Draft until signed

Minutes of Combs Parish Council Meeting
Monday 10th October 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), D Whybrow (District Councillor)

Attending: S Meech (Clerk)

1. Apologises for absence

Cllr Reynard & Cllr Truelove

2. Declarations of Interest

Cllr Crooks – Planning – Item 9 b) ii) – High View, Little London, Combs IP14 2ES

3. Minutes of meeting held on Monday 12th September 2016

Signed as a true and accurate copy of the meeting

4. Matters arising from the minutes

No matter arising

5. Public Forum

No public in attendance

6. County Councillors Report

See Appendix 1

7. District Councillors Report

See Appendix 2

8. Parish Council Chairman's Report

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

9. Planning

a. Applications received for consideration

i. 3929/16 - New Property, White House Farm, Moats Tye IP14 2EY - Erection of a three-bay cart lodge – All councillors agree no objections – **Action –** Clerk to advise MSDC of decision

ii. 2730/16 - Caravan, Meadow View, Bildeston Road, Combs IP14 2JZ - Change of use of mobile home to holiday let – Note Cllr Reynard comments – All councillors agree to object to this proposal for the following reasons – oversaturation of the site, close proximity of site to historic buildings and busy activity at the site would distract from these, neighbours have liaised with Combs Parish Council already regarding noise disturbance and loss of amenity, previous concerns over site have been raised with MSDC by Combs Parish Council, Combs Parish Council have been made aware that the bungalow on the site is currently advertised on a website for holiday accommodation to let and finally Combs Parish Council feel this application would set a precedence. **Action –** Clerk to forward objections for application to MSDC

b. Decisions received from MSDC

i. 3547/16 - 1 Ivydene Cottages, Bildeston Road, Combs IP14 2JY - Non-material amendment sought following grant of planning permission 0730/16 – Amendment no consultation required

ii. 3315/16 - High View, Little London, Combs IP14 2ES - Proposed 2 storey extensions and improvements to existing vehicular access – Permission granted

iii. 3197/16 & 3195/16 - America Barn, Bildeston Road, Combs IP14 2LB - Replacement & removal of windows. Relocation & replacement of doors plus one new door opening. New lobby & new boot/mud room. Internal alterations as detailed in Schedule – Planning Permission & Listed Building Consent Refused

iv. 2150/16 - Star Cottage, Moats Tye, Combs, IP14 2EY - Replace 11no. windows – Listed Building Consent has been granted

8.25pm – Cllr Whybrow leaves the meeting

10. Finance

a. Accounts review to date - Business Current Account Balance as of 26th September 2016 - £5,371.11 & Business Savings Account balance as of 3rd October 2016 - £12,020.57

b. Payments received

i. Existing Memorial Inscription – T/L Brenda Hider - £70.00

ii. Grave re-open – T/L Violet Lily Blythe - £140.00

iii. Existing Memorial Inscription – T/L Esme Tricker - £70.00

c. Payments to hand

i. Ratification of payment for clerk's tax at last meeting – HMRC - £3.60. Cllr Crooks proposes payment, Cllr Stephens-Row seconds and all councillors agree to payment.

ii. Business Services at CAS Ltd – Insurance Renewal - £301.68 - Cllr Whitehead proposes payment, Cllr Stephens-Row seconds and all councillors agree to payment. Cheque Number 022104 written and signed.

iii. S Meech – Overtime & Expenses - £77.21 - Cllr Crooks proposes payment, Cllr Stephens-Row seconds and all councillors agree to payment. Cheque Number 022105 written and signed.

iv. SLCC – 50% registration fee for clerks CILCA qualification - £125.00 - Cllr Crooks proposes payment, Cllr Thorpe seconds and all councillors agree to payment. Cheque Number 022106 written and signed.

11. Transparency Fund - Printer

Clerk advises Combs Parish Council that over £180.00 was spent on ink cartridges for the printer from September 2015 to September 2016. Epson have now brought out an Ecotank printer for £199.99 that is filled up with ink directly without the need for cartridges and is provided with 2 years' worth of ink. A black cartridge for our current printer is £17.99 and provides 500 copies whereas an Epson Ecotank black bottle of ink is £8.99 and provides 6500 copies. Clerk advises that Combs Parish Council could apply for £100.00 from the transparency fund towards a printer that is capable of scanning which the Epson Ecotank is. Cllr Stephens-Row proposes the purchase of an Epson Ecotank printer, Cllr Crooks seconds and all councillors agree to the purchase and application for some re-imbursement through the transparency fund.

