**BATTISFORD PARISH COUNCIL**

Clerk: Teresa Davis 07719208444

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**MINUTES**

**of BATTISFORD PARISH COUNCIL MEETING**

**held at Battisford Village Hall on 16th May 2023**

Present

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

Cllr J Pope Cllr S Zethraeus Cty Cllr K Oakes

Cllr E Kerry 0 Residents

Parish Clerk T Davis

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| 2023/26 | **MEETING ADMINISTRATION – Previous Chair to open meeting** |  |
| a.  b.  c.  d.  e. | To Elect the Chair and Vice Chair of Battisford Parish Council  The meeting was opened by the clerk as the previous Chair and Vice Chair were not in attendance to advise the Cllrs they needed to elect a Chair & Vice Chair. Cllrs were advised that the previous Vice Chair was happy to be elected Chair if no one else would like the position. It was Proposed by Cllr Pope, Seconded by Cllr Zethraeus and Unanimously **AGREED** for Cllr J Cook to be Chair.  Cllr J Wilson was then Proposed by Cllr Zethraeus, Seconded by Cllr Pope and Unanimously **AGREED** to be Vice Chair and act as Chair for this meeting.  To sign Acceptance of Declaration of Office & Data consent form  The Councillors completed their Declarations of Office & Data Consent Form, Cllr Cook had previously signed his declaration in the presence of the Clerk.  To consider & Approve Apologies for absence  Apologies were given by Cllr Cook and they were accepted  To receive Declarations of interest on agenda items  None were declared  To co-opt a councillor  No residents were in attendance |  |
| 2023/27  a. | **To Approve the Draft Minutes of the Parish Council Meeting of 21st March 2023 and for the Chair to sign as a true record**  Matters arising from the minutes of 21st March 2023 - none  It was Proposed by Cllr Zethraeus, Seconded by Cllr Pope and unanimously **AGREED** to accept the minutes. |  |
| 2023/28  a.  b.  c. | **PUBLIC PARTICIPATION - For members of the public, County Councillors & District Councillors to speak**  Public invited to speak – no residents were present  To receive Suffolk County Council monthly report from Cty Cllr K Oakes  Cllr Oakes wanted to advise the Parish Council that a food bank will have lead co-ordinators and that people going to a Food Bank will need to have had a referral from a recognised agency (such as Stowmarket CAB) before arriving at a food bank. The existing food bank currently delivers food parcels and this is carried out by volunteers. Cllr Oakes’ report can be found in the addendum  To receive District Council monthly report from Dst Cllr D Pratt  Cllr Pratt wanted to highlight the new grants available to Parish Councils, Village Halls and other formalised groups, such as the Capital Grant for new projects, the Community Grant as well as CIL monies that can be applied for. Cllr Pratt advised of both his annual and monthly report (the monthly report can be found in the addendum, the annual report can be found in the Annual Parish Meeting Minutes) Cllr Pratt then went on to ask for any information regarding the election process, mistakes that were experienced, difficulties with voter ID from anyone as this problem seemed to effect people of all ages. Cllrs would ask residents and provide feedback if there was any. |  |
| 2023/29  a.  b.  c.  d. | **Chair and Councillor Reports / Updates** (on the night not requiring a decision)  Chairman report – The newly elected Chair was absent  Councillor report(s) –  Cllr Wilson advised that the Noticeboards will need to be updated now that the new councillors have been elected.  Cllr Pope advised that the grass in The Green and especially the play area on the Green needs to be cut and looks to have been missed. The Clerk was in the process of finding out more.  SID Report & ANPR update – can be found in the addendum  It was noted that more people are speeding, over 50% and a top speed of 75mph was done.  Clerk report  Since 21st March much has been happening.  **End of Financial Year**  Accounts have been prepared, sent to and received back from the Internal Auditor with a full bill of health and this is on the agenda this evening. The AGAR has been completed ready for your review and approval this evening. The Asset register has been updated. Our past Chairman together with an existing councillor has been able to transfer the outstanding funds from Barclays into our current bank account.  **Administration / Policies / Procedure**  Our website and email are currently undergoing a transition period, whereby we are moving to gov.uk. Unfortunately this has caused some unavailability over the course of May and some people may not be able to view the website intermittently. This will be completed by end of July this year, along with continued notifications to public bodies, trusts, and business’s the parish council are in contact with. In the meantime the new email is up and running and has been placed on the website, [clerk@battisford-pc.gov.uk](mailto:clerk@battisford-pc.gov.uk). Our policies have had no legal changes that I am aware of and therefore all Policies due for review are recommended to be re-adopted.  **Cemetery**  I am in communication regarding a new burial request and a complaint from a visitor has been received. The complaint is listed on the agenda this evening.  **Playground Maintenance**  Following on from the agreed plan of maintenance, the playground annual review that took place via BMSDC has been placed on the agenda for review. Work has been confirmed with Online Playgrounds and our playground supervisor has agreed to liaise with them in respect of the work soon to take place at the Battisford Play Area on the green.  **Resident communication**  A resident has been in contact to ask about having a Suffolk tree register and this has been placed on the agenda for discussion.  **Other items in progress with the Clerk:-** Public Rights and AGAR Exemption, CIL annual return, Website & Email, VAT reclaim, Playground Supervisor Training, Playground Signs, 1st Qtr accounts, Cemetery Plan of plots and Topple Test review, Dog Bin, Correspondence to UK Power Networks and Anglian Water. |  |
