Draft until signed

Minutes of Combs Parish Council Meeting
Friday 10th July 2015 at 7.30pm, Battisford Village Hall, Straight Road, Battisford

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

Attending: S Meech (Clerk), Cllr D Whybrow (District Councillor), Cllr J Truelove (County Councillor), R Brunning (PCSO)

1. Apologises for absence

None

2. Declaration of Interest

No declaration of interests

3. Public Forum

No public present

4. Community Police Officer's Report

See Appendix 1 – No questions were put forward to R Brunning. R Brunning left the meeting after his report.

5. County Councillors Report

See Appendix 3. Cllr Truelove said she has received several calls since Combs Village Fete and she is pleased to give Combs Parish Council assistance. Cllr Truelove also highlighted that she has tried to make contact with Stepping Stones in regard to Prospect Place as she would like to visit the site but has yet to hear back.

6. District Councillors Report

See Appendix 2.

7. Councillor vacancy – Co-option

D. Thorpe signed declaration of office and Cllr Scarff (Chairman) welcomes D. Thorpe to Combs Parish Council

8. Minutes of Parish Council Meetings 8th June 2015 & 22rd June 2015

8th June 2015 agreed and signed as a true and accurate copy of the meeting. 22nd June 2015 agreed and signed as a true and accurate copy of the meeting. Cllr Scarff also thanked all councillors for their input and time spent for interim meeting of 22nd June 2015.

9. Matters arising from the minutes

No matters were raised

10. Reports from Chairman and Councillors

a. **Visits and meetings –** Cllr Scarff thanked everyone for their support at Combs Village Fete. Issues were raised at the fete by parishioners relating to the cemetery and Prospect Place. Cllr Scarff feels it was important in order for the parish council to be noticed and felt it was a success.

b. Matters raised for information and attention - Cllr Scarff wishes to delegate some roles out to councillors, a suggested list has been drawn up by Cllr Scarff and put forward to the councillors. All councillors agree to roles that they have been delegated.

11. Report from Parish Clerk

Nothing to report from parish clerk but actions put forward from chairman and councillors. **Action** – Signatory changes to occur on current account, J Henson and I Clark to come off as signatories and T Whitehead to be added on. Also S Meech to investigate about a SALC course on cemetery management for S Meech, Cllr Reynard and Cllr Stephens-Row

12. Correspondence received

a. Post

b. E-mails – Matter raised by councillors with regards to knowing the relevance of emails as so many are received. Cllr Whybrow advises for councillors to attempt to streamline their emails as to what is and isn't relevant.

13. Planning

a. Applications received – None received

b. Decisions made by MSDC – 1306/15 – 15 Model Farm – Chimney Flue – Granted
It was also raised that an enforcement officer is looking into Meadow View although no update has been given.

Action - S Meech and Cllr Whybrow to acquire an update on Meadow View

Cllr Scarff also raised an issue as to whether some extensions that are being built presently have applied for planning permission. Cllr Crooks is certain that some extensions do not require planning permission.

Action – Cllr Whybrow will check all permitted developments if addresses to be investigated are emailed over to him.

14. Finance

a. Account review – Account summary circulated for councillors to review. Accounts to be made up to date for next parish meeting.
Action – Cllr Whitehead to be booked on new councillor training and finance training and to enquire as to whether SALC would consider running new councillor training for a few local parish councils such as Battisford and Ringshall as well as Combs.

b. Payments received

i. HMRC (Duty/VAT Repayment) - £665.89

c. Approve payments

i. SALC (Clerks Training) - £12.50 – Cllr Reynard proposes, Cllr Crooks seconds. All councillors agree payment. Cheque no. 022044 written and signed
ii. Information Commissioner Registration - £35.00 – Cllr Thorpe proposes, Cllr Stephens-Row seconds. All councillors agree payment. Cheque no. 022045 written and signed
iii. Clerks Salary & Expenses (S Meech) - £267.06 – Cllr Eade proposes, Cllr Whitehead seconds. All councillors agree payment. Cheque no. 022046 written and signed
iv. Clerks Salary & Expenses (A New) - £46.03 – Cllr Eade proposes, Cllr Whitehead seconds. All councillors agree payment. Cheque no. 022048 written and signed
v. HMRC (Clerks Tax) - £60.80 – Cllr Eade proposes, Cllr Whitehead seconds. All councillors agree payment. Cheque no. 022047 written and signed

