Draft until signed

Minutes of Combs Parish Council Meeting
Monday 9th November 2015 at 7.30pm, Battisford Village Hall, Straight Road, Battisford

Present: S Scarff (Chairman), D Stephens-Row (Vice Chairman), D Thorpe (Councillor), T Whitehead (Councillor), J Crooks (Councillor), S Reynard (Councillor)

Attending: S Meech (Clerk), Cllr J Truelove (County Councillor), Cllr D Whybrow (District Councillor)

1. **Apologises for absence**

   None

2. **Declarations of Interest**

   None

3. **Minutes of meeting held on Monday 12th October 2015**

   Agreed and signed as a true and accurate copy of the meeting

4. **Matters arising from minutes**

   Cllr Truelove raises item 4 of previous minutes, following discussions with highways she would like a map to show where the additional bench is to be placed. **Action** – Cllr Scarff to forward location to Cllr Truelove.

   Cllr Crooks raises item 15 and whether anything has been heard from MSDC regarding dog waste bin enquiry. **Action** – Clerk to chase MSDC for reply to email sent after last parish meeting

5. **Public Forum**

   No public in attendance

6. **County Councillors Report**

   See Appendix 1

7. **District Councillors Report**

   See Appendix 2 – Cllr Whybrow apologised for not attending the last parish council meeting

8. **Parish Council Chairman's Report**

   Nothing to report other than items included on the agenda

9. **Planning**
   a. **Applications received for consideration**
      i. 3754/15 – Hazelmere, Park Road, Combs IP14 2JS – Removal of a small Field Maple, Scots Pine, Yew Tree, Small Oak, Sycamore and Holly. Prune English Oak – all councillors agree that it is ok to remove small trees but would not be happy for large trees to be removed, the planning application is not detailed enough to show accurately which large trees are planning to be removed. Any removal should be by agreement of the tree officer at MSDC and certain trees will have tree protection orders (TPO's). **Action** – Clerk to draft a response to planning at MSDC expressing concerns over the larger trees
   b. **Decisions received from MSDC**

i. 2299/15 – Kizimbani, Bildeston Road, Combs IP14 2JZ - Occupation of Kizimbani, Combs without compliance with Condition 2 of planning permission 0487/75 (agricultural occupancy condition) – Refusal of certificate of lawfulness

10. Finance

a. Accounts review to date – **Action** – Cllr Scarff to request bank statements for July and September are resent as never received and they are needed to update finances

b. Payments received

i. Burial fee – John Jenkins - £280.00
ii. Memorial fee – Peggy Gordon - £70.00
iii. Memorial fee – Joan James - £70.00

c. Payments to hand

i. CAS LTD (Insurance renewal) - £262.72 – Cllr Thorpe proposes payment, Cllr Crooks seconds. All councillors agree payment. Chq Number 022062 written and signed
ii. S Meech Expenses – £14.50 – Cllr Crooks proposes payment, Cllr Stephens-Row seconds. All councillors agree payment. Chq Number 022063 written and signed
iii. D Windle – maintenance and grass cutting - £385.50 – Cllr Stephens-Row proposes payment, Cllr Whitehead seconds. All councillors agree payment. Chq Number 022064 written and signed
iv. Essentra – new key for noticeboard - £13.48 – Cllr Crooks proposes payment, Cllr Thorpe seconds. All councillors agree payment. Chq number 022065 written and signed
v. SALC – Finance training – Cllr Whitehead - £90.00 – Cllr Stephens-Row proposes payment, Cllr Crooks seconds. All councillors agree payment. Chq number 022066 written and signed
vi. SALC – Finance training – Clerk - £45.00 – Cllr Stephens-Row proposes payment, Cllr Crooks seconds. All councillors agree payment. Chq number 022067 written and signed
vii. D Stephens-Row – Turf for cemetery - £73.92 – Cllr Thorpe proposes payment, Cllr Reynard seconds. All councillors agree payment. Chq number 022068 written and signed

11. Signatories for bank account

Identification provided to clerk for both Cllr Whitehead and Cllr Stephens-Row, Cllr Stephens-Row to fill out and sign signatory form and Jim Henson and Jane Hardman to be removed from existing signatories

12. Reply from MSDC regarding encroaching willow tree outside Red House, Tannery Road

MSDC have advised that the willow tree is not their responsibility and contact will need to be made with the landowner. **Action –** Letter to be sent by clerk to David Windle to advise of reports regarding the overhanging willow tree in front of his house

