

## POLSTEAD PARISH COUNCIL

Minutes of Meeting held on 19<sup>th</sup> May 2022 at 7.30pm in Polstead Village Hall

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

**Attending:** Georgia Hall (Suffolk County Councillor) John Ward (Babergh District Councillor), Christine Hargan (Clerk) and 4 members of the public.

22/079 **Election of Chairman and to receive declaration of office**  
Cllr Sowman proposed that Cllr Wade was to be elected as chairman seconded Cllr Flather, unanimous

22/080 **Apologies for Absence**  
Cllr James Oxford Work commitments

22/081 **Election of Vice Chairman**  
Cllr Sowman proposed that Cllr Flather is elected as Vice-Chairman, seconded by Cllr Engleheart

22/082 **Declaration of Interests and Requests for Dispensation**  
Cllr Sowman declared an interest in item 22/092 Transfer of Land to the Village Hall committee

22/083 **Minutes of Meeting held on 21<sup>st</sup> April 2022**  
It was resolved that the minutes of the meeting should be signed by the Chairman as a correct record.

22/084 **To appoint members to the HR and Standards Committees**  
Three members volunteered, Cllrs Flather, Sowman and Wade

22/085 **To appoint representatives to outside bodies:**

- a. Suffolk Association of Local Councils (SALC) Cllr Engleheart
- b. Traffic liaison Cllr Wade
- c. Village Hall Cllr Sowman
- d. Layham pit Cllr Oxford subject to confirmation

22/086 **Reports from County and District Councillors**

**Councillors noted CCllr Hall's previously circulated report**

Cllr Hall advised that approval had been gained for work to neutralise the sewage in the ditch at Bower House Tye. Work will be complete within 3-6 months.

Heath Road, work on potholes, and passing places, be undertaken in June

A scheme for the gullies in Mill Street is still ongoing

Question from Cllr Sowman. – £12million funding has been allocated for electric charging points for cars, and asked what funding was available on a local level Cllr Hall to investigate and respond.

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

**The £150** energy rebate has been paid to those who pay by direct debit anyone who does not pay their council tax by this method can contact BDC to arrange their rebate.

**BDC** have requested that the unlicensed cabins near Flaggy Pond be removed within 14 days. Failure to do so may result in enforcement. Update next meeting.

**Update** on former Babergh Council buildings at Hadleigh. Work will be commenced prior to expiry of planning permission in September. The new buildings will be market rate housing whilst Angel Court will be affordable housing.

b **Receive questions from parishioners**

**Request for two trees** to be planted on the green at White Street Green. Prior to a decision consultation with parishioners will be undertaken and any decision will take into account the lifetime of the trees.

Signed

Date

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**Seating at Parish Council meetings** request that a more parishioner friendly seating plan be adopted. Agreed that consideration be made prior to the next meeting.

**c Proposed Planting Schemes in the parish**

Lisa Matthews Tree planting programme cannot start until October, but in the meantime saplings are being raised. Wild flowers are being grown and distributed. White Street Green will be added to the scheme and advice on species provided.

22/087

**Reports and Question from Councillors**

Cllr Engleheart reported that Polstead Pond is suffering from blue green algae bloom during warmer months, the Environment Agency say that it is due to silting, It was agreed that the Parish Council would in principle support a project to de-silt the pond as it is an integral amenity in the village and may assist in gaining funding.

22/088

Actions on **emails distributed** by Clerk since the last meeting

There were no actions that are not recorded elsewhere in the meeting

22/089

**Clerk's Report**

Attached in Appendix.

22/090

**Planning**

**Consider Planning application no:**

**DC/22/02030 Hill House, Polstead Hill Householder application-** conversion of detached garage to form accommodation ancillary to host dwelling.

No objection to the project in principle, but Councillors are concerned that visitors to the accommodation may exacerbate local parking issues. The Councillors suggest that if approval is granted that a suitable planning condition ensures that the accommodation remains ancillary to the main house at all times.

**DC/22/02031 Hill House, Polstead Hill application for listed building consent –**

conversion of and alterations to detached garage to form annexed accommodation ancillary to host dwelling as per Design and Access/Heritage statement.

**No objection**

**DC/22/02502 – Alverstoke Farm White Steet Green Polstead, CO6 5DW.** Application to determine whether prior approval is needed for a proposed erection, extension to alteration of a building for agricultural or forestry use.

