

Draft until signed

**Minutes of Battisford Parish Council Meeting
Tuesday 29th November 2016 at 7.30pm, Battisford Village Hall, Straight Road, Battisford**

Present: C Knock (Chairman), B Rhodes (Vice Chairman), C Skinner (Councillor), N Cleaver (Councillor), S Zethraeus (Councillor), J Truelove (County Councillor),

Attending: S Meech (Clerk), J Budd (Public), I Bell (Public)

1. Apologies for absence

Cllr Nicholas and Cllr Whybrow

2. Declarations of Interest

Cllr Knock – Planning - Item 9 a) ii) – Welhams Meadow – declaration of interest book signed and dated by Cllr Knock

Cllr Cleaver – Planning – Item 9 a) i) – Paddock Cottage – declaration of interest book signed and dated by Cllr Cleaver

Cllr Skinner – Planning – Item 9 a) i) – Paddock Cottage – declaration of interest book signed and dated by Cllr Skinner

3. Public Forum

Nothing to be discussed by the public

4. Minutes of meeting held on Tuesday 18th October 2016

Minutes signed as a true and accurate copy of the meeting

5. Matters arising from minutes

Cllr Cleaver and I Hand advise Battisford Parish Council that the footpath has now been cleared between Paddock Cottage and Ebenezer and they also advise that Kevin Verlander from SCC will be visiting the footpath at some time in December to check that the turnstiles are clear. A working party was not needed for works to be carried out.

6. County Councillors Report

See Appendix 1

15. (b/f) Housing Needs Survey

Cllr Knock advises Battisford Parish Council that councillors distributed and collected their allocated Housing Needs Surveys (HNS) and a total of 132 were gathered back. Cllr Knock believes that in the future if any further surveys are carried out distribution and response by email may increase the responses received, Cllr Truelove advises that it is good practice to provide plenty of options to parishioners and Cllr Cleaver feels that due to some responses from some households an electronic response may have been more convenient and favourable. Cllr Zethraeus advises there is also a need to provide an open meeting and written summary for parishioner information.

Action – Clerk to email SALC to see if they can recommend anyone to produce a report on the findings of the HNS and Cllr Knock to also investigate.

Action – Email to be sent to Anthea at the Barclif for a note to be added to the next edition to advise that a public meeting will be held at Battisford Community Centre on Tuesday 31st January 2016 to discuss the results of the HNS

8.17pm – Cllr Truelove and J Budd leave the meeting

7. District Councillors Report

See Appendix 2

8. Parish Council Chairman's Report

Nothing to report

9. Planning

a. Applications received for consideration

- i. 4501/16 - Paddock Cottage, Mill Road, Battisford, IP14 2LL - Erection of single storey extension to rear elevation (following demolition of existing conservatory) – All councillors agree for Cllr Cleaver and Cllr Skinner to remain in the room whilst application is discussed although they will be unable to participate in the discussion. Cllr Knock, Cllr Rhodes and Cllr Zethraeus all agree to no objections for this planning application and are in support of it. **Action** – Clerk to advise MSDC of Battisford Parish Council decision.
- ii. 3855/16 - Welhams Meadow, Church Road, Battisford IP14 2HF - Use of land for stationing of 6 holiday caravans. Installation of a septic tank – Cllr Knock leaves the room due to a declaration of interest and Cllr Rhodes (Vice Chairman) continues to chair the meeting in the chairman's absence. Councillors have viewed the planning application prior to the meeting and no one is aware of any objections that have been received from neighbours, all councillors agree for no comment or objections for the planning application. **Action** – Clerk to advise MSDC of Battisford Parish Council decision

Cllr Knock returns to the meeting.

b. Decisions received from MSDC

- i. 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 – Permission granted
- ii. 4086/16 - Valley Farm, Valley Road, Battisford IP14 2HN - Erection of a 1 and half storey extension (following demolition of existing) – Permission granted
- iii. 3901/16 - Rose Cottage, Straight Road, Battisford IP14 2LZ - Erection of a first-floor rear extension and single storey side extension – Permission granted

J Budd returns to the meeting

10. Finance

- a. Accounts review to date** – As of 14th November 2016, the business current account has a balance of £19,070.81 and the savings account remains unchanged from 13th May 2016 at £2,357.75. Cllr Cleaver and clerk to meet up before the next parish council meeting to discuss the councils budget for the January parish council meeting.

Cllr Knock advises Battisford Parish Council that Combs may no longer be able to host the Combs Fete and puts forward that the village green committee may like

to consider hosting and helping to organise it in Battisford next year. Cllr Knock advises that Battisford Parish Council has submitted a celebrate England grant application which would help towards costings for the event. Cllr Skinner suggests that local clubs within the village could also be approached regarding fundraising towards the event. Cllr Cleaver raises a consideration for helping the elderly/poorly/vulnerable residents of the village and Cllr Knock suggests a befriending scheme, also advising that some rural villages have funded a minibus to help transport residents where there are limited transport links. J Budd advises that the Hadleigh bus was previously provided for this reason but is no longer running.

