

Draft until signed

Minutes of the Annual Battsford Parish Council Meeting
Tuesday 19 May 2015 at 7.30pm, Battsford Village Hall, Straight Road, Battsford

Present: Mr C. Knock, Chair; Mr B. Rhodes, Councillor; Mrs S. Zethraeus, Councillor; Mr C. Skinner, Councillor; Mr J Olley, Councillor; County Councillor Truelove, Mrs A. New, [Clerk]

Attending: Sarah Meech (incoming clerk observing), Dennis Wicking (observing), Martin Render [for item 10], Jonathan Pope [for item 13a], John Budd (observing)

10. [B/F] Defibrillator [The Community Heartbeat Trust]

Martin Render Co-founder and Chairman of The Community Heartbeat Trust attended the meeting at the request of the Parish Council to explain details of a Community based defibrillator, explaining that The Community Heartbeat Trust is a non-profit organisation. Mr Render gave a concise but comprehensive overview of the process of setting up and how to use the equipment which he said was straightforward with video and vocal instruction. The Community Heartbeat Trust would give training/seminar for residence on this vital piece of equipment which has the aim of saving lives in rural communities and meet due diligence. The equipment would be mapped by the Ambulance service which would advise callers of the code for access after confirming feasibility regarding distance and timespan of access. Mr Render explained the cost would be dependent on type of equipment used and options available. A warranty would be provided [fix and replace]. It would be the Parish Council's responsibility to ensure that the equipment was maintained to avoid negligence should it not be working when needed for an emergency. Mr Render stressed that this would not be a portable piece of equipment which could be used 'in case of emergency' during a social event as it needed to be kept in situ in readiness for an emergency. Cllr Truelove reported on a village which has 2 defibrillators in place based at each end of the village, suggesting this idea for Battsford which has a similar range. The Councillors agreed this could be an option given the funding being available. Potential funding could be sought from various sources such as grants and sponsorship including neighbouring Parishes, Community Foundation, Ambulance Service, Freechurch, Cricket Club, Locality Budget. Mr Render reported that there had been an application from another Parish which had received full funding. Following discussion the Battsford Councillors proposed an application to apply with the aim of investing in amenities for the residents of the village. Cllr Truelove confirmed her support and reported she would be prepared to help through funding from the Locality Budget. Mr Render said he would support the application and could provide fundraising equipment.

Commented [AN1]:

13a. [B/F] Village Green

a. Items for repair/maintenance/replacement

Jonathan Pope reported on the current state of the play area explaining that an external inspection by Mid Suffolk was due in July this year. Equipment from the last report was waiting to be replaced and Mr Pope reported that maintenance on the current equipment would not be feasible as the cost would outweigh the value. Cost of new equipment which meets regulations and requires regulation surfaces would be substantial. Cllr Xethraeus asked whether the playschool had been consulted as it would be useful to seek their opinion. She also suggested it would be useful to relay this information and discuss potential projects with Sponsors such as resident Dean Williams who recently donated £500 sponsorship money to Battsford Council for such investment. Investment for the play area has been a constant agenda item. Jonathan Pope gave suggestions of utilising the equipment which was safe [swings] and which equipment he felt should be removed for safety reasons. The suggestion of using pipes set on an incline to make a safe slide similar to that used at Hollow Tree Farm was received agreeably. It was agreed to carry out work to remove old equipment, tidy the area and install the proposed slide on June 6th in readiness for use in the summer and in compliance with the inspection in July. Further discussion will take place following the inspection with a view to focus on what is required. Cllr Truelove reported that a dedicated officer at Suffolk County Council for play areas would be able to provide guidance on the way forward. Cllr Truelove will pass the details on to the new Clerk, Sarah Meech.

