

Draft until signed

**Minutes of Battisford Parish Council Meeting
Tuesday 18th October 2016 at 7.30pm, Battisford Village Hall, Straight Road, Battisford**

Present: C Knock (Chairman), B Rhodes (Vice Chairman), C Skinner (Councillor), N Cleaver (Councillor), J Truelove (County Councillor), D Whybrow (District Councillor)

Attending: S Meech (Clerk), J Budd (Public), T Aspinall (Public)

1. Apologies for absence

Cllr Nicholas & Cllr Zethraeus – Cllr Olley has resigned from his post of councillor by email on Thursday 13th October 2016. **Action** – Clerk is to publish the vacancy for a councillor

2. Declarations of Interest

Cllr Cleaver – Point 18 – Blocked footpath behind Old Thatches

3. Public Forum

J Budd raised that Battisford Parish Council had previously mentioned having an apple day at Stoke Farm, Cllr Knock advises that we have missed the harvest for this year so it is something that could be considered for next year.

4. Minutes of meeting held on Tuesday 6th September 2016

The minutes are signed as a true and accurate copy of the meeting

5. Matters arising from minutes

Cllr Truelove advises that she has received an email from a resident regarding the Housing Needs Survey and is aware that Battisford Parish Council have also received an email from the same resident. **Action** – Clerk to forward over email chain Battisford Parish Council have had with the resident to Cllr Truelove

Cllr Whybrow advises that he has taken up Item 7 with MSDC with regards to the issue raised regarding dogs at the property.

6. County Councillors Report

See Appendix 1

Clerk forgot to include District Councillor Report on the agenda – for report please see Appendix 2

7. Parish Council Chairman's Report

Chairman has nothing additional to raise that is not included in the agenda

8. Planning

a. Applications received for consideration

- i. 3901/16 – Rose Cottage, Straight Road, Battisford IP14 2LZ – Erection of a first-floor extension and single storey side extension – There are no objections from any councillors for this planning application, all councillors support the application – **Action** – Clerk to advise MSDC of decision

- ii. 3347/16 - Old Stoke Farmhouse, Straight Road, Battisford, IP14 2NB - Erection of a single storey stable and store, following the demolition of an existing outbuilding – Consultee deadline expired – All councillors are in support of this application.

8.00pm – Cllr Whybrow leaves the meeting

b. Decisions received from MSDC

- i. 3330/16 - Rookery Farm, Mill Road, Battisford IP14 2LT -Replacement of two ground floor windows – Listing Building Consent Granted

9. Finance

- a. **Accounts review to date** - Community Current Account balance as of 14th October 2016 - £20,081.59. Business Savings Account no change in balance - £2,357.75. Cllr Knock raises how there are substantial reserves in the bank account. Cllr Truelove advising that cut backs from SCC must be considered when looking at reserves and budgets as services such as hedge cutting could be affected. Cllr Cleaver also advises that SALC recommend people come forward twice a year to request funding from the parish council. **Action** – Clerk to confirm with SALC the minimum and maximum level of reserves to be held by a parish council

- b. **Payments received** – No payments received

c. Payments to hand

- i. Information Commissioner – Data Protection Registration - £35.00 – All councillors agree payment – Cheque Number 100890 written and signed
- ii. BDO LLP – External Audit - £120.00 – All councillors agree payment – Cheque number 100891 written and signed
- iii. Business Services at CAS Ltd – Insurance Renewal - £437.95 – All councillors agree payment – Cheque number 100892 written and signed
- iv. Glasdon – Dog Waste Bin - £103.82 – All councillors agree payment – Cheque Number 100893 written and signed
- v. Graham Card – Carnival Expenses - £163.67 – All councillors agree payment and it is permissible under LGA 1973 s. 145 – Cheque number 100894 written and signed
- vi. S Meech – Clerks Overtime and Expenses - £131.74 – All councillors agree payment – Cheque Number 100895 written and signed

10. BDO – External audit – approval and acceptance of annual return and completion certificate and production of action plan for the issues arising report

The annual return including the BDO certificate is approved and accepted by Battisford Parish Council and the clerk presents the issues arising report and raises the issue of the risk assessment for 2015/2016 not being included in any minutes. Action to be taken – an up to date risk assessment is to be produced by the clerk and presented at the next parish council meeting for approval.