Action – Investigation into transport links for the village and clerk to email SALC to investigate funding for a village minibus and also enquire as to what regulations there would be for volunteer drivers.

b. Payments received

- i. Cemetery headstone inscription – T/L Marjorie Mallett - £26.75

Cllr Knock advises that David Wilson from St Marys Church has approached him to enquire about how much our noticeboards costs when we purchased them a few years ago, clerk has found the invoice and sent the price for both sizes to David Wilson. One that holds 9 x A4 posters was £200 excluding VAT and a larger one holding 12 x A4 posters was £240.00 excluding VAT. All councillors are in agreement that they would like to purchase and donate a larger noticeboard to the church as their current one is in such a bad state of repair.

Action – Clerk to order St Mary's church a new large noticeboard and to advise David Wilson of the donation from Battisford Parish Council

c. Payments to hand

- i. SALC – Clerk Networking and Info Event - £9.60 - All councillors agree payment – Cheque Number 100896 written and signed
ii. SALC – CILCA training - £75.00 - All councillors agree payment – Cheque Number 100897 written and signed
iii. Battisford and District Cricket Club – Grant monies - £500.00- All councillors agree payment – Cheque Number 100898 written and signed
iv. BVHMC – Hall Hire (8 Sessions – Apr-Oct) - £160.00 - All councillors agree payment – Cheque Number 100899 written and signed
v. The Community Heartbeat Trust – 2 x defib and cabinets - £4,548.00 - All councillors agree payment – Cheque Number 100900 written and signed
vi. S Meech - Clerks Overtime and Expenses – £206.75 - All councillors agree payment – Cheque Number 100901 written and signed
vii. HMRC – Clerks Tax – £52.40 - All councillors agree payment – Cheque Number 100902 written and signed
viii. N Cleaver – Charity Event refreshments - £44.68 - All councillors agree payment – Cheque Number 100903 written and signed

11. VAT claim Apr 2015/March 2016 - £126.26

Clerk advises Battisford Parish Council that she has requested £126.26 of VAT back from HMRC for the period of 1st April 2015 to 31st March 2016.

12. Precepts/Tax Bases

Cllr Cleaver and clerk have arranged a budget meeting in December and will also discuss these items.

13. Co-option – Councillor Vacancy

Councillors believe that there are two people interested in the councillor vacancy, however, there have not been any applications made to the clerk.

Action – Cllr Zethraeus and Cllr Cleaver to explain the process of application to interested parties.

14. Defibrillators

Clerk advises Battisford Parish Council that the two further defibrillator machines that have been delivered are now with Cllr Knock and Cllr Skinner is to arrange for them to be fitted at Battisford and District Cricket Club and the other telephone kiosk on Straight Road.

Action – Cllr Skinner to arrange for the second and third defibrillator machines to be fitted

16. Better Broadband Update

Ben Skinner has been in contact with BT and they have advised that despite some small issues they are still committed to their 2016 completion date. Ben Skinner hopes to attend the next parish council meeting with more of an update.

17. Missing village sign

Cllr Nicholas has emailed clerk to advise that the village sign is still missing from Stowmarket Road coming into Battisford from Ringshall opposite Sloe Farm and was knocked down by a car.

Action – Clerk to advise Highways of the missing sign

18. Village green including gate/play area

Cllr Knock advises that he has asked R. Kerridge to weld the gate but as yet there has been no action, Cllr Knock asks for any other solutions but advises he will chase it up again. Councillors agree to meet at the village green for a working party on Saturday 14th January 2017.

Action – Email Cllr Nicholas to see if he has the memorial tree for the working party in January

19. Mobile post office

Cllr Knock advises Battisford Parish Council that a Battisford resident has contacted him to enquire as to whether the parish council would consider funding a mobile post office to visit the village on a regular basis at the Punchbowl.

Action – Clerk to contact local parish councils that provide a mobile post office and also Royal Mail to request some more information regarding the service.

20. Correspondence

Circulated via email

21. Date and time of next meeting – Tuesday 10th January 2016 at 7.30pm

Meeting closed at 9.37pm

PARISH REPORT NOVEMBER 2016 BOSMERE DIVISION

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

PARISH REPORT NOVEMBER 2016 BOSMERE DIVISION

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.

