Draft until signed

Minutes of Combs Parish Council Meeting
Monday 11th July 2016 at 7.30pm, Battisford Village Hall, Straight Road, Battisford

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

Attending: S Meech (Clerk)

1. Apologises for absence

D Whybrow (District Councillor)

2. Declarations of Interest

None

3. Minutes of meeting held on Monday 13th June 2016

Signed and dated as a true and accurate copy of the meeting.

4. Matters arising from the minutes

Item 23 – Cllr Thorpe reported issues to the Highways Department at Suffolk County Council. They advised that an annual drain clean took place in March 2016 but they will investigate carrying out some more work as it was reported to them as flooded, Cllr Thorpe will keep watching to see if any more work is carried out.

Cllr Scarff advises that the first defibrillation machine has now been installed at Fenns Meadow and the second machine is due to be fitted any day at The Tannery.

Action – Clerk to make Community Heartbeat Trust (CHT) aware of defibrillation machine locations once information has been provided by Cllr Scarff. Clerk to also contact CHT to request an evening training seminar now that the second defibrillation machine is to be fitted at the Tannery. A few more V shaped defibrillation signs and Perspex location signs to be requested from CHT. Query to also be raised as to whether a resident could act as a contact for the defibrillation machine in case a person finds themselves in a situation on their own and requires the defibrillation machine.

Action – Cllr Reynard to produce a leaflet advising residents of the position of both defibrillation machines and to advise of another training day once a date has been agreed.

5. Public Forum

No public in attendance

6. County Councillors Report

See Appendix 1

7. District Councillors Report

Cllr Whybrow absent

8. Parish Council Chairman's Report

No additional items to report, all is included in the agenda

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9. Planning

a. Applications received for consideration

i. 2152/16 – 15 Model Farm, Combs, IP14 2JG – Re-slating (two roof pitches only) of existing roof pitches – This is for listed building consent and Cllr Crooks advises that this application is just like for like. All councillors are in favour of the application.

b. Decision received from MSDC

i. 1131/16 – Fir Tree Farm, Park Road, Combs, IP14 2LB - Erection of detached agricultural workers dwelling and double cart lodge (following demolition of former piggery) – Application withdrawn

ii. 2203/16 - Land between Combs Reservoir and Starhouse Lane (In the Parishes of Combs & Stowmarket) - Screening opinion in relation to new water pipeline between Combs Reservoir and Starhouse Lane – Environmental Impact Assessment is not required

10. Finance

a. Accounts review to date – Business Current Account Balance as of 27th June 2016 - £3,151.04 & Business Savings Account as of 2nd July 2016 - £12,020.57. **Action –** Clerk to enquire with Santander the process for transferring monies from the savings account to the current account.

b. Payments received

i. Memorial fee – T/L Lewis - £80.00

ii. New burial – T/L Leslie Maurice Wright - £340.00

iii. Re-open of grave – T/L Josephine Stone - £70.00

c. Payments to hand

i. SALC – Cemetery Training for S Meech/Cllr Stephens-Row/Cllr Reynard - £288.00 - Cllr Thorpe proposes payment, Cllr Crooks seconds and all councillors agree to payment. Cheque Number 022093 written and signed.

ii. CAS Ltd – Additional items added to insurance policy - £7.28 - Cllr Reynard proposes payment, Cllr Stephens-Row seconds and all councillors agree to payment. Cheque Number 022094 written and signed.

iii. S Meech – Clerks overtime and expenses – £88.63 - Cllr Thorpe proposes payment, Cllr Crooks seconds and all councillors agree to payment. Cheque Number 022095 written and signed.

iv. SLCC – Membership Renewal – £51.50 - Cllr Stephens-Row proposes payment, Cllr Crooks seconds and all councillors agree to payment. Cheque Number 022096 written and signed.

11. Standing order amendment for clerk's salary increment

An annual salary increment was agreed at the last meeting resulting in the clerk's salary increasing from £199.49 a month to £209.02 a month. Bank standing order form is signed and dated by Cllr Scarff and Cllr Thorpe for new monthly amount together with a letter to cancel the current standing order for £199.49 which is being paid into clerks current and old bank account.

12. CILCA training/qualification

Clerk advises Combs Parish Council that she is interested in working towards the Certificate in Local Council Administration (CILCA). Cllr Scarff requests that clerk forwards over the relevant information and costings for the qualification for the council to consider if they are happy to pay for the clerk to carry out the qualification.

Action – Clerk to find out costings from SALC and to forward to councillor's information on the CILCA course and qualification.

13. Street Lighting

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Cllr Scarff reads out an email from Suffolk County Council (SCC), SCC advise that they are unable to just give a quote for changing the units to LED due to additional work being required before that would be possible for them.

Action – Cllr Thorpe to try to find out if there are any more contacts that are able to provide Combs Parish Council with a quotation for upgrading the street lights

Action – Clerk to send a letter to Mr Durrant to thank him for his prompt action in dealing with the tree obstruction across a street light following our letter on 15th June 2016

14. Combs Cemetery

Clerk explains how the East of England Co-operative Society have contacted her to seek clarification on Combs Parish Council's current regulations for headstone heights in the cremation area of the cemetery and as to whether the maximum height of 18 inches includes the natural stone plinth in addition to the concrete base. Following discussion by Combs Parish Council it is agreed by all councillors that the 18 inches is to include any natural stone plinth of the headstone.

Action – Clerk to advise East of England Co-operative Society that 18 inches is the maximum height permitted by Combs Parish Council and is to include the natural stone horizontal plinth

Cllr Scarff advises that a grave owner has approached him regarding the green burial site where there are currently three graves and has advised that they would like a path cut through the middle of the graves for them to have access, this has previously been carried out but is now overgrown.

Action – Cllr Stephens-Row to liaise with D Windle to arrange for him to recut the path

Cllr Scarff advises that a grave owner has also spoke to him and asked if they are able to plant some trees within the cemetery. Combs Parish Council agree that some trees within the cemetery do need replacing and are happy for donations, however, Combs Parish Council would advise that they are to plan the location of the trees and also to carry out the planting of the trees.

15. St Marys Churchyard

Cllr Scarff advises that Stowmarket Town Council (STC) are just carrying out their normal cuts and a footpath has been cut all the way around St Marys Churchyard, however, the natural area at the back of the churchyard is getting out of control.

Action - Cllr Scarff to meet with Rev Childs to discuss how CPCC would like the churchyard maintained

It is also advised that the verges leading to St Marys Churchyard and Combs cemetery are becoming overgrown.

Action – Cllr Thorpe to report the overgrown verges to highways on the road leading to the cemetery and churchyard

16. Correspondence

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

Cllr Stephens-Row advises that he did contact the police about the parking issues on Poplar Hill in Combs Ford but has heard nothing back.

Action – Cllr Thorpe to report the parking issues

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- Battisford District Cricket Club and a request for monies for another project to be included on the next agenda

18. Date and time for next meeting – Monday 12th September 2016 at 7.30pm

Meeting closed at 9.24pm

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Appendix 1

To follow

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