

# **POLSTEAD PARISH COUNCIL**

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

Telephone: 01449 674727

Email: clerk@polstead-pc.gov.uk

## **PUBLIC NOTICE**

A Meeting of Polstead Parish Council will be held on  
**Thursday 20<sup>th</sup> January 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 14th January 2022

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Dear Councillor

You are summoned to a Meeting of Polstead Parish Council on Thursday 20<sup>th</sup> January 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 14<sup>th</sup> January 2022

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 18<sup>th</sup> November 2021
4. 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
5. Receive **reports and questions from Councillors**
6. Agree actions on **emails distributed** by Clerk since the last meeting
7. Agree actions required following the **Clerk's Report**
8. **Planning**
  - a. **Consider any planning application received since the agenda was published** that requires a response prior to the next scheduled meeting
  - b. **Consider Planning application no:**
    - i. [DC/21/06838](#) Land to the east of Alverstoke Farm Cottage, Calais Street, Polstead, CO6 5DW, severance of garden to form single property and vehicle access
    - ii. [DC/21/06656](#) Brewery Farm Bower House Tye Polstead Suffolk CO6 5BZ, change of use to form a residential annex
    - iii. [DC/21/06657](#) Brewery Farm Bower House Tye Polstead Suffolk CO6 5BZ application for listed building consent
    - iv. [DC/21/06599](#) Broome Hill Martens Lane Polstead Suffolk CO6 5AQ erection of 1<sup>st</sup> floor extension with the installation of new windows in existing dwelling
    - v. [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)
  - c. **Consider any planning application received** since the agenda was posted requiring a response before the next scheduled meeting.
  - d. **Consider the status** of planning applications, appeals, enforcement referrals and any potential planning issues
9. **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. Taken into consideration the budget agreed and reserves policy **Agree Precept** for 2022/23
10. Consider update on **Polstead WI's plans to convey their land in Polstead**
11. Consider any issues raised regarding **Highways and Footpaths**
12. Consider any **Asset, allotment, playground or playing field** issues including report on Footpath management
13. Review Grit, Litter and Dog bins
14. Review Notice Boards
15. Consider plans for the Queens Platinum Jubilee [Jubilee Beacons](#)
16. Consider plans for the parish questionnaire
17. Review [Standing Orders](#), [Risk Management](#), [Effectiveness of Internal Controls](#), [Financial Regulations](#) and [Policy booklet Expenses](#) – revised to reflect change in Clerk and amends to documents
18. National Grid Consultation
19. Future **agenda items**
20. Time date and place of next meeting 7.30 Thursday 17<sup>th</sup> February 2022 Village Hall Polstead