

**Draft until signed**

**Minutes of Battisford Parish Council Meeting  
Tuesday 8<sup>th</sup> January 2019 at 7.00pm, Battisford Village Hall, Straight Road, Battisford**

**Present:** C Knock (CK) (Chairman), B Rhodes (BR) (Vice-Chairman), C Skinner (CS) (Councillor), S Zethraeus (SZ) (Councillor), P Aspinall (PA) (Councillor), C Nicholas (CN) (Councillor), N Cleaver (NC) (Councillor)

**Attending:** S Etherington-Meech (SEM) (Clerk), K Oakes (KO) (County Councillor), J Budd (JB) (Public), Stan Winter (SW) (BVHMC), L Durrant (LD) (Battisford/Combs Fete Committee), David Bates (DB) (Bowl Meadow), Martin Last (ML) (Representative of Bowl Meadow site), 5 members of the public

**1. Apologies for absence**

None received.

**2. Declarations of Interest (DOI)**

CS advised of a DOI for Item 7 a) ii) – Planning – Holly Farm, Deadmans Lane – DOI book signed  
CK advised of a DOI for Item 7 a) iii) – Planning – Manor Farm, Church Road – DOI book signed

**3. Public forum**

No items were discussed.

**4. Minutes of meeting held on Tuesday 27<sup>th</sup> November 2018**

The minutes were signed by CK as a true and accurate copy of the meeting.

**5. Matters arising from minutes**

There were no matters arising from the minutes.

**6. County Councillor/District Councillor/Parish Chairman Reports**

KO advised that the Citizens Advice Bureau (CAB) currently receive a grant from Suffolk County Council and it is being phased out and she urged residents and members of the parish council to participate in a survey if they feel strongly about this important service receiving cuts. **Action** – All councillors agreed that Battisford Parish Council (BPC) should write a letter with regards to this grant cut to advise that they would like the service to continue, cannot understand the logic of such cuts, the council would be unable to replace CAB with anything cheaper and if the service was to cease there would be a loss of amenity for a rural community with the most vulnerable members of society affected.

**14. (b/f) Cllr Oakes highways response to resident concerns over Deadmans Lane/Straight Road junction**

KO advised that she took this concern to highways and the concern has been logged, they will investigate the erection of a 2-way mirror. CS explained to KO that in the past site visits have occurred, KO will request a site visit to determine if a 2-way mirror is the best solution.

**8. (b/f) BVHMC – Village Hall Signs including quotations & floor grant funding request**

KO advised BPC to purchase the signs for the village hall and to apply to her for reimbursement. KO received a direct application from BVHMC for grant funding towards the replacement of the village hall floor.

**7. Planning**

**a. Applications received for consideration**

- i. DC/18/05259 – Land at Bowl Road, Battisford Tye – OPP for 9 dwellings and including vehicular access and 7 parking spaces for the Punchbowl Inn**

CK welcomed DB and ML and requested that they explain to BPC and the public in attendance as to the amendments to the proposal from the original application. ML explained that the original application was for 10 dwellings and following the response from BPC they withdrew the first application and made some changes. The application is now for 4 houses and 5 bungalows, which is one less dwelling and bungalows have been kept near 1 Cobbold Close. The new proposal has also introduced visitor parking spaces and incorporates 7 parking spaces for the Punchbowl Inn with access through a footpath link. They hope to drain to the sewer on Bowl Road and hope to use the existing ditch for surface water at the same rate as the current greenfield. All properties will be open market dwellings, smaller and more affordable with non-proposed for affordable housing or rental.

A member of the public raised a concern over access to the parking spaces for the Punchbowl Inn and asked DB and ML if it would be possible for access to be off Cobbold Close so that you could drive in and out, ML advised that this would be something he would be happy to discuss with highways. Concern was also raised over visitors using the pub car parking spaces.

Another member of the public is a direct neighbour and most affected by the proposed development and has been for many years and they are very concerned that parking for the Punchbowl Inn will be right next to their house. Concern was raised by the resident that he felt the new proposal is not unlike the original submission and materially the same with the addition of parking spaces for the pub and feels the new proposal does not follow the 6 objections that BPC submitted for the first proposal. ML advised that he does feel that they listened to the feedback from BPC and made relevant changes such as resubmitting with the 2-bedroom properties still remaining.

CK noted the revised plan with gratitude but also highlighted that this development does actually come under Combs Parish, the local plan does show that this area is hashed out as an area for development. CK requested that ML investigate the access to the parking spaces further with highways. Combs Parish Council (CPC) meeting is Monday 14<sup>th</sup> January 2019, KO will discuss this application with them as BPC are unsure if CPC have been notified of the application.