12. BDO external audit action plan for matters arising

The annual return from BDO external audit including the BDO certificate has been approved and accepted by Combs Parish Council and the issues arising report presented. The issues

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arising are that grant monies had been included in the wrong box on the annual return – clerk has noted this and will ensure that this does not reoccur in the 2016/2017 annual return. Also, Combs Parish Council has incorrectly included administration expenses refunded to the clerk in with the staff costs figure, meaning other payments are understated and salary costs overstated. Clerk to ensure these are shown as separate entities on the finance spreadsheet to ensure the figures are correct at the end of the financial year for the annual return 2016/2017. Expenses to show separate to salary and overtime on the finance spreadsheet.

13. BVHMC – a sign directing to Battisford Community Centre

Clerk explains that BVHMC have called her to ask if Combs Parish Council would consider providing a sign in Combs to direct people to the community centre/village hall. Combs Parish Council require some further information from BVHMC as to what type of sign and where they would like the sign placed in order to know if this would be a parish council purchase or something that highways may deal with.

14. One Suffolk Website -£50 charge per annum –CAS/Suffolk Cloud? - £300 transparency fund

Clerk explains that SCC will no longer be running the One Suffolk websites and this service will be transferred over to CAS from the 1st November 2016 and the hosting will no longer be free but there will be a £50.00 per annum charge, however, up to £300.00 for web hosting can be applied for under the transparency code fund that is available. Clerk advises that she attended a seminar at SALC by Suffolk.Cloud whom are another company offering a transfer and hosting of parish council websites giving more choice for hosting options, they will provide this service free of charge to the first 60 councils whom decide to transfer to them. Suffolk Cloud will be offering hosting for £100.00 per annum from April 2017 onwards.

Clerk advises Combs Parish Council of an email received from Ian Clark whom has much management and input into other areas of the Combs Website. Ian is very reluctant for us to transfer the website to another provider as Ian is familiar with CAS and has a high regard for them.

Together with the information provided by the clerk regarding website hosting and Ian Clarks email all councillors agree to continue with the transfer to CAS on 1st November 2016 and to review the website hosting in April 2017. Cllr Thorpe proposes the payment of £50.00 for CAS to host the website, Cllr Crooks seconds the payment and all councillors agree.

Action – Clerk to fill out the relevant online forms for SCC to transfer the website to CAS on 1st November 2016 and to invoice Combs Parish Council accordingly. Clerk to email Ian Clark to advise of decision made.

15. Precept Consultation

All councillors have read the email received regarding a precept consultation and all agree not to submit any comments for the consultation.

16. Street Lighting including successful claim for damaged light

Clerk advises Combs Parish Council that the insurance claim that they placed for replacement of the damaged street light has been accepted and therefore if the relevant works could be carried out and invoice sent to clerk then the insurance company will make the payment. There will be a £100.00 excess that Combs Parish Council will need to pay.

Action – Cllr Thorpe to arrange for the works to be carried out as per Pearce & Kemp quotation and request an invoice be sent to clerk.

17. Defibrillation Machines

Cllr Scarff advises that both defibrillation machines have now been fitted one at Fenns Meadow and the other at The Tannery and the relevant registration forms have been emailed over to the clerk. Clerk to liaise with Community Heartbeat Trust to ensure they have everything that they require for the machines to go live.

18. Combs Cemetery

Cllr Stephens-Row advises Combs Parish Council that some graves need to be filled in as they have sunk and others have not gone down and need making good, may have to wait as it will now be weather permitting.

Cllr Scarff advises that he has spoken to a company that is able to arrange for a junior to provide a cemetery plan and the cost will be around £450.00 which is much less than quoted previously. Cllr Scarff to provide more information on the service available and costings.

Clerk advises Combs Parish Council that Bingham's Funeral Directors have contacted her as a client has approached them to ask if she could request a cemetery plot in some areas of the cemetery where there is space. Ideally a plot to the left of 15 or secondly in-between the graves of Colin Sparkes and Yvonne Laflin. Andrew at Bingham's also advised that Combs Parish Council investigate a headstone that has been very poorly fitted within the cemetery. Andrew also recommends that Combs Parish Council start to mark out available plots.

Action – Cllr Stephens-Row to check which plot the client of Bingham's Funeral Directors is able to have and also to check the poorly fitted headstone

19. St Marys Churchyard

Cllr Scarff advises that he is not very impressed with the grass cutting that Stowmarket Town Council have carried out at St Mary's Churchyard.

