**BATTISFORD PARISH COUNCIL**

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**DRAFTMINUTES**

**of BATTISFORD PARISH COUNCIL MEETING**

**held at Battisford Village Hall on 21st November 2023**

Present

Cllr J Cook (Chair) Cllr J Wilson (Vice-Chair) Dst Cllr D Pratt

Cllr A Card Cllr S Greenwood Cty Cllr K Oakes

Cllr E Kerry 5 Residents & CAB

Parish Clerk T Davis

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| 2023/75 | **MEETING ADMINISTRATION** |  |
| a.  b.  c. | The Chair welcomed everyone & established there were no intentions to record the meeting  Apologies for Absence  Apologies were accepted from Cllr J Pope and Cllr N Cleaver  Declarations of Interest on agenda items  Cllr Card declared a non-pecuniary interest for item 2023/82c |  |
| 2023/76  a. | **To Approve the Draft Minutes of the Parish Council Meeting of 19th Sept 2023 and for the Chair to sign as a true record**  Matters arising from the minutes of 19th Sept 2023 not on the agenda or in the Clerk report  Two clarifications were made to the draft minutes, these were then proposed, seconded and unanimously AGREED |  |
| 2023/77  a.  2023/81 d.  b.  c.  2023/80 a.  2023/83 | **PUBLIC PARTICIPATION - For members of the public, County Councillors & District Councillors to speak**  The Chair welcomed Mr Clifton and moved item 2023/81 forward and invited Mr Clifton from the Mid Suffolk Citizens Advice Bureau (CAB) in Stowmarket to speak.  Mr Clifton provided a brief history of the CAB and confirmed it is the only accredited body in Mid Suffolk to give advice. A lot of this advice is helping people navigate the benefits system, financial advice, legal advice and debt advice as well as family and domestic violence. Mr Clifton was able to provide insight into Battisford, with a population of around 475 there is both affluence and deprivation. The CAB has been able to help 11 residents with 19 issues common to many people such as Debt, Finance, Care, Housing, Benefits and Energy advice. The CAB has identified that there is a problem of accessibility I would ask the Parish Council to play a part in sharing community intelligence, refer people to the CAB and let them know that help can be provided over the telephone as well as visiting and there is an advocacy service for help with telephone calls, forms and bills.  Councillors then asked some questions, such as about the impact of the cost of living crisis, the virtual advice pilot and posters. It was concluded that Cllr Wilson will put up posters on the noticeboards, information can be put on the facebook page and in the village magazine. The Chair thanked Mr Clifton and then asked Cty Cllr Oakes to speak.  Cty Cllr K Oakes’ report can be found in the addendum. Cllr Oakes confirmed that the child warning signs are now with Highways to be completed within the next 14 weeks. No road will have to be closed, but there will be some traffic control whilst the signs are being erected. A question was asked about the flooding on Barking Rd, Cllr Oakes confirmed this is being dealt with as a high priority but is a complex problem and will take time to resolve.  The Chair thanked Cllr Oakes and asked Dst Cllr to speak.  The report from Dst Cllr D Pratt can be found in the addendum. Cllr Pratt wanted to highlight the ‘Cosy Homes’ that has been launched by Mid Suffolk District Council. Cosy Homes is free insultation upgrades for those households that have a household income of less than £60,000, savings of less than £16,000 and an EPC less than C. Cllr Pratt also advised of the formal adoption of the Joint Local Plan with Babergh.  The chair then brought forward a planning application (a. DC/23/05144) for the public present to speak. The resident described the plans that form the planning application and councillors asked questions regarding the outline planning. Residents then left the meeting and councillors discussed the application in more detail. Councillors felt they would want Highways to comment on the Entrance. Councillors had reservations regarding the dwellings themselves and would like to see a small number of bedrooms eg: 2 or 3 to preserve the character of the street that they are situated.  It was Proposed, Seconded and Unanimously AGREED to support on condition the application was for 2 small dwellings in keeping with the character of the street.  The Chair then brought forward item 2023/83 so that the resident present could speak about this item.  Discussion took place regarding the Defibrillator and the organisation of the looking after it. It was concluded that the resident would continue to volunteer in that role and communicate with Cllr Greenwood for both Defibrillators in the village. |  |