CK welcomed comments and decisions from the councillors – BR and PA still had concerns over the density of the proposal, NC advised she had no concerns over density and found it refreshing for DB and ML to have listened to BPC views, therefore was in favour of supporting the application. CS was also in support of the proposal feeling it was a good design, he was still concerned over the drainage, ML advised that he will investigate the drainage and discuss with an engineer. Finally, SZ stated that as the land was identified by MSDC for development she was in favour of the application, CN was also in favour, the majority of councillors were in favour. **Action** – SM to advise MSDC that BPC are in support of this proposal.

**ii. DC/18/05498 – Holly Farm, Deadmans Lane, IP14 2RP – OPP for the erection of 2 dwellings and new access (resubmission of withdrawn app DC/18/02397)**

This was originally an application for 5 dwellings that we opposed and was subsequently withdrawn. Firstly, NC raised a serious concern with this application 'Highways Authority letter of 20th December 2018 stating *'Safe and suitable access cannot be achieved.....unless concerns can be overcome SCC continue to uphold a recommendation for refusal for DC/18/05498 under highway safety grounds'*. Access concerns at the proposed site were also raised within our original objection letter to MSDC on 4th July 2018. Secondly, CN raised a further issue that the Heritage and Design Officer at Mid Suffolk Council submitted the following comment - *'The Heritage Team considers that to develop the application site for residential use would cause less than substantial harm to a designated heritage asset because the*

*proposal would fundamentally change a significant part of the setting of Holly Farm, which would negatively impact its significance.'*

Battisford Parish Council unanimously agreed an objection to this proposal for the above reasons – CS did not partake in this item or comment due to his DOI. **Action** – Clerk to advise MSDC of objections.

It was also noted that the 2 properties still do not fit in with the requirement shown in the Housing Needs Survey and the village is saturated with larger properties.

**iii. DC/18/05128 – Manor Farm, Church Road, IP14 2HE – Notification for Prior Approval of the conversion of agricultural buildings to 5 dwellings**

CK stood down from the meeting for this item with BR replacing him as chairman so that the rest of BPC could discuss this application. These properties will be residential homes for sale and also the rental market and the application has been made under permitted development.

SZ advised that neighbours have approached her regarding a concern over increased traffic from the development, she also mentioned that the proposal would be outside of the settlement boundary, however this is because the proposal is a conversion and not a new site. NC asked CK if he had considered 1-bedroom properties within the conversion, CK is happy to investigate and consider this. BR requested BPC to advise if they object or support the proposal – there was a majority vote in support of the application. **Action** – SM to advise MSDC of decision.

**b. Decisions received from MSDC**

**i. DC/18/04545 – Land off Stoke Farm Drive – OPP for 2 dwellings with garages- Granted**

**9. Neighbourhood plan application to MSDC**

CK advised that further to the discussion with CPC regarding carrying out a neighbourhood plan jointly it was decided that BPC would carry one out on their own. SEM & NC have submitted an application for BPC intention to carry out a neighbourhood plan (NP), this has been received by MSDC and an area designation notice has been posted by MSDC on 20<sup>th</sup> December 2018. Paul Bryant and Paul Munson of MSDC community planning have requested a meeting with some members of the Neighbourhood Plan group to learn about their aspirations and to explain their respective roles and responsibilities. **Action** – NC will contact Paul Bryant to set a date for a meeting.

KO advised that she has been through a NP with Needham Market and would like to attend the public meeting, CK advised that this would be very much appreciated. KO also advised that she would be happy to assist with printing costs etc.

**10. Village Green/Play Area/Fete July 2019/electricity supply**

CK advised that he has spoke to the CIL team regarding our application for funding towards the purchase of the village green and advised them that the landowner is not currently willing to sell the land. CK enquired as to whether the application could be amended to fund the supply of water and electricity to the village green instead, they advised that BPC would have to reapply with the details in May 2019 as it is for a substantially different reason to the original application.

LD was in attendance on behalf of the Combs/Battisford Village Fete committee to ask permission from BPC to hold the fete on Battisford village green in July 2019. With regards to concerns over parking she did advise BPC that she has liaised with a local landowner whom was willing to provide an area for parking. LD advised that the fete usually breaks even and would be at a loss if no fundraising occurred. CS raised a concern over the village green being much smaller than Fenns Farm, Combs where the fete is normally held and LD advised that this has been considered and the fete will be on a smaller scale with no vintage vehicles in attendance. The fete will also only be on the Saturday and not Friday night as has usually occurred and the Friday night will instead be a time to be used for set

up for Saturday. LD asked BPC if they would consider paying the insurance premium for the event as CPC have done previously, it is usually between £100-£200 – all councillors were in favour of supporting the fete and paying the insurance premium for the event.

