Draft until signed

Minutes of Combs Parish Council Meeting
Monday 10th April 2017 at 7.30pm, Battisford Village Hall, Straight Road, Battisford

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

Attending: C Todhunter (Public), S Phillips (County Councillor)

1. **Apologies for absence**

   J Truelove (County Councillor), D Whybrow (District Councillor), S Meech (Clerk – Cllr Whitehead taking minutes in clerk's absence)

2. **Declarations of Interest**

   Cllr Scarff (chairman) – Item 20. Fete insurance – Declaration of Interest book signed and dated by Cllr Scarff

3. **Public Forum**

   C Todhunter is present for discussion of Item 11
   Cllr Phillips present as candidate for Suffolk County Councillor

4. **Minutes of meeting held on Monday 13th March 2017**

   Minutes signed as a true and accurate copy of the meeting by Cllr Scarff (Chairman)

5. **Matter arising from minutes**

   Street lighting - Cllr Thorpe reported Carl Folley has agreed quote for LED lighting to commence after June 2017 when current contract ends.

   Action - Cllr Thorpe to email Clerk contact details. Checking of light post to commence after current order completed.

6. **County Councillor's Report**

   See Appendix 1. Cllr Truelove not present. Report included paragraph regarding break-ins rising in area.

7. **District Councillor's Report**

   See Appendix 2. Cllr Whybrow not present. Planning issues raised later in meeting. Cllr Stephens-Row questioned land purchases for building against infrastructure improvement allocations.

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

   Everything is included in the agenda

9. **Planning**

   a. Applications received for consideration

DRAFT

i. 4455/16 - Land to the south of Union Road, Onehouse IP14 3EH - Erection of 300 dwellings - Further information /revised plans received - Combs Parish Council comments already submitted. Highways Report voted against and included reasons raised previously by Combs Parish Council.
ii. 1011/17 - Walnut Tree Cottage, Moats Tye, Combs, IP14 2EX - Non-material amendment sought following grant of planning permission 1831/14 – All councillors agree this has already been approved and is just an amendment.
iii. 1024/17 and 1026/17 - America Barn, Bildeston Road, Combs, IP14 2LB - Replacement and removal of windows, relocation and replacement of doors plus one new door opening. Erection of a lobby and boot/mud room. Internal alterations - No comments.

b. Decisions received from MSDC

i. 0272/17 & 0273/17 – 3 Model Farm, Park Road, Combs IP14 2JG - Installation of an oil fired central heating boiler to the north facing wall and installation of an oil tank in the garden – Permission granted

10. Finance

a. Accounts review to date - Combs Parish Council current account balance as of 27th March 2017, is £3,914.27 and the current balance of the savings account as of 3rd April 2017, is £12,051.10. Cllr Whitehead checked the figures on the bank statements and signs and dates the statement.
b. Payments received - None
c. Payments to hand

i. S Meech – Clerks Overtime and Expenses – £33.76 - Cllr Crooks proposes payment, Cllr Reynard seconded payment and all councillors agree payment. Cheque number 022126 is written and signed by Cllr Scarff and Cllr Thorpe.
ii. Suffolk Preservation Society - £30.00 - Cllr Stephens-Row proposes payment, Cllr Crooks seconded payment and all councillors agree payment. Cheque number 02212 is written and signed by Cllr Scarff and Cllr Thorpe.

Action - There will be a deficit in funds in bank for year-end as previously discussed, £1,500 to be transferred. Clerk to do administration for next meeting.

11. Co-opting for Councillor vacancy

C Todhunter's application for the Councillor vacancy is accepted by Combs Parish Council and the Declaration of Acceptance of Office was signed by C Todhunter and Cllr Scarff (Chairman). C Todhunter was welcomed to the Parish Council.

