

## POLSTEAD PARISH COUNCIL

Minutes of Meeting held on 21<sup>st</sup> April 2022 at 7.30pm in Polstead Village Hall

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

**Attending:** John Ward (Babergh District Councillor), Christine Hargan (Clerk) and 5 members of the public.

**22/061 Apologies for Absence**

Cllr Georgia Hall and Cllr John Engleheart

**22/062 Declaration of Interests and Requests for Dispensation**

Cllr Sowman declared an interest in item 22/050 Transfer of Land to the Village Hall committee

**22/063 Minutes of Meeting held on 17th March 2022**

It was resolved that the minutes of the meeting should be signed by the Chairman as a correct record.

**22/064 Reports from County and District Councillors**

A Councillors noted CCllr Hall's previously circulated report  
Question from Cllr Sowman whether fast chargers for battery cars could be installed to create a source of income within the village.

Councillors noted DCllr Ward's previously circulated report.

Highlights:

Homes for Ukrainian refugees, BDC support for those who are offering accommodation,

Tenant survey, results will be published

Digital inclusion BDC are working toward digital technology for all.

Women's Cycle Tour will be racing through the area on 6<sup>th</sup> June.

Log cabins, there is a potential for retrospective planning permission to be sought.

B Proposed Planting Schemes in the parish

Lisa Matthews reported that she would be attending a funding meeting with the District Council to enable the charity to continue with the Nature network in distributing saplings and plants. And that she would enter a funding bid from the Parish Council and additional funding from the Queens Green Canopy.

**22/065 Reports and Question from Councillors**

Following resignations from Cllrs Johnson and Baxter the Clerk is to report to Babergh District Council

Erica Pomerans has sadly passed away. The meeting was reminded of her as a personality and her contribution to the parish through various works including masterminding the creation of the shop and working on the Parish Council.

**22/066** Actions on **emails distributed** by Clerk since the last meeting

There were no actions that are not recorded elsewhere in the meeting

**22/067 Clerk's Report**

Attached in Appendix.

**22/068 Planning**

**Consider Planning application no:**

Signed

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[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

Large extension not listed and not period

**Resolved no objection**

[DC/22/01712](#) Blackthorn Lodge Stoke Road Leavenheath Suffolk CO6 4PS

Erection of a garden room stand a lone in their land size of a double garage

**Resolved no objection** but suggest that if approval is granted that a suitable condition ensures that the garden room remains ancillary to the main house at all times.

[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.

**Resolved to object.** Due to the negative impact on the amenities and neighbouring residences and the cluster of heritage assets.

[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.

**Resolved no objection**

[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.

Is it permitted development, setting agricultural need dry storage for hay and straw

**No objection to the principle** but would respectfully suggest that if planning permission be granted that a suitable condition be made that the building should be used for stated use on the application only.

**Consider any planning application received since the agenda was published** that requires a response prior to the next scheduled meeting

**Last minute application DC/22/02030 Hill House, Polstead Hill** – will be discussed next meeting.

## 22/069 Finance

### A Authorise payments

Payments were authorised according to the list appended to the Financial Report

### The Reconciliation of accounts

Accepted

### Unity Bank

Ongoing, the electronic form had timed out. It is to and to be forwarded to Cllrs Flather and Oxford for completion.

## 22/070

### Polstead WI's plans to convey their land to the Village Hall Committee

Cllr Sowman reported that the application to the charity is progressing.

Signed

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### 22/071 Highways and Footpaths

Clerk to contact CClr Hall regarding repairs to two footbridges Homey Bridge, and the Footpath by Red Barn which is now dangerous due to the damage to one of the planks and also wire netting. Cllr Sowman also reported that the grass to footpath 7 is being cut by a member of the public.

Dollops wood action Cllr Engleheart volunteered to appraise and assess the damage and will report back on remedial steps

Highways pot holes have been marked on Heath Road, and it was reported that the road will be resurfaced this year.

