

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on 20th October 2022 at 7.30pm in Polstead Village Hall

Present: Councillors Andrew Wade (Chairman), John Flather, John Engleheart, James Oxford, Stewart Sowman Christine Cheeseman and Kenneth Davey.

Attending: Christine Hargan (Clerk) and 8 members of the public.

147. Apologies for absence
DCllr John Ward (Babergh District Councillor), County Councillor Georgia Hall,
148. Receive **declarations of interests** and **requests for dispensation** from Councillors
Cllr Sowman has interest in all items pertaining to the Village hall, Cllr Engleheart, dispensation from voting on item refurbishment of Polstead pond
149. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 18th August 2022. It was resolved that the minutes were signed by the chairman as a correct record of the meeting.
- 150.
- a. Reports from District Councillor and County Councils
There were no comments.
 - b. Receive questions from Parishioners
 - i. Speeding in the village. The matter is on the agenda
 - ii. What is the current position regarding Boxford Suffolk Farms? As a separate Agenda item it will be discussed later in the meeting.
 - c. Receive report from Nature Citizen and to Consider Proposed planting schemes in the Parish
Update emailed over, Nature Citizen is concentrating on food for insects and encouraging biodiversity and as such would appreciate funding toward pollinator bulbs. The financial costs will be considered separately.
151. Reports and questions from Councillors
- a. National Grid Consultation Bramford to Twinstead, Cllr Wade updated the meeting on action taken by the group of villages, The issue will be taken to the Planning inspectorate next year. Babergh District Council to advise on next procedural steps.
 - b. Cllr Cheeseman and Ms Matthews undertook an evening visit to Flatford nature reserve and forwarded post meeting information to councillors.
 - c. Query from Cllr Sowman regarding the defibrillator. Information has been gained on a database being managed by the Ambulance Service, and various charities which monitors all national defibrillators. He will forward information to the Clerk for further investigation and consideration at the next meeting.
 - d. DCllr Ward has asked whether there are small pockets of land in Polstead that BDC could consider purchasing for Social Housing. If anyone is aware please forward information to Chair. The Brewers Arms expects to place a planning application next year with 8 plots of social housing.
 - e. Boxford Suffolk Farms purchased 3 fields at Boxford, Polstead and Wash Lane totalling 65 acres. Most of the land is in the AONB and the work includes constructing cages which are 14 foot high and covered with fleece and net to protect the apple trees. The issue of planning consent is being debated with BDC whose view is that no Planning Consent is required. Whereas legislation re AONB states that planning authorities must have regard to the protection of the AONB. It is reported that various wildlife such as owls, skylarks, slow worms, and lizards are being affected. The situation is evolving and a new report will be provided next month.
 - f. Polstead pond. Cllr Engleheart is planning a project to desilt the pond. The fish will be removed, the silt will also be removed and spread on nearby land, prior to reshaping the pond base, refilling and replacing the fish. The project is likely to be underway in late November with the bulk of the work taking place in January. Cllr Engleheart has declared an interest in the project and declined to vote. Resolved unanimously to make a one off grant of £2,000.
 - g. Residents of Bowerhouse Tye are complaining of a continuing smell of sewage. Works have been stalled as the contractors were unable to take drain lid off. Clerk to liaise with CCllr Hall and with Shaun Davis to meet on site.

.....
Signed

.....
Date

.....
Series no 752

h. Cllr Sowman Requested that the council allow Parking on the Heath Road Playing field if necessary during the Art exhibition. Agreed if strictly necessary.

152. Actions required on emails distributed by the Clerk

No actions were requested.

153. Actions required following the Clerk's report

No actions were requested.

154. **Planning**

a. **Consider Planning application no:**

[DC/22/04278](#) Jesmond Lodge Polstead Hill Polstead Colchester Suffolk CO6 5AH Notification of Works to Trees in a Conservation Area - Reduce crown of 4No. Sycamores (T1 -T4) by 30%. Reduce crown of 1No. Oak (T5) by 30%. Reduce crown of 1No. Silver birch by 30%. (T6)

No objection

[DC/22/04165](#) Rockalls Lodge Rockalls Road Polstead Colchester Suffolk CO6 5AT To vary plans from previous application DC/21/05091 dated 17/11/2021. Erection of an extension to provide accessible accommodation for the benefit of a registered disabled person, creation of portico to rear, replacement of existing roof covering and windows and reinstate entrance door on rear elevation

No objection

[DC/22/04840](#) Yvans Hall Evans Heath Polstead Ipswich Suffolk IP7 5NX Conversion of former barn outbuilding to annex/holiday let accommodation comprising extension to reinstate first floor and pitched roof to west end. Erection of single storey sun room to dwelling. Replacement of 4 No window units to dwelling. Roof extension and reinstatement to outbuilding to form domestic animal pens (former built range now dilapidated). Installation of wall enclosures, hayloft mezzanine & windows to existing steel barn for domestic animal accommodation. Erection of pergola timber garden structure to footprint of former cart lodge.

