

POLSTEAD PARISH COUNCIL

Minutes of Meeting held on 21st July 2022 at 7.30pm in Polstead Village Hall

Present: John Flather, Stewart Sowman Christine Cheeseman and Kenneth Davey.

Attending: Christine Hargan (Clerk) John Ward DCllr and 4 members of the public.

22/123

Apologies for Absence

Andrew Wade (Chairman) - holiday, John Engleheart - holiday James Oxford - work, Georgia Hall (Suffolk County Councillor) work.

Apologies accepted

22/124

Declaration of Interests and Requests for Dispensation

Cllr Sowman declared an interest in item 22/092 Transfer of Land to the Village Hall committee

22/125

Welcome new Councillors The two vacancies were filled for a one year term following request from parishioners for an election. Congratulations to the new councillors and commiserations to the unsuccessful candidates. The new councillors signed an acceptance of office in advance of the meeting and agreed in principle to the Councillors Code of Conduct.

22/126

Minutes of Meeting held on 21st May 2022

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

22/127

Reports from County and District Councillors

Councillors noted CCllr Hall's previously circulated report

Councillors noted DCllr Ward's previously circulated report.

Highlights

Planning permission for the BDC developments in Sudbury and Hadleigh both approved. The council have acquired 1.5 acres of land from Persimmon on the A1071, which will be used for a small office building and 10 start up units for businesses

Energy rebates. The majority of payments have been made.

Increase in **hate related abuse** to councillors this has now reached 70%.

Devolution and planning legislation progressing.

Log cabins Enforcement is progressing. The owner has until October to place an appeal and to remove the cabins within that time frame. Addendum following the meeting. The owner of the Log Cabins at Flaggy Pond is placing an appeal.

Commercial property portfolio very healthy in the last year it has risen by 12% profit on portfolio and currently gaining a full return on rentals and providing a steady income. Currently it stands at 16% of income compared with council tax which is 29% of income.

b Receive questions from parishioners

Are there fast-food outlets in the Babergh portfolio? Cllr Ward to verify

How do parishioners get their suggestions into the Parish Council? By bringing them to the Parish Council meeting, emailing the Clerk or a Councillor.

Question to new Councillors: Why did they not come to meetings before being elected?

Because having moved into the village during the lock down, when attendance at anything was difficult, Cllr Davey was frustrated at the situation and wanted to do something for the community.

Cllr Cheeseman was working in London as a solicitor and is now volunteering in the village shop having paused her career, she was asked to stand when a vacancy arose and thought it was a good opportunity as she has time to dedicate to the role.

Traffic accident between an Amazon van and a horse and rider. The speeding van startled the horse, who threw the rider onto the road and bolted. The horse was taken to Newmarket medical facility for treatment and rider went to Ipswich hospital. The rider asked for the incident to be publicised locally

Signed

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c Proposed Planting Schemes in the parish

Nature Citizen issued a report in their absence which is attached as an appendix. Application for £250 funding to continue their work. Cllr Sowman proposed that in addition to the funding that a plot of land at the allotment site which is currently untended but has trees could be offered to Nature Citizen too? Seconded by Cllr Davey carried unanimously

22/128

Reports and Question from Councillors

Cllr Davey reported that a footpath by Woodhall Farm Stackwood Road was overgrown, owned by Mr Oldrey Clerk to liaise.

Cllr Flather distributed the Jubilee photograph book which will be available in the village shop for purchase.

22/129

Agree actions on emails distributed by the Clerk since the last meeting

22/130

Agree actions required following the Clerk's Report

Attached in Appendix.

22/131

Planning

Consider Planning application no:

- A [DC/22/03353](#) Upper Meadow Polstead Hill Polstead Colchester Suffolk CO6 5AH
Erection of two storey front extension and two storey garage, loft conversion and installation of dormer windows (following demolition of existing extension and garage)
Resolved No Objection.

