

Draft until signed

**Minutes of Battsford Parish Council Meeting
Tuesday 16th May 2017 at 7.30pm, Battsford Village Hall, Straight Road, Battsford**

Present: C Knock (Chairman), B Rhodes (Vice Chairman), C Skinner (Councillor), N Cleaver (Councillor), P Aspinall (Councillor)

Attending: Cllr D Whybrow (District Councillor), Cllr A Whybrow (County Councillor), S Meech (Clerk), J Budd (Public), P Knock (Public), A Burgoyne (Public)

1. Election of Chairman and Declaration of Office as Chairman

Cllr A Whybrow asks Battsford Parish Council for nominations for Chairman. Cllr Rhodes proposed Cllr Knock, this was seconded by Cllr Skinner. Cllr Knock confirmed that he was willing to stand for chairman. The parish councillors all voted and there was a unanimous vote for Cllr Knock to remain as chairman. Cllr Knock signs the Declaration of Office with clerk signing as the Proper Officer of Battsford Parish Council. There were no other nominations.

2. Election of Vice-Chair

Cllr Knock (Chairman) asks for nominations for vice-chairman. Cllr Cleaver propose Cllr Rhodes, this was seconded by Cllr Skinner. Cllr Rhodes confirmed that he is willing to stand for vice-chairman. The parish councillors all voted and there was a unanimous vote for Cllr Rhodes to remain as vice-chairman. There were no other nominations.

3. Declaration of Office – Vice-Chair and the Officers of the Parish Council

This item was included in error. Clerk confirmed with SALC that a new declaration of office is not require by the Vice Chairman or Councillors.

4. Return of electoral expenses

There has been no election so no expenses to be submitted.

5. Apologises for absence

Cllr Nicholas and Cllr Zethraeus

6. Declarations of Interest

Cllr Cleaver has a declaration of interest in item 13 a) i) – Planning application for Paddock Cottage. Cllr Cleaver signs and dates the declaration of interest book.

7. Public forum

A member of the public queries as to whether any progress has been made relating to the knocked down and missing village sign raised as a point on previous agendas. Cllr A Whybrow has advised that she will investigate this further.

Action – Clerk to email Cllr A Whybrow with all details relating to the signs

8. Minutes of meeting held on Tuesday 4th April 2017

The minutes are signed and dated by Cllr Knock (Chairman) as a true and accurate copy of the meeting.

9. Matters arising from minutes

Cllr D Whybrow advises that he had a different action than the one mentioned in Item 17 of the minutes and his action is to contact the officer for neighbourhood planning which he has in his diary for the 12th June 2017, Cllr Knock advises that he would also like to attend this discussion.

10. County Councillors Report

Cllr A Whybrow introduces herself and advises Battsford Parish Council that she has taken over the role of County Councillor as Cllr Truelove has now retired. As Cllr A Whybrow has just started in the role there is no monthly report as yet, she will advise the council of her email address when it is set up.

11. District Councillors Report

See Appendix 1

Cllr D Whybrow is happy to email an update on the current situation at Wonderleir. Cllr Cleaver highlights how there has been a reduction in the amount of birds being kept at the property but in order to judge whether there is any improvement to the noise nuisance residents previously affected by this should be contacted, this has been an ongoing issue for many years and has even created a resident to relocate to another village. Cllr Knock queries whether Wonderleir could be placed at a full council meeting for discussion, Cllr D Whybrow advises that he will discuss this with the monitoring officer at MSDC.

12. Parish Council Chairman's Report

Cllr Knock advises that he has nothing further to discuss than is included in the agenda.

13. Planning

a. Applications received for consideration

- i. 1341/17 - 1 Lionfield Cottage, Straight Road, Battsford IP14 2HD - To re-render external walls, move front door, add front porch, change two doors into windows & change window openings – All councillors are in support of this application. **Action** – Clerk to advise MSDC of the council's decision.
- ii. 1484/17 - Paddock Cottage, Mill Road, Battsford IP14 2LL - Erection of two storey rear extension. All councillors are happy for Cllr Cleaver to stay in the room for the discussion for this item. All councillors are in support of this application. **Action** – Clerk to advise MSDC of the council's decision.

1471/17 - 6 Church Road Battsford IP14 2HQ - Erection of a garden shed – This planning application was sent to the clerk after the agenda had been produced. All councillors agree that they do not feel an extraordinary meeting is required as it is a unanimous decision for no comment to be made. **Action** – Clerk to advise MSDC of no comment decision.

