

# 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 16<sup>th</sup> July 2020 starting at 7.30pm**

Via a Zoom Videoconference.

**Members of public who wish to attend this meeting via Zoom or a telephone line should contact the Clerk by email up to 30 minutes prior to the start of the meeting. You will then be sent joining instructions.**

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

8<sup>th</sup> July 2020

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.

### Agenda Item 122 Request for Dispensation

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation you need to write to the Clerk ahead of the meeting stating your reasons on why you should be given a dispensation.

### Agenda Item 127 emails circulated

If there is an email that I have circulated which is not included on the agenda and you consider it should be discussed, please raise the item at this point.

### Agenda Item 128 Clerk's Report

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
18/159 c	Application has been made to SCC for the installation of bus shelters on the A1071 near the Brewers Arms. PPC has now agreed to pay for the bases to be installed.	
20/105	Informed SALC of PPC representative.	✓
20/107	Minutes updated on website and sent to magazines.	✓
20/113	Sent planning application response(s) to Babergh.	✓
20/114 a	Payments made to suppliers.	✓
20/114 bc	Donation sent to EACH.	✓
20/116	Wrote to landowner thanking him for stile repair.	✓
20/116	Footpath maps circulated to councillors.	✓
<b>Clerk delegated actions</b>		
	The Government Digital Service, who monitor .gov.uk domains, have written on a couple of issues relating to polstead-pc.gov.uk. I have resolved the "Domain not registry locked" by signing up to the GDS's Registry Lock service. The second issue "Domain nameservers configuration is not resilient" has been resolved by Best Host changing the configuration so that the nameserver IPs are on separate class C subnet at a cost of £15.	✓
	Purchased replacement pads for the Straight Road defibrillator as they had passed their expiry date.	✓
<b>Clerk Hours</b>		
	As at 5th July 2020 - Hours Worked 79 / Hours Paid 97.5	

### Agenda Item 129d Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
APP/D3505/W/19/3242170	Walnut Cottage, Bower House Tye	Appeal against refusal of outline planning application for erection of a single storey dwelling.	20/031c	No additional objections	Appeal Dismissed 17/06/2020
DC/20/01271	Bower House Farm, Bower House Tye	Erection of rear extension; Erection of annexe and 3 bay cartlodge ancillary to dwelling and 1.8m boundary wall.	20/070a	Support	Permission Granted 15/06/2020
DC/20/02036	Galadhon, Rockalls Road	Notification of Works to Trees in a Conservation Area - T1 (Eucalyptus) - Remove due to size and proximity to houses.	20/113b	No objections	Permission Granted 19/06/2020
DC/20/01829	Angus Farm, White Street Green	Erection of agricultural building.	20/113a	Support	Permission Granted 24/06/2020

## Agenda Item 130a RFO Report Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
08/06/20	Interest			0.89	0.00
18/06/20	EACH - Donation	2021	LA 2011 ss 1 to 8	0.00	470.00
26/06/20	Allotment Rent (Plot 6)			18.40	0.00
16/07/20	CHT - Defib accessories	2022	LA 2011 ss 1 to 8	0.00	54.00
16/07/20	BDC - Lease Rockalls Road	2023	LA 2011 ss 1 to 8	0.00	55.00
16/07/20	B Patrick - Footpaths June	2024	LA 2011 ss 1 to 8	0.00	345.00
16/07/20	Parish Online - mapping service	2025	LA 2011 ss 1 to 8	0.00	36.00

## Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/06/20	£46,151.48	£44,049.39	£1,852.09	£0.00	£250.00
Premier Account	30/06/20	£3,334.31	£3,334.31	£0.00	£0.00	£0.00
Cash	07/07/20	£0.00	£0.00			£0.00
		£49,485.79	£47,383.70	£1,852.09	£0.00	

