

POLSTEAD PARISH COUNCIL

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

- Present:** Councillors Andrew Wade (Chairman), John Flather, John Engleheart, James Oxford, Stewart Sowman.
- Attending:** DCllr John Ward (Babergh District Councillor), Christine Hargan (Clerk) and 5 members of the public.

167. Apologies for absence
Cllrs Kenneth Davey and Christine Cheeseman (Isolating) County Councillor Georgia Hall
168. Receive **declarations of interests** and **requests for dispensation** from Councillors
Cllr Sowman has interest in all items pertaining to the Village hall, Cllr Engleheart, dispensation from voting on item planning DC/22/05472
169. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 20th October 2022. It was resolved that the minutes were amended (DC/22/04840 the addition of "ensure this annex will") and signed by the Chairman as a correct record of the meeting.
- 170.
- a. Reports from District Councillor and County Councils previously distributed
Cllr Ward reported an increase of the portfolio value held by the property company.
Refuse lorries are being updated, BDC competition to name the lorries
Autumn newsletter is currently being produced.
 - b. Receive questions from Parishioners
Request for donation toward the village Christmas lunch on Wednesday 7 December
Resolved to donate £150.
 - c. Receive report from Nature Citizen and to Consider Proposed planting schemes in the Parish
Lisa Matthews updated on woodland and will organise a meeting on site with councillors in December to discuss proposals for development and access to the site.
171. Reports and questions from Councillors
Correspondence relating to the Community Pantry which is currently costing £124 per week and supporting 9 families. Consider donation to the fund to keep going in the next year, It was pointed out that currently groceries are being donated via the village shop. It was agreed that the shop committee would have a conversation with Community Pantry Committee. An agreement was made to the principle of contributing in the next financial year but the decision as to the amount was deferred until a future meeting.
Defibrillator Action Cllr Sowman to contact Andrew Barlow regarding the circuit system.
172. Actions required on emails distributed by the Clerk
No actions were requested.
173. Actions required following the Clerk's report
No actions were requested.
174. **Planning**
- a. **Consider Planning application no:**
[DC/22/05472](#) Ponds Farmhouse The Ponds Polstead Colchester Suffolk CO6 5BP
Notification of Works to Trees in a Conservation Area - Coppice 3No. Alder (T1.T2 and T3), Fell 1No. Weeping Willow (T4) and Fell 1No. Oak (T5)
Resolved to raise no objection
[DC/22/05359](#) Spring Cottage Spring Lane Polstead Sudbury Suffolk CO10 5JP
Erection of swimming pool enclosure (following demolition of existing).
Resolved to raise no objection
[DC/22/05286](#) Amberley White Street Green Polstead Sudbury Suffolk CO10 5JN
Erection of garage (following demolition of existing); Erection of conservatory and utility room; Erection of attached garden room including verandah and entrance porch. Upgrading of existing vehicular access.
Resolved to invite officer to look at the relationship to proposals in relation to impact of privacy to the neighbouring property to the south.
[DC/22/05218](#) Yeomans Cottage Mill Street Polstead Colchester Suffolk CO6 5AD
Householder Application - Erection of a pitched roof rear porch (following demolition of existing), partial re-rendering, re-laying existing roof tiles, erection of a boiler flue; Erection of a greenhouse (re-submission of DC/22/02201)
Resolved to respond: we would trust that the plans before us meet the objections set out in the previous refusal. It would help if the planning officers would point out what the changes are:

- b. **Consider any planning application received** since the agenda was posted requiring a response before the next scheduled meeting.

Change of use from C3 (home gym) to mixed use comprising C3 & Class E (gym for one-to-one training).

Resolved to respond: As Parish Council we are concerned about setting a precedent of a business use in a domestic environment access is poor and are concerned about potential expansion and growth of the business.

- c. **Consider the status** of planning applications, appeals, enforcement referrals and any potential planning issues

Boxford Fruit farms Philip Isbell Chief Planning Officer and the Chief Executive have spent a lot of time on this to explain difference between planning and enforcement. The planning authority interprets that planning permission is not required and therefore the fields of the AONB can be developed to house fruit cages. The business is apparently expanding the operation within the AONB and looking for additional farming land which could affect the entire area. Any person can appeal for a "Certificate of Lawfulness" within the 2000 Countryside Rights of Way Act.

