

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 18th August 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.

Christine Hargan

Signed by Christine Hargan Clerk to Polstead Parish Council Dated 12th August 2022

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Dear Councillor

You are summoned to a Meeting of Polstead Parish Council on Thursday 18th August 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 12th August 2022

141. Apologies for absence
142. Receive **declarations of interests** and **requests for dispensation** from Councillors
143. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 21st July 2022
144. **Planning**
 - a. **Consider Planning application no:**
[DC/22/03863](#) Householder Application - Erection of two storey side extension with rear balcony and link to existing outbuildings extending annexe and other internal space and erection of garage (following demolition of existing conservatory, garage and outbuilding

[DC/22/03466](#) Application for a Lawful Development Certificate for an Existing Use, Operation or Activity including those in breach of a Planning Condition. Town and Country Planning Act 1990: Section 191 as amended by section 10 of the Planning and Compensation Act 1991. Town and Country Planning (Development Management Procedure) (England) Order 2015 - Use of Woodland as Wellness Centre Retreat and siting of cabins.
 - b. **Consider any planning application received** since the agenda was posted requiring a response before the next scheduled meeting.
 - c. **Consider the status** of planning applications, appeals, enforcement referrals and any potential planning issues
145. **Finance**
Approve payments made since the last meeting and to be made.
146. Time date and place of next meeting 7.30pm Thursday 15th September 2022 at the Village Hall, Polstead.

Associated Papers PPC for Meeting on 18th August 2022

Agenda Item 142 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.

Actions from previous meeting

Minute	Action	who	Complete
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	
ongoing	Editorial to LSPN news	Clerk	✓
22/114	Send note to Village Hall committee enquiring about WIFI and to offer to help with funding Clerk to reaffirm	Clerk	✓
22/112	CIL return to BDC and website	Clerk	✓
22/132	Pay Suppliers	Clerk	✓
22/112	Clerk to confirm with signatories that they are able to use internet banking facility Unity Bank	Clerk	✓
22/116	Liaise re Rockalls Road gate auto closer outstanding. A closure was fitted but was not satisfactory, so an alternative is being sourced.	JO	ongoing
22/121	Litter picking kits, available from BDC, clerk to gain prior to litter pick in advance of 24 September.	Clerk	
22/125	Furnish new Cllrs with information on training, Policies, Standing Orders, data protection, Declarations of interest	Clerk	✓
22/127	DCllr Ward to enquire whether there are fast food outlets in the BDC portfolio	JW	
22/127	Notify Nature Citizen of the donation and ask if they would like a funded allotment plot	Clerk	✓
22/128	Ask if the shop will act as a viewing point for the Jubilee photograph book	JF	
22/128	Overgrown footpath Clerk to contact Mr Oldrey and request to cut	Clerk	✓
22/130	Clerk to liaise with landowners re Footpath 35 tree not removed. Unsure if the tree has been removed	Clerk	Ongoing
22/131	Comments to planning applications to BDC Planning Green	Clerk	✓
22/132	Ask Cllrs Wade and Oxford if they have had success logging into Unity Trust bank	Clerk	✓
22/134	Footpath map to Cllrs Davey and Cheeseman	SS	✓
22/135	Check hedgerows for cricket equipment	All	
22/135	Email code for playground padlock to Cllrs Davey and Cheeseman	Clerk	✓
22/136	Notify Clerk of the final location of the dog bin removed from Stackwood Road. Awaiting confirmation for final position from landowner	JO	ongoing
22/137	Renovate and varnish noticeboards at Village Hall and White Street Green	TD	✓
22/138	Litter Pick Clerk to box advertise in LSPN and Noticeboards	Clerk	✓

Agenda Item 145 Finance

Approve payments that have been made

£234.00 Anglia Inspection Services – playground inspection undertaken in March

£38.11 WAVE, Anglian Water Business, water charge for the allotments

Payments to be made

£349.88 Clerk salary

£296.00 Ben Patrick CO10 Gardening

£33.49 Taff Davey materials for noticeboard refurbishments,

Associated Papers PPC for Meeting on 18th August 2022

Receipts & Payments

There is a minor amend to the payments for last month, a reduction on the bill paid by M Howard therefore the payment will be credited and debited with £25