13. Internet at village hall

Cllr Scarff reads out a letter received from Battisford Village Hall Management Committee (BVHMC) proposing the installation of internet at Battisford village hall. BVHMC will pay the installation costs but propose that the £300.00 a year ongoing costs is split between both Battisford and Combs Parish Council. Cllr Crooks proposes the cost of £150.00 a year for ongoing internet costs for the village hall, Cllr Thorpe seconds and all councillors agree to ongoing costs. **Action –** Clerk to advise BVHMC of decision made

DRAFT

14. Pension arrangements for employees

Action – Cllr Scarff to look into pension providers for clerks pension

15. Rooks Nest at White House Farm, Moats Tye

Concerned have been raised regarding rooks nests being touched and advice is being sought

16. Revision of cemetery regulations

A grave owner has raised a query of clarification from Combs Parish Council regarding Christmas wreaths. Cllr Stephens-Row has investigated the regulations for Stowmarket cemetery and they allow Christmas wreaths to be placed on graves and any that remain after the end of January will be removed. All councillors agree that 2.7 of regulations should include that Christmas wreaths can be placed between 1st December and 31st January and after this time the burial authority will remove the items with a maximum of 4 wreaths allowed per grave. It is also agreed by all councillors that an amendment should be made to 3.12 of regulations regarding prohibited items. Cllr Stephens-Row is going to arrange a tidy up of graves where letters were sent with an October deadline
Action – Clerk to make amendments to regulations and forward amended regulations to Cllr Scarff and Cllr Stephens-Row

17. Community Heartbeat Trust – Defibrillation machine

Clerk advises council that Martin Render from Community Heartbeat Trust is hoping to attend the next parish meeting to discuss fitting defibrillation machines in rural villages

9.18 pm – Cllr Whybrow leaves the meeting

18. Approval and acceptance of external audit

All councillors agree and accept the external audit

19. Correspondence

Action – Clerk to contact MSDC planning department to query if the current business being run at White House Farm/Moats Tye Livery equates to business use class B1 which was refused under planning application 0222/13

Cllr Whitehead proposes that the gardening club would like to plant some bulbs around Combs and whether the parish council is happy with this. All councillors agree to the proposal.

Action – Clerk to contact highways regarding the C449 from Shingle Cottages to Moat Farm a lorry has collapsed the bank and side of road

Action – Clerk to reply to MSDC to advise that the waste bins are no longer at St Mary's Churchyard so more bins will be needed

Action – Clerk to email Chris Childs to advise him of the date of the next parish council meeting

Action – Clerk to send response to MSDC regarding planning application for Walnut Tree Cottage, Moats Tye, Combs IP14 2EX (3722/15). No objections and no comments as application is an upgrade of previously agreed planning application

20. Any other business raised by councillors for inclusion on the next agenda

DRAFT

- Dog waste bins
- 2016 meeting dates
- Meadow View – Cllr Whybrow

21. Date and time of next meeting – Monday 14th December 2015

DRAFT

Appendix 1

PARISH REPORT NOVEMBER 2015 BOSMERE DIVISION
County Councillor Julia Truelove

SYRIAN VULNERABLE PERSONS SCHEME

Suffolk Public Sector leaders have unanimously agreed to support the Syrian Vulnerable Persons Scheme by offering to take up to 200 refugees. The location of suitable services in greater Ipswich means that the refugees will be settled predominantly in that area.

A county wide task group has been established to make sure Suffolk is ready to accept refugees. How the public might help will be known shortly.

ROAD CLOSURE ISSUES THOUGHOUT THE DIVISION

Since the start of the Broad Band project laying cable from Stowmarket to Wattisham Base there have been prolonged and extensive road closures affecting most of the customary routes through the Division. Many of the road closures have resulted in long diversionary routes for most of us, two of them lasting months and one of them not finished yet. I have met the Chief Director of Services and will shortly be meeting the new Highways Director to discuss the serious issues arising and hope that S.C.C. will be more involved with co-ordination, communication and regular inspections.

SUFFOLK'S DEVOLUTION PROPOSALS

One of the designated seven work streams has focussed on economic growth.

The key ideas include:

Ways of boosting productivity,

Mechanisms to unlock growth,

Strategic partnerships to accelerate housing growth,

Reform to the skills and education systems

The above will be refined, discussed and agreed by the Challenge Session Team, then presented to senior politicians and civil servants in early November. The outcomes will be reflected on by S.C.C. and District Council Leaders together with the New Anglia Local Enterprise Partnership ahead of the Government's Comprehensive Spending Revue on 25th November.

