

POLSTEAD PARISH COUNCIL

Clerk: Christine Hargan 4 Northfield Road, Onehouse, Stowmarket Suffolk IP14 3HF

Telephone: 01449 674727

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PUBLIC NOTICE

A Meeting of Polstead Parish Council will be held on
Thursday 17th February 2022 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.

Christine Hargan

Signed by Christine Hargan Clerk to Polstead Parish Council Dated 11th February 2022

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Dear Councillor

You are summoned to a Meeting of Polstead Parish Council on Thursday 17th February 2022 starting at 7.30pm in Polstead Village Hall. The Agenda for the meeting is listed below.

Christine Hargan

Signed by Christine Hargan Clerk to Polstead Parish Council Dated 11th February 2022

21. Apologies for absence
22. Receive **declarations of interests** and **requests for dispensation** from Councillors
23. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on Thursday 20th January 2022
24. Public forum:
 - a. Receive **reports from County Councillor and District Councillor**
 - b. Receive **questions from Parishioners** (contributions to be limited to 2 minutes)
 - c. Consider update on **Proposed planting schemes** in the Parish
25. Receive **reports and questions from Councillors**
26. Agree actions on **emails distributed** by Clerk since the last meeting
27. Agree actions required following the **Clerk's Report**
28. **Planning**
 - a. **Consider Planning application no:**
 - i. [DC/21/06705](#) Yvans Hall Evans Heath Polstead Suffolk IP7 5NX
Conversion of former barn outbuilding to annex/holiday let accommodation comprising extension to reinstate first floor and pitched roof to west end. Erection of single storey sun room to dwelling. Replacement of 4 No window units to dwelling. Roof extension and reinstatement to outbuilding to form domestic animal pens
 - ii. [DC/21/06706](#) Yvans Hall Evans Heath Polstead Suffolk IP7 5NX
Application for Listed Building Consent – as above
 - iii. [DC/22/00090](#) Ivy Tree Farm Polstead Road Shelley Suffolk IP7 5RE Discharge of condition 9 biodiversity – no comments are invited.
 - iv. [DC/22/00652](#) Blackthorn Lodge Stoke Road Leavenheath Part In The Parish Of Polstead CO6 4PS
Application for a Lawful Development Certificate for a Proposed use or development - Erection of a Wooden Garden Room in Garden/Paddock on a reinforced concrete base
 - b. **Consider any planning application received** since the agenda was posted requiring a response before the next scheduled meeting.
 - c. **Consider the status** of planning applications, appeals, enforcement referrals and any potential planning issues
[AP/22/00005](#) Prospect House Stackwood Road Polstead Suffolk CO6 5BA Conversion and alteration of outbuilding to form single storey detached dwelling, together with improved vehicular access (revised scheme to DC/21/01728). Comments are not required.
29. **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
30. Consider update on **Polstead WI's plans to convey their land in Polstead**
31. Consider any issues raised regarding **Highways and Footpaths**
32. Consider any **Asset, allotment, playground or playing field** issues including report on Footpath management
33. Review Grit, Litter and Dog bins
34. Review Notice Boards
35. Consider plans for the Queens Platinum Jubilee
36. Consider plans for the parish questionnaire
37. National Grid Consultation
38. Coffee Cart
39. Future **agenda items**
40. Time date and place of next meeting 7.30 Thursday 17th March 2022, Village Hall Polstead

Agenda Item 22 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 26 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 27 Clerk's Report

Gate to the Playground in Rockylls Road. The community wardens referred the clerk to Mortimer Contracts who have arranged to review the gate and provide options for repair. Hopefully the quote will be received prior to the meeting. The contractor also reported that he had repaired a section of the boardwalk on behalf of Suffolk County Council to footpath 17.

Received a pack of posters, flyers and leaflets from **Fresh Start** a treatment service for sexually abused children

Minute	What	Who	Complete
18/041	Send response to Lord of Manor Solicitor		
21/173	Work with community warden to resource self closing gate hinge. Awaiting quotation from Mortimer Contracts	Clerk	ongoing
21/184	Minutes circulated on website	Clerk	✓
21/186	Request Speed Survey results from Police	Clerk	✓
22/008	Planning application responses to BDC	Clerk	✓
22/009	Payments to suppliers	Clerk	✓
22/010	Signs to Mill Lane, Stoke By Nayland, update SBN Clerk following meeting	JE	✓
22/014	Contact Bryn Hurren re quote for replacement noticeboard awaiting quote	Clerk	✓
22/015	Form working party to plan Platinum Jubilee celebrations	All	✓
22/015	Book village hall for 4 days of the Jubilee	Clerk	✓
22/015	Parish Questionnaire Clerk to contact to extend software to the end of 2022	Clerk	✓
22/017	Contact software company to extend licence for parish questionnaire	Clerk	✓
22/018	Clerk to append expenses policy to policy booklet and revise website with approval dates	Clerk	✓
22/019	Gain documentation packs from National Grid	Clerk	✓

