

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on 17th March 2022 at 7.30pm in Polstead Village Hall

Present: Andrew Wade (Chairman), John Flather, John Engleheart, Christine Johnson and Stewart Sowman.

Attending: John Ward (Babergh District Councillor), Georgia Hall (Suffolk County Councillor) Christine Hargan (Clerk) and 39 members of the public.

22/041 Apologies for Absence
Cllr James Oxford. Covid- Health

22/042 Declaration of Interests and Requests for Dispensation
Cllr Sowman declared an interest in item 22/050 Transfer of Land to the Village Hall committee.

22/043 Minutes of Meeting held on 17 February 2022
It was resolved that the minutes of the meeting should be signed by the Chairman as a correct record.

22/044 Reports from County and District Councillors

A Councillors noted CCllr Hall's previously circulated report and she updated councillors as follows:
The ANPR (Automatic Numberplate Recognition) trial has started in Holton St Mary, Capel St Mary and Bentley
A new project to reclaim the rain, has been implemented and is funding water butts for households.
Mill Street Highway gullies CCllr Hall has established a contact and agreed to forward photographic evidence of the location of the issue within Suffolk County Council Highways department.
Councillors noted DCllr Ward's previously circulated report and he updated councillors as follows:

A Planning Enforcement section are involved regarding removal of log cabins. He explained that the is lengthy and may take up to 2 years to resolve.
A further structure which appears to be without planning permission was reported by Cllr Sowman.

B Contributions from three parishioners
The first in support of planning application DC/22/01060 The application would provide a permissive footpath into Boxford, single storey dwellings, social housing, a farm shop. It would assist the business at Brewers Arms and to provide 14 extra jobs. He requested that the Parish Council support the application.

The second Parishioner lives in a property that, abuts the development site and objects, to the additional buildings on the grounds that the landscape will be changed from agricultural to urban, and planning regulations state that consent should only be granted on exceptional circumstances. An additional Farm Shop would only survive on passing traffic, along this dangerous stretch of road and that approval would incur loss of amenity to his Listed house and the neighbouring cottages.

The third parishioner pointed out that the Parish Council had no objection to the previous application and would provide a facility for dog walkers, tourists, and the

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caravan park. It would provide local employment opportunities and also affordable housing, therefore it would improve sustainability. He stated that it complied with various sections of Planning Policies and had the support of many local residents in Bower House Tye. He asked the Parish Council to support the application.

- C Proposed Planting Schemes in the parish
Deferred to next meeting

22/045 Reports and Question from Councillors

None received

- 22/046 Actions on **emails distributed** by Clerk since the last meeting
There were no actions that are not recorded elsewhere in the meeting

22/047 Clerk's Report

Following a review of the Clerk's Report (Appendix A).

Resolved to accept the quotation of Mr Palmer for his services mowing various locations in the parish for the following season

22/048 Planning

a. Consider Planning application no:

- i. [DC/22/00997](#) Robin Hill Mill Street Polstead Suffolk CO6 5AD Erection of a detached triple bay cart lodge/garage to the side of dwelling in Mill Street
No objection.
- ii. [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)

Cllrs Engleheart, Johnson and Sowman supported the application
Cllr Flather objected.

Cllr Wade's vote was not needed given the majority view abstained from comment.

No objection.

b. Consider any planning application received since the agenda was published that requires a response prior to the next scheduled meeting

DC/22/01382 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 12 (Agreement of Materials), 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) - Bankside Mill Lane Polstead Suffolk CO6 5AB

No comments are needed on this application.

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- c. [DC/22/01160](#) Full Planning Application - Erection of extension to existing storage building Workshop And Premises Pine Cottage Stackwood Road Polstead Colchester Suffolk CO6 5BA Retrospective application for industrial building as half of the workshop does not have planning permission
- d. **No objection**

22/049 Finance

A Authorise payments

Payments were authorised according to the list appended to the Financial Report

The Reconciliation of accounts

Accepted

Unity Bank

It was resolved to move the bank account from Barclays to Unity Trust Bank and to adopt internet banking. The RFO will raise payments which will be authorised by two Parish Councillors from three approved signatories (in line with existing Financial Regulations).

22/050 Polstead WI's plans to convey their land to the Village Hall Committee

It was resolved to support the Village Hall Committee to cover their legal costs to £1250 plus disbursements as quoted by Holmes and Hill Solicitors.

Resolved to reimburse the two Women's Institute members for their membership fee.

Resolved that the Clerk would provide a full statement of accounts on the WI transfer of land to date and annex to the minutes so that we have the cost of the whole project.

22/051 Highways and Footpaths

Resolved for Clerk to order smallest 'Unsuitable for HGV's' sign from Highways

30mph Speed limit. Resolved for Clerk to ascertain from Highways whether the speed limit may be extended from the junction with Mill Lane and be re-sited outside the Old Rectory.

22/052 Asset, Allotment, playground or playing field issue

Rockalls Road playground Cllr Sowman to provide update on the gate closer.

22/053 Review grit, litter and dog bins

Resolved for the clerk to acquire a replacement litter bin for the bus shelter and three additional dog bins one for byway 6 near the old bypass (locations for the further two bins to be forwarded to the Clerk) for delivery to Sudbury Wardens for erection. (remove item from future agendas).

22/054 Review Noticeboards

Clerk to place order and pay deposit.

22/055 Queen's Platinum Jubilee

Update provided

Clerk to notify fire service re bonfire. Risk assessment to be completed in advance.

Next meeting of the Jubilee Committee 5 April 6pm Village Hall. Cllrs Flather and Wade had briefed the landlord of the Cock Inn about the plans for the weekend.

