

Ref



# BATTISFORD PARISH COUNCIL

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<http://www.battisfordpc.org.uk>

## MINUTES OF THE BATTISFORD PARISH COUNCIL MEETING HELD ON TUESDAY 21<sup>st</sup> JANUARY 2020

Present: Cllr N Cleaver (Chairman); Cllr P Lambotte; Cllr C Nicholas; Cllr S Zethraeus; Cllr J Pope

In attendance: D/Cllr D Pratt; N. Glading, Parish clerk, and five members of the public

2020/174	<b><u>RECORDING OF MEETING</u></b> a) None	
2020/175	<b><u>APOLOGIES FOR ABSENCE</u></b> a) Apologies were received from Cllr D Wicking and C/Cllr K Oakes b) Councillors consented to accept the apologies received	
2020/176	<b><u>ELECTION OF VICE CHAIRMAN</u></b> a) The election of the Battisford Parish Council Vice Chairman was <b>DEFERRED</b> until the February meeting	
2020/177	<b><u>DECLARATIONS OF INTEREST</u></b> None	
2020/178	<b><u>PUBLIC PARTICIPATION</u></b>  The councillors heard a presentation by Georgina Knock and Phillip Branton (planning consultant) about MSDC planning ref DC/18/05128 (prior approval for five dwellings in the redundant buildings at Manor Farm on 19 February 2019). Updated plans for the site were shown and Ms Knock and Mr Branton were keen to get feedback from the councillors. The new plan is thought to be more in keeping with the heritage of the development and has less of an industrial feel. It is envisaged that there will be 7 residential and two commercial units. Solar panels will be used, and there will be electric car charging points. The windmill is to be taken down and moved further to the North. Councillors commented that this was a significant improvement on the former development, which had been supported by BPC. The Council look forward to receiving the revised plans.	
2020/179	<b><u>UPDATES FROM COUNTY and DISTRICT COUNCILLORS</u></b>  a) Update from County Councillor K. Oakes was <b>NOTED</b> see Appendix 1. C/Cllr Oakes had emailed to confirm that she has reported the issue regarding the non-clearing of the gullies with Highways and is awaiting a response. Several other parishes have reported the same problem, so she is wondering if it is a cost issue. b) Update from District Councillor Dr D. Pratt was <b>NOTED</b> see Appendix 2. D/Cllr Pratt confirmed that Locality Budget funding closes 31 <sup>st</sup> Jan 2020, £1,000 has been granted towards the Punchbowl Inn storage shed, and he has also granted £500 to the Cricket Club for upgrades. He has met with Mr and Ms Knock and agrees that the new plans are a lovely idea.	
2020/179	<b><u>MINUTES OF THE PARISH COUNCIL MEETING held on 10<sup>th</sup> DECEMBER 2019</u></b>	

