

## POLSTEAD PARISH COUNCIL

Minutes of Meeting held on 16<sup>th</sup> June 2022 at 7.30pm in Polstead Village Hall

**Present:** Andrew Wade (Chairman), John Flather, John Engleheart, James Oxford and Stewart Sowman.

**Attending:** Georgia Hall (Suffolk County Councillor), Christine Hargan (Clerk) and 6 members of the public.

22/103 **Apologies for Absence**

None

22/104 **Declaration of Interests and Requests for Dispensation**

Cllr Sowman declared an interest in item 22/092 Transfer of Land to the Village Hall committee

22/105 **Minutes of Meeting held on 21<sup>st</sup> May 2022**

It was resolved that the minutes of the meeting should be signed by the Chairman as a correct record.

22/106 **Reports from County and District Councillors**

Councillors noted CCllr Hall's previously circulated report

Highlights

- Suffolk County Council is on course to plant 200,000 trees across Suffolk as part of the 2020 fund to protect and encourage biodiversity within the county.
- Discussion is ongoing with the head of highways after a parishioner requested a traffic survey of Heath Road with a view to installing passing places. Cllr Hall was requested to liaise regarding the results of the survey prior to undertaking any work.
- Cllr Hall reported that a member of the public has sustained an injury on a public footpath (location to be confirmed) apparently due to a hole at the side of footpath. Cllr Hall to report back on maintenance responsibilities.
- Heath Road due to be closed due to upgrading/patching works from 20 June 2022.
- Work on the drainage will be undertaken at Bower House Tye,
- Electric car charging points, advised the clerk to express an interest with SCC

**Councillors noted DCllr Ward's previously circulated report.**

Report received and comments noted

b **Receive questions from parishioners**

Thanks for celebratory weekend and well done. Cllr Flather reported that the event was due to an excellent team effort.

c **Proposed Planting Schemes in the parish**

Nature Citizen issued a report in their absence which is attached as an appendix.

22/107 **Reports and Question from Councillors**

Cllr Oxford had received a phone call from the Lord of the Manor asking for a response to his solicitor's letter. The Clerk will investigate and to take whatever action is necessary.

The Forestry Commission has granted a licence for felling works to be undertaken in Stackwood, Cllr Oxford discussed the works with the Forestry Commission and later with Richard Kilshaw, an ecologist who in turn wrote to the Forestry Commission referring to his discussion with a Parish Councillor. Cllr Oxford wished to state that the concern regarding the works to the woodland was not shared in his capacity as a Councillor.

WIFI in the village hall the question was raised again whether this is possible?

Clerk to send a message to the Village Hall Committee, that the Council is keen to see WIFI installed and would entertain an application for a contribution towards the costs.

22/108 Agree actions on emails distributed by the Clerk since the last meeting

Signed

Date

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- Clerk to contact Nature Citizen the late request for funding will be discussed at the next meeting
- Christmas Carols. The church have proposed a non-religious joint event to be held in the church on Saturday 17<sup>th</sup> December, to include mulled wine and mince pies, it was agreed that Cllr Flather would liaise with the church warden.
- The newly installed Dog Bin, on the Stackwood Road Cllr Oxford to discuss placement of the bin with the land owner

22/109 Requests to plant trees on the village green

- Clerk to respond to Mr Ward, no, as this would set a precedent and to let him know that the PC has a medium term plan to try and secure a piece of land dedicated for the purpose of memorial trees.

22/110 **Agree actions required following the Clerk's Report**

Attached in Appendix.

22/111 **Planning**

**Consider Planning application no:**

a.

[DC/22/02201](#) Yeomans Cottage Mill Street Polstead Colchester Suffolk CO6 5AD Householder Application - Erection of a pitched roof rear porch (following demolition of existing), partial re-rendering, re-laying of existing roof tiles, erection of a boiler flue, erection of a greenhouse, and internal alterations as outlined in design and access statement

No objection.

[DC/22/02202](#) Yeomans Cottage Mill Street Polstead Colchester Suffolk CO6 5AD Listed building consent for above

No objection

b. **Consider any planning application received since the agenda was published that requires a response prior to the next scheduled meeting** None

c. **Consider the status of planning applications, appeals, enforcement referrals and any potential planning issues.**

22/112 **Finance**

To consider internal auditor report and to agree any actions

The only action was to correct a £1 automatic rounding error. Clerk was congratulated on the result of her first Polstead audit.

