

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 21st January 2021 starting at 7.30pm

Via a Zoom Videoconference.

Members of public who wish to attend this meeting via Zoom or a telephone line should use the following joining instructions.

Join Zoom Meeting

<https://us02web.zoom.us/j/84210357057?pwd=Ry9WMWpjWjFEdWJ0UHhZRnpJYXpPUT09>

Meeting ID: 842 1035 7057

Passcode: 886769

One tap mobile

+442034815240,,84210357057#,,,,*886769# United Kingdom

+442039017895,,84210357057#,,,,*886769# United Kingdom

Dial by your location

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

Meeting ID: 842 1035 7057

Passcode: 886769

Find your local number: <https://us02web.zoom.us/j/84210357057?pwd=Ry9WMWpjWjFEdWJ0UHhZRnpJYXpPUT09>

Copies of draft and approved minutes are published on the Parish Council section of the Polstead Website 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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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.



Dave Crimmin PSLCC
Clerk to Polstead Parish Council

15th January 2021

**A Meeting of Polstead Parish Council to be held on
Thursday 21st January 2021 at 7.30pm via Videoconference**

AGENDA

1. **Apologies** for absence
2. Receive **declarations of interests** and **requests for dispensation** from Councillors
3. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 10th December 2020
4. Receive **reports from County Councillor and District Councillor**
5. To receive report from the **Stoke by Nayland Hotel** on a proposed conversion of an existing redundant farm building.
6. To receive **reports and questions from Councillors**
7. To receive **questions from Parishioners** (contributions to be limited to 2 mins)
8. Agree actions on **emails circulated** to councillors by the Clerk since the last meeting
9. Agree actions required following review of the **Clerk's Report**
10. **Planning**
 - a. Consider **Planning Application DC/20/05585 Barn At Spring Hill Shelley Road** - Application under Section 73 of the Town and Country Planning Act - Variation of Condition 2 (Approved Plans and Documents) and Condition 15 (Parking) of planning permission DC/19/02014 Dated: 27/08/2019 - Conversion of storage barn to 1no. dwelling, erection of cart lodge and creation of vehicular access.
 - b. Consider **Planning Application DC/21/00168 Hill House, Polstead Green** - Application for works to a tree in a Conservation Area - Prune back 1No Holly Tree rear of garage due to overgrowth and shading.
 - c. Consider **Planning Application DC/21/00212 Christobel, White Street Green** - Application for Outline Planning Permission (some matters reserved, access to be considered) Town and Country Planning Act 1990 - Severence of garden and erection of 1no. single storey dwelling (following removal of garage and workshop).
 - d. Consider any **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
 - e. **Consider the Status** of planning applications, appeals, enforcement referrals and potential planning issues.
11. **Finance**
 - a. From the **RFO Report** authorise payments made since the last meeting and to be made; note income received since the last meeting; review the Reconciliation of Accounts against Bank Statements and the Statement of Accounts vs Budget
 - b. Review agreed Expenditure Budget and reserves to set the **PPC Precept** for 2021 / 22
 - c. Consider **donations** to Village Groups
 - d. Appoint a new **bank signatory**.
12. Consider plans and costs for proposed **Quiet Lanes in Polstead**
13. Consider update on **Polstead WI's plans to convey their land** in Polstead
14. Consider plan for **questionnaire software**
15. Consider any issues raised regarding **Highways and Footpaths**
16. Consider any **asset, allotment, playground or playing field issues** including design of new metal bench around the tree on Polstead Green, maintenance of gate to play equipment, the sign on gate to playing field and a requests from residents for increased grit bin size at top of Polstead Hill and more signage and dog bins in parish
17. Update on **new bus shelters at Bower House Tye**
18. Review PPC's **Risk Management Register** as at January 2021
19. Review the effectiveness of PPC's **Internal Control and Internal Audit** processes

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- 20. Update on the second **Councillor vacancy**
- 21. Future **agenda items**
- 22. In accordance with PPC's Standing Order 3d the councillors to consider the exclusion of the public and press from the meeting due to the confidentiality of the Clerk's Contract of Employment and advice received.
- 23. Consider the **Clerk's Contract of Employment** and **advice received**.
- 24. **Next scheduled PPC meeting** will be held on Thursday 18th February 2021 at 7.30pm.