

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

The Annual Meeting of Polstead Parish Council will be held on

**Thursday 19th May 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 11th May 2022

POLSTEAD PARISH COUNCIL

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Dear Councillor

You are summoned to The Annual Meeting of Polstead Parish Council on Thursday 19th May 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 11th May 2022

79. Election of Chairman and to received declaration of office
80. Apologies for absence
81. Election of Vice Chairman
82. Receive **declarations of interests** and **requests for dispensation** from Councillors
83. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 26th April 2022
84. To appoint members to the HR and Standards Committees
85. To appoint representatives to outside bodies:
 - a. Suffolk Association of Local Councils (SALC)
 - b. Traffic liaison
 - c. Village Hall
 - d. Layham Pit
86.
 - 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
87. Receive **reports and questions from Councillors**
88. Agree actions on **emails distributed** by Clerk since the last meeting
89. Agree actions required following the **Clerk's Report**
90. **Planning**
 - a. **Consider Planning application no:**
 - i. [DC/22/02031](#) Hill House Polstead Green Polstead Colchester Suffolk CO6 5AL Application for Listed Building Consent - Conversion of and alterations to detached garage to form annexed accommodation ancillary to host dwelling, as per Design & Access/Heritage Statement.
 - ii. [DC/22/02030](#) Hill House Polstead Green Polstead Colchester Suffolk CO6 5AL Householder Application - Conversion of detached garage to form annexed accommodation ancillary to host dwelling.
 - iii. DC/22/02502 – Alverstoke Farm, White Street Green Polstead CO6 5DW Application to determine whether prior approval is needed for a proposed erection, extension or alteration of a building for agricultural or forestry use.
 - 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
91. **Finance**
 - a. From 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
92. Consider update on **Polstead WI's plans to convey their land in Polstead**
93. Consider any issues raised regarding **Highways and Footpaths**
94. Consider any **Asset, allotment, playground or playing field** issues including report on Footpath management
95. Review Grit, Litter and Dog bins
96. Review Notice Boards
97. Update on plans for the Queens Platinum Jubilee
98. Long term commemorative memorial
99. Litter Pick
100. Fast Car chargers
101. Future **agenda items**
102. Time date and place of next meeting 7.30pm Thursday 16th June 2022 Parish Council Meeting at the Village Hall Polstead

Agenda Item 82 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 88 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.

Suffolk County Council - Kevin Verlander – update on bridge at Red Barn and also Homey Bridge
Suffolk County Council – Darren Smith - Mill Lane Polstead Highway Boundary Issue with the new sign

Community Action Suffolk – Funding update

Dollops Wood – various emails – concerns regarding ‘unofficial’ footpaths through the wood

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

Agenda Item 89 Clerk’s Report

Internet Banking – The forms to open the account and to organise the officers have been completed and will be signed following the meeting on 19th May. In addition to signatures Cllrs Wade, Flather and Oxford will you please bring along identification papers, ie passport and driving licence, so that your identity can be appended to the application.

Barclays Bank – have finally sent a bank statement directly to the clerk, but are still asking for another copy of a form to be signed.

Notice Board – awaiting an update

Actions

Minute	Action	Who	Complete
18/041	Send response to Lord of Manor Solicitor		
22/053	Notify fire service re proposed bonfire. Risk assessment to be carried out in advance.	Clerk /all	✓
22/055	National Grid Consultation, send response to NG and also send link to LSPN newsletter and also to website	Clerk	✓
22/071	Clerk to contact CCllr Hall requesting that she monitors repairs to bridges at Red Barn and also Homey Bridge	Clerk	✓
22/071	Cllr Engleheart to review damage to Dollops Wood	JE	✓
22/072	Cllr Oxford to check whether the gate fixture has been fitted to Rockall Road playground. Fixture now in place.	JO	✓
22/072	Clerk to chase Sudbury Wardens regarding remedial works to both playgrounds following inspection.	Clerk	✓
22/073	Cllr Sowman to liaise with Sudbury Wardens regarding location of two dog bins and a litter bin	SS	✓
22/065	Clerk to notify BDC regarding resignations of Cllrs Johnson and Baxter. Notification of vacancies has been posted on noticeboards and website	Clerk	✓
22/069	Payments to suppliers	Clerk	✓
22/068	Planning application responses to BDC	Clerk	✓

