

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on 20th July 2023 at 7.30pm in Polstead Village Hall

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

Attending: DCllr John Ward (District Councillor) Christine Hargan (Clerk) and 9 members of the public.

23701 Apologies for absence

John Flather, accepted

23702. Receive **declarations of interests** and **requests for dispensation** from Councillors
There were none

23703. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 15th June 2023.
It was resolved that the Minutes were to be signed by the Chairman as an accurate record of the meeting.

23704. 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 with the following additions

- A summer holiday activity programme has been implemented with family fun days across the BDC District
- Mens Tour of Britain Cycle race visiting the area on 7 September
- Bramford to Twinstead pylon scheme consultation has taken place locally Strategic offshore grid policy scheme is being promoted by local MPs, BDC will be putting in a response, in addition to individual Parishes . CCllr James Finch is promoting the use of undergrounded cables through the area which would remove necessity for "sealing end compounds" and therefore would nullify costs.
- Neighbourhood Plans do work, under the Levelling Up Bill a Light Neighbourhood Plan is being implemented which will hold the same weight as the standard Neighbourhood Plan.

Questions from Parishioners –

- The gullies in Mull Street drains have not been properly cleaned, none of iron work has been lifted, A resident in Mill Street CO6 5AD is unable to exit their drive in wet weather due both to flooding and the road condition. Clerk to report on highways tool and forward report number to CCllr Hall to chase
- Footpath no 10 hedges overgrown Milwood Road, also Green Lane – not possible to cut until August.
- Affordable housing topic a parishioner considers the site offered as suitable for housing which is needed within the parish
- Two parishioners in need of local housing were present at the meeting, the Parish Council was requested to seriously consider the site re suitability for affordable housing.
- Awareness was raised of a group of youngsters who are racing motorcycles in the area
- Request for dog bin at end of Popes Lane, Cllr Oxford reported an issue with gaining permission from land owners, but agreed to discuss again with land owners

23705. **Reports and questions from Councillors.**

The cost of a a charging point was discussed, s Clerk was asked to enquire grants who funded Leavenheath PC has installed one recently Clerk was asked to enquire how it was funded..

23706. **Planning**

There were no planning applications to consider.

Planning appeal for lodges is progressing slowly. **Flaggy pond look up address**

Consider status of planning applications

Noted

23707. **Actions required on emails**

Noted in the actions log

23708. **Clerk's Report Actions required following the Clerk's Report**

Noted in Actions Log

23709. Finance

- 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.

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Signed

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Date

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Series no 789

23710. **Highways and Footpath issues**
- the Clerk and Councillors spend a lot of time on reporting Footpath and Highways issues. Inconsistent outcomes are apparent relating to signage and repair of public rights of way and highways.
 - Cllr Davey to draft a letter to CCllr Hall seeking clarification as to who is responsible for signage, verge and hedge maintenance.
 - Highways confirmed that grit bins will be filled during the annual “fill programme” Cllr Davis confirmed that grit bins on the A roads had been filled regularly, but this was not the case with B roads, there is a particular issue with the bin on Polstead Hill. Clerk to maintain pressure on Highways to fill bins prior to winter.
23711. **Asset, allotment, playground or playing field**
- Lease on Rockalls Road playground no update yet DCllr Ward to chase
 - Outdoor Gym equipment Clerk has been informed that the grant application has been accepted and is waiting for a formal offer with terms and conditions.
 - Football net has been replaced.
 - Heath Close amenity space. The Parish Council cuts the grass, but a matter arose of who is responsible for the trees? Cllr Oxford suggested that a tree surgeon is required for a willow whose boughs are becoming dangerous DCllr Ward agreed that it was BDC responsibility and will request action
23712. **Assets of community Value**
Application form has been lodged with BDC
23713. **The provision of affordable housing within the Parish**
- In the absence of any specific scheme, of general issue, a parcel of land on A1071 has been viewed by Councillors some of whom attended a zoom presentation on the provision of affordable housing.
 - In the absence of knowledge regarding suitability of the land. Cllr Davey agreed to contact the Land Owner to gain further information.
 - Cllr Oxford agreed to provide the Clerk with details of the plot of land offered for Social Housing to allow the clerk to seek an informal opinion regarding suitability from BDC duty planning officer.
 - The item to be placed on Agenda for September.
23714. **Defibrillators** Awaiting locations for the defibrillators so that permission can be obtained from land owners
23715. **Donations**
- Donation to Nature Citizen £250 to cover running costs agreed
 - Christmas Fayre donation deferred to the September meeting to allow applicant time to formulate a formal request. Nature Citizen offered to assist with setting up a committee, Cllr Davey volunteered to assist the group with their accounts. Cllr Davis offered assistance with supplies
23716. **National Grid update** on Bramford to Twinstead Reinforcement
A collaborative response is being prepared by the Southern Parishes action group
23717. **Future Agenda Items**
- Donation toward Christmas Fayre
 - National Grid update
 - Social Housing
 - Village Hall heating grant
 - Fence and gate for Rockalls Road Playground
23718. Time date and place of next meeting 7.30 Thursday 20th July 2023 Village Hall Polstead

