

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on 16th March 2023 at 7.30pm in Polstead Village Hall

Present: Councillors Andrew Wade (Chairman), John Engleheart, Kenneth Davey, James Oxford,

Attending: DCllr John Ward (District Councillor). Christine Hargan (Clerk) and 6 members of the public.

23301. Apologies for absence

Cllrs John Flather (ill health), Christine Cheeseman (family commitment) Stewart Sowman (Family commitment) CCllr Georgia Hall (work).

23302. Receive **declarations of interests** and **requests for dispensation** from Councillors
None

23303. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 16th February 2023. It was resolved that the Minutes were signed by the Chairman as a correct record of the meeting.

23304. Public Forum

a. Reports from District and County Councillors previously distributed

- DCllr Ward reported on
- The District Council budget which has been approved and will be implemented in April
- Capital expenditure has been approved for a new depot which will combine the resources from both Babergh and Mid-Suffolk. A site near Gt Blakenham is being considered due to the proximity to the recycling plant.
- Youth enterprise good response from high schools in the area and the presentations were impressive. Certificates were presented at schools in East Bergholt and Sudbury
- Photo ID required for forthcoming elections. Cllr Wade asked if the requirement will be stated on voting /poll cards? DCllr Ward responded that if photo ID is not available voters will be sent away, however, if they have lost the ID, or have applied for it verification can be established on the day. The requirement for identification doesn't apply to postal votes.
- Cllr Davey enquired about the empty houses scheme. DCllr Ward updated that interest free loans are available to enable empty privately owned properties to become available rental homes.

DCllr Hall's report having been previously distributed was accepted with no questions being raised.

Questions from Parishioners – Question reported under 23311

Nature Citizen Planting scheme. Work is in progress and planting for wildlife is increasing diversity in the community woodland. It was agreed to record the site on the Queen's Green Canopy website, and also to ask CO10 Gardening to trim hedges between community woodland and garden. 1500 plants have been grown and are being donated to the public.

23305. Receive reports and questions from Councillors

Cllr Engleheart query regarding the Annual Parish Meeting suggestion to make it a social event with refreshment and a speaker. It was acknowledged that gaining an external speaker was probably too short notice this year but he agreed to talk about the pond refurbishment project. . .

23306. Actions required on emails distributed by the Clerk

Request for funding from the Village hall further to their delivery of heating oil which cost £1,245.49. Decision deferred to a future meeting. Clerk to ask the VH Committee to share their current accounts.

23307. Actions required following the Clerk's report

No actions were requested

23308. **Planning**

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

[DC/23/01213](#) Treetops White Street Green Polstead Colchester Suffolk CO6 5DW Householder Application - Erection of single storey and two storey extension.

Clerk to request extension until next meeting

a. **Consider Planning application no:**

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Signed

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Date

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Series no 773

[DC/23/00848](#) Full Application - Change of use of former agricultural land to use in connection with the bungalow (C3) and erection of detached outbuilding (alternative location to that approved under DC/21/02365) | Land adjacent to The Bungalow, Potash Lane Polstead Colchester Suffolk CO6 5DJ
Comments were agreed as follows. If approved, the Parish Council would ask the Authority to consider adding appropriate conditions as follows. The proposed building to be used only for the stated purpose of storing the applicant's collection of classic vehicles. Secondly, that no commercial or business activities be carried out from the building. Finally, that the building and the land it occupies is not to be severed from the existing dwelling.

[DC/23/00861](#) Householder Application - Erection of a detached double garage. Squires Cottage Straight Road, Polstead Heath, Polstead, Colchester, Suffolk CO6 5BB
Resolved no comment,

[DC/23/01192](#) Householder Application - Erection of two storey side extension and front porch extension. 2 Polstead Green, Polstead, Colchester Suffolk CO6 5AL
Resolved no comment,

- b. **Consider the status** of planning applications, appeals, enforcement referrals and any potential planning issues. The latest draft of the Joint Local Plan has been distributed. The consultation period for the Phase 1 Development Control Policy section is 6 weeks. Substantial changes are required to Phase 2 of the plan relating to site allocations for housing and commercial activity. It is envisaged that completion and adoption may be toward the end of 2025. Current policies are protected during the interim period and BMSDC have been successful regarding planning appeals in which the current planning policies have been upheld.
- c. **Boxford Fruit Farms** - no update received.

