

POLSTEAD PARISH COUNCIL

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

Telephone: 01449 674727

Email: clerk@polstead-pc.gov.uk

PUBLIC NOTICE

A Meeting of Polstead Parish Council will be held on
Thursday 16th March 2023 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 10th March 2023

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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 16th March 2023 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 10th March 2023

1. Apologies for absence
2. Receive **declarations of interests** and **requests for dispensation** from Councillors
3. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 16th February 2023
4. Public forum:
 - 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
5. Receive **reports and questions from Councillors**
6. Agree actions on **emails distributed** by Clerk since the last meeting
7. Agree actions required following the **Clerk's Report**
8. **Planning**
 - a. **Consider any planning application received since the agenda was published** that requires a response prior to the next scheduled meeting
 - b. **Consider Planning application no:**
[DC/23/00848](#) Full Application - Change of use of former agricultural land to use in connection with the bungalow (C3) and erection of detached outbuilding (alternative location to that approved under DC/21/02365) | Land Adjacent To The Bungalow Potash Lane Polstead Colchester Suffolk CO6 5DJ
[DC/23/00861](#) Householder Application - Erection of a detached double garage. Squires Cottage Straight Road Polstead Heath Polstead Colchester Suffolk CO6 5BB
[DC/23/01192](#) Householder Application - Erection of two storey side extension and front porch extension. | 2 Polstead Green Polstead Colchester Suffolk CO6 5AL
 - c. **Consider any planning application received** since the agenda was posted requiring a response before the next scheduled meeting.
 - d. **Consider the status** of planning applications, appeals, enforcement referrals and any potential planning issues
9. **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
10. Consider update on **Polstead WI's plans to convey their land in Polstead**
11. Consider any issues raised regarding **Highways and Footpaths**
12. Consider any **Asset, allotment, playground or playing field** issues including report on Footpath management
13. Review Grit, Litter and Dog bins
14. Review Notice Boards
15. Review [Standing Orders](#), [Risk Management](#), [Effectiveness of Internal Controls](#), [Financial Regulations](#) and [Policy booklet Code of Conduct](#)
16. Consider plans for the Coronation
17. Asset of Community Value
18. Defibrillators
19. Future **agenda items**
20. Time date and place of next meeting 7.30 Thursday 20th April 2023 Village Hall Polstead

Agenda Item 1 **Apologies for Absence** received from Cllr Cheeseman and CCllr Hall

Agenda Item 2 **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 4 Reports

From County Councillor, and District Councillor reports attached to covering email

Agenda Item 5 Reports and questions from Councillors

None Received

Agenda Item 6 Correspondence

Correspondence

Various newsletters

AONB

Government Events

SALC

Public Sector Executive

Wilder Together

Large Scale Energy Developments

BDC Elections

Information re Defibrillators

Information re Gym equipment

Reports from DCllr and CCllr

Thanks from Rev Javelle following offer of support to the Hardship Fund

Suffolk County Council fees waived for street parties and associated road closures to mark the coronation

Dedham Vale AONB Wilder Together initiative planning a wildlife group on 5 April [Wildlife Together event](#) and also a planning session on 10th May 6-8pm at Flatford Wildlife Garden

SCC Highways, update on roadworks, Justice Road, Polstead, between 27 and 31 March 2023

Village Hall – request for help toward heating The hall had a delivery of heating oil on the 27 January 2023 at a cost of £1,245.49. The Village Hall committee would like to request a support payment from Polstead Parish Council towards this amount.

Potential Planning issues – Boxford Farms planting of fruit trees and enclosures

Agenda Item 9 Finance

A Finance report

Actual v's Budget at 10 March 2023

	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	1,794.32
Bank Interest	0.00	1.00	1.00	9.67
Allotment rent	120.00	81.68	120.00	81.68
Wayleave	22.00	21.01	22.00	21.01
CIL	0.00	0.00	0.00	0.00
Precept	19,500.00	19,500.00	22,500.00	22,500.00
Transfer				53,090.15
VAT Repayment	0.00		0.00	1,043.70
Total Income	£20,387.00	£19,603.69	£23,388.00	£78,540.53
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	4,221.08
Insurance	600.00	580.00	600.00	630.74
Admin	2,355.00	2,305.00	2,355.00	1,340.19
Audit	380.00	340.00	380.00	340.00
Donations	1,000.00	1,000.00	1,000.00	3,235.00
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	2,262.00
Grass Cutting (P3 Scheme)	5,500.00	4,825.00	5,500.00	3,518.13
Ditch Clearance	0.00	0.00	0.00	0.00
Maintenance	1,200.00	1,200.00	1,200.00	2,850.11
Projects	2,000.00	1,825.00	2,000.00	3,560.86
Village Hall	965.00	965.00	965.00	209.00
Contingency	500.00	500.00	500.00	0.00
CIL	0.00	7,537.00	0.00	2,570.00
VAT paid	0.00	1,700.00	0.00	1,366.30
Transfer				52,626.52
Total Expenditure	£21,870.00	£32,127.99	£24,120.00	£79,953.43
Totals Income - Expenditure	-£1,483.00	-£12,524.30	-£732.00	-£1,412.90
Totals Income - Expenditure including balance B/F				£38,228.90

