

## POLSTEAD PARISH COUNCIL

Minutes of Meeting held on 17<sup>th</sup> February 2022 at 7.30pm in Polstead Village Hall

**Present:** Andrew Wade (Chairman), John Engleheart, James Oxford and Stewart Sowman.

**Attending:** John Ward (Babergh District Councillor), Georgia Hall (Suffolk County Councillor) Christine Hargan (Clerk) and 2 members of public.

**22/021 Apologies for Absence**

John Flather, who is on holiday and Christine Johnson who has been exposed to COVID.

**22/022 Declaration of Interests and Requests for Dispensation**

No interests were declared and no requests for dispensation were received.

**22/023 Minutes of Meeting held on 20<sup>th</sup> January 2022**

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

**22/024 Public Forum**

**Reports from County and District Councillors**

Councillors noted CCllr Hall's previously circulated report and she briefly reminded councillors on the content and also updated the meeting regarding on drainage and footpaths Issue with having signage at Polstead end of the lane.

It was resolved to purchase smallest appropriate sign. CCllr Hall reminded the Parish Council of Platinum Jubilee traffic management and the requirement to apply to the County Council to close residential roads if required.

Drains on Mill Street exact location is required – contact Dave Howard re correct email address.

Councillors noted DCllr Ward's previously circulated report. He updated us on the content and mentioned the 2% rise in Council Tax which will be used to maintain standards expected in the community and the tree scheme for new-born babies to be planted where required. There were no questions

**Tree Planting scheme.** Whilst too late for this planting year continuing with Nature Citizen and Nature Network. The charity will report in the annual meeting and hopes that funding will continue. the charity would continue to work with residents to encourage planting to support wildlife and insects. to challenge DCllr Ward to double planting from last year

**22/025 Reports and Question from Councillors**

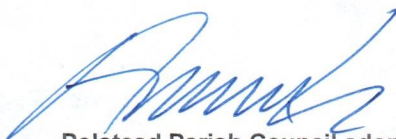
Cllr John Baxter has resigned with immediate effect.

**22/026 Emails distributed**

Following a review of the emails circulated by the Clerk since the last meeting:

White Street Green signage. The Clerk was asked to respond that the Parish Council are not the highway authority and therefore do not approve signs.

Signed



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22/027

### Clerk's Report

Following a review of the Clerk's Report (Appendix A) there were no further actions requested of the Clerk

22/028

### Planning

#### a Consider planning application no:

- i. [DC/21/06705](#) Yvans Hall Evans Heath Polstead Suffolk IP7 5NX  
The councillors resolved to agree with the planning application but appropriate condition to ensure that the property remains part of the main building.
- i. [DC/21/06706](#) Yvans Hall Evans Heath Polstead Suffolk IP7 5NX  
Listed building consent  
The councillors resolved that no comment was necessary on this application.
- ii. [DC/22/00652](#) Blackthorn Lodge Stoke Road Leavenheath Part in The Parish of Polstead CO6 4PS  
Lawful development certificate Given that that there are no plans, application form or other papers relating to this application the Clerk was required to gain more information

#### b. Consider status of Planning appeal no:

- [AP/22/00005](#) Prospect House Stackwood Road Polstead Suffolk CO6 5BA  
Conversion and alteration of outbuilding to form single storey detached dwelling,  
The councillors resolved that their original comments still stand and that it was unnecessary to add further comment.

22/029

### Finance

- a. Resolved to make all payments, as itemised in Appendix C,  
Given that the Insurance renewal had recently been received it would be discussed at the next meeting

22/030

### Polstead WI

The Village Hall Committee had asked for assistance with legal fees. It was resolved in principle to support them, but the Parish Council will require guidance from the Committee with regard to the level of financial support being requested.

22/031

### Highways and Footpaths

Kissing gate at church. An issue had been reported Cllr Engleheart has resolved it.

Footpath 17. A section of boardwalk has been repaired which has strengthened the structure and is much improved.

