Draft until signed

Minutes of Combs Parish Council Meeting
Monday 12th June 2017 at 7.30pm, Battisford Village Hall, Straight Road, Battisford

Present: S Scarff (Chairman), D Thorpe (Councillor), C Todhunter (Councillor)

Attending: S Meech (Clerk), T Bamber (Clerk applicant), Cllr A Whybrow (County Councillor)

1. **Apologies for absence**

   Cllr Stephens-Row, Cllr Whitehead, Cllr Crooks, Cllr D Whybrow

2. **Declarations of interest**

   Cllr Scarff – Item 12 – Parish Clerk/RFO vacancy – DOI book signed and dated

3. **Public Forum**

   No public in attendance

4. **Minutes of meeting held on Monday 15th May 2017**

   Minutes signed as a true and accurate copy of the meeting

5. **Matter arising from the minutes**

   Item 29 – Cllr Thorpe advises that the posts of the noticeboard have now been replaced and fixed at Queens Close, however, he is unsure as to whether the cork backing has been fixed so will investigate if this has been ordered and carried out.

6. **County Councillors Report**

   See Appendix 1

   Cllr A Whybrow advises that she would like to be informed of any issues locally. Cllr Scarff advises that for the last 18 months to 2 years requests have been put forward to SCC to replace damaged footpath signs, Cllr Whybrow would like details of these sent to her.

7. **District Councillors Report**

   See Appendix 2

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

   No additional items to report

9. **Planning**
   a. **Applications received for consideration – None received**
   b. **Decision received from MSDC**
      i. 1026/17 & 1024/17 - America Barn Bildeston Road Combs IP14 2LB - Replacement & removal of windows. Relocation & replacement of doors plus one new door opening. Erection of a lobby & boot/mud room. Internal alterations – Planning permission and listed building consent granted

10. **Finance**

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a. **Accounts review to date –** Business Account balance as of 26th May 2017 is £6,551.61 & the savings account balance as of 2nd June 2017 is £10,301.10. Cllr Todhunter signs the original copies of the bank statements
b. **Payments received**
    i. Memorial fee – T/L Sarah-Jane Cunningham - £80.00
    ii. Burial fee (o/s monies) – T/L Lilian Joyce Jenkins - £40.00
c. **Payments to hand**
    i. D Windle – Grass Cutting & Maintenance - £232.50 - Cllr Thorpe proposes payment, Cllr Todhunter seconded payment and all councillors agree payment. Cheque number 022134 is written and signed by Cllr Scarff and Cllr Thorpe
    ii. S Meech – Overtime and expenses - £62.98 - Cllr Thorpe proposes payment, Cllr Todhunter seconded payment and all councillors agree payment. Cheque number 022135 is written and signed by Cllr Scarff and Cllr Thorpe
    iii. HMRC – Clerks Tax - £3.60 - Cllr Thorpe proposes payment, Cllr Todhunter seconded payment and all councillors agree payment. Cheque number 022136 is written and signed by Cllr Scarff and Cllr Thorpe
    iv. The Whitworth Co-Partnership LLP – Parish Clerk Vacancy Leaflets - £21.60 - Cllr Thorpe proposes payment, Cllr Todhunter seconded payment and all councillors agree payment. Cheque number 022137 is written and signed by Cllr Scarff and Cllr Thorpe

11. Bank Account

It is decided that this item should be postponed until a quieter time later on in the year.

12. Parish Clerk/RFO Vacancy

T Bamber is in attendance as he has applied and discussed the role with the chairman for the current vacancy of parish clerk/RFO for Combs Parish Council, all councillors are in favour of T Bamber taking over the role from the current clerk and a start date and employment contract is to be discussed with the chairman.

13. Email from resident regarding the village bus stop

Cllr Thorpe reads out an email received from a resident of Combs whom is concerned over the condition of the village bus stop. Cllr Thorpe agrees that the bus stop needs some improvement such as trimming of the hedge at the back of the shelter. However, he states that the biggest problem is the state of the roof which according to Cllr Scarff was put up around 30 years ago and has a lifespan of around 20 years. Cllr Scarff advises that some quotes will be needed for the replacement.