If Boxford and Polstead Parish Councils want to progress legal opinion is required and would be project managed by a Boxford solicitor if the two parish councils worked together costs could be £500 each to find out what are the chances of success.

Proposal from Cllr Flather that s PPC works with Boxford Parish Council to jointly gain quotation to gain a certificate of lawfulness. Seconded Cllr Sowman carried 4 votes to 1
Clerk to Approach Boxford Parish Council prior to meeting on Tuesday.

175. **Finance**

Approve payments made since the last meeting and to be made.

Resolved to pay as per the attached schedule.

176. Consider update to Polstead WI's plans to convey their land in Polstead

With charity commission

177. Consider any issues raised regarding **Highways and Footpaths**

No updates

Signs can be turned, hedges trimmed etc

178. **Asset, allotment, playground or playing field** issues

Clerk to contact CO10 Gardening regarding a quote for Additional gate and closing device posts

179. Purchase of outdoor gym equipment and football nets.

180. Review Grit, Litter and Dog bins

Cllr Oxford reported that he had been unable to gain permission to re-site the bin

181. Review Notice Boards

No action required – remove from future agendas

182. Christmas 2022

- a. Carol Service 17th December 6pm, Boxted brass band will play. Soft drinks and mulled wine will be arranged by Cllrs Flather and Wade with an agreed budget of up to £500. A hot plate will be purchased if required whilst the Clerk will contact the village hall committee to borrow urn for mulled wine. The church will be organising food for the evening. Councillor Wade to arrange the printing of a flyer and ask the village postman to deliver.

- b. Christmas Tree

Ordered for delivery on 2 December at a cost of £125.00. The Peck family to erect and decorate the tree on Saturday 3 December.

183. Warm Space Fridays at the village hall

First meeting was on Friday 11th November.

184. Future **agenda items**

Additional Defibrillators

Boxford Fruit farms

185. **Questions to the chair**

None

186. Time date and place of next meeting provisionally 7.30pm Thursday 15th December, should an urgent planning application be received. Next scheduled meeting 7.30pm Thursday 19th January 2023 at the Village Hall, Polstead.

187. Meeting dates for 2023

Thursdays January 19, February 16, March 16, April 20, May 18, June 15, July 20, August 17 (provisional for urgent planning applications) September 21, October 19, November 16, December 14 (provisional for urgent planning applications)

Annual Parish Meeting April 6th

Date for elections to be confirmed. Clerk to liaise with Babergh District Council

Meeting closed 9.38pm

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Signed

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Date

Series no 760

Appendix

Minute	Action	who	Complete
22/169	Lisa Matthews to organise site meeting to discuss community woodland	LM	
22/170	Contact Andrew Barlow to discuss defibrillator database and report to next meeting.	SS	
ongoing	Editorial to LSPN news	Clerk	✓
22/151	Small pockets of land for social housing, forward information to chair	All	
22/151c	Boxford Suffolk Farms fruit cages in White Street Green update each month	JF/AW	ongoing
22/173	Clerk to contact Boxford Parish Council prior to meeting on Tuesday 22/11 to agree joint donation toward legal costs to gain quotation for Certificate of Lawfulness. Contacted, but the meeting was cancelled. Draft letter asking for help from Suffolk Preservation Society sent 23/11/22. Response will discuss at next BPC meeting	Clerk	✓
22/151e	Liaise with CCllr Hall and S Davy regarding meeting to discuss sewerage problem in Bower House Tye. Situation under review council are dealing with the sewerage issue	Clerk	ongoing
22/135	Check hedgerows for cricket equipment	All	
22/136	Notify Clerk of the final location of the dog bin removed from Stackwood Road. Awaiting confirmation for final position from landowner	JO	ongoing
22/173	Comments to planning applications to BDC Planning Green	Clerk	✓
22/157	Cllr Davey to organise working parties to improve speed signs within the village	TD	✓
22/174	Pay suppliers	Clerk	✓
22/174	Update Budget with Precept and forward to councillors for consideration prior to next meeting	Clerk	✓
22/158	Contact CO10 Gardening to discuss replacement gate with automatic closure to Rockalls Road Playground and report back to Parish Council with costs. Work is now complete.	Clerk	✓
22/158	Purchase pair of football nets - purchased but delivery not until February.	TD	✓
22/158	Gym Equipment gain further information on potential number of people to use the equipment. When Angie is back need to distil how many people would use the equipment. Coaching perhaps consider. Result better idea of users, produce rough costs and bring back to next meeting.	AD	✓
22/182	Carol Service flyers, organise printing of flyers and to deliver to postman who will dispatch on his round. Outlying areas to be delivered to councillors in White Street Green.	AW	✓
22/182	Purchase ingredients for mulled wine, sufficient for 120 people	JF	✓
22/182	Mulled wine to be produced 17 December	AMW	✓
22/182	Clerk to contact Village Hall Committee to borrow urn and feed-back permission to councillors	Clerk	✓
22/187	Forward meeting dates for 2023 to councillors	Clerk	✓
22/188	Liaise with BDC regarding election date and procedure emailed 22/11/22 Liaison meeting arranged for 7 February,	Clerk	✓
	Agenda items for the next meeting Additional defibrillators Purchase of outdoor gym equipment and football nets Boxford fruit farms Gate to Rockalls Road playground 30mph speed update	Clerk	

