

## POLSTEAD PARISH COUNCIL

Minutes of Meeting held on 16<sup>th</sup> February 2023 at 7.30pm in Polstead Village Hall

**Present:** Councillors Andrew Wade (Chairman), John Flather, Christine Cheeseman, Kenneth Davey, James Oxford, Stewart Sowman.

**Attending:** CCllr Georgia Hall (County Councillor). Christine Hargan (Clerk) and 7 members of the public.

23201. Apologies for absence

Cllr Engleheart

23202. Receive **declarations of interests** and **requests for dispensation** from Councillors

None

23203. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 19<sup>th</sup> January 2023. It was resolved that the minutes were signed by the Chairman as a correct record of the meeting

23204.

a. from District Councillor and County Councils previously distributed

### **CCllr Hall updated on**

- Potholes in Polstead, further to a variety of enquiries, repairs should be completed within 28 days

### **Questions from parishioners**

- **Re-purpose the bus shelter** to use as a book exchange, Agreed in principle subject to costs which would be contained in reports shared between the Parish Council and the Village Shop Committee. The village shop committee will lead and report back at a future meeting

23205. Receive reports and questions from Councillors

In Cllr Engleheart's absence Cllr Oxford reported that the pond is within 2 inches of being full, it is

the intention to make another grant application for wooden sleepers to refurbish the bank

It is believed that the concrete post and rail fence was erected by Cosford District Council. Clerk to explore repairing the fence with BDC.

23206. Actions required on emails distributed by the Clerk

Clerk to send out protocol and timing for Parish Council Elections

23207. Actions required following the Clerk's report

No actions were requested

23208. **Planning**

a. **Consider Planning application no:**

[DC/22/06140](#) Ponds Farmhouse The Ponds Polstead Colchester Suffolk CO6 5BP

Erection of a glass house –

No objection

[DC/23/00480](#) - Land To The East Of Alverstokey Farm Cottage Calais Street White Street Green Polstead CO6 5DW

Severance of garden and erection of 1No single storey dwelling and new vehicular access (following demolition of outbuilding)

Object to proposal on grounds that it is contrary to BDC Policies on sustainable development in hinterland villages.

[DC/23/00416](#) Spring Cottage Spring Lane Polstead Sudbury Suffolk CO10 5JP Application under S73 for Removal or Variation of condition/s on DC/22/05359 dated 21/12/2022 - Erection of swimming pool enclosure. To remove Condition Numbers 3 (Landscaping Scheme) & 4 (Timescale for Landscaping) as per Planning Statement.

No objection

[DC/23/00624](#) Yeomans Cottage Mill Street Polstead Colchester Suffolk CO6 5AD Application for Listed Building Consent, Repairs to existing and some replacement windows

No objection

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

DC/22/05321 - Stackwood House, Stackwood Road, Polstead, Colchester Suffolk CO6 5BA

Erection of a two car port, garden store and garden office (following removal of shed and shipping container) |

No objection

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

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- d. **Boxford Fruit Farms** activity started last week planting native hedging on Wash Lane boundary. Update on legal action some residents are seeking Counsel's opinion and advice.
23209. **Finance**
- a. Receive the RFO report  
Acknowledged
  - b. Reconciliation of accounts against budget  
Acknowledged
  - c. Resolved to authorise payments made since the last meeting and payments to be made as per the attached schedule
  - d. Note income received  
None the total from the Barclays account had not yet been transferred to Unity Trust Bank
  - e. Budget 2023-24  
Resolved to reduce the budget for grass cutting to £4000 this budget would cover 2022/23 activity. Clerk to contact the contractor and advise.
23210. Update to **Polstead Women's Institute's plans to convey their land in Polstead**  
The CIO application was returned to the Village Hall Committee by the Charity Commission with some questions, following this a request was sent to the National WI to resolve a decision on the land transfer. The solicitors working on behalf of both Polstead WI and Village Hall Committee have been instructed to undertake no further work until a decision is made. Cllr Cheeseman suggested registering the land as an Asset with BDC.
23211. **Highways and Footpath issues**  
None
23212. **Asset, allotment, playground or playing field issues**  
Cllr Davey inspected the playground at Rockalls Road:  
**Gate** does not automatically close, it lacks a stop, so it will only close using the latch. There is potential for small unattended dogs to enter as it does not reach the ground.  
Resolved to erect a sign regarding liability for injury and gate closure.  
**Fence** Cllr Davey will replace sharp metal ties on the fence and trim them to minimise risk of injury.  
**Outdoor Gym equipment**  
Resolved in principle to proceed with purchase provided it is fully funded by grant aid. Clerk and Mrs Davey to liaise regarding site inspections, precise location and quotations which will be discussed at a future meeting
23213. **Additional defibrillators**  
Location for three defibrillators were discussed Clerk to explore funding and costs for all three. A decision to be made in next financial year
23214. **Community Hardship Fund**  
Resolved to contribute - £1000 as a one off grant in 2023/24 financial year. Clerk to notify Rev. Javelle
23215. Review Grit, Litter and Dog bins  
No issues to report
23216. **Cock inn**  
A request received from a small number of parishioners to register The Cock Inn as an Asset of Community Value. If the owner decided to put the asset on the market the registration period being five years, it would not affect the lease, or ownership of the building registration would provide the Parish Council/community group with 6 weeks to confirm interest in purchasing the property and 6 months to raise money for the purchase. The decision is made by BDC who operate on set guidelines.  
Resolved to put forward a case to apply for registration.
23217. **Coronation**  
Sunday 7 May celebrate with a village picnic. The Parish will fund hire of the village hall, games and promotion materials including banners and flyers. Clerk to apply for a £500 grant from BDC Locality Budget. Volunteers to be procured via the promotion materials
23218. **Village Hall funding**  
Resolved that the Village Hall is a core facility and would continue to be supported.
23219. **Questions to the chair**  
Cricket nets which have fallen into disrepair. Cllr Oxford to remove
23220. Time date and place of next meeting 7.30pm Thursday 16<sup>th</sup> March 2023 at the Village Hall, Polstead.

