

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 July 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 15th July 2022

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 21st July 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 15th July 2022

123. Apologies for absence
124. Receive **declarations of interests** and **requests for dispensation** from Councillors
125. Welcome to New Councillors
126. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 16th June 2022
127.
 - 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
 - d. Consider request for funding from Nature Citizen of £250
128. Receive **reports and questions from Councillors**
129. Agree actions on **emails distributed** by Clerk since the last meeting
130. Agree actions required following the **Clerk's Report**
131. **Planning**
 - a. **Consider Planning application no:**
 - [DC/22/03353](#) Upper Meadow Polstead Hill Polstead Colchester Suffolk CO6 5AH
Erection of two storey front extension and two storey garage, loft conversion and installation of dormer windows (following demolition of existing extension and garage)
 - [DC/22/02963](#) The Grange Mill Street Polstead Colchester Suffolk CO6 5AD
Householder Application - Erection of single-storey side extension, and insertion of window in place of existing door
 - c. **Consider any planning application received** since the agenda was posted requiring a response before the next scheduled meeting.
 - d. **Consider the status** of planning applications, appeals, enforcement referrals and any potential planning issues
132. **Finance**

Receive 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
133. Consider update on **Polstead WI's plans to convey their land in Polstead**
134. Consider any issues raised regarding **Highways and Footpaths**
135. Consider any **Asset, allotment, playground or playing field** issues including report on Footpath management
136. Review Grit, Litter and Dog bins
137. Review Notice Boards
138. Litter pick, September 2022
139. Future **agenda items**
140. Time date and place of next meeting 7.30pm Thursday 18th August 2022, this date is provisional and will take place only if there is a planning application that needs to be considered. Next scheduled meeting Thursday 15th September 2022 at the Village Hall Polstead.

Agenda Item 124 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 129 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.

Lisa- Nature Citizen update and request for £250 funding to continue work for another year.

Babergh District Council Parking review

Bryn Hurren – invoice for new noticeboard

LSPN news – telephone numbers incorrect.

Footpaths clearance of branches, I have been in contact with landowners who have assured me that the issues have been dealt with.

NSIP's and large scale energy developments progress tracker

Memorial for Erica Pomerans to be held on Saturday 23 July 2022

Apologies from CCllr Hall for Parish Council meeting

Removal of rubbish from "Holt Road" I have chased the Sudbury Wardens and understand that removal has been scheduled.

Stiles- response from SCC saying that they are legal and that any further correspondence is wasting their time. Shame that they feel this way about people with disabilities.

Election various correspondence including details of applicants, notice of dates of election and various items to be posted on the noticeboards.

Unity Bank various welcome documents

Plug in Suffolk/electric car charging points application form that has been lodged for consideration in the next round of funding

PKF Littlejohn external auditor confirmation of receipt of the annual accounts

John Ward, confirmation that litterpicking equipment can be provided by Babergh District Council.

Agenda Item 130 Clerk's Report

The person who enquired about an allotment has decided not to take the plot. There have been no further enquiries.

Actions

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

Associated Papers PPC for Meeting on 21 st July 2022

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	✓

Agenda Item 131 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	Refused
DC/22/00997	Robin Hill Mill Street Polstead Suffolk CO6 5AD	Householder Planning Application - Erection of a detached triple bay cart lodge/garage	22/048	no objection	Granted
DC/22/01160	Pine Cottage, Stackwood Road, Polstead Colchester Suffolk	Workshop And Premises, Pine Cottage, Stackwood Road, Polstead Colchester Suffolk	22/048	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)	22/048	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	22/090	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.	22/090	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.	22/090	object	Granted
DC/22/01989	White House Farm Straight Road Polstead Colchester Suffolk CO6 5DL	DC/22/01989 Discharge of Conditions Application for DC/21/04340 - Condition 2 (Brick Plinth), Condition 3 (Roof) and Condition 4 (Fenestration).		unable to comment/not consulted	Granted
DC/22/01712	Blackthorn Lodge Stoke Road Leavenheath Suffolk CO6 4PS	Erection of a garden room	22/090	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	22/068	no objection	Granted
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.	22/068	no objection	Decided, formal approval not required
DC/22/02493	Bankside, Mill Lane, Polstead, CO6 5AB	Discharge of Conditions Application for DC/21/03722- Condition 12 (Agreement of Materials)	22/068	unable to comment	Granted
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.	22/090	no objection	refused
DC/22/02030	Hill House Polstead Green Polstead Colchester Suffolk CO6 5AL	Application for listed building consent	22/090	no objection	Refused
AP/22/00001	Heath Farm, Hadleigh Heath, Polstead, Ipswich Suffolk IP7 5NY	re outline planning permission for 3 no dwellings following demolition of outbuildings	22/090		Awaiting decision
DC/22/02502	Alverstoke Farm White Street Green Polstead Colchester Suffolk CO6 5DW	Application to determine if building consent is needed	22/090	No objection	Formal Approval not required.
DC/22/02201	Yeomans Cottage, Mill Street	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 Open for comment icon	22/111	No objection	Awaiting decision
DC/22/02202	Yeomans Cottage, Mill Street	Application for listed building consent	22/111	No objection	Awaiting decision

Agenda Item 132 RFO Report

The new account with Unity Bank is open and the £500 deposit previously agreed has been made. As this was after 1 July it is not reflected in the bank statement. Following discussion with the Auditor regarding my uncertainty in reflecting the additional bank accounts in the existing finance spreadsheet as a test exposed a problem with the formulae. I have decided to create a new spreadsheet therefore the finance reports will look different next month.