Action – Quotes to be sourced for roof replacement and Cllr Thorpe to investigate and purchase oil to treat the wood of the bus stop

14. Rural coffee caravan – email from Rev Childs

Email from Rev Childs is read out to Combs Parish Council and it is explained that the email asks if there are any suggestions for where a rural coffee caravan could be located if it was to pay visits to the parish of Combs.

Action – Cllr Scarff to discuss suggested places with Rev Childs

15. Street Lighting

Cllr Thorpe advises Combs Parish Council that he has received an email quotation from Carl Foley and the costings are the same as was quoted in March 2017. The quotation is for the supply and installation of 15x ASD HWD LED lanterns, fitted with new Photocells, flexed and connected to the existing isolator. Upgrade earthing if required & test. For pole mounted lanterns for the sum of

£5470.50 + VAT. If there is no isolator fitted and the unit is fed via a metal REC cut-out, an isolator will be required housed in a pole mounted weatherproof enclosure for the sum of £116.87 + VAT per unit. Carl Folley is also happy to take over the maintenance of the lighting from Pearce & Kemp, Cllr Thorpe to confirm warranty and also maintenance rates before the start of the contract.

Action – Email Pearce & Kemp to advise that Combs Parish Council will not be renewing their contract at the end of June

16. **Speed Signs**

Cllr Scarff advises that a speed recording box is to be placed in the village, however, he has not been advised when and there are no results as yet. Cllr A Whybrow makes Combs Parish Council aware that SCC previously had 3 speeding indicator devices in the Bosmere region and will make SCC aware of the difficulties that the council have had with investigations into a speed sign for the village.

Action – Cllr Scarff to email the speed indicator device document from SCC to all councillors for discussion

17. **Safe Neighbourhood Team – Combs cemetery car park**

Item for discussion by Cllr Crooks so moved over to the next agenda, Cllr Scarff advises that Rev Childs and Rachel Cornish are aware of this.

18. **Response from MSDC regarding planning queries – The Neathouse, Moats Tye**

Councillors advise that they have all seen sight of this email

19. **Anglian Water road closure – Jacks Lane July 2017**

The councillors are all aware of this – email has been circulated

20. **Combs cemetery**

Cllr Scarff advises that the cemetery plans have all been drawn up now and clerk and Cllr Stephens-Row are to update it

21. **St Mary's Churchyard**

Nothing to discuss

22. **Correspondence**

Clerk advises Combs Parish Council that the internal audit has been received and an action plan will be drawn up from the recommendations.

Cllr Whybrow has arranged for Bill Newman from MSDC to arrive half an hour before Battisford Parish Councils meeting on Tuesday 27th June 2017 to discuss the Neighbourhood Plan – Cllr Thorpe and Cllr Todhunter are happy to attend and represent Combs Parish Council

23. **Any other business for inclusion on the next agenda**

24. **Date and time of next meeting – Monday 10th July 2017 at 7.30pm**

Meeting closed at 9:20pm

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Appendix 1

Monday, 12 June 2017 County Council report from Anne Whybrow
The Old Rectory, Ringshall. IP14 2HZ Tel: 0725 288635

Following the County Council elections on 4th May 2017 I have been involved in very little Council business other than the Full Council Annual Meeting of the 25th May. This meeting saw the appointment of the Chairman and Vic-Chairman and the Election of the Leader of the Council. Appointments of Committees and Chairman were announced and the programme of meetings.

One agenda item considered the recommendations from the Constitution Working Party, it was agreed to retain the current Leader and executive model, to introduce a system of Cabinet Committees and to review the existing scrutiny and regulatory committees with the Leader of the Council and the political group leaders and report to Council on 20th July.

I have attended a considerable number of training sessions at Endeavour House regarding the structure of the County Council, the workings of the various committees, the financial constraints, protocols, been given an understanding of what is expected of a County Councillor and been allocated 2 initial committees on which to sit. These are Rights of Way and Development Control.