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vi. MSDC (Litter & Dog Bins) - £348.00 – Cllr Crooks proposes, Cllr Thorpe seconds. All councillors agree payment. Cheque no. 022049 written and signed
vii. MSDC (Uncontested election) - £87.50 – Cllr Reynard proposes, Cllr Eade seconds. All councillors agree payment. Cheque no. 022050 written and signed
viii. SLCC Membership - £51.50 – Cllr Crooks proposes, Cllr Whitehead seconds. All councillors agree payment. Cheque no. 022051 written and signed
ix. SALC (Internal Audit) - £141.60 – Cllr Thorpe proposed, Cllr Stephens-Row. All councillors agree payment. Cheque no. 022052 written and signed
x. Invoice received from D Windle - £270.00 for grass cutting and maintenance work after posting of agenda. All councillors agree to make payment as next parish council meeting in September to far away for payment. To be ratified at next parish council meeting. Cheque no. 022053 written and signed

d. Bank account change of address

Forms completed and signed by Cllr Scarff and Cllr Eade to change address on bank account so that parish clerk will receive bank statements directly.

15. Prospect Place

There has been no response from Stepping Stones regarding Prospect Place. Cllr Whybrow has contacted Stepping Stones for them to advise him of their community involvement and for generally more information on the plans for Prospect Place. Stepping Stones are reluctant to attend any parish council meetings and have said that local residents are to be invited over for tea and a chat once residents move into Prospect Place. Cllr Thorpe raises issue of who to refer any problems to and how would the process of concerns be dealt with. Cllr Whitehead and Cllr Stephens-Row comment that if the local community and Stepping Stones were to work together opportunities could arise to provide support such as community roles. Cllr Truelove will visit the site frequently and attempt to obtain more information.

Action – Cllr Truelove and Cllr Whybrow to investigate further for more information on Prospect Place.

16. Burial Grounds

a. Combs cemetery – All correspondence relating to combs cemetery has been circulated via email by S Meech. Two letters of concern have been received regarding Combs cemetery. Cllr Scarff advises that Combs Parish Council have had clear regulations for Combs cemetery since takeover of the cemetery by Combs Parish Council in 2001. It is felt some graves are fairly tidy and others rather untidy. Cllr Scarff circulated photographs of certain graves for councillor feedback. Cllr Eade advises that 31st March 2015 was given as a deadline for graves to be tidied up but no further action has been taken. Cllr Scarff advises that Combs Parish Council as the authority states there are to be no kerbs at all on any graves. Cllr Whitehead raises how other cemeteries state that only real or silk flowers are to be used and whilst visiting other cemeteries did not see anything to contradict this. Cllr Scarff reads out the rules and regulations. Cllr Eade and Cllr Whitehead discuss that any items removed would have to be stored for collection. Cllr Thorpe and Cllr Stephens-Row agree that another letter must be sent and deadline set.

Action – Cllr Eade to attempt a letter draft to go out to all grave owners and responses to concerned letters received

b. St Marys Churchyard

Cllr Scarff read out letter

17. Any other business (for inclusion on next meeting)

Nothing for next meeting but Cllr Scarff advises that he has made up a Combs Parish Boundary Map File

18. Date of next meeting – Monday 14th September 2015

Meeting closed at 9.43pm

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APPENDIX 1

SUFFOLK CONSTABULARY

Mid Suffolk

South Safer Neighbourhood Team,

Suffolk Constabulary, Elmswell Fire Station, School Road, Elmswell, IP30 9EE

Tel: 101 Fax: (01359) 241796

Your Local Community Officers is:

PC 287 Sarah George and PCSO 3225 Ryan Brunning midsuffsouth.snt@suffolk.pnn.police.uk

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Crimes

There has been 1 crime recorded in the Combs area since your last meeting. This was:

Criminal Damage, Other – Combs Wood. Finalised as no suspect identified.

