

Draft until signed

**Minutes of Combs Parish Council Meeting
Monday 14th November 2016 at 7.30pm, Battisford Village Hall, Straight Road, Battisford**

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

Attending: S Meech (Clerk)

1. Apologises for absence

None

2. Declarations of Interest

Cllr Crooks – Finance – Item 10 c) i) – Payments to hand – cheque payment

3. Minutes of meeting held on Monday 10th October 2016

Signed as a true and accurate copy of the meeting

4. Matters arising from the minutes

No matter arising – Cllr Scarff just makes the councillors aware that they must consider if they would like to put any comments forward for the precept consultation as it was an agenda item in the previous minutes.

5. Public Forum

No public in attendance

6. County Councillors Report

See Appendix 1

7. District Councillors Report

Cllr Whybrow not in attendance

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. 4213/16 - Fir Tree Farm, Bildeston Road, Combs IP14 2LB - Notification for Prior Approval for a Proposed Change of Use of Agricultural Building to a Dwelling house (Class C3), and for Associated Operational Development – Cllr Truelove advises that she has received some comments from concerned neighbours over the planning application creating the loss of a footpath, however, Cllr Truelove has liaised with MSDC and they have advised that there is no intention to divert or loss the footpath and Cllr Scarff confirms that the proposals in the planning application do not interfere with the footpath. Cllr Stephens-Row believes the application is within keeping of the local area and Cllr Thorpe has no objection as long as it is stipulated that the property has an agricultural tie. All councillors are in support of the planning application as long as it has the condition of an agricultural tie. **Action** – Clerk to advise MSDC of the council's approval of this application and to include comments on the agricultural tie stipulation.

- ii. 4373/16 - Plot 2, Kersey Hall, Tannery Road, Combs IP14 2EZ - Change of Use of commercial land (part) to domestic use – All councillors are in favour of this planning application and do not require any comments to be submitted. **Action** – Clerk to advise MSDC of the council's decision.
- b. Decisions received from MSDC**
 - i. 3451/16 - Combs Reservoir, Jacks Lane, Combs IP14 3BH - Installation of a new water pumping station and ancillary works – Permission granted
 - ii. 2730/16 - Caravan, Meadow View, Bildeston Road, Combs IP14 2JZ - Change of use of mobile home to holiday let – Permission refused

10. Finance

- a. Accounts review to date** – The finance spreadsheet and bank balances have been forwarded around to all councillors and they are all happy with the figures. Cllr Scarff, Cllr Whitehead and clerk are to arrange a date to meet up before the parish councils January meeting to discuss the budget and precept for 2017/2018. Santander Business Account balance as of 26th October 2016, is £4,317.80 and the Business Savings Account as of 2nd November 2016, is £12,020.57.
- b. Payments received**
 - i. Existing memorial inscription – T/L Esme Tricker - £70.00
 - ii. Existing memorial inscription – T/L Brenda Hider - £70.00
 - iii. Re-open of grave – T/L Violet Blythe - £140.00
 - iv. Existing memorial inscription – T/L Josephine Stone - £35.00
 - v. Full burial (double fees) – T/L Audrey Gilbert - £340.00
 - vi. Full burial (resident) – T/L Peter Tricker - £140.00
 - vii. Reservation fee for plot – Alec Tricker - £200.00
- c. Payments to hand**
 - i. J Crooks – Topsoil for cemetery - £45.00 - Cllr Thorpe proposes payment, Cllr Stephens-Row seconds and all councillors agree to payment. Cheque Number 022107 written and signed.
 - ii. Stowmarket Town Council – Grass Cutting - £360.00 - Cllr Thorpe proposes payment, Cllr Crooks seconds and all councillors agree to payment. Cheque Number 022108 written and signed. However, Cllr Scarff raises concerns over the quality of work carried out at St Mary's Churchyard by Stowmarket Town Council and councillors have had to carry out additional work at the churchyard. Cllr Scarff and Cllr Thorpe had to recut the grass and Cllr Scarff believes that the contract between Combs Parish Council and Stowmarket Town Council could be terminated by the end of the year. Cllr Stephens-Row advises that he has spoken to D Windle whom currently maintains Combs Cemetery and he is happy to quote for maintenance of St Mary's Churchyard. **Action** – Cllr Stephens-Row to liaise with D Windle for a quotation.
 - iii. Community Action Suffolk – Website Hosting - £36.00 - Cllr Whitehead proposes payment, Cllr Reynard seconds and all councillors agree to payment. Cheque Number 022109 written and signed.
 - iv. SALC – Clerks Networking & Information Event - £9.60 - Cllr Crooks proposes payment, Cllr Reynard seconds and all councillors agree to payment. Cheque Number 022110 written and signed.
 - v. S Meech – Clerks Overtime & Expenses - £265.07 - Cllr Stephens-Row proposes payment, Cllr Crooks seconds and all councillors agree to payment. Cheque Number 022111 written and signed.
 - vi. HMRC – Clerks Tax - £2.20 - Cllr Whitehead proposes payment, Cllr Reynard seconds and all councillors agree to payment. Cheque Number 022112 written and signed.
 - vii. Cancellation of cheque – SLCC – CILCA Registration - £125.00 – Clerk explains that she attended her CILCA training after the last parish council meeting and SALC advised her to delay registration with SLCC for her CILCA registration until she is ready to submit some units of coursework.

8.30pm – Cllr Truelove excuses herself from the meeting

11. VAT claim submitted 2015/2016 - £563.08

Clerk advises Combs Parish Council that she has now submitted a claim for a VAT return for the financial year 2015/2016 and it totalled £563.08.