## Budget v's Actual

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£42,030.94				
<b>Income</b>			<b>Expenditure</b>			
Precept	£18,596.00	£9,298.00	Clerks Salary		£4,704.98	£1,052.03
Bank Interest	£0.00	£0.89	Admin		£2,300.00	£567.39
Recycling	£0.00	£0.00	Insurance		£580.00	£0.00
Grants	£745.00	£0.00	Audit Inspections		£340.00	£180.00
Allotment Rent	£120.00	£148.80	Donations		£1,000.00	£1,000.00
Wayleave	£22.00	£0.00	Chairman's Allowance		£60.00	£0.00
QDJ	£0.00	£0.00	Community Wardens		£1,180.00	£1,000.00
Donation	£0.00	£0.00	Dog & Litter Bins		£1,000.00	£0.00
Compensation	£0.00	£0.00	Footpaths		£1,850.00	£1,426.00
Other	£0.00	£0.00	Grass Cutting		£3,350.00	£0.00
CIL	£0.00	£0.00	Ditch Clearance		£200.00	£0.00
VAT Repayment	£0.00	£1,456.49	Maintenance		£1,200.00	£100.00
			Village Hall		£965.00	£0.00
			Projects		£1,500.00	£0.00
			Contingency		£500.00	£0.00
			CIL	£9,617.56	£0.00	£0.00
			VAT Paid		£0.00	£226.00
<b>Total</b>	<b>£19,483.00</b>	<b>£10,904.18</b>	<b>Total</b>	<b>£9,617.56</b>	<b>£20,729.98</b>	<b>£5,551.42</b>
			Assets Carried Forward			£47,383.70
<b>Total</b>		<b>£52,935.12</b>	<b>Total</b>			<b>£52,935.12</b>

**Agenda Item 132 Footpaths**

**Table showing FP's cut by Landowner, Contractor and PPC via grants from SCC. Also, paths cut by PPC with no grant.**

FP No	Cuts	SCC Contract
1	2	PPC *
2	2	Land Owner
3	2	Land Owner
5	2	Contractor
6	2	Contractor
7	2	PPC *
8	2	PPC *
9	2	Contractor
12	2	PPC
13	2	PPC
13X	2	PPC
15	2	PPC
17 / 18	2	PPC *
20	2	PPC *
30	2	PPC *
31	2	PPC *
34	2	PPC
35	2	PPC
36	2	Contractor
37	2	Contractor
40	2	Contractor
41	2	PPC *
		* no grant received.

**Mr Baker wrote to the council as follows:**

I write to remind you that the Permissive Footpath named Blessem situated at Potash Farm, Polstead Heath terminates at the end of September 2020. There will therefore be no further public access to this path from 1st October 2020. The entrance from Straight Road will be physically closed up in October. I would be grateful if you would remind parishioners of this path closure and amend any maps. The dog bin at the Straight Road entrance should be removed as it will become unusable in its present position as the hedge grows over the entrance. It could perhaps be usefully repositioned at the start of the Public Footpath on the east side of Potash Lane.

### **Agenda Item 133 Playground re-opening**

Government guidance on this includes the following (I did send you the link for the full guidance).

## **Key principles for safely reopening playgrounds and outdoor gyms**

### **Preparing a playground or outdoor gym for re-opening**

Owners and operators of playgrounds or outdoor gyms are reminded that in addition to preparations to ensure they are COVID-19 Secure, there will be general maintenance requirements.

Owners/operators must ensure playground and/or exercise equipment is safe to use and that risks from damaged or defective equipment are addressed before opening.

### **Social distancing**

Social distancing aims to reduce social interaction between people to minimise the opportunity for transmission of COVID-19.

Following a review of social distancing guidance, 2 metres or 1 metre with risk mitigations (where 2 metres is not viable) are acceptable. Owners/operators should consider and set out the mitigations they will introduce in their risk assessment.

All owners or operators of playgrounds and outdoor gyms should consider how to put in place measures to support social distancing such as signs to remind users of the need for and adherence to social distancing in accordance with existing government guidance. In implementing measures, owners and operators should acknowledge that adults and children with certain conditions will find social distancing difficult.

It is recognised that adherence to social distancing between individuals and households can be particularly difficult in a playground setting. This will mean that other ways of minimising transmission risk should also be considered and communicated to the parents, guardians and carers, who should remain aware of the residual risk.

### **Potential measures to facilitate social distancing include:**

- if an enclosed area, owners and operators should identify an advisory limit on the maximum number of users able to use a playground or outdoor gym area at any one time and use signs to communicate this
- where practicable, owners/operators could implement a booking system so that users can book a slot to use the equipment
- limiting the number of users able to use a particular piece of equipment to minimise the transmission risk of COVID-19. Potential measures include:
  - ✚ signs to communicate maximum number of users at one time
  - ✚ request those using the play area to only have 1 family member accompanying a child
  - ✚ limiting the available number of seats on equipment or numbers of swings available to promote social distancing, including for parents, carers or guardians who might push children on swings for example
  - ✚ setting a time limit and using signs to communicate this to users, parents, guardians or carers
  - ✚ using adjacent space for queues or waiting areas for users, parents, guardians and carers using barriers, markings or signs where it is safe to do so. When implementing a queue or waiting area, consideration must be taken of its impact on the surrounding space and ensure it does not impede other users or pedestrians, particularly considering those with visual or hearing impairments, mobility problems and invisible disabilities

