

**Draft until signed**

**Minutes of Battisford Parish Council Meeting  
Tuesday 16<sup>th</sup> October 2018 at 7.00pm, Battisford Village Hall, Straight Road, Battisford**

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

**Attending:** S Meech (SM) (Clerk), J Budd (JB) (Public), Cllr N Gowrley (NG) (District/County Councillor), T Whitehead (TW) (Combs Parish Council Councillor), 5 members of the public

**1. Apologies for absence**

None.

**2. Declarations of Interest**

None.

**3. Public forum**

No items raised.

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

Signed as a true and accurate copy of the meeting.

**5. Matters arising from minutes**

No matters arising.

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

NG had provided a report that was circulated to councillors before the meeting – see Appendix 1. CK introduced himself and Battisford Parish Council (BPC), NG advised that he is not covering the full County Councillor role but just providing temporary casework cover until the by elections on Thursday 25<sup>th</sup> October 2018. NG informed BPC that Cllr David Whybrow is gradually returning to his duties, however, if we feel the district council is not dealing with issues then NG can be contacted.

The recurring issue that CK wanted to raise with NG was speeding issues in the village, particularly along Church Road and Valley Road. CK asked how BPC approach highways for support to adjust where speed limits stop and how priorities on roads can be changed specifically on blind bends, there was a change of priority on Church Road 10-20 years ago. NG advised that he will provide BPC with an email to send a request and that he should be copied into to ensure it is dealt with, he also advised for a request for advice from the highways team to be sent quickly as there is a highways budget. The road is to be looked at and a scheme designed looking at firstly change of priority and secondly speed limits and to approach the highways team for their advice.

**7. Planning**

**a. Applications received for consideration**

**i. DC/18/04146 – David Upson Produce – Change of use of agricultural land – 5 caravan and 10 tent pitches and temporary toilet and shower facilities**

David Upson (DU) was in attendance to clarify the David Upson Produce planning application to BPC and the public, firstly he advised that his children do not want to currently take over the farm in the future. However, one of his sons is very interested in pottery and considering using some of the barns to have kilns fitted, he currently attends a 4 day and evening camp for this purpose annually. Part of the reason for this application is to host this camp annually at Stoke Farms Orchards instead and the change of use is to enable this.

Secondly, the farm is struggling to find apple pickers at picking season, currently the three pickers they have is not enough, 10-12 are required. A large number of fruit farms have small campsites to host the pickers whom have 5 days picking and 2 days off, also providing opportunity for people who are retired. DU advised that an objection already received from a next-door neighbour is factually inaccurate.

7.20pm CS arrived

SZ advised she is sympathetic, however, what would stop the land being used as purely a camp site in the future? DU advised BPC that if he wanted to register with the caravan club and have caravans and camping for up to 5 pitches he would not require planning permission, however, he would be happy to have a restriction placed on the planning for use from March – October. With regards to noise nuisance from the change of use, DU advised that the packing of the apples is noisier than the picking process. He also informed BPC that risk assessments are carried out on a regular basis. All councillors agreed to support the application.  
**Action** – Clerk to advise MSDC of application support.

A planning application (*DC/18/04545 – Lane off, Stoke Farm Drive IP14 2NA – Outline Planning Permission for the erection of 2 dwellings and garages (following demolition of existing outbuildings)*) was received very shortly before the meeting so was unable to be included on the agenda. The landowner was in attendance and wanted to advise BPC that the application was for demolition of old redundant unused buildings in order to erect two dwellings one for himself and the other for his children.

CN advised that he thought hay was stored there and a business run from the outbuildings. The landowner advised that the outbuildings that are being used are leaking and in a bad state of repair and demolition rather than repair would be appropriate, the buildings are old RAF Nissan huts from the 1950s that the landowners father bought to the site. CN raised concerns about construction traffic on Stoke Drive. NC thanked the landowner for attending to discuss his outline planning permission and all councillors agreed that an extraordinary meeting should be called for Tuesday 6<sup>th</sup> November 2018 to discuss this application further.

CK also advised BPC of a permitted development application for Ashburnham – this was only for information.

