

POLSTEAD PARISH COUNCIL

Clerk: Christine Hargan 4 Northfield Road, Onehouse, Stowmarket Suffolk IP14 3HF

Telephone: 01449 674727

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PUBLIC NOTICE

A Meeting of Polstead Parish Council will be held on
Thursday 21st April 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 14th April 2022

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Telephone: 01449 674727

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Dear Councillor

You are summoned to a Meeting of Polstead Parish Council on Thursday 21st April 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 21st 2022

61. Apologies for absence
62. Receive **declarations of interests** and **requests for dispensation** from Councillors
63. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 17th March 2022
64.
 - a. Receive **reports from County Councillor and District Councillor**
 - b. Receive **questions from Parishioners** (contributions to be limited to 2 minutes)
 - c. Consider update on **Proposed planting schemes** in the Parish
65. Receive **reports and questions from Councillors**
66. Agree actions on **emails distributed** by Clerk since the last meeting
67. Agree actions required following the **Clerk's Report**
68. **Planning**
 - a. **Consider Planning application no:**
 - [DC/22/01761](#) Spring Hill Shelley Road Polstead CO6 4TE
Erection of a single storey rear extension and a ground floor office (following demolition of existing conservatory), and erection of a first floor front extension
 - [DC/22/01712](#) Blackthorn Lodge Stoke Road Leavenheath Suffolk CO6 4PS
Erection of a garden room
 - [DC/22/01797](#) Bankside Mill Lane Polstead Suffolk CO6 5AB
Application under S73 for Removal or Variation of a Condition following grant of DC/21/03722 dated 08/09/2021 - Erection of one and half storey and single storey extensions, two bay cartlodge and creation of vehicular access (following demolition of existing extensions and garage). To vary Condition Number 2 (approved Plans & Documents) - To enable changes to elevations and extension to garage as per revised drawings.
 - [DC/22/01647](#) Rockalls Farm House, Millwood Road, Polstead, Suffolk CO6 5AX
Application under S73 for Removal or Variation of a Condition following grant of Planning Permission DC/21/04915 dated 05/11/2021 Erection of two storey side extension and two storey new front extension. Town and Country Planning Act 1990 - To vary Condition Number 2 (Approved Plans and Documents) as per revised drawings.
 - [DC/22/01656](#) Angus Farm , White Street Green, Polstead, Suffolk CO10 5JL
Proposed; Erection, Extension or Alteration of a Building for Agricultural or Forestry Use. Town and Country Planning (General Permitted Development) England Order 2015 (as amended) Schedule 2, Part 6 - Erection of grain and straw storage barn.
 - 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
69. **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
70. Consider update on **Polstead WI's plans to convey their land in Polstead**
71. Consider any issues raised regarding **Highways and Footpaths**
72. Consider any **Asset, allotment, playground or playing field** issues including report on Footpath management
73. Review Grit, Litter and Dog bins
74. Review Notice Boards
75. Update on plans for the Queens Platinum Jubilee
76. Future **agenda items**
77. Time date and place of next meeting 7.30pm Thursday 19th May 2022 Parish Council Meeting at the Village Hall Polstead

Agenda Item 62 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 66 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.

Resignations of Christine Johnson and John Baxter

Annual Parish Meeting

Jubilee – hire and purchase of goods for the event

Village Hall transfer

Report on playing field equipment forwarded to the Community wardens for repair. The repairs were fairly minor and mainly involved tightening bolts, replacing one seat on a swing and covering the rubber matting around play equipment.

Litter and dog bins have been ordered

Movement of 30mph speed limit – is not going to be possible as it has to be approved by Planning and the Police. Advice that it is unlikely to be approved.

Notification of Community Governance Review

‘Lorry’ sign on order and received a refund of overpaid charges

Agenda Item 67 Clerk’s Report

A reminder that I shall be on holiday, from 25th April to 16th May – I shall continue to monitor emails but as I have booked two weeks holiday I shall not undertake much other work during this time.