**11. Designated green space for the village green – MSDC email**

Peter Garrett from MSDC has advised the clerk that the village green is already recognised as a community open space, it will feature in the new local plan and its designation will be a consideration in the planning process.

**12. Settlement boundary review Bowl Meadow**

Jan Robinson at MSDC has advised the clerk that at the council meeting in October the council agreed to progress with the review and agreed to set up a cross party working group to undertake this. The working group membership is now confirmed and their first meeting will be soon and MSDC will advise when an approach has been agreed.

**13. SID – Highways Reply**

**Action** – Clerk to forward over email received from highways to KO and KO to forward over details of Somersham's SID purchase to SEM. BPC would like a SID that records the data to assist with identifying persistent offenders, a volunteer will be required to download the data.

**Action** – SEM to reply to Dan Burke at Highways to advise that BPC are happy with the amendments in his email that were made to the SID locations.

**15. Tesco funding**

NC is still investigating this item.

**16. Final Budget 2019/20**

The final budget was agreed by all councillors and signed off by CK. See Appendix 1

**17. Precept form agreement and completion**

The precept was agreed further to the budget to remain with no increase or decrease from 18/19, the precept form was completed and signed by CK, PA, CS and SEM for 2019/20 for £10,725.00 in 2 instalments of £5,362.50. **Action** – Clerk to submit form to MSDC no later than 31/01/19.

**18. NALC – Clerks salary scale for 2019/20/contract of employment**

BPC agreed for the clerk's salary to have an incremental increase with the new scale for 2019/20 from 1<sup>st</sup> April 2019. Clerk advised BPC that she should be resigning from her position as clerk with at least three months' notice for a replacement to be found. **Action** – Clerk to produce a vacancy notice for a new clerk for both the noticeboards and SALC.

**19. Finance**

a. **Accounts review to date** – The finance spreadsheet was circulated to all councillors before the meeting and the balances as of 14<sup>th</sup> December 2018 for the Current Account was £18,671.07 and the savings account £2,363.75.

b. **Payments received** - None

c. **Payments to hand**

i. **S Meech – Clerks Overtime and Expenses - £74.73** - Payment agreed by all councillors. Cheque Number 100976 signed and dated by CK and BR. *Local Government Act 1972 s.112 & s.151.*

**20. Correspondence**

All circulated via email

**21. Any other business for inclusion at the next meeting**

No items raised

**22. Date and time of next meeting – Tuesday 19<sup>th</sup> February 2019 at 7pm**

Meeting closed at 9.30pm

## Appendix 1

	<b>Actual</b>	<b>Budget</b>	<b>Current</b>	<b>Budget</b>	<b>Expected</b>	<b>Budget</b>
	<b>2017-18</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2019-20</b>
Cemetery	£897.50	£1,250.00	£528.50	£1,250.00		£1,000.00
Insurance	£749.42	£700.00	£807.33	£750.00	£792.28	£800.00
Clerk's Salary/Tax/Overtime	£3,097.32	£3,200.00	£2,410.95	£3,200.00	£3,400.00	£3,500.00
Clerk's Expenses - Stationery/Petrol	£104.58	£500.00	£63.56	£500.00	£70.00	£150.00
Membership/Subscriptions	£367.48	£550.00	£341.95	£550.00	£342.66	£400.00
Village Hall	£1,000.00	£2,000.00	£0.00	£2,000.00		£2,000.00
Hall Hire	£220.00	£350.00	£240.00	£350.00		£350.00
Broadband Services at Village Hall	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00
Internal Audit Fees	£252.00	£200.00	£220.80	£260.00		£260.00
External Audit Fees	£240.00	£200.00	£0.00	£250.00	£0.00	£0.00
St Mary's PCC	£0.00	£450.00	£0.00	£450.00		£0.00
Village Charity/Projects	£417.60	£1,000.00	£97.20	£1,000.00		£1,000.00
Barclif	£100.00	£100.00	£100.00	£100.00	£100.00	£100.00
Village Green	£3,501.12	£3,000.00	£4,228.15	£3,600.00		£5,000.00
Election Exp	£0.00	£0.00	£0.00	£0.00	£1,353.28	£1,400.00
Training	£0.00	£400.00	£0.00	£400.00		£400.00
S137	£150.00	£0.00	£50.00	£200.00		£1,000.00
Other	£3,000.00	£1,300.00	£110.99	£400.00		£1,000.00
Defibrillators			£97.20	£0.00	£200.00	£500.00
Website	£100.00		£100.00	£100.00	£100.00	£100.00
Waste Management	£350.29	£400.00	£162.00	£400.00	£193.00	£250.00
<b>Totals</b>	<b>£14,697.31</b>	<b>£15,750.00</b>	<b>£9,708.63</b>	<b>£15,910.00</b>		<b>£19,360.00</b>