

Draft until signed

**Minutes of Combs Parish Council Meeting
Monday 12th September 2016 at 7.30pm, Battisford Village Hall, Straight Road, Battisford**

- Present:** S Scarff (Chairman), D Stephens-Row (Vice Chairman), T Whitehead (Councillor), J Crooks (Councillor), D Thorpe (Councillor), S Reynard (Councillor), Cllr J Truelove (County Councillor), D Whybrow (District Councillor)
- Attending:** S Meech (Clerk), S Blemings (SJB Designs for Item 9 a i), Mrs Crooks (Public for Item 9 a i)

1. Apologies for absence

None

2. Declarations of Interest

Cllr Crooks – Planning – Item 9 a) i) – High View, Little London, Combs IP14 2ES

3. Minutes of meeting held on Monday 11th July 2016

Signed as a true and accurate copy of the meeting

4. Matters arising from the minutes

Cllr Thorpe raises Item 4 from the previous minutes and advises that the storm drains along Tannery Road are still blocked by straw all along the road, it is supposed to be cleared annually although he is unsure whether it has been done.

7.35 pm – Cllr Stephens-Row arrives

Action – Cllr Thorpe to advise clerk and Cllr Truelove with details of company that the straw is coming from for clerk and Cllr Truelove to forward to highways for investigation.

5. Public Forum

No public in attendance

6. County Councillors Report

See Appendix 1

7. District Councillors Report

See Appendix 2

8. Parish Council Chairman's Report

No additional items to report, all is included in the agenda.

9. Planning

a. Applications received for consideration

- i. 3315/16 - High View, Little London, Combs, IP14 2ES - Proposed 2 storey extensions and improvements to existing vehicular access – Deadline for comments extended – Cllr Crooks presents the plans to Combs Parish Council and his architect, S Blemings is in attendance for any questions that the council may have regarding this application. Cllr Crooks and S Blemings met with planning officers at MSDC and have taken note of their comments and are therefore now submitting a planning application for an extension and not a brand new dwelling. The house is set back

from the road frontage and the plans have 2 storeys with a ridge height that only just exceeds the current ridge height, it will still be a red brick house with a similar design to the existing house together with some cladding to break up some of the red brick. The extension sits deeper on the site, therefore being less visible from the road frontage. Cllr Whitehead asks S Blemings that even though the road frontage view has been considered has there been any consideration for the valley side view. S Blemings advises that the extension mainly goes deeper into the site rather than up and that the ridge is over a metre lower than the original application for a new dwelling and is much less dominant. Cllr Stephens-Row proposes support of this application, Cllr Reynard seconds and all councillors are in agreement for support of this application. **Action** – Clerk to advise MSDC that Combs Parish Council support this application.

- ii. 3451/16 - Combs Reservoir, Jacks Lane, Combs IP14 3BH - Installation of a new water pumping station and ancillary works. PC extension until 11/9/16 – Cllr Crooks proposes support for this planning application, Cllr Thorpe seconds and all councillors are in agreement for support of this application. **Action** – Clerk to advise MSDC that Combs Parish Council support this application.
- iii. 3547/16 - 1 Ivydene Cottages, Bildeston Road, Combs, IP14 2JY - Non-material amendment sought following grant of planning permission 0730/16. The addition of two 980mm x 550mm Velux roof windows to be located on the boundary side of the single story garden room extension – Amendment no consultation requested
- iv. 3195/16 & 3197/16 - America Barn, Bildeston Road, Combs, IP14 2LB - Replacement and removal of windows. Relocation and replacement of doors plus one new door opening. Internal Alterations. Erection of 2 No. single storey extensions – Planning application and listed building consent – Deadline expired
- v. 2150/16 - Star Cottage, Moats Tye, Combs, IP14 2EY - Replace 11no. windows – Deadline expired

Cllr Whybrow also advises Combs Parish Council of a planning application that has been submitted that the clerk has not yet been advised of. 2730/16 – Caravan, Meadow View, Bildeston Road, Combs IP14 2JZ – Change of use of mobile home to holiday let - this has a deadline of 5th October 2016 and the next parish council meeting is not until 10th October 2016, all councillors agree that they would like to submit comments for this application.