Approve section 1 of the Annual Governance and Accountability Return

Resolved to approve.

Approve Section 2 Accounting Statement of the AGAR for the year ending 31<sup>st</sup> March 2022

Resolved to approve

To approve the explanation of quantified significant variances for Section 2 of the AGAR

Resolved to approve

To approve the Babergh District Council CIL return for 2022

Resolved to approve

a. **Authorise payments**

Resolved to payments according to the list appended to the Financial Report

**The Reconciliation of accounts**

Accepted

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### **Unity Trust Bank**

Documents have been signed, the clerk will forward the required documents to the bank

22/113

### **To consider Heelis and Lodge as the Auditor for the current financial year**

Resolved to reappoint

22/114

### **Polstead WI's plans to convey their land to the Village Hall Committee**

Cllr Sowman reported that the documentation been has completed and is in the process of gaining approval. Cllr Sowman was thanked for his work.

22/115

### **Highways and Footpaths**

A dead conifer has been reported at White Street Green. Clerk to contact CO10 Gardening to move dead conifer and remove the wood.

Stiles have been installed at the entry to footpaths in White Street Green.

Issue for accessing the paths for disabled people. Clerk to contact Boxford Clerk some of our parishioners have raised comment and concerns about the accessibility of the new stiles. Clerk to liaise with relevant parties.

22/116

### **Asset, Allotment, playground or playing field issues**

**Rockalls Road playground** Cllr Oxford to liaise with colleague regarding the installation of automatic gate closer

**Cricket nets** – Cllr Engleheart to contact parishioner and to liaise with other Cllrs regarding a working party to reinstall the nets.

### **Repair to playground equipment**

Has been completed. Clerk has purchased a combination lock for the playground in Heath Road. Cllr Flather to programme and fit.

**Allotments** An enquiry has been made from a resident in Rockalls Road which is being processed.

22/117

### **Review grit, litter and dog bins**

The bins have been fitted by the Sudbury Wardens. A further request for a dog bin at Popes Lane. To be discussed at the next meeting.

22/118

### **Review Noticeboards**

Cllr Wade has liaised with Bryn Hurren and the owner of a hedge in Straight Road with a view of cutting it to allow the fitting of a noticeboard, Cllr Wade to monitor

22/119

### **Queen's Platinum Jubilee**

Report hundreds of photos were taken during the Jubilee weekend. A selection of the photographs will go into the official record.

22/120

### **To adopt the Model Councillor Code of Conduct 2020.**

Resolved to adopt

22/121

### **Future agenda items**

Nature Citizen application for funding

Litter Pick

A tentative date toward the end of September,

22/122

### **Time date and place of next meeting**

7.30pm Thursday 21st July Parish Council Meeting at the village hall Polstead.

Meeting closed at 9pm

Signed

Date

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### Appendix Actions

Minute	Action	who	Complete
	Letter to Lord of the Manor Solicitor. Clerk to investigate and respond to the letter.	Clerk	✓
22/106	To identify the footpath where an incident was reported and report back	GH	
22/106	Heath Road, passing places, before work undertaken to liaise with PC	GH	
	Editorial to LSPN news	Clerk	✓
22/108	Write to Mr Ward regarding memorial trees on Village Green	Clerk	✓
22/108	LSPN news articles from PPC and report from Jubilee	Clerk	✓
22/115	Contact CO10 Gardening re removal of dead conifer at White Street Green	Clerk	✓
22/106	Bower House Tye follow up and report back regarding proposed drainage works	GH	✓
22/114	Send note to Village Hall committee enquiring about WIFI and to offer to help with funding	Clerk	✓
22/115	Liaise with Boxford Parish Council re stiles in White Street Green and compliance to Disability Discrimination Act	Clerk	✓
22/111	Planning comments to BDC	Clerk	✓
22/112	AGAR documents to external auditor, also to website, and noticeboards	Clerk	✓
22/112	CIL return to BDC	Clerk	✓
22/112	Pay Suppliers	Clerk	✓
22/112	Unity Bank return signed and supplementary documents to the bank	Clerk	✓
22/116	Liaise re Rockalls Road gate auto closer	JO	
22/118	Liaise with Householder in Straight Road re cutting hedge and Bryn Hurren to install noticeboard once done	AW	✓
22/120	Model Code of Conduct publish to website	Clerk	✓
22/121	Litter picking kits, available from BDC, clerk to gain prior to litter pick in September.	Clerk	