NEW HOME REVUE CARE SUPPORT TO LIVE AT HOME

S.C.C. , whilst remaining committed to delivering a new model of support have, for the time being, delayed its implementation. S.C.C. will now review the position case by case rather than from a geographical basis. The approach has arisen because of the complexities of the customer reviews and the changes to the systems to implement them. You will recall that social services and the N.H.S are now working more closely together to meet the needs of those requiring care.

AWARDS PROGRAMME – WORKING TOGETHER FUND

Awards of up to £10,000 could be made to community applicants whose work reflects outstanding service delivery or community activity achieved as a result of increased collaborative working. The fund is open to charities, community groups and not for profit organisations.

Contact the Grants officer on 01473 786912

GIPSY LANE LEVEL CROSSING – dsign DESIGN PANEL

I attended the meeting of the design panel on Tuesday 3rd November at which the network Rail team, through their consultants, presented a number of draught options for the crossing. No preferences were given, although Network Rail's pros and cons for each option were listed. There were three underpass options described, at Gipsey Lane, at footpath five, and through the existing culvert.

Arrangements for the public consultation were described in a public meeting to be held on Wednesday 18th November (4-8p.m.) and Saturday 21st November (11am to 3pm) in the Community Centre.

Network Rail indicated they would be willing to meet the Town Council in the near future if this was thought to be appropriate.

INTERNET CAFÉ MEETING.

This took place on Friday October 23rd. Attendees included Ian Cuthbertson,

Appendix 2

Report to Combs Parish Council for Full Council Meeting on Monday 9th November 2015 From David Whybrow, Mid Suffolk District Councillor.

1.0 Planning (since last report 14th September 2015 to date of report issue)

1.1 Validated

1.1.1 Hazlemere. Park Road, Combs IP14 2JZ

Reference 3754/15

Removal of a small Field Maple, Scots Pine, Yew tree, small Oak, Sycamore and Holly. Prune English Oak.

Validated 15 October 2015

Consultation Expiry 21 October 2015

Target Determination 26 November 2015

1.1.2 Walnut Tree Cottage, Moats Tye, Combs IP14 2EX

Reference 3772/15

Erection of first floor rear extension, two storey rear extension, single storey side extension and new front porch following demolition of existing.

Validated 16 October 2015

Consultation Expiry 26 November 2015

Target Determination 11 December 2015

1.1.3 Copelands, Little London, Combs IP14 2ES

Reference 3031/15

Erection of an annexe.

Validated 1 October 2015

Consultation Expiry 16 November 2015

Target Determination 26 November 2015

1.2 Decisions

1.2.1 Tannery Cottage, Tannery Road, Combs IP14 2JN

Reference 2692/15

Erection of detached two storey dwelling and detached single garage.

Alterations to existing vehicular access.

Validated 31 July 2015

DRAFT

Consultation Expiry 12 August 2015

Target Determination 22 September 2015

Decision made 25 September 2015

Planning Permission has been Granted

1.2.2 4 Fen Cottages, Combs Lane, Combs

Reference 1509/15

Removal of 2m+ Lalandii hedge to be replaced with 1.8m high acoustic fence.

Validated 11May 2015

Consultation Expiry 3 August 2015

Target Determination 6 July 2015

Decision made 23 September 2015

Planning Permission has been Granted

1.2.2 Kizimbani, Bildeston Road, Combs IP14 2JZ

Reference 2299/15

Occupation of Kizimbani, Combs without compliance with Condition 2 of planning permission 0487/75 (agricultural occupancy condition).

Validated 02 July 2015

Target Determination 27 August 2015

Decision made 25 August 2015

Planning Permission has been Refused

1.3 Permitted Developments

I am aware of no PD matters in the reporting period. 1.4 Appeals

I am aware of no Appeals in the reporting period.

<u>2.0 Proposed "one-off" Mid Suffolk Locality Award Programme.</u>

In my last report I made the Council aware of this "one off" Award Programme wich commenced as planned on 1st October 2015.

This is an opportunity for not-for profit groups or organisations to receive direct support from their District Councillor. It is a 'One Off' Awards Programme and I have a total allocation of £5000. Awards made can range from £250 upwards but I can make no more than 10 Awards in total.

The application deadline is 8th January 2016.