**b. Decisions received from MSDC**

**i. DC/18/03072 – Land at Bowl Road – Erection of 10 dwellings – Withdrawn**

**12. (b/f) Neighbourhood plans with Combs**

CK brought this item forward as TW was in attendance to discuss this item. CK informed BPC that last week he attended the Combs Parish Council (CPC) meeting to discuss them joining with BPC to produce a joint neighbourhood plan (NP). CPC have assisted in the objections made for the Mill Mount Campaign and it is felt that with this and for cost and time saving it would be beneficial for BPC and CPC to carry out a joint NP. Most councillors at CPC were in favour of a NP or local plan to be carried out, however, one councillor was hesitant and cautious. TW has received a document from NALC today regarding NP so she will forward this over to clerk.

CK advised that he felt the best way forward now is to invite Paul Bryant from Community Planning at MSDC to attend our extraordinary meeting to discuss NP further and to answer any questions that councillors or the public may have, NG agreed that this would be the best way forward and would encourage the production of a neighbourhood plan following the Woolpit appeal. A NP is essential to ensure that the parish can specify what developments they need and specific sites they have, it's a way for the parish to have a say, there is financial assistance and support from MSDC for the production of a NP. CK feels this is the best route for protection of the parish and to recognise plots

for development. NC questioned if the Housing Needs Survey previously carried out could be used to assist housing types required, NG advised this could definitely be used for evidence. NG advised that the costs involved are for assistance, then a referendum in the village will take place for what the plan is, then the council can adopt the plan. It is likely to take a minimum of 2 years to carry out a NP, however, if the plan is in processing the district council can still bear it in mind, it doesn't have to follow the plan for MSDC but should mirror the needs of the village. **Action** – Clerk to contact Paul Bryant to invite him to attend the extraordinary meeting on Tuesday 6<sup>th</sup> November 2018.

#### 11. (b/f) Settlement boundary review – Bowl Meadow

Clerk is still waiting to hear from MSDC regarding her email asking for a review of the settlement boundary at Bowl Meadow. TW advised that some councillors agreed at CPC with this, however, others did not agree that the settlement boundary should be reviewed. One consideration for this is the payment of CIL monies, it is understood that CIL is 25% if there is a NP and 15% without a NP.

**Action** – NG will provide clarification on the CIL rules.

#### 8. Finance

- a. **Accounts review to date** – As of 14<sup>th</sup> September 2018 the balance of the current account was £21,718.21 with £2,362.57 in the Barclays savings account. PA and CN signed and certified the original bank statements. The finance spreadsheet was forwarded to all councillors before the meeting. No queries were raised.
- b. **Payments received**
  - i. **MSDC – Precept - £5362.50**
- c. **Payments to hand**
  - i. **S Meech – Clerks Overtime and Expenses - £167.90** - Payment agreed by all councillors. Cheque Number 100967 signed and dated by CK and BR. *Local Government Act 1972 s.112.*
  - ii. **N Cleaver – Women on Wheels Reimbursement – £TBA** - £50 payment is to be moved to the next agenda and NC to sign declaration as receipts lost.
  - iii. **CAS Ltd – Insurance Renewal - £TBA – LTA?** – All councillors agreed to only pay for the annual premium and not to take LTA as the amount was not substantial, they would like to receive quotes from other companies. Payment of £792.28 was agreed by all councillors. Cheque Number 100968 signed and dated by CK and BR. *Local Government Act 2000, s.101 & Local Authorities (Indemnities for Members and Officers) Order 2004*
  - iv. **ICO – Data Protection Registration - £40.00** - Payment agreed by all councillors. Cheque Number 100969 signed and dated by CK and BR. *Local Government Act 1972 s. 143*
  - v. **BVHMC – Hall Hire - £390.00** - Payment agreed by all councillors. Cheque Number 100970 signed and dated by CK and BR. *Local Government Act 1972, s.133*

#### 9. Boundary commission electoral arrangements

Correspondence was circulated for this item, nothing to be discussed.

#### 10. Bowl House Planning concerns

Correspondence was received back from MSDC regarding concerns raised by a resident. However, the reply only mentioned the rainwater and not the boundary line concern. **Action** – Clerk to reply to MSDC email to advise that the response is unsatisfactory and not acceptable and needs further investigation as only the rainwater concern has been answered and not the boundary concern.