| 2023/78  a.  b.  i.  ii.  c. | **Chair and Councillor Reports / Updates** (on the night)  Chairman report -  The Chair advised that the woodland plan in place needs updating and that he will be in contact with Richard Parmee the Mid Suffolk Biodiversity Officer. The Chair advised that the Cemetery had been tidied and expressed thanks to everyone that helped with this. The work on the play area is now a priority and this is on the agenda for this evening.  Councillor report(s) not requiring a decision  Cllr Greenwood on Cemetery Gates –  Will review the gates for the next meeting  Cllr Wilson on Taxi Bus –  Cllr Wilson reported that conversations with Katherine Davies, Sustainable Transport Officer for Mid Suffolk and Cllr T Wells of Offton & Willisham Parish Council had taken place. Cllr Wells is looking into providing a regular bus and currently liaising with a potential provider, so will provide more information at the next meeting. In the meantime Cllr Wilson requested a refresh of information for Connecting Communities, who provide transport that you can use your bus pass on, from Cllr Oakes.  Clerk report -  **Financial**  Insurance was successfully renewed for another year. As this is the last year for our lock in period a new set of quotes will be sought for next year. The 4yr Budget has been prepared and presented to you this evening for discussion on your priorities, some assumptions have been made but these can be changed dependent on your outlook. The Second Quarter Accounts have been prepared for review by Cllr Kerry and are set for your approval this evening. The bank mandate needs to be updated to reflect the new councillors that have been co-opted and I will begin this process before or after the meeting with the respective councillors. The annual Asset check took place on 10th October, the results have been forwarded to all councillors for discussion this evening.  **Administration / Policies / Procedure**  The new email is [clerk@battisford-pc.gov.uk](mailto:clerk@battisford-pc.gov.uk). The new Website is [www.battisford-pc.gov.uk](http://www.battisford-pc.gov.uk)  There are teething problems with the website, the material will be reviewed and gradually updated.  I attended the Mid Suffolk Town & Parish Liaison meeting that took place on 19th October, where information on the ‘Have your Say’ consultation was presented along with information on grants available to communities, such as Pride in Your Place.  **Cemetery & Playground Maintenance**  The playground now has a qualified volunteer, much praise for our volunteer in achieving this. The working group also need to set a date for their spring clean. I have applied for £250 for the Pride in Your Place fund offered by Mid Suffolk District Council and this has been accepted and the funds expected soon so that cleaning equipment etc can be purchased. Mid Suffolk District Council have also confirmed their annual checks will be carried out for approx. £68.15 +VAT.  We have had contact from residents’ past and present regarding the Cemetery. A cremation burial will take place shortly. The clean up of the Cemetery took place on 30th October, with lots of work undertaken by our Councillors. The annual safety check and topple test was also done and new equipment will be prepared ready for Cllr Card who has volunteered to undertake this next year.  **Resident communication(s)**  These are on the agenda for this evening.  **Other items also in progress with the Clerk:-**, VAT reclaim, Insurance Quotes, Equipment for Topple Testing, Research of family to contact following topple test, 3rd Qtr Accounts, review of playground safety checks with new playground volunteer, ROI review, Employment policies, Precept and Budget for 2024-25, website review, landowner permission to follow-up. |  |
| 2023/79  a.  b. | **SID Report, ANPR Initiative update & Speed Safety (Cllr Cook)**  SID report & update – The Chair advised that the SID is not recording and in need of a software update.  ANPR update – The Chair advised, as this has now been applied for by Cllr Oakes this can now be taken of the agenda |  |
| 2023/80  a.  b.  c.  d.  e.  f.  g. | **BMSDC/SCC/National - CONSULTATIONS RECEIVED**  **Planning DC/23/05144 – 2 School House, Battisford – as above**  **Planning DC/23/05076 – Bungeons Farm, Battisford – No comment**  **Planning DC/23/05083 – Bungeons Farm, Battisford – No comment**  **Mid Suffolk Consultation ‘Have your say’ on Corporate Priorities - Closed**  **Mid Suffolk Corporate Governance Review – Battisford Boundaries**  The boundary review was discussed and two responses were given:-  “ In favour of Bowl Meadow within Boundary of Battisford” – Unanimously AGREED  “Bildeston Rd Not Included within Boundary” – Unanimously AGREED  **Mid Suffolk Planning Consultation – Local Listed Building Consent Order**  This consultation was discussed and it was confirmed that individuals can comment on this. It was Unanimously AGREED for the Clerk to respond IN FAVOUR of the Listed Building Consent Order  **National Government Climate & Ecology Bill**  This was discussed and it was Unanimously AGREED for this to be supported and for the Clerk to look at the link provided. | Clerk  Clerk  Clerk  Clerk  Clerk  Clerk |