We have received 3 telephone calls during the same period. 1 call was to report the above crime; the others were to report suspicious circumstances and a damage only road traffic collision.

Priorities

The current SNT priorities were set at a meeting held at Elmswell Police Office on Thursday 2nd July 2015. They are presently;

1) Anti – Social Behaviour

2) Vehicle Security

As a result, we will be taking the following action:

1)

- Target patrols in areas of reported ASB
- Respond to reports of ASB as a priority
- Long term problem solving with partners to address persistent issues

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2)

- Offer crime prevention advice / equipment where necessary or requested
- Offer property marking sessions including catalytic converters
- Target patrols in areas affected

The next Area Forum and Priority Setting Meeting will be held at **Elmswell Police Office– Thursday 8th October 2015 at 7pm.** Members of the public are welcome and encouraged to attend.

Thank you for your on-going support, PCSO Brunning & PC George

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APPENDIX 2

Report to Combs Parish Council for Full Council Meeting on Friday 10th July 2015

1.0 Introduction

Since the elections I've attended various Councillor induction and training sessions. I have been appointed to one of the Development Control Cttees and the associated Planning Referral Cttee. I am also a member of the Joint Staff Consultation Cttee.

2.0 Personnel update

I attended the first Full Council meeting of this Council. At this meeting new Portfolio Holders were appointed.

Cllr Derrick Haley: Leader and Portfolio Holder for Finance & Resources

Cllr David Burn: Portfolio Holder for Environment & Environmental Health

Cllr Nick Gowrley: Deputy Leader and Portfolio Holder for Housing

Cllr Diana Kearsley: Portfolio Holder for Communities

Cllr Gerard Brewster: Portfolio Holder for Economy & Stowmarket Regeneration

Cllr John Whitehead: Portfolio Holder for Planning

Cllr Derek Osborne has become Chairman of the Council

3.0 Parish Liaison Meetings

I don't know whether anyone from the Parish was able to attend either of the Parish Liaison mtgs held in early June. At these mtgs the sessions relating to planning issues and

Community Infrastructure Levy (CIL) were particularly well received. Ed Hubbard from 4Global Consultants attended to seek views from participants on sports and leisure facilities within their communities. Jim Friend gave a brief overview of the services available from The Suffolk Association of Local Councils. Feedback has been very positive and there have been several suggestions for topics for future events. If you have anything you would like to suggest, please email Josephine Beever - josephine.beever@baberghmidsuffolk.gov.uk

4.0 Heritage Lottery Funding presentation

There was a Heritage Lottery Fund (HLF) presentation morning workshop on 7 July. The Mid

Suffolk Grants Team is working with the Heritage Lottery Fund and The Diocese of St Edmundsbury and Ipswich help those looking to make a bid for funding. HLF supports all kinds of projects, provided they make a lasting difference for heritage, people and communities. For further information please contact josephine.beever@baberghmidsuffolk.gov.uk

5.0 Community Emergency Volunteer training

There is also Community Emergency Volunteer training planned throughout the rest of 2015. This training is not just for the co-ordinators in Emergency Plans but is open to any volunteers in the plan.

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This includes those who have volunteered to assist with equipment, to help on the day, anyone in the organising group & anyone who is involved in starting to write a plan or pull a group together. For instance, if the Plan includes the WI, Neighbourhood Watch Schemes, or the like, as part of the emergency response, these courses are open to them as well. Sue Herne EmergencyPlanning@baberghmidsuffolk.gov.uk will be able to answer any queries about who's eligible for the courses. I am told that the Managing & Recruiting Volunteers Course is excellent. There are some great tips about recruitment, managing and holding on to volunteers over time, as well as how to deal effectively with difficult volunteers. It is an interactive day with lots of discussions, helpful forms and an information pack is given to all delegates to take away. It also touches on the roles and responsibilities of trustees, etc. It highlights a lot of skills that can be transferred into many other volunteering and workplace roles. For further information or to book a course, please email