Internet Banking – The forms to open the account and to organise the officers are in the process of being completed

Actions

Minute	Action	Who	Complete
18/041	Send response to Lord of Manor Solicitor		
22/023	Minutes circulated on website	Clerk	✓
22/048	Planning application responses to BDC	Clerk	✓
22/049	Payments to suppliers	Clerk	✓
22/051	Signs to Mill Lane, request smallest possible sign for Polstead end of the lane. Clerk to correspond with SCC Highways	Clerk	✓
22/054	Noticeboard Clerk to place order and pay deposit	Clerk	✓
22/035	Report back on Platinum Jubilee celebrations	All	✓
22/017	Contact S Palmer to accept his quotation	Clerk	✓
22/047	Provide full statement of moneys paid re land transfer to Village Hall Committee	Clerk	✓
22/050	Assess possibilities for repair/replacement of gate to Rockall’s Road Play area via handyman	JO	
22/033	Coffee Cart/Caravan	Clerk	✓
22//052	Payment to be made to Village Hall		
22/038 22/049	Order additional dog bin for byway 6 and litter bin for bus shelter delivery of both to Sudbury Wardens – remove item from future agendas	Clerk	✓
22/053	Notify fire service re proposed bonfire. Risk assessment to be carried out in advance.	Clerk /all	✓

Associated Papers PPC for Meeting on 21 April 2022

22/055	Place ¼ page ad in LSPN Newsletter re the Jubilee Celebrations	Clerk	✓
22/055	National Grid Consultation, send response to NG and also send link to LSPN newsletter and also to website	Clerk	✓

Silas

Agenda Item 68 Planning Status

DC/21/06470	Ivy Tree Farm Polstead Road Shelley Suffolk IP7 5RE discharge of conditions DC/21/03237-	Condition 5 (Refuse Bins and Collection Areas), Condition 7 (Foul Drainage Disposal) and Condition 12 (RAMS Mitigation)	22/008bv	No objection	Awaiting decision
DC/21/06599	Broome Hill Martens Lane Polstead Suffolk CO6 5AQ	erection of 1st floor extension with the installation of new windows in existing dwelling	22/008biv	no objection	Granted
DC/21/06656	DC/21/06656 Brewery Farm Bower House Tye Polstead Suffolk CO6 5BZ.	change of use to form a residential annex	22/008bii	no objection	Granted
DC/21/06657	Brewery Farm Bower House Tye Polstead Suffolk CO6 5BZ	application for listed building consent	22/008biii	no objection	Granted
DC/21/06705	Yvans Hall Evans Heath Polstead Suffolk IP7 5NX	Conversion of outbuilding to annex holiday let accommodation listed building consent.	22/028	no comment necessary	Awaiting decision
DC/21/06706	Yvans Hall Evans Heath Polstead Suffolk IP7 5NX	Conversion of outbuilding to annex holiday let accommodation listed building consent.	2/028	agree our comment to remain attached to main building	Awaiting decision
DC/21/06838	Land to the east of Alverstoke Farm Cottage, Calais Street, Polstead, CO6 5DW.	severance of garden to form single property and vehicle access	22/008bi	Object	Refused
DC/22/00090	Ivy Tree Farm Polstead Road Shelley Suffolk IP7 5RE	Discharge of Conditions Application for DC/21/03237- Condition 9 (Biodiversity Enhancement Strategy)	22/048		Granted
AP/22/00005 (revised scheme to DC/21/01728)	Prospect Prospect House Stackwood Road Polstead Suffolk CO6 5BA	Planning appeal Conversion and alteration of outbuilding to form single storey detached dwelling, together with improved vehicular access	22/048	no objection	Not available
DC/22/01060	The Brewers Arms Bower House Tye Polstead CO6 5BZ	Full Planning Permission for erection of 1no commercial building (Class E farm shop), 1no covered pergola for outdoor dining, extension to car park, erection of 5no holiday let cabins including construction of associated car park, and planting of woodland and meadowland. Improvements to existing vehicular access. Outline Planning Application (Access to be considered) for erection of 7no single storey dwellings (including 2no affordable housing units). The Brewers Arms Bower House Tye Polstead CO6 5BZ	22/048	no objection	Awaiting decision

