

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on 18th May 2023 at 7.30pm in Polstead Village Hall

Present: Councillors Andrew Wade, John Flather, Kenneth Davey John Engleheart, Stewart Sowman, James Oxford, Shaun Davis

Attending: DCllr John Ward (District Councillor). Christine Hargan (Clerk) and 1 member of the public.

- 23501.** Election of Chairman and to accept Declaration of Acceptance of Office
It was resolved to elect Cllr Wade as Chairman and he signed the Declaration of Acceptance of Office
- 23502. Apologies for absence**
CCllr Georgia Hall
23503. Election of Vice-Chairman
It was resolved to elect Cllr Flather as Vice Chairman
23504. Confirmation of **Declaration of Office from Councillors** and to set a deadline for those not yet received
Declarations of acceptance of office were received from all councillors
23505. Receive **declarations of interests** and **requests for dispensation** from Councillors
Cllr Sowman declared an interest in the Village Hall
23506. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 16th March 2023.
It was resolved that the Minutes were signed by the Chairman as a correct record of the meeting.
23507. To Appoint members to the HR and Standards Committee
HR Cllrs Wade and Sowman, Standards Committee Cllrs Sowman and Engleheart
23508. To Appoint members to Outside Bodies
- Suffolk Association of Local Councils (SALC) Cllr Engleheart
 - Traffic Liaison Cllr Wade
 - Village Hall Cllrs Sowman and Davey
 - Layham Pit Cllr Oxford
23509. To consider appointment of Heelis & Lodge as Internal Auditor
Resolved that Heelis & Lodge continue as internal auditor
23510. To consider Annual Subscription to
- SALC resolved to continue with SALC
- 23511. Public Forum**
- Reports from District and County Councillors
CCllr Hall's previously distributed report was accepted without further discussion
DCllr Ward District Councillor's report
Following the election Babergh District Council now has a significant number of Green Party councillors. they have 10 elected Councillors, Independent 9, Conservative 7, Liberal 5 and Labour . They now control Mid Suffolk and East Suffolk, 1 on or before 22 May a decision will be made as to how the parties will line up to control the council.
A more comprehensive report on ongoing matters will be made next month.
 - Questions from Parishioners –**
Can verges in White Street Green be left unmowed for wildlife? It was pointed out that Highways control cutting of verges and not the Parish Council.
 - Nature Citizen Planting scheme.**
Deferred until next meeting
23512. **Planning**
[DC/23/02142](#) Sprotts Farm Holt Road Polstead Colchester Suffolk CO6 5BT. Application for Works to Trees subject to a Tree Preservation Order WS313/W1, crown reduce and side prune 1 No. G of Oak trees back to previous pruning cut points.
Resolved No objection
[DC/23/02025](#) Oak House White Street Green Polstead Colchester Suffolk CO6 5DW Householder Application - Erection of detached garage
Resolved to comment as follows The proposed garage does not fit in with the surroundings. The Council considered the aesthetics to be inappropriate on the street frontage.

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Signed

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Date

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[DC/23/01925](#) The Kennels Rockalls Road Polstead Colchester Suffolk CO6 5AS. Change of use of ancillary outbuilding (C3) to mixed use (C3) and sui generis including use as dog grooming parlour. Resolved that the Parish Council supports the comments of Environmental Health Officer. We would suggest by condition that future expansion of the business use and operating hours are limited.

[DC/23/02204](#) Spring Cottage Spring Lane Polstead Sudbury Suffolk CO10 5JP
Discharge of Conditions Application for DC/22/05359 - Condition 3 (Landscaping)
No objection.

a. **Consider any planning application received** since the agenda was posted requiring a response before the next scheduled meeting.

None

b. **Consider status of planning applications,**
Alverstoke Cottage, WSG has been refused once more.

23513. Receive **reports and questions from Councillors.**

The owners of Polstead Pond have been successful with another grant application this time from the fisheries improvement programme. Ownership of the main roadside bank has been a matter of debate for over 50 years. Suffolk County Council are understood to have installed the railings before WW2 but have not accepted ownership of the bank. According to records held by the late Henry Engleheart, without prejudice to the question of ownership, Suffolk County Council have repaired and decorated the railways on a number of occasions in the last 50 years. Cllr Engleheart to write to CCllr Hall to request funding from the locality budget.

23514. **Actions required on emails**

Thanks were recorded to all involved in the organisation and delivery of the Coronation lunch. More than 100 people attended. Cllr Flather had collected invoices which were provided to the Clerk for payment. Cllrs were requested to forward photographs to the Clerk for BDC records.

Boxford Fruit Farms, an Opinion has been provided by Counsel. It was resolved that the Clerk forward this to the Chief Planning officer for comment and to copy in the Chief Executive, District Councillor and the MD of Boxford Fruit Farms.

Cllrs Oxford and Davis requested that their names be recorded in the Minutes as not supporting the resolution.

