

## **DRAFT POLSTEAD PARISH COUNCIL**

Minutes of Meeting held on 21<sup>st</sup> October 2021 at 7.30pm in Polstead Village Hall

**Present:** Andrew Wade (Chairman), John Baxter, John Engleheart, John Flather and James Oxford.

**Attending:** Georgia Hall (Suffolk County Councillor), Dave Crimmin (Clerk) and 6 members of public.

### **21/182 Apologies for Absence**

Cllrs Johnson and Sowman (commitments) sent their apologies as did John Ward (Babergh District Councillor).

### **21/183 Declaration of Interests and Requests for Dispensation**

No interests were declared and no requests for dispensation were received.

### **21/184 Minutes of Meeting held on 16<sup>th</sup> September 2021**

The minutes of the meeting were approved by the councillors who resolved that the minutes should be signed by the Chairman as a correct record.

### **21/185 Reports from County and District Councillors**

Councillors noted Georgia Hall's previously circulated report and she updated councillors on the outcome of the Special Education Needs review at SCC, street light changes to LED, waste recycling system changes, the replacement of damaged warning signs on the A1071, the results of the speed survey in White Street Green and SCC's response to 5G in the county. Councillors noted John Ward's previously circulated report.

### **21/186 Reports and Question from Councillors**

The Clerk was asked to contact the Police over PPC concerns regarding traffic speeds in Mill Street which were raised earlier this year. Cllr Engleheart updated councillors on archaeological surveys being undertaken in connection to the Bramford to Twinstead project.

### **21/187 Public Forum**

A resident raised concerns over vehicles parking on Polstead Green when the auction takes place in the Village Hall. The Clerk was asked to contact the organiser requesting that parking is managed during the event so that no parking on the Green takes place. A resident raised her hopes that the Green at White Street Green could be enhanced with additional planting. The Chairman highlighted that Lisa Matthews was raising awareness of schemes promoted by Babergh and PPC which would provide the resources for suitable schemes. Lisa Matthews updated her progress on the proposals being raised by residents.

### **21/188 Emails circulated**

Following a review of the emails circulated by the Clerk since the last meeting the councillors did not require any further action from the Clerk.

### **21/189 Clerk's Report**

Following a review of the Clerk's Report (Appendix A) there were no further actions requested of the Clerk.

### **21/190 Planning**

- a. The councillors reviewed **Planning Application DC/21/05230 Bankside, Mill Lane** - Application for works to trees in conservation area: Felling of Leylandii Cypress Conifers crowding large mature silver birch (and disrupting telegraph pole) and replacement with native hawthorn / blackthorn and resolved that they had no objection.
- b. The councillors reviewed **Planning Application DC/21/05091 Rockalls Lodge, Rockalls Road** - Erection of an extension to provide accessible accommodation for the benefit of a

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registered disabled person, creation of portico to rear, replacement of existing roof covering and windows and reinstate entrance door on rear elevation (following demolition of existing rear additions) and resolved that they had no objection.

- c. The councillors reviewed **Planning Application DC/21/05396 Little Acre, Spring Lane** - Installation of 2no underwater LED lights to swimming pool (approved under DC/21/02692) and resolved that they had no objection.
- d. The councillors reviewed **Planning Application DC/21/05085 Woodview, White Street Green** - Erection of single storey linked side extension and resolved that they had no objection.
- e. The councillors reviewed **Planning Application DC/21/05654 Rockalls Cottage, Rockalls Road** - Erection of single storey new entrance extension and linked extension between the house and an outbuilding to provide additional living accommodation and resolved that they had no objection.
- f. There was a further planning application received since the agenda was posted requiring a response before the next meeting The councillors reviewed **DC/21/05584 Willow Cottage, Hadleigh Heath** - Erection of single storey rear extensions and installation of 2no rear dormer windows (amended scheme as previously approved under DC/21/03708 and DC/18/03720) and resolved that they had no objection.
- g. The councillors reviewed the status of planning applications, enforcement referrals and appeals previously reviewed by PPC as per Appendix B.