Homey Bridge over the river box at Mill Lane and Holly Hill, the chicken wire on footbridge over the river box has lifted and is a trip hazard. Whilst it has been reported no repair has been undertaken CCllr Hall to investigate.

22/032

### Assets, allotments, playground and playing field

Gate on the playing field at Rockalls road. Clerk had contacted the Sudbury Town Council Wardens and also Mortimer Contacts who quoted £995 for new metal gate and closures. Cllr Oxford's handyman to assess possibilities and costs prior to a decision on whether to repair or replace.

Signed

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Review of grit and dog bins it was agreed for councillors to survey in the spring and discuss at the April meeting.

22/033  
22/034

### **Review Grit and dog bins**

Review Noticeboard

Resolved to acquire a noticeboard from Bryn Hurren but to ask for a variation to his quotation adding as follows:

- toughened glass
- peg boards
- separation between parish and community boards,
- lock to one side only, catch to the other
- legs
- installation by vendor

22/035

### **Platinum Jubilee Celebrations,**

An update as follows:

The village hall has been booked from Thursday-Sunday.

A Bonfire would be held on Friday evening to coincide with lighting of beacons. Church bells would ring to announce the occasion the fire to burn for two hours maximum. Details to be agreed closer to the time. Cheese and wine to be available.

Saturday nothing currently arranged,

Sunday will be a picnic and fully funded hog roast on green. Ice cream for children available in the shop. Entertainment and competitions for the children to be organised by the Art Club. People are volunteering to help via Facebook.

Indicative costs of around £4k but information would emerge at next meeting.

22/036

### **Parish Questionnaire.**

The clerk has contacted the Community Action Suffolk regarding the questionnaire software but no response

22/037

### **National Grid Update**

Highlights and concerns:

- Disappointing lack of leadership from District and County Councils.
- Other parishes have legal specialists who are willing to assist their wider community therefore the Parishes are combining forces to create a uniform approach.
- common theme lack of knowledge amongst the villagers
- timescales are tight. The next PC meeting is 17<sup>th</sup> March. Deadline is inflexible at 21<sup>st</sup> March
- decision how to respond.
- Environment
  - Burying cables will raise the ambient temperature of soil affecting crop roots
  - Assington will have 2 sections underground
  - The fields have a road through the entire length of the cable run.
  - Moving the Cable Compound to Layham Pit would be the most environmentally friendly solution

Signed



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- Light pollution dark skies support wildlife. 4 years of construction and light pollution will destroy habitat.
- Health
  - Electro Frequency Waves – more information/result of research will be gained from Cllr Flather on return from holiday

Encourage parishioners to become involved. Local people have a limited opportunity to engage.

22/038 Coffee Cart  
Following discussion, it was resolved to contribute £50 to the costs of the Coffee Caravan with the option to request a further donation next winter.

22/039 Future **agenda items**  
  
National Grid  
Noticeboard update  
Platinum Jubilee  
Women's Institute transfer of land  
Dog and Grit bins – April  
Vacancy for a councillor

22/040 Time date and place of next meeting 7.30 Thursday 17<sup>th</sup> March 2022 Village Hall  
Polstead

The meeting was closed at 9.26pm



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### Appendix A Clerk's Report

It was resolved to accept the Clerk's report

### Actions

Minute	Action	Who	Complete
18/041	Send response to Lord of Manor Solicitor		
21/173	Work with community warden to resource self-closing gate hinge. Awaiting quotation from Mortimer Contracts	Clerk	ongoing
22/023	Minutes circulated on website	Clerk	
22/029	Planning application responses to BDC	Clerk	
22/030	Payments to suppliers	Clerk	✓
22/024	Signs to Mill Lane, request smallest possible sign for Polstead end of the lane	GH	
22/034	Contact Bryn Hurren re updated quote for replacement noticeboard	Clerk	
22/035	Report back on Platinum Jubilee celebrations	All	
22/017	Contact software company to extend licence for parish questionnaire chase response	Clerk	
22/026	Clerk to contact Mr Evans re signage at White Street Green	Clerk	
22/031	Enquire about likely legal fees for transfer of deed from WI to Village Hall	SS	
22/032	Homey Bridge repair chicken wire to reduce trip hazard	GH	
22/033	Assess possibilities for repair/replacement of gate to Rockall's Road Play area via handyman	JO	
22/038	Coffee Cart/Caravan contact charity re name for cheque	Clerk	

