

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 12th November 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.

Topic: Polstead Parish Council Meeting on Thursday 12th November 2020 at 7.30pm

Join Zoom Meeting

<https://us02web.zoom.us/j/86886465752?pwd=NVB4dmhCUjM0RFNxVkFiSzRlV2pRZz09>

Meeting ID: 868 8646 5752

Passcode: 530013

One tap mobile

+442034815240,,86886465752#,,,,,0#,,530013# United Kingdom

+442039017895,,86886465752#,,,,,0#,,530013# United Kingdom

Dial by your location

+44 203 481 5240 United Kingdom

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Meeting ID: 868 8646 5752

Passcode: 530013

Find your local number: <https://us02web.zoom.us/j/kcgs7306p>

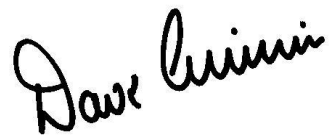
Copies of draft and approved minutes are published on the Parish Council section of the Polstead Website www.polstead.onesuffolk.net

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 12th November 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

6th November 2020

**A Meeting of Polstead Parish Council to be held on
Thursday 12th November 2020 at 7.30pm via Videoconference**

AGENDA

179. **Apologies** for absence
180. Receive **declarations of interests** and **requests for dispensation** from Councillors
181. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 8th October 2020
182. Receive **reports from County Councillor and District Councillor**
183. To receive **reports and questions from Councillors**
184. To receive **questions from Parishioners** (contributions to be limited to 2 mins)
185. Agree actions on **emails circulated** to councillors by the Clerk since the last meeting
186. Agree actions required following review of the **Clerk's Report**
187. **Planning**
- a. Consider **Planning Application DC/20/04015 Waterloo House, Polstead Hill** - Erection of cartlodge (following demolition of garage).
 - b. Consider **Planning Application DC/20/03864 The Brambles, Rockalls Road** - Notification for works to trees in a Conservation Area - (A) 1no Scots Pine - Reduce by 20ft. (B) 1no Oak - Remove side branch. (C) 1no Oak - Remove 3no branches. (D) 1no Oak - Lift and shape crown. (E) 5no Pine - Fell. (F) 6no Leyland Cypress - Fell. (G) 1no Pine – Fell.
 - c. Consider **Planning Application DC/20/04965 Gable End, Hadleigh Heath** - Erection of a two-storey rear extension and a porch. Conversion of garage into home office. Erection of a cartlodge (amended scheme to that approved under DC/19/03135).
 - d. Consider any **Planning Application received since the agenda was posted** requiring a response before the next scheduled meeting
 - e. **Consider the Status** of planning applications, appeals, enforcement referrals and potential planning issues.
188. **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. Review **Budget Proposal** and agree PPC Budget for 2021 / 2022.
189. Consider response to the **Boundary Review of SCC Wards consultation**
190. Consider update on **Polstead WI's plans to convey their land** in Polstead
191. Consider any issues raised regarding **Highways and Footpaths** including requests for cutting of FP24 and siting of second bench at top of Bells Hill
192. Consider any **asset, allotment, playground or playing field issues** including design of new metal bench around the tree on Polstead Green, maintenance of gate to play equipment and the sign on gate to playing field
193. Update on **new bus shelters at Bower House Tye**
194. Update on **Councillor vacancy**
195. Consider **PPC's meeting dates in 2021**
196. Future **agenda items**
197. In accordance to PPC's Standing Order 3d the councillors to consider the exclusion of the public and press from the meeting due to the confidentiality of the Clerk's Contract of Employment and advice received.
198. Consider the **Clerk's Contract of Employment and advice received.**
199. **Next scheduled PPC meeting** will be held on Thursday 21st January 2021 at 7.30pm. (Provisional date for extra Planning Meeting is Thursday 10th December 2020 at 7.30pm)

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Agenda Item 180 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 185 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 186 Clerk's Report

