

## POLSTEAD PARISH COUNCIL

Minutes of Meeting held on 21<sup>st</sup> September 2023 at 7.30pm in Polstead Village Hall

**Present:** Councillors Andrew Wade, John Flather, John Engleheart, Shaun Davis and James Oxford

**Attending:** DCllr John Ward (District Councillor) Christine Hargan (Clerk) and 8 members of the public.

### 23901 Apologies for absence

Kenneth Davey, Stewart Sowman accepted

23902. Receive **declarations of interests** and **requests for dispensation** from Councillors  
There were none

23903. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 20<sup>th</sup> July 2023.  
It was resolved that the Minutes were to be signed by the Chairman as an accurate record of the meeting.

### 23904. Public Forum

a. Reports from District and County Councillors

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

- [Apply for a No Cold Calling Zone \(NCCZ\)](#). If cold calling is a problem this will stop official canvassers but not white van men.

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

- Planning Committee meetings can now be attended as hybrid meetings
- National Grid Pylon saga continues, formal hearings will be in place until March 2023

#### Questions from Parishioners.

- Affordable housing. Two residents are disappointed that BDC has deemed the land on the A1071 unsuitable as it is the only available site and provides public transport and pedestrian access via the holiday park.
- Resident wants to know why their applications to build on their half acre garden have been refused, but neighbours applying for similar permissions have been granted. DCllr Ward apologised that he hasn't been in touch since July, and explained that the property is outside the village settlement boundary, he will pursue with the district planning department, and will try to arrange for a planning officer to meet with the family to discuss the issue.
- Fence to the playground. This will be discussed later in the meeting.
- Support defibrillators and wished to point out that training is available locally

#### Reports and questions from Councillors.

There were none.

### 23905. Planning

[DC/23/03923](#) Gillyflower House Polstead Hill Polstead Colchester Suffolk CO6 5AH Erection of 1No detached dwelling.

Object on the basis that it contravenes existing planning policies CN03, CN08, CR02, HS28..

- Planning appeal for lodges at Cockledown Wood has been refused. Certificate of lawful use has been refused second notice of enforcement has been served by BDC. Removal is the way forward, but the legal process will take time.
- Potential planning issue, Boxford Fruit Farms and the installation of fruit cages. Waiting 16 weeks for a response by BDC to Counsel Opinion is unacceptable, the Ombudsman's website states that 12 weeks is the maximum acceptable delay. Work continues during unsocial hours from 7am at weekends. DCllr Ward responded that BDC are gaining additional information from Boxford Fruit farms to see if planning permission is required. A Planning Contravention Notice is the first step. If determination is that planning application must be submitted the site will go through the planning process. Cllr Ward will chase a formal response.

#### Consider status of planning applications

Noted

### 23906. Actions required on emails

Noted in the actions log

### 23907. Clerk's Report Actions required following the Clerk's Report

Noted in Actions Log

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Date

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- 23908. 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.
  - Resolved to accept the end of audit report from PKF Littlejohn and to publish on the website and main notice board thanks to Clerk recorded for work on the administration of accounts.
23909. **Highways and Footpath issues**
- Footpath 1 needs to be cut as it is badly overgrown, Clerk to contact CO10 Gardening to request attention. Footpath 10 is also in need of cutting JE to contact land owner regarding maintaining it.
  - Footpath 4 Stackwood road, across field to Layham pit road, has been cut by the landowner, who has asked the Parish Council if they can prevent cyclists from using the footpath and creating a hazard by developing deep ruts
  - 20's plenty campaign was acknowledged.
  - Dog bin Clerk asked to confirm site with BDC bin to be placed in Martens Lane what 3 words Northward.reservoir.grower prior to arranging fitting.
23910. **Asset, allotment, playground or playing field**  
Reported as separate agenda items
23911. **Assets of Community Value**  
Listing has been agreed
- 23912. The provision of affordable housing within the Parish**  
The Parish Council were unanimous in supporting the principle of affordable housing, however, the housing officer has requested additional sites be considered prior to a housing need survey being organised by BDC, they would only agree to funding if additional sites are found for affordable housing, however an alternative could be to fund the survey from S106 affordable housing budget. BDC do not consider the land on the A1071 appropriate as it is remote from key services, is borderline in terms of size, need to build at least 6 housing units. Cllr Davis produced a map of the site commissioned by the pub showing 4 x 2 bed, 1 x 4 bed and 1 x 3 bed homes demonstrating that the site will accommodate 6 affordable housing units. DCllr Ward suggested acquiring help from the Housing Enablement Officer. Volunteers to approach land owners for additional locations Cllrs Engleheart and Davey Cllr Davis to approach housing associations re interest in using the existing location.
23913. **Defibrillators** Locations have been agreed, but funding has not yet been gained to purchase the units. Intent is recorded to purchase as soon as funds are available. Training on the use of Defibs is available at Hadleigh Health Centre.  
Clerk to register the existing two defibrillators with The Circuit in addition to Webnos
23914. **Donation to Christmas Fayre**, agreed in principle £100 donation to be paid retrospectively.
- 23915. National Grid update** on Bramford to Twinstead Reinforcement
- The Planning Inspectorate examination of the proposed scheme runs to March 2024
  - CCllr Finch the Chair of the AONB Advisory Committee has agreed to support the campaign by a group of Parish Councils including Polstead for additional undergrounding in Polstead, Leavenheath and Assington where the proposed line runs within 1.6km of the boundary of Dedham Vale AONB
  - National Grid has agreed to additional undergrounding in Great Horkesley because of possible impact on the setting of the AONB therefore there is a precedent
  - Additional undergrounding would materially reduce the impact by also removing the need for Cable Sealing End Compounds in Leavenheath and Workhouse Green
  - The group of Parish Councils aims to commission research from an expert on landscape character assessment, impact assessment and landscape evaluation to develop the argument for presentation to the Inspector. Resolved to contribute up to £1000, toward this work.
23916. Village Hall heating grant  
This year the village hall committee have asked for £1500, The PC have supported them for many years when the funds were available, but unfortunately due to pressure on finances it is not possible to grant aid this year, however, there is still £500 donation due to be paid for Broadband.
23917. Fence and Gate to Rockalls Road play area  
Lease still has not been received and confirmation is important prior to undertaking work at that location. DCllr Ward to chase and will report back to next meeting. Clerk has been unable to gain full funding for a replacement fence and will continue to pursue additional funding.
23918. Gym Equipment  
Order has been placed. Clerk has a site meeting organised with the supplier on 28<sup>th</sup> September and will report back to the Parish Council on the proposed location and materials to be used for protective rubber matting.
23919. Post and rails around the pond SCC has no funding for replacement and neither does the Parish Council.