Action – Clerk to email MSDC to request an extension on the consultee comments for this application

b. Decisions received from MSDC

- i. 2277/16 - Sunrise, Bildeston Road, Combs IP14 2JZ - Erection of a single storey side and rear extension. Erection of a detached garage/carport – Permission granted
- ii. 1492/15 - Land West of Farriers Road, Edgecomb Park, Stowmarket (in the parish of Combs) - Hybrid application for residential development – Permission granted
- iii. 2152/16 – 15 Model Farm, Combs, IP14 2JG – Re-slating (two roof pitches only) of existing roof pitches – Permission granted

10. Finance

- a. **Accounts review to date** - Business Current Account Balance as of 26th August 2016 - £2,931.04 & Business Savings Account balance as of 2nd September 2016 - £12,020.57. Cllr Whitehead explains the finance spreadsheet to the councillors and advises how we are in relation to our budget. Clerk has spoken to Santander further to our last meeting to enquire about transferring monies from the savings to the current account and they have advised her that it would need to be done by the signatories over the phone with business banking.

b. Payments received

- i. MSDC – Precept - £3,425.00
- ii. Burial fee – T/L Kevan Landymore - £170.00
- iii. Burial fee – T/L Kathleen Cooper - £70.00

- iv. Burial fee – T/L Olga Bird - £340.00
- v. Burial fee – T/L Christopher Vecchi - £140.00
- vi. Burial fee – T/L Kevan Landymore - £170.00
- vii. Burial fee – T/L Brenda Hider - £140.00
- viii. Burial fee – T/L Christopher Vecchi - £140.00

c. Payments to hand

- i. D Windle – Grass cutting and maintenance at Combs cemetery - £410.00 - Cllr Crooks proposes payment, Cllr Thorpe seconds and all councillors agree to payment. Cheque Number 022097 written and signed.
- ii. D Windle – Grass cutting (Moats Tye Seat) - £30.00 - Cllr Crooks proposes payment, Cllr Thorpe seconds and all councillors agree to payment. Cheque Number 022097 written and signed.
- iii. S Meech – Clerks overtime and expenses - £40.79 - Cllr Crooks proposes payment, Cllr Whitehead seconds and all councillors agree to payment. Cheque Number 022098 written and signed. Cheque also required for clerk's tax error that has been processed by HMRC, clerk should not pay tax but HMRC have processed £3.60 tax on HMRC Basic Tools. Cllr Crooks proposes payment, Cllr Whitehead seconds and all councillors agree to payment. Cheque Number 022099 written and signed and to be ratified at next parish council meeting.
- iv. Stowmarket Town Council – Grass cutting at St Mary's - £360.00 - Cllr Thorpe proposes payment, Cllr Stephens-Row seconds and all councillors agree to payment. Cheque Number 022100 written and signed.
- v. SALC – Internal Audit - £148.80 - Cllr Thorpe proposes payment, Cllr Whitehead seconds and all councillors agree to payment. Cheque Number 022101 written and signed.
- vi. BDO – External Audit - £120.00 – Cllr Whitehead proposes payment, Cllr Thorpe seconds and all councillors agree to payment. Cheque Number 022102 written and signed.
- vii. Tuddenham Press – Leaflets for defib training - £38.00 – There was an error and this cheque is supposed to be for £39.00 and not £38.00 - £39.00 written correctly on cheque. Cllr Reynard proposes payment, Cllr Stephens-Row seconds and all councillors agree to payment. Cheque Number 022103 written and signed.

11. CILCA qualification/training – clerk

Clerk advises Combs Parish Council that she would like to carry out her CILCA training and qualification and after investigating the costs there is a £250.00 registration fee through The Society of Local Clerks (SLCC) and a separate £250.00 + VAT training fee for The Suffolk Association of Local Councils (SALC) which includes 2 training days together with support throughout the qualification. Cllr Stephens-Row proposes support and payment for the qualification and training, Cllr Whitehead seconds this and all councillors agree to the support and payment with the cost being split between Combs Parish Council and Battisford Parish Council.

