

Draft until signed

**Minutes of Combs Parish Council Meeting
Monday 9 April 2018 at 7.30pm, Battsford Village Hall, Straight Road, Battsford**

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

Attending: T Bamber (Clerk)

1. Apologies for absence

No apologies

2. Declarations of interest

Cllr S Reynard (neighbour (non-pecuniary interest)) in respect of item 15

3. Public Forum

Two members of the public, Mr & Mrs Crossthaite, were present to discuss item 15, which to be brought forward to follow item 7.

4. Minutes of meeting held on Monday 12 March 2018

Minutes for 12 March 2018 were reviewed. It was noted that the cost of timers for the streetlights (item 14) had been shown as £350 each when in fact the cost was £350 for the two. This was noted and the minutes then signed as a true and accurate record of the meeting.

5. Matters arising from the minutes

There were some matters arising that are not covered elsewhere:

- a. Item 16 – signposts, Burnt House Lane: Cllr Thorpe reported that the post had been replaced, in a sleeve to facilitate easy removal when necessary.

6. County Councillor's Report

Cllr A Whybrow's report was circulated, and forms appendix A to these minutes. Cllr Thorpe mentioned that issues he had previously reported to the council did not appear to have been responded to. Cllr Whybrow invited him to send any such to her, and she would take them up.

7. District Councillor's Report

Cllr D Whybrow's report was circulated, and forms appendix B to these minutes. In response to a query, Cllr Whybrow explained that a unitary council was one where all responsibilities lay with the one body, rather than the current situation, where some issues are the responsibility of the district council and others are the responsibility of the county council.

8. (agenda item 15) Street Lighting

Cllr Reynard summarised the current situation with the street lights in Tannery Road. With three lamps not working. FES had attended and while these were now working two of them, which had been replaced with LED units, were causing concern to residents, as it was reported that they were very bright and not shielded. Cllr Scarff explained in response to enquiries from the public that the two lights were on concrete poles (the others so far replaced in the village are attached to telegraph poles) and that only a certain type of lamp, without shades, could be fitted. To replace the existing lamp posts would cost in the region of £1500-2000 each. The lights had been off for a few years purely for maintenance reasons and it was not until the replacement lamps had been sourced and fitted that the matter had become a concern to the public. Unfortunately, while some would have been happy to have no lights, other residents preferred to have lights in the street.

Mrs Crossthwaite enquired if timers might be a possible solution to address all interests and she offered to make a contribution toward the costs (estimated at £350 for the two lights).

The third light in that area has an orange lamp, which is less bright, but it was noted that replacements for these lamps are not available and when this fails it would need to be replaced with an LED lamp.

It was PROPOSED by Cllr Scarff that the two bright lamps be changed to lower strength bulbs and that timers be fitted. This was seconded by Cllr Thorpe and APPROVED by a majority (one objection).

Action: Cllr Thorpe to arrange with FES

9. (agenda item 8) Parish Council Chairman's Report

Nothing to report that is not covered elsewhere.

10. (agenda item 9) Clerk's Report

Nothing to report that is not covered elsewhere.

11. (agenda item 10) Planning

a. Applications received for consideration

- i. DC/18/01167 – The Thatches, Moats Tye – Erection of garage/store building. *No objection.*
- ii. DC/18/01306 – Wilburs View, Tannery Road – Change of use of land from commercial to residential use Class C3. Erection of building to accommodate holiday let, annex and home office. This item arrived too late for inclusion in the agenda but following discussion all councillors were in agreement that:
 1. This constitutes overdevelopment of the land;
 2. Problems would arise in respect of access/egress due to its proximity to a fast bend;
 3. It is too close to a main road

Accordingly it was agreed that this application be opposed.

b. Decisions received from MSDC and noted:

- i. DC/17/04684 – 7 Model Farm, Park Road – Installation of oil fired boiler: *Planning Permission granted.*
- ii. DC/17/04685 – 7 Model Farm, Park Road – listed building consent request for Installation of oil fired boiler: *Listed Building consent granted.*

- iii. DC/17/05659 – White House Farm, Moats Tye – siting of 5 mobile holiday glamping pods: *Planning Permission granted.*