23309. **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

23310 Update to **Polstead Women's Institute's plans to convey their land in Polstead**

In hands of Charity Commission – It had been decided to reopen the local WI branch to protect the village asset

23311. **Highways and Footpath issues**

A cable has become exposed in the grass verge at the junction of Straight Road and Potash Lane. Cllr Oxford agreed to report via the Highways Reporting Tool.

23312. **Asset, allotment, playground or playing field**

Gate

Clerk to acquire suitable robust sign (please keep gate closed) to affix to the gate

Fence.

Part of the fence on the Rockalls Road Playground has been vandalised It was resolved to gain quotations for replacement of the section of fence. Cllr Davey to provide measurements and Clerk to obtain quotations

Outdoor Gym equipment

Three estimates received, additional enquiries awaited prior to moving on to applying for grants

23313. Review **Grit, Litter and Dog** bins

Sudbury Wardens asked to replace the post on bin in White Street Green

Bin sited at the junction of Stackwood Road and Straight Road location approved by BDC

An issue with grit bins on Polstead Hill had been reported to Cllr Davey, request to email the Clerk to respond.

23314. **Review Notice boards** – nothing outstanding

23315. **Review PCC Policies.** Resolved no amendments required.

23316. **Coronation** Grant of £500 received from BDC. A planning meeting planned for Tuesday 21st March relatively modest DIY street party

23317. **Asset of Community Value.** Clerk had liaised with BDC on the procedure and is awaiting supporting evidence to accompany the application. Chair had spoken to residents who are in the process of obtaining evidence prior to Clerk completing the registration form.

23318. **Additional defibrillators**

Estimates acknowledged. Clerk to gain advice on the most suitable models from Newton Parish Clerk

23319. **Questions to the chair**

23320. **Future agenda items**

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Signed

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Date

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Series no 774

Polstead pond

Repairs and maintenance of the fencing around Polstead Pond

23321. Time date and place of next meeting 7.30pm Thursday 20th April 2023 at the Village Hall, Polstead.

Meeting closed 9pm

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Signed

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Date

Series no 775

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, no record of responsibility resting with BDC, Cllrs to research costs for refurbishment and report back next meeting	TD/JE	Ongoing
23308	Planning comments to BDC request extension for DC/23/01213	Clerk	
23309	Pay suppliers	Clerk	
23212/ 23312	Gain costs for gym equipment and liaise with AD regarding placement and site inspections and jointly attend	Clerk/AD	Ongoing
23212/ 23312	Rockalls Road playing field gate and fencing . Gain Sign re safety and closing gate. Obtain measurements and gain quotations for replacement section of fence, report next meeting	Clerk/TD	
23212	Remove cricket nets	JO	✓
23213/ 23318	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. Gain advice re most suitable models	Clerk	Ongoing
23216	Contact BDC regarding placing the Cock Inn on the Register of Assets of Community Value, awaiting supporting documentation from residents	Clerk	ongoing
23305	Prepare talk/presentation on Polstead Pond for delivery at the Annual Parish Meeting on April 6th	JE	
23311	Report exposed cable at bottom Potash Lane to SCC Highways	JO	
23313	Email complaint re winter gritting on Polstead Hill, Clerk to respond	TD/ Clerk	
23315	Update standard policy documents with revision date	Clerk	
23320	Agenda items for the next Summons, defibrillators, Asset of Community Value, Coronation Polstead Pond and fencing	Clerk	

Finance Report

Payments to be made

£154.00 CO10 Gardening

£738.68 Clerk Salary February and pay increase backdated to 1 April 2022

£376.78 Clerk expenses for 6 months, postage, travel, Working From Home Allowance, Microsoft 365 computer software subscription for 1 year and 2 years MacAfee virus protection

£54.00 Provision of payroll services from 1 October – 31 March

Agreed to pay

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Signed

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Date

Series no 776