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Signed

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Date

Series no 761

Agenda Item 155 Finance
Approve payments

Payments to be made

£150.00 donation towards Polstead Christmas lunch

£376.48 Clerk Salary for October

£128.00 Ben Patrick CO10 Gardening

£308.00 Ben Patrick CO10 Gardening Gate post, concrete and labour to fit

£50.00 to Village Hall committee – payment 2 for Warm Fridays

Expenditure

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Signed

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Date

Series no 762

Budget to Date				
	2021/22		2022-23	
	Budget	To year end	Budget	YTD
Income				
Balance Brought Forward from current a/c	19500	19,500.00		36,306.55
Balance b/f from Business Premium a/c				3,335.25
Grants	745.00		745.00	194.32
Bank Interest	0.00	1.00	1.00	1.46
Allotment rent	120.00	81.68	120.00	81.68
Wayleave	22.00	21.01	22.00	21.01
CIL	0.00	0.00	0.00	0.00
Precept	19,500.00	19,500.00	22,500.00	22,500.00
Transfer				52,626.52
VAT Repayment	0.00		0.00	1,043.70
Total Income	£20,387.00	£19,603.69	£23,388.00	£76,468.69
Expenditure				
	Figures exclude VAT where paid as it is reclaimed, and is shown as VAT paid			
Clerk Salary	4,700.00	4,500.00	4,700.00	2,715.16
Insurance	600.00	580.00	600.00	0.00
Admin	2,355.00	2,305.00	2,355.00	1,068.53
Audit	380.00	340.00	380.00	340.00
Donations	1,000.00	1,000.00	1,000.00	800.00
Chairman's allowance	60.00	100.00	60.00	0.00
Community Wardens	710.00	700.00	710.00	385.50
dog and litter bins	950.00	850.99	950.00	838.00
Footpaths	950.00	3,200.00	3,200.00	720.00
Grass Cutting (P3 Scheme)	5,500.00	4,825.00	5,500.00	1,134.00
Ditch Clearance	0.00	0.00	0.00	0.00
Maintenance	1,200.00	1,200.00	1,200.00	2,109.63
Projects	2,000.00	1,825.00	2,000.00	3,178.15
Village Hall	965.00	965.00	965.00	209.00
Contingency	500.00	500.00	500.00	0.00
CIL	0.00	7,537.00	0.00	0.00
VAT paid	0.00	1,700.00	0.00	636.36
Transfer				52,626.52
Total Expenditure	£21,870.00	£32,127.99	£24,120.00	£66,760.85
Totals Income - Expenditure	-£1,483.00	-£12,524.30	-£732.00	£9,707.84
Totals Income - Expenditure including balance B/F				£49,349.64
Bank Reconciliation				
Barclays Community Account at 14/11/22				£0.00
Barclays Business Premium Account at 14/11/22				£0.00
Unity Trust Bank Current account at 14/11/22				£46,012.93
Unity Trust Bank Deposit account at 14/11/22				£3,336.71
Outstanding payments				
Total Held in all accounts				49,349.64

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Signed

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Date

Series no 763