Agenda Item 7 Clerk's report

23104	Forward information on vehicle charging points to the clerk when it is available	GH	
23106	Explore ownership of the concrete post and rail fence around Polstead Pond and request repair. Cllr Oxford reported that it was erected by BDC's predecessor Cosford District Council and therefore BDC should be responsible for upkeep.	Clerk	ongoing
23206	Send protocol and information on Parish Council elections to councillors	Clerk	✓
23208	Planning comments to BDC	Clerk	✓
23209	Pay suppliers	Clerk	✓
23209	Contact suppliers regarding reduction of grass cutting budget	Clerk	✓
23110	Send instruction to Barclays bank to transfer interest to Unity Bank and thereafter to close the account. Monitor account activity.	Clerk	✓
23212	Repair to Rockalls Road playing field gate and fencing. Sign to gate re safety and closing gate. Replace sharp metal ties to fence with nylon/plastic replacements where necessary	TD	✓
23212	Create Sign for Rockalls Road playing field, re closing gate and liability	TD	
23212	Gain costs for gym equipment and liaise with AD regarding placement and site inspections and jointly attend	Clerk/AD	Ongoing
23212	Remove cricket nets	JO	
23213	Additional defibrillators gain options for costs of 3 x machines and cabinets and report back to councillors for a decision early in new financial year.	Clerk	Ongoing
23214	Contact Rev.Javelle regarding Hardship fund	Clerk	✓
23216	Contact BDC regarding placing the Cock Inn on the Register of Assets of Community Value	Clerk	✓
23217	Book Village hall and games for the Coronation celebrations on 7 May	Clerk	✓
23117	Agenda items for the next Summons, defibrillators, Asset of Community Value, Coronation	Clerk	✓
23217	Request a £500 grant from BDC's Locality budget toward the celebration of the coronation in May	Clerk	✓

Agenda Item 8 Planning

Status of Planning applications

DC/22/03466	Cockle Down Wood Rockalls Road Polstead CO6 5AS	Application for a Lawful Development Certificate Use of Woodland as Wellness Centre Retreat and siting of cabins		Not consulted	Awaiting decision
DC/22/06375	former Green Lawns Bonsai Nursery	Submission of Details (Reserved Matters in part) following Outline Application DC/18/04967 - Erection of 4 no. detached dwellings (Allowed under Appeal Decision APP/D3505/W/19/3) - Access, Appearance, Landscaping, Layout and Scale for Phase 4 Site only - Erection of a new dwelling including detached garage, rear outbuilding and external works	23109	No Objection	Granted
DC/23/00624	Yeomans Cottage Mill Street Polstead Colchester Suffolk CO6 5AD	Repairs to windows and some replacement windows	23208	No objection	Awaiting decision
DC/23/00480	Land To The East Of Alverstoke Farm Cottage Calais Street White Street Green Polstead CO6 5DW	Severance of garden and erection of 1 No single storey dwelling and new vehicular access (following demolition of outbuilding).	23208	Object to proposal on grounds that it is contrary to BDC Policies on sustainable development in hinterland villages.	Awaiting decision
DC/23/00416	Spring Cottage Spring Lane Polstead Sudbury Suffolk CO10 5JP	Removal of condition DC/22/05359 re landscape scheme	23208	No objection	Awaiting decision
DC/22/06140	Ponds Farmhouse The Ponds Polstead Colchester Suffolk CO6 5BP	Erection of glass house	23208	No objection	Awaiting decision

Associated Papers PPC for Meeting on 16th March 2023

Bank Reconciliation				
Barclays Community Account at 14/11/22				£0.00
Barclays Business Premium Account at 28/2/23				£0.00
Unity Trust Bank Current account at 10/3/23				£33,028.09
Unity Trust Bank Deposit account at 10/3/23				£3,345.98
Outstanding payments				0.00
Total Held in all accounts				36,374.07

Balance at Unity Trust Bank on Friday 10 March 2023

Below you will find an overview of the accounts you have access to.