| 2023/30 | **To discuss and agree proposed dates for Parish Council meetings up to May 2024 and the APM for 2024**  The recommended dates were discussed, it was Proposed, Seconded and Unanimously **AGREED** to set these dates as meetings for a year ahead. | Clerk |
| 2023/31  a.  b.  c.  d.  e.  f.  g.  h.  i.  j.  k.  l.  m. | **To discuss & (re)adopt the following policies, forms and codes of practice:-**  **Transparency Code for Smaller Authorities**  **ICO Model Publication Scheme**  **Management Risk Assessment**  **NALC Financial Regulations**  **NALC Standing Orders 2022**  **Internal Control Statement**  **LGA Model Code of Conduct 2020**  **Data Consent Form**  **Data Protection, Retention, Management & Disposal Policy**  **Public, Staff & Volunteer Privacy Notice**  **Cemetery Regulations & Fees**  **Playground Risk Assessment Policy & corresponding forms**  **Grants & Donations Application Form**  It was Proposed, Seconded and Unanimously **AGREED** to readopt all items a-m. | Clerk |
| 2023/32 | **To review the Annual Playground Report from BMSDC**  This had been reviewed by Councillors and noted. It reinforced the current maintenance in progress at the Play Area. |  |
| 2023/33 | **To discuss forming a Committee or Working Group for 2023-2024 eg: Planning, PPP, Employee Panel**  It was decided that committee’s and working groups would be revisited once more councillors were co-opted. The Councillors AGREED to have Cllr Zethraeus, Cllr Wilson and Cllr Cook as the Employee Panel and to set a date in July for an annual review for the Clerk. The Clerk will resend details of training and information from SALC (Suffolk Association of Local Councils) | Clerk & Cllrs |
| 2023/34 | **To discuss & approve Bankers for 2023-24**  It was **AGREED** unanimously to keep Unity Bank as the ongoing bank for the Parish Council. |  |
| 2023/35 | **To discuss and approve 4th Quarter (end of year Accounts)**  The forth quarter accounts had been reviewed by Cllr Kerry and it was Unanimously **AGREED** to Approve the Accounts. |  |
| 2023/36 | **To discuss and approve the Asset Register**  The Asset Register was reviewed and it was Unanimously **AGREED** to accept the Asset Register. |  |
| 2023/37 | **To review and approve Internal Auditor Report for 2022-2023 accounts (No recommendations given by auditor)**  The Councillors were very happy with the Internal Auditor’s report and that the Clerk had been given thanks for the presentation of the accounts. The Report was unanimously **APPROVED**. |  |
| 2023/38 | **To review & approve the Annual Governance & Accountability Return Section 1 (Resolution required)**  The Councillors reviewed Section 1 of the AGAR. It was Proposed, Seconded and Unanimously **AGREED** for the Chair & Clerk to sign. | Clerk |
| 2023/39 | **To review & approve the Annual Governance & Accountability Return Section 2 (Resolution required)**  The Councillors reviewed Section 2 of the AGAR that the Clerk (RFO) had prepared. It was Proposed, Seconded and Unanimously **AGREED** for the Chair the sign. | Clerk |
| 2023/40 | **To review & approve the Certificate of Exemption**  The Councillors reviewed the Exemption Certificate and confirmed that the Parish Council were exempt. It was Proposed, Seconded and Unanimously **AGREED** for the Chair and Clerk(RFO) to sign. | Clerk |
| 2023/41 | **To discuss and approve the Internal Auditor for 2023-2024 (RFO recommends Heelis & Lodge)**  The Council were Unanimously **AGREED** to approve Heelis & Lodge as the Internal Auditor for 2023-2024. | Clerk |
| 2023/42 | **To discuss and set a date for a PPP (People & Place Plan) EGM**  Councillors discussed this and set a date for Tuesday 20th June and agreed that a councillor could take minutes if the Clerk was unavailable. | Clerk |
| 2023/43  a.  b.  c.  d. | **ENVIRONMENTAL/ FACILITY / ASSET MATTERS**  To confirm Ex-Cllr Nicholas as ongoing volunteer for monitoring the Defibrillator  Councillors were very happy to have Mr Nicholas continue as a volunteer  To discuss & approve installing white gates by the 30MPH limit signs  Councillors discussed this in conjunction with Cllr Oakes. It was **AGREED** that one set of gates would be set by the 30mph signs by The Green. A budget of £500 was set already for the year, and it was **AGREED** that a further £250 would be used, if needed, from General Reserves. This was Proposed, Seconded and Unanimously **APPROVED**. Cllr Oakes would forward the relevant forms to the Clerk’s new email address battisford-pc.gov.uk  Resident Complaint – Cemetery Contractors Strimming Damage & Grass mess  Following receipt of the complaint, Councillors had been to view the sites which the contractor maintains. It was reported by the Clerk that the photographs that had been taken by the resident had been forwarded to the contractors and it appears new staff had been taken on. The contractor is investigating. It was established that further photographs had been taken by Councillors and it highlighted patches of where grass had been left uncut between headstones and the playing area had not been cut at al. It was agreed that these would also be sent to the contractor as a matter of urgency due to a funeral taking place soon. Councillors felt the grass within the Cemetery had been uncared for and grass left on the graves was not in keeping with the quiet calm respectful nature of the Cemetery.  