### **21/191 Finance**

- a. All cheques signed and due for signing, as itemised in Appendix C, and a payment of £173.10 to the Boston Bulb Company were authorised by the councillors. The councillors also noted the income received since the last meeting and reviewed the Statement of Accounts against the budget and the bank reconciliation against the bank statements.
- b. The councillors resolved a donation of £100 towards the Polstead Christmas Lunch.

### **21/192 Polstead WI**

The Village Hall Committee is still reviewing the requirements to set up a Charitable Incorporated Organisation for the Village Hall which will enable it to hold title for the WI land.

### **21/193 Highways and Footpaths**

Cllr Baxter updated councillors on the progress of the footpaths review that he and Cllrs Engleheart and Oxford are undertaking. Cllr Engleheart will now look at plans for the ongoing management and report back to council in the New Year. The councillors resolved to share the costs with Georgia Hall for the installation of a "No HGV's" sign at the junction of Mill Street / Mill Lane up to a maximum of £1,000.

The councillors reviewed the results of the White Street Green speed survey and agreed with SCC Highways conclusion that "There is nothing in the speed data or the volume data that would raise any alarms within our team. The data confirms that there is generally high compliance with the 30mph speed limit and traffic volumes are low." The councillors then discussed the possible purchase of a Speed Indicator Device (SID) that could be used at certain sites in the parish. Cllr Baxter will review sites in the parish against the criteria for the operation of such a scheme and report back at the next meeting, where the councillors will consider the purchase of a SID.

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### **21/194 Assets, allotments, playground and playing field**

The councillors agreed to consider a review of dog and litter bins at the January meeting. The councillors resolved that a claim should not be made against insurance following the destruction of a litter bin considering the impact that a claim of £60 would have on future insurance premiums. The Clerk to propose a change to the assets covered by the insurance considering the £250 excess on the policy. The councillors resolved to replace the asset with a dark green bin at a cost of £310 + VAT.

### **21/195 polstead-pc.gov.uk emails**

All councillors are now using their polstead-pc.gov.uk email accounts.

### **21/196 Christmas 2021**

The councillors agreed to limit the Christmas events in 2021 to a Christmas Tree at the Village Hall as it was still very uncertain what impact COVID will have this winter.

### **21/197 Queen's Platinum Jubilee**

After listening to Cllr Wade's update on the national plans to celebrate the Platinum Jubilee the councillors agreed that a local celebration involving both young and old residents would be preferred for Polstead. This will be discussed at the January meeting.

### **21/198 Defibrillators**

The councillors agreed that the Clerk look at the budget for 2022 / 23 to see how many new defibrillators could be installed in the parish

### **21/199 Future Agenda Items**

- Budget 2022 / 23 - November
- Consider affordable dwellings in Polstead - November
- Update from Lisa Matthews on planting schemes - November
- Consider plans for the questionnaire - January
- Precept 2022 / 23 - January.

### **21/200 Standing Order 3d**

In accordance with PPC's Standing Order 3d the councillors resolved the exclusion of the public and press from the meeting due to the confidentiality of the appointment of a new Clerk.

### **21/201 Clerk Recruitment**

The councillors reviewed the recommendation from the HR Committee for a new Clerk to be appointed from the 1<sup>st</sup> December 2021 subject to suitable references being obtained from two of her current councils. In reviewing the Contract of Employment being offered, the councillors agreed that PPC would share the costs of the Clerk's CILCA registration and training with her other councils. The council will also provide a council laptop with Microsoft Office and appropriate anti-virus software within a budgeted cost of £800 for the Clerk's use.

The councillors resolved to offer Christine Hargan the position of Clerk to Polstead Parish Council subject to the above terms.

### **21/202 Next scheduled meeting**

The next scheduled meeting will be held on Thursday 18<sup>th</sup> November 2021 at 7.30pm in the Village Hall.