not

	<p>a) The minutes of the Parish Council meeting held on 10<sup>th</sup> December 2019 were unanimously <b>APPROVED</b> and the Chairman authorised to sign the same, with the following amendment: Minute159. a) Cllr Nicholas drafted the reports and then the Chair signed</p>	
2020/180	<p><b><u>VACANCY- CO-OPTION OF PARISH COUNCILLOR</u></b></p> <p>a) There were no applicants. The Chairman reported that she had spoken to two potential candidates, and asked councillors to think about residents that might be willing to become parish councillors.</p>	
2020/181	<p><b><u>MATTERS RELATING TO PLANNING APPLICATIONS FOR BATTISFORD</u></b></p> <p>a) The application <b>DC/19/05673</b> (Land to The South Of Straight Road, Battisford), (extension to response agreed with MSDC Planning as 22/01/2020) was discussed It was unanimously <b>AGREED to OBJECT</b> to the application, Chair to draft BPC reply</p> <p>b) The application <b>DC/19/05260</b> (2 Sandy Lane, Battisford, Stowmarket, Suffolk IP14 2HS) (extension to response agreed with MSDC Planning as 22/01/2020) was discussed. It was unanimously <b>AGREED to SUPPORT the application</b></p> <p>c) The dismissal of the appeal ref: APP/W3520/W/19/3236654 (Holly Farm, Deadmans Lane, Battisford, Suffolk IP14 2RP) was <b>NOTED</b></p> <p>d) The dismissal of the appeal ref: APP/W3520/W/19/3236366 (Land adjacent to Church Road, Battisford IP14 2HQ) was <b>NOTED</b></p>	<p>Chair</p> <p>Clerk</p>
2020/182	<p><b><u>PUNCH BOWL INN STORAGE FACILITY</u></b></p> <p>a) Cllr Lambotte will order the shed once a timetable of pulling down the old building, laying the base is known, delivery once ordered is 4 weeks. Clerk to write to Ms J Rainbird to clarify timeframes, giving contact details for Cllr Lambotte.</p>	Clerk
2020/183	<p><b><u>MATTERS RELATING TO DEFIBRILLATORS</u></b></p> <p>a) Cllr Nicholas gave an update on the defibrillators. The Cricket Club have filled in the veranda; hence the defibrillator is inaccessible and should be moved to the outside wall, housed in a cabinet. The apparatus is still showing a fault. Cllr Nicholas will deal with this. Cllr Cleaver confirmed that the Cricket Club refuse to pay any defibrillator maintenance costs. Clerk to ascertain when the next Cricket Club meeting will be held, to allow the members to nominate a representative to attend a parish council meeting.</p>	<p>Cllr Nicholas</p> <p>Clerk</p>
2020/184	<p><b><u>MATTERS RELATING TO CEMETERY</u></b></p> <p>a) `Betty Buckle` plaque: Cllr Pope has found a relative and she will draft a letter asking if the relative wishes to retain the plaque.</p> <p>b) The clerk had prepared a Report on Cemetery Fees in other parishes/ towns. This was discussed and the councillors are <b>MINDFUL to APPROVE</b> increased charges, clerk to summarise the suggested increases which will be discussed at the February meeting.</p>	<p>Cllr Pope</p> <p>Clerk</p>
2020/185	<p><b><u>BATTISFORD PARISH COUNCIL RESERVES POLICY</u></b></p> <p>a) The BPC Reserves Policy was unanimously <b>APPROVED</b></p>	

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2020/186	<p><b><u>CLERKS REPORT</u></b></p> <p>The clerk reported that</p> <ul style="list-style-type: none"> <li>a) No actions under delegated powers</li> <li>b) <u>Solar illuminated sign</u> and the level of brightness expectation- Studio designs had given the following information:          "Solar power lighting often causes a discussion because it is not as powerful as lighting that is mains powered, we mitigate this by using white LED's that give a much better brightness however even these are reliant on the amount of power available. All solar power units derive their energy from available daylight, and this is much reduced during winter months. This creates something of a conflict because it's during winter that they're most needed. The only option unfortunately is to increase the number of units and we would be happy to do so if you wish."          Councillors will monitor the situation and may consider illumination by mains supply.</li> <li>c) <u>PING Application</u>: the SCC representative had to cancel the meeting, which is now re-arranged for Friday 24<sup>th</sup> January.</li> <li>d) <u>Fete 2020 - Events cover policy</u>: clerk has provided the list of material facts required to the Fete Committee and the Committee will send BPC 2 quotations.</li> <li>e) <u>The BPC response to The Local Government Boundary Commission for England</u> consultation has been logged on the LGBC website as required. Appendix 3</li> <li>f) <u>Clerk confirmed the location of Tree Protection Orders</u> at Straight road. Appendix 4</li> <li>g) <u>Local Council Quality Awards</u> information had been sent to councillors and noted.</li> <li>h) <u>The Barclif deadline</u> is 10<sup>th</sup> February 2020: Chair will draft an article.</li> <li>i) <u>SALC are recommending</u> that councillors set up individual Councillors email addresses. It was thought that Suffolk Cloud package included email addresses, clerk to check and report back to February meeting.</li> </ul>	Clerk
2020/187	<p><b><u>ANNUAL ASSEMBLY 2020</u></b></p> <ul style="list-style-type: none"> <li>a) Suggested date is May 12<sup>th</sup>, 2020, clerk to check if the Village Hall is available. The Cheese and Wine format had been very successful in 2019 and this is to continue.</li> <li>b) It was unanimously <b>AGREED</b> to allow a budget of £150.</li> </ul>	Clerk
2020/188	<p><b><u>CHAIRS ITINERARY and REPORTS</u></b></p> <ul style="list-style-type: none"> <li>a) Chairs report: information had already been imparted during the meeting.</li> <li>b) Councillors reports           <ul style="list-style-type: none"> <li>(i) <u>Update on Neighbourhood Plan</u>: Article to go into Barclif to seek support and community volunteers</li> <li>(ii) <u>Update on Speed Indicator Device</u> Cllr Lambotte has downloaded data from the device; each download takes 30 to 40 minutes. At the Recreation ground site in December, the average weekday speed (8am to 11pm) was under 35mph, which is an improvement.              The Chair thanked Cllr Lambotte for his work with the SID and keeping the Council informed.              The Chair thanked Cllr Zethraeus, Cllr Pope and Chris Knock for planting the gifted trees.</li> <li>(iii) <u>Training undertaken</u>: Cllrs Wicking and Pope have attended the SALC</li> </ul> </li> </ul>	Clerk