Resident Enquiry – Recording & Preserving Historic Trees in Battisford  A resident felt it important to bring to the Parish Council’s attention the potential loss of significant trees in Battisford if Tree Preservation Orders were not placed on them, such as the historical Battisford Oaks and the resident limes at Battisford Church. The Tree Preservation Officer at BMSDC had been contacted. It was AGREED that collating a list of significant trees would be in the interest of the residents and the Tree Warden would be contacted to see if this is possible. | Cllr Oakes  Clerk  Clerk  Cllr Pope |
| 2023/44  a.  b.  c.  d.  e.  f.  g. | **FINANCE**  **To advise Payments Made after meeting of 21st March 2023**   1. **Viking Stationary - £131.70** 2. **Clerk April Wages - £330.98** 3. **Suffolk iCloud Website & Email fees - £225.00**   **To advise of reoccurring payments expected for 2022-23**   1. **Standing Order for lease of The Green - £325** 2. **Direct Debit to the ICO – £35.00** 3. **Bank charges for the yr - £72.00** 4. **Top Garden Services - £360.00**   **To advise of Income received up to 30th April 2023**   1. **BMSDC Precept - £6,946.50** 2. **Cemetery Income - £500.00**   **To discuss and authorise payments of invoices payable in May 2023**   1. **Heelis & Lodge (Audit) - £170.00** 2. **Clerk wages May - £330.98** 3. **SALC Membership - £286.10** 4. **Clerk Office Allowance & Mileage - £82.55** 5. **BMSDC Waste Collection - £374.53** 6. **Suffolk iCloud Gov.uk for 2yrs - £270.00**   Payments were taken as a whole and it was Proposed, Seconded and Unanimously **AGREED** for the payments to be authorised and paid.  **Balance of Accounts as of 31st March 2023:-**  **Current Account - £9567.57**  **Savings Account - £11352.73**  **Savings Account - £2,370.81**  **To (re)appoint a non-signaturee council member to undertake quarterly reviews**  Cllr Kerry was happy to continue in this role and this was unanimously **AGREED**  **To consider & approve a standing order for the Clerk Wages**  This was discussed briefly. It was Proposed, Seconded and Unanimously **AGREED** for this be to carried out. |  |
| 2023/45  a.  b.  c. | **Planning Consultations Received**  **Gov Dept Energy Security & Net Zero - Community Benefits for Electricity Transmission Network Infrastructure (25th May)**  The Council felt that this consultation did not address the loss of benefit, such as view, beauty, amenity, wildlife habit, and permanent damage to the environment and that this should be addressed.  **BMSDC DC/23/02014 – Householder App, Single Storey Annex & Solar Panels, Bumblebee Barn, Battisford**  The Council discussed this planning application and it was Proposed, Seconded and Unanimously **AGREED** to make no comment  **BMSDC DC/23/01993 – Householder App, Extension(s) The Bellows, Battisford**  The council discussed this item in some depth, due to the cumulative changes on this property and current use. The Parish Council wished to bring to the Planning Officer’s attention the following:-   1. The plans are larger than the previous building 2. The plans are higher than the previous building 3. When viewing in situ, there are windows on the building that are not on the plans 4. The photograph of the pond taken in the dry period is not in keeping with the current view and the pond has been recorded on maps dating back to 1844 and is filled from run off water where the properties reside   **The Parish Council wish to OBJECT on the following grounds**:-   1. The design is out of keeping with the surroundings 2. It is too high 3. When viewing the plans and then the actual property windows are missing from the plans 4. Concern that property owners are filling in the existing natural pond which dates back to at least 1844 with concrete/rubble which could cause flooding in the longer term as it is used to collect run off water and not using the pond for what it is.   **This was Proposed, Seconded and Carried with 4 in favour of objecting and 1 abstension** | Clerk  Clerk  Clerk |
| 2023/46  a.  b. | **This item is Closed to the public on the grounds of sensitive personal information – the Chair will ask those in the public area to leave**  To discuss and approve Clerk Holiday – This was approved  To discuss Clerk update – This was done and actions set |  |
| 2023/47 | **Items for the next agenda - none**  **NOTE: new dates for 2023-24**  **EGM Tuesday 20th June – PPP (People Place Plan)**  **Tuesday 18th July 2023**  **Tuesday 19th Sept 2023**  **Tuesday 21st Nov 2023**  **Tuesday 16th Jan 2024**  **Tuesday 19th March 2024**  **Tuesday 21st May 2024 Annual Parish Council Meeting & AVM** |  |