8:23pm – Cllr Whybrow leaves the meeting

b. Decisions received from MSDC

- i. 1528/17 - Sunday School Cottage, Church Road, Battsford IP14 2HE - Non material amendment sought following grant of planning permission 0613/17 (Erection of a summerhouse) for a change of roofing materials – Permission granted
- ii. 0613/17 - Sunday School Cottage, Church Road, Battsford, IP14 2HE - Erection of a Summerhouse – Permission granted

- iii. 0590/17 - Welhams Meadow, Church Road, Battsford, IP14 2HF - Use of land for the siting of four holiday caravans with associated caretakers office and store room with WC facilities for member of the angling club. Installation of new septic tank – Permission granted

14. Finance

- a. **Accounts review to date** - Community account balance as of 14th April 2017 is £17,242.57 and Business Premium Account balance is unchanged at £2,358.62.
- b. **Payments received**
 - i. MSDC – Precept - £5,362.50
 - ii. Full burial fee – T/L Maggie Brundish - £115.50
 - iii. Full burial fee – T/L Brian Gibbons - £115.50
 - iv. Outstanding burial fee – T/L Janet Jensen - £24.75
 - v. Outstanding burial fee – T/L Hugh Hayward - £49.50
- c. **Payments to hand**
 - i. S Meech – Overtime and Expenses - £132.92- All councillors agree payment – Cheque Number 100914 written and signed by Cllr Knock and Cllr Rhodes
 - ii. HMRC – Clerks Tax – £21.80 - All councillors agree payment – Cheque Number 100915 written and signed by Cllr Knock and Cllr Rhodes
 - iii. SALC – Annual Subscription NALC included - £243.48 - All councillors agree payment – Cheque Number 100916 written and signed by Cllr Knock and Cllr Rhodes
 - iv. Suffolkbiz – Suffolk Cloud Website Support and hosting 17/18 - £100.00 - All councillors agree payment – Cheque Number 100917 written and signed by Cllr Knock and Cllr Rhodes
 - v. The Four Parishes Magazine – Donation - £30.00 - All councillors agree payment – Cheque Number 100918 written and signed by Cllr Knock and Cllr Rhodes

15. Annual return approval and audit 16/17

Annual return, supporting statement and receipts and payment summary for 16/17 reviewed by all councillors and final figures on annual return approved by all councillors. Clerk and Cllr Knock as chairman sign and date the annual return and supporting documents.

16. BVHMC – grant request – floor replacement

A letter was received from Battsford Village Hall Management Committee (BVHMC) in April 2017 requesting a donation from Battsford Parish Council towards the cost of replacing the village hall floor. This letter is read out to Battsford Parish Council together with the annual report which states that The Biffa Award that was originally applied for has been unsuccessful and they plan to seek further grant funding.

It is a unanimous decision by all councillors that a donation of £1,000.00 should be made to BVHMC to contribute to the floor being replaced at the Community Centre. Battsford Parish Council have the power and duty to provide and equip buildings for use of clubs having athletic, social or educational objectives (Local Government (Miscellaneous Provisions) Act 1976 s.19). Battsford Parish Council also have the power and duty to acquire, provide and furnish community buildings for public meetings and assemblies (Local Government Act 1972, s.133), Battsford Parish Council hire the hall in order to hold their parish council meetings. **Action** – Clerk to add donation to the payments to hand for the next agenda

17. Neighbourhood Watch

This item is to be moved to the next agenda when Cllr Zethraeus is in attendance

18. Village green – moles

Clerk advises Battsiford Parish Council that she has spoken with Command Pest Control and they have confirmed that they have now finished controlling the moles at the village green and have retrieved all traps and will send an invoice for £75.00 plus VAT for payment at our next parish council meeting.

19. Village green – rubbish, gate, tyres

It is advised that the redundant tyres that were causing an issue at the village green have now been removed. Clerk has forwarded an email from Glasdon with prices for a new refuse bin for the village green and these are discussed by the councillors. Cllr A Whybrow suggests that before a bin is purchased that the clerk contacts both Stowmarket and Needham Market Town Councils to see if they have any spare bins in their stores to purchase. All councillors agree that if no spares are available from any local councils then the Topsy Royale Litter Bin is to be purchased from Glasdon for £156.91 not including VAT. Battsiford Parish Council has the power and duty for the provision of bins under the Litter Act 1983, ss.5,6.