11. Transparency Fund 2016/2017 – application and deadlines

Clerk advises Battisford Parish Council that applications can be made again for the transparency fund through SALC and that there are new monthly deadlines so it's easier to apply. Battisford Parish Council are happy for clerk to apply for reimbursement towards her internet costs and for any web training that is required.

12. Check insurance cover is adequate

Cllr Knock discusses all the risks that are listed with the councillors and they all agree that some items need to be added and also some amendments need to be made. **Action** – Clerk

to advise insurance company of amendments and additions to Battsford Parish Councils insurance policy

13. One Suffolk Website – change of host – CAS or Suffolk Cloud

Clerk explains that SCC will no longer be running the One Suffolk websites and this service will be transferred over to CAS from the 1st November 2016 and the hosting will no longer be free but there will be a £50.00 per annum charge, however, up to £300.00 for web hosting can be applied for under the transparency code fund that is available. Clerk advises that she attended a seminar at SALC by Suffolk.Cloud whom are another company offering a transfer and hosting of parish council websites giving more choice for hosting options, they will provide this service free of charge to the first 60 councils whom decide to transfer to them. Suffolk Cloud will be offering hosting for £100.00 per annum from April 2017 onwards.

As clerk has reserved Battsford Parish Council in the first 60 councils with Suffolk.Cloud all councillors agree to transfer the website and hosting to Suffolk.Cloud from 1st November 2016. **Action** – Clerk to advise Suffolk.Cloud of the council's decision to transfer and to request the data to be transferred from Suffolk One.

14. BDCC – funding request

Cllr Knock reads out an email received from Battsford and District Cricket Club (BDCC) requesting a grant of £500.00 towards further work and repairs that are needed. Cllr Cleaver proposes the grant of £500.00 and all councillors agree. **Action** – Clerk to advise Julia Stephens-Row of decision and to request an invoice. Also, Cllr Cleaver asks clerk to advise BDCC that they may be able to apply for further funding such as the Tesco Bags of Help as the criteria has now changed and they could be eligible for an application.

15. BVHMC – Santa's float monies and sign to show where the village hall is

All councillors agree that they would like to receive the monies from BVHMC as the monies raised by Santa's float were raised specifically for the purchase of the defibrillator machines.

Cllr Knock advises that the Punchbowl has six signs, Cllr Truelove advises that she would need to know where the village hall signs would be placed as permission may need to be sought through SCC.

Action – Cllr Knock to forward site locations for the signs over to Cllr Truelove so that she can send them to highways

16. Defibrillation machines

Clerk advises Battsford Parish Council that the further two defibrillation machines have been ordered and are on their way. A volunteer is also needed for the weekly checks on the machine already fitted in the telephone kiosk on Straight Road. **Action** – Clerk to email Cllr Nicholas and J Pope to see if either of them is happy to volunteer to carry out the weekly checks on the functional defibrillation machine on Straight Road

17. Joint defibrillation machine leaflet with Combs

Clerk asks Battsford Parish Council if they would be willing to be included in a leaflet showing the location of all the defibrillation machines in both Battsford and Combs which Combs Parish Council have suggested. All councillors advise that they are happy for a leaflet to be produced.

18. Blocked footpath behind Old Thatches

Kevin Verlander at Suffolk County Council (SCC) has been in touch with both Cllr Cleaver and the clerk regarding a blockage on a footpath to the back of Old Thatches. Cllr Cleaver has investigated this issue and advises that there are a few trees behind her property along this footpath, however, the blockage is at the boundary of Ebenezer Cottage and Willow Cottage. Cllr Cleaver has advised Kevin at SCC of this and he will investigate in the next few weeks. I Bell of Willow Cottage is happy to clear the blockage; however, Cllr Cleaver thinks it would be helpful for a working party to be formed to assist in this matter. **Action** – Cllr Rhodes, Cllr Cleaver and J Budd are to liaise with Cllr Nicholas to see if they can arrange a time with I Bell to assist with this

19. Memorial tree – Village Green – Maple

Cllr Knock advises the council that it has been requested that the memorial tree to be planted in the village green is a maple. All councillors agree for a maple tree to be planted behind the centenary bench at the village green.

