

POLSTEAD PARISH COUNCIL
Minutes of Meeting held on 19th October 2023 at 7.30pm in Polstead Village Hall

Present: Councillors Andrew Wade, John Engleheart, Shaun Davis and Stewart Sowman
Attending: DCllr John Ward (District Councillor), CCllr Georgia Hall (County Councillor), Christine Hargan (Clerk) and 6 members of the public.

23101. **Apologies for absence**

James Oxford, Kenneth Davey, John Flather apologies accepted

23102. **Receive declarations of interests and requests for dispensation from Councillors**

There were none

23103. **Agree Minutes of Polstead Parish Council (PPC) meeting held on 21st September 2023.**

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

23104. **Public Forum**

Reports from District and County Councillors

CCllr Hall's previously distributed report was accepted with the following addition:

- Polstead Pond, the new highways contractor will contact Cllr Engleheart to provide a quotation to paint the fence and replace three support poles.

DCllr Ward District Councillor's report was accepted with the following additions

- Local plan Part 1 to be considered by BDC for approval in November and will be adopted following ratification. Part 2 is still being considered. Any planning application that is refused will be judged against the new plan policies.

Questions from Parishioners.

- Flooding in Mill Street continues to be problematic. It was the view of a member of the public that the entire section of road requires resurfacing and drains need to be lifted. CCllr Hall confirmed that the issue is registered with Highways but is not considered a priority.
- It was suggested by a member of the public that affordable housing is required in Polstead and a village needs survey should be urgently requested; Boxford and Groton have both had social housing schemes. Request that the Council applies for planning permission due to discount available to Parish Councils. Response by the Chair was that the Planning Authority indicated informally that the parcel of land fronting the A.1071 at Bower House Tye is unlikely to gain planning permission. The Parish Council will not apply for planning permission for any site because it is not a property developer.
- Is the "Housing Needs Survey" progressing? Cllr Engleheart explained that it is a sequential process. The Parish Council do not want to pay around £3,000 for a survey when it should be undertaken by the party interested in building. Potential sites are being investigated.
- Planning application at Street Farm, access to the site is via neighbouring property. Chair suggested that rights of way and ownership issues are not relevant to a planning application.

23105. **Reports and questions from Councillors.**

There were none.

23106. **Planning**

[DC/23/04330](#) Street Farm Polstead Hill Polstead CO6 5AH

Conversion of barn from ancillary residential to 1no new dwelling, following previous residential conversion approvals under outline application B/963/84 & reserved matters application B/1112/86.

Resolved no objection

[DC/23/04331](#) Street Farm Polstead Hill Polstead CO6 5AH Listed Building Consent to above application.

Resolved no objection

[DC/23/04754](#) Clear Spot Heath Road Polstead Colchester Suffolk CO6 5BG Works to Tree subject to Tree Preservation Order (BT416). T1 Oak Crown Reduction

Resolved no objection

[DC/23/04671](#) Blackthorns White Street Green Polstead Colchester Suffolk CO6 5DW. Conversion of workshop to form annex accommodation

Resolved no objection but respectfully suggest that a suitable condition ensures that the annex remains ancillary to the main dwelling at all times.

[DC/23/04600](#) High Beeches White Street Green Polstead Sudbury Suffolk CO10 5JN Erection of two single storey side/rear and rear extensions (following demolition of existing garage and conservatory).

Resolved no objection.