Action – Clerk to contact David Blackburn – Town Clerk for Stowmarket Town Council and Kevin Hunter – Town Clerk for Needham Market to ask if they have any spare bins for purchase in their stores.

20. Play Area

Battsiford Parish Council would like someone from the play area group to attend the next parish council meeting to clarify some information with the council such as whether they are a working party or would like to be set up as a committee linked to the council and are they able to make grant applications without the parish councils assistance? Battsiford Parish Council would also like to see minutes of meetings that are held.

J Budd queries when a working party is to be arranged for the new slide to be put in, the bench to be moved as previously agreed and the additional bench that was due to be donated erected.

Action – Clerk to email the play area group to invite a representative to attend the next parish council meeting and also query a date for a working party.

Action – Clerk to send a letter to the parishioners whom donated the monies specifically for the installation of the slide at the village green to advise that we are still awaiting the slide to be fitted.

21. The Great Get Together in aid of Jo Cox Foundation – SALC email – 17th/18th June

This email was circulated and unfortunately no events have been arranged for these dates and it is now too late logistically to arrange anything.

22. Neighbourhood watch

This item was put on the agenda twice in error.

23. Defibrillators

As the two additional defibrillators have now been installed and are up and running it is requested that another defibrillator training seminar is held one evening at the end of July around 6pm.

Action – Clerk to contact Community Heartbeat Trust for some dates towards the end of July for more defibrillator training

24. Suffolk Accident Rescue Service – Donation Request

This donation request is circulated among the councillors and it is agreed that a donation cannot be made at present but requested that the clerk advises Suffolk Accident Rescue Service to re-apply in September.

25. Better Broadband

Ben Skinner has advised Cllr Knock that the green cabinets have now been fitted in the village meaning infrastructure and wires are in place and residents can now book installation with BT.

26. Speeding

Cllr A Whybrow advises that 6 years ago a Speed Indicator Device was purchased by Suffolk County Council to be circulated around the Mid Suffolk area.

Action – Cllr A Whybrow to make enquiries as to the location of the speeding device as she is unsure why it is not within the Bosmere division.

Cllr Aspinall advises Battisford Parish Council that near to her home at the end of Hascot Hill there have been numerous road accidents and in the last 10 years four have been quite serious. Cllr Aspinall queries if there is any way that the speed limit can be changed and whether a traffic survey could be carried out to see how many vehicles are speeding and at what speed. Cllr Skinner advises that around three years ago there was a review in speeding in the village, however, nothing further happened.

Action – Clerk to email Phillip Wright to advise of concerns and ask for a traffic survey to be carried out and also ask whether an uneven surface sign or sharp bend sign could be erected.

27. Homeless appeal project

Cllr Cleaver advises Battisford Parish Council that further to her original request for a collection of clothing for this project the response from the parish was overwhelming. Cllr Cleaver has had regular contact with local charities, one of which has a GP whom volunteers his time to check basic health and hygiene and providing advice and treatment, he said that most of the medical issues he deals with could be prevented if there was access to basic toiletry and sanitary products. Cllr Cleaver would like to apply to the Tesco Bags of Help Scheme to start a project to provide survival kits for homeless people containing items such as toothbrushes, toothpaste and sanitary products and asks Battisford Parish Council if they are happy to support this application. There is a unanimous decision from all councillors to support this project and the application for grant funding.

28. East Anglian Air Ambulance clothing bank

This email correspondence was forwarded to all councillors and they were all in favour of a clothing bank being located in the parish, clerk emailed BVHMC to see if they would be happy for the clothing bank to be located in the village hall car park, however, nothing has been received back from them.

Action – Clerk to chase BVHMC for decision on location of clothing bank in village hall car park.