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
18/159 c	Bases have now been installed for the new bus shelter sites at Bower House Tye.	
20/154	Clerk has undertaken the ordering the Christmas Lights and Decorations.	✓
20/161	Minutes updated on website and sent to magazines.	✓
20/165	Expressed interest in joining Quiet Lanes group.	✓
20/166	Community Wardens unable to undertake work on gate due to poor condition of gate and posts.	✓
20/167	Sent planning application response(s) to Babergh.	✓
20/168 a	Payments made to suppliers.	✓
20/168 b	Donation sent to Hadleigh First Responders.	✓
20/170	Application made to Suffolk 2020.	✓
20/173	After meeting SCC Right of Ways, PPC has asked Ben Patrick to quote for the work on FP13.	
20/174	Community Wardens removed bench and installed new litter bin on Polstead Green.	✓
	Community Wardens will undertake cleaning of road signs in week commencing 9th November as part of the SLA.	
	Clerk delegated actions	
	None since last meeting.	
	Clerk Hours	
	As at 2nd November 2020 - Hours Worked 212.25 / Hours Paid 225	

Associated Papers PPC Meeting on 12th November 2020

Agenda Item 187e Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
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.	Permission Granted 15/10/2020
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.	20/167a	No objection	Permission Granted 12/10/2020
DC/20/03907	White Hall Farm, Heath Road	Conversion of part of double garage to form home office.	20/167b	No objection	Permission Granted 15/10/2020
DC/20/04010	Tinkers Cottage, Polstead Hill	Notification for works to trees in a Conservation Area - T1 (Beech) and T2 (Sycamore) - Prune by 30%	20/167c	No objection	Permission Granted 12/10/2020
DC/20/04425	Brook House, Straight Road, Polstead Heath	Application for works to trees subject to a Tree Preservation Order (BT370/G1) - 3no Cherry Trees - Reduce and Shape by up to 6-8ft. 3no Cherry Trees - Remove dead wood, tidy and lift crown to 9-10 ft. 1no Cherry Tree - Cut to 8ft stump (Poor Condition) 2no Gleditsia - Light shaping. 1no Cherry - Reduce to 6ft stump. (all general Maintenance of garden).	20/167d	No objection	
DC/20/04394	The Old Rectory, Rectory Hill	Application for Listed Building Consent - Remodel garage door openings forming external bin store and installing a replacement external stair to the cart lodge.	20/167d	No objection	
DC/20/04390	The Old Rectory, Rectory Hill	Remodel garage door openings, creation of external bin store and install replacement external stair to the cart lodge.	As DC/20/04394	No objection	

Associated Papers PPC Meeting on 12th November 2020

**Agenda Item 188a RFO Report
Receipts & Payments**

Date	Details	Ref	Power	Receipts	Payments
16/10/20	Hadleigh First Responders - Donation	2035	LA 2011 ss 1 to 8	0.00	250.00
17/10/20	BDC Grass Cutting Grant			550.00	0.00
23/10/20	SCC P3 Grant			194.32	0.00
12/11/20	B Patrick - Footpaths Sept	2036	LA 2011 ss 1 to 8	0.00	285.00
12/11/20	B Patrick - Footpaths October	2036	LA 2011 ss 1 to 8	0.00	262.50
12/11/20	Wave - Allotment Water	2037	LA 2011 ss 1 to 8	0.00	49.63
31/12/20	DF Crimmin - Salary Oct to Dec	2038	LA 2011 ss 1 to 8	0.00	909.65
31/12/20	DF Crimmin -WFHA Oct to Dec	2038	LA 2011 ss 1 to 8	0.00	78.00
31/12/20	HMRC - Clerk Tax	2039	LA 2011 ss 1 to 8	0.00	227.20

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/09/20	£51,901.14	£48,096.87	£4,548.59	£744.32	£0.00
Premier Account	30/09/20	£3,334.77	£3,334.77	£0.00	£0.00	£0.00
Cash	08/10/20	£0.00	£0.00			£0.00
		£55,235.91	£51,431.64	£4,548.59	£744.32	