12. Grant funding for BDCC – nets and septic tank

E-mail that has been received from Battisford and District Cricket Club (BDCC) is read out to Combs Parish Council and it is explained that further funding is required by the club to help with repairs to nets and the septic tank at the club. It is also explained that many games have had to be cancelled this season due to weather conditions which in turn has impacted on the club's income from the bar and match day fees. All councillors are not happy to commit to granting any further money to the club at present but agree to discuss what funds are left at the end of the financial year and if any monies can be budgeted for the cricket club.

Action – Clerk to advise BDCC of this decision

13. BDO completion of external audit

Clerk had circulated an email to all councillors prior to the parish council meeting attaching all paperwork that had been received from BDO and including the financial statement for Combs Parish Council for 2015/2016. Now that the audit opinion has been given all councillors approve and accept the annual return and BDO certificate. The issues arising report is presented to Combs Parish Council and an action plan is to be produced for the items at the next parish council meeting. Clerk has published the relevant information from completion of the audit on both the noticeboards and website and they are to be published for at least 14 days.

14. Street naming and number for Land to the West of Farriers Road, Stowmarket

A letter has been received from MSDC asking for Combs Parish Council to provide feedback for the street names the developer has proposed for the above development. Coppersmith or Coppersmith Road for the main road for this development and Horseshoe Close, Anvil Way, Forge Road and Wheelwright Close. All councillors agree that they have no comment for these proposals of street names. Deadline for comments is 11th October 2016.

Action – Clerk to reply to letter and advise that Combs Parish Council have no comments for these street names.

15. Defibrillation Machines

Cllr Scarff advises that the defibrillator at Fenns Meadow is now installed and up and running. However, he is still waiting for the wiring to be sorted and for the installation of the second defibrillator to take place at the Combs Tannery clock house.

Action – Clerk to discuss a suitable defibrillation training day with James Portway at the Tannery and arrange with Martin Render at Community Heartbeat Trust

Action – Liaise with Sally Winter to request the cheque for monies raised by Santa's float towards the purchase of the second defibrillator machine

Action – Cllr Reynard to discuss with Martin Render about producing a leaflet showing the defibrillation machine locations and further training sessions etc.

Action – Add the leaflet idea to the next agenda for Battisford Parish Council and asked how they feel about adding their three additional defibrillator machines to the leaflet

Action – Clerk to confirm with Community Heartbeat Trust the ongoing costs for the defibrillation machine for budgeting purposes and to ask if Martin Render is able to liaise with the person responsible for checking the defibrillator machines.

16. Street Lighting

Cllr Thorpe and clerk advise Combs Parish Council that they have submitted an insurance claim to CAS Ltd for the damaged street light and are awaiting a response.

Action – Cllr Thorpe to chase up some street lights that Pearce & Kemp have still yet to fix

17. Combs cemetery

Clerk forwarded a quote from Cemetery Development Services Ltd to all councillors prior to the council meeting for costings to produce a revised cemetery plan, the price is between £1,500.00 and £1,800.00. Clerk advises the council that SALC were unable to provide clerk with any further contacts for a quote for this service.

Action – Cllr Scarff and Cllr Stephens-Row are to investigate further contacts for cemetery planning

18. St Marys Churchyard

Cllr Scarff advises that Stowmarket Town Council are currently contracted just to cut the grass at St Marys Churchyard, however, it needs an extra cut annually than is currently being done. A group of volunteers have been out to the churchyard and carried out strimming, cutting much by hand and just clearing up everywhere. Cllr Scarff also advises that the rose garden at the front of the churchyard is also to be re-done as the church has received some funding for this and work on the church roof is due to start at any time as all funding has now been raised.

19. Correspondence

All correspondence circulated by email.