29. Housing Needs

This was discussed under Item 9

30. Correspondence

All circulated via email

31. **Any business for inclusion at the next meeting**
 - Burial fee update
32. **Date and time of next meeting – Tuesday 27th June 2017 at 7.30pm**

Meeting closed at 9:22pm

DRAFT

Appendix 1



Councillor David Whybrow (Conservative)

Mid Suffolk District Council Member for Ringshall Ward

Report to Battsford Parish Council

Annual Parish Council Meeting on Tuesday 16th May 2017

Planning (since 4th April 2017 to date of report)

1.1 Validated (awaiting Decision) -

1.1.1 Paddock Cottage, Mill Road, Battsford IP14 2LL

Reference 1484/17

Erection of two storey extension

Validated 14 Apr 17

Consultation Expiry 08 May 17

Target Determination 09 Jun 17

1.1.2 1 Lionfield Cottage, Straight Road, Battsford IP14 2HD

Reference 1341/17

To re-render external walls, move front door, add front porch, change two doors into window openings Validated 05 May 17

Consultation Expiry 31 May 17

Target Determination 30 Jun 17

1.1.2 6 Church Road, Battsford IP14 2HQ

Reference 1471/17

Erection of a garden shed

Validated 12 May 17

Consultation Expiry 02 Jun 17

Target Determination 07 Jul 17

1.1.3 The Oldings, Hascot Hill, Battsford IP14 2HL

Reference 1186/17

Erection of wooden cabin on concrete base

Validated 25 Mar 17

Consultation Expiry 25 Apr 17

Target Determination 20 May 17

1.2 Decisions –

1.2.1 Sunday School Cottage, Church Road, Battisford IP14 2HE

Reference 0613/17

Erection of a Summerhouse

Validated 06 Mar 17

Consultation Expiry 06 Apr 17

Target Determination 01 May 17

Decision Date 28 April 17

Decision – Grant

1.2.2 Welhams Meadow, Church Road, Battisford IP14 2HF

Reference 0590/17

Use of land for stationing of four holiday caravans with associated caretakers office and store room with WC facilities for members of the angling club.

Installation of a septic tank.

Validated 08 Mar 17

Consultation Expiry 12 Apr 17

Target Determination 03 May 17

Decision Date 03 May 17

Decision - Grant

1.3 Permitted Developments –

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

1.4 Other Planning matters –

1.4.1 Wonderlier Farm, Straight Road, Battisford

A precis of commentary provided at the last meeting -

The compliance period in the Enforcement Notice expired on 14

March. Mr Hammond has not complied with the requirements of the Notice – The Council needs to consider their position and determine how to go forward. The available options include: a) prosecution for non-compliance with the Notice, b) variation of the Notice to allow additional time to remove the birds (either by sales or movement to alternative premises), c) seek an injunction, or d) do nothing. A decision needs to be made as to

whether the prosecution of Mr Hammond, an elderly resident, in his eighties, for keeping birds at the property in contravention of an enforcement notice is the most appropriate way forward at this stage. The emerging view is that the Council would get little sympathy from the courts, especially when what Mr Hammond is doing is essentially rare species conservation. For similar reasons, it is also considered that seeking a court order by way of an injunction is also inappropriate. Clearly, it is not acceptable for the Council to do nothing. The most likely next step will be to consider a variation of the Notice to allow more time for compliance. Legal opinion is currently being sought to better understand the options.

Comments from Parish Councillors were clear in their direction including advice that new residents to the parish had to change which side of the house their bedroom was on due to the noise. They were also unable to open windows in warm weather due to the noise. This represents a clear loss of residential amenity.

The collective opinion of Battisford Parish Council is that everything that has been raised previously is still relevant, and unacceptable, and that it is felt that extending the notice is not acceptable and enforcement is required. A further request was made to confirm exact details of what reduction has occurred in number by species and how many birds there now are. I have provided this feedback to the Enforcement team and await a further update.

2.0 Mid Suffolk adopts the Leader-Cabinet model of governance

Mid Suffolk Members recently adopted a Leader-Cabinet Model of Governance. Under the revised constitution the Leader of the Council, elected by all Members, will appoint members of the Cabinet to carry out the executive function of the council. The Leader will also assign portfolios to some Cabinet Members as appropriate. This is the same model that is adopted across all the other Councils in Suffolk.

The new Cabinet Model will replace the existing Strategy Committee and Portfolio Holder model, streamlining the executive function's decision-making process. This will both strengthen the governance of the council and provide greater clarity and accountability for officers working to direction from Members. Under this model a Forward Plan of Cabinet business will be published at least 28 days in advance of Cabinet meetings.

Cabinet Members will be appointed at the Annual Council Meetings of the council in May.

3.0 Councils' public access strategy takes off with new website and phone number

Mid Suffolk District Council has launched its new website and phone number, delivering new, easier ways for residents to access Council Services.