20. Housing Needs Survey

Cllr Knock advises Battsford Parish Council that the housing needs surveys have been distributed by the councillors and many collected back in. Councillors have handed over completed surveys they have collected to the clerk for inputting.

21. Broadband

No update at present, however, councillors have noticed some BT vans around the village and surrounding areas.

22. Big Lottery Celebrate England Fund

Clerk has circulated an email to the councillors to advise of funding available of up to £10,000.00 towards a celebratory event in a village, there will be consideration of a variety of events, however, the deadline is very close. Cllr Cleaver advises if L Durrant does not apply for funding for Battsford than she is happy to.

23. Village Green/Play Area

No update

24. Correspondence

Circulated by email

25. Date and time for next meeting – Tuesday 29th November 2016 at 7.30pm

Appendix 1

PARISH REPORT OCTOBER 2016 BOSMERE DIVISION

County Councillor Julia Truelove

Devolution Debate

The Extraordinary Full Council meeting scheduled for November 2nd, with the intention to debate the devolution proposal and whether or not to consent to draft orders, will not now take place until the 23rd November.

This is because the DLLG have advised S.C.C. that their drafting of orders will now be delayed, which means that S.C.C.'s meeting will have to be delayed. S.C.C. reports that "this is an unfortunate and frustrating delay".

M.S.D.C.'s and Babergh District Councils' move to Endeavour House, Ipswich

Message from Cabinet Member for Finance and Heritage:

"Yesterday evening Mid-Suffolk District Councillors agreed to move their staff into Endeavour House. Babergh District Councillors took a similar decision earlier this week. These major decisions will lead to a further reduction in the public sector estate across Suffolk with associated efficiencies. I am aware of car parking issues, but a range of options are being actively worked up which will overcome the anticipated pressures.

We will work closely with the two District Councils to plan their moves and Corporate Property have appointed a programme manager to drive this forward.

This will be achieved by moving some SCC staff within the Ipswich office buildings. The county council has an excellent record of making good use of its office space, with continuous improvement since moving to Endeavour House 14 years ago.

This decision made by Babergh and Mid-Suffolk is warmly welcomed and will see Endeavour House better used, increasing rental income and offsetting costs – a most welcome development as budgetary rigour continues."

The above response gives clear support to the proposals. However, the public's use of the services, presently at M.S.D.C., will cause problems such as increased journey times to services, the cost of travelling, parking, and the lack of public transport across the Division. Much will depend on where the proposed 'Hubs' will be sited, and the services provided there. It is also important that Needham

Market does not lose economic and community status presently, in part, generated through M.S.D.C.'s significant presence in the Town.

Another Care Home Under Fire

The Care Quality Commission highlighted safety features at a care home in the County where two residents died from choking.

PARISH REPORT OCTOBER 2016 BOSMERE DIVISION *continued*

S.C.C.'s Cabinet Member for adult care has commented that "ensuring the authority meets its legal duty of care to vulnerable elderly people was of the highest priority".

However, I remain concerned that the care home in question remains functioning despite its obvious and serious shortcomings.

S.C.C.'s Trading Standards Update

An elderly resident agreed to have garden work carried out after being approached at the door by a landscape garden company. No cancellation rights were given, and the price increased from £1,500 to £4,000 after work had started. It is suggested that these rogues are still around.

A rogue driveway trader spread gravel on the driveway of a Yoxford resident, without permission, and then demanded £500. The resident asked the traders to leave, and refused to pay.

Ipswich Railway Station's Re-Development

The project should be completed by Christmas with a new ticket office, retail units, and concourse re-developed.

The changes to the forecourt have been funded by Suffolk County Council. The aim is to make life easier for passengers, and the forecourt a more attractive and functional entrance to the station.