Appendix 2

Councillor David Whybrow (Conservative)

Mid Suffolk District Council Member for Ringshall Ward

Report to Battisford Parish Council

Full Parish Council Meeting on Tuesday 29th November 2016

Planning (since 18th October 2016 to date of report)

1.1 Validated (awaiting Decision) -

1.1.1 Welhams Meadow, Church Road, Battisford IP14 2HF Reference 3855/16

Use of land for stationing of 6 holiday caravans. Installation of a septic tank . .

Validated 01 Nov 16

Consultation Expiry 05 Dec 16

Target Determination 27 Dec 16

1.1.2 Paddock Cottage, Mill Road, Battisford IP14 2LL
Reference 4501/16

Erection of single storey extension to rear elevation (following demolition of existing conservatory)

Validated 08 Nov 16

Consultation Expiry 07 Dec 16

Target Determination 03 Jan 17

1.2 Decisions –

1.2.1 Old Stoke Farmhouse, Straight Road, Battisford. 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

Decision Date 28 Oct 16

Decision – Grant

1.2.2 Rose Cottage, Straight Road, Battisford. 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 15 Nov 16

Decision Date 09 Nov 16

Decision - Grant

1.2.3 Valley Farm, Valley Road, Battisford. 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

Decision Date 22 Nov 16

Decision - Grant

1.3 Permitted Developments –

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

2.0 Parish Precept 2017/18 & Taxbase

This is just an update to remind you on a few matters for you to take into account whilst you are considering your 2017/18 precept levels.

The Precept Form for 2017/18 for you to complete should have been sent to the Parish Clerk. This needs to be returned to Mid Suffolk by 31st January 2017. These are also available to download from the Council's website.

The Battisford taxbase for 2017/18 is 243.32 compared with 238.68 for 2016/17 which is an increase of 1.9%.

As you will recall there are no further grants to be paid as these finished in 2016/17. At the time of writing Mid Suffolk had not heard anything from the government regarding the proposed change in the rules for a referendum for Parish and Town councils. Details of these proposals were included in the consultation documents; links to which were sent out on 12th and 26th October 2016. If and when they do hear that anything has been finalised they will let you know.

Should you require any further clarification or wish to discuss the position for your council, please do not hesitate to contact Sue Palmer or Melissa Evans. sue.palmer@babberghmidsuffolk.gov.uk (01473 825816) Melissa.evans@babberghmidsuffolk.gov.uk (01473 825819)

3.0 Devolution

As a consequence of the number of Norfolk District and Boroughs that have rejected the

Norfolk and Suffolk Combined Authority deal offered by Government and Norfolk County Council's decision to cancel their meeting, at which it would have been debated and determined, the Secretary of State has now withdrawn the deal.

At the Suffolk Public Sector Leaders held on Friday 18 Nov 16 it was unanimously agreed to continue with the Council meetings planned in Suffolk but present a different recommendation. In essence this was to confirm Suffolk's support to the devolution process and to authorise the Leader and Chief Executives to seek an urgent meeting with the Secretary of State to see where we go from here with a view to the submission of a new devolution bid for Suffolk and others.

A revised Recommendation "to reiterate the commitment, given at its June meeting, to Devolution as a means for delivering accelerated growth in the local and national economy and helping local people and places fulfil their potential" was passed by Mid Suffolk unanimously with support across party lines.

All other Suffolk Authorities also passed similar Recommendations. Accordingly, we await to see what the Secretary of State's approach will be to this matter. Early indications are that adjacent Authorities across both our north and south County borders may wish to participate in a new deal.

4.0 Waste and Recycling

4.1 Recycling

A campaign has been launched by the Suffolk Waste Partnership to highlight the importance of people getting their recycling right.

A leaflet is being sent out to every household in Suffolk to highlight what can and can't go in your recycling bin, which aims to serve as a reminder – and a new video is also be available online to further highlight the issues.

Across Suffolk more than half of our household waste is recycled, but contamination levels have been rising as people increasingly put unsuitable items in their kerbside recycling bins. These items are potentially dangerous, can have a negative impact on the environment and ultimately cost the taxpayer extra money to clean up. All recyclable waste collected from Suffolk households is taken to the Materials Recycling Facility (MRF) in Great Blakenham, where it is sorted and baled before being sent on for recycling. This facility is designed to only accept and process certain materials. If the wrong items are delivered they have to be removed, sometimes by hand. To ensure the correct items are put into their recycling bins, residents across the county are being asked to remember the following points to combat contamination:

- Textiles and clothes can no longer go in the recycling bin, either bagged or loose. Instead people are asked to donate their clothing to charity shops, or to take it to their nearest recycling banks.
- Anything smaller than 4cm, such as loose bottle tops or shredded paper, won't get recycled they fall through the sorting process. However, bottle tops can be recycled by simply washing and squashing plastic bottles and putting the tops back on.
- Aluminium foil needs to be rolled into a tennis ball size before being placed in the recycling bin.