EmergencyPlanning@baberghmidsuffolk.gov.uk

6.0 Community Infrastructure Levy (CIL)

I'm sure that you're now aware that the Community Infrastructure Levy is a planning charge introduced by the Planning Act 2008 as a tool for local authorities to help deliver infrastructure to support development in their area. It came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010. Mid Suffolk District Council has been investigating whether a Community Infrastructure Levy would be beneficial for the them. This planning charge does not replace the traditional Section 106 agreements entirely but if adopted would work alongside to ensure each development contributed towards the cost of much needed infrastructure. Over the last 12 months the authority has conducted three formal consultations around various elements of the Community Infrastructure Levy.

On 18 March 2015, the authority formally submitted documents to the Planning Inspectorate for examination. These included the draft charging schedule, supporting documents and representations received from consultees and local communities. The examination was held at Mid Suffolk District Council's offices on Thursday 18 June and was a public event. Now the examinations are complete the Inspector will prepare a report recommending the charging schedules be approved, rejected or approved with modifications. If the charging schedules are approved Mid Suffolk Members will then decide whether or not to formally adopt the charging schedule at their Full Council meeting.

7.0 Housing Board

Tenants have been urged to join the Housing Board. This is a joint Board between Babergh & Mid Suffolk District Councils. Although the deadline for interested tenants to apply has passed I think the following is worthy of note.

They are looking for six tenants to become members of their Housing Board. These tenants will play a part in deciding future spending on repairing and improving homes, developing new council housing and ensuring the housing service is managed in the best way it can be. As tenant members they will work alongside councillors and oversee the development of business plans and approve the development of Housing Landlord strategy and policy. They will also have a consultative role in determining council housing rents and budgets. Potential candidates need to be current council tenants or leaseholders living in Babergh or Mid Suffolk properties and over the age of 18. The Board, which was formed in April 2012, comprises 12 people, of which six are tenants and the other six are elected councillors, from across both districts. Each tenant will represent the ward in which

they live. Meetings are held monthly and tenant representatives can claim expenses for travel and care costs. They are entitled to an allowance for their attendance at the board. A comprehensive training and induction plan is also provided to ensure tenants can feel confident in their roles. With over 7,000 tenants and a £30 million budget between both councils, all members of the Housing Board have a crucial role to play in deciding how these homes are managed. All tenants will decide who is elected to the Board through a postal vote. Each tenant can vote for a candidate for their individual ward area, up until 30 July. The results will then be announced on 31 July. There needs to be an overall majority of votes to be elected.

8.0 Helping residents to 'green up' their street

A recent venture, which enabled some residents in Stowmarket to enhance their neighbourhood by planting trees on the roadside near their homes, has proved so successful that Mid Suffolk is now planning to extend this opportunity throughout the district. Resident groups who would like to improve their local environment with a tree lined road or simply an individual who would like a tree on the verge outside their house are being invited to contact Mid Suffolk District Councils where, for a one-off fee of £60, they will get a tree planted for them, together with the practical advice and guidance needed to maintain it until it is established. The idea for this venture came about after twelve residents in Chilton Avenue, Stowmarket expressed a wish to see replacement trees planted in their road after the old ones had been removed by the landowners, Suffolk County Council. While reduced resources had made it difficult for Mid Suffolk to plant trees and maintain them, officers were able to come up with a scheme which involved getting the residents together to form the Chilton Avenue Tree Fund. This then enabled the committee to gain access to additional outside funding and raise the £720 needed to pay for twelve new trees to be planted. Since completion of the planting in December 2014, Mid Suffolk has begun working with residents in nearby St Peters Road and St Mary's Road who have also expressed a wish to have trees planted on their roadside verges. The enthusiastic response received from residents in Stowmarket has prompted the Council to extend this initiative across Mid Suffolk and are very keen to hear from any individual who would like a tree outside their house or a group of residents who are interested in establishing a tree lined street. Anyone wishing to find out more about this scheme should contact Alice Martin, Assistant Arboricultural Officer on 01449 724942 or email at alice.martin@midsuffolk.gov.uk.