Budget v's Actual

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£42,030.94			
Income			Expenditure		
Precept	£18,596.00	£18,596.00	Clerks Salary	£4,704.98	£3,297.16
Bank Interest	£0.00	£1.35	Admin	£2,300.00	£1,050.13
Recycling	£0.00	£0.00	Insurance	£580.00	£0.00
Grants	£745.00	£744.32	Audit Inspections	£340.00	£380.00
Allotment Rent	£120.00	£148.80	Donations	£1,000.00	£2,027.50
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	£2,656.00
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
			VAT Paid	£0.00	£390.63
Total	£19,483.00	£20,946.96	Total	£9,617.56	£20,729.98
			Assets Carried Forward		£51,431.64
Total		£62,977.90	Total		£62,977.90

Agenda Item 188b Budget Proposal for 2021 / 2022

Income

Income sources for 2021 / 2022 have been based on those for 2020 / 2021. It is assumed that the P3 grant will be available from Suffolk County Council for the grass cutting of footpaths and that the plan for BDC to provide a grant for the grass maintenance in Heath Close will continue.

Expenditure

- CIL proceeds will be used, hopefully in 2020 / 21, to pay for the cost of the bus shelter bases at Bower House Tye (£1,645) and the remaining costs for the WI Freehold transfer of the Village Hall (£3,447)
- The £1,380 cost of the replacement round bench will be taken from the Projects Budgets in 2020 / 21
- The village sign refurbishment costs will be taken from the Maintenance budget in 2020 / 21
- It is assumed that the Clerk will receive a 2% cost of living increase on the 1st April 2021.

Appendix A shows the full rationale for the 2021 / 2022 budget. PPC is asked to consider a **total expenditure budget of £22,252 for 2021 / 2022**. Please find below tables which show a comparison between 2019 / 2020 actual, 2020 / 2021 budget, actual to date and that **anticipated at year end** and the anticipated budget for 2021 / 2022.

	2019 / 20		2020 / 21			2021 / 22
	Budget	Actual	Budget	Actual to Date	To year end	Budget
Income						
Bank Interest	0.00	6.15	0.00	1.35	5.00	0.00
Recycling	0.00	0.00	0.00	0.00	0.00	0.00
Grants	745.00	1,294.32	745.00	744.32	745.00	745.00
Allotment Rent	120.00	105.00	120.00	148.80	148.50	120.00
Wayleave	22.00	20.75	22.00	0.00	22.00	22.00
QDJ	0.00	0.00	0.00	0.00	0.00	0.00
Donation	0.00	0.00	0.00	0.00	0.00	0.00
Compensation	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00
CIL	0.00	9,129.43	0.00	0.00	0.00	0.00
VAT Repayment	0.00	1,013.01	0.00	1,456.49	1,456.49	0.00
Total Income	887.00	11,568.66	887.00	2,350.96	2,376.99	887.00
Precept		18,668.00			18,668.00	
Expenditure						
Clerks Salary	4,655.28	4,420.52	4,704.98	3,297.16	4,736.70	4,832.00
Admin	2,200.00	1,999.75	2,300.00	1,050.13	1,900.00	2,305.00
Insurance	560.00	505.15	580.00	0.00	580.00	580.00
Audit Inspections	320.00	328.00	340.00	380.00	380.00	380.00
Donations	1,000.00	540.00	1,000.00	2,027.50	2,400.00	1,000.00
Chairman's Allowance	60.00	0.00	60.00	0.00	60.00	60.00
Community Wardens	0.00	0.00	1,180.00	1,000.00	1,180.00	1,180.00
Dog & Litter Bins	1,000.00	749.00	1,000.00	0.00	1,000.00	1,000.00
Footpaths	1,700.00	2,358.00	1,850.00	2,656.00	2,700.00	2,800.00
Grass Cutting	3,250.00	2,826.70	3,350.00	0.00	3,950.00	3,950.00
Ditch Clearance	200.00	0.00	200.00	0.00	0.00	0.00
Maintenance	1,200.00	769.78	1,200.00	654.84	1,200.00	1,200.00
Projects	1,500.00	1,128.19	1,500.00	90.00	1,500.00	1,500.00
Village Hall	965.00	0.00	965.00	0.00	965.00	965.00
Contingency	500.00	0.00	500.00	0.00	500.00	500.00
CIL	0.00	1,553.67	0.00	0.00	5,092.00	0.00
VAT Paid	0.00	1,456.49	0.00	390.63	1,700.00	0.00
Total Expenditure	19,110.28	18,635.25	20,729.98	11,546.26	29,843.70	22,252.00