Appendix 2



Councillor David Whybrow (Conservative)
Mid Suffolk District Council Member for Ringshall Ward

Report to Battsiford Parish Council

Full Parish Council Meeting on Tuesday 18th October 2016

Planning (since 6th September 2016 to date of report)

1.1 Validated (awaiting Decision) -

1.1.1 Old Stoke Farmhouse, Straight Road, Battsiford. IP14 2NB Reference 3347/16
Erection of single storey stable and store following the demolition of an existing outbuilding

Validated 02 Aug 16

Consultation expiry 09 Sep 16

Target Determination 28 Oct 16

1.1.2 Rose Cottage, Straight Road, Battsiford. IP14 2LZ

Reference 3901/16

Erection of a first floor extension and single storey side extension

Validated 20 Sep 16

Consultation expiry 13 Oct 16

Target Determination 315 Nov 16

1.1.3 Valley Farm, Valley Road, Battsiford. IP14 2HN

Reference 4086/16

Erection of a one and a half storey extension (following demolition of existing) Revised application to 0293/15

Validated 30 Sep 16

Consultation expiry 14 Oct 16

Target Determination 25 Nov 16

1.2 Decisions –

1.2.1 Rookery Farm, Mill Road, Battisford. IP14 2LT
Reference 3330/16

Replacement of two ground floor windows

Validated 05 Aug 16

Consultation expiry 22 Sep 16

Target Determination 30 Sep 16

Decision 03 Oct 16

Decision – Grant

1.3 Permitted Developments –

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

2.0 Funding support event

MSDC are holding another funding support event tomorrow, Wednesday 19 October, at Lavenham Village Hall. It's aimed at any voluntary community group or Parish Council looking for funds to carry out major projects; play areas, village or community hall improvements and capital projects for support groups. Places are limited to two per organisation, contact

Josephine.beever@babergmidsuffolk.gov.uk. The main presenter is Andrea Pittock from Suffolk Community Foundation, who'll be able to offer advice on the current funds open with the Foundation. Community Action Suffolk are also attending and there will be a number of Mid Suffolk Communities Officers available to offer information on their grants and other activities carried out in the communities team. The event encompasses three workshops covering different elements around fundraising of this type. One of the workshops will focus on making your case for evidence of need which is one of the most important elements of a good application. All similar previous events have been well received and comments have shown that these events are also an invaluable source of networking opportunities.

3.0 Public Access and accommodation review

At the Full Council meeting on 22nd Sep 16 councillors in Mid Suffolk gave their backing to proposals to improve the delivery of public services from new Headquarters. In a report to the Council on its public access and accommodation strategy, which included deciding on four options for the new co-location of the joint Councils Headquarters, Mid Suffolk Councillors backed the proposals by a clear majority.

The Council considered four options including locating all services to Hadleigh, all services to

Needham Market, the sharing of accommodation in Endeavour House with Suffolk County Council or a new building for the councils. The proposals on a “Future model for Public Access including Accommodation” had been widely publicised, internally and externally.

There is now a great deal to be done to put that Public Access strategy into practice and to prepare for a move into a joint HQ with Babergh DC co-located with Suffolk County Council and other public sector partners at Endeavour House in Ipswich.

There is no doubt that the world of government and the public service sector is being transformed by technology, new ways of working and a challenging financial environment – as well as a changing political environment with devolution discussions. Councillors felt strongly that the status quo was not an option. The bold decision that has been taken is the next step to ensuring services are better for residents, simpler for staff and more cost effective for tax payers. Furthermore, the decision shows that the majority of Members see the move as one that puts cost, modernisation, simplicity, reliability and convenience at the heart of the future delivery of Mid Suffolk District Council services.

The current ways the public access the Council’s services are antiquated, confusing, difficult and bureaucratic. The public access strategy sets out the case for change with a focus on improving access and contact to modernised local services for residents and refining the way the Councils work. The strategy also sets out the five key access channels for the local community that will be radically improved following the decision which are:

Face to Face - While current offices aren’t easily accessible for the public who live some distance from the offices, the agreed strategy will ensure one access point in Mid Suffolk is established, ensuring the public will still have a good quality ‘face to face’ interaction with the council.

Telephone - Telephone contact will continue to be the most common access for the public. However, there is confusion with too many numbers and rising costs. The proposals will see one main phone number, charged at a local rate, channelled through a customer contact centre.

Email - There will be the creation and promotion of a single email address for the Mid Suffolk and Babergh, handled by the Customer Contact Centre, ensuring a better quality service especially in terms of response times.