To the future: I am putting on my Miss Marple hat and investigating items that I think will be of interest to residents in Bosmere division. Apparently planned verge cutting was w/c 5th June, I have seen signs of some cutting but there is much to be done, as yet. I am particularly perturbed by the amount of Highways signage that appears to become damaged whilst cutting verges, replacement of signs takes a long time and must cost a considerable amount of much needed funds.

Please see below an extract taken from Highways regarding this matter.

Where we cut the grass All verges adjacent to the public highway are cut for safety purposes to maintain visibility at junctions, and to ensure that road and pavement widths are not reduced.In areas where there are no pavements, there may be a need to provide a safe refuge on the highway verge for pedestrians, particularly near busy roads.

On **public rights of way**, we prioritise paths for inclusion on its cutting programme. Examples of factors increasing a path's priority for cutting include:

- county council promoted routes
- locally important paths
- paths giving access to local services
- paths providing safer links

How often the grass is cut The following table sets out the number of cuts per year, assuming average growth:

Location	Standard of grass cutting
Urban areas	Full highway verge width - a minimum of 3 cuts per year
	A and B roads: 2 cuts per year of first 1.2 metre width and cutting to maintain visibility at junctions, bends and signs. Minor roads (C and U): 1 cut per year of first 1.2 metre width and cutting to maintain visibility at junctions, bends and signs.
Rural verges	Often verges are wider than 1.2 metres and vegetation beyond this point will remain largely untouched at these locations.Additional localised cutting may be undertaken where required for safety reasons (see **Additional localised cutting** section below)

Public rights of way

Where a path is on the cutting programme, 2 cuts per year are normally undertaken, with the width dependent on the path's status. The first cut commences in May and the second in August.

Additional localised cutting

Additional localised cutting on the road network may take place where:

- grass overhanging a pavement causes people to walk in the road
- it would encourage journeys to school by walking or cycling
- access to village centres by means other than a car would be difficult or dangerous
- there are potential safety hazards caused by long grass, e.g. at junctions
- cuttings/embankments require safety or amenity trimming
- grass cutting in urban areas and on housing estates is carried out for amenity purposes by district or borough councils, and this is more often than required for highway safety.

There are a number of roadside verges which have been designated as roadside nature reserves where essential cutting takes place at appropriate times to protect the various species.

School trips considering recent occurrences in London and Manchester

The LA is unable to give definitive advice on whether schools can continue or not on their trips to London or other areas which may be affected by recent attacks. We are not able to advise on staff and pupil safety with direct regard to these matters.
It is crucial therefore, that local decisions are made and that the following points are considered well:

- That you take note of national guidance from the police and other agencies (which can include the intelligence agencies, the BBC etc) before you make your decision to go or not
- That you are sufficiently risk assessing all trips (as a matter of course anyway) and that you record and communicate the results
- That you have an 'emergency plan' for the trip (as above – as a matter of course)
- That the decision you make should be as a result of discussion with your Governing body and perhaps in this instance, parents as well
- That if you as a school decide to go on trips, all general national advice concerning vigilance and adherence to action should be heeded well.

There is further information available and I am assured that this has been sent to all schools.

My time has been filled with answering letters from a considerable number of voters who were concerned that they did not receive literature from any of the candidates pre the County Council Elections, I have only been able to speak for myself.
I have been looking into how the Locality Budgets are spent and also the Highways Quality of Life Budget and will be looking as to how these monies can best be spent to make a difference in our community. Applications to me will always be welcome.
To the future, I will be pleased to hear of particular items that you would like to hear reports on so do please let me know either via your Clerk or directly to me via email or telephone.