Meeting closed 9.43pm

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## Appendix to the minutes

### Clerk Action list

23104	Forward information on vehicle charging points to the clerk when it is available	GH	
23106	Explore ownership of the concrete post and rail fence around Polstead Pond and request repair. Cllr Oxford reported that it was erected by BDC's predecessor Cosford District Council and therefore BDC should be responsible for upkeep. Cllr Ward pursuing	Clerk	Ongoing BDC could find no record
23206	Send protocol and information on Parish Council elections to councillors	Clerk	✓
23208	Planning comments to BDC	Clerk	✓
23209	Pay suppliers	Clerk	✓
23209	Contact suppliers regarding reduction of grass cutting budget	Clerk	✓
23110	Send instruction to Barclays bank to transfer interest to Unity Bank and thereafter to close the account. Monitor account activity.	Clerk	✓
23212	Repair to Rockalls Road playing field gate and fencing . Sign to gate re safety and closing gate. Replace sharp metal ties to fence with nylon/plastic replacements where necessary	TD	✓
23212	Create Sign for Rockalls Road playing field, re closing gate and liability	TD	
23212	Gain costs for gym equipment and liaise with AD regarding placement and site inspections and jointly attend	Clerk/AD	Ongoing
23212	Remove cricket nets	JO	
23213	Additional defibrillators gain options for costs of 3 x machines and cabinets and report back to councillors for a decision early in new financial year.	Clerk	Ongoing
23214	Contact Rev.Javelle regarding Hardship fund	Clerk	✓
23216	Contact BDC regarding placing the Cock Inn on the Register of Assets of Community Value	Clerk	✓
23217	Book Village hall and games for the Coronation celebrations on 7 May	Clerk	✓
23117	Agenda items for the next Summons, defibrillators, Asset of Community Value, Coronation	Clerk	✓
23217	Request a £500 grant from BDC's Locality budget toward the celebration of the coronation in May	Clerk	✓

### Finance Report

#### Payments to be made

£60 CAS for website

£116.53 WAVE/Anglian Water allotment water

£67.00 Best Host provision of email

£630.74 Gallagher Insurance

£136.00 CO10 Gardening

£376.48 Clerk Salary

£2,038.80 election costs in 2022

£35 ICO – data protection standing order

Resolved to pay

£2000 – grant previously agreed for refurbishment of Polstead Pond minute 22/151f

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Date

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Date

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## Budget 2023/24

	2021 / 22		2022 / 23		2023-24
	Budget	Actual	Budget	Actual to Date	Budget
<b><u>Income</u></b>					
Bank Interest	0.00	0.25	0.00	1.46	10.00
Recycling	0.00	0.00	0.00	0.00	0.00
Grants	745.00	0.00	745.00	1,294.32	745.00
Allotment Rent	120.00	81.68	120.00	81.68	90.00
Wayleave	22.00	0.00	22.00	21.01	22.00
QDJ	0.00	0.00	0.00	0.00	
Donation	0.00	0.00	0.00	0.00	
Compensation	0.00	0.00	0.00	0.00	
Other	0.00	0.00	0.00	0.00	
CIL	0.00	0.00	0.00	0.00	
VAT Repayment	0.00	1,043.70	0.00	1,043.70	700.00
<b>Precept</b>	<b>19500</b>	<b>19,500.00</b>	<b>22,500.00</b>	<b>22,500.00</b>	<b>24,500.00</b>
<b>Total Income</b>	<b>20,387.00</b>	<b>20,625.63</b>	<b>23,387.00</b>	<b>24,942.17</b>	<b>26,067.00</b>
<b><u>Expenditure</u></b>					
Clerks Salary	4,700.00	1,044.24	4,700.00	3,468.12	<b>5,172.00</b>
Admin	2,355.00	517.85	2,355.00	1,068.53	2,395.00
Insurance	600.00	577.91	600.00	0.00	600.00
Audit Inspections	380.00	140.00	380.00	340.00	380.00
Donations	1,000.00	100.00	1,000.00	1,050.00	1,000.00
Chairman's Allowance	60.00	0.00	60.00	0.00	60.00
Community Wardens	710.00	0.00	710.00	385.50	700.00
Dog & Litter Bins	950.00	838.00	950.00	838.00	800.00
Footpaths	950.00	320.00	3,200.00	2,126.00	2,500.00
Grass Cutting	5,500.00	384.00	5,500.00	3,518.00	4,000.00
Ditch Clearance	0.00	0.00	0.00	0.00	0.00
Maintenance	1,200.00	717.89	1,200.00	2,512.58	1,700.00
Projects	2,000.00	3,204.24	2,000.00	3,560.86	1,500.00
Village Hall	965.00	13.00	965.00	209.00	1,500.00
Contingency	500.00	0.00	500.00	0.00	500.00
CIL	0.00	0.00	0.00	2,570.00	877.00
VAT Paid	0.00	303.04	0.00	658.36	0.00
<b>Total Expenditure</b>	<b>21,870.00</b>	<b>8,160.17</b>	<b>24,120.00</b>	<b>22,304.95</b>	<b>23,684.00</b>

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