

POLSTEAD PARISH COUNCIL

Clerk: Christine Hargan 4 Northfield Road, Onehouse, Stowmarket Suffolk IP14 3HF

Telephone: 01449 674727

Email: clerk@polstead-pc.gov.uk

Minutes of the Meeting held on 20th January 2022 at 7.30pm in Polstead Village Hall

Present: Councillors Andrew Wade, John Engleheart, James Oxford, Stewart Sowman, John Flather

Attending: County Councillor Georgia Hall, District Councillor John Ward and Christine Hargan Clerk and 7 members of the public

22/001 Apologies for absence

Christine Johnson, John Baxter who were both out of country. Apologies accepted.

22/002 Declarations of Interests and Requests For Dispensation

None.

22/003 Minutes of the meeting held on 18th November 2021

Minutes were approved by the councillors who resolved that the minutes should be signed by the Chairman as a correct record.

22/004 Public forum:

a. Receive reports from County Councillor and District Councillor

Councillors noted Georgia Hall's previously circulated report and she updated them on the council tax rise to fund adult care and increase provision for drainage and footpaths.

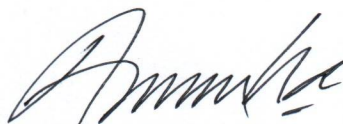
Councillors noted John Ward's previously circulated report and he updated councillors on

- the Omnicrom grant for business.
- COVID business grant.
- the importance of CIL.
- National Grid consultation is underway.
- The lodges issue which is moving toward planning enforcement.
Receive questions from Parishioners (contributions to be limited to 2 minutes)
- Parishioners have written to SCC Highways re Mill Street and Holly Hill gullies and drains. These had been emptied about 18 months ago, but several remain solid with mud. Highways have not responded.
- Flooding in the road at Lindens, Mill Street.
- The ditch at Bower House Tye, CO6 5BZ. The Environment Agency were contacted and notified that the Hadleigh side of the ditch is full of sewage but have failed to respond. CCllr Hall to liaise with Highways and will report back at the next meeting.
- Request that council help to fund the rural coffee caravan. Councillors to review information between meetings and reach a conclusion next month.
- Speed watch some parishioners have received support from the Police to set up.

b. Update on Proposed planting schemes in the Parish

There has been an apparent misunderstanding with Babergh over the rules of the tree planting scheme. Chair asked if there are any spade ready schemes, as there is still 2 months of planting time. Subject to information provided the PC may be willing to contribute toward the provision. DCllr Ward to liaise between the bio diversity team and to consider the use of his locality budget.

Signed



Date

17th February 2022

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22/005 Reports and questions from Councillors

Nothing to air

22/006 Actions on emails distributed by Clerk

Reported elsewhere in the minutes.

22/007 Actions following the Clerk's Report

- c. Defibrillator – the current volunteer has provided notice due to impending arrival of her baby, Cllr Sowman volunteered to undertake monthly checks and reporting.
- d. Clerk to order 6 sets of documentation from the National Grid for use in the village and also 20 posters for the Bramford to Twinstead Tee.

22/008 Planning

- e. **Consider any planning application received since the agenda was published** that requires a response prior to the next scheduled meeting
- f. **Consider Planning application no:**
 - i. [DC/21/06838](#) Land to the east of Alverstoke Farm Cottage, Calais Street, Polstead, CO6 5DW, severance of garden to form single property and vehicle access Councillors resolved to object due to over development of the site which is out of keeping with street scene.
 - ii. [DC/21/06656](#) Brewery Farm, Bower House Tye Polstead Suffolk CO6 5BZ, change of use to form a residential annex/living accommodation. Councillors did not have objection to the principle of the use of the annex but did suggest for condition that it is not severed from main farmhouse. [DC/21/06657](#) Brewery Farm Bower House Tye Polstead Suffolk CO6 5BZ application for listed building consent. No objection.
 - iii. [DC/21/06599](#) Broome Hill Martens Lane Polstead Suffolk CO6 5AQ erection of 1st floor extension with the installation of new windows in existing dwelling
No objection
 - iv. [DC/21/06470](#) Ivy Tree Farm Polstead Road Shelley Suffolk IP7 5RE discharge of conditions DC/21/03237- Condition 5 (Refuse Bins and Collection Areas), Highways does not object. Condition 7 (Foul Drainage Disposal) and Condition 12 (RAMS Mitigation). No objection.
 - v. DC/21/06513 – Former Green Lawns Farm Bonsai Farm Hadleigh Road, Boxford No objection.
- g. **Consider any planning application received** since the agenda was posted requiring a response before the next scheduled meeting.
None.
- h. **Consider the status** of planning applications, appeals, enforcement referrals and any potential planning issues.
Report accepted.