Payments already made:

To be authorised

£115.20 Community Heartbeat Trust - consumables for defibrillator

Payments to be made:

£55.00 Babergh District Council, Lease of Rockalls Road, playground

£45.00 Parish Online

£462.60 Sudbury Town Council Contract for Town Wardens

£381.88 Clerk salary June

£111.71 Clerk expenses June-July 137 miles, £17.98 stationery, £12 padlock £31.85 postage

£519.00 B D Hurren, oak notice board

£66.00 SALC clerk training.

£400.00 Ben Patrick CO10 Gardening

£250.00 donation to Nature Citizen?

Associated Papers PPC for Meeting on 21st July 2022

Receipts & Payments

Date	Details	Ref	Receipts	Payments
16/06/22	Heelis & Lodge	132	0.00	140.00
16/06/22	Best Host	133	0.00	12.50
16/06/22	Mr S Sowman	134	0.00	27.29
16/06/22	Polstead Village Hall Committee replaces cheque	135	0.00	13.00
16/06/22	Babergh District Council	136	0.00	1,005.60
16/06/22	Ben Patrick CO10 Gardening	137	0.00	320.00
16/06/22	Wave, Anglian Water Business	138	0.00	22.49
16/06/22	Void	139	0.00	0.00
16/06/22	Clerk expenses	140	0.00	140.19
16/06/22	Clerk Salary	141	0.00	333.88
16/06/22	Mr A Wade	142	0.00	16.15
16/06/22	Void	143	0.00	0.00
16/06/22	Coxs Boxes	144	0.00	45.00
	void	145	0.00	0.00
20/06/22	Void	146	0.00	0.00
20/06/22	Mrs M Howard for (Jubilee)	147	0.00	50.00
20/06/22	Mr D Howard (for Jubilee)	148	0.00	15.45
20/06/22	Community Heartbeat Trust	149	0.00	115.20
04/07/22	Mrs Jopson - Wilkinson Rosettes	150	0.00	78.65
04/07/22	Mrs V Farr - Jubilee Glass Plaque	151	0.00	290.00
Sub Total			12,375.38	7,582.26
TOTALS			48,681.93	7,582.26
Balance Carried Forward			41,099.67	0.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/06/22	£42,881.22	£41,099.67	£1,781.55	£0.00	£0.00
Premier Account	30/06/22	£3,335.50	£3,335.50	£0.00	£0.00	£0.00
Unity Trust Account	30/06/22	£0.00	£0.00	£0.00	£0.00	£0.00
Cash	30/06/22	£0.00	£0.00			£0.00
		£46,216.72	£44,435.17	£1,781.55	£0.00	

Actual v's Budget at 17 May 22

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£39,641.80				
Income			Expenditure			
Precept	£19,500.00	£11,250.00	Clerks Salary		£4,700.00	£1,044.24
Bank Interest	£0.00	£0.25	Admin		£2,355.00	£517.85
Recycling	£0.00	£0.00	Insurance		£600.00	£0.00
Grants	£745.00	£0.00	Audit Inspections		£380.00	£140.00
Allotment Rent	£120.00	£81.68	Donations		£1,000.00	£100.00
Wayleave	£22.00	£0.00	Chairman's Allowance		£60.00	£0.00
QDJ	£0.00	£0.00	Community Wardens		£710.00	£0.00
Donation	£0.00	£0.00	Dog & Litter Bins		£950.00	£838.00
Compensation	£0.00	£0.00	Footpaths		£950.00	£320.00
Other	£0.00	£0.00	Grass Cutting		£5,500.00	£384.00
CIL	£0.00	£0.00	Ditch Clearance		£0.00	£0.00
VAT Repayment	£0.00	£1,043.70	Maintenance		£1,200.00	£717.89
			Village Hall		£965.00	£13.00
			Projects		£2,000.00	£3,204.24
			Contingency		£500.00	£0.00
			CIL	£9,617.56	£0.00	£0.00
			VAT Paid		£0.00	£303.04
Total	£20,387.00	£12,375.63	Total	£9,617.56	£21,870.00	£7,582.26
			Assets Carried Forward			£41,099.67
Total		£52,017.43	Total			£48,681.93

Agenda item 134 – Highways and Footpaths

Georgia Hall – updated as follows:

- on Bower House Tye maintenance to ditches, work planned early August
- on Mill Street and Water Lane, the Gullies have been jetted but it has been established that the cause of the problem was broken pipework which has been scheduled in for repair, however, it is not considered to be an urgent problem and therefore will not be high on the list of priorities.

Agenda item 135 Asset, allotment playground or playingfield issues

None