| 2023/81  a.  b.  c.  d.  e. | **GOVERNANCE and PROTOCOLS**  To discuss updates received from Cllr Cook and Cllr Cleaver on PPP (People Place Plan) – This will be placed on the next agenda  To review Playground Inspections and Working Party following Volunteer Plays Equipment Inspection Qualification – It was AGREED that the working party would set a date with the newly qualified volunteer  To discuss the regular frequency of Parish Council meetings (not EGMS)  The meeting frequency was discussed and it was AGREED that meetings were to be held every month other than August. This would take effect from February.  To discuss the cost of living for Battisford Parish (Citizens Advice Bureau invited)  This was addressed previously in the meeting  To discuss and agree SALC opportunities for Training and Conferences  The Chair advised that it was important that councillors felt up-to-date, it was noted that training was fully booked with SALC at present but Cllr Card had training all booked. | Clerk  Chair  Clerk  Cllrs |
| 2023/82  a.  b.  c.  d.  e.  f.  g.  h.  i.  j.  k. | **FINANCIAL MATTERS**  **Balance of Accounts as of 31st October 2023:-**  **Current Account - £9,562.60**  **Savings Account - £12,804.06**  **To Advise of payments made since 19th Sept 2023 meeting**   1. **Clerk Wages October - £330.98** 2. **Top Garden Payment Sept - £295.20** 3. **Top Garden Payment Oct - £295.20** 4. **ICO Direct Debit - £35.00** 5. **SALC Payroll - £90.00** 6. **Play Safety - £474.00** 7. **Quarterly Bank Fee £18.00**   **To Advise of Income Received since 19th Sept 2023 meeting**   1. **Bank Interest - £83.80** 2. **Final Precept Payment - £6,946.50**   **To discuss and authorise payments of invoices payable in Nov 2023**   1. **Clerk Office Allowance, Expenses & Mileage – £56.90** 2. **Clerk Wages November - £330.98** 3. **Playground Supervisor reimbursement for maintenance - £32.60**   The payments were Proposed, Seconded and Unanimously AGREED for items d. i-iii to be paid.  **To consider the grant application made by the Village Hall for £1,500**  This application was discussed at length and Councillors recalled the details given in the previous meeting. It was Proposed, Seconded and Unanimously AGREED with one abstention to pay the grant monies requested of £1,500 towards the insultation of the Village Hall from the existing budget for the Village Hall and from general reserves.  **To consider the donation request email from the Parish Magazine**  The request was considered by Council, it was Proposed, Seconded and Unanimously AGREED for a donation of £50 to be paid.  *It was at this point that the Chair asked if Councillors would extend the meeting time over the standing order of 2hrs and this was formally AGREED.*  **To consider the donation request email from Citizens Advice Bureau**  This request was discussed at length, the Council found it difficult to quantify all the help that had been provided to the Parish by the CAB. Cllr Oakes, who had some experience of this, provided some insight for the Council. It was Proposed, Seconded and Unanimously AGREED to make a donation of £50  **To acknowledge receipt of the backdated NALC pay rise for employees of the Council**  This is noted by council.  **To receive and discuss the Annual Asset Report from the Clerk**  The Asset report was reviewed by Council and the items needing attention were assigned to Cllr Greenwood and the Play Area Working Group.  **To receive and accept the 2Qtr accounts report**  Cllr Kerry advised the accounts were all in order, it was Proposed, Seconded and Unanimously AGREED to accept the 2nd Qtr accounts  **To receive and agree the 4yr Budget**  Councillors reviewed the first introductory 4yr budget up to 2027. It was agreed that the Citizen Advice Bureau should be placed in the budget years for £50, along with updated figures for the wages due to the NALC payrise.  It was then Proposed, Seconded and Unanimously AGREED to adopt this budget to help inform the annual budget due next month. | Clerk  Clerk  Clerk  Clerk  Clerk  Clerk  Clerk |
| 2023/83  a.  b. | **Volunteer & Resident Communications**  Defibrillator Volunteer email – as above  Fete Committee Request  It was agreed that the Chair would contact the Fete as a volunteer |  |
| 2023/84  a. | **This item will be closed to the public and press on the grounds of sensitive personal information – the Chair will ask those in the public area to leave**  To discuss the Employment Panel Recommendations – this was moved to the next meeting in January |  |
| 2023/85 | **Items for the next agenda, next meeting currently on 16th January 2023** |  |

Link for Planning <https://planning.baberghmidsuffolk.gov.uk/online-applications/> Note: emails sent on 10th Nov to all councillors

Meeting Closed 9:15pm

**ADDENDUM**

1. **Cty Cllr Report**
2. **Dst Cllr Report**