12. Clerks annual increment from 01/04/17 - point 19-20

Clerks annual salary increment from 1st April 2017, her current spinal column point is 19 at £9.647 per hour. From the 1st April 2017, spinal column point 20 which clerk is to move to is £10.099 per hour. Proposed by Cllr Thorpe, seconded by Cllr Crooks. All councillors agreed. Cllr Scarff (chairman) signed and dated form.

13. Parish Clerk vacancy

Councillors agreed it requires advertising. Draft advert circulated and comments/suggestions to be returned to Cllr Scarff. To be posted on parish notice boards, submitted to Barclif and church magazines, and leaflet drop to all residents in parish. Cllr Stephens-Row suggested Cllr Whitehead may wish to apply. Cllr Whitehead agreed to cover if necessary but declined post.

Action - Approach other Parish Clerks who may want more work.

Action - Advertise and leaflet drop vacancy details.

14. Change of bank account

Not enough information to hand therefore deferred to next meeting.

15. **Straw movements from Sloe Farm, Battisford including meeting with Battisford Parish Council (BPC)**
Cllr Whitehead attended the BPC meeting the previous week and reported the following: Mr Chaplin had cleared straw from verges and kerbs and was keen to offer assistance to clear straw and cut back hedges and trees which exacerbated the problem. Different routes had been suggested but would just divert the problem. It is speed related and lorry drivers requested to drive slowly within village parameters.
Action - Suggested letters or conversations with Mr Portway (Cllr Thorpe to action) and Mr Windle (Cllr Stephens-Row to action) regarding overhanging trees and getting them cleared. It was commented assistance to clear was only offered after complaints.

16. **Housing White Paper**

Cllr Whitehead reported from BPC their wish to work alongside CPC. To be added as Agenda item for next month.

Action - Cllr Whitehead to request Cllr Whybrow give presentation on the topic at next CPC meeting.

17. **Transparency application granted for printer/scanner**

Combs Parish Council to take on 100% of cost (not to be divided with Battisford Parish Council as in the past) due to Clerk potentially no longer sharing facilities.

Action - Clerk to arrange for this to occur.

18. **Community Action Suffolk Renewal**

Not enough information to hand therefore deferred to next meeting.

19. **Litter picking**

Cllr Scarff (Chairman) reported Battisford Parish Council has 'kits' for litter collection events. It was suggested the parish arrange for a community litter pick around the village.

20. **Fete insurance**

The quote for this year's event has risen by £7.00. All present agreed this was OK and to go ahead.

21. **Speed signs**

Cllr Scarff (Chairman) has been in communication with Suffolk Highways (SH) regarding signage, information not available at meeting therefore defer to next meeting. SH have proven difficult to communicate with.

22. **Footpaths**

Various signs remain broken and not fixed following reporting them, including post at Queens Close. Slough Farm footpath remains uncleared also following reporting six months ago. Proximity to highway prevents easy clearing by public. Cllr Thorpe to chase again with letter to Suffolk County Council. Add to next meeting Agenda.

23. **Anglia Water Works in Jacks Lane**

Cllr Thorpe frequently walks the route and it has much improved, although the dry Spring may have helped. A request to reinstate the verges will be sent when works complete.

DRAFT

24. Combs cemetery including plot reservations and marking

Cut today by Cllr Thorpe, now tidy. Plot reserved for 'Tricker'. Flower removal from Mothering Sunday, and to be repeated after Easter. This will coincide with grave top-ups and grass seeding to be undertaken in next few weeks (mid to late April) - Cllrs Stephens-Row and Thorpe. Green burial area requires attention including cutting and defining path. Grass maintenance and planting being undertaken in this area and must be monitored as not allowed. One of the two purple bins have gone missing - S Meech (Clerk) to notify Mid Suffolk District Council. Contact details on cemetery notice board are missing.

Action- S Meech (Clerk) to arrange to have them added to include names, telephone numbers and email.