The District and County councillors left after this item

12. (agenda item 11) Finance

- a. Accounts review to date – Current Account balance as of 26th March 2018 is £6,414.76 and the savings account balance as of 2nd April 2018 is £1,907.79.
- b. Payments received
 - i. Interment fee T/L Patricia Margaret Knock - £680.00
- c. Payments to hand
 - i. Suffolk Association of Local Councils – clerks’ course –£120. This had been agreed in the January meeting; cheque no. 022164 was written, and signed by Cllr Scarff and Cllr Thorpe (*Local Government Act 1972,s.111*).
 - ii. Clerk’s expenses - £ 45.60 Payment was proposed by Cllr Thorpe, seconded Cllr Todhunter, all agreed. Cheque number 022165 was written, and signed by Cllr Scarff and Cllr Thorpe (*Local Government Act 1972,s.111*).

13. (agenda item 12) Standing Orders, Risk Assessment & Financial Management:

Having previously been circulated for review, the chairman observed that while these regulations were perfectly suitable for this council, there were a few minor points that would benefit from modification or clarification. Cllr Todhunter and the clerk have suggested that they will conduct a review of these over the course of the next year and on that basis it was PROPOSED by Cllr Scarff that these regulations be adopted and AGREED unanimously.

Action: Clerk to post updated regulations on website; he and Cllr Todhunter to review the documents over the coming months and propose any modifications.

14. (agenda item 13) WWI Commemorative Beacon

Following previous discussions it has now been learned that the fee for planning permission for the beacon will be £231. It was PROPOSED by Cllr Todhunter that this amount be accepted as a cost towards the beacon and this was AGREED unanimously. A letter is to be sent to the District Council offering the Parish Council’s view on the council’s position regarding charging for such applications.

15. (agenda item 14) Donation request

CAB had provided more information in respect of the assistance provided to residents and councillors discussed their request. It was noted that there is no budget for donations and that furthermore experience suggests that once a donation is made, other good causes notice and further requests follow. It was generally agreed that CAB is a very worthwhile cause and, unlike others, is not one that many villagers would consider supporting themselves unless they have had direct involvement. It was PROPOSED by Cllr Stephens-Row that the council make a donation of £100. This was unanimously AGREED.

16. (agenda item 15) Spring Litter Pick

The Chairman observed that the litter pick had been a great success, supported by 26 residents, including two children. Some residents have expressed enthusiasm to participate again.

Action: The clerk is to write to James Portway thanking him for allowing the use of the Tannery as a starting point.

17. Combs Cemetery

There is a little detritus on some of the graves, presumably due to Easter, and this will be tidied shortly to discourage further instances.

18. St Mary's Churchyard

The Chairman will speak with David Windle to ask him to undertake the maintenance work. The clerk will send a letter to Stowmarket Town Council thanking them for their work in the past but informing them that a local resident has now offered to take the work on.

ACTION: - **Chairman to speak with David Windle; clerk to write to Stowmarket Town Council.**

19. Correspondence

a) A request has been received for a donation to East Anglia's Childrens' Hospices. The good work of the charity was recognised by councillors but it was noted that this charity enjoys considerably more public visibility and given the absence of any budget for donations it was PROPOSED by the Chairman and AGREED unanimously that the clerk write explaining the budget constraints and that the council will keep this request in mind for further consideration as the year develops. **Action: Clerk to write to EACH**

b) Cllr Whitehead drew attention to the Bell Raisers' Charity cycle ride, raising funds for new bells at St Mary's, Combs. The event will take place from the Punch Bowl at 11.00 on 21 April.

c) Other items of interest were circulated for information, including a circular regarding planned development on B1115 Finborough Road, which it was agreed was a matter for councillors to respond to as individuals, there being no formal response required from this Parish Council.

20. Any other business

Cllr Scarff informed the councillors that the village postman, Rob Witham, had died. The clerk will write to his family expressing the council's condolences.

21. Date and time of next meeting – Monday 14 May 2018 - starting at 7.00pm for the Annual Parish Meeting.

The Meeting closed at 9.20 pm.