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22/056 Parish Questionnaire

Deferred

22/057 National Grid Consultation

Combined Parishes response complete. Deadline midnight 21 March 2022, Clerk to send response to National Grid and upload to the website with final paragraph regarding EMF. Clerk to compose email and send to Village magazine with link to document on the website

22/058 Annual Insurance Renewal

Resolved to renew the insurance policy.

22/059 Future Agenda items

September questionnaire

22/060 Time date and place of next meeting

Thursday 7 April Annual Parish meeting. 21 April Parish Council Meeting both to be held at the village hall.

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Appendix

Actions

Minute	Action	Who	Complete
18/041	Send response to Lord of Manor Solicitor		
22/023	Minutes circulated on website	Clerk	✓
22/048	Planning application responses to BDC	Clerk	✓
22/049	Payments to suppliers	Clerk	✓
22/051	Signs to Mill Lane, request smallest possible sign for Polstead end of the lane. Clerk to correspond with SCC Highways	Clerk	✓
22/054	Noticeboard Clerk to place order and pay deposit	Clerk	✓
22/035	Report back on Platinum Jubilee celebrations	All	✓
22/017	Contact S Palmer to accept his quotation	Clerk	✓
22/047	Provide full statement of moneys paid re land transfer to Village Hall Committee	Clerk	✓
22/050	Assess possibilities for repair/replacement of gate to Rockall's Road Play area via handyman	JO	
22/033	Coffee Cart/Caravan	Clerk	✓
22//052	Payment to be made to Village Hall		
22/038	Order additional dog bin for byway 6 and litter bin for bus shelter delivery of both to Sudbury Wardens – remove item from future agendas	Clerk	✓
22/049			
22/053	Notify fire service re proposed bonfire. Risk assessment to be carried out in advance.	Clerk /all	✓
22/055	Place ¼ page ad in LSPN Newsletter re the Jubilee Celebrations	Clerk	✓
22/055	National Grid Consultation, send response to NG and also send link to LSPN newsletter and also to website	Clerk	✓

Agenda Item 49 RFO Report Receipts & Payments

Date	Details	Ref	Receipts	Payments	
04/02/22	J Flather	P41	102097	0.00	388.50
17/02/22	B Patrick - CO10 Gardening	P42	102098	0.00	592.00
17/02/22	Best Host , Web hosting	P43	102099	0.00	223.20
17/02/22	Community Heartbeat Trust	P44	102100	0.00	213.20
17/02/22	Polstead Village Hall Committee	P45	102101	0.00	156.00

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17/02/22	Polstead Village Hall Committee	P46	102101		13.00
17/02/33	Clerk Salary	P47	Jul-79	0.00	468.96
Sub Total				20,845.14	23,276.34
TOTALS				61,673.17	23,276.34
Balance Carried Forward				38,396.83	0.00

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/01/22	£41,338.10	£38,445.03	£2,893.07	£0.00	£0.00
Premier Account	30/01/22	£3,335.17	£3,335.17	£0.00	£0.00	£0.00
Cash	30/01/22	£0.00	£0.00			£0.00
		£44,673.27	£41,780.20	£2,893.07	£0.00	

Actual v's Budget at 8 March 22

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£44,162.96				
<u>Income</u>			<u>Expenditure</u>			
Precept	£19,500.00	£19,500.00	Clerks Salary		£4,832.00	£3,740.72
Bank Interest	£0.00	£0.24	Admin		£2,305.00	£1,358.31
Recycling	£0.00	£0.00	Insurance		£580.00	£0.00
Grants	£745.00	£506.32	Audit Inspections		£380.00	£340.00
Allotment Rent	£120.00	£187.60	Donations		£1,000.00	£600.00
Wayleave	£22.00	£21.01	Chairman's Allowance		£60.00	£83.98
QDJ	£0.00	£0.00	Community Wardens		£1,180.00	£505.05
Donation	£0.00	£0.00	Dog & Litter Bins		£1,000.00	£850.99
Compensation	£0.00	£0.00	Footpaths		£2,800.00	£2,581.00
Other	£0.00	£0.00	Grass Cutting		£3,950.00	£5,414.50
CIL	£0.00	£0.00	Ditch Clearance		£0.00	£0.00
VAT Repayment	£0.00	£630.21	Maintenance		£1,200.00	£974.79
			Village Hall		£965.00	£169.00
			Projects		£1,500.00	£2,196.16
			Contingency		£500.00	£0.00
			CIL	£9,617.56	£0.00	£3,380.00
			VAT Paid		£0.00	£1,033.64
Total	£20,387.00	£20,845.38	Total	£9,617.56	£22,252.00	£23,228.14
			Assets Carried Forward			£41,780.20
Total		£65,008.34	Total			£65,008.34

Payments to be made:

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£250	Mr G W Dye – Jubilee deposit – Musician’s Union standard contract for 2x musicians Sunday 5 June 12 noon – 5pm
£13	Polstead Village Hall for Jubilee Meeting 1/3/22
£50	Polstead Village Hall – the agreed donation toward the Coffee Caravan winter meetings
£577.92	Gallagher Insurance combined commercial Policy fixed for three years.
£376.48	Clerk Salary
£208.73	Clerk Expenses December to March
£36	SALC provision of 4 months payroll
£50	Chilton Parish Council contribution toward CiLCA qualification for Clerk
£176	CO10 Gardening/Ben Patrick
£130	Bulstrodes Framlingham, bunting and flags for Jubilee
£462.34	PA Promotions – payment for mugs
£166	Mr B Hurren – deposit for noticeboard

Agenda item 50 Convey land to Village Hall Committee

Costs received and distributed summary, from Holmes and Hill estimate costs of closer to £1,250 plus VAT and disbursements.

End of Appendices

Signed

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Polstead Parish Council adopted the General Power of Competence on the 16th May 2019