Associated Papers PPC Meeting on 12th November 2020

Appendix A

	2021 / 22	
	Budget	Notes on Budget Next Year
<u>Income</u>		
Bank Interest	0.00	
Recycling	0.00	
Grants	745.00	P3 £195 / BDC £550 for Heath
Allotment Rent	120.00	
Wayleave	22.00	
QDJ	0.00	
Donation	0.00	
Compensation	0.00	
Other	0.00	
CIL	0.00	
VAT Repayment	0.00	
Total Income	887.00	
Precept		
<u>Expenditure</u>		
Clerks Salary	4,832.00	427.5 hours at £11.08 (+2%)
Admin	2,305.00	SALC £360 / CAS £30 / VH Rent £240 / Training £600 / Expenses inc Travel £500 / Clerk WFHA £312 / SLCC membership £50 / Subscriptions £50 / ICO £38 / OneSuffolk £50 / Playground Rent £55 / Online Mapping £50
Insurance	580.00	
Audit Inspections	380.00	External Auditor £200 / Internal Auditor £180
Donations	1,000.00	Church Clock Maint £150 / Local Charities £850
Chairman's Allowance	60.00	
Community Wardens	1,180.00	50 hours @ £20 + £180 mileage (20 trips)
Dog & Litter Bins	1,000.00	13 dog bins (£50) 6 Litter (£50)
Footpaths	2,800.00	
Grass Cutting	3,950.00	
Ditch Clearance	0.00	
Maintenance	1,200.00	Wooden Asset Maintenance £500 / Playground Equipment Maintenance £500 / Play Equipment Check £200
Projects	1,500.00	Projects £1500
Village Hall	965.00	Heating Oil + Defib electric £30
Contingency	500.00	
CIL	0.00	
VAT Paid	0.00	
Total Expenditure	22,252.00	

Agenda Item 189 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 191 Resident requests

As per Jonathan Hasall's email circulated to you on the 2nd November 2020 regarding the bench and Peter Orrock's email circulated to you on the 5th November 2020 regarding FP24.

Agenda Item 194 Councillor Vacancy

Babergh's Electoral Services has written to PPC as follows:

"I can confirm that I have received enough letters to request an Election in Polstead due to the current vacancy, although the notice has not yet expired but I have received more than 10 signatures and may receive more up until the closing date of 23rd October.

This means you are not able to fill the vacancy until the Election has taken place and due to the current legislation that Government set we are unable to hold any elections until May 2021 at the earliest. With the threat of COVID still high this may change and we will notify you.

You will receive a letter after the closing date showing what has been sent to the signatories that requested the Election."

Any elector can phone Babergh's Electoral Services to hear the names of the Polstead electors who requested the Election.

The costs of the Election will be borne by PPC.

Agenda Item 195 PPC Meeting dates in 2021

Proposed meeting dates for 2021:

21st January
18th February
18th March
15th April
20th May - Annual Meeting of PPC
24th June
15th July
19th August
16th September
21st October
18th November
16th December

No proposed date for Annual Parish Meeting at this time.

Agenda Item 196 Future Agenda items

For the January meeting we have the following items:

- Precept 2021 / 2022
- Questionnaire software use.