Agenda Item 69 RFO Report

Payments already made:

To be authorised

£450 Circus Antics– hire of circus performer for Jubilee

£120.40 Masquerade Costume Hire – town Crier outfit

Payments to be made:

£365.16 SALC membership

£192 Ben Patrick

£376.48 Clerk Salary

Associated Papers PPC for Meeting on 21 April 2022

Receipts & Payments

Date	Details	Receipts	Payments	
17/03/22	Polstead Village Hall Committee void	0.00	0.00	
17/03/22	Mr G W Dye	0.00	250.00	y
17/03/22	Polstead Village Hall Committee void	0.00	0.00	
17/03/22	Chilton Parish Council	0.00	50.00	y
17/03/22	Gallagher Insurance	0.00	577.91	y
17/03/22	Ben Patrick CO10 Gardening	0.00	176.00	y
17/03/22	SALC	0.00	36.00	y
17/03/22	Clerk Expenses	0.00	208.73	y
17/03/22	Clerk Salary	0.00	376.48	y
17/03/22	Bulstrodes, bunting and flags for Jubilee	0.00	130.00	y
17/03/22	PA Promotions	0.00	462.34	y
17/03/22	Mr B Hurren	0.00	166.00	y
24/03/22	DD to ICO		35.00	
29/03/21	SCC	329.98	0.00	y

Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	31/01/22	£36,306.55	£36,306.55	£0.00		£0.00
Premier Account	30/01/22	£3,335.25	£3,335.25	£0.00	£0.08	£0.08
Cash	30/01/22	£0.00	£0.00			£0.00
		£39,641.80	£39,641.80	£0.00	£0.08	

Actual v's Budget at 31 March 22

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£44,162.96			
Income			Expenditure		
Precept	£19,500.00	£19,500.00	Clerks Salary	£4,832.00	£4,117.20
Bank Interest	£0.00	£0.32	Admin	£2,305.00	£1,632.04
Recycling	£0.00	£0.00	Insurance	£580.00	£577.91
Grants	£745.00	£836.30	Audit Inspections	£380.00	£340.00
Allotment Rent	£120.00	£187.60	Donations	£1,000.00	£650.00
Wayleave	£22.00	£21.01	Chairman's Allowance	£60.00	£83.98
QDJ	£0.00	£0.00	Community Wardens	£1,180.00	£505.05
Donation	£0.00	£0.00	Dog & Litter Bins	£1,000.00	£850.99
Compensation	£0.00	£0.00	Footpaths	£2,800.00	£2,581.00
Other	£0.00	£0.00	Grass Cutting	£3,950.00	£5,590.50
CIL	£0.00	£0.00	Ditch Clearance	£0.00	£0.00
VAT Repayment	£0.00	£630.21	Maintenance	£1,200.00	£1,140.79
			Village Hall	£965.00	£219.00
			Projects	£1,500.00	£2,196.16
			Contingency	£500.00	£0.00
			CIL	£9,617.56	£0.00
			VAT Paid	£0.00	£1,116.70
Total	£20,387.00	£21,175.44	Total	£9,617.56	£22,252.00
					£24,981.32
			Assets Carried Forward		£39,641.80
Total		£65,338.40	Total		£64,623.12

Income since 31 March 2022

£11,250 precept

Agenda item 70 Convey land to Village Hall Committee

No costs during period 2015-22. Only donations were toward electricity/heating

Agenda item 71 – Highways and Footpaths

HGV Sign has been ordered and overpayment refunded by SCC

Agenda item 72 Asset, allotment playground or playingfield issues

Annual playground inspection disclosed maintenance required which is mainly tightening nuts and bolts. The Sudbury Wardens have been asked to undertake the maintenance.

A new Litter bin and dog bin have been ordered from Glasdon