Draft until signed

Minutes of Combs Parish Council Meeting
Monday 11th September 2017 at 7.30pm, Battisford Village Hall, Straight Road, Battisford

Present: S Scarff (Chairman), D Stephens-Row (Vice Chairman), D Thorpe (Councillor), C Todhunter (Councillor), T Whitehead (Councillor), J Crooks (Councillor), S Reynard (Councillor), Cllr A Whybrow (County Councillor) and Cllr D Whybrow (District Councillor)

Attending: T Bamber (Clerk)

1. **Apologies for absence**

   (none)

2. **Declarations of interest**

   Cllr Stephens-Row – Item 9 a) iii) – neighbour to the property but no prejudicial interest – declaration of interest book signed

3. **Public Forum**

   No public in attendance

4. **Minutes of meetings held on Monday 10th July and Thursday 17th August 2017**

   Minutes for 10 July signed as a true and accurate copy of the meeting.
   It was noted that the minutes for 17 August contained a minor discrepancy regarding the vote for 4 (a): there was no need for a casting vote as the result was a majority in favour of no objection.

5. **Matter arising from the minutes**

   In respect of the July meeting: no matters
   In respect of the 17 August meeting (item 8):
   - The hedge owned by Philip Waspe has been cut and he has been thanked.
   - The post for the dog bin has been replaced
   - Cllr Thorpe reported that he had thanked James Portway for the work done outside the Tannery.

6. **County Councillors Report**

   See Appendix 1

7. **District Councillors Report**

   See Appendix 2

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

   Nothing to report

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9. Planning

a. **Applications received for consideration**

i. DC/17/03425 Stable Cottage, Bildeston Road – Erection of front and side extensions (extension of time agreed by Mid Suffolk District Council). *No objection*

ii. DC/17/03427 Stable Cottage, Bildeston Road – (Listed Building Consent application) Erection of front and side extensions, internal alterations and replacement roof light. *No objection*

iii. DC/17/04222 First Cottage, Moats Tye – Erection of single storey rear extension (following removal of existing conservatory). *No objection*

b. **Decision received from MSDC**

i. 496/17 7 Model Farm – replacement of glazed doors and windows. Listed Building consent refused. *Noted*

Cllr A Whybrow and Cllr D Whybrow left the meeting at 8.15pm.

10. Finance

a. **Account review to date –** Current Account balance as of 26th August 2017 is £13,556.04 and the savings account balance as of 2nd September 2017 is £1,901.10

b. **Payments received**

i. Memorial fee – T/L Steven Cooper £90.00
ii. Memorial fee – T/L Don Laflin £45.00
iii. Memorial fee – T/L Daphne Green £45.00
iv. Memorial fee – T/L Christopher Vecchi £125.00
v. Memorial fee – T/L Yvonne Laflin £45.00
vi. Burial Fee – T/L Steven Cooper £80.00
vii. Memorial fee – T/L Bird & Blyth £120.00
viii. Memorial fee – T/L Peter Tricker £60.00
ix. Burial Fee – T/L John Harvey £340
x. Burial fee – T/L Dean Martin - £185.00

c. Payments to hand

i. Folley Electrical Services Ltd – 15 replacement LED lights - £6,564.60.. All councillors agreed payment. Cheque number 022144 is written and signed by Cllr Scarff and Cllr Thorpe

ii. Folley Electrical Services Ltd – Earthing/isolator x 13 - £1823.17. All councillors agreed payment. Cheque number 022145 is written and signed by Cllr Scarff and Cllr Thorpe

iii. SALC – Councillor Training for C Todhunter - £132.00. All councillors agreed payment. Cheque number 022147 is written and signed by Cllr Scarff and Cllr Thorpe

iv. SALC – Internal Audit Fee - £162.00. All councillors agreed payment. Cheque number 022146 is written and signed by Cllr Scarff and Cllr Thorpe

11. Temporary Traffic Regulation Notice – Moats Tye

Noted by Councillors.

12. Road Signs

Cllr Scarff pointed out that several speed signs and repeaters are either faded or missing: he will draw up a map noting where the problem signs are.

Action – Cllr Scarff to draw up plan of missing/damaged speed signs

13. Bus Shelter Park Road

Cllr Whitehead reported that despite a request for an additional quote to renew the shingles on the bus shelter roof, this has not arrived and she will follow this up..

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Action – Cllr Whitehead to get another quotation for the roof repairs

14. Combs Cemetery

Cllr Stephens-Row reported that the cemetery was in good condition and that he and Cllr Thorpe will re-seed the ground around ten graves. Cllr Crooks will procure the necessary topsoil.

With regard to the updating of the cemetery rules, the clerk will contact Sarah Meech to seek a mutually convenient time for her to share her knowledge with interested councillors.

It was reported that two people in the same family are trying to have different headstones installed on the same grave. Cheques sent by the stonemasons have been presented before this was known and therefore it was proposed by Cllr Todhunter and seconded by Cllr Stephens-Row that cheques be drawn and sent back to the stonemasons, pending clarification of the grave ownership issue. This was unanimously agreed.

Action – Cllr Stephens-Row and Cllr Thorpe to reseed parts of cemetery.

Action – Clerk to liaise with Sarah Meech for future meeting

Action – clerk to send cheques to stonemasons to return earlier payments.

15. St Mary's Churchyard

Cllr Scarff reported that various people had observed that the churchyard was looking at its best and all agreed it is in good condition.

The grass cutting contract is due to expire shortly and Cllr Todhunter will invite those who cut the grass at Model Farm to tender for the work.

Action – Cllr Todhunter to invite grass cutting tender

16. Correspondence

Insurance for the Parish Council is due for renewal. The clerk was requested to check the details, particularly the values for the new street lamps, and update as necessary.

Action – Clerk to review insurance cover

17. Any other business for inclusion on the next agenda

1. Locality funding initiative to discuss next month
2. Cllrs Whitehead and Todhunter to report back after attending planning consultation briefing
3. Cllr Thorpe to seek reduction in electricity invoices following installation of new lamps
4. Cllr Thorpe will check the condition of the dog waste bin and the footpath sign by Adstone, Bildeston Road.
5. Letters to be issued noting change of clerk
6. Clerk's contract to be considered.

18. Date and time of next meeting – Monday 9th October 2017 at 7.30pm

The Meeting closed at 9.10pm

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