Action – Cllr Thorpe to report overgrown hedges outside Ebbs Farm and to chase SCC about the footpath sign that's on the ground at Queens Close

20. Any other business raised by councillors for inclusion on the next agenda

21. Date and time for next meeting – Monday 10th October 2016 at 7.30pm

Meeting closed at 9.43pm

PARISH REPORT SEPTEMBER 2016 BOSMERE DIVISION County Councillor Julia Truelove

GCSE Pupils' Results Improve Throughout Suffolk

S.C.C. has reported further improvements in GCSE results. This is rather better than this year's national results. To be confirmed, reports show 63% of pupils achieved the new threshold of A to C grades in English and Maths, up from 59% in 2015.

Local schools' benchmark results:

- Claydon High School – 70% achieved the new threshold
- Stowmarket High School – 45% achieved the new threshold
- Stowupland High School – 61% achieved the new threshold

'A' Level Success as Pass Rates Rise

Suffolk pupils' overall pass rate for 'A' levels continues to rise. Almost 3,000 pupils were entered, the resulting figures, to be verified, show that:

- 98.5% of pupils achieved A to E
- 76% of pupils achieved A to C

Since the launch of 'Raising the Bar' in 2012, 'A' level results have improved year on year and 82% of schools are now being judged 'Good' or 'Outstanding' by Ofsted. Over the last year this percentage nationally has increased by 3%, and Suffolk by 6%. This means that Suffolk schools are improving twice as fast as those across the country.

However, we must remain concerned about the 18% of secondary schools who do not meet Ofsted standards, and the need to 'Raise the Bar' for the 'E' category results.

S.C.C.'s Future Plans for Schools' Expansion

Proposals are in place to tackle the present and future shortage of places in schools across the County, in view of the expected major growth in the population over the next few years.

Primary schools could be expanded in all parts of the County, and new schools built, not only in the areas of Ipswich and Lowestoft but also in the rest of Suffolk. High schools will also need to be considered for expansion or new build.

Bosmere School, in Needham Market, has the playing field of the former middle school earmarked for its possible future expansion.

The proposals are expected to be considered by the relevant scrutiny committee early in September. It is to be hoped that the challenge will not be resolved by the provision of temporary mobile classrooms but by planning for permanent buildings in keeping with the existing use of the sites.

PARISH REPORT SEPTEMBER 2016 BOSMERE DIVISION *continued*

Delayed Transfer of Hospital Patients to Care Homes

Suffolk County Council, whilst devolving care homes to the private sector, retains responsibility for the well-being of residents in them. However, S.C.C.'s policy of not permitting new residents to take up places in care homes should they not be deemed satisfactory by the Care Quality Commission has resulted in the delayed transfer of some patients from hospital to care homes. Both the West Suffolk and Ipswich hospitals have highlighted the issue.

S.C.C. and N.H.S. providers are meeting together early this month to address the issue. S.C.C. has committed £180,000 to fund a new supported early discharge project. Proper support for patients at the point of transfer must remain the prime objective.

Suffolk Rail Conference

Suffolk County Council will be hosting the Suffolk Rail Conference on the 24th October 2016 at The Legends Suite, Ipswich Town Football Club.

The conference will provide an opportunity for delegates to discuss rail issues and speak directly to Abellio Greater Anglia (recently awarded the new rail franchise) about the rail improvements that are required to support Suffolk's growing economy. A series of interest groups have also been included in this year's programme to allow for discussions and ideas about key rail topics.

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 September 2016

Planning (since 13th June 2016 to date of report)

1.1 Validated (awaiting Decision) -

1.1.1 America Barn, Bildeston Road, Combs. IP14 2LB

Reference 3195/16 (Listed Building Consent)

Replacement and removal of windows. Relocation & replacement of doors plus one new door opening. New lobby & new boot/mud room. Internal alterations as detailed in Schedule

Validated 27 Jul 16

Consultation expiry 31 Aug 16

Target Determination 21 Sep 16

1.1.2 America Barn, Bildeston Road, Combs. IP14 2LB

Reference 3197/16 (Full Planning Permission)

Replacement and removal of windows. Relocation and replacement of doors plus one new door opening. Internal alterations. Erection of 2 No. single storey extensions

Validated 27 Jul 16

Consultation expiry 31 Aug 16

Target Determination 21 Sep 16

1.1.3 Star Cottage, Moats Tye, Combs. IP14 2EY Reference

2150/16 (Listed Building Consent)

