

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on 15th June 2023 at 7.30pm in Polstead Village Hall

Present: Councillors Andrew Wade, John Flather, Kenneth Davey John Engleheart, Shaun Davis

Attending: DCllr John Ward (District Councillor). Christine Hargan (Clerk) and 10 members of the public.

23601. Apologies for absence

CCllr Georgia Hall, Cllrs Stewart Sowman and James Oxford apologies accepted

23602. Receive **declarations of interests** and **requests for dispensation** from Councillors

Cllr Davis declared an interest in planning item Polstead Brewers Arms appeal

23603. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 16th March 2023.

It was resolved that the Minutes were to be signed by the Chairman as a correct record of the meeting.

23604. Public Forum

a. Reports from District and County Councillors

CCllr Hall's previously distributed report was accepted without further discussion

DCllr Ward District Councillor's report was accepted and commented on additional items,

Blossom appeal £12,000 has been raised toward a breast care unit,

The role of Chairman of the District Council will rotate annually, The Green, Independent and Liberal Democrats agreed to power-share during the four year term as no party achieved an overall majority in the May elections. Cllr David Busby (Liberal Democrat) has already been elected leader for the first year of the council term, with Cllr Deborah Saw (Green) and Cllr John Ward (Independent) his deputies.

A question was asked regarding who the responsible District councillors are

- Cllr Deborah Saw (deputy political leader) - People and Place (West)
- Cllr John Ward (deputy political leader) - Finance, Assets and Investments
- Cllr Jessie Carter - Housing
- Cllr Derek Davis - Economic Growth
- Cllr Sallie Davies - People and Place (East)
- Cllr Daniel Potter - Environment
- Cllr Alastair McCraw - Customers, Digital Transformation and Improvement

b. **Questions from Parishioners –**

- Two points PC minutes do not appear in the magazines he asked that they be published.
- Mess around the pond; grass cutting is abysmal, the surround is awful, request that the grass is cut. Permission is needed from the land owner to cut the grass, the Parish Council are trying to establish land ownership.
- A parishioner Mr Alan Keeble, was concerned that there has been no affordable housing built within the parish of Polstead since the Flaggy Pond development and wants to work with both Polstead Parish Council and Babergh District Council to provide 5 units on a provision on a parcel of his land with a legal covenant that the social housing is to be extended to Polstead residents only. DCllr Ward asked the parishioner to write to him so that it can be discussed with the District Council. When asked by the Chairman Mr Keeble confirmed that he had, had the opportunity to say all he wished to on the subject. Cllr Davis asked that the item be added to the July Agenda.
- A member of the public has requested a donation to organise a Christmas Fair. Request to email Clerk who will raise an agenda item at the next meeting.

c. **Nature Citizen planting scheme.**

Deferred until next meeting

23605. Planning

a) [DC/23/02453](#) Polstead Hall The Ponds Polstead Colchester Suffolk CO6 5BS
Listed Building Consent to upgrade the roof and living accommodation
Resolved raise no objection

b) [DC/23/02660](#) Woodlands Farm Rockalls Road Polstead Colchester Suffolk
CO6 5BF

Erection of an extension to an existing agricultural building used for the storage of straw.

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Resolved raise no objection

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

None

Planning appeal

AP/22/00103 - The Brewers Arms, Bower House Tye, Polstead, CO6 5BZ relating to the refused planning application DC/22/01060 for assorted buildings at the Brewers Arms.

Resolve no further comment is necessary

- b. **Consider status of planning applications**

Noted

23606 Receive **reports and questions from Councillors.**

none

23607. **Actions required on emails**

Noted in Actions Log

Boxford Fruit Farm the Barristers Opinion has been received and forwarded to the Chief Planning Officer and is awaiting response. Planting and irrigation systems are being installed, DCllr Ward to chase response from Babergh District Council..

23608. **Actions required following the Clerk's Report**

Noted in Actions Log

23609. Finance

- a. Note income received since the last meeting. Review the Reconciliation of Accounts against Bank Statements

Finance report accepted

Resolved to pay invoices according to the attached schedule.

23610. **Highways and Footpath issues**

Further to various reports to Suffolk County Council Highways no action is planned to highways signs Missing Public Footpath signs have been reported to Suffolk County Council, but no action has been taken so far.

23611. **Asset, allotment, playground or playing field**

Lease on Rockalls Road playground A new lease is being organised and the Clerk has pre-prepared a funding request to be lodged with BDC.

Outdoor Gym equipment

Clerk has lodged the first grant application with BDC awaiting response.

Request from the Village Hall to use the playing field for a party in the park during August – Village Hall to go on the agenda,

Hedges have become overgrown restricting the use of two footpaths. Cutting is prohibited until July due to the legality of disturbing nesting birds. The clerk was asked to contact the contractor the cut the vegetation as soon as legally possible

23612. **Review Grit, Litter and Dog bins**

Clerk was asked to approach highways regarding filling grit bins and ask for the filling plan at the beginning of colder weather. The large bin at the top of Polstead Hill was not filled last year.

Resolved to purchase additional dog bin.

Review Notice Boards

Nothing to report

23613. Concrete post and bar fencing for **Polstead Pond**

It is believed that the land belongs to Suffolk County Council and a response is awaited from CCllr Hall to confirm ownership. 250 plants have been planted on the pond shelf prior to the meeting.

23614. Asset of Community Value

Around 10 emails can be attached to the application. Clerk to complete application and send. If further support is required Mrs MacWillson will assist.

23615. Defibrillators

Resolved to purchase two Zoll AED 3 defibrillators with thermal carry cases defibrillators, following gaining written irrevocable consent from the land owners, first from Suffolk County Council for White Street Green, and the second for the Brewers Arms at Polstead. Purchase of a third defibrillator to be placed in the layby at Mill Street, was deferred it was resolved to undertake a leaflet drop to ask the residents if they require a defibrillator

23616. Electric Charging points

It was resolved to drop this item from the agenda. Due to the cost of the units it is not possible for the Parish Council to support.