Planning Link: <https://planning.baberghmidsuffolk.gov.uk/online-applications/>

Addendum

1. SID Data

**Village Hall March 2023**

Traffic Report From 03/03/2023 12:00:00 PM through 24/03/2023 12:59:59 PM

Max Speed = 55.0 MPH on 04/03/2023 20:00:00

Total Vehicles = 10,898 counts

Speed

Speed Limit: 30 MPH

85th Percentile Speed: 33.3 MPH

50th Percentile Speed: 27.9 MPH

Average Speed: 27.7 MPH

% over limit                    30.1%

Avg Speeder                  34.0 MPH

**Recreation Ground April 2023**

Traffic Report From 24/03/2023 12:00:00 PM through 09/05/2023 10:59:59 AM

Max Speed = 75.0 MPH on 06/04/2023 19:10:00

Total Vehicles = 14,093 counts

Speed

Speed Limit: 30 MPH

85th Percentile Speed: 38.4 MPH

50th Percentile Speed: 30.6 MPH

Average Speed: 30.9 MPH

% over limit                  53.1%

Avg Speeder                 36.2 MPH

1. District Councillor Report MAY

**Elections 2023**

In Mid Suffolk, 34 councillors have were elected, with 24 seats for the Green Party, six seats for Local Conservatives, and four for the Liberal Democrats. The first meeting of the newly elected council will be the Annual Council Meeting held on Monday 22nd May. Councillors will elect their leader and chair and the cabinet then appointed by the council leader.