No objection in principle but if approved a suitable condition to be imposed that a condition be implemented to remain ancillary to the main building

[DC/22/04841](#) Yvans Hall Evans Heath Polstead Ipswich Suffolk IP7 5NX, Application for Listed Building Consent

No objection

[DC/22/04844](#) Snail Hall Millwood Road Polstead Colchester Suffolk CO6 5AU Proposed installation of ground mounted and roof mounted photo-voltaic panels.

Listed building but garage new, the panels are on the floor

No objection

[DC/22/03949](#) The Ride Straight Road Polstead Heath Polstead Colchester Suffolk CO6 5BB Reconstruction of mono pitch roof with extended roof overhang and insertion of new windows

No objection

[DC/22/05106](#) Development by a Statutory Undertaker (UK Power Networks) - Installation of a Substation on existing mill street compound

No objection

b. **Consider any planning application received** since the agenda was posted requiring a response before the next scheduled meeting.

DC/22/05219 Yeomans Cottage, Mill Street, Polstead, Colchester Suffolk CO6 5AD Application for listed building consent

The Clerk to ask for extensions to both related applications due to the lateness of receipt

DC/22/05218 Yeomans Cottage, Mill Street, Polstead, Colchester Suffolk CO6 Erection of a pitched roof rear porch (following demolition of existing), partial re-rendering, re-laying existing roof tiles, erection of a boiler flue; Erection of a greenhouse (re-submission of DC/22/02201) Yeomans Cottage Mill Street Polstead Colchester Suffolk CO6 5AD

c. **Consider the status** of planning applications, appeals, enforcement referrals and any potential planning issues

155. **Finance**

Approve payments made since the last meeting and to be made.

Resolved to pay as per the attached schedule.

Transfer of funds to Unity Trust Bank

It was resolved to close both the accounts with Barclays Bank and transfer the funds to the equivalent Unity Trust accounts.

.....
Signed

.....
Date

.....
Series no 753

156. Consider update to Polstead WI's plans to convey their land in Polstead
With charity commission
157. Consider any issues raised regarding **Highways and Footpaths**
- a. Hidden 30mph signs - Cllr Davey agreed to identify and record the signs within the village and to relay information to the Clerk who will liaise with Suffolk County Council. Further discussion at next meeting.
 - b. Hedge trimming Footpath 2 cut back vegetation to improve visibility for pedestrians crossing the bypass.
Clerk to chase highways
158. **Asset, allotment, playground or playing field issues**
Replace gate on Rockalls road playground Closure spring. Clerk to contact CO10 Gardening and discuss possible solutions at Rockalls Road. The Gate post at Heath Road playground has been scheduled in for replacement week commencing 24 October 2022.
159. Purchase of outdoor gym equipment and football nets. Purchase nets less than £50 Clerk to purchase 2 football nets
The council agreed to consider purchasing the gym equipment but additional information and a strong case that it will be used prior to purchase being agreed to ensure value for money. Mrs Davey to investigate further.
160. Review Grit, Litter and Dog bins
a. posts to dog bins – report of a replacement required resolved for Clerk to organise replacement
161. Review Notice Boards
No action required
162. Litter pick, 22nd September 2022
a. Formally thank everyone who helped.
163. Christmas 2022
- a. Carol Service – plans, publicity and support – for first year joining church on 17th December 6pm brass band will play soft drinks and mulled wine with mince pies will be served Cllr Wade to print 250 flyers with RSVP, Parking permission agreed subject to the weather agreed by Cllr Engleheart. Budget of £200 agreed
 - b. Christmas Tree
Resolved a budget of £150 Clerk to order 10 foot tree from same supplier as last year for delivery to the Village shop (date to be confirmed). Matt Peck to erect and decorate the tree.
164. Contribution to Village Hall Committee toward Broadband installation and upkeep
Resolved to pay £500 this year and £500 next year.
165. Warm Space Fridays at the village hall
Resolved to support the with a £150 donation
166. Future **agenda items**
Boxford Suffolk Fruit Farms
30mph speed limit signs
Outdoor Gym equipment
Gate to Rockalls Road playground
Carol Service
167. **Questions to the chair**
None
168. Time date and place of next meeting 7.30pm Thursday 17th November 2022 at the Village Hall, Polstead.