- for outdoor gyms the introduction of a clearly marked one way system around the fixtures/ machines, to help prevent users from coming into close contact with each other
- for outdoor gyms, where machines and equipment are less than 2 metres apart pieces of equipment should be moved to allow social distancing measures to be adhered to if possible. If not possible, 1 metre distance with risk mitigation is acceptable. The mitigations should be set out in the risk assessment

### **Cleaning and hygiene**

Scientific advice suggests that the virus can survive for up to several days on some hard surfaces, particularly when indoors. These risks are reduced when outdoors, where surfaces may be subject to UV light and/or rain. This guidance applies to outdoor playgrounds and outdoor gyms but the virus could survive long enough on frequently used/touched outdoor surfaces to facilitate transmission.

Owners and operators are advised to manage any potential risk, cleaning high traffic touch points frequently. This could include cleaning regimes for:

- playground equipment for children, usually up to age 14, such as slides monkey bars and climbing frames
- semi enclosed playhouses or huts for small children
- enclosed crawl through 'tunnels' or tube slides
- exercise bars and machine handles on outdoor gym equipment
- entry and exit points such as gates
- seating areas such as benches and picnic tables
- refuse areas/bins

Owners and operators should encourage effective sanitation by users, parents, guardians and carers.

### **Consideration should be given to:**

- using signs and posters:
  - ✚ to promote cleaning of equipment by users, parents, guardians and carers, particularly where there are clear touch points such as swing rockers, see saws, machine handles or exercise bars
  - ✚ encouraging outdoor gym users to bring their own towel and hygiene products and wipe down equipment after use
  - ✚ encouraging parents to bring hand sanitiser gel or wipes to clean their children's hands
  - ✚ to encourage hand hygiene with including washing/sanitising hands more often than usual, for 20 seconds using soap and water or approved gel and foam sanitiser, particularly at the beginning and end of play
  - ✚ to advise users (or parents of users) not to touch their faces, and to cough or sneeze into a tissue or arm when a tissue is not available
  - ✚ to remind adults and children not to put their mouths on equipment or their hands in their mouths
  - ✚ to promote and remind users, parents, guardians and carers of the need for social distancing
- when communicating safety messages owners/operators should ensure they are able to reach those with hearing or vision impairments. Consideration should also be given on how to assist those with disabilities with complying with the changes
- providing more waste facilities and more frequent rubbish collection
- where practicable, providing hand sanitiser (automated where possible) or hand washing facilities at the entry and exit points, in addition to public toilets/washrooms

- using disposable paper towels in handwashing facilities where possible

### **Additional measures and communicating with parents**

Additional measures that can minimise the risk COVID-19 transmission in playgrounds and outdoor gyms focus on promoting responsible behaviour by children, parents, carers and guardians.

For example, owners and operators should consider putting up signs to make clear to users, parents, guardians and carers that:

- consumption of food or drink on play equipment or in the playground area is banned
- parents, guardians or carers should dispose of all litter including any used protective wear such as face coverings or gloves properly in litter bins, taking it home where a bin is not provided.  
Disposable face coverings and gloves cannot be recycled

Owners and operators should provide clear information to parents to set clear expectations about how children should behave when using playgrounds during COVID-19. This may be through one or more of: signs adjacent to the playground, online (e.g. operator websites or community message boards), or through leafletting.