### 22/072 Asset, Allotment, playground or playing field issue

Rockalls Road playground Cllr Oxford reported that the gate closure had been purchased, and would confirm following the meeting whether it has been fitted.

Inspection of the playgrounds had been undertaken, there were a number of repairs to be undertaken which were mainly tightening nuts, resealing rubber safety matting and the replacement of one swing seat. The Clerk has requested the Sudbury Wardens to undertake the remedial work, however despite phone calls and emails she has yet to receive feedback from the wardens as to whether the work has been undertaken. Clerk to continue to chase.

There are allotments available. Councillors had been asked to promote this locally.

### 22/073 Review grit, litter and dog bins

The Clerk has ordered one litter bin and a dog bin which will be delivered to Sudbury Wardens for fitting. It was resolved for the clerk to acquire a further dog bin for delivery to the Sudbury Wardens who will liaise with Cllr Sowman re location.

### 22/074 Review Noticeboards

The deposit has been paid and the noticeboard will be fitted in due course.

### 22/075 Queen's Platinum Jubilee

Update provided Making progress flyers and banner for the village hall produced. The Town Crier will announce the event from 9pm. A bonfire will be lit in the field behind the church and the public will enjoy the spectacle from behind the fence in the churchyard, refreshments will be provided in church porch.

Sunday 5<sup>th</sup> June Mike Constant to photograph the event and will prepare a book for the village archives, Everything is organised except for a sign for the crown competition. running costs £3,782 does not include the glass memorial.

Last meeting will be held on 10 May.

Volunteer labour is required after the event to clear up.

### 22/076 Future Agenda items

September questionnaire

Long term commemorative memorial

Litter Pick

Fast Car chargers

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### **22/077 Time date and place of next meeting**

Thursday 19<sup>th</sup> May Parish Council Meeting at the village hall.

Meeting closed at 9pm

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Appendix

Actions

Minute	Action	Who	Complete
18/041	Send response to Lord of Manor Solicitor		
22/053	Notify fire service re proposed bonfire. Risk assessment to be carried out in advance.	Clerk /all	✓
22/055	National Grid Consultation, send response to NG and also send link to LSPN newsletter and also to website	Clerk	✓
22/071	Clerk to contact CCllr Hall requesting that she monitors repairs to bridges at Red Barn and also Homey Bridge	Clerk	✓
22/071	Cllr Engleheart to review damage to Dollops Wood	JE	
22/072	Cllr Oxford to check whether the fixture has been fitted to Rockall Road playground.	JO	
22/072	Clerk to chase Sudbury Wardens regarding remedial works to both playgrounds following inspection	Clerk	
22/073	Cllr Sowman to liaise with Sudbury Wardens regarding location of two dog bins and a litter bin	SS	
22/065	Clerk to notify BDC regarding resignations of Cllrs Johnson and Baxter	Clerk	
22/069	Payments to suppliers	Clerk	
22/068	Planning application responses to BDC	Clerk	
22/069	Clerk to forward application form for Unity Bank to Cllrs Oxford and Flather to complete their section, they were requested to notify her once completed as the application has to be renewed each time it is opened.	Clerk/JO/JF	

### Agenda Item 69 RFO Report

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 has been circulated, posted on website and noticeboards

'Lorry' sign on order and received a refund of overpaid charges

A request has been made on the possibility of placing minutes in the village magazine

Request for ashes of a family member to be scattered in Dollops Wood

### Payments 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

Signed

Date

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## Receipts & Payments

Precept payment has been received £11,250

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

### End of year 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	£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
<b>Total</b>	<b>£20,387.00</b>	<b>£21,175.44</b>	<b>Total</b>	<b>£9,617.56</b>	<b>£22,252.00</b>
					<b>£24,981.32</b>
			Assets Carried Forward		£39,641.80
<b>Total</b>		£65,338.40	<b>Total</b>		£64,623.12

## End of Appendices

Signed

Date

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