23515. **Actions required following the Clerk's Report**

23516. Finance

To consider the Internal Auditor's Report as at 31st March 2023 and agree any actions

Resolved that in addition to discussing with Councillors, acknowledgement of the external audit report is recorded in the Minutes in September

a. To approve Section 1 of the Annual Governance and Accountability Return (AGAR) for the year ending 31st March 2023. Resolved to sign

b. To approve Section 2 - Accounting Statement of the AGAR for the year ending 31st March 2023
Resolved to sign.

c. To note explanation of quantified significant variances is required
Resolved to accept.

d. From the RFO Report authorise payments made since the last meeting and due to be made; note income received since last meeting; review the Reconciliation of Accounts against Bank Statements and the Statement of Accounts vs Budget

Acknowledged and resolved to pay in accordance with schedule in the appendix

e. To consider PPC signatories for bank accounts.

Resolved that there is no requirement to change signatories.

23517. **Highways and Footpath issues**

Potash Lane has been resurfaced in part and some pot-holes have been repaired

Flaggy Pond. A tree is drooping over the footpath near the stile. The land owner has been identified and Cllr Oxford agreed to discuss the issue with them.

SCC has repaired the footbridge close to Dollops Wood.

A verge on the A1071 has been cut but the hedge hangs over the road, issue to be explored with SCC. Road signs to both entrances to White Steet Green are no longer visible. **Check with Stu** Clerk to report to SCC.

23518. **Asset, allotment, playground or playing field**

Clerk to advertise vacant allotment plots in LSPN and Box River News panel add "grow your own food 3 plots available".

Lease on Rockalls Road playground has expired. Clerk to continue pressure on BDC and DCllr Ward to establish new lease and whether in the absence of a lease the playground and boundaries are the responsibility of BDC or PPC.

Three quotations have been obtained for the provision of bow/hairpin top fencing and matching gate for £13,500, £14,610 and £15,996 inclusive of removal of existing, fitting and VAT. Clarify lease position and confirm if BDC will cover much of the cost, Clerk to verify maintenance requirements for the proposed fence with the two lowest cost estimates and to request an image of the proposed gate and to confirm closing and latching mechanism and final colour of both gate and fence..

Unable to instigate the scheme due to lack of lease clarification and funding.

Recreation ground. The section of the hedge adjacent to the gate is dying back and will require replanting.

Outdoor Gym equipment

Clerk has lodged the first grant application with BDC and will complete others as time permits

23519.

Donations

Resolved not to consider making donations unless requests have been received.

Resolved to pay £100 to Kernos Centre.

23520

Future agenda items

Defibrillators,
electric charging points

Time date and place of next meeting 7.30 Thursday 15th June 2023 at the Village Hall Polstead

Meeting closed at 9.45 pm

Appendix to the minutes

23104	Forward information on vehicle charging points to the clerk when it is available	GH	
23106 23513	Explore ownership of the concrete post and rail fence around Polstead Pond, SCC installed during the 1960s Cllrs Engleheart to contact CCllr Hall to request a donation	TD/JE	Ongoing
23308	Planning comments to BDC	Clerk	✓
23309	Pay suppliers	Clerk	✓
23212/ 23312/23412	Complete grant applications	Clerk/AD	Ongoing
23212/ 23312 23412 23518	Obtain measurements and gain quotations for replacement of fence, and gate with metal fencing liaise with councillors re choice of fencing and report next meeting Clerk to chase BDC for revised lease, apply for funding and to send holding email to suppliers	Clerk/TD	ongoing
23213/ 23318	Additional defibrillators advice gained that Zoll AED 3 defibrillator and thermal cabinet is the best option, acquire funding options and apply for grants to be discussed at the June meeting	Clerk/JF	Ongoing
23418	Contact BDC regarding placing the Cock Inn on the Register of Assets of Community Value, awaiting supporting documentation from residents	Clerk	ongoing
23404	Investigate lack of carers in rural Suffolk	GH	
23404	Investigate whether issue with Badger Sett has been resolved	GH	
23404	Investigate lack of new Lease for Rockalls Road, Playground	JW	✓
23405	Investigate level of funds held by Village Hall so that a grant for heating can be properly considered	SS	
23413	Liaise with Sudbury Wardens re reinstatement of dog bin to post in White Street Green unaware whether repaired, repair organised for 24 May 2023	Clerk	✓
23516	Send audit documentation to PKF Littlejohn to publish Rights to inspect on the website and noticeboards	Clerk	
	Clerk to forward information on Councillor training to Cllr Davis	Clerk	✓
23514	Send Counsel Opinion to BDC and CC Boxford Fruit farms	Clerk	✓
23520	Agenda items for the next Summons, Defibrillators Electric charging points	Clerk	

Approve payments

Payments made since previous meeting

£600 to Landmark Chambers as previously agreed including the portion of VAT which will be claimed back in due course.

Payments to be made:

£1,123.60 Babergh District Council litter and dog bin emptying

£162.00 CO10 Gardening

£409.88 Clerk Salary

£220.00 Heelis and Lodge Internal audit

£68.82 WAVE allotment water.

£100 Kernos Centre

Expenses for the Coronation

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Date

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£41.18 Refreshments

£39.62 Polstead Community Shop provision of ice-cream

£219.36 Cllr Expenses £150 band – Ady Johnson + £69.36 for chocolate coins.

£25 Boxford Community Council for games

£52.45 Food/Sausage Rolls

Additional invoices are awaited for provision of photo book

Resolved to pay.

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Signed

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Date

Series no 782