All applicants will need to complete the Application Form demonstrating how their activities meet the strategic priorities. Application Forms need to be returned to the Communities Team for co-

DRAFT

ordination and forwarding onto me. Assessment and payment of successful applications is likely to be immediately after the deadline.

Any questions or queries you may have on the Awards can be supported by the Communities Team:

Emma Bendall: Tel: 01449 724650 Email: emma.bendall@baberghmidsuffolk.gov.uk

Gillian Hilder: Tel: 01449 724631 Email: gillian.hilder@baberghmidsuffolk.gov.uk

Josephine Beever: Tel: 01449 724654 Email: josephine.beever@baberghmidsuffolk.gov.uk As before, for your easier reference I have attached the Application Form for you to distribute on to groups and organisations within the Parish. Forms are also be available directly from the Communities Team or to download from the website.

The criteria information for applications and a set of Applicants Guidelines are also attached.

Please don't let this opportunity pass without at least applying for an Award.

(See attached The Joint Strategic Plan, Locality Award Guidance Notes and Locality Award Application Form in this reports Appendices.)

3.0 Devolution in Suffolk

There has been a great deal of activity in connection with the potential devolution opportunities. The government have led Suffolk towards a wider devolved grouping including Norfolk and the involvement of the New Anglia Local Enterprise Partnership. A "Challenge Team" was formed to address aspects of the combined bid that government had challenged or asked for detail. A meeting between the Challenge Session Team and Lord

Heseltine and senior civil servants on 4th November was a positive one. There was recognition as to the ambitious nature of the proposals and there is now to be further working with the Government to develop them in more detail. Our team was told not to feel constrained by the perceived deadline of the Autumn Statement on 25th November in completing these extra details thus allowing slightly longer timescales than previously envisaged before any final proposal goes up to Government.

A joint statement was issued last week following the Challenge Meeting as follows - "This was a very good day for Norfolk and Suffolk. The meeting was extremely positive. We came to Whitehall from across different boundaries, parties and local authorities to discuss exciting plans for our local economy. The message from Government was supportive and they want us to develop our ideas further. But now comes much more detailed negotiations to look at how we take our discussions to the next level. This will happen over the coming weeks."

4.0 Community Achievement Awards – looking for unsung heroes.

Nominations are now open for the first joint Babergh and Mid Suffolk Community Achievement Awards. Is there someone you know who goes above and beyond in helping others? Someone whose tireless work and dedication to the community inspires others? If so, let the Council know.

Babergh and Mid Suffolk District Councils, in partnership with the East of England Co-Op, are looking for the men and women who have given hours of their time to their communities, to be recognised by their first-ever Joint Community Achievement Awards in April. The awards, judged by a panel

including district councillors and young people from local schools, will recognise 30 members of both communities, across four categories:

1. Rising Star: recognising young people (below 18) who have made an outstanding contribution to their community
2. Community Hero: recognising a person who has provided selfless service to a voluntary body or made a significant contribution to their community
3. Action in the Community: recognising the work of groups of people whose actions affect the wider community
4. Outstanding Local Business: recognising a business located within Babergh or Mid Suffolk which has made a significant contribution to their the social or environmental wellbeing of the district and its residents

Eligible community work could come in any shape or form, from fundraising work to campaigning for improved local services or providing a long-term service to the community.

Nomination forms etc should already have been sent to you.

The winners will be recognised at a formal dinner in April at Wherstead Park, compered by Mark Murphy from BBC Radio Suffolk.

Both Babergh District Council and Mid Suffolk District Councils have previously run their own Community Achievement Awards, but this year marks the first time the two councils have run a joint awards event.

For more details contact Josephine Beever on 01449 724 654 or

via josephine.beever@baberghmidsuffolk.gov.uk. Applications are open until 12 noon on Thursday 31 December 2015 and can be made online

via: www.babergh.gov.uk/CAA or www.midsuffolk.gov.uk/CAA ENDS

5.0 Town and Parish Newsletter for September 2015

I've also appended the attached which you should have received directly at the end of September.

6.0 Conclusion

I trust the forgoing is informative and relevant.

Finally, if there are specific matters that you would like me to investigate or report on – just ask.

Contacts details as follows:

david.whybrow@midsuffolk.gov.uk david@dswhybrow.com
07799 068 926

Or visit me at The Old Rectory, Stowmarket Road, Ringshall. IP14 2HZ

DRAFT

7.0 Appendices

The Joint Strategic Plan; Locality Award Guidance Notes; Locality Award Application Form; Town and Parish Newsletter Sept 2015

DRAFT