**Electoral Commission and Voter Identification**

These were the first set of elections in England where voters had to show a specific form of photographic identification before being issued with a ballot paper in the polling station. This requirement was introduced in The Elections Act 2022. We acknowledge there were a number of voters across Mid Suffolk who were unable to vote due to not having one of the specific forms of identification. MSDC will submit all necessary data regarding the impact of the new legislation to the Electoral Commission.

**Ringshall Village Play Area official opening**

The new Play Area was officially opened on 6th May, also marking the day of the Coronation. The ribbon was cut by a young resident of Ringshall who proposed the idea, highlighting the need for a recreation area for the children of the village. The project benefitted from a MSDC CIL grant.

**Cost of Living Support**

MSDC is continuing to provide support for those who are struggling with the ongoing rise in the cost of living. Further information can be found online: <https://www.babergh.gov.uk/benefits/cost-of-living-support/>

**Community Grants available in Mid Suffolk**

A range of grants are available for projects that have a clear and beneficial impact on our local communities. These include:

Capital Grants – these are aimed at assisting community groups in making improvements and repairs to village halls, play areas, sports clubs, recreational facilities and other social infrastructure. They can cover to up to 100% of total project costs to a maximum grant of £10,000. Capital Grants are open for applications from the 1st April 2023 to 2nd June 2023.

Community Development Grants – provides financial support to help with the delivery of local place-based initiatives and activities, where gaps in provision have been identified. The grants is available towards either revenue (ongoing) or capital (new or one-off) projects. It can cover up to 100% of project costs to a maximum of £20,000. Applications are open for applications from the 1st April 2023 to 23rd June 2023.

Councillors Locality Award – the award will be open for applications towards the end of May 2023.

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| **Dr Daniel Pratt**  **Mid Suffolk District Councillor**  **Email:** [daniel.pratt@midsuffolk.gov.uk](mailto:daniel.pratt@midsuffolk.gov.uk)  **Telephone:** 07775389193 |  |  |  |

1. County Councillor Report MAY

**Princes Street’s police and fire station receives royal seal of approval**

Suffolk’s largest joint emergency services hub was officially opened by HRH The Princess Royal today (Tuesday, 28 March), with the new facility in Ipswich marking the latest milestone in a highly successful collaborative scheme.

The Princess Royal was joined by local dignitaries, including Suffolk’s High Sheriff, the county’s Police and Crime Commissioner, Deputy Chief Constable and Chief Fire Officer, councillors from Suffolk County Council and the Mayor of Ipswich for the grand opening of the shared site earlier this afternoon (Tuesday, 28 March).

During her time at the new station, HRH The Princess Royal spoke to staff from Suffolk Constabulary and Suffolk Fire and Rescue Service who have already begun to benefit from using the state-of-the-art facility.

Demonstrations of some of the fire service’s work, including water and animal rescues, also formed part of the visit, along with a tour of the building, which has undergone extensive renovations since work started on the project in December 2020.

Situated in the heart of Suffolk’s County town, the facility will help maintain public safety, ensure a swift response to incidents, and promote partnership working.

**Councillor Andrew Reid, Suffolk County Council’s Cabinet Member for Public Health and Public Protection, commented:**

“It was an honour to welcome HRH, The Princess Royal, for the opening of the largest combined police and fire facility in Suffolk today, cementing the station’s status as the jewel in our county’s crown and celebrating the latest in a long line of hugely successful collaborations with our emergency services partners.

He added: “We have already started to see the vast benefits of this shared site, which enables the efficient and cost-effective delivery of response activity in an environmentally responsible manner, ensuring continued value for money for our residents whilst supporting our council’s net-zero ambitions.