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 12th June 2017

Planning (since 15th May 2017 to date of report)

1.1 Validated (awaiting Decision) -

1.1.1 1 Fir Tree House, Park Road, Combs IP14 2JS
Reference 1223/17 (Full)
Retention of black metal railings 2 metres high to the front of the property facing onto highway
Validated 06 Apr 17
Consultation expiry 10 May 17
Target Determination 01 Jun 17

1.1.2 7 Model Farm, Park Road, Combes IP14 2JG
Reference 0496/17 (Listed Building)
Replacement of glazed doors and windows
Validated 18 Apr 17
Consultation expiry 17 May 17
Target Determination 13 Jun17

1.1.3 Fir Tree Farm, Bildeston Road, Combs IP14 2LB
Reference 1505/17 (Full)
Temporary siting of a caravan, new treatment plant, new wood burning flue, change of bricks, change of agricultural land to garden & addition of solar panels
Validated 03 May 17
Consultation expiry 13 May 17
Target Determination 28 Jun 17

1.2 Decisions –

1.2.1 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

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convert redundant barn to a single dwelling) to permit the use of plastic guttering and rainwater goods Validated 07 Apr 17
Consultation expiry 16 May 17
Target Determination 02 Jun 17
Decision 16 May 17
Decision – Grant

2.0 New computer system for Planning now up and running

The new software for Planning, Building Control, Enforcement, and more, has now 'gone live'.

This has been quite a long process, beginning on 5th May 2017, and whilst there was some disruption to the service during the implementation process it has been managed well and the impact has been minimal. Extensions to consultation periods were agreed with applicants to allow for the resultant 'down-time'.

As part of the implementation of the new planning IT system, the email inboxes for Mid Suffolk and Babergh Planning Enquiries have been merged – the new address, across both districts, is planning@baberghmidsuffolk.gov.uk . Any emails sent to the old addresses (Planning Control – BDC & Planning Admin MSDC) will still be received as they have each been added as an 'alias' to the new address. However, to ensure continuity of service I suggest that the new email address is used in the future.

3.0 Avian Influenza outbreak in Norfolk

You may be aware of reports of an outbreak of Bird Flu in Norfolk, near the Suffolk border. In early June the UK's Deputy Chief Veterinary Officer confirmed H5N8 avian flu in a small flock of chickens and geese at a premises near Diss, South Norfolk. As was the case following the outbreak earlier this year at Redgrave, a 3 km Protection Zone and a 10 km Surveillance Zone have been put in place around the infected premises to limit the risk of the disease spreading.

Parts of Mid Suffolk are included in these zones. Defra have published full details of the controls in place. You can use their interactive map to check if you are affected by restrictions around any premises.

The flock is estimated to contain approximately 35 birds. A number have died and the remaining live birds at the premises are being humanely culled. A full investigation is under way to determine the source of the infection.

Suffolk Trading Standards are providing regular updates via their social media channels, Twitter and Facebook, as well as to all their Consumer Champions via email (find out how to sign up here).

Starting last Monday, 5th June, Suffolk Trading Standards have been working with their colleagues in Norfolk Trading Standards to visit all premises within the 3km zone.

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General advice is as follows -

- Read the latest advice and information on avian flu in the UK, including actions to reduce the risk of the disease spreading, advice for anyone who keeps poultry or captive birds and details of previous cases.
- Detailed guidance on avian influenza is available on what to do if you keep poultry.
- To report suspicion of disease in animals, call the Defra Rural Services Helpline on 03000 200 301.
- Members of the public should report dead wild birds - such as swans, geese, ducks, gulls or birds of prey - to the Defra helpline on 03459 33 55 77.
- Bird flu can be passed from wild birds to poultry either directly from bird to bird, or indirectly via the environment, for example in wild bird droppings.
- The disease can be spread by people, poultry, vehicles and equipment moving between and within farms; by using shared equipment which has not been effectively cleansed and disinfected; by contact with other flocks or by birds of poor or unknown health status being introduced to your flock; by contact with vermin or wild birds; and by birds drinking from contaminated water sources or eating contaminated feed.
- Public Health England advises the risk to public health from the virus is very low and the Food Standards Agency is clear that bird flu does not pose a food safety risk for UK consumers.
- You can report non-compliance of the housing and separation requirements to Trading Standards on 01473 264859.

4.0 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:

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07799 068 926

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

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