

Draft until signed

**Minutes of Battisford Parish Council Meeting
Tuesday 3rd July 2018 at 7.00pm, Battisford Village Hall, Straight Road, Battisford**

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

Attending: S Meech (SM) (Clerk), J Budd (JB) (Public), 8 members of the public

1. Apologies for absence

None received

2. Declarations of Interest

CS and PA declared an interest for Point 7 a) i)

3. Public forum

No items discussed under this item.

4. Minutes of meeting held on Tuesday 22nd May 2018

The minutes were signed 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

No reports received.

7. Planning

a. Applications received for consideration

- i. DC/18/02397 – Holly Farm, Deadmans Lane, IP14 2RP – Outline planning permission for the erection of 5 dwellings and access** – CK explained to everyone attending that this is for outline planning permission and not full planning and Battisford Parish Council (BPC) requested that the public advise which aspects of the application that they object to.

5 households were in attendance and 14 objections letters were received prior to the meeting with the following concerns:

- **Sustainability and infrastructure** – The application proposal does not satisfy the three roles of sustainability as defined in the National Planning Policy Framework (NPPF). Battisford is a rural Hinterland village with no infrastructure and very limited amenities. There is no access to local services - the bus has an extremely limited service, cars are the main mode of transport, the post office referred to at RAF Wattisham has closed, and Battisford does not have a primary school or doctors surgery. Battisford also has a lack of local employment opportunities.
- **Access concerns** – The proposed development is in a location with limited road frontage and lack of footpaths. The new access road shown in the application onto Straight Road would be a significant and dangerous safety risk to users of Deadman's Lane and this part of the Straight Road as well as for those exiting the new access road. The supporting statement advises that the Straight Road/Deadman's Lane junction is 'extremely good' and this is definitely not the case as it is a deceptively difficult junction for residents with poor visibility. Linked to this the consultee letter response from highways regarding the plan of highway access had points of concern and suggested refusal of planning permission until their points of concern are addressed.

- **Safety** – In order to access the limited number of local amenities such as the preschool/village hall, defibrillators and pub within the village access is dangerous due to a lack of footpaths.
- **Drainage** – Within the part of the village that the proposal has been made there is no mains drainage and septic tanks are currently used, waste for an additional 5 houses could be difficult. Ditches are still required for the sewage treatment plant proposed which could potentially result in a flooding issue.
- **Habitat loss** – The area for development is currently planted with a mix of hedgerow, mature trees, shrubs and grasses not a ‘paddock’ as stated in the supporting statement, the application does not contribute to protecting and enhancing the natural environment by removing these and erecting 5 new buildings.
- **Loss of amenity** – This is an issue for direct neighbours and residential properties of the parish resulting in loss of privacy, light, view and increased noise and light pollution.
- **Overdevelopment** – By building five houses within the small plot of a Grade II listed building the development would change the street scene creating a huge 50% increase of houses within a current area of low density housing.

There was a unanimous decision by BPC to strongly oppose the Holly Farm application for the above reasons and to also highlight that a housing needs survey was carried out by Battisford Parish Council at the end of 2016 and the results highlighted a need for small affordable housing and retirement houses/bungalows. These plans do not appear to show this type of housing.

Action – Clerk to email a letter of objection to MSDC for the above reasons and to include all objection letters received from residents of the parish. Copy also to be sent to Cllr D Whybrow.

- ii. **DC/18/02752 & DC/18/02751 – Old Stoke Farmhouse, Straight Road, IP14 2NB – Listed building consent for repairs and alterations** – BPC had no objections to this application.

b. Decisions received from MSDC

- i. **DC/18/01110 – Wonderleir/Haven Barns, Straight Road, IP14 2HD – Change of use of agricultural building class B1/B8 – Granted**

8. Finance

- a. **Accounts review to date** – The current account balance as of 14th June 2018 was £18,270.16 and the savings account £2,361.39. The original statements were checked and signed by CN and PA.