### Appendix B Planning Status

<a href="#">DC/21/06470</a>	Ivy Tree Farm Polstead Road Shelley Suffolk IP7 5RE discharge of conditions DC/21/03237-	Condition 5 (Refuse Bins and Collection Areas), Condition 7 (Foul Drainage Disposal) and Condition 12 (RAMS Mitigation)	22/008bv	No objection	Awaiting decision
<a href="#">DC/21/06599</a>	Broome Hill Martens Lane Polstead Suffolk CO6 5AQ	erection of 1st floor extension with the installation of new windows in existing dwelling	22/008biv	no objection	Granted
<a href="#">DC/21/06656</a>	DC/21/06656 Brewery Farm Bower House Tye Polstead Suffolk CO6 5BZ,	change of use to form a residential annex	22/008bii	no objection suggestion for condition not to sever from main house	Granted
<a href="#">DC/21/06657</a>	Brewery Farm Bower House Tye Polstead Suffolk CO6 5BZ	application for listed building consent	22/008biii	no objection	Granted

### Appendix C RFO Report Receipts & Payments

Signed



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Date	Details	Ref	Receipts	Payments	
20/01/22	Ben Patrick	P37	102093	0.00	448.00
20/01/22	Suffolk County Council	P38	102094	0.00	808.41
20/01/22	Clerk Salary	P39	102095	0.00	<b>312.96</b>
20/01/22	HMRC	P40	102096	0.00	78.00
04/02/22	J Flather	P41	102097	0.00	388.50
				0.00	0.00
		Sub Total		20,845.14	22,057.98

### Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/01/22	£41,338.10	£39,615.19	£1,722.91	£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	£42,950.36	£1,722.91	£0.00	

### Actual v's Budget

	Reserves	Budget	Actual
<b>Expenditure</b>			
Clerks Salary		£4,832.00	£3,271.76
Admin		£2,305.00	£1,193.31
Insurance		£580.00	£0.00
Audit Inspections		£380.00	£340.00
Donations		£1,000.00	£600.00
Chairman's Allowance		£60.00	£83.98
Community Wardens		£1,180.00	£505.05
Dog & Litter Bins		£1,000.00	£850.99
Footpaths		£2,800.00	£2,581.00
Grass Cutting		£3,950.00	£5,270.50
Ditch Clearance		£0.00	£0.00
Maintenance		£1,200.00	£788.79
Village Hall		£965.00	£0.00
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	£996.44
<b>Total</b>	<b>£9,617.56</b>	<b>£22,252.00</b>	<b>£22,057.98</b>
Assets Carried Forward			£42,950.36
<b>Total</b>			<b>£65,008.34</b>

### Schedule of payments to be made.

£165.00 - Best Host invoice no 23494 – Domain renewal 2 years and Email Ultimate for 1 year  
 £223.20 Community Heartbeat – replacement battery  
 £592.00 - Ben Patrick CO10 Gardening - previous cheque posted in January, has gone missing, and has not been cashed.  
 £156.00 Polstead Village Hall Committee, bill for 12 monthly meetings  
 £13.00 Polstead Village Hall Committee, Jubilee meeting 25<sup>th</sup> January 2022  
 £388.50 Expenses John Flather, Deposit to Spitting Pig for Jubilee hog roast  
 £468.96 Clerk Salary - January 2022

### End of Appendices

Signed

Date

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Polstead Parish Council adopted the General Power of Competence on the 16<sup>th</sup> May 2019