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.**

APP/D3505/W/22/3290095 Heath Farm, Hadleigh Heath, Polstead, Ipswich Suffolk IP7 5NY – Outline Planning permission for 3no dwellings following demolition of existing outbuildings previous planning application no DC/21/01428

Clerk to email previous comments to councillors to enable a decision to be made whether to comment on the appeal.

**22/091 Finance**

**A Authorise payments**

Payments were authorised according to the list appended to the Financial Report

**The Reconciliation of accounts**

Accepted

**Unity Bank**

Amendments to the electronic form to open the account need to be made. Clerk is seeking the amendments with nominated contact. Agreed that councillors sign authorisation form

Signed

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which will be scanned and returned to the bank along with a cheque in order to open the account once the amendments are made.

**Barclays** bank statement has finally been sent to the Clerk.

22/092

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

Cllr Sowman reported that the application to the charity is moving forward slowly

22/093

### **Highways and Footpaths**

**Dollops Wood** A parishioner has written to the council highlighting alleged damage concerning cyclists and motorcyclists using the Wood. Cllrs investigated and ascertained that additional paths had been made. Cllr Engleheart met with the member of public and established that remedial steps were not required.

**Fallen Tree** Cllr Sowman emailed photographs of a tree that has fallen across a public footpath FP35 Clerk to contact land owner Bob Derbyshire re it's reduction.

**Suffolk Highways** have marked potholes for repair on Heath Road.

**A parishioner** has complained about the height and position of the pole for the lorry sign. It is about 2.2 metres high.

22/094

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

**Rockalls Road playground** Clerk confirmed that a gate closer had been fitted. It appears to be a bolt rather than a spring closer. Cllrs to check whether further action is required and to report back to the next meeting.

**Repair to playground equipment** following the Safety inspection will be undertaken during week commencing 23<sup>rd</sup> May 2022, the delay from the Sudbury Wardens was due to a burglary.

**Cricket net** A working party is required to resite the net which had fallen over the winter. Cllr Father to liaise with Karen McCloud.

**Allotments** Clerk to advertise vacant plots in village magazine with preference being given to Polstead Parishioners. Also to request a post on Facebook via Suzy Weston.

22/095

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

The bins have been received by the Sudbury Wardens who will fit them week commencing 23<sup>rd</sup> May following consultation with Cllr Sowman to verify location.

22/096

### **Review Noticeboards**

Clerk has contacted Bryn Hurren regarding the new noticeboard. Cllr Wade to investigate the location and report back. Clerk to send holding email to Mr Hurren.

22/097

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

Update final meeting was held on 10<sup>th</sup> May.

Thursday 2<sup>nd</sup> June meet at car park by the pond. Bunting to be erected at 6pm

Saturday 4<sup>th</sup> June Bunting and gazebo will be erected

Sunday 5<sup>th</sup> June 10.30am Pitch for hog roast to be provided and tables will erected outside.

Cakes will be judged anonymously

Cllr Sowman will judge the crown competition.

Glass commemorative plaque has been created. It was decided to mount in an oak frame in Landscape format.

It was reported that the expenditure total to date is approximately £4,509

22/098

### **Long Term Commemorative Memorial**

A suggestion may be the possible purchase of a small piece of land for amenity purposes.

22/099

### **Litter Pick**

A tentative date toward the end of September, likely to be about 2 hours.

Date to be confirmed 2 hours

22/100

### **Fast Car chargers**

Discussed earlier in the meeting. If BDC can fund PPC to provide sites

Signed

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22/101

**Future Agenda items**

September questionnaire

22/102

**Time date and place of next meeting**

7.30pm Thursday 16<sup>th</sup> June Parish Council Meeting at the village hall Polstead.