1. Election of Chair

Councillor Truelove requested nominations for the Chairman. Cllr Zethraeus nominated Cllr Knock, seconded by Cllr Olley. No other nominations were received. Cllr Knock confirmed he was willing to stand as Chair. The Parish Councillors voted and all agreed for Cllr Knock to be Chairman

Cllr Knock completed the Declaration of Office form, signed by the clerk.

2. Election of Vice Chair

Cllr Knock asked for nominations for Vice Chair. Cllr Skinner nominated Cllr Rhodes, seconded by Cllr Olley.

The Parish Councillors voted and all agreed for Cllr Rhodes to be Vice-Chair.

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

Cllr Rhodes completed the Declaration of Office form, signed by the Clerk. The remaining Councillors completed the Declaration of Office forms, signed by the Clerk

4. Return of Electoral Expenses

The clerk reminded the Councillors of the need to complete and return their electoral expense form, which is a requirement even if they have not met any expense and in the case of non-contested elections.

5. Apologies for absence

Apologies were received from Mrs A Hand, Councillor; Mr C Nicholas, Councillor; District Councillor Whybrow; PCSO Matthew Brown

6. Declarations of Interest

Cllr Skinner declared an interest in item 11 b.
Cllr Olley declared an interest in item 11c.

7. Amendments to Register of Interest

The clerk explained the new requirement for each Councillor to submit register of interests electronically in the future. The Councillors had received the circulation regarding the process.

8. Minutes of the meeting held on 7th April 2015

Agreed and signed as a true and accurate record of the meeting. It was agreed that in future any members of the public attending would be added for clarity.

9. Matters Arising from the Minutes

None.

10. Discussed at the beginning of the meeting.

11. Planning

- a. Applications received for consideration. None
- b. Decision received - 0809/15 – Field Cottage- Granted
- c. Wonderlier – Cllr Olley reported an appeal on the ground Wonderlier will be making adaptations to sound proof the building. The Parish Council to submit an objection. Cllr Zethraeus to draft a response. A Town Planning Consultant has been appointed by the MSDC.

Willow Cottage had been omitted from the agenda as it had been discussed previously.

12. Finance

A spreadsheet was circulated and agreed.

b. Payments

3. Public Forum –None.

4. Minutes of Parish Council meeting held 13 January 2015. Agreed as a true and accurate account of the meeting.

5. Matters arising from previous minutes

i. Broadband

Cllr Truelove reported meetings had taken place at the Council and that the next round of discussion would be in preparation of implementation. Cllr Truelove suggested it pertinent for Battsford Parish Councillors to meet with Jonathon as they are a leading Parish in pursuing broadband. Cllr Knock will contact Council lead for broadband to request a meeting. Cllr Nicholas noted that work had started with ducts being dug - potentially for cables. Cllr Truelove stated that no decision had been made regarding authorisation on where the cables would or could be laid. Broadband to be an item on the

next agenda.

ACTION: Agenda item (AN). Request for meeting (CK)

- ii. **1593/14 – application Refused**
Parish clerk to contact MSDC to clarify process following end of appeal period.

6. Reports County Councillor, District Councillor, and Community Police Officer

County Councillor, Cllr Truelove circulated her report. In addition she gave a brief summary of a meeting she had attended with Cllr Knock and the site engineer regarding temporary road works currently being carried out at Bowl Road to clarify access arrangements. Cllr Truelove had received one complaint regarding signage. In addition Cllr Knock had received complaints regarding access to the Punchbowl which he will forward to Cllr Truelove and the site engineer for reference. Cllr Truelove relayed that she had received complimentary comments on the joint working between Battsford Parish Council and MSDC.

Defibrillator – Cllr Truelove informed the meeting of an initiative she would be willing to support by providing a small grant from her locality budget. Somersham have recently installed a defibrillator in their village for public to access in emergency. The equipment would be installed centrally and be accessed by dialling the emergency number and receiving an access code. The equipment is self-diagnostic and could be used by any member of the public should it be required. Cllr Truelove will give the clerk details of participating organisations who will be invited to a future Parish Meeting to present options. In the meantime the Councillors will consider suitable site options.