Signed



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22/009 Finance

- i. From the **RFO Report** authorise payments made since the last meeting and to be made:
Note income received since the last meeting.
Review the Reconciliation of Accounts against Bank Statements and the Statement of Accounts vs Budget
The RFO report was accepted and payments in appendix 2 authorised.
- j. Taken into consideration the budget agreed and reserves policy it was resolved to accept precept of £22,500 as proposed.

22/010 Polstead WI's plans to convey their land in Polstead

Cllr Sowman reported a request from the village hall committee for additional funding to help with legal fees. Agenda next month.

22/011 Highways and Footpaths

Bridge at Redhouse Barn,

County Councillor Hall confirmed that this has now been passed to a contractor for a review and consideration for repair.

Mill Lane – Cllr Engleheart is nearing completion of the review. Output to be a digital file.

Signs Mill lane Stoke By Nayland Parish Council has objected to the standard size sign at their end of the lane, Cllr Hall to discuss with Highways the possibility of smaller signage. Cllr Engleheart agreed to update the Clerk to Stoke By Nayland Parish Council saying we are referring to Highways for the best approach to the signage.

22/012 Asset, allotment, playground or playing field issues

No issues

22/013 Review grit, litter and dog bins

To pend until completion of Cllr Engleheart's maps Overlay to discuss next meeting.

22/014 Review notice boards

Clerk to approach Bryn Hurren regarding a quote for new noticeboards.

22/015 Queens Platinum Jubilee

Discussion followed regarding diary of events. It was decided to form a working party who will report back to the parish Council in due course.

- Consideration to be given to lighting a fire on the field below the church.
- The Clerk would book the Village Hall for the four days of the National Jubilee Celebrations.
- Ongoing discussion relating to parties.

The Parish Council had agreed to consider funding support for the celebrations.

22/016 Parish questionnaire

Agreed that this is still necessary but has been carried forward again. Clerk to call the software company re an extension on the software to the end of 2022.

22/017 Review Standing Orders, Risk Management, Effectiveness of Internal Controls and auditor review, Financial Regulations and Policy booklet Expenses – revised to reflect change in Clerk and amends to documents.

Resolved to readopt above documents and also to adopt the new expenses policy.

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22/018 National Grid Consultation

The consultation will commence on Tuesday 25th January and end on Monday 21st March. Information on the forthcoming e-forums is available on www.nationalgrid.com/bramford-tinstead. The important date for Polstead is 9th February 2022 at 7pm further information and booking available on website above.

The local face-to-face meeting had been organised on 18th February 2022 5.00pm - 7.30pm at Stoke by Nayland Hotel in the Devora Suite. Understood that this has now been cancelled.

22/019 Future agenda items

National Grid
Noticeboard Replacement
Queen's Platinum Jubilee
Polstead Wi Transfer
Coffee Cart

22/020 Time date and place of next meeting

7.30 Thursday 17th February 2022 Village Hall Polstead

The meeting was closed at 9.30pm

Signed



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Appendices

Appendix 1 Actions

		Who	Complete
18/041	Send response to Lord of Manor Solicitor		
21/173	Work with community warden to resource self closing gate hinge	Clerk	
21/184	Minutes circulated on website	Clerk	✓
21/186	Request Speed Survey results from Police	Clerk	✓
22/008	Planning application responses to BDC	Clerk	✓
22/009	Payments to suppliers	Clerk	✓
22/010	Signs to Mill Lane, Stoke By Nayland, update SBN Clerk following meeting	JE	✓
22/014	Contact Bryn Hurren re quote for replacement noticeboard	Clerk	✓
22/015	Form working party to plan Platinum Jubilee celebrations	All	✓
22/015	Book village hall for 4 days of the Jubilee	Clerk	✓
22/016	Contact software company to extend licence for parish questionnaire	Clerk	✓
22/018	Clerk to append expenses policy to policy booklet and revise website with approval dates	Clerk	✓
22/019	Gain documentation packs from National Grid	Clerk	✓

Appendix 2 Clerk's Report and Associated Papers for the Meeting on January 20th 2022

Agenda Item 2 Request for dispensation

None

Agenda Item 6 Emails distributed

No matters arising which were not discussed elsewhere.

Clerk's Report

The Clerk's report was accepted

Agenda item 9 Finance Report

The finance report was accepted

Signed



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Bills to be paid

Minute no	Who	purpose	total
22/009i	Suffolk County Council	minor works	£808.41
22/009i	CO10 Gardening Specialists	November 2021	£256
22/009i	CO10 Gardening Specialists	December 2021	£192
22/009i	Clerk Salary	December 2021	£312.96
22/009i	HMRC	Clerk tax	£78

It was resolved to pay the bills according to the above schedule

Signed



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