Replace 11 No windows

Validated 30 Jul 16

Consultation expiry 31 Aug 16

Target Determination 24 Sep 16

1.1.4 High View, Little London, Combs. IP14 2ES

Reference 3315/16 (Full Planning Permission)

Proposed two storey extension and improvements to existing vehicular access

Validated 03 Aug 16

Consultation expiry 17 Aug 16

Target Determination 28 Sep 16

1.1.5 Combs Reservoir, Jacks Lane, Combs. IP14 3HB

Reference 3451/16 (Full Planning Permission)

Installation of a new water pumping station and ancillary works

Validated 12 Aug 16

Consultation expiry 22 Sep 16

Target Determination 07 Oct 16

1.1.6 1 Ivydene Cottages, Bildeston Road, Combs. IP14 2LY Reference

3547/16 (Non Material Amendment)

Non-material amendment sought following grant of planning permission 0730/16. The addition of two 980mm x 550mm velux roof windows to be located on the boundary side of the single storey garden room extension.

Validated 20 Aug 16

Target Determination 17 Sep 16

1.1.7 Caravan, Meadow View, Bildeston Road, Combs. IP14 2JZ

Reference 2730/16 (Full Planning Permission)

Change of use of mobile home to holiday let

Validated 06 Sep 16

Consultation expiry 05 Oct 16

Target Determination 01 Nov 16

1.2 Decisions –

1.2.1 Land between Combs Reservoir and Starhouse Lane (In the Parishes of Combs and Stowmarket)

Reference 2203/16

Screening opinion in relation to new water pipeline between Combs Reservoir and Starhouse Lane

Validated 12 May 16

Expiry 02 Jun 16

Target Determination 02 Jun 16

Decision 15 Jun 16

Decision – Environmental Impact Assessment is not required

1.2.2 The Thatches, Moats Tye, Combs. IP14 2EY

Reference 063116

Erection of replacement dwelling

Validated 12 Feb 16

Consultation expiry 13 Apr 16

Target Determination 08 Apr 16

Decision 06 Jun 16

Decision – Grant

1.2.3 Fire Tree Farm, Park Road, Combs. IP14 2LB

Reference 1131/16

Erection of detached agricultural workers dwelling and double cartlodge (following demolition of former piggery)

Validated 13 May 16

Consultation expiry 15 Jun 16

Target Determination 108 Jul 16
Decision – Withdrawn by Applicant

1.2.4 Sunrise, Bildeston Road, Combs. IP14 2JZ

Reference 2277/16

Erection of a single storey side extension and rear extension. Erection of a detached garage/carport Validated 19 May 16

Consultation expiry 07 Jul 16

Target Determination 14 Jul 16

Decision 14 Jul 16

Decision – Grant

1.2.5 Land west of Farriers Road, Edgecomb Park, Stowmarket (in the parish of Combs)

Reference 1492/15 (Alternative Reference PP-04072211)

Hybrid application for residential development that consists of the following elements:- Full Planning sought for Phase I comprising of 75 single storey dwellings, garaging and parking and public open space/attenuation basin (SUDs). Outline Planning sought with all matters reserved (except for access) for Phases II for up to 110 dwellings to incorporate a sheltered housing scheme of up to 60 units and public open space areas.

Validated 03 Jun 15

Consultation expiry 13 Nov 15

Target Determination 02 Sep 15

Decision 06 Jul 16

Decision – Grant (Committee)

1.2.6 15 Model Farm, Park Road, Combs. IP14 2JG

Reference 2152/16

Re-slating (two roof pitches only) of existing roof pitches (Listed Building Consent)

Validated 22 Jun 16

Consultation expiry 27 Jul 16

Target Determination 17 Aug 16

Decision 17 Aug 16

Decision – Grant

1.3 Permitted Developments –

I'm not aware of any PD's within the parish during the reporting period.

2.0 MSDC & BDC new Joint Local Plan

The two District Councils are producing a new Joint Local Plan which will replace the existing adopted plans of both Councils. The new Joint Local Plan will include the allocation of sites for residential, employment and other uses in order to meet the development needs of the districts up to 2036.