[DC/22/02963](#) The Grange Mill Street Polstead Colchester Suffolk CO6 5AD
Householder Application - Erection of single-storey side extension, and insertion of window in place of existing door
Resolved No Objection

- B Consider any planning application received since the agenda was published that requires a response prior to the next scheduled meeting
None

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

Update accepted

22/132

Finance

a. Authorise payments

Resolved to payments according to the list appended to the Financial Report

The Reconciliation of accounts

Accepted

Unity Trust Bank

Account now active. Both Cllr Flather and the Clerk have logged into the account.

Verification required from Cllrs Wade and Oxford, both of whom are absent from the meeting

22/133

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

Solicitor has been changed and CIO is in the process of being ratified prior to the land being transferred. Cllr Sowman is hopeful that the transaction will be complete by the end of the year.

22/134

Highways and Footpaths

CCllr Hall – update forwarded on to councillors

Bower House Tye maintenance to ditches, work planned early August

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

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Heath Road has been resurfaced.

Cllr Davey volunteered to walk footpaths in the middle of the village. Cllr Cheeseman also volunteered to assist with walking footpaths

22/135 **Asset, Allotment, playground or playing field issues**

Allotments The applicant decided not to take the allotment plot, no further applications have been received.

Cricket nets have been erected, however they have sustained some damage. Also, Clerk to notify new councillors of the number for the padlock

22/136 **Review grit, litter and dog bins**

The dog bin has been moved and is now sited at Popes Lane

22/137 **Review Noticeboards**

Notice board at Heath Road has now been fitted. Cllr Davey volunteered to varnish the two existing noticeboards

22/138 **Litter pick September 2022**

A tentative date 10am on the 24th of September box advert in LSPN and noticeboards

22/139 **Future agenda items**

Noticeboard for Bower House Tye

Defibs White Street Green and Bower House Tye

Carol Service and Christmas Party planning

22/140 **Time date and place of next meeting**

7.30pm Thursday 18th August (exclusively for planning) or 15th September at the Village Hall Polstead.

Meeting closed at 9.12pm

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John to liaise with the shop regarding the photograph books

Appendix Actions

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	✓

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22/127 c Update from Nature Citizen - Building a Nature Network- Increasing biodiversity locally. Lisa Matthews

Bee a Nature Citizen, create a Nature Space and together we build a Nature Network.

(Including Trees, hedgerows, wildflowers, annual and perennial plants beneficial to pollinators, homes for insects and wildlife and water sources)

I have visited another parishioner with 1.5 acres, designed a Nature Space, given out information and they are coming to visit the Community Garden.

The plants are coming along nicely and hopefully ready to hand out to parishioners soon.

Seeds are being collected to hand out. We are now Plant Guardians with the charity Plant Heritage, they have been in touch and discussed the NC Community Garden having a National Collection of heritage plants beneficial to wildlife.

22/132 Payments authorised

£115.20 Community Heartbeat Trust - consumables for defibrillator

Payments to be made:

£55.00 Babergh District Council, Lease of Rockalls Road, playground

£45.00 Parish Online

£462.60 Sudbury Town Council Contract for Town Wardens

£381.88 Clerk salary June

£111.71 Clerk expenses June-July 137 miles, £17.98 stationery, £12 padlock £31.85 postage

£519.00 B D Hurren, oak notice board

£66.00 SALC clerk training.

£400.00 Ben Patrick CO10 Gardening

£79.80 HMRC Clerk Tax

£250.00 donation to Nature Citizen

£25.00 M Howard – Cheque no 137 for £50 returned

Resolved to pay

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Receipts and payments

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

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Reconciliation

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	

Actuals V Budget

	Budget	Actual	Reserves	Budget	Actual
Assets Brought Forward		£39,641.80			
Income			Expenditure		
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
			VAT Paid	£0.00	£303.04
Total	£20,387.00	£12,375.63	Total	£9,617.56	£21,870.00
			Assets Carried Forward		£41,099.67
Total		£52,017.43	Total		£48,681.93

Signed

Date

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