Action – Cllr Stephens-Row will liaise with David Windle about whether he would be able to cut this area and how much he would charge for the service.

20. Correspondence

Cllr Scarff advises that a footpath post near Halfpenny House has rotted and fallen down.
Action – Cllr Thorpe is to report this to highways

Cllr Scarff thanks Cllr Thorpe for replacing the post where the dog waste bin is erected at Queens Close.

Meeting closed at 9.45pm

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Appendix 1

PARISH REPORT OCTOBER 2016 BOSMERE DIVISION
County Councillor Julia Truelove

Devolution Debate

The Extraordinary Full Council meeting scheduled for November 2nd, with the intention to debate the devolution proposal and whether or not to consent to draft orders, will not now take place until the 23rd November.

This is because the DLLG have advised S.C.C. that their drafting of orders will now be delayed, which means that S.C.C.'s meeting will have to be delayed. S.C.C. reports that "this is an unfortunate and frustrating delay".

M.S.D.C.'s and Babergh District Councils' move to Endeavour House, Ipswich

Message from Cabinet Member for Finance and Heritage:

"Yesterday evening Mid-Suffolk District Councillors agreed to move their staff into Endeavour House. Babergh District Councillors took a similar decision earlier this week. These major decisions will lead to a further reduction in the public sector estate across Suffolk with associated efficiencies. I am aware of car parking issues, but a range of options are being actively worked up which will overcome the anticipated pressures.

We will work closely with the two District Councils to plan their moves and Corporate Property have appointed a programme manager to drive this forward.

This will be achieved by moving some SCC staff within the Ipswich office buildings. The county council has an excellent record of making good use of its office space, with continuous improvement since moving to Endeavour House 14 years ago.

This decision made by Babergh and Mid-Suffolk is warmly welcomed and will see Endeavour House better used, increasing rental income and offsetting costs – a most welcome development as budgetary rigour continues."

The above response gives clear support to the proposals. However, the public's use of the services, presently at M.S.D.C., will cause problems such as increased journey times to services, the cost of travelling, parking, and the lack of public transport across the Division. Much will depend on where the proposed 'Hubs' will be sited, and the services provided there. It is also important that Needham Market does not lose economic and community status presently, in part, generated through M.S.D.C.'s significant presence in the Town.

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Another Care Home Under Fire

The Care Quality Commission highlighted safety features at a care home in the County where two residents died from choking.

S.C.C.'s Cabinet Member for adult care has commented that "ensuring the authority meets its legal duty of care to vulnerable elderly people was of the highest priority".

However, I remain concerned that the care home in question remains functioning despite its obvious and serious shortcomings.

S.C.C.'s Trading Standards Update

An elderly resident agreed to have garden work carried out after being approached at the door by a landscape garden company. No cancellation rights were given, and the price increased from £1,500 to £4,000 after work had started. It is suggested that these rogues are still around.

A rogue driveway trader spread gravel on the driveway of a Yoxford resident, without permission, and then demanded £500. The resident asked the traders to leave, and refused to pay.

Ipswich Railway Station's Re-Development

The project should be completed by Christmas with a new ticket office, retail units, and concourse re-developed.

The changes to the forecourt have been funded by Suffolk County Council. The aim is to make life easier for passengers, and the forecourt a more attractive and functional entrance to the station.

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Appendix 2

Councillor David Whybrow (Conservative)

Mid Suffolk District Council Member for Ringshall Ward

Report to Combs Parish Council

Full Parish Council Meeting on Monday 10th October 2016

Planning (since 12th September 2016 to date of report)

1.1 Validated (awaiting Decision) -

1.1.1 New Property, White House Farm, Moats Tye IP14 2EY

Reference 3929/16

Erection of a three bay cart lodge

Validated 24 Sep 16

Consultation expiry 04 Oct 16

Target Determination 19 Nov 16

1.2 Pending Decision -

1.2.1 Caravan, Meadow View, Bildeston Road, Combs. IP14 2JZ
Reference 2730/16 (Full Planning Permission)
Change of use of mobile home to holiday let

Validated 06 Sep 16

Consultation expiry 05 Oct 16

Target Determination 01 Nov 16

1.3 Decisions –

1.3.1 America Barn, Bildeston Road, Combs. IP14 2LB
Reference 3195/16 (Listed Building Consent)
Replacement and removal of windows. Relocation & replacement of doors plus one new door opening. New lobby & new boot/mud room. Internal alterations as detailed in Schedule