102

	<p>Councillor training course.</p> <p>(iv) <u>Cllr D Wicking</u> had sent in a list of comments/issues</p> <ol style="list-style-type: none"><li>1. Standing orders now on website</li><li>2. BPC need to appoint SALC representative (February agenda)</li><li>3. Councillors have been informed of SALC website password (sent to Cllrs 21<sup>st</sup> Jan 2020)</li><li>4. Clerk will complete a home office RA.</li><li>5. Financial checks should probably be by a different person at each meeting to avoid collusion, but at the least should be a check across from the actual bank statement to the reports.</li><li>6. Letter should be received from each grantee accepting any funding we make and confirming that it is to be used for the purpose provide.</li><li>7. Cllr Wicking queried St Mary's churchyard has been adopted, it was thought that the arrangement more informal.</li><li>8. Cllr Wicking was nominated to draft a BPC business plan</li><li>9. Data pooling from Combs SID is being sought.</li></ol> <p>c) <u>Good Neighbour Scheme</u>: it has been suggested by a resident that the formation of such a scheme would be beneficial: Chair to mention this in the Barclif article to garner support from the community.</p>	
2020/189	<p><b><u>FINANCE/ AUTHORISATION OF PAYMENTS</u></b></p> <p>a) Finance</p> <ol style="list-style-type: none"><li>(i) The Bank account reconciliation was <b>NOTED</b></li><li>(ii) The itemised expenditure/ invoices for payment was unanimously <b>APPROVED</b> and signatories authorised to sign the relevant cheques (Appendix 5)</li><li>(iii) The councillors unanimously <b>APPROVED</b> the expenditure of £6.00 pcm required by Unity Trust bank. Clerk to complete the application</li></ol>	Clerk
2020/190	<p><b><u>EXCHANGE OF INFORMATION</u></b></p> <p>None</p> <p>Meeting closed at 9.30pm</p> <p><b>Next meetings:</b></p> <p><b>Tuesday 18th February 2020</b> <b>Tuesday 17th March 2020</b> <b>Tuesday 21st April 2020</b> <b>Tuesday 19th May 2020</b></p> <p><b>Website:</b> <a href="http://www.battisfordpc.org.uk/">http://www.battisfordpc.org.uk/</a></p>	
2020/191	<p><b><u>EXCLUSION OF PRESS AND PUBLIC - EXEMPT MATTERS:</u></b> In view of the confidential nature of the following item, which relates to the business matters of other individuals and organisations, the public was asked to leave the Meeting.</p>	

108

2020/192	<b><u>ITEM TAKEN UNDER EXEMPT MATTERS</u></b>  (Commercially sensitive)  a) Quotations for work at the Playground (Mound slide) It was unanimously <b>AGREED</b> to accept the quotation for the work from Chris Mortimer at £325 + VAT	Clerk
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## Appendix 1 C/Cllr K Oakes Update

New SEND provision identified – ready to offer 168 additional spaces from September 2020

Suffolk County Council is now in a position to provide further information regarding the development of new Special Educational Needs and Disability (SEND) units attached to mainstream schools in the county. The authority is very pleased to announce that, following a thorough evaluation process, a number of suitable schools have been identified to develop:

- **Two Generic Key Stage 1 Units** – Pipers Vale Primary Academy and Burton End Primary Academy
- **Three Communication and Interaction Key Stage 2 Units** – Murrayfield Primary Academy, Houldsworth Valley Primary Academy, and Causton Junior School
- **One Cognition and Learning Key Stage 2 Unit** – Clements Primary Academy
- **Three Communication and Interaction Key Stage 3/4 Units** – Copleston High School, Ixworth School, and Newmarket Academy
- **One Cognition and Learning Key Stage 3/4 Unit** – Castle Manor Primary Academy.

In total, this means an additional 168 new specialist placements will be available for children and their families in Suffolk from September 2020, on top of existing specialist provision. Successful schools are currently working with the council to ensure the appropriate infrastructure and support is in place to enable these new units to be open in September 2020.

