget, and children’s services will have a further £13m. This will help with the extra expense needed to meet the huge increase in demands for services, as well as higher costs due to inflation.

Some of the service areas where people also said they wanted to see more money spent, will receive additional funding:

- £700,000 for SEND services to support new recruitment, which is on top of the £1.1m invested this year
- £500,000 for Highways: to use environmentally friendly weed treatments, and stop using glyphosate which can damage wildlife
- £110,000 for tree management: to support the ‘right tree right place’ policy, having an appropriate inspection regime and supporting the resulting tree management requirements.
- £45,000 for Citizens Advice: to support work during cost-of-living challenges

Under the proposals, the council’s budget would increase by 9.6% (from £625.3m to £685.3). Additional funds would come from a total 3.99% increase in Council Tax, and an increase in funds from the Government for adult and children’s social care.

Regarding Council Tax, the proposed 3.99% increase would be made up of a 1.99% increase in general Council Tax and a 2.00% increase dedicated to funding adult care.

This means costs for a household would look like:

- Band B property: £22.32 per week (85 pence per week increase from 2022-23) (Band B properties are the most common in Suffolk)
- Band D property: £28.70 per week (£1.10 pence per week increase from 2022-23)

Over 2,600 local people contributed to an online survey and focus groups, asking where they would spend more money, spend less money, and their views on Council Tax. The top service areas where people wanted to spend more, were social care services for adults and children.

The proposed budget will be discussed at the council's Scrutiny meeting on 10 January 2023, then presented at the Cabinet meeting on 24 January, with the final budget debated and voted on at Full Council on 9 February.

Suffolk County Council becomes a Disability Confident Leader

This achievement recognises the progress the council has made to make both its recruitment processes and working environment more inclusive for disabled people and follows the council attaining Disability Confident Employer status in 2017.

Becoming a Disability Confident Leader means that the County Council will also act as a champion in supporting other businesses in the area to become Disability Confident.

Over 80% of disabilities are invisible, In Suffolk County Council, 61% of staff have declared their status, the council aims to increase this number with the measures it has put in place in becoming a Disability Confident Leader.