Cemetery plan has been revised by Whitworth Architects. Cllr Scarff (Chairman) brought these to meeting and discussed numbering to be completed. Cllr Scarff (Chairman) has drawn up spreadsheet with fees from other cemeteries in Suffolk and it was agreed all Cllrs to review and send comments about suggested charging increases. Regulations to be updated by Cllr Reynard.

25. St Mary's Churchyard including grass cutting and maintenance

Mowers have been through the back part of graveyard which has not been agreed. Insensitive cutting has taken place.

Action - Topple-testing with Mr. James Hassle to be arranged as four to five headstones appear to be loose or at an angle.

The rose garden has been tended and new roses planted. General tidy-up required - this to be completed by Cllrs Thorpe and Stephens-Row with cemetery mid-April.

26. Correspondence – all circulated by email

27. Any other business for inclusion on the next agenda

- Battisford Village Hall Committee request for assistance with replacing floor
- Straw movement update regarding contact with overhanging tree owners
- Cllr Whybrow to report on White Paper regarding housing
- Speeding signs
- Bank account changes
- Confirm cemetery pricing revisions

28. Date and time of next meeting

Monday 15th May 2017 Annual Meeting of Combs Parish Council and Annual Assembly on the Parish meeting at 7pm and Parish Council Meeting at 7.30pm

Meeting closed at 9.52pm

DRAFT

Appendix 1

BOSMERE DIVISION REPORT APRIL 2017
County Councillor Julia Truelove, Liberal Democrat.

Boundary Commission – Second Public Consultation

The above concluded at the end of March, 2017.
Following a decision by Parliament to reduce the number of constituencies in the UK to 600 from 650, and to ensure that the number of electors in each constituency is equal, the Boundary Commission for England (BCE) has been asked to make independent recommendations about where the revised boundaries of English constituencies should be. Following the second consultation, the BCE's assistant commissioners will look through all comments received during both consultations, considering all the evidence submitted. They will then advise the Commission on where they think the proposals should be revised. Revised proposals will be published as part of a final consultation in late 2017/early 2018 and any further changes made based on comments received. BCE must report to Parliament with its final recommendation in September 2018. If agreed by Parliament, the new constituencies will be in use at the next scheduled General Election in 2020.
There will be a further round of consultation in late 2017/early 2018, and the Commission must make its final report and recommendations to Parliament in September 2018.

Ofsted Inspection – Ringshall School

Ringshall School is one of three Primary Schools in our Bosmere Division so children's achievements locally are important. They are our stake in the future.
At a previous Ofsted inspection, in 2016, the overall effectiveness was rated 'good'. However, the results of a more recent inspection, 8th to 9th March 2017, show that the school's overall effectiveness 'requires improvement'.
Details of the key findings are fully described, importantly those detailing the School's strengths. The full Ofsted report can be accessed at http://www.ofsted.gov.uk/inspection-reports/find-inspection-report .

Police and Crime Panel Meeting

Some outcomes of their recent meeting included discussion of 'Exploitation - Protecting Vulnerable People'. The Panel:

- Commended the Police and Crime Commissioner (PCC), Constabulary and partner agencies for the successful joined up work that is now beginning to be seen on protecting vulnerable people, with some aspects in Suffolk regarded as 'best practice' by Her Majesty's Inspectorate of Constabulary (HMIC).

DRAFT

- Recommended that the PCC give early visibility of his planned public engagement meetings around the County in 2017, and resolved that Panel members would encourage people to attend.

BOSMERE DIVISION REPORT APRIL 2017 *continued*

- Recommended to the PCC that a progress update on the work of the three School Police Community Support Officers (PCSOs) be provided to the PCP meeting in October 2017.