A further commissioning round will begin in spring 2020 and will consider further expressions of interest from mainstream schools who hope to open units in September 2021. This will include targeted work from our provider development team in areas of the county where gaps have been identified to ensure we are able to offer local provision for our children and their families.

## Suffolk Fire and Rescue Service rated “Good” in Government inspection

Suffolk Fire and Rescue Service has been rated "Good" for its effectiveness, efficiency and how well it leads and manages its staff.

Suffolk Fire and Rescue Service has undergone its most comprehensive, independent inspection in many years and has been rated as “Good” for its effectiveness, efficiency and how well it leads and manages its staff.

The findings come from [a report](#) published on 17 December by Her Majesty’s Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS), who inspected Suffolk’s service earlier this year. Inspectors reviewed every aspect of the service, from how we respond to 999 emergencies, to looking at policies and interviewing a wide range of firefighters and staff.

The report praised many aspects of the service, particularly how well it collaborates with other emergency services and agencies, how it responds to fires and other emergencies, how it ensures fairness and promotes diversity, and the financially sound way the service is run.

## **New £3million pot announced for Suffolk projects**

A £3million pot has been formed to fund projects such as new speed cameras, electric charging points or new cycle lanes.

On 16 December, Suffolk County Council's Finance Cabinet Member, Gordon Jones, unveiled the Suffolk 2020 fund - a one-year fund which organisations can bid for a share of.

Bids between £50,000 and £500,000 will be accepted within 100 days of the new financial year and will be for Suffolk-wide projects.

Councillor Jones said nothing is ruled out, so the fund could be used for schemes such as new cycle lanes, electric charging points, road safety schemes, automatic number plate recognition cameras, tree planting or other projects.

### **Councillor Jones said:**

"I think it's quite exciting to take the opportunity to continue to engage with the communities and respond to some of our priorities.

"These are really significant and if there is an opportunity for match-funding the projects can be even better. It's not essential, but it can provide an opportunity to kick start some really exciting and sizeable projects."

The one-year financial settlement from central government, which effectively dictates how much the council will get, has enabled the creation of the fund because that money would normally be absorbed in other departments across a financial settlement of several years.

Councillor Jones confirmed that bids can only be for one-off project costs, rather than being used to prop up the running costs of any project or organisation.

The council currently has cross-party policy development panels investigating measures to help with climate issues and provision for cycling. Councillor Jones said the fund could well be used to help fund recommendations from those groups.

## **Appendix 2 D/Cllr Pratt Update**

### **Locality Grants**

The deadline for applications for locality grand funding is now the end of January. Councillors need to process the applications in February.

### **District Council Budget and Council Tax**

Members received a briefing on the draft budget for 2020/21. This draft budget will be considered by Cabinet on 13<sup>th</sup> January and the Overview and Scrutiny Committee on 16<sup>th</sup> January; it is expected to be approved at full Council meeting on 27 February. Government have agreed that Shire Districts may increase council tax by £5 or 2%, whichever is the greater. There are no new proposals for Central Government grants to District Councils. Government proposes to phase out or replace New Homes Bonus by 2024. New Homes Bonus for 2020/21 will be £1.612M, an increase of £232k over 2019/20 but is likely to reduce (possibly by 50%) in 2021/22. Any new grant is likely to be based upon achieving higher house building targets. Baseline business rates will increase by 2%. Government propose a full business rates revaluation in 2021; a fundamental review of business rates is also likely. See appendix for further details.

102

## Housing Revenue Account

After four years of government-enforced reductions, the council is also proposing putting up council house rents by 2.7%. This will result in an average increase of £2.19 per week increase for tenants.

## Council Tax Payments

MSDC Cabinet on 6 January are to discuss an initiative to introduce new fines for Council Tax fraud. Cabinet will also consider adoption of a new protocol produced by Citizens Advice and Local Government Association for the collection of council tax arrears. This seeks to assist those falling behind with their payments in a less confrontational way.

## Needham Lake Visitor Centre

Plans for a £600,000 visitor centre/cafe at Needham Lake have been approved. Planning permission was granted on 11th December and 127 Trading company are the preferred tenants. Works should begin in spring 2020, and this will be a welcome addition to East Anglia's most visited free attraction.

## Neighbourhood Plans

Eye and Fressingfield are due to be adopted at the Cabinet meeting on 13<sup>th</sup> January.

## Planning Enforcement

Planning Enforcement are reviewing their enforcement procedures with intention to make their investigations and responses to allegations swifter, more efficient and transparent. Council encourage the use of the online "Report It" form for any new complaints. If the relevant questions are completed, then the support team can create a case without any delay.