Meeting closed at 9.41 pm

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Signed

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Date

Series no 790

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
23609	Pay suppliers	Clerk	✓
23312/23412 23612	Complete grant applications Grant for Gym equipment informally approved - awaiting formal offer	Clerk/AD	Ongoing
23212/ 23312 23412 23518 23711	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. Chase Lease for Rockalls Road Play area BDC refused funding for the gate and fence. Agenda item for September meeting exhaust all possible funding options for September meeting	Clerk/TD JW	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. Organise leaflet drop in Mill Street re purchase of new defibrillator awaiting confirmation of locations from Councillors prior to seeking formal permission and ordering,	Clerk/Cllrs	Ongoing
23418 23618 23614 23714	Contact BDC regarding placing the Cock Inn on the Register of Assets of Community Value, awaiting supporting documentation from residents Clerk to speak to BDC, re viability of documentation and to complete and lodge with BDC, awaiting assistance with the application form from parishioners Clerk to send return to Cllrs	Clerk	Ongoing ✓
23404	Investigate lack of carers in rural Suffolk. SCC do not employ carers, but if there is a specific case she will happily look into the issue	GH	Ongoing
23404	Investigate whether issue with Badger Sett has been resolved. Issue resolved, an insurance claim is going through and the Badger Sett is no longer an issue	GH	✓
23405	Counsel Opinion to BDC and CC Boxford Fruit farms chase response from Chief Exec and Chief Planning Officer.	JW	Ongoing
23607	Clerk to contact CO10 Gardening and request the hedges are trimmed on footpath no's 2 and 9 immediately the birds have fledged	Clerk	
23610	Contact Highways regarding timing of refilling grit bins prior to the onset of winter. Highways claim to fill the bins in October, an alternative is to purchase a ton of grit and sand circa £50 and Sudbury Wardens will fill the bins, nag highways august/September and contact Georgia	Clerk	ongoing
23612	Purchase Dog bin – Location required please?	Clerk	Ongoing
23612	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 Send comments for response to BDC and NG	Clerk	
23706	Discuss siting of Dog bin in Popes Lane with landowners	JO	
23703	Contact Clerk at Leavenheath re funding for car charging points left message and awaiting response. 26/7/23	Cllr Oxford	✓

23704	Write to CCllr Hall re inconsistency of repair to signage and roads	Clerk	
23710	Contact SCC regarding grit fill programme for B roads	Cllr Davey	
23710	Send application for Asset of Community Value to Cllrs	Clerk	
23712	Send Clerk information on plot of land for Social Housing to enable contact with BDC Planning	JO	
23713	Contact landowner for information on the offer of land	JO/Clerk	
23713	Write to BDC Planning cc DCllr Ward re need for Social Housing	TD	
23717	Agenda items for the next Summons, Defibrillators Donation toward Christmas Fayre Village Hall heating grant Social Housing. Gate and fence for Rockalls Road playground	Clerk	

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Signed

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Date

Series no 792

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	230.84
Allotment rent	120.00	81.68	90.00	114.16
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	£12,595.00
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	1,229.44
Insurance	600.00	580.00	600.00	0.00
Admin	2,355.00	2,305.00	2,395.00	405.06
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	599.00
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	1,059.11
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	£4,827.83
Totals Income - Expenditure	£21,018.00	-£12,524.30	-£296.00	£7,767.17
Totals Income - Expenditure including balance B/F				£44,085.79
Bank Reconciliation				
Unity Trust Bank Current account at 10/7/23				£429.22
Unity Trust Bank Deposit account at 10/7/23				£43,628.03
Outstanding credits				28.54
Total Held in all accounts				44,085.79

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: Polstead Parish Council				
20462217	60-83-01	Unity Current Account T1	429.22 GBP	429.22
20462220	60-83-01	Instant Access Account	43,628.03 GBP	43,628.03
Total:				44,057.25
Group Total:				44,057.25

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

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Date

Series no 793

Payments to be made:

£270.00 CO10 Gardening

£434.48 Clerk Salary

£52.97 Cllr Davey expenses

£45.00 Parish Online

£56.00 BDC Lease for Rockalls Road, Playground

£15.00 Box Media allotment advert in Box River News

£83.00 MJO publications advert for allotments LSPN

£100.00 to Kernos Centre charity previously agreed in May 2023 bank details now received.

Pre approve payment for replacement pads for defibrillator invoice received 24/7/23 £130.74

£250 Nature Citizen

Resolved to pay

Income

£114.08 allotment rental

£230.84 bank Interest

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Signed

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Date

Series no 794