Validated 27 Jul 16

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Consultation expiry 31 Aug 16

Target Determination 21 Sep 16

Decision 14 Sep 16

Decision – Refuse

1.3.2 America Barn, Bildeston Road, Combs. IP14 2LB
Reference 3197/16 (Full Planning Permission)

Replacement and removal of windows. Relocation and replacement of doors plus one new door opening. Internal alterations. Erection of 2 No. single

storey extensions

Validated 27 Jul 16

Consultation expiry 31 Aug 16

Target Determination 21 Sep 16

Decision 14 Sep 16

Decision – Refuse

1.3.3 Star Cottage, Moats Tye, Combs. IP14 2EY Reference 2150/16
(Listed Building Consent)

Replace 11 No windows

Validated 30 Jul 16

Consultation expiry 31 Aug 16

Target Determination 24 Sep 16

Decision 14 Sep 16

Decision – Grant

1.3.4 High View, Little London, Combs. IP14 2ES

Reference 3315/16 (Full Planning Permission)

Proposed two storey extension and improvements to existing vehicular access

Validated 03 Aug 16

Consultation expiry 17 Aug 16

Target Determination 28 Sep 16

Decision 28 Sep 16

Decision – Grant

1.3.5 1 Ivydene Cottages, Bildeston Road, Combs. IP14 2LY Reference 3547/16 (Non Material Amendment)

Non-material amendment sought following grant of planning permission 0730/16. The addition of two 980mm x 550mm velux roof windows to be located on the boundary side of the single storey garden room extension.

Validated 20 Aug 16

Target Determination 17 Sep 16

Decision 13 Sep 16

Decision – Formal Approval not req'd

1.3.6 Combs Reservoir, Jacks Lane, Combs. IP14 3HB
Reference 3451/16 (Full Planning Permission)
Installation of a new water pumping station and ancillary works

Validated 12 Aug 16

Consultation expiry 22 Sep 16

Target Determination 07 Oct 16

Decision 07 Oct 16

Decision – Grant

1.4 Permitted Developments –

I'm not aware of any PD's within the parish during the reporting period.

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2.0 Funding support event

MSDC are holding another funding support event on Wednesday 19 October at Lavenham Village Hall. It's aimed at any voluntary community group or Parish Council looking for funds to carry out major projects; play areas, village or community hall improvements and capital projects for support groups. Places are limited to two per organisation, contact

Josephine.beever@baberghmidsuffolk.gov.uk. The main presenter is Andrea Pittock from Suffolk Community Foundation, who'll be able to offer advice on the current funds open with the Foundation. Community Action Suffolk are also attending and there will be a number of Mid Suffolk Communities Officers available to offer information on their grants and other activities carried out in the communities team. The event encompasses three workshops covering different elements around fundraising of this type. One of the most important elements of a good application is making your case for evidence of need, and Chris Knock, Babergh and Mid Suffolk's Funding Officer, will be there to offer advice to you through his workshop. All similar previous events have been well received and comments have shown that these events are also an invaluable source of networking opportunities.

3.0 Public Access and accommodation review

At the Full Council meeting on 22nd Sep 16 councillors in Mid Suffolk gave their backing to proposals to improve the delivery of public services from new Headquarters. In a report to the Council on its public access and accommodation strategy, which included deciding on four options for the new co-location of the joint Councils Headquarters, Mid Suffolk Councillors backed the proposals by a clear majority.

The Council considered four options including locating all services to Hadleigh, all services to

Needham Market, the sharing of accommodation in Endeavour House with Suffolk County Council or a new building for the councils. The proposals on a "Future model for Public Access including Accommodation" had been widely publicised, internally and externally.

There is now a great deal to be done to put that Public Access strategy into practice and to prepare for a move into a joint HQ with Babergh DC co-located with Suffolk County Council and other public sector partners at Endeavour House in Ipswich.

There is no doubt that the world of government and the public service sector is being transformed by technology, new ways of working and a challenging financial environment – as well as a changing political environment with devolution discussions. Councillors felt strongly that the status quo was not an option. The bold decision that has been taken is the next step to ensuring services are better for residents, simpler for staff and more cost effective for tax payers. Furthermore, the decision shows that the majority of Members see the move as one that puts cost, modernisation, simplicity, reliability and convenience at the heart of the future delivery of Mid Suffolk District Council services.