“I would like to thank everyone involved in delivering the new building; their attention to detail has resulted in a modern, fit-for-purpose station we can all be proud of, not just locally but on a national level, with Suffolk’s integrated blue light hub scheme heralded as an exemplar by central government.”

**Tim Passmore, Suffolk’s Police and Crime Commissioner, added:**

“Our county was very privileged to welcome the Princess Royal for the official opening of the new joint Police and Fire Station in the centre of Ipswich.

He added: “Our joint estates programme is one of the most important and significant examples of joint working nationally and is an excellent example of what can be achieved by pooling resources and working together. A great result for Suffolk.”

The multi-million-pound project has also boosted the local economy, following the use of Suffolk-based companies Concertus and RG Carter for the station’s design and construction.

**99% of pupils receive a preferred primary school place on National Offer Day**

99.18% of children were offered a place on National Offer Day at one of their three preferred primary schools and 95.78% were offered a place at their first preference school.

Suffolk County Council received 7,056 applications from parents and carers indicating which primary school they would prefer their child to join in September 2023.

Families who applied online can log on to the Admissions Portal from today to see the school their child has been offered. They will also receive an email to confirm this offer. Letters will be sent to parents who made a paper application by second-class post today (17 April 2023).

**Allan Cadzow, Director of Children’s, and Young People Services for Suffolk County Council said:**

“It is great news that the majority of families have once again been offered a place at one of their preferred schools, especially with so many being offered a place at their first preference school.”

“We appreciate that not all families may have received a place at their preferred school. If a parents’ preference for a Suffolk school is refused, we will automatically add their child’s name to the waiting list for that school. Parents and carers will also be advised about how to lodge an appeal should they wish to do so.”

Once school places have been confirmed, parents need to consider how their child will get to and from school. If their child is eligible for Suffolk County Council funded school travel, they will receive an email by 12 May 2023 with details of how to opt in.

Any parents or carers with a child born between 1 September 2018 and 31 August 2019 who have not yet applied for a school place should make an application immediately.

Information on how to make an application can be found on the [School admission pages](http://www.suffolk.gov.uk/admissions) or by contacting Suffolk County Council on **0345 600 0981**.

**Suffolk to mark Dementia Action Week with event**

A drop-in event for people with dementia, their families, and carers, will be held next month at Trinity Park in Ipswich.

Representatives from more than 34 care organisations across Suffolk will host stalls at the event, which will showcase the wide range of information, advice, and support available to people living with dementia and their carers, to help them to get the right support from the right providers, at the right time.

Running alongside the marketplace will be keynote sessions on a range of topics including how to live well with dementia from those with lived experience, memory assessment and the importance of a timely diagnosis.

There will also be the opportunity for people with the condition and their carers to hear about the development of a countywide dementia strategy for Suffolk, and provide feedback on their experiences, needs and priorities for support.

The event, which is being facilitated by the Suffolk Dementia Action Partnership and Care Development East, will be held on **Tuesday 16 May from 10 am**, during Dementia Action Week.

**Dr Ros Tandy, Mental Health Clinical Lead for the NHS Suffolk & Northeast Essex Integrated Care Board, said:**

“Dementia and Alzheimer’s Disease are the leading causes of death in England and there are around 15,000 people in Suffolk living with the condition, so it is essential that those who care for them have a full picture of the support available to them.  
  
“I am really looking forward to attending this event and hearing from members of our community about their experiences of our local dementia services. It’s great that there will be activities for people with dementia to take part in at the event so their carers are able to look around and learn more about what support is available from all the different stalls.”

**Georgia Chimbani, Director of Adult Services at Suffolk County Council said:**

“I hope that this event will give people the opportunity to explore the wide range of dementia support which is available in Suffolk. I am also pleased that Suffolk Dementia Action Partnership, with support from Care Development East, intend to follow this event with smaller locality-based roadshows across Suffolk, to help as many people as possible access this information.”

The event will feature a designated 'Quiet Room' with activities for people with dementia to allow their carers time to look at the stalls and attend the presentations.

Tea and coffee will be available throughout the day, and other drinks and food can be purchased from the onsite bar.

To book your ticket please visit the Eventbrite website.