ACTION: Clerk to liaise with Cllr Truelove re contact details (AN)

District Councillor, Cllr Godden's report was circulated and read in her absence.
PC Matt Brown's report was circulated and read in his absence.

7. Planning:

a. Applications received

0056/15 – Farthings Corner. Withdrawn by applicant

0293/15 – Valley Farm. Parish Council agree to application.

b. Decisions – none received.

There was concern regarding Foxes Cottage, Battsford. Some work [2 outbuildings and a boundary fence] appears to have been carried out without permission. The clerk to contact MSDC/Highways for clarity.

8. Finance

a. Accounts review to date - Reports were circulated and discussed.

b. Payments received – None

c. Payments to hand

- i. Clerk's salary and expenses - £294.68. Payment was agreed, chq no. 100827 was written and signed. All Councillors were in favour.
- ii. HMRC – tax due £73.60. Payment was agreed, chq 100828 was written and signed. All Councillors were in favour.
- iii. Local Council Public Advisory Service [election training] course fee - £10.00. Payment was agreed, chq no. 100829 was written and signed. All Councillors were in favour.
- iv. Cemetery maintenance [to coppice trees] - £100.00. Payment was agreed, chq no. 100830 was written and signed. All Councillors were in agreement.
- v. Grant to St Mary's Parochial Church Council -£450. Payment was agreed, chq no. 100831 was written and signed. All Councillors were in agreement.

d. Charitable Requests – none received.

9. Village Green

Cllr's Knock and Nicholas had spent time preparing and making up bird boxes at the Communal Bird Box Building session held last Saturday. Several bird boxes have since been put up around the Village Green. Material for a further 10 boxes remains.

10. 2015/16 Budget

For clarity Cllr Knock reviewed the recommendation for budget and all Councillors agreed to submit a budget of £10,325.00 plus the grant of £27.33. The precept form was signed by Cllr Knock as Chair, Cllrs Rhodes and Nicholas as members of the Parish present at the meeting and countersigned by the clerk, A New.

11. Reservoir Safety

Cllr Knock reported he had ordered life-saving rings to be installed around the reservoir together with safety notices. It was noted that the reservoir is on private property and if accessed is at the public's own risk.

12. Elections

The clerk circulated nomination papers to all Councillors present. Cllr Hands would be sent a copy by post in her absence of today's meeting. The clerk will circulate copies of the election timetable to the Councillors for reference. *ACTION: Clerk*

13. Electoral Summons [order no. LAIS1375]

An amendment to the above order put into force from 30 January 2015 permits email service as an option of the summons to a meeting - subject to Councillors formally agreeing to this method. The option of electronic summons was accepted at this meeting by all Councillors present. The Clerk will contact Cllr Hands separately to seek permission as she was absent at today's meeting. The Standing Orders will be revised to note that option of postal, hand or email delivery summons is permissible in law.

14. Education and Learning Infrastructure

Suffolk County Council are working closely with District and Borough Councils to identify a long term strategy for the changing needs of the County given the changes and expansion of building in some areas. The Councillors suggested a copy be sent to the Playgroup lead for their input. *ACTION: Clerk to contact Playgroup lead.*

15. Correspondence - Correspondence was noted.

16. Any other matters raised by Councillors and/or for inclusion on the next agenda

Noticeboards had been delivered and were awaiting installation. Cllr's Knock and Nicholas will put up the noticeboards at the weekend, weather permitting.

Heavy traffic in the village had appeared to be increasing, particularly around the area of Church Road/bottom of Hascot Hill towards Barking. The clerk will write to Highways relaying concern received from residents regarding weight on the bridge at the bottom of Hascott Hill. *ACTION: Clerk to write to Highways.*

17. Date and time of next meeting – Tuesday 7 April 2015 at 7.30pm.

There being no further business, the meeting closed at 9.30pm