9.0 Garden waste collection service

To help make recycling easier for residents who don't compost, Mid Suffolk District Council operates a garden waste collection service. It offers residents a cost effective and convenient way to recycle their garden waste all year round. All households may apply for the garden waste collection service. However, acceptance to the scheme will be subject to availability and the suitability of access to your property by the collection vehicle. What does it cost? The cost to subscribe to this service is £50.00 which includes a one-off £5.00 delivery fee. For this you will receive a fortnightly collection of your garden waste and the hire of a 240 litre brown bin for the annual subscription period. Renewal invoices are sent to subscribers at the end of each annual subscription period. Please note credit card payments are subject to 1.5% surcharge. The collection service operates all year round on a fortnightly basis with a minimum of 24 collections during each annual subscription period. There are no collections over the Christmas and New Year period. To subscribe to the service telephone the Waste Service helpline 0845 606 6045 or complete the online form. New calendars are now available to download for existing customers. The new garden waste collection calendars are now available online here - http://www.midsuffolk.gov.uk/wasteservices/garden-waste/brown-bincalendars/?stage=Live. No calendars will be posted to customers in future – to receive a printed

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copy of the calendar, call the Waste Services Team on 0845 606 6045 or email recycling@midsuffolk.gov.uk

10.0 Planning

10.1 Applications validated in June 2015

10.1.1 High View, Little London, Combs

Reference 1874/15

Erection of two storey dwelling and garaging following the demolition of existing dwelling, stationing 2no. temporary static caravans for use on site throughout construction.

Validated 12 June 2015

Consultation Expiry 13 July 2015

Target Determination 7th August 2015

10.2 Decided in June 2015

10.2.1 15 Model Farm, Park Road, Combs

Reference 1306/15

Installation of chimney flue to serve wood burning stove

Decision 4th June 2015 Listed Building Consent Granted

10.3 Appeals – I'm not aware of any appeals.

10.4 Permitted Developments

10.4.1 Prospect Place Cottages

The Town and Country Planning (Use Classes) Order 1987 (as amended) puts uses of land and buildings into various categories known as 'Use Classes'. This

Order is periodically amended, the most recent amendment comprising The Town and Country Planning (Use Classes) (Amendment) (England) Order 2015.

It is generally the case that planning permission will be needed to change from one use class to another, although there are exceptions where the legislation does allow some changes between uses.

From my investigations all of the Planning Permissions in place that have allowed the development to take place (granted to Applicant Thomas Ridley and Sons Ltd of Rougham Ind Est and their Agent, Mr M D Clare – Architect of Norton) are all for Use Class C3 Dwellinghouses which under part (a) is defined as follows:

C3 (a) covers use by a single person or a family (a couple whether married or not, a person related to one another with members of the family of one of the couple to be treated as members of the family of the other), an employer and certain domestic employees (such as an au pair, nanny, nurse, governess, servant,

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chauffeur, gardener, secretary and personal assistant), a carer and the person receiving the care and a foster parent and foster child.

The Ownership details from the relevant latter Planning Applications are not in the public domain and are redacted on documents available for public view.

The apparent change of Class Use has taken place under Permitted Development which allows change of use of a building from a use falling within Class C3 (dwellinghouses) of the Schedule to the Use Classes Order, to a use falling within Class C4 (houses in multiple occupation) of that schedule (wording taken from Part 3 Class L of the General Permitted Development Order 2015. This allowance was introduced in 2010).

My conclusion is that the apparent change of use is legal.

The decision by Stepping Stones Supported Housing not to engage with the local community and discuss their proposal to utilize this development, referred by them as "Prospect Place Cottages, Combs", as a shared housing venue for up to 11 people is disappointing.

Stepping Stones philosophy is laudable. They believe in the potential for everyone to overcome the things that hold them back, and to live the lives they choose. They know that there are times when strong feelings and distressing experiences can overwhelm people. At these times one needs people who will listen, respect and have the compassion and skill to help. Their aim is to be active participants in people's journeys, facilitating discoveries and enabling recovery.