b. Payments received

- i. **Memorial Fee – T/L Captain Hurst - £53.50**
- ii. **Memorial Fee – T/L Hugh Hayward (o/s double fees) - £49.50**

c. Payments to hand

- i. **Command Pest Control Ltd – Mole Removal at Village Green - £134.40 (This was paid retrospectively at the meeting of 22/05/18 under cheque no 100960). *Public Health Act 1975, s.164.***
- ii. **S Meech – Clerks Overtime and Expenses - £122.24** - Payment agreed by all councillors. Cheque Number 100962 signed and dated by CK and BR. *Local Government Act 1972 s.112.*
- iii. **D Windle – Grass Cutting Village Green - £350.00 & Cemetery grass cutting and maintenance - £528.50 – Total £878.50.** Payment agreed by all councillors. Cheque Number 100963 signed and dated by CK and BR. *Public Health Act 1875, S.164, Open Spaces Act 1906, ss.9-10, 12 & 15.*
- iv. **SALC – Internal Audit - £220.80 (this was received after the agenda was produced).** Even though this was not on the agenda all councillors agree to payment as the next parish council meeting is not until September. Payment agreed by all councillors. Cheque Number 100964 signed and dated by CK and BR. *Local Audit (Smaller Authorities) Regulations 2015.*

9. Amended standing order for clerk's salary with SCP increase for 1st April 2018

It was agreed by BPC that they are happy for clerk to move from SCP 20 to 21 – hourly rate changing from £10.099 per hour to £10.676 per hour.

10. Clerk's amendment to contract re: standing order payment

SM highlighted that her employment contract still shows payment to be made by cheque and not standing order. SM provided CK with a sample employment contract from SALC. **Action** – CK to review clerks employment contract and advise of any changes required.

11. Appraisal including training and progression

It was agreed by BPC that the clerk should receive an appraisal and discuss training and progression with the Chairman and Vice-Chairman prior to the next parish council meeting in September.

12. Village Green/Play Area – including horse muck

Further to an email received from a concerned resident regarding horse muck in the village green near the play area, which he had to clear up, there have been no more horses seen walking through the village green. BPC will be observant to this issue and erect signage if required, they will also write to the person involved if seen again. NC had also received an email from a local resident on Mill Road advising of a dog waste issue from an early morning dog walker. **Action** – Clerk to send a letter on behalf of BPC to advise the dog walker that a complaint has been received that dog waste is not being picked up.

CK advised BPC that after a meeting at the park the location of the mound slide has been agreed. CS advised that if a drainage company is able to provide him with pipe for the mound he can arrange for it to be dug out. CK proposes that CS arranges for the mound to be dug, NC seconded and all councillors agreed for works to be carried out.

13. Defib ongoing costs – Cllr Nicholas email

CN advised BPC that the only ongoing costs required will be for batteries and pads and it is felt that these could be purchased when needed rather than paying a monthly subscription fee for these items.

14. SID – submission of location forms

NC is awaiting images from CS as to the SID locations and as soon as she has received these she will send the forms over to highways. **Action** – Clerk to forward over the highways email with the link for submission.

15. Hall hire – no changes to cost

Clerk received an email from BVHMC to advise that they would not be increasing charges for hall hire for 2018/19.

16. BVHMC – grant letter email

BVHMC have contacted BPC to request a letter of support for their grant application to Awards for All in order to replace the floor at the village hall. All councillors agreed to provide a letter and advised to include that the village hall is a real asset to the village that is frequently used.

17. Asset Register

SM asked for SALC's advice regarding the depreciation of assets and them being listed on the asset register. They confirmed that advice gained from the Governance and Accountability Guide for Local Councils (2014) is 'Commercial concepts of depreciation, impairment adjustments, etc. are not appropriate for local councils. For reporting purposes therefore, the 'book' value of fixed assets will stay constant throughout their life until disposal.' Therefore, BPC agreed no changes are to be made to the asset register.

18. Meeting Dates up to May 2019

SM circulated meeting dates up to May 2019, all councillors agreed to the dates. **Action** – Clerk to send dates to Sally Winter of BVHMC to book the dates into the diary.

19. Women on Wheels – Refreshment Stop at BDCC

NC advised that all is in place for the Women on Wheels to stop at Battsford and District Cricket Club on Sunday 8th July 2018, this has been confirmed directly with them.

20. Correspondence

All circulated by SM via email.

21. Any other business for inclusion at the next meeting

No specific items

22. Date and time of next meeting – Tuesday 4th September 2018 at 7pm

Meeting closed at 8.35pm

DRAFT