Support for Foster Families

A new direction has been launched, based on the idea of an extended family. It uses a 'constellation' where 6 to 8 fostering 'satellite' households living near each other are offered support from a dedicated 'hub home' fostering household of specially recruited and trained carers. The hub home carer offers regular planned respite care and emergency respite care to the satellite carers. They will also assist with peer support, regular joint planning, and social activities. Relationships are central to the model, with hub carers and foster carers providing frontline care, and with social workers able to concentrate on successful relationship building.
The hub also builds links with other families integral to the children's care plans, and to resources in the wider community which can provide them with enhanced opportunities to learn, develop and succeed.
The model will initially be implemented in the north of the County, with plans to roll this out across the whole County in future.
Suffolk plans to launch its first constellation of foster carers by October 2017.

Suffolk Trading Standards

Phishing plays on the word 'fishing', in that the fraudsters 'fish' for potential victims by sending emails, social media messages or text messages or making phone calls with urgent messages, all in the hope of persuading someone to visit a bogus website, and enter their security details.
The fraudsters will use your details to steal your identity, or simply take the money you've paid, and then break all contact.
Spot the signs of a scam:

- The spelling, grammar, graphic design or image quality is poor. They may use odd 'spe11lings' or 'cApiTals' in the email subject to fool your spam filter.
- If they know your email address but not your name, it'll begin with something like 'To our valued customer', or 'Dear...' followed by your email address.

DRAFT

- The website address or email address doesn't look right; authentic website addresses are usually short and don't use irrelevant words or phrases. Businesses and organisations don't use web-based addresses such as Gmail or Yahoo.

How to report it:

- Report it to Action Fraud online: http://www.actionfraud.police.uk/report-a-fraud/how-to-report-a-fraud, or call 0300 123 2040.

DRAFT

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 April 2017

Planning (since 13th February 2017 to date of report)

1.1 Validated (awaiting Decision) -

1.1.1 Sunrise, Bildeston Road, Combs IP14 2JZ
Reference 0656/17 (Full)
Erection of a garage extension, replacing originally approved garage and carport under planning permission 2277/16
Validated 17 Feb 17
Consultation expiry 24 Mar 17
Target Determination 14 Apr 17

1.1.2 Walnut Tree Cottage, Moats Tye, Combs IP14 2EX
Reference 1011/17 (Full)
Non- material amendment sought following grant of planning permission 3722/15 – Roof to be altered to a flat roof structure with glazed lantern from the approved pitched roof. Current 'Hardiplak' cladding to be replaced with black weatherboarding.
Validated 13 Mar 17
Target Determination 10 Apr 17

1.1.3 America Barn, Bildeston Road, Combs IP14 2JB
Reference 1024/17 (Full) & 1026/17 (Listed Building)
Replacement & removal of windows. Relocation & replacement of doors plus one new door opening. Erection of single storey lobby and boot/mud room. Internal alterations.
Validated 14 Mar 17
Consultation expiry 19 Apr 17
Target Determination 09 May 17

1.1.4 The Neathouse, Moats Tye, Combs IP14 2EY
Reference 1361/17 (Full)
Application for variation of Condition 15 following grant of Planning Permission 2898/09 (Change of use of land and building including works to convert redundant barn to a single dwelling) to permit the use of plastic guttering and rainwater goods Validated 07 Apr 17
Consultation expiry 10 May 17
Target Determination 02 Jun 17

1.2 Decisions –

DRAFT

1.2.1 3 Model Farm, Park Road, Combs IP14 2JG
Reference 0272/17 (Full) & 0273/17 (Listed Building)
Installation of an oil fired central heating boiler to the north facing wall and installation of an oil tank in the garden
Validated 07 Feb 17
Consultation expiry 08 Mar 17
Target Determination 04 Apr 17
Decision 21 Mar 17
Decision – Grant

2.0 Mid Suffolk budget set for 2017/18

In Local Government, we are facing a big financial challenge, with the central government grant reducing to zero over the next few years. To continue providing the services our communities need we are having to look at other options of providing finance to pay for them, and that does include council tax rises, but we are determined to keep any rise proportionate and as low as possible while still safeguarding our services.