**Meeting closed at 9.45pm.**

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### Appendix A Clerk's Report

Minute	Action	Complete ✓
18/041	Sent reply to Lord of the Manor's solicitor.	
21/162	Minutes updated on Polstead website.	✓
21/168	Sent planning application response(s) to Babergh.	✓
21/169 a	Conclusion of External Audit notices posted on website and notice board.	✓
21/169 b	Payments made to suppliers.	✓
21/170	John Ward confirmed that applications can be made individually for hedges and trees.	✓
21/173	Working with Community Wardens to resource self closing device for play equipment gate.	
21/173	Wording agreed for signs.	✓
21/176	Christmas Tree purchased.	✓
	<b>Clerk delegated actions</b>	
	None used since last meeting.	

### Appendix B Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/21/04241	Land To The East Of White Street Green	Change of Use of agricultural land to domestic garden land.	21/157b	No objection	Withdrawn
DC/21/04339	White House Farm, Straight Road	Erection of Cartlodge (following demolition of existing outbuilding).	21/157c	No objection	
DC/21/04340	White House Farm, Straight Road	Application for Listed Building Consent - Erection of Cartlodge (following demolition of existing outbuilding).	21/157d	No objection	
DC/21/04145	Robin Hill, Mill Street	Conversion of garage and addition of bay windows.	21/157e	No objection	Permission Granted 22/09/2021
DC/21/04942	Corders House, Polstead Hill	Notification for works to trees in a Conservation Area - Fell 3no Thuja Plicata (Damage to retaining wall and over hanging branches to neighbouring access track).	21/168a	No objection	No objection 01/10/2021
DC/21/04915	Rockalls Farm House, Millwood Road	Erection of two storey side extension and two storey new front extension.	21/168b	No objection	

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### Appendix C RFO Report Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
06/09/21	Bank Interest			0.08	0.00
13/09/21	BDC Precept			9,750.00	0.00
05/10/21	UK Power Wayleave			21.01	0.00
21/10/21	SCC - Speed Survey	102080	LA 2011 ss 1 to 8	0.00	438.00
21/10/21	B Patrick - Footpaths September	102081	LA 2011 ss 1 to 8	0.00	320.00

### Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/09/21	£51,718.34	£48,981.20	£2,758.15	£21.01	£0.00
Premier Account	30/09/21	£3,335.09	£3,335.09	£0.00	£0.00	£0.00
Cash	15/10/21	£0.00	£0.00			£0.00
		£55,053.43	£52,316.29	£2,758.15	£21.01	

### Actual v's Budget

	Budget	Actual		Reserves	Budget	Actual
Assets Brought Forward		£44,162.96				
<b>Income</b>			<b>Expenditure</b>			
Precept	£19,500.00	£19,500.00	Clerks Salary		£4,832.00	£2,160.60
Bank Interest	£0.00	£0.16	Admin		£2,305.00	£858.33
Recycling	£0.00	£0.00	Insurance		£580.00	£0.00
Grants	£745.00	£312.00	Audit Inspections		£380.00	£340.00
Allotment Rent	£120.00	£187.60	Donations		£1,000.00	£500.00
Wayleave	£22.00	£21.01	Chairman's Allowance		£60.00	£0.00
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	£2,341.00
Other	£0.00	£0.00	Grass Cutting		£3,950.00	£0.00
CIL	£0.00	£0.00	Ditch Clearance		£0.00	£0.00
VAT Repayment	£0.00	£630.21	Maintenance		£1,200.00	£442.21
			Village Hall		£965.00	£0.00
			Projects		£1,500.00	£365.00
			Contingency		£500.00	£0.00
			CIL	£9,617.56	£0.00	£3,380.00
			VAT Paid		£0.00	£754.47
<b>Total</b>	<b>£20,387.00</b>	<b>£20,650.98</b>	<b>Total</b>	<b>£9,617.56</b>	<b>£22,252.00</b>	<b>£12,497.65</b>
			Assets Carried Forward			£52,316.29
<b>Total</b>		<b>£64,813.94</b>	<b>Total</b>			<b>£64,813.94</b>

End of Appendices

Signed

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