Account Number	Sort Code	Account Title	Balance	GBP Balance
002788748: Polstead Parish Council				
20462217	60-83-01	Unity Current Account T1	33,028.09 GBP	33,028.09
20462220	60-83-01	Instant Access Account	3,345.98 GBP	3,345.98
Total:				36,374.07
Group Total:				36,374.07

Balances are correct at the time of viewing. They may change throughout the day as payments or deposits are made.

Page Generated at 14:30 on 10 Mar 2023

Income

£500 Locality Budget towards the Coronation

Payments made since last meeting

22/02/2023	CO10 Gardening	£136.00
22/02/2023	Anglian Water Business (WAVE)	£116.53
22/02/2023	Clerk Salary	£376.48
22/02/2023	Gallagher Insurance	£630.74
22/02/2023	Community Action Suffolk	£60.00
22/02/2023	Babergh District Council	£2,038.80
22/02/2023	Pascal Bourignon, Best Host email addresses	£67.00
22/02/2023	F&H Engleheart donation toward pond refurb	£2,000.00

Approve Payments to be made

£154.00 CO10 Gardening

£738.68 Clerk Salary February and pay increase backdated to 1 April 2022

£376.78 Clerk expenses for 6 months, postage, travel, Working From Home Allowance,

Microsoft 365 computer software subscription for 1 year and 2 years MacAfee virus protection

£54.00 Provision of payroll services from 1 October – 31 March

Agenda Item 10 Update on Polstead WI's plans to convey their land in Polstead

Agenda item 11 – Highways and Footpaths

Agenda item 12 Asset Allotments and Playing fields Outdoor gym equipment

Outdoor gym equipment

Research underway and 2 ball park estimates acquired, (£5,230 Fresh Air Fitness) (£7740 Caloo) awaiting response from various other suppliers for 3 pieces of equipment once quotes received grants will be sourced and applied for.

* Air Walker

* Arm & Pedal Bike

* Rower

Gate to Rockalls Road playground

Agenda item 13 Review Grit, Litter and Dog bins

BDC have confirmed the location of the dog bin at the junction of Stackford Road, Milward Road, is suitable but have requested consultation of locations for additional bins prior to placement.

Agenda item 14 Review noticeboards

Agenda item 15 Annual Review of Standing Orders, Risk Management, Effectiveness of Internal Controls, Financial Regulations and Policy booklet. These documents remain unchanged since they were reviewed last year, they just need confirmation of revision date.

Agenda item 16 Coronation

Grant of £500 received from BDC

Agenda item 17 Asset of Community Value

Clerk has contacted BDC Communities Team and the process has been explained. Application form has been pre-filled but needs supporting evidence prior to being submitted. Evidence is being sourced from the community as discussed at the last meeting. If you have any evidence to help support the application please forward to the Clerk.

Agenda item 18 Defibrillators

Advice and quotations have been received from:

- A Community Heartbeat Trust who supplied the existing units. They recommend using the same model as existing Lifeline VIEW with carry case and spare electrodes ShockBox Sentry heated locked cabinet Community signage pack= £1855 + del + vat + fitting [CHT defibrillators](#). For an electricity free model they recommend Zoll AED 3 defibrillator with thermal carry case, visualised instructions, single set of 5 year adult/child pads, CPR coaching, RescueWrist ShockBox Sentry insulated double skinned cabinet, which if I'm to believe a salesman is the best and most reliable defib on the market it will last 15-20 years and there are only general consumables such as the pads to replace
= £2230 + £25 del + vat
Mounting post = £249 + £25 delivery + VAT Fitting is simple because no wiring is required
- B AAdefibs [aa defib info](#)
 - a) Fully Automatic Heartsine 360P WITH the Polycarbonate heated, locked cabinet @ £1275.00 + VAT delivered (Cabinet at bottom of Page 2 on the attachment).
 - b) Fully Automatic Physio-Control CR2usb WITH the Polycarbonate heated, locked cabinet @ £1595.00 + VAT delivered. They do not provide a double skinned insulated cabinet but say that they have never had a problem with a unit becoming frozen and some units are in situ in the mountains of Scotland. These are substantially cheaper than Community Heartbeat Trust.

Date for elections 4 May 2023

Links to nomination materials:

<https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-council-elections-england>

Town and Parish Council Nomination Paper can be downloaded from

<https://www.electoralcommission.org.uk/sites/default/files/2022-06/Nomination%20pack%20parish%20council%20election.doc>