#### 13. CIL funding – Round 2

CK advised that the second round of CIL funding is only open until 31<sup>st</sup> October 2018 so if we have any items we would like to apply for under this funding it needs dealing with and submitting ASAP. As discussed at the last parish council meeting CK has spoken with P Rushbrook regarding BPC purchasing the village green, there is currently a 99-year lease that started in 1991, P Rushbrook will discuss this with his family. CIL funding could be used for this purpose, CK advised that the agricultural value for the site would be in the region of £35,000 which BPC have some reserve funds they could use together with funding. NG advised that it is worth putting an application in for this in and bids

should be put forward for anything the council requires funding for. The third round for funding will start in April 2019. **Action** - NC will contact Dean Williams to advise of CIL funding for the village hall floor. **Action** – Clerk to submit CIL fund application for purchase of the village green and any other items the council requires that are relevant.

**14. Village Green/Play Area – including bin emptying**

There was an issue with the bin still not being emptied following the last parish council meeting, clerk contacted MSDC and arranged for urgent disposal to be carried out and to be added to the regular emptying rota. Councillors and the public have confirmed that the bin is in fact now being emptied with all the others on a regular basis. SZ has been contacted by David Windle as to how he is supposed to make his grass cuts around the round slide, CS and CK advised that there are a few areas of concern and CS will check what is required and advise further.

**15. SID – submission of location forms**

**Action** – Clerk to find original email with submission details and to forward to NC

**16. Dog waste – Mill Road**

Clerk advised that a letter has now been sent to the resident whom BPC were advised was not picking up their dog waste. NC confirmed that she has not received any further complaints since the letter was sent by the clerk. This item is to be reviewed regularly to confirm the issue is not reoccurring.

**17. Defibrillators including new battery**

PA advised that 2 new sets of pads are required for the defibrillator in the phone box she looks after near Valley Road. All councillors agree for PA to order 2 new sets in order for them to be replaced in November and for the invoice to be sent to the clerk for payment.

**18. Election 2019 including charges**

An email has been received and circulated from MSDC to advise of election charges for 2019. Charges range from £104.78 to £1,353.28, these are to be included when the budget is set for 2019/20.

**19. 11<sup>th</sup> edition Arnold-Baker on Local Council Administration book**

**Action** – NG suggested clerk emails him with details of the book and requests funds from SCC to cover the cost of the book

**20. Budget**

Clerk attended finance training and the budget is to be discussed by BPC very soon, this item will be added to the next agenda for discussion.

**21. Correspondence**

All correspondence is circulated by email. CK suggested councillors enquire as to whether anyone outside of BPC maybe interested in assisting in the NP.

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

- Clerks contract

**23. Date and time of next meeting – Tuesday 27<sup>th</sup> November 2018 at 7pm**

Meeting closed at 9.05pm

## Appendix 1



# September 2018 Monthly Parish Newsletter

## Beccles Southern Relief Road officially opened

On 25 September, the Beccles Southern Relief Road was officially opened by the Vice Lord Lieutenant of Suffolk, Robert Rous.

Construction of the Beccles Southern Relief Road, which was delivered on time and is approximately 2km long, began in July 2017.

The route stretches from London Road (A145) to Ellough Road (C969), providing an alternative route to Ellough Industrial Estate from the south and west of Beccles.

Economically the road will support further development of Ellough Industrial Estate and Enterprise Zone and create 3100 more jobs in the area.

The road, built by Jacksons Civil Engineering, will also lower the impact of HGV's in Beccles, providing them with an alternate route around the town.

As part of these works two new roundabouts have been constructed at each end of the road and a new shared space for pedestrians and cyclists has been installed on the northern side of the road.

New bridleways have also been provided on the south side to connect with the well-used network of routes in the area and horse crossings have been provided at two points along the road. A modern sustainable drainage system has also been installed.

## Suffolk's businesses invited to comment on fair enforcement

On 24 September, Suffolk's businesses and residents were invited to comment on Suffolk County Council Trading Standards' proposed updated Enforcement Policy.

This policy is used to make sure Trading Standards enforces the law fairly, to keep Suffolk safe.

Suffolk County Council Trading Standards carries out a range of enforcement action in the county, from investigating online sales of counterfeit clothing to fraudulent business practices or poor workmanship by rogue traders.

Often such investigations involve working with partner agencies. This year, Suffolk County Council Trading Standards has been working more closely with Norfolk County Council Trading Standards to develop a joined-up approach to enforcement, including cross-border crime.

This updated policy incorporates guidance from Norfolk, to offer a consistent approach to enforcement in the East. It provides a framework to ensure that enforcement is delivered in an equitable, practical and consistent manner.