Online – Digital Services - With a growing number of residents conducting much of their household business online (i.e. banking, bill payment, shopping etc.) there is a growing demand for better online services. The proposals include a development of one new clearer and simpler website which will include new arrangements to view and comment on planning applications.

Webchat and SMS - ‘Webchat’ is an online service that allows the public to speak to organisations while they are using other digital services. Proposals include making webchat available to the public as well as the development of SMS text messaging via the customer relationship management system.

Overall the approved proposal will ensure that MSDC has a fully integrated workforce that, whilst considering cost savings, has a focus on the quality of arrangements for the public, staff, Members and partner organisations.

4.0 SnOasis plans gather speed again

The proposal to build the largest indoor ski slope in the world here in Mid Suffolk, at Great Blakenham, along with an attendant sports centre and holiday village is known as SnOasis. This was a big topic of conversation both in the Council and in the District when it was going through the planning process, starting in 2004, before receiving outline planning permission in 2008.

Following an extension to the time limit, the deadline for the applicant, Onslow Suffolk, Ltd. to address the Reserved Matters was set as 31 October 2016. With this date fast approaching, Mid Suffolk has now been informed that the applicant fully intends to submit their Reserved Matters and work is ongoing by them to meet that deadline. There is bound to be a lot of local and media interest in this application. As the Local Planning Authority, Mid Suffolk will be dealing with this in a neutral manner and in accordance with planning law, and any public statements it makes on the subject will reflect this.

MSDC has already contacted Parishes in the immediate area of the proposed development, and will be keeping them up-to-date on what is happening and what their involvement, and Mid Suffolk's role is in the process. There will also be regular updates to all Towns and Parishes to make help keep all interested parties informed.

5.0 Proposed BT public payphone removals

The MSDC Communities Team recently wrote to all Parish Councils to alert them of the commencement of a 90-day consultation regarding a number of public payphones which have been identified and proposed for removal by BT. The consultation period ends on 4th December 2016.

There are no phone boxes in Battsford Parish included in the consultation. The nearest payphones being consulted on is at Moats Tye (IP14 2EY) from which no calls have been made in the last 12 months. Others locally are at The Street, Great Bricett; Fiske Pightle, Willisham and Barking Road, Needham Market.

Following the expiry of the consultation period, MSDC will write to BT on a case by case basis, with the comments they have received, whether the proposed loss of the phone box is agreed, objected to or whether the community wish to adopt the box themselves.

Any correspondence should be marked with the heading "Phone box removal" and identify the address of the phone box in question. Responses via email should be sent to: BTConsultation@babberghmidsuffolk.gov.uk or by post to the Mid Suffolk District Council office.

6.0 MSDC has bought the former Needham Market Middle School site for redevelopment

Mid Suffolk District Council has bought the redundant Middle School and community buildings in School Street, Needham Market, from Suffolk County Council and will now be looking at plans to redevelop the site.

The Middle School closed in July 2015, following the outcome of the Schools Organisation Review which standardised schooling across Suffolk from 3 to 2 tier. The purchase of this site also includes community buildings which are home to a library run by Suffolk Libraries and an internet café run by members of the local community. Mid Suffolk will now work closely with these groups on continuing to provide much valued local facilities. Proposals for a housing scheme are being drawn up and these will be subject to a public consultation through the usual planning processes.

This move accords with the Councils Joint Strategic Plan which includes Mid Suffolk's vision for investing in our communities by bringing redundant sites back into use. The acquisition of the Middle School and land is an important first step to see that vision taking shape. Work on redeveloping this area will now gather momentum over the coming months as preparation of plans for the provision of new homes and community facilities develop. Mid Suffolk will share these with the community early next year.

7.0 Parish Boundary Review 2009 and Council Tax collection.

I have not advanced the outstanding issue regarding potential error in Council Tax invoicing and appropriation post the 2009 civic boundary changes relating to properties on, or off, Stoke Farm Drive since the last meeting

8.0 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:

david.whybrow@midsuffolk.gov.uk david@dswwhybrow.com

07799 068 926

Or visit me at The Old Rectory, Stowmarket Road, Ringshall. IP14 2HZ