The current ways the public access the Council's services are antiquated, confusing, difficult and bureaucratic. The public access strategy sets out the case for change with a focus on improving access and contact to modernised local services for residents and refining the way the Councils work. The strategy also sets out the five key access channels for the local community that will be radically improved following the decision which are:

Face to Face - While current offices aren't easily accessible for the public who live some distance from the offices, the agreed strategy will ensure one access point in Mid Suffolk is established, ensuring the public will still have a good quality 'face to face' interaction with the council.

Telephone - Telephone contact will continue to be the most common access for the public. However, there is confusion with too many numbers and rising costs. The proposals will see one main phone number, charged at a local rate, channelled through a customer contact centre.

Email - There will be the creation and promotion of a single email address for the Mid Suffolk and Babergh, handled by the Customer Contact Centre, ensuring a better quality service especially in terms of response times.

Online – Digital Services - With a growing number of residents conducting much of their household business online (i.e. banking, bill payment, shopping etc.) there is a growing demand for better online services. The proposals include a development of one new clearer and simpler website which will include new arrangements to view and comment on planning applications.

Webchat and SMS - 'Webchat' is an online service that allows the public to speak to organisations while they are using other digital services. Proposals include making webchat available to the public as well as the development of SMS text messaging via the customer relationship management system.

Overall the approved proposal will ensure that MSDC has a fully integrated workforce that, whilst considering cost savings, has a focus on the quality of arrangements for the public, staff, Members and partner organisations.

4.0 SnOasis plans gather speed again

The proposal to build the largest indoor ski slope in the world here in Mid Suffolk, at Great Blakenham, along with an attendant sports centre and holiday village is known as SnOasis. This was a big topic of conversation both in the Council and in the District when it was going through the planning process, starting in 2004, before receiving outline planning permission in 2008.

Following an extension to the time limit, the deadline for the applicant, Onslow Suffolk, Ltd. to address the Reserved Matters was set as 31 October 2016. With this date fast approaching, Mid Suffolk has now been informed that the applicant fully intends to submit their Reserved Matters and work is ongoing by them to meet that deadline. There is bound to be a lot of local and media interest in this application. As the Local Planning Authority, Mid Suffolk will be dealing with this in a neutral manner and in accordance with planning law, and any public statements it makes on the subject will reflect this.

MSDC has already contacted Parishes in the immediate area of the proposed development, and will be keeping them up-to-date on what is happening and what their involvement, and Mid Suffolk's role is in the process. There will also be regular updates to all Towns and Parishes to make help keep all interested parties informed.

5.0 Proposed BT public payphone removals

The MSDC Communities Team recently wrote to all Parish Councils to alert them of the commencement of a 90-day consultation regarding a number of public payphones which have been identified and proposed for removal by BT. The consultation period ends on 4th December 2016.

One phone box in Combs Parish is included in the consultation. It is at Moats Tye (IP14 2EY) and has the telephone number 01449 612 487. There have been no calls from this phone in the last 12 months. Others locally are at The Street, Great Bricett; Fiske Pightle, Willisham and Barking Road, Needham Market.

Following the expiry of the consultation period, MSDC will write to BT on a case by case basis, with the comments they have received, whether the proposed loss of the phone box is agreed, objected to or whether the community wish to adopt the box themselves. If you would like to adopt the phone box

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at Moats Tye you will also need to register directly with BT using this link https://business.bt.com/products/voice/payphone-services/.

Any correspondence should be marked with the heading "Phone box removal' and identify the address of the phone box in question. Responses via email should be sent to: BTConsultation@baberghmidsuffolk.gov.uk or by post to the Mid Suffolk District Council office.

6.0 MSDC buys Needham Market Middle School site for redevelopment

Mid Suffolk District Council has bought the redundant Middle School and community buildings in School Street, Needham Market, from Suffolk County Council and will now be looking at plans to redevelop the site.

The Middle School closed in July 2015, following the outcome of the Schools Organisation Review which standardised schooling across Suffolk from 3 to 2 tier. The purchase of this site also includes community buildings which are home to a library run by Suffolk Libraries and an internet café run by members of the local community. Mid Suffolk will now work closely with these groups on continuing to provide much valued local facilities. Proposals for a housing scheme are being drawn up and these will be subject to a public consultation through the usual planning processes.

This move accords with the Councils Joint Strategic Plan which includes Mid Suffolk's vision for investing in our communities by bringing redundant sites back into use. The acquisition of the Middle School and land is an important first step to see that vision taking shape. Work on redeveloping this area will now gather momentum over the coming months as preparation of plans for the provision of new homes and community facilities develop. Mid Suffolk will share these with the community early next year.

7.0 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

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