Meeting closed 9.50

Appendix

Minute	Action	who	Complete
22/151	Forward information on Defibrillator database to Clerk	SS	✓
22/151	Investigate information on database and report findings to November meeting	Clerk	✓
ongoing	Editorial to LSPN news	Clerk	✓
22/151	Small pockets of land for social housing, forward information to chair	All	
22/151c	Boxford Suffolk Farms fruit cages in White Street Green update in November	JF/AW	
22/151e	Liaise with CClr Hall and Shaun regarding meeting to discuss sewerage problem in Bower House Tye	Clerk	✓
22/135	Check hedgerows for cricket equipment	All	
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
22/154	Extension requested and comments to planning applications to BDC Planning Green	Clerk	✓
22/155	Notify suppliers of change of bank and associated delay in payment, to 3 November.	Clerk	✓
22/155	Pay suppliers		
22/157	Identify 30mph signs and forward to clerk	TD	
22/157	Forward information on missing signs to SCC Highways	Clerk	✓
22/157	Liaise with SCC cutting back hedge to improve visibility on footpath 2 on bypass	Clerk	✓
22/158	Contact CO10 Gardening to discuss replacement gate to Rockalls Road Playground and report back to Parish Council	Clerk	ongoing
22/158	Purchase pair of football nets	clerk	
22/158	Gym Equipment gain further information on potential number of people to use the equipment	AD	
22/159	Clerk to organise replacement dog bin post	Clerk	✓
22/162a	Carol Service flyers, organise printing of 150 flyers	AW	
22/162b	Christmas tree Identify supplier used last year and purchase 10 foot Christmas tree, liaise with Mr Peck for delivery 2 nd December	Clerk	✓
	Agenda items for the next meeting Carol Service Purchase of outdoor gym equipment and football nets Boxford fruit farms Gate to Rockalls Road playground 30mph speed update	Clerk	
	Forward email address for BDC Planning to member of public	Clerk	✓

Agenda Item 155 Finance

Approve payments

Payments to be made

£482.88 Clerk salary for August including tax rebate

£376.48 Clerk salary for September

£303.17 Clerk expenses Working from home allowance 1 April-30 September, July – October travel, printer cartridges and postage

£404.00 Ben Patrick CO10 Gardening Charge for August additional costs due to Polstead pond and hog weed removal (and destruction)

.....
Signed

.....
Date

Series no 755

208.00 Ben Patrick CO10 Gardening bill for September
£96.00 Village Hall Hire May-December 2022
£240.00 PKF Littlejohn LLP 2021-22 audit fee
£36.00 SALC provision of payroll services
£462.60 Sudbury Town Council
£26.84 WAVE water bill
£500 Donation to Village Hall contribution toward the installation and upkeep of Broadband
£150 Donation to Coffee Caravan to help with Village Hall rental for Warm Fridays
£2000 Grant toward Polstead Pond refurbishment J Engleheart

Income

£194.32 grant from Suffolk County Council for the cutting of footpaths
£11,250 Precept
18p interest from Unity Trust Bank
£21.01 Wayleave payment from UK Power Networks, received 11 September and not currently showing in the bank statement
£1.03 interest from Barclays Bank

.....
Signed

.....
Date

Series no 756

Budget to Date				
	2021/22		2022-23	
	Budget	To year end	Budget	YTD
Income				
Balance Brought Forward from current a/c	19500	19,500.00		36,306.55
Balance b/f from Business Premium a/c				3,335.25
Grants	745.00		745.00	194.32
Bank Interest	0.00	1.00	1.00	1.46
Allotment rent	120.00	81.68	120.00	81.68
Wayleave	22.00	21.01	22.00	0.00
CIL	0.00	0.00	0.00	0.00
Precept	19,500.00	19,500.00	22,500.00	22,500.00
Transfer				500.00
VAT Repayment	0.00		0.00	1,043.70
Total Income	£20,387.00	£19,603.69	£23,388.00	£24,321.16
Expenditure				
	Figures exclude VAT where paid as it is reclaimed, and is shown as VAT paid			
Clerk Salary	4,700.00	4,500.00	4,700.00	1,855.80
Insurance	600.00	580.00	600.00	0.00
Admin	2,355.00	2,305.00	2,355.00	735.36
Audit	380.00	340.00	380.00	140.00
Donations	1,000.00	1,000.00	1,000.00	250.00
Chairman's allowance	60.00	100.00	60.00	0.00
Community Wardens	710.00	700.00	710.00	385.50
dog and litter bins	950.00	850.99	950.00	838.00
Footpaths	950.00	3,200.00	3,200.00	720.00
Grass Cutting (P3 Scheme)	5,500.00	4,825.00	5,500.00	680.00
Ditch Clearance	0.00	0.00	0.00	0.00
Maintenance	1,200.00	1,200.00	1,200.00	1,539.29
Projects	2,000.00	1,825.00	2,000.00	3,178.15
Village Hall	965.00	965.00	965.00	113.00
Contingency	500.00	500.00	500.00	0.00
CIL	0.00	7,537.00	0.00	0.00
VAT paid	0.00	1,700.00	0.00	513.26
Transfer				500.00
Total Expenditure	£21,870.00	£32,127.99	£24,120.00	£11,448.36
Totals Income - Expenditure	-£1,483.00	-£12,524.30	-£732.00	£12,872.80
Totals Income - Expenditure including balance B/F				£52,514.60
Bank Reconciliation				
Barclays Community Account at 30/9/22				£49,063.98
Barclays Business Premium Account at 30/9/22				£3,336.53
Unity Trust Bank Current account at 30/9/22				£408.91
Unity Trust Bank Deposit account at 30/9/22				£0.18
Uncashed Cheques				295.00
Total Held in all accounts				52,514.60

.....
Signed

.....
Date

Series no 757