Consider status of planning applications

.....
Signed

.....
Date

.....
Series no 802

- Noted
23107. **Actions required on emails**
Noted in the actions log
23108. **Clerk's Report**
Actions required following the Clerk's Report
Noted in Actions Log
23109. **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.
231010. **Highways and Footpath issues**
Footpath no 2 Bower House Tye
Footpath 35 path has been cut but there is an issue with a fallen tree. Speak with Cllr Oxford regarding reduction or removal.
231011. **Asset, allotment, playground or playing field**
Rockalls Road playground. It was suggested that the play equipment requires cleaning.
231012. **Provision of affordable housing within the Parish**
Cllr Davis reported Hascow Housing Association has expressed interest in developing the site if a housing need survey demonstrates the need. A logical sequence must be followed prior to BDC agreeing to pay for a survey. Cllr Engleheart to distribute a list of potential sites prior to the next meeting.
231013. **National Grid update on Bramford to Twinstead Reinforcement**
The Planning Inspectorate's questions were issued on 13 October they have brought forward the response date for National Grid to 30 October. Cllr Wade requested that DCllr Ward and CCllr Hall forward to him the views of their respective Councils on the location of the DV East CSE compound and a possible relocation to Layham Quarry.
231014. **Christmas tree and Carol Service**
A Christmas tree can be purchased from a local supplier at short notice, Councillors to suggest alternative site as the patio outside the shop is unsuitable since it was paved.
Christmas Carol Service 16th December. The Parish Council to provide liquid refreshments and asked for volunteers to assist on the day; Cllrs Sowman and Davey offered to along with Cllr Flather and to manage the purchase of supplies. A flyer to be organised which will be distributed by the postman to a budget of £50.
231015. **Donation toward Christmas Lunch**
It was resolved to donate £150.
231016. **Update on bus shelter and book exchange**
Clerk to check whether £500 locality budget has been received, if not chase CCllr Hall and notify PC and Mrs MacWillson.
231017. **Strategy for Churchyard maintenance**
Engage with the Church. Clerk to request a meeting between Lucy Bartlett, the churchwarden, and Cllrs Flather and Wade to discuss options and report back. Clerk to canvas other Parish Clerks regarding their contributions to local churchyards.
231018. **Gym Equipment**
Gym equipment is scheduled for fitting on 30 October.
231019. **Village pond.**
It was resolved to revert to the mowing regime which had been changed two years ago. Clerk to investigate who cut previously. Richard Kilshaw and Lisa Matthews to be consulted on the current issues. Speak to Bradley at Sudbury Wardens and request an inspection with a view to reinforce or replace fallen wooden fence posts at the Pond.
231020. **Safeguarding Policy**
Resolved to adopt with Cllr Davis appointed as Lead Member
231021. **Future Agenda Items**
- Christmas Carol Service There will be funding and publicity in October and November
 - National Grid update
 - Christmas tree
 - Churchyard maintenance
 - Budget 2024/25
 - Electric Vehicle Charging Points
 - Affordable Housing
 - Pond fence: Cllr Engleheart to report on condition of existing fence and posts
 - Fence and gate for Rockalls Road Playground
 - Gym equipment

Time date and place of next meeting 7.30 Thursday 16th November 2023 Village Hall Polstead
The meeting was closed at 9.29 pm

.....
Signed

.....
Date

Series no 804

Appendix

Agenda no	Action	Who	Complete
23106 23513 23613 23919 231019	Polstead Pond, SCC installed post and rail during the 1960s Cllr Engleheart contacted CCllr Hall to request a donation response awaited. No donation forthcoming from SCC Contact RK and LM for advice on cutting pond banks Contact Sudbury Wardens for advice and action on fallen fence	Clerk Clerk	 ✓ ✓
231009	Pay suppliers	Clerk	✓
23312/23412 23612, 23910 231018	Complete grant applications Grant for Gym equipment Offer formally approved – Clerk and AD to meet contractor on 28/9/23 for site survey following which Clerk will distribute information on proposed site and ground protection to councillors, proposed fitting date 30 October 2023	Clerk/AD	Ongoing
23212/ 23312 23412 23518 23711 23911 231020	Replacement of fence, and gate with metal fencing liaise with councillors re choice of fencing. 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 Clerk to chase additional funding options – Safeguarding Policy required for additional funding Safeguarding Policy agreed Cllr Davis to be lead.	Clerk/TD SD	Ongoing ✓
23213/ 23318 23615 23913	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. prior to seeking formal permission and ordering, Intent to purchase but funding is required.	Clerk/Cllrs	Ongoing
23405 23905	Counsel Opinion to BDC and CC Boxford Fruit farms chase response from Chief Exec and Chief Planning Officer.	JW	Ongoing
23706 23909	Discuss siting of Dog bin in Popes Lane with landowners Place dog bin at What 3 words Northward.reservoir.grower in Martens Lane – clerk to confirm location with BDC prior to fitting Bin has been ordered and is with Sudbury Wardens for fitting.	JO	✓
23703 23903	Contact Clerk at Leavenheath re funding for car charging points left message and awaiting response. 26/7/23 Correspondence and estimate received from Angliacarcharging.co.uk at £2,229 per unit subject to inspection. A funding application would be necessary.	Clerk	✓
23704	Write to CCllr Hall re inconsistency of repair to signage and roads.	Cllr Davey	✓
23710	Contact SCC regarding grit fill programme for B roads	Clerk	✓
23710 23911	Send application for Asset of Community Value to Cllrs Send approval letter to councillors and notify interested parties.	Clerk	✓
23712 23912	Send Clerk information on plot of land for affordable Housing to enable contact with BDC Planning Volunteers to contact local landowners requesting land for potential affordable housing sites. Contact housing associations with a view to developing affordable housing on the existing plot	JO SD	Ongoing ✓
23713	Write to BDC Planning cc DCllr Ward re need for affordable Housing	TD	✓
23904	Consider whether a no cold calling zone is necessary	All	
23905	Chase BDC for a response regarding Boxford Fruit Farms legal opinion	JW	
231005	Planning responses to BDC	Clerk	✓
23906 23106	Consider grass cutting budget and whether more appropriate to donate a set amount to maintain churchyard as currently almost 10% of Precept is spent on the churchyard. Clerk to enquire the level of contributions made by other Parish Councils Add to agenda for November	All Clerk	✓ ✓
23104	Chase SCC Highways re drainage issue in Mill Street	GH	✓

