

# POLSTEAD PARISH COUNCIL

Clerk: Dave Crimmin, Cragston, Sudbury Road, Newton, Sudbury, Suffolk CO10 0QH  
Tel: 01787 375085 email: polsteadpc@btinternet.com

## **PUBLIC NOTICE**

A Meeting of Polstead Parish Council will be held on  
**Thursday 20<sup>th</sup> May 2021 starting at 7.30pm**  
**at Polstead Village Hall.**

The Public and Press are invited to attend with the public participation session being held at the meeting.

Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the Council including the public participation session.

**The councillors and the Clerk are undertaking a lateral flow test the day before the meeting and would respectfully ask that all other attendees do the same.**



**Dave Crimmin PSLCC**  
Clerk to Polstead Parish Council

14<sup>th</sup> May 2021

Copies of draft and approved minutes are published on the Parish Council section of the Polstead Website [www.polstead.onesuffolk.net](http://www.polstead.onesuffolk.net)

A copy of the draft or approved minutes can be requested from the Clerk, whose contact details are at the top of this notice.

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**AGENDA**

86. **Election of Chairman and to receive declaration of acceptance of office**
87. Apologies for absence
88. **Election of Vice Chairman**
89. Receive **declarations of interests** and **requests for dispensation** from Councillors
90. Consider **candidates and appoint a co-opted member to PPC**; receive declaration of acceptance of office from co-opted member
91. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 26<sup>th</sup> April 2021
92. To appoint members to the **HR and Standards Committees**
93. To appoint **representatives to outside bodies**:
  - a. Suffolk Association of Local Councils (SALC)
  - b. Traffic Liaison
  - c. Village Hall
  - d. Layham Pit.
94. To consider appointment of **Heelis & Lodge as Internal Auditors** for 2021 / 2022
95. To consider payment of annual subscriptions to **SALC, Suffolk Wildlife Trust, Community Action Suffolk, Society of Local Council Clerks and the Suffolk Preservation Society.**
96. Receive **reports from County Councillor and District Councillor**
97. To receive **reports and questions from Councillors**
98. To receive **questions from Parishioners** (contributions to be limited to 2 mins)
99. Agree actions on **emails circulated** to councillors by the Clerk since the last meeting
100. Agree actions required following review of the **Clerk's Report**
101. **Planning**
  - a. Consider **Planning Application DC/21/02362 Woodlands Farm, Rockalls Road** - Erection of steel portal framed agricultural building.
  - b. Consider **Planning Application DC/21/01428 Heath Farm, Hadleigh Heath** - Application for Outline Planning Permission (all matters reserved) Town and Country Planning 1990 - Erection of 3No dwellings (following demolition of existing outbuildings).
  - c. Consider **Planning Application DC/21/02365 The Bungalow, Potash Lane** - Erection of detached outbuilding.
  - d. Consider **Planning Application DC/21/02692 Little Acre, Spring Lane** - Installation of swimming pool and erection of Summerhouse/Shed to house pool plant room.
  - e. Consider any **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
  - f. **Consider the Status** of planning applications, appeals, enforcement referrals and potential planning issues.

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**102. Finance**

- a. To consider the **Internal Auditor's Report as at 31<sup>st</sup> March 2021** and agree any actions
- b. To approve the **Bank Reconciliation** and the **Receipts and Payments Account** for the year ending 31<sup>st</sup> March 2021
- c. Consider if **PPC wishes to certify itself as exempt from a limited assurance review** for the year-ending 31<sup>st</sup> March 2021
- d. To approve **Section 1 of the Annual Governance and Accountability Return (AGAR)** for the year ending 31<sup>st</sup> March 2021
- e. To approve **Section 2 - Accounting Statement of the AGAR** for the year ending 31<sup>st</sup> March 2021
- f. To approve the explanation of **quantified significant variances** for Section 2 of the AGAR
- g. From the **RFO Report** authorise payments made since the last meeting and to be made; note income received since last meeting.

103. Consider the **Nature Citizen Review and their request for support**

104. Consider options for **tree, hedgerow and wildflower planting** in the parish.

105. Consider update on **Polstead WI's plans to convey their land** in Polstead

**106.** Consider a response to National Grid's **Bramford to Twinstead EIA Scoping Notification and Consultation**

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

108. Consider any **asset, allotment, playground or playing field issues** including new metal bench around the tree on Polstead Green, maintenance of gate to play equipment and the sign on gate to playing field.

**109.** Future **agenda items**

110. **Next scheduled PPC meeting** will be held on Thursday 24<sup>th</sup> June 2021 at 7.30pm.