Comments are invited on the newly revised Enforcement Policy which includes proposed changes arising from changes to legislation and national guidance.

The proposed Enforcement Policy and a short survey can be found on the [Trading Standards draft enforcement policy consultation](#) page.

Comments can be made until 21 October 2018, after which the policy will be updated as appropriate and presented to the Suffolk County Council cabinet for approval.

## Have your say on a bright future for local design

Inspired by award-winning designer Wayne Hemingway, a ground-breaking “Design Guide” for building and development in Suffolk is being created by the county’s local authorities.

Critical to its success will be local input and, with this in mind, a survey was launched on 17 September to ensure that the views of Suffolk people play a key role in future decisions. The [survey](#) asks people to say what they do and don’t like about the way Suffolk is currently built, from its public buildings to street lighting.

The survey, which takes as little as 10 minutes to complete, closes on Wednesday 31 October 2018.

Although other counties have produced similar guides, this will be the first that incorporates the wishes and opinions of the people that matter most: those that live (or have lived) in, work in or visit the county. Essentially, the people that love Suffolk.

The survey is just the start of the process and the councils will work with other public bodies, land owners, developers, parish councils, architects, engineers, artists, and amenity groups to finalise the finished guide. A wide range of events will also take place including conferences, study tours, community events, developer meetings and interactive exercises.

The Suffolk Design Guide will provide ground rules for planning applications for future Suffolk projects.

## Window now open to apply for primary and secondary school places

Parents and carers can now apply for primary and secondary school places for September 2019.

The deadline for applications to secure a place at a Suffolk secondary school is Wednesday 31 October 2018. For a primary school it is Wednesday 15 January 2019. Secondary schools include high and upper schools and primary schools include infant, junior and middle schools.

Last year, Suffolk County Council received over 15,000 applications from parents and carers indicating which school they would prefer their child to be educated at. 93% of applicants received offers for their first preference school and more than 98% of applicants received an offer for one of their top three preferred schools.

This year, parents and carers will also need to consider the changes to Suffolk's School Travel Policy, which were agreed by Suffolk County Council's Cabinet on 19 June 2018. The new policy will assess eligibility for funded school travel to the nearest suitable school with a place available. More information about the changes is available at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

Parents and carers should apply online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) as, that way, they will receive confirmation that their application has been received. If for any reason parents and carers are unable to apply online, they should apply on a paper CAF1 application form. Suffolk County Council is unable to acknowledge receipt of paper applications and therefore suggest that proof of posting is obtained.

A completed application must be submitted for every child wanting a secondary school place or a primary school place from September 2019. If parents and carers are planning to move house, or think their circumstances may change before September, it is still important to make an application on time. Advice and guidance about this process is available at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

Those who apply online will be able to log on to the Online Service on the National Offer Day, Friday 1 March 2019 for secondary school places and Tuesday 16 April for primary school places, to see their offer of a school place. They will receive an email to confirm this offer on the same day. Offer letters will be sent by second class post to applicants, who made a paper application.

Information to help parents and carers make their application is available at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

## **Search on to find Suffolk's most active communities**

On 12 September, Suffolk County Council and Suffolk Association of Local Councils launched their annual search to find the most active town and villages in Suffolk.

The idea behind the competition, now in its fifth year, is to recognise and celebrate the hard work that communities across Suffolk, both large and small, do to encourage their residents to be active.

It seeks to find the most active town, most active large village (population of more than 1,000) and most active small village (population of less than 1,000).

Besides the honour of being named as the most active town or village in Suffolk the winner from each category will receive an engraved brass plaque as a permanent recognition of their achievement.

In 2017 the award winners were Mendham and Withersdale Street, (who triumphed for the second year running) Shotley, Stradbroke and Kesgrave.

Entry forms for this year's competition can be downloaded from [www.mostactivecounty.com](http://www.mostactivecounty.com). The closing date for entries is Wednesday 17th October 2018.

Shortlisted communities from each category will be invited to the SALC AGM on the 6th November 2018 where the winners and runners up will be announced.

## **New approach agreed for the development of specialist education placements in Suffolk**

On 11 September, Suffolk County Council's Cabinet agreed a recommendation to introduce a new approach to the development of specialist education placements for children and young people.

The need will be met in Suffolk by developing a combination of new specialist support centres and new special schools, using independent placements from private providers for only a small number of very specialist needs.