Agenda Item 28 Planning Status

DC/21/06470	Ivy Tree Farm Polstead Road Shelley Suffolk IP7 5RE discharge of conditions DC/21/03237-	Condition 5 (Refuse Bins and Collection Areas), Condition 7 (Foul Drainage Disposal) and Condition 12 (RAMS Mitigation)	22/008bv	No objection	Awaiting decision
DC/21/06599	Broome Hill Martens Lane Polstead Suffolk CO6 5AQ	erection of 1st floor extension with the installation of new windows in existing dwelling	22/008biv	no objection	Granted
DC/21/06656	DC/21/06656 Brewery Farm Bower House Tye Polstead Suffolk CO6 5BZ,	change of use to form a residential annex	22/008bii	no objection suggestion for condition not to sever from main house	Granted
DC/21/06657	Brewery Farm Bower House Tye Polstead Suffolk CO6 5BZ	application for listed building consent	22/008biii	no objection	Granted

Associated Papers PPC for Meeting on 17th February 2022

Agenda Item 29 RFO Report

Receipts & Payments

Date	Details	Ref	Receipts	Payments
20/01/22	Ben Patrick	P37 102093	0.00	448.00
20/01/22	Suffolk County Council	P38 102094	0.00	808.41
20/01/22	Clerk Salary	P39 102095	0.00	312.96
20/01/22	HMRC	P40 102096	0.00	78.00
04/02/22	J Flather	P41 102097	0.00	388.50
			0.00	0.00
	Sub Total		20,845.14	22,057.98

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/01/22	£41,338.10	£39,615.19	£1,722.91	£0.00	£0.00
Premier Account	30/01/22	£3,335.17	£3,335.17	£0.00	£0.00	£0.00
Cash	30/01/22	£0.00	£0.00			£0.00
		£44,673.27	£42,950.36	£1,722.91	£0.00	

Actual v's Budget

	Reserves	Budget	Actual
Expenditure			
Clerks Salary		£4,832.00	£3,271.76
Admin		£2,305.00	£1,193.31
Insurance		£580.00	£0.00
Audit Inspections		£380.00	£340.00
Donations		£1,000.00	£600.00
Chairman's Allowance		£60.00	£83.98
Community Wardens		£1,180.00	£505.05
Dog & Litter Bins		£1,000.00	£850.99
Footpaths		£2,800.00	£2,581.00
Grass Cutting		£3,950.00	£5,270.50
Ditch Clearance		£0.00	£0.00
Maintenance		£1,200.00	£788.79
Village Hall		£965.00	£0.00
Projects		£1,500.00	£2,196.16
Contingency		£500.00	£0.00
CIL	£9,617.56	£0.00	£3,380.00
VAT Paid		£0.00	£996.44
Total	£9,617.56	£22,252.00	£22,057.98
Assets Carried Forward			£42,950.36
Total			£65,008.34

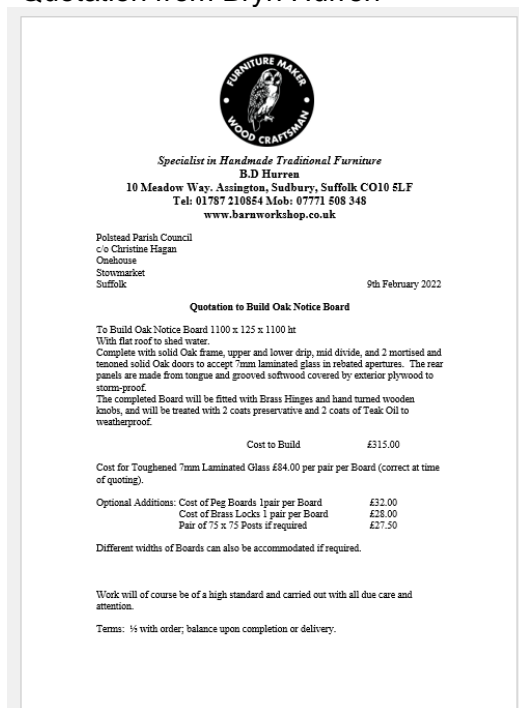
Schedule of payments to be made.

- £165.00 - Best Host invoice no 23494 – Domain renewal 2 years and Email Ultimate for 1 year
- £223.20 Community Heartbeat – replacement battery
- £592.00 - Ben Patrick CO10 Gardening - previous cheque posted in January, apparently has gone missing, and has not been cashed.
- £156.00 Polstead Village Hall Committee, bill for 12 monthly meetings
- £13.00 Polstead Village Hall Committee, Jubilee meeting 25th January 2022
- £388.50 Expenses John Flather, Deposit to Spitting Pig for Jubilee hog roast
- £468.96 Clerk Salary including tax rebate

Agenda Item 30 Polstead WI's plans to convey their land

Agenda Item 31 Highways and Footpaths
 Request for signage for White Street Green, an email has been received from a parishioner requesting road signage making clear that drivers are entering a more built up area as well as informing them that they are in White Street Green.
 Email received from Parishioner. The kissing gate which leads from the cemetery at the church down into the deer park has for many months been extremely difficult to get through - the ground is worn away and there are bricks embedded in the ground which make it very difficult to get through the gate, even for those who are fairly nimble.

Agenda Item 34 Review noticeboards
 Quotation from Bryn Hurren



Agenda Item 38 **Coffee Cart**
 Angela May wrote to PPC in November as follows:

The Rural Coffee Caravan have been visiting Polstead since April on a monthly basis. We have been meeting on the village green and mostly the weather has been kind to us.

Now that the weather is turning I have booked the Village Hall for the winter months until at least March 2022. The Village Hall Committee kindly agreed to let us have the hall without payment until December, but from then there will be a payment of £10 per meeting and I hope the Parish Council will agree to pay this amount. I hope the Parish Council will look on this request favourably.