23920.

**Future Agenda Items**

- Christmas Carol Service There will be funding and publicity in October and November
- National Grid update
- Churchyard maintenance strategy
- Affordable Housing
- Pond fence: Cllr Engleheart to report on condition of existing fence and posts
- Fence and gate for Rockalls Road Playground

23921.

Time date and place of next meeting 7.30 Thursday 19<sup>th</sup> October 2023 Village Hall Polstead

The meeting was closed at 9.34 pm

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23106 23513 23613 239	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	TD/JE	Ongoing
23909	Pay suppliers	Clerk	✓
23312/23412 23612, 23910	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	Clerk/AD	Ongoing
23212/ 23312 23412 23518  23711 23911	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 September meeting Clerk to chase additional funding options	Clerk/TD	ongoing
23213/ 23318 23615  239	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 <b>awaiting confirmation of locations from Councillors</b> prior to seeking formal permission and ordering,	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
23612	Purchase Dog bin – <b>Location required please?</b>	Clerk	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	JO	✓
23703	Contact Clerk at Leavenheath re funding for car charging points left message and awaiting response. 26/7/23	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	
23713	Write to BDC Planning cc DCllr Ward re need for affordable Housing	TD	
23717	Agenda items for the next Summons, Defibrillators Donation toward Christmas Fayre Village Hall heating grant Affordable Housing. Gate and fence for Rockalls Road playground	Clerk	

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Date

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23904	Arrange meeting between DCllr Ward, planning officer and member of public regarding planning refusal	JW	
23904	Consider whether a no cold calling zone is necessary	All	
23905	Chase BDC for a response regarding Boxford Fruit Farms legal opinion	JW	
23905	Planning responses to BDC	Clerk	✓
23906	Register Defibs on "The Circuit" and to notify the people checking them	Clerk	✓
23906	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	All	
23909	Contact CO10 Gardening to schedule cut of footpath 1	Clerk	✓
23909	Contact landowner re cutting footpath 10	JE	
23914	Donation to Christmas Fayre principle £100 to be paid retrospectively, Clerk to notify	Clerk	
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	
23915	Chair to notify PC cooperative committee re agreed allocation of £1000 toward costs of contractor.	AW	

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Date

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Budget to Date				
	2022/23		2023-24	
	Budget	To year end	Budget	YTD
<b>Income</b>				
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	24,500.00
VAT Repayment	0.00		0.00	0.00
Transfer				10,000.00
<b>Total Income</b>	<b>£42,888.00</b>	<b>£19,603.69</b>	<b>£23,388.00</b>	<b>£24,845.00</b>
<b>Expenditure</b>				
	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	2,081.90
Insurance	600.00	580.00	600.00	0.00
Admin	2,355.00	2,305.00	2,395.00	540.56
Audit	380.00	340.00	380.00	220.00
Donations	1,000.00	1,000.00	1,000.00	100.00
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	1,031.00
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
VAT paid	0.00	1,700.00	0.00	321.35
Transfer				0.00
<b>Total Expenditure</b>	<b>£21,870.00</b>	<b>£32,127.99</b>	<b>£23,684.00</b>	<b>£6,594.00</b>
<b>Totals Income - Expenditure</b>	<b>£21,018.00</b>	<b>-£12,524.30</b>	<b>-£296.00</b>	<b>£18,251.00</b>
<b>Totals Income - Expenditure including balance B/F</b>				<b>£54,569.62</b>
<b>Bank Reconciliation</b>				
Unity Trust Bank Current account at 14/9/23				£13,941.49
Unity Trust Bank Deposit account at 14/9/23				£40,628.03
Outstanding credits				0.00
<b>Total Held in all accounts</b>				<b>54,569.52</b>

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	13,941.49 GBP	13,941.49
20462220	60-83-01	Instant Access Account	40,628.03 GBP	40,628.03
<b>Total:</b>				<b>54,569.52</b>
<b>Group Total:</b>				<b>54,569.52</b>

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

Signed

Date

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**Payments to be made:**

£252.00 PKF Littlejohn

£198.00 CO10 Gardening August

£148.85 BDC Recharge for election costs

£418.08 Clerk Salary August

£250 donation agreed in July to Nature Citizen

**Income**

Precept £12,250

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Date

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