Meeting closed at 9.24pm

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### Appendix Actions

Minute	Action	Who	Complete
18/041	Send response to Lord of Manor Solicitor		
22/089	Clerk to send holding response to Bryn Hurren regarding Noticeboard	Clerk	✓
22/089	Chair to verify location for the notice board as existing is obscured by laurel hedge	AW	
22/090	Planning application responses to BDC	Clerk	✓
22/090	Clerk to forward previous comments re Heath Farm to Councillors	Clerk	✓
22/091	Payments to suppliers	Clerk	✓
22/091	Clerk to complete application form for Unity Bank to and send documents to open the new account.	Clerk/JO/JF	
22/094	Cllr Sowman to liaise with Sudbury Wardens regarding location of two dog bins and a litter bin	SS	✓
22/094	Cllr Sowman to check functionality of the closure to the gate at Rockall Road playground.	SS	
22/094	Clerk is to advertise allotments in Village magazine.	Clerk	✓
22/094	Contact Suzy Weston regarding posting vacant allotment plots on Facebook	JF	
22/094	Cricket net organise working party to reinstate	JF	
22/094	Fallen tree. Contact land owner Bob Derbyshire re reduction	Clerk	✓
22/094	Holding email to Bryn Hurren re placement of noticeboard	Clerk	✓
22/094	Investigate issue with laurel hedge/placement of new noticeboard Polstead Heath	AW	
22/097	Working parties regarding Jubilee 2-5 June	all	✓

### Agenda

#### Item 89 Clerk's Report

**Internet Banking** – The forms to open the account and to organise the officers have been completed and will be signed following the meeting on 19<sup>th</sup> May.

**Barclays Bank** – have finally sent a bank statement directly to the clerk, but are still asking for another copy of a form to be signed.

#### Agenda Item 91 RFO Report

##### Payments to be made:

£250.00	Mr G W Dye Balance for the band
£906.50	The Spitting Pig Company balance for the Hog Roast
£500.00	Unity Bank to open the new bank account
£340.40	Avis Newsprint Ltd leaflets for the Platinum Jubilee Crown Competition
£43.00	MJO publications advert for Jubilee in April Parish Magazine

Signed

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£696.24	Glasdon UK Ltd – 1 x litter and 2 x dog bins
£192.00	Ben Patrick CO10 Gardening
£333.88	Clerk Salary
Further payments to be re-imbursed to Cllr Flather once invoices received.	
£100	Little Barn Cakes
£50	Maureen Howard
£290	Veronica Farr

Signed

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### Receipts & Payments

POLSTEAD				Receipts	Payments	
Date	Details	Ref		Receipts	Payments	
<b>Community Account</b>						
01/04/22	Balance Brought Forward			36,306.55	0.00	
07/04/22	Suffolk County Council precept			11,250.00	0.00	Y
00/01/00	Polstead Village Hall Committee replaces cheque 103	115		0.00	50.00	Y
07/04/22	Mrs M Howard for Masquerade Costume Hire (Jubilee)	478 116		0.00	120.40	Y
07/04/22	void	117		0.00	0.00	Y
	salc	118		0.00	365.16	Y
21/04/22	Ben Patrick CO10 Gardening	119		0.00	192.00	y
21/04/22	Clerk Salary	120		0.00	376.48	y
21/04/22	Miss Alice Newton	121		0.00	450.00	
17/05/22	Miss G Biggs	inc		17.92	0.00	
14/04/22	M Peck	inc		17.92	0.00	Y
19/04/22	Ms Claire Spalding	Inc		10.00	0.00	Y
21/04/22	Liam McLeod	inc		17.92	0.00	Y
					0.00	
					0.00	
					0.00	
	Sub Total			11,313.76	1,554.04	
	TOTALS			47,620.31	1,554.04	
	Balance Carried Forward			46,066.27	0.00	

### Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	29/04/22	£46,863.51	£46,066.27	£815.16	£17.92	£0.00
Premier Account		£3,335.17	£3,335.17	£0.00	£0.00	£0.00
Cash	29/04/22	£0.00	£0.00			£0.00
		£50,198.68	£49,401.44	£815.16	£17.92	

### Actual v's Budget 30 April 2022

Signed

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	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£39,641.72				
<b><u>Income</u></b>			<b><u>Expenditure</u></b>			
Precept	£19,500.00	£11,250.00	Clerks Salary		£4,832.00	£376.48
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	£63.76	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	£192.00
CIL	£0.00	£0.00	Ditch Clearance		£0.00	£0.00
VAT Repayment	£0.00	£0.00	Maintenance		£1,200.00	£0.00
			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
			Section 137/ Jubilee Costs			£551.00
			VAT Paid		£0.00	£19.40
<b>Total</b>	<b>£20,387.00</b>	<b>£11,313.76</b>	<b>Total</b>	<b>£9,617.56</b>	<b>£22,252.00</b>	<b>£1,554.04</b>
			Assets Carried Forward			£49,401.44
<b>Total</b>		<b>£50,955.48</b>	<b>Total</b>			<b>£50,955.48</b>

End of year budget

**End of Appendices**

Signed

Date

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