We are looking at generating more income to deliver our services: our Waste Team is widening their subscription services and we have taken a fresh look at the assets and investments we as a council hold, with our new Capital Investment Fund alone set to provide £250,000 in income. Every penny of this goes towards supporting the services our communities need, while the Community Infrastructure Levy we introduced last year has already raised over a quarter of a million to invest in key infrastructure."

At Mid Suffolk's Full Council meeting in February an increase of 1.64% in Council Tax was approved as councillors voted in favour of the 2017/18 budget. This will mean that residents who live in a Band D property will see a rise in their Council Tax of £2.61.

The key highlights behind the decision are:

- The increase in Council Tax of 1.64% will see the largest properties paying £5.22 more over the course of the year, with the smallest seeing an increase of just £1.74.
- There will be no change to the Council Tax Reduction Scheme for eligible residents, with residents most in need paying only 5% of their bill
- There will be no significant change to service levels despite the reduction in government support, as income generation and cost reduction measures have replaced the loss in government grant
- There will be a decrease of 1% on council house rents, equivalent to an average rent reduction of 84p a week as required by the Welfare Reform and Work Act
- Sheltered housing service charges will be increased by a maximum of £4 per week for each scheme, to reduce the subsidy from general needs housing by £80,000. However, there will be no change to utility charges for sheltered housing tenants
- There will be an increase of 10% on garage rents, equivalent to an average increase of 74p per week

DRAFT

Despite Mid Suffolk facing further cuts in core funding from central government we have pledged that those most in need will not pay more than 5 per cent of their council tax bill. Our Council Tax Reduction Scheme allows residents on low incomes to apply for a reduced Council Tax bill, with some paying as little as 5% of their total.
For more information visit our website at:
http://baberghmidsuffolk.gov.uk/counciltax/exemptions-discounts-and-reductions/council-tax-reduction-low-income/

4.0 More investment by us in key market towns to provide new homes to meet the needs of local people

Mid Suffolk has recently completed the purchase of two more redundant sites from Suffolk County Council which it will now develop to provide much needed new housing.

One of the sites is located in Walnut Tree Walk, Stowmarket and includes the former Middle School and Community Education Centre located on Childer Road. The other is Paddock House in Wellington Road, Eye, which includes a 30 bed redundant care home and a detached 3 bedroom bungalow in the grounds.

These two latest acquisitions, together with the former Middle School site in School Lane, Needham Market, which was bought last year, demonstrates the determination by Mid Suffolk to invest in its market towns and provide new homes to meet the needs of local people. In addition to this, it is anticipated the construction phase will bring more jobs into both areas and give local businesses a vital boost through increased footfall.

Work to appoint development partners for these sites will begin this summer and any proposals which are drawn up will be subject to a public consultation through the usual planning processes. It is hoped that work on both sites will start next summer.

We firmly believe this sort of investment is crucial in helping to ensure our market towns continue to be sustainable and are able to flourish.

5.0 Mid Suffolk secures over £225k to help fund community led housing

Mid Suffolk District Council has secured £225,476 in grants to help local communities deliver housing in the area. Our neighbour, Babergh DC have secured £189,741. The funding was secured from the Department for Communities and Local Government (DCLG). The higher sum was secured for Mid Suffolk due to analysis by the DCLG on the number of second homes in each district. In addition a further £15,000 has been secured for each district (totalling £30,000) from the DCLG's Custom Build Programme. Both funding streams are part of the government's national £3bn home building fund announced in the Autumn Statement last year.

DRAFT

This funding will help communities build the capacity to identify housing need and housing potential in their area and bring community led developments forward. As the first instalment of a five year funding programme from the DCLG, this capacity will allow community led developments to be identified and developed with additional funding over the next four years.
Council officers are currently looking at a number of ways to best use the funding to empower communities to build this capacity. The councils will work closely with communityled housing groups and other stakeholders – such as the Community Land Trusts network and the Home and Communities Agency – to put the right tools in place to ensure efficient delivery of new houses over the coming years.