12. Unused web address – www.combspc.onesuffolk.net

Clerk advises Combs Parish Council that she has liaised with Ian Clark as to whether this website is or has ever been used and he has advised that it was set up but never used so it is fine for Community Action Suffolk to now make this site redundant.

13. Phone box to be removed at Moats Tye

All councillors are in agreement that they are happy for the redundant phone box at Moats Tye to be removed.

14. Defibrillator machines

Clerk advises Combs Parish Council that the two defibrillators located at Fenns Meadow and The Tannery are now live and up and running. Community Heartbeat Trust are holding a training seminar at The Tannery in Combs on Wednesday 16th November at 10.30am, clerk has put a notice on the noticeboards in Battisford and Combs and also the websites to advise of this. Clerk will attend the seminar.

15. Street Lighting including insurance claim

Cllr Thorpe advises clerk that the works have now been carried out by Pearce & Kemp on the damaged street light. **Action** – Clerk to scan and email invoice for works carried out by Pearce & Kemp to Community Action Suffolk Insurance department for payment.

Cllr Thorpe advises that the Moats Tye light is now working as is number 32 which is opposite Hill Croft, he is currently chasing up two more that are still not working. Cllr Scarff advises that he has emailed Gerald Brewster at Suffolk County Council to ask if they have any recommendations for someone to provide a quote to update the street lighting in Combs.

16. Combs cemetery

Cllr Stephens-Row advises Combs Parish Council that D Windle is happy to continue with the grass cutting and maintenance of Combs cemetery. Topsoil has now been delivered to the cemetery by Cllr Crooks so Cllr Stephens-Row will make arrangements for relevant maintenance of the cemetery to occur. Cllr Scarff has carried out a litter pick at the cemetery and he has plans in place to investigate a new cemetery plan to be drawn up, Cllr Thorpe advises that he is happy to assist in this matter.

17. St Mary's Churchyard – including complaint letter & wildlife area signage

Cllr Scarff advises Combs Parish Council that he has replied to the complaint letter received regarding St Mary's Churchyard. Cllr Scarff is going to liaise with the local diocese for advice on rules and regulations and our obligations as a council for the maintenance of St Mary's Churchyard as Cllr Scarff advises the council is responsible for the maintenance and not the improvement of the churchyard. All records should be kept up to date and Cllr Scarff suggests making contact with any local voluntary groups such as local history groups, universities, clubs etc. to see if they would like to assist. It is suggested that research is carried out over the winter months to make a plan to move forward in the spring.

Clerk advises Combs Parish Council that she has been liaising with both Rev Childs and The Suffolk Wildlife Trust regarding the erection of a sign for a wildlife area within St Mary's Churchyard. A

representative of the wildlife trust can meet over the next few weeks. **Action-** Clerk is to email Rev Childs to see which date suits him best for the meeting.

18. Correspondence

Cllr Stephens-Row makes the council aware that close to The Tannery pumping station there has been black bags dumped in a ditch. **Action** – Cllr Stephens-Row to report the bags to Suffolk County Council

Action – Cllr Thorpe to advise highways of an overgrown hedge in Webbs Close

19. Date and time of next meeting – Monday 12th December 2016 at 7.30pm

Meeting closed at 9.18pm

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County Councillor Julia Truelove

Unaccompanied Asylum Seeking Children - UASC

At the recent meeting of the Corporate Parenting Board, a preliminary report was given relating to the measures being undertaken to facilitate provision for unaccompanied asylum seeking children (UASC).

Suffolk has signed up to the voluntary agreement between local authorities to ensure a fairer distribution of unaccompanied children across all UK authorities. Suffolk should reach its quota of 106 UASC by June 2017.

A multi-agency response is being developed to accommodate and provide education, health, and support services to this group of children and young people in care.

Fire and Rescue Services Co-Responding Trial

A partnership between ambulance staff and fire fighters has been launched with five fire stations participating; Lowestoft South, Haverhill, Felixstowe, Sudbury, and Long Melford.

Under the scheme, fire fighters will respond to medical emergencies, notably cardiac arrest incidents. They will be deployed along with paramedics and community first responders. Suffolk Fire and Rescue crews are already training in providing life saving treatment, and already carry the equipment deemed necessary.

East of England ambulance and medical crews will remain assigned to attend these priority incidents and will continue to do so.

The scheme is part of a national trial and will run until February 2017.

Devolution Update

There were two meetings held with Government representatives at which the uncertain position of Norfolk was discussed, and the consequences for Suffolk. This could mean that Suffolk becomes the only East Anglian County left to support devolution.

The Leader of S.C.C. reported 'there is no doubt that any deal which does not include Norfolk will not be as good as if we work together'.

You will recall that the original proposals were forwarded by Suffolk acting independently. At the time, the Government directed that joining with Norfolk and Cambridgeshire should be the way forward. So, in some ways, Suffolk may be back where it started.

School Attendance Improvement

A dramatic attendance improvement year on year has been recorded by the Department of

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continued

Education. Suffolk's overall absence has reduced from 4.7% to 4.4% this year. The latter marks the highest attendance record seen over the last decade.

Suffolk continues to have less authorised absence than both the East of England region and the national average. Suffolk is now ranked 16th out of 152 Local Authorities when in 2013/14 it was ranked at 71.

Be Safe and Seen in Suffolk

Thousands of children are to receive free safety reflectors as part of a road safety campaign. 12,000 badges will be given to primary school aged children. These will reflect the beam of vehicles in darker conditions, and ensure they are seen as they walk with others.

A major part of this campaign is also aimed to help promote exercise, walking and physical exercise, among young people. It is understood that to achieve this, children and their families need to feel safe.

Sixty schools have signed up to the campaign.