A policy development panel will be established immediately to realise these local education places as swiftly as possible.

The demand for specialist education places in Suffolk is rising rapidly due to the county's population growth, advances in medicine and increasing complexity of special educational needs. The challenges Suffolk is facing mirror the national picture.

Work has already taken place in the county to deal with the increase in demand for specialist education places.

A new special school in Lowestoft opened in September 2017 and following Department for Education approval another special school will open in Ipswich in 2020.

Several of the county's existing special schools have expanded and a new campus with additional space for Riverwalk School in Bury St Edmunds opened this September.

Work has also taken place to establish a number of additional specialist small groups for specific local needs.

## **New support for those bereaved by suicide**

On 10 September 2018, Suffolk's suicide prevention steering group announced it will be launching a new service to support individuals, families and others bereaved by suicide.

The 12-month pilot service will be joint funded by Suffolk County Council (SCC) Public Health and Ipswich & East Suffolk and West Suffolk Clinical Commissioning Groups (CCGs). The total funding for the service is £30,000, with Suffolk County Council providing £22,000 and CCGs funding £8,000.

The service will be operated by Listening Ear. They will work in close partnership with the police, coroner service and other partners to offer support following notification of a suspected suicide, including one-to-one individual support, practical help and signposting to local services that can help.

When the new service launches, it will be widely advertised in Suffolk with options for self-referral and referral by professionals.

Suffolk's suicide prevention strategy was launched in October 2016 with the aim of reducing the number of suicides in Suffolk by 10% by 2021 which, in Suffolk, would equate to six

deaths a year. Since then, more than 400 people in Suffolk have been trained to prevent suicide and 150 have become “Suffolk Life Savers” as part of a far-reaching campaign to reduce the number of people in the county who take their own lives.

The suicide prevention partnership comprises health and wellbeing partners including Suffolk County Council Public Health, police, coroner, Clinical Commissioning Groups, Samaritans, Suffolk Mind, Healthwatch Suffolk and others.

## **Decades of service and bravery recognised across Suffolk’s fire service**

On 5 September, firefighters, staff and members of the public were honoured for their bravery and commitment at the annual Suffolk Fire and Rescue Service awards. This year has been exceptionally busy for the Fire Service, mainly due to the long, hot summer which has contributed to so many field fires.

41 certificates of merit and awards for good conduct and service were presented, including Special Certificates of Long Service to staff who have each given over 40 years of duty.

Peter Banthorpe, a member of the public, was recognised for his quick-thinking and life-saving actions during a kitchen fire in an Ipswich house. His selfless bravery not only saved the occupant but also significantly reduced fire damage to the property.

The Volunteer of the Year award was presented to John Sones, who is a Community Fire Volunteer. John has been supporting events, carrying out community safety work across Suffolk, making homes visits to install smoke alarms and advising people how to keep their property safe.

Ruth Elliott and Charlotte Godfrey received Recruit of the Year awards, for achieving exceptionally high marks in courses and exams, and for inspiring others. The Alan Soards Award for Best Fire Station went to Wickhambrook, which celebrated its 50th anniversary this year.

## The 2018 Suffolk Care Home Olympics coming soon

The 3rd annual Suffolk Care Home Olympics starts in October 2018.

The purpose of the competition is to give care home residents a fun and enjoyable experience of sport whilst also highlighting the importance of physical activity within social care settings.

Residents of Childwick House in Newmarket are set to defend their crown, in what is expected to be a hotly contested competition.

Organisers, Elatus Sports and Suffolk County Council, are expecting around 40 care homes to take part.

Last year 300 residents, up to the age of 102 years, in 29 care settings across Suffolk competed in 3 sports (Boccia, fishing and curling) over the autumn and winter months.

Older adults who participate in any amount of physical activity gain some health benefits, including maintaining good physical and cognitive function. Some physical activity is better than none, and more physical activity provides greater health benefits.

With Suffolk's older population expected to rise significantly over the next 20 years or so, initiatives like this are really important to our ambition of becoming the Most Active County in England.

## Upcoming We Are Listening events

Suffolk residents are invited to come along and chat with the Leader of the Council, other county councillors and senior managers about their concerns and ideas for the county of Suffolk. The following We Are Listening events are scheduled for the remainder of 2018:

- **Haverhill:** Friday 12 October
- **Ipswich:** Thursday 25 October