Stepping Stones anticipate that the Combs development will cater for the needs of people who have not been used to, or have had difficulty in living independently, for example:

- People who have been in hospital or other institutional care and have lost their confidence and/or ability to cope with everyday living skills
- People who have become socially isolated and would benefit from peer support as well as the professional staff
- Young people living on their own for the first time after leaving care
- People who have had a cycle of homelessness as a result of a chaotic lifestyle

They further describe it as "situated in a beautiful rural location only minutes from Stowmarket town centre with amenities and good transport links". The actuality of this statement could be questioned as could the suitability of this development for their proposed use.

11.0 Conclusion

I trust the forgoing is informative and relevant. I'm sure my reports – both content and format – will evolve and change over time. If there are specific matters that you would like me to report on – just ask.

Contacts details as follows:

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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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APPENDIX 3

PARISH REPORT JULY 2015 BOSMERE DIVISION

County Councillor Julia Truelove

NEW S.C.C. WEBSITE

This can be reached by accessing http://beta.suffolk.gov.uk

It is anticipated that the website will provide quicker and easier access to council information and services.

SUFFOLK TRADING STANDARDS – SCAMNEST CAMPAIGN

From Monday, 29th June to Friday 31st July, bins will be located across the County in libraries, C.A.B.s council buildings and local businesses to receive suspected scam mail which will be investigated by Trading Standards.

As well as direct mail, scammers use email, phone calls, texts and face to face methods to try and trick people handing over money and personal details. Trading Standards ask that scams be reported by calling them on 0345 404 0506.

OFSTED REPORT – S.C.C.'S SCHOOL IMPROVEMENT PLAN

The latest Ofsted Report acknowledged a range of strengths whilst setting out areas for improvement: e.g.

- Improve achievement for disadvantaged pupils
- Raising the number of children reaching average attainments
- Increasing school to school support

S.C.C. reports that it is already working to address the above.

RAISING THE BAR AWARDS – CELEBRATING SUCCESS

S.C.C. have celebrated the achievements from 60 shortlisted finalists across 20 categories who have, by their actions, contributed to 'Raising the Bar' standards. Hundreds of nominations were received from across the County. Two award winners came from Claydon High School.

SUFFOLK FIRE AND RESCUE SERVICES – FURTHER CUTS

The service has to cut a further £1million from its annual budget by 2017/18. Whilst no proposals for cuts have yet been drawn up and a pre-consultation is in place, the County Fire Officer said one option could be to identify 'key' retained fire stations to allow them to recruit more 'on call' fire fighters to ensure they always have enough fire fighters and appliances when needed.

S.C.C. CAMPAIGN TO KEEP YOUNGER DRIVERS SAFE

In the last five years 14 young people aged between 17 – 19 were killed on Suffolk roads and 179 suffered serious injuries.
Campaign messagers

- Distractions –if you are distracted you are dangerous
- Drink – consequencies last longer than your hangover
- Drugs – drugs will get you smashed
- Speed - better five minutes late than dead on time
- Seatbelts - 1 in five young people don't wear seatbelts
- Mobile phones – The only way is off
- Showing off – It it worth your car or your licence

Approved Driving Instructors are encouraged to join the campaign and help young drivers be aware of the dangers.

NEW LOOK FOR IPSWICH RAILWAY STATION

A £2 million refurbishment plan will soon be underway at the station. This will include catering and retail facilities. Improvements will also be undertaken in association with S.C.C to improve the traffic flow, appearance and accessibiity of the station entrance.

STOWHEALTH SERVICES – RATED OUTSTANDING

Stowhealth Services, Stowmarket has been rated outstanding by the C.Q.C. The facilities include a fully equipped and staffed gym which helps patients' recovery. Patients can get advice by phone and on the website. ' We found that the practice displayed an excellent understanding of the different needs of their patients and staff demonstrated a commitment to help and support them.' C.Q.C.