

**POLSTEAD PARISH COUNCIL**

Minutes of Meeting held on 20<sup>th</sup> April 2023 at 7.30pm in Polstead Village Hall

**Present:** Councillors (Vice Chairman), John Flather John Engleheart, Christine Cheeseman, Stewart Sowman, James Oxford

**Attending:** DCllr John Ward (District Councillor). CCllr Georgia Hall Christine Hargan (Clerk) and 3 members of the public.

**23401. Apologies for absence**

Cllrs Andrew Wade, (Holiday) Kenneth Davey (Work)

It was agreed that Cllr Flather would chair the meeting in the absence of Cllr Wade.

23402. Receive **declarations of interests** and **requests for dispensation** from Councillors  
None

23403. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 16<sup>th</sup> March 2023. It was resolved that the Minutes were signed by the Vice Chairman as a correct record of the meeting.

**23404. Public Forum**

a. Reports from District and County Councillors

**CCllr Hall's** report having been previously distributed was accepted she highlighted the following:  
The County Council are waiving fees related to traffic management for events associated with the coronation.

The following were raised by Councillors:

Incident on a public footpath where a member of the public fell into badger hole had been reported as resolved by PROW team. The Sett was checked and reported as inactive so filled. Cllr Hall to check this has been completed as there are still barriers around the area..

Adult social care whilst extra funding may be available across the whole county, rural areas are unable to gain assistance with care, as carers are not available which impacts on availability of hospital beds. Cllr Hall to investigate.

**DCllr Ward District Councillor's report**

Updates as follows:

Capital grants for community groups are available, Rockalls Road play area and fencing. Clerk to forward correspondence relating to the lease to DCllr Ward

Cabins in Flaggy Pond appeal is ongoing and awaiting to hear back from the owner as to whether a new planning application is submitted?

**Questions from Parishioners –None**

**Nature Citizen Planting scheme.**

**Planting scheme** – 14 trees in the community woodland are now on the Queens Canopy. Wilder together: editorial about Nature Citizen editorial is now on their website, further planting is being undertaken and the charity will be promoted at the coronation on the volunteers tables,

23405. Receive **reports** and **questions from Councillors.**

Polstead Pond Are there any plans for planting and hedging> Cllr Engleheart reported that he is awaiting a grant, so planting around the banks will not take place until autumn, however, the shallow waters will be planted in June. The family have discussed planting Polstead Cherry trees, Cllr Ward agreed to try to establish who owns the strip of land between the road and the pond as this will help to establish ownership of the fence which has been in place for some 70 years.

**23406. Actions required on emails**

Clerk to gain quotations re fence and gate

Request for funding from the Village hall further to their delivery of heating oil which cost £1,245.49.

Decision deferred to a future meeting. Clerk to ask the VH Committee to share their current accounts.

Cllr Sowman to follow up.

23407. **Actions required** following the **Clerk's Report**

Noted on the Actions Log

23408. **Planning**

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

None

**Consider Planning application no:**

[DC/23/01213](#) Treetops White Street Green Polstead Colchester Suffolk CO6 5DW Householder Application - Erection of single storey and two storey extension.

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Resolved to support with the following comments: Due to the possible negative impact on the amenities of the neighbouring residence and in recognition of their right to maintain privacy it is respectfully requested that the developer installs frosted glass on North West Aspect windows and also installs appropriate screening on the North West Aspect of the balcony overlooking the pool area of the neighbouring property. The Council also requested that the builders adhere to the recognised considerate construction management plan, to reduce the impact of the development.

[DC/23/01496](#) Greenacre, Mill Street Polstead Re-pollard 2 Willow trees (T1 & T2) back to previous pollarded points due to trees getting too large  
Resolved no objection

[DC/23/01479](#) Polstead Touring Park Holt Road Polstead Colchester Suffolk CO6 5BZ Use of land as a caravan site for the siting of a maximum of 54 no. caravans  
Resolved to object to the removal of previous planning conditions as doing so risks changing the status of the park to residential occupation. The Parish Council wish the primary function of this site to remain as a holiday / touring park.

**Consider the status** of planning applications, appeals, enforcement referrals and any potential planning issues.

Acknowledged

a. **Boxford Fruit Farms** – Invoice received for Counsel's opinion which will be paid prior to the opinion being published

23409. **Finance**

a. Receive the RFO report

Acknowledged

b. Reconciliation of accounts against budget

Acknowledged

c. Resolved to authorise payments made since the last meeting and payments to be made as per the attached schedule

d. Note income received

23410 Update to **Polstead Women's Institute's plans to convey their land in Polstead**

WI has now been set up in Polstead. Additional documentation has been raised and put forward to the national WI.