23617. **National Grid update** on Bramford to Twinstead Reinforcement

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A brief collaborative response is being prepared by the Southern Parishes action group which will be lodged in advance of the 18th July, which will allow the parishes to respond to the application In September.

- 23618. Future **agenda items**
 - Donation to Nature Citizen
 - Affordable housing.
 - Donation toward Polstead winter fair.
- 23619. Time date and place of next meeting 7.30 Thursday 20th July 2023 Village Hall Polstead

Meeting closed at 9.15 pm

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Date

23104	Forward information on vehicle charging points to the clerk when it is available	GH	
23106 23513 23613	Polstead Pond, SCC installed post and rail during the 1960s Cllr Engleheart contacted CCllr Hall to request a donation response awaited.	TD/JE	Ongoing
23608	Planning comments to BDC	Clerk	✓
23609	Pay suppliers	Clerk	✓
23312/23412	Complete grant applications response awaited	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 23615	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 to obtain written permission for placement at White Street Green and the Brewers Arms and to purchase 2 no defibrillators. Cllrs please provide. Precise locations at White Street Green and Brewers Arms prior to obtaining permission Organise leaflet drop in Mill Street re purchase of new defibrillator	Clerk/Cllrs	Ongoing
23418 23618 23614	Contact BDC regarding placing the Cock Inn on the Register of Assets of Community Value, Awaiting assistance completing the form and supporting documents from residents Clerk to speak to BDC, re viability of documentation and to complete and lodge with BDC – awaiting supporting documents	Clerk	ongoing
23404	Investigate lack of carers in rural Suffolk	GH	
23404	Investigate whether issue with Badger Sett has been resolved	GH	
23405	Investigate level of funds held by Village Hall so that a grant for heating can be properly considered	SS	ongoing
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	✓
23607	Counsel Opinion to BDC and CC Boxford Fruit farms chase response from Chief Exec and Chief Planning Officer.	JW	
23610	Clerk to contact CO10 Gardening and request the hedges are trimmed on footpath no's 2 and 9 immediately the birds have fledged	Clerk	
23611	Ask contractor to trim hedges once fledging is complete	Clerk	
23612	Contact Highways regarding timing of refilling grit bins prior to the onset of winter.	Clerk	
23612	Purchase Dog bin	Clerk	
23617	Lodge interest to the Planning Inspectorate re National Grid renamed Bramford to Twinstead Tee. All to comment on words sent by southern parishes support group	Clerk	
23618	Agenda items for the next Summons, Defibrillators Donations to Nature Citizen and also toward Christmas Fayre Social Housing.	Clerk all	
		Clerk	

Finance

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Date

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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: Poistead Parish Council				
20462217	60-83-01	Unity Current Account T1	1,027.48 GBP	1,027.48
20462220	60-83-01	Instant Access Account	43,397.19 GBP	43,397.19
Total:				44,424.67
Group Total:				44,424.67

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

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Budget to Date	2022/23		2023-24	
	Budget	To year end	Budget	YTD
Income				
Balance Brought Forward from current a/c	19500	19,500.00		2,921.43
Balance b/f from Business Premium a/c				33,397.19
Grants	745.00		1,294.32	0.00
Bank Interest	1.00	1.00	10.00	0.00
Allotment rent	120.00	81.68	90.00	0.00
Wayleave	22.00	21.01	22.00	0.00
CIL	0.00	0.00	0.00	0.00
Precept	22,500.00	19,500.00	24,500.00	12,250.00
VAT Repayment	0.00		0.00	0.00
Transfer				10,000.00
Total Income	£42,888.00	£19,603.69	£23,388.00	£12,250.00
Expenditure	Figures exclude VAT where paid as it is reclaimed, and is shown as VAT paid			
Clerk Salary	4,700.00	4,500.00	5,172.00	819.56
Insurance	600.00	580.00	600.00	0.00
Admin	2,355.00	2,305.00	2,395.00	374.56
Audit	380.00	340.00	380.00	220.00
Donations	1,000.00	1,000.00	1,000.00	0.00
Chairman's allowance	60.00	100.00	60.00	0.00
Community Wardens	710.00	700.00	700.00	0.00
dog and litter bins	950.00	850.99	800.00	936.33
Footpaths	950.00	3,200.00	2,500.00	383.00
Grass Cutting (P3 Scheme)	5,500.00	4,825.00	4,000.00	0.00
Ditch Clearance	0.00	0.00	0.00	0.00
Maintenance	1,200.00	1,200.00	1,700.00	87.82
Projects	2,000.00	1,825.00	1,500.00	1,031.61
Village Hall	965.00	965.00	1,500.00	0.00
Contingency	500.00	500.00	500.00	0.00
CIL	0.00	7,537.00	877.00	0.00
VAT paid	0.00	1,700.00	0.00	291.07
Transfer				0.00
Total Expenditure	£21,870.00	£32,127.99	£23,684.00	£4,143.95
Totals Income - Expenditure	£21,018.00	-£12,524.30	-£296.00	£8,106.05
Totals Income - Expenditure including balance B/F				£44,424.67
Bank Reconciliation				
Unity Trust Bank Current account at 8/6/23				£1,027.48
Unity Trust Bank Deposit account at 8/6/23				£43,397.19
Outstanding payments				0.00
Total Held in all accounts				44,424.67

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Date

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Payments made

Payments to be made:

£216.00 CO10 Gardening

£409.88 Clerk Salary

£12.50 Best Host – Email hosting service charge

£27.50 Coronation expenses photo book

Resolved to pay

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