The latest activity to be completed is the “Call for Site”. This provided an opportunity for developers, landowners and other interested parties to register land within the District to be considered as a potential allocated site in the Joint Local Plan. In addition, the Council also provided an opportunity for landowners who wish to make a site or plot available for ‘self build’, an option that allows individuals to obtain planning permission to build a home of their own, to do so at this stage.

The sites submitted could be for housing (sites of at least a quarter hectare or capable of accommodating five or more dwellings are eligible), employment, community facilities, open space, renewable energy, car parking, gypsy and traveller sites or other uses. The “Call for Sites” process is not restrictive in relation to where sites are suggested, but it is unlikely that sites proposed in very rural areas will be suitable locations in which to build new homes, or provide new employment.

The information provided is essential in assessing the available land to aid the Authority in considering where development should be distributed under the Plan. Analysis and assessment of the options is underway to allow the next stage of the process to proceed which includes further consultation discussion with infrastructure providers and local communities.

3.0 MSDC Electoral Review

Mid Suffolk is preparing to undertake Electoral Reviews with the Local Government Boundary Commission for England.

At the Full Council meeting on Thursday 28 2016 members received a presentation and report, which they approved, to formally start the Electoral Review process.

The review in Mid Suffolk is classed as an intervention review, which has been triggered by the level of electoral inequality: for example, the ward of Stowmarket North now has a population over 30% larger than the average (mean) for Mid Suffolk wards, while over 30% of the wards in Mid Suffolk have a population more than 10% larger or smaller than the average. Ringshall Ward is one of these being in excess of 10% larger than the mean. These levels of population inequality are both triggers for the Local Government Boundary Commission to review the ward boundaries.

Babergh does not meet these criteria, but rather than wait for the formal triggers to require a review, they have voluntarily agreed to have their review of its boundaries now alongside the Mid Suffolk Review.

The agreed timetable will ensure any changes can be incorporated in time for the next District Council elections.

The review will consider how many councillors the Council has. It will also consider where the ward boundaries fall throughout the district. It does not however have the power to make any changes to the boundaries of Mid Suffolk or Babergh, only to the ward within the districts.

The overall aim of the review is to ensure that there is electoral equality in the district: that each councillor represents a similar number of residents, and each councillor requires a similar level of support from residents to be elected. While the nature of our communities means there will never be exactly equal numbers of voters in every single ward, with work and planning it can be ensured the numbers are all similar.

The boundary arrangements in both councils were last reviewed in 2001, and over the past 15 years the population of different wards have changed in markedly different ways. This will not be a one sided process: there are plans for two rounds of public consultation in 2017, when members of the public will first be invited to submit their comments and, in the second round, to comment on the proposals for new wards.

So what happens next? The first phase of the review, that will commence shortly, will largely involve the district councils talking directly to the Boundary Commission: looking at governance arrangements, the workloads of ward members and the number of councillors each district needs. Once this phase is complete, work will begin to consider where ward boundaries should fall: this will be the phase where it will be vital to engage with towns and parishes, to make sure that any new ward boundaries fall in sensible places that reflect the reality of life for our communities and to decide what model – single member or multiple member – works for each ward.

4.0 Annual Electoral Register Canvass

All households should have received a Household Enquiry form by the end of August asking them to make sure the details on the Electoral Register are up to date. These forms must be responded to by either returning the form by post – in a provided pre-paid envelope – or, if there are no changes to the people registered at your address, online at the address provided on the form.

If there are new people to register then the council will send out an additional Invitation to Register form, which can be returned to the Council or completed online.

Being on the electoral register enables people to take part in important electoral events, from the recent EU Referendum to General Elections, and can also help in obtaining credit.

5.0 Norfolk & Suffolk Devolution Deal

The consultation period when people across Norfolk and Suffolk were asked for their views on the proposed devolution deal and associated governance arrangements for the two counties ended in late August.

With the personnel changes within Government that have taken place since the consultation document was published there may be significant further changes to the proposals – we will have to wait and see what the Government does next.

6.0 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