

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 8th October 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 use the following joining instructions.

Join Zoom Meeting

<https://us02web.zoom.us/j/81192853873?pwd=YjNEVW9BUytsQUVucGFuUFI6WTloZz09>

Meeting ID: 811 9285 3873

Passcode: 670333

One tap mobile

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+442034815240,,81192853873#,,,,,0#,670333# United Kingdom

Dial by your location

+44 203 481 5237 United Kingdom

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+44 203 901 7895 United Kingdom

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Meeting ID: 811 9285 3873

Passcode: 670333

Find your local number: <https://us02web.zoom.us/j/81192853873?pwd=YjNEVW9BUytsQUVucGFuUFI6WTloZz09>

Copies of draft and approved minutes are published on the Parish Council section of the Polstead Website 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.

**A Meeting of Polstead Parish Council to be held on
Thursday 8th October 2020 at 7.30pm via Videoconference**

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

2nd October 2020

**A Meeting of Polstead Parish Council to be held on
Thursday 8th October 2020 at 7.30pm via Videoconference**

AGENDA

- 159. **Apologies** for absence
- 160. Receive **declarations of interests** and **requests for dispensation** from Councillors
- 161. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 10th September 2020
- 162. Receive **reports from County Councillor and District Councillor**
- 163. To receive **reports and questions from Councillors**
- 164. To receive **questions from Parishioners** (contributions to be limited to 2 mins)
- 165. Agree actions on **emails circulated** to councillors by the Clerk since the last meeting
- 166. Agree actions required following review of the **Clerk's Report**
- 167. **Planning**
 - a. Consider **Planning Application DC/20/03962 Bridge Cottage, Mill Street** - Notification of Works to Trees in a Conservation Area - Coppice T1 and T2 (Corkscrew Willows) to allow re-growth.
 - b. Consider **Planning Application DC/20/03907 White Hall, Farm Heath Road** - Conversion of part of double garage to form home office.
 - c. Consider **Planning Application DC/20/04010 Tinkers Cottage Polstead Hill** - Notification for works to trees in a Conservation Area - T1 (Beech) and T2 (Sycamore) - Prune by 30%.
 - d. Consider any **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
 - e. **Status** of planning applications, appeals and any enforcement referrals.
- 168. **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. Consider donation to the **Hadleigh First Responders**.
- 169. Review of PPC's **GDPR Data Map**
- 170. Consider the Suffolk 2020 scheme and the option of a **car charging point in Polstead**
- 171. Consider response to the **Boundary Review of Suffolk Wards consultation**
- 172. Consider update on **Polstead WI's plans to convey their land** in Polstead
- 173. Consider any issues raised regarding **Highways and Footpaths** including resident's request to Gordon Jones for a 20mph zone in Mill Street
- 174. Consider any **asset, allotment, playground or playing field issues** including design of new metal bench around the tree on Polstead Green
- 175. Consider **plans for Christmas event**
- 176. Update on **Councillor vacancy**
- 177. Future **agenda items**
- 178. **Next scheduled PPC meeting** will be held on Thursday 12th November 2020 at 7.30pm.

Agenda Item 160 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 165 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 166 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.	
20/139	Minutes updated on website and sent to magazines.	✓
20/144	Wrote to resident re Sycamore tree.	✓
20/146	Sent planning application response(s) to Babergh.	✓
20/147 a	External Audit notice posted on website.	✓
20/147 c	Payments made to suppliers.	✓
20/149	Wrote to CAS regarding deferment on Questionnaire software.	✓
20/152	Wrote to supplier re design of metal bench.	✓
20/152	Community Wardens have undertaken fence repair.	✓
20/154	Christmas Tree ordered for delivery to Community Shop on the 7th December 2020. Matt Peck will be ordering the Christmas Lights and Decorations.	✓
	Community Wardens will undertake cleaning of road signs as part of the SLA.	✓
	Clerk delegated actions	
	Purchased replacement litter bin for Polstead Green after old one declared unfit for purpose.	✓
	Clerk Hours	
	As at 27th September 2020 - Hours Worked 165 / Hours Paid 187.5	

Agenda Item 167e Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/20/02942	Sprotts Farm, Holt Road	Change of Use of and extension to part of building to provide indoor cricket nets.	20/142b	No Objection	Permission Granted 18/09/2020
DC/20/03095	Wested House, 4 White Street Green	Application for Listed Building Consent. Replacement of 14no windows and 1no rear door, all in the extended parts of the house.	20/142c	No Objection	LBC Granted 11/09/2020
DC/20/03459	Oak Tree View, White Street Green	Erection of single storey side and rear extensions, new entrance porch to front elevation and raised roofline; Creation of new vehicular access.	20/146a	Agreed in principle with concern.	

Agenda Item 168a RFO Report Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
14/09/20	Polstead Community Shop - Donation	2032	LA 2011 ss 1 to 8	0.00	777.50
15/09/20	BDC Precept			9,298.00	0.00
08/10/20	B Patrick - Footpaths August	2033	LA 2011 ss 1 to 8	0.00	322.50
08/10/20	DF Crimmin - Expenses Sept to 2 Oct	2034	LA 2011 ss 1 to 8	0.00	821.10

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	28/08/20	£44,049.39	£49,414.53	£3,932.86	£9,298.00	£0.00
Premier Account	28/08/20	£3,334.31	£3,334.31	£0.00	£0.00	£0.00
Cash	07/07/20	£0.00	£0.00			£0.00
		£47,383.70	£52,748.84	£3,932.86	£9,298.00	

Budget v's Actual

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£42,030.94				
<u>Income</u>			<u>Expenditure</u>			
Precept	£18,596.00	£18,596.00	Clerks Salary		£4,704.98	£2,160.31
Bank Interest	£0.00	£0.89	Admin		£2,300.00	£922.50
Recycling	£0.00	£0.00	Insurance		£580.00	£0.00
Grants	£745.00	£0.00	Audit Inspections		£340.00	£380.00
Allotment Rent	£120.00	£148.80	Donations		£1,000.00	£1,777.50
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	£2,108.50
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	£654.84
			Village Hall		£965.00	£0.00
			Projects		£1,500.00	£90.00
			Contingency		£500.00	£0.00
			CIL	£9,617.56	£0.00	£0.00
			VAT Paid		£0.00	£390.63
Total	£19,483.00	£20,202.18	Total	£9,617.56	£20,729.98	£9,484.28
			Assets Carried Forward			£52,748.84
Total		£62,233.12	Total			£62,233.12

Agenda Item 169 GDPR Data Map

As per attached spreadsheet.

Agenda Item 171 SCC Boundary Review

As per the Local Government email sent to you on 16th September 2020, there is a consultation on SCC's Ward boundaries that is open until the 23rd November 2020.

Agenda Item 173 20mph zone

As per Gordon Jones email sent to you on the 21st September 2020.

Agenda Item 177 Future Agenda items

For the November meeting we have the following items:

- Play Equipment Inspection Report
- GDPR
- Christmas Event