23916	Grant to village hall for heating oil. Clerk to write to village hall committee due to pressure on finances unable to help this year, however there is still a donation of £500 outstanding toward provision of broadband.	Clerk	
231010	Contact Cllr Oxford re fallen tree on Footpath 35 Contact CO10 Gardening request liaise with Cllr Sowman re dead tree in White Street Green	SS/Clerk Clerk	✓ ✓
231011	Chase Lease with BDC Legal	JW	✓
231012	Circulate list of potential Affordable housing sites to Councillors prior to next meeting.	JE	
231014	Consider sites for Christmas tree prior to next meeting.	All/SS	
231016	Check whether £500 locality donation received from SCC to refurbish bus shelter, if yes notify councillors and pay to Village shop, if no request from GH. Awaiting breakdown of costs	Clerk	Ongoing
231017	Liaise with church wardens re Meeting cemetery grass cutting	Clerk AW/JF	
231020	Safeguarding Policy, edit with Cllr Davis as lead and publish	Clerk	✓
	Agenda items for the next Summons, Christmas Carol Service National Grid update Christmas tree Churchyard maintenance Budget 2024/25 Electric Vehicle Charging Points Affordable Housing Pond fence Fence and gate for Rockalls Road Playground Gym equipment	Clerk	

Agenda Item 9 Finance

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	281.07
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	230.94
Precept	22,500.00	19,500.00	24,500.00	24,500.00
VAT Repayment	0.00		0.00	0.00
Transfer				10,000.00
Total Income	£42,888.00	£19,603.69	£23,388.00	£25,126.17

.....
Signed

.....
Date

Series no 806

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	2,499.98
Insurance	600.00	580.00	600.00	0.00
Admin	2,355.00	2,305.00	2,395.00	558.56
Audit	380.00	340.00	380.00	430.00
Donations	1,000.00	1,000.00	3,000.00	350.00
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	1,229.00
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	303.75
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
Elections				148.85
VAT paid	0.00	1,700.00	0.00	363.35
Transfer				0.00
Total Expenditure	£21,870.00	£32,127.99	£25,684.00	£7,878.93
Totals Income - Expenditure	£21,018.00	-£12,524.30	-£2,296.00	£17,247.24
Totals Income - Expenditure including balance B/F				£53,565.86
Bank Reconciliation				
Unity Trust Bank Current account at 9/10/23				£2,656.56
Unity Trust Bank Deposit account at 9/10/23				£50,909.10
Outstanding credits				0.00
Total Held in all accounts				53,565.66

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	2,656.56 GBP	2,656.56
20462220	60-83-01	Instant Access Account	50,909.10 GBP	50,909.10
Total:				53,565.66
Group Total:				53,565.66

- e **Payments made since previous meeting**
in accordance with minutes of the previous meeting
- Payments to be made.**
£234.00 CO10 Gardening
£54.00 SALC provision of payroll 6 months
£418.08 Clerk Salary
£310.35 Clerk expenses = 26 weeks Working from home allowance at £6 plus travel noticeboards and meeting attendance
£60 web hosting One Suffolk website
£179.38 Glasdon additional dog bin
£65.11 WAVE – water for allotments

.....
Signed

.....
Date

Series no 807