Cllr Daniel Pratt

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Telephone: 07775389193

## Appendix – Factors considered in preparing the draft budget for 2020/21

- A recent increase in the Public Works Loans Board interest rate;
- There is £5.8M in Suffolk Pooled Business Rates Fund;
- £280k remains unallocated from the Mid Suffolk Business Rates pilot;
- MSDC is holding CIL of £8.5M;
- Mid Suffolk Growth and Efficiency Fund has £3m unallocated;
- The effect of the Provisional Settlement from Government is £213k better than previously assumed;
- £500,000 is being allocated for measures to mitigate climate change;
- The net revenue budget is proposed to be £10M and the Capital Programme £12M, the latter includes a proposed further investment of £8.7M in commercial properties;
- It is proposed that there will be a Council Tax increase of 1.66%, this equates for a Band D property to £2.76 pa, 5p per week.

102

### Appendix 3

Subject:	Consultation Response Received
From:	"LGBCE Consultation Portal" <passwordreset@lgbce.org.uk>
Date:	Fri, December 27, 2019 3:30 pm
To:	clerk@battisfordpc.org.uk

Thank you for your submission and participating in our consultation. Your submission has been received and will be considered by the Local Government Boundary Commission for England.

Please note that this stage of the review is a public consultation. The Commission places great importance on ensuring openness and transparency in the way it deals with all representations. Full copies of all representations received will be made available for viewing on the Commission's website, at [www.lgbce.org.uk](http://www.lgbce.org.uk).

For consultations that opened after 25 May 2018, we will not include any of your personal details when we publish your comments.

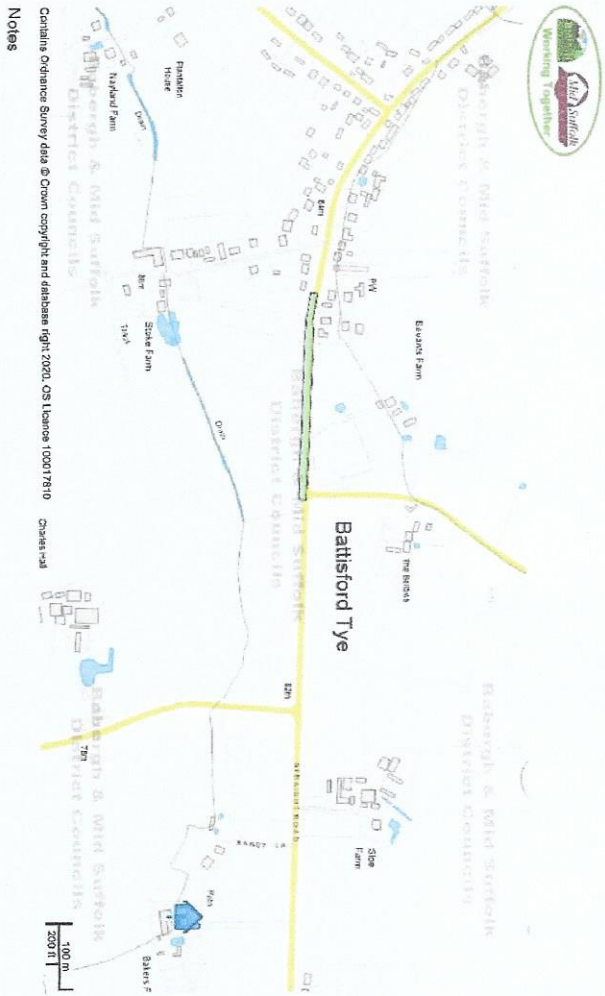
For consultations that started before 25 May 2018, we will publish your name alongside your submission but no other personal information.

You can find out more about how we collect and use your information here (<http://www.lgbce.org.uk/about-us/privacy>).

If you don't want us to handle your information in this way, please email [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk)



Appendix 4



West Suffolk Working Together  
Cadastral Ordnance Survey data © Crown copyright and database right 2020. OS Licence 100017810  
Charles V&A

TPD in green  
Source: MSDC interactive  
mapping revised Dec 19

9  
[Handwritten signature]

## Appendix 5

<b>Battisford Parish Council January 2020 meeting- Payments</b>		
	<u>Amount</u>	<u>VAT</u>
Battisford Village Hall Management Committee	£370.00	
Clerks salary December 2020 (see SALC payslip) inc 20 hours O/T	£569.94	
Clerks salary January 2020	£322.14	
Clerks office expenses OCT NOV DEC / postage	£58.65	