Following councillors voting to adopt a new Public Access Strategy last September the new website, accessible across any device, and new phone number – 0300 123 4000 – will help residents access council information and services quickly and easily, wherever they are.

To ensure easy access for both new residents and long term users, the new website is available at: <http://www.midsuffolk.gov.uk/>

Among the new features of the website, users will notice:

- A clearer, cleaner layout
- Easier, quicker ways to find what they're looking for
- Technology that works on PCs, tablets and mobile phones
- More ways to pay online for our services

Users can also provide feedback on the new website design, via a "Website Feedback" button in the top right corner of each page, or via: <http://www.midsuffolk.gov.uk/>

The new website is the cornerstone of the councils' public access strategy, helping the councils become digital by design, allowing residents to access all council services directly from their own devices. Mid Suffolk will continue to add further developments and improvements to the website, including user feedback, to ensure a smooth and useful experience for all website users.

For residents following up specific cases, the councils' new phone number enables callers to access all council services by telephone via a single number on: 0300 123 4000

Whatever council service residents need to contact, from planning to waste services, this new number will ensure they can do so without having to trawl through several different numbers to find the appropriate line.

Residents will be able to access all council services via this number between 8.30am and 5pm on weekdays, and will be directed to the appropriate out of hours contact when dialling the number at other times.

The councils' Public Access Strategy covers a wide range of ways in which residents interact with the councils, and the new website and phone number form just a part of the work being undertaken to make accessing council services as easy as possible.

4.0 Mid Suffolk secures funding from government to help fund Community Led Housing

Mid Suffolk District Councils has secured £225,476 in grants to help local communities deliver housing in their area. The funding was secured from the Department for Communities and Local Government (DCLG). In addition, a further £15,000 has been secured from the DCLG's Custom Build Programme. Both funding streams are part of the government's national £3bn home building fund announced in the Autumn Statement last year.

This funding will help communities build the capacity to identify housing need and housing potential in their area and bring community led developments forward. As the first instalment of a five-year funding programme from the DCLG, this capacity will allow community led developments to be identified and developed with additional funding over the next four years.

The Council is currently looking at ways to best use the funding to empower communities to build this capacity. With a growing and aging population, our housing needs are changing. This funding will help communities to identify potential housing in their area, putting more power in the hands of the people who know their towns and villages best.

The council will work closely with community-led housing groups and other stakeholders – such as the Community Land Trusts network and the Home and Communities Agency – to put the right tools in place to ensure efficient delivery of new houses over the coming years.

The Lavenham Community Land Trust is an example of one of these groups in action, who have obtained planning permission for a new housing scheme in Harwood Place, Lavenham with Partners Hastoe Housing Association. This new funding will allow other communities across the District to follow this example and bring forward housing in their areas.

There will be discussions regarding how to most effectively utilise this new funding with town and parish councils over the coming months.

5.0 New computer system for Planning

From 5pm 11th May the start of the new planning software installation began. To do this and migrate the existing data across to the new system it is necessary to 'freeze' the existing software. This work is interrupting normal business activity, such as consultations and publicity. It is anticipated that this will be done within three weeks along with testing and for the new system to be set up for launch on the 1st June.

The online planning system can still be used during this time, but at different times during this process some services will be suspended which will create some disruption. Extensions to consultation periods are being made to cover any difficulties.

History searches and copy document services will be suspended during this time. The Duty pre-application service will regrettably be reduced during this period as access to records will be limited. The free call back service is also affected and call backs are suspended from 5th May until the 19th May to ensure officers can work on applications and reduce the amount of disruption.

It is hoped this temporary disruption will not cause too many problems and the orderly progress of planning activity is not too adversely compromised. If you have any problems at all, please contact the Council on Tel 0300 1234000. For response enquiries and responses to applications if online services are not available please email planning@baberghmidsuffolk.gov.uk

We look forward to using the new system that will improve the service in the future – “short-term pain for long-term gain”.

6.0 Town & Parish Liaison Meetings Postponed to late June 2017

Following the announcement of the General Election the planned parish liaison meetings have been postponed from May to June. These meetings will now take place on 27th & 29th June. The venues remain unchanged although the timetable is slightly different. Parish Clerks have been advised.

7.0 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. I am yet to contact the residents concerned regarding whether the 2017/18 billing is still in error.

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.

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