Date	Details	Ref	Receipts	Payments
16/06/22	Heelis & Lodge	132	0.00	140.00
16/06/22	Best Host	133	0.00	12.50
16/06/22	Mr S Sowman	134	0.00	27.29
16/06/22	Polstead Village Hall Committee replaces cheque	135	0.00	13.00
16/06/22	Babergh District Council	136	0.00	1,005.60
16/06/22	Ben Patrick CO10 Gardening	137	0.00	320.00
16/06/22	Wave, Anglian Water Business	138	0.00	22.49
16/06/22	Void	139	0.00	0.00
16/06/22	Clerk expenses	140	0.00	140.19
16/06/22	Clerk Salary	141	0.00	333.88
16/06/22	Mr A Wade	142	0.00	16.15
16/06/22	Void	143	0.00	0.00
16/06/22	Coxs Boxes	144	0.00	45.00
	void	145	0.00	0.00
20/06/22	Void	146	0.00	0.00
20/06/22	Mrs M Howard for (Jubilee)	147	0.00	50.00
20/06/22	Mr D Howard (for Jubilee)	148	0.00	15.45
20/06/22	Community Heartbeat Trust	149	0.00	115.20
04/07/22	Mrs Jopson - Wilkinson Rosettes	150	0.00	78.65
04/07/22	Mrs V Farr - Jubilee Glass Plaque	151	0.00	290.00
		Sub Total	12,375.38	7,582.26
		TOTALS	48,681.93	7,582.26
		Balance Carried Forward	41,099.67	0.00

Reconciliation

Associated Papers PPC for Meeting on 18th August 2022

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/06/22	£42,881.22	£41,099.67	£1,781.55	£0.00	£0.00
Premier Account	30/06/22	£3,335.50	£3,335.50	£0.00	£0.00	£0.00
Unity Trust Account	30/06/22	£0.00	£0.00	£0.00	£0.00	£0.00
Cash	30/06/22	£0.00	£0.00			£0.00
		£46,216.72	£44,435.17	£1,781.55	£0.00	

Actual v's Budget at 17 May 22

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£39,641.80				
<u>Income</u>			<u>Expenditure</u>			
Precept	£19,500.00	£11,250.00	Clerks Salary		£4,700.00	£1,044.24
Bank Interest	£0.00	£0.25	Admin		£2,355.00	£517.85
Recycling	£0.00	£0.00	Insurance		£600.00	£0.00
Grants	£745.00	£0.00	Audit Inspections		£380.00	£140.00
Allotment Rent	£120.00	£81.68	Donations		£1,000.00	£100.00
Wayleave	£22.00	£0.00	Chairman's Allowance		£60.00	£0.00
QDJ	£0.00	£0.00	Community Wardens		£710.00	£0.00
Donation	£0.00	£0.00	Dog & Litter Bins		£950.00	£838.00
Compensation	£0.00	£0.00	Footpaths		£950.00	£320.00
Other	£0.00	£0.00	Grass Cutting		£5,500.00	£384.00
CIL	£0.00	£0.00	Ditch Clearance		£0.00	£0.00
VAT Repayment	£0.00	£1,043.70	Maintenance		£1,200.00	£717.89
			Village Hall		£965.00	£13.00
			Projects		£2,000.00	£3,204.24
			Contingency		£500.00	£0.00
			CIL	£9,617.56	£0.00	£0.00
			VAT Paid		£0.00	£303.04
Total	£20,387.00	£12,375.63	Total	£9,617.56	£21,870.00	£7,582.26
			Assets Carried Forward			£41,099.67
Total		£52,017.43	Total			£48,681.93

Agenda item 134 – Highways and Footpaths

Georgia Hall – updated as follows:

- on Bower House Tye maintenance to ditches, work planned early August
- on Mill Street and Water Lane, the Gullies have been jetted but it has been established that the cause of the problem was broken pipework which has been scheduled in for repair, however, it is not considered to be an urgent problem and therefore will not be high on the list of priorities.

Agenda item 135 Asset, allotment playground or playingfield issues

None