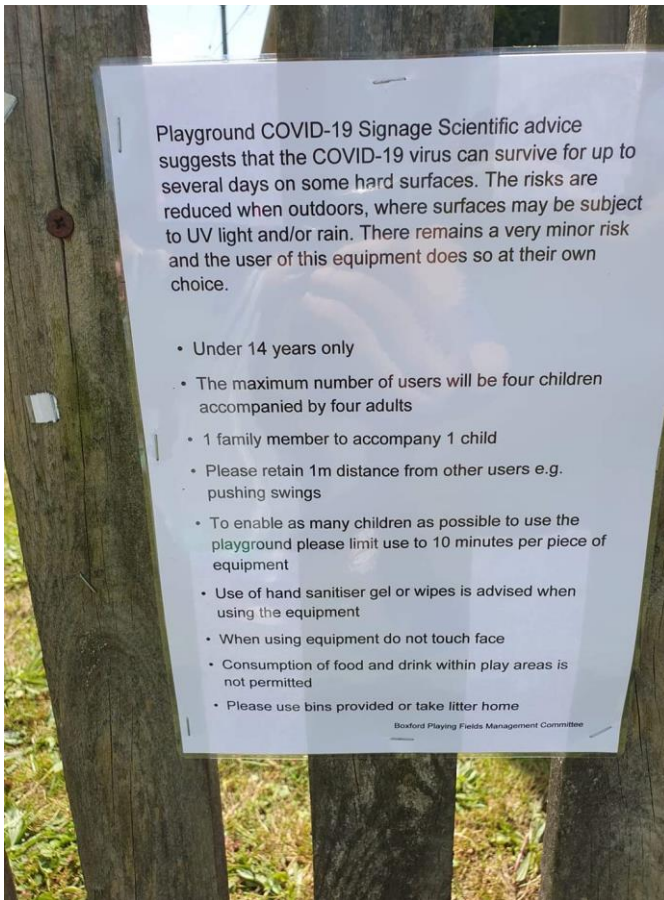
Owners and operators may wish to consider reminding parents of the owner/operator's legal obligations towards the playground users such as signs stating that allowing children to use playground equipment is done at their own risk where appropriate.

### **Considering children with additional needs**

Owners/operators must take into account the requirements of children with additional needs.

- Issues that are likely to be specific to this group include:
- an understanding that many need frequent reminders about rules of behaviour in playground settings
- changes to familiar environments are likely to require longer periods of adjustment
- children with physical and sensory disabilities may need assistance with moving from one place to the next
- some children with additional needs such as autism find it difficult to adjust to particular clothing requirements, and therefore may be less willing to use face coverings or similar if requested
- some additional needs are not evident, such as hearing loss, and may therefore account for non-responsiveness to verbal instruction
- queuing for apparatus or toilets can be a source of frustration, and the cause of agitation
- at higher risk of being involved in bullying incidents

Please find below an example of the signage used at Boxford.



### **Agenda Item 134 PPC Policies**

This is the first phase of reviewing PPC's existing Policies and Procedures. Please see attached booklet containing 11 policies and procedures for your review.

### **Agenda Item 135 Future Agenda items**

For the September meeting we have the following items:

- External Audit Report review
- Donation to Hadleigh First Responders
- Play Equipment Inspection Report
- Christmas Event
- Daffodil planting
- Questionnaire software
- Policies & Procedures Phase 2 review.



**A Meeting of Polstead Parish Council to be held on  
16<sup>th</sup> July 2020 at 7.30pm via Videoconference**

**AGENDA**

- 121. **Apologies** for absence
- 122. Receive **declarations of interests** and **requests for dispensation** from Councillors
- 123. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 18<sup>th</sup> June 2020
- 124. Receive **reports from County Councillor and District Councillor**
- 125. To receive **reports and questions from Councillors**
- 126. To receive **questions from Parishioners** (contributions to be limited to 2 mins)
- 127. Agree actions on **emails circulated** to councillors by the Clerk since the last meeting
- 128. Agree actions required following review of the **Clerk's Report**
- 129. **Planning**
  - a. Consider **Planning Application DC/20/02380 Rockalls Hall, Rockalls Road** - Application under S73 for removal or variation of a condition following grant of planning permission DC/19/02983 and subsequent DC/20/00183 dated 26/02/2020. Town and Country Planning Act 1990. Planning (Listed Buildings and Conservation Areas) Act 1990 - To vary Condition 2 (approved plans and documents).
  - b. Consider **Planning Application DC/20/02712 13 Rockalls Road** - Erection of single storey side extension.
  - c. Consider any **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
  - d. **Status** of planning applications, appeals and any enforcement referrals.
- 130. **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.
- 131. Consider update on **Polstead WI's plans to convey their land** in Polstead
- 132. Consider any issues raised regarding **Highways and Footpaths including signs for footpaths and the footpaths to be maintained by PPC**
- 133. Consider any **asset, allotment, playground or playing field issues** including PPC's plan of action to re-open the playground
- 134. Consider **PPC Policies and Procedures** for re-adoption
- 135. Future **agenda items**
- 136. **Next scheduled PPC meeting** will be held on Thursday 10<sup>th</sup> September 2020 at 7.30pm. (Provisional date for meeting to consider urgent planning applications is the 20<sup>th</sup> August 2020 at 7.30pm).