Associated Papers PPC for Meeting on 19th May 2022

22/069	Clerk to forward application form for Unity Bank to Cllrs Oxford and Flather to complete their section, they were requested to notify her once completed as the application has to be renewed each time it is opened.	Clerk/JO/JF	✓
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Agenda Item 90 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			Granted
DC/22/01160	Pine Cottage, Stackwood Road, Polstead Colchester Suffolk	Workshop And Premises, Pine Cottage, Stackwood Road, Polstead Colchester Suffolk			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)			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			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.			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.			Awaiting decision
DC/22/01712	Blackthorn Lodge Stoke Road Leavenheath Suffolk CO6 4PS	Erection of a garden room			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			Awaiting decision

Agenda Item 91 RFO Report

Payments already made:

To be authorised

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

£100.00 Little Barn Cakes – invoice 493

£152.28 Jubilee Cloths

Prepared by Christine Hargan

Associated Papers PPC for Meeting on 19th May 2022

Payments to be made:

£250.00	Mr G W Dye Balance for the band
£904.50	James Pierce balance for the Hog Roast
£50.00	Maureen Howard
£290.00	Veronica Farr
£500.00	Unity Bank to open the new bank account
£79.00	Avis Newsprint Ltd leaflets for the Platinum Jubilee crown competition
£43.00	MJO publications advert for Jubilee in April Parish Magazine
£696.24	Glasdon UK Ltd – 1 x litter and 2 x dog bins
£192.00	Ben Patrick CO10 Gardening
£333.88	Clerk Salary

Receipts & Payments

POLSTEAD				Receipts	Payments	
Date	Details	Ref				
Community Account						
01/04/22	Balance Brought Forward			36,306.55	0.00	
07/04/22	Suffolk County Council precept			11,250.00	0.00	Y
00/01/00	Polstead Village Hall Committee replaces cheque 103	115		0.00	50.00	Y
07/04/22	Mrs M Howard for Masquerade Costume Hire (Jubilee)	478	116	0.00	120.40	Y
07/04/22	void		117	0.00	0.00	Y
	salc		118	0.00	365.16	Y
21/04/22	Ben Patrick CO10 Gardening		119	0.00	192.00	y
21/04/22	Clerk Salary		120	0.00	376.48	y
21/04/22	Miss Alice Newton		121	0.00	450.00	
17/05/22	Miss G Biggs		inc	17.92	0.00	
14/04/22	M Peck		inc	17.92	0.00	Y
19/04/22	Ms Claire Spalding		Inc	10.00	0.00	Y
21/04/22	Liam McLeod		inc	17.92	0.00	Y
					0.00	
					0.00	
					0.00	
			Sub Total	11,313.76	1,554.04	
			TOTALS	47,620.31	1,554.04	
			Balance Carried Forward	46,066.27	0.00	

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	29/04/22	£46,863.51	£46,066.27	£815.16	£17.92	£0.00
Premier Account		£3,335.17	£3,335.17	£0.00	£0.00	£0.00
Cash	29/04/22	£0.00	£0.00			£0.00
		£50,198.68	£49,401.44	£815.16	£17.92	

Associated Papers PPC for Meeting on 19th May 2022

Actual v's Budget at 17 May 22

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£39,641.72				
<u>Income</u>			<u>Expenditure</u>			
Precept	£19,500.00	£11,250.00	Clerks Salary		£4,832.00	£376.48
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	£63.76	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	£192.00
CIL	£0.00	£0.00	Ditch Clearance		£0.00	£0.00
VAT Repayment	£0.00	£0.00	Maintenance		£1,200.00	£0.00
			Village Hall		£965.00	£0.00
			Projects		£1,500.00	£0.00
			Contingency		£500.00	£0.00
			CIL	£9,617.56	£0.00	£0.00
			Section 137/ Jubilee Costs			£551.00
			VAT Paid		£0.00	£19.40
			Total	£9,617.56	£22,252.00	£1,554.04
			Assets Carried Forward			£49,401.44
Total	£20,387.00	£11,313.76	Total			£50,955.48
Total		£50,955.48	Total			£50,955.48

Agenda item 93 – Highways and Footpaths

HGV Sign has been installed and there is now a query from a land owner regarding the land on which it has been placed.

Agenda item 94 Asset, allotment playground or playingfield issues

Playground equipment – the delay in rectifying faults was due to Sudbury Town Council being burgled apparently many of the tools and equipment that they use was stolen and they are awaiting their insurance to pay out prior to being able to deal with their backlog. They have borrowed tools to enable them to work

Dog and litter bins have been received by Sudbury Town Council who plan to fit them week commencing 23rd May 2022.