The Lavenham Community Land Trust is an example of one of these groups in action, who have obtained planning permission for a new housing scheme in Harwood Place, Lavenham with Partners Hastoe Housing Association. This new funding will allow other communities across Babergh and Mid Suffolk to follow this example and bring forward housing in their areas.

With a growing and aging population our housing needs are changing across the District. This funding will help communities, such as the villages in the Ringshall Ward, to identify potential housing in their area, putting more power in the hands of the people who know the villages best. Mid Suffolk will be in contacting you in the coming months to commence a discussion as to how this new funding can be best utilised.

6.0 Attracting external funding to support our communities.

The Communities Team work on developing opportunities to utilise external funding to support the wide range of activity in our localities. The number of awards and total grant sum awarded during 2015/16 to our communities from the 'BIG Lottery Awards for All' for grants up to £10k is 11 Awards in Mid Suffolk with a value of just over £ 90,000.

A small snapshot of other funding secured is as follows:

The Geoffrey Burton Charitable Trust	2014/15	£ 4,550
	2015/16	£11,000
Suffolk Historic Churches	2014/15	£ 38,000
	2015/16	£ 87,829
Suffolk Community Foundation	2014/15	£ 147,271
	2015/16	£ 173,377

This represents a significant boost to the community capital leveraged to support our communities.

The Communities Team are running as Funding Fair this coming Wednesday, 12th April, at

Metfield Village Hall between 10.00 and 16.00. It will be a day of information and workshops focussed on fundraising for community groups. Ideal for village hall committees, parish councils, play areas, getting people active, reducing rural isolation, and improving health and wellbeing. The guest speaker will be David Jessup from the BIG Lottery. There will be workshop sessions on 'The Importance of Good Governance', 'How to make a Good Application' and 'Energy Efficiency - Save don't Spend!'. Places are limited and booking is essential – contact josehine.beever@baberghmidsuffolk.gov.uk.

7.0 Open Spaces Assessment – Parish Councils' survey

An assessment of open spaces across Mid Suffolk has recently been commissioned to provide up-to-date evidence on the location, type and quality of existing provision so that it can be identified where surpluses or deficits exist. The study will be used as part of the evidence base for the Joint Local Plan, and to help inform decisions regarding the future of open spaces, including helping to prioritise improvements and to ensure that spaces provided as part of new development relate to needs. The study will also help to support the Leisure, Sport and Physical Activity Strategy which is currently being developed.

As part of the work, the consultants, Ethos Environmental Planning, have produced a short survey which will be circulated to all Parish and Town Councils. This will ask for information on existing open spaces within their communities and for information about their aspirations for future improvements. The feedback will be used to supplement the analysis of existing data held by the Councils and other information which Ethos are collating.

I strongly urge you to engage with this survey.

8.0 Town & Parish Liaison Meetings Confirmed

The date for the May Town & Parish Liaison Meeting has now been confirmed as Thursday 18 May. It will consist of a morning meeting which will start at 10am and an evening one at 6.30pm, with venues to be confirmed. The agenda is yet to be finalised but will be sent out much nearer the time.

If you have any specific topics you would like to suggest for the agenda, please contact Jo Beever. Parishes are invited to send two representatives, councillors, and/or clerk. Places are limited for all these sessions, so do please respond asap.

9.0 Avian Flue Outbreak

The 3km Protection Zone and the 10km Surveillance Zone have now been withdrawn. The national Prevention Zone introduced in 2016 remains in place and will be reviewed by 30th of April.

The feedback from DEFRA and industry with regards to the local authority response to the

DRAFT

Avian Influenza outbreaks has been very positive. The DEFRA disease lead Gordon Hickman attended the National Animal Health and Welfare Panel meeting last week to thank all local authorities for the work they and their multiagency partners have undertaken to both respond to outbreaks and to encourage keepers to house or separate poultry from wild birds.

10.0 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