23411. **Highways and Footpath issues**

Various issues have been raised with footpaths, no 40, had seen the farmer using heavy vehicles along the path which is adjacent to the farmyard Mr Davies to speak with the farmer.

Bridge on footpath between Dollops Wood and Sprott's Farm FP 8 and 32 Clerk has reported the issue, Post on FP 8 near the Heath Road playing field has been knocked down by a vehicle, Clerk has reported

23412. **Asset, allotment, playground or playing field**

**Lease on Rockalls road Playground** the lease has expired, DCllr Ward to establish whether in the absence of a lease the playground and boundaries are the responsibility of BDC or PPC.

**Gate** a quote has been received to put a stop on the gate and replace the spring with a stronger variety and to weld a piece of bar to the bottom to bring within ROSPA limits.

**Fence.**

Discussion regarding the fencing and gate of the children's playground was discussed and the general feeling that now was the correct time to explore replacement of both. Various types were discussed and quotes will be obtained.

**Outdoor Gym equipment**

Clerk has completed the first grant application and will complete others as time permits

23413. Review **Grit, Litter and Dog** bins

Clerk to speak to Sudbury Wardens regarding reinstatement of dog bin at White Street Green

23414. **Review Notice boards** – nothing outstanding

23415. **Coronation**

Banner has been placed on the wall of the Village Hall. There was no charge for this as it was painted on the back of the Jubilee Banner. The event will be a DIY picnic Coronation cakes, chocolates, and ice-creams will be available and a sharing table, will be in place. Community volunteering on the Monday so all organisations have been asked to promote what's on in the village.

23416. **Nominations**

The 7 nominations have been passed uncontested, and it was with sadness that Cllr Cheeseman will be leaving the Parish next month. She was thanked for her service to the community and on the 18<sup>th</sup> May we will welcome Shaun Davis to the new council.

23417. **Fence and Posts at Polstead pond**

This issue remains under investigation by Babergh District Council and the Parish Council.

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23418. **Asset of Community Value.** Clerk had liaised with BDC on the procedure and is awaiting supporting evidence to accompany the application. Chair had spoken to residents who are in the process of obtaining evidence prior to Clerk completing the registration form.
23419. **Additional defibrillators**  
Advice relating to purchasing the Zoll defibrillator from Community Heartbeat Trust acknowledged as it can be used without electricity and that the consumables are more durable. Resolved Clerk to Apply for funding for three machines, White Street Green, Mill Street and Bowerhouse Tye,
23420. **Questions to the chair**  
None
23421. **Future agenda items**  
Donations
23422. Time date and place of next meeting 7.30pm Thursday 18<sup>th</sup> May 2023 at the Village Hall, Polstead.

Meeting closed 9.15 pm

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**Appendix to the minutes**

23104	Forward information on vehicle charging points to the clerk when it is available	GH	
23106	Explore ownership of the concrete post and rail fence around Polstead Pond, no record of responsibility resting with BDC, Cllrs to research costs for refurbishment and report back next meeting	TD/JE	Ongoing
23308	Planning comments to BDC request extension for DC/23/01213	Clerk	
23309	Pay suppliers	Clerk	
23212/ 23312/23412	Complete grant applications	Clerk/AD	Ongoing
23212/ 23312 23412	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/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	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
23315	Update standard documents with revision date publish on website	Clerk	✓
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 ownership of land between Pond and the Lane	JW	
23405	Investigate level of funds held by Village Hall so that a grant for heating can be properly considered	SS	
23411	Speak to farmer re condition of Footpath 40 which had been damaged by farm traffic	SD	
23413	Liaise with Sudbury Wardens re reinstatement of dog bin to post in White Street Green unaware whether repaired	Clerk	✓
23420	Agenda items for the next Summons, Donations deferred to June meeting	Clerk	

**Approve payments**

£75 Erivica Cakes. Cupcakes for the coronation picnic  
 £79 reimbursement for flyers for the coronation  
 £221.00 CO10 Gardening  
 £409.68 Clerk Salary March  
 £374.56 SALC membership 2023/24  
 £22.80 Community Heartbeat Trust consumables for Village Hall defib  
 £500 Landmark Chambers/Boxford Parish Council, contribution toward opinion on Polstead Fruit farms  
 Resolved to pay

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 Date

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