- Food waste, glass, electrical items, and batteries are just some of the common contaminants found. These items can't go in your recycling bin at home but they can be recycled elsewhere. Information on where they can be recycled are in the leaflet and online.
- Some people are even putting used nappies in their recycling bins. These must always go in the rubbish bin.

More information can be found on the Suffolk Recycling website at:

<http://www.greensuffolk.org/recycling/>

4.2 Christmas & New Year Waste and Recycling Collections

As usual, the festive calendar in late December and early January means that, due to bank holidays, it has been necessary to amend the usual waste collection days across Babergh and Mid Suffolk. You can find the full details of the changes to collection dates on our new website, for Mid Suffolk:

<http://beta.baberghmidsuffolk.gov.uk/testing.onesuffolk.default.onesuffolk.uk0.bigv.io/assets/Waste-Services-Bins/Documents/MSDC-Colour-Front-Page.pdf>

Please do circulate these calendars to anyone you feel could make use of them. We also have greyscale versions available for any black and white newsletters, email duncan.merren@baberghmidsuffolk.gov.uk for a copy.

This year will also see a return of the Christmas Tree Collection Points that were a hit across the district last year, allowing residents to recycle their trees once the festive period is over. Mid Suffolk are currently finalising the locations of the collection points: watch the websites for the full details as soon as they're agreed.

4.3 Waste collection days for 2017 These can be found by following this link.

<http://beta.baberghmidsuffolk.gov.uk/testing.onesuffolk.default.onesuffolk.uk0.bigv.io/assets/Waste-Services-Bins/Documents/MSDC-A4-Colour.pdf>

5.0 Better, simpler and effective website launched.

Providing a better service for residents that is simpler for staff to deliver and is cost effective for tax payers is the foundation of the changes being made to how the public access Mid Suffolk services. That is why in the last few weeks we have begun the roll out of our new website, and we are seeking views on the new site as it develops over the next three months.

With 87% of the UK's adult population having used the internet in the last three months we know people are using the internet more and therefore it is important we provide access to our services via our website in the most effective way possible.

National research has shown that the cost to local authorities of its residents accessing its services online compared to via the telephone can save as much as £2.68 per enquiry. While those residents needing face to face support will continue to receive it, the new website will mean more people can contact the Councils 24 hours a day, 7 days a week.

Senior members of the Councils met with the Town and Parish Council Liaison Groups in recent weeks to show how the new website looks and to answer questions that were raised. For example in response to the concern that was raised on internet speeds across the county, we were able to explain that the new site takes into

account challenging low broadband speeds. The site has a low bandwidth and will have a limited amount of images and functions that would normally require faster bandwidth.

Mid Suffolk's work on improving public access is all about providing a better service for residents that is simpler for staff to deliver and is cost effective for taxpayers. The new website is fundamental to that and this is why we want to hear from people using the site so we can ensure it is the best it can be. The new website can be viewed at: <http://beta.baberghmidsuffolk.gov.uk.testing.onesuffolk.default.onesuffolk.uk0.bigv.io/>

Or by visiting www.midsuffolk.gov.uk and following the link on the home page to the new site. Once on the new site users can send feedback using the feedback button at the top of the home page.

6.0 Appointment of a new Joint Chief Executive.

Mid Suffolk and Babergh District Councils have approved the recommendation of a cross party Joint Appointment Panel to name Arthur Charvonia as their preferred candidate for the post of Joint Chief Executive. He is currently employed as Strategic Director at Suffolk Coastal and Waveney District Councils. The Council approved this recommendation unanimously at their meeting on Monday 31 October 2016. The cross party appointment group felt Arthur's experience of joint working across two district councils, and the wider Suffolk Public Sector family, made him the ideal candidate to lead our two councils through the many challenges and opportunities ahead.

7.0 Museum of East Anglian Life update

It's been a busy season; closing with over 4,600 visitors attending the bonfire night celebrations on 5 November!

Did you know the museum will be 50 next year? They will be celebrating this achievement by running a fundraising campaign focused on heritage breeds and bringing the Suffolk trinity back to the museum. They want to develop the story of farming and animal husbandry, which is important to our region, so that people can learn about its impact upon their lives. They are also planning lots of activities throughout the year to celebrate the museum and bring local communities together.

More people are using museums but traditional funding is falling fast. As an independent museum they have to charge entry but that only pays for a small percentage of what it costs to keep going and they need to raise the funds to pay for this project. It takes a lot of time, money and hard work to care for our animals and maintain our farming collection. They do it because they believe it matters – and because they think we might believe it matters too. They are looking for museum champions to help kick start this project and if you, or anyone you know, are interested in getting involved or want to find out more please do get in touch with the museum.

8.0 Parish Boundary Review 2009 and Council Tax collection.

As before - 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

9.0 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