Signed

Date

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### Receipts and payments

Date	Details	Ref	Receipts		Payments
19/05/22	Avis Newsprint Ltd	122	0.00		79.00
19/05/22	MJO Publications	123	0.00		43.00
19/05/22	Glasdon UK Ltd	124	0.00		696.24
19/05/22	Ben Patrick CO10 Gardening	125	0.00	Y	192.00
19/05/22	Clerk Salary	126	0.00	Y	333.88
19/05/22	Void	127	0.00		0.00
19/05/22	Graham Dye	128	0.00		250.00
05/05/22	HMRC VAT refund	inc	1,043.70	y	0.00
<b>BALANCE BROUGHT FORWARD</b>			39,641.80		0.00
<b>GRAND TOTALS</b>			12,375.38		3,148.16
<b>Less Transfers</b>			0.00		0.00
			12,375.38		3,148.16
<b>BALANCE CARRIED FORWARD</b>			48,869.02		0.00

### Payments to be made:

£333.88	Clerk Salary
£140.19	Clerk expenses
£27.29	Jubilee Expenses Cllr Sowman
£16.15	Cllr Wade Jubilee Expenses
£320.00	Ben Patrick CO10 Gardening
£22.49	WAVE water bill
£1,005.60	Babergh District Council for litter and dog bin emptying
£13.00	Polstead Village Hall Committee
£12.50	Best Host for DNS Zone package
£140.00	Heelis & Lodge (Auditor) fees
£16.15	Cllr Wade
£45.00	Coxs Boxes – Jubilee
£78.65	Wilkinson Rosettes - Jubilee
£50.00	Mrs M Howard - Jubilee
£15.44	Mr D Howard – Jubilee
£290.00	V Farr - Jubilee

Signed

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### Reconciliation

Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
£45,905.77	£45,533.77	£372.00	£0.00	£0.00
£3,335.25	£3,335.25	£0.00		£0.00
£0.00	£0.00			£0.00
£49,241.02	£48,869.02	£372.00	£0.00	

### Actuals V Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£39,641.80			
<b><u>Income</u></b>			<b><u>Expenditure</u></b>		
Precept	£19,500.00	£11,250.00	Clerks Salary	£4,832.00	£710.36
Bank Interest	£0.00	£0.00	Admin	£2,305.00	£365.16
Recycling	£0.00	£0.00	Insurance	£580.00	£0.00
Grants	£745.00	£0.00	Audit Inspections	£380.00	£0.00
Allotment Rent	£120.00	£81.68	Donations	£1,000.00	£50.00
Wayleave	£22.00	£0.00	Chairman's Allowance	£60.00	£0.00
QDJ	£0.00	£0.00	Community Wardens	£1,180.00	£0.00
Donation	£0.00	£0.00	Dog & Litter Bins	£1,000.00	£0.00
Compensation	£0.00	£0.00	Footpaths	£2,800.00	£0.00
Other	£0.00	£0.00	Grass Cutting	£3,950.00	£384.00
CIL	£0.00	£0.00	Ditch Clearance	£0.00	£0.00
VAT Repayment	£0.00	£1,043.70	Maintenance	£1,200.00	£580.20
			Village Hall	£965.00	£0.00
			Projects	£1,500.00	£923.00
			Contingency	£500.00	£0.00
			CIL	£9,617.56	£0.00
			VAT Paid	£0.00	£135.44
<b>Total</b>	<b>£20,387.00</b>	<b>£12,375.38</b>	<b>Total</b>	<b>£9,617.56</b>	<b>£22,252.00</b>
			Assets Carried Forward		£48,869.02
<b>Total</b>		<b>£52,017.18</b>	<b>Total</b>		<b>£52,017.18</b>

Signed

Date

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