

Draft until signed

**Minutes of Battisford Parish Council Meeting
Tuesday 26th April 2016 at 7.30pm, Community Centre, Straight Road, Battisford**

Present: C Knock (Chairman), B Rhodes (Vice Chairman), C Skinner (Councillor), N Cleaver (Councillor), J Olley (Councillor), D Whybrow (District Councillor)

Attending: S Meech (Clerk), J Budd (Public)

1. Apologies for absence

C Nicholas (Councillor) & J Truelove (County Councillor)

2. Declarations of Interest

None

3. Public Forum

No public in attendance

4. Planning

a. Applications received for consideration

- i. 1634/16 – Foxes Tye, Straight Road, Battisford IP14 2HD – Erection of porch to the front elevation – All councillors agree no comments on application

b. Decisions received from MSDC – None received

5. Finance

a. Accounts review to date

b. Payments received

- i. Donation for play area slide - £3,000.00

c. Payments to hand

- i. S. Meech – Clerks Overtime - £32.22 – All councillors agree payment. Cheque number 100873 – written and signed
- ii. BVHMC – Hall Hire, Barcliff contribution & Broadband services 1st April 2016 – 31st March 2017 - £365.00. All councillors agree payment. Cheque number 100874 written and signed
- iii. The Community Heartbeat Trust – Purchase of Defibrillator Machine - £2130.00. All councillors agree payment. Cheque number 100875 written and signed

6. Financial report

Cllr Knock explains that we have received our April bank statement but unfortunately we have still not received bank statements covering February 2016 and March 2016 so am currently unable to provide a full financial report but just the closing bank balance for the end of 2015/2016.

7. Risk Assessment and Financial Management

Action – Clerk to email the model risk assessment and financial management to all councillors for review before next meeting

8. Standing Orders Review

Action – Clerk to email the model standing order form from SALC to all councillors for review before the next meeting

9. Internal Audit/BDO external audit

Clerk advises Battsford Parish Council of audit dates for the statement of accounts annual return

11. (b/f) Women on Wheels Charity Bike Ride

Item has been discussed at a previous meeting and all councillors agree to give donation of £50.00 for refreshments for the charity event

12. Picnic table donation from Punch Bowl for village green

Cllr Knock and Cllr Skinner explain that the Punch Bowl are donating some old picnic benches to the village green

Action – Cllr Knock to arrange a morning on a weekend for them to be moved and erected in the village green

13. Gate at village green

Cllr Knock advises that last Friday a new metal gate was fitted at the village green.

Action – Cllr Knock to advise David Windle of the combination for the lock

14. Play area

Cllr Cleaver shows Battsford Parish Council what play equipment was requested under the Bags of Help scheme and advises that on the 10th May the suppliers will be coming out to the village green to plan out where to place the items and will be fitting the items for free.

15. Defibrillation machine and training

Clerk advises Battsford Parish Council that the defibrillation machine and storage box have been received and that the defibrillation machine needs to be installed in the phone box on Straight Road by a qualified electrician. **Action** – Cllr Skinner to arrange for an electrician to view the defibrillation machine and advise about installation

All councillors agree that a leaflet the same as the one circulated by Combs should be used to make parishioners aware of the defibrillation machine training seminar on Tuesday 24th May 2016 at 7.30pm at the Community Centre in Battsford. **Action** – Clerk to email Cllr Reynard and Cllr Whitehead of Combs Parish Council and request a copy of the defibrillation training leaflet and forward to Cllr Olley in order for him to produce the leaflets for the Battsford training session

Clerk advises Battsford Parish Council that she is ready to submit an application for an additional defibrillation machine for Battsford through the Lottery Fund – Awards for All. Cllr Knock suggests that we apply for two additional defibrillation machines for the villages as Battsford is 3.5 miles long and another location for consideration is at the cricket club.

Action – Clerk to amend application to apply for 2 additional defibrillation machine and then submit the application.

16. Neighbourhood Watch

Cllr Zethraeus explains that to be a neighbourhood watch coordinator is a time consuming role and that she has not received much response from the village regarding setting it up for Battsford. Cllr Zethraeus has also been in touch with the previous neighbourhood watch

coordinator and the reason it stopped in Battsford is because that local Stowmarket police liaison lost contact.

Cllr Knock discusses how local crime is not a major concern for Battsford and therefore suggests that maybe there could be some way of residents using a text or email service through the parish council website to share knowledge or issues that they may have in relation to neighbourhood watch. **Action** – Clerk to liaise with Kerry Burn at One Suffolk and Cllr Skinner to discuss with Ben Skinner to see if they are aware of email/text options.

10. (moved) Cllr Knock asks the parish council if they have reviewed the housing survey that has been sent over from Gill Cook at MSDC/Babergh, concerns raised by the councillors are that the survey seems very long and asks for some personal information and they are concerned that residents will be hesitant to fill the survey out. Cllr Knock advises that some residents are aware of empty houses and plots of land which would be highlighted by the survey. Cllr Zethraeus states that a high percentage of surveys would need to be returned for accurate results and for information to be useful. Cllr Knock advises that Stage 1 would be to carry out the housing survey to identify need within the parish and then Stage 2 would be to identify empty homes and plots of land that are suitable within the parish.

Cllr Knock would like it to be noted that the housing survey would be for Battsford Parish Council and not MSDC. Cllr Olley suggests that it would be best to discuss which questions to be asked in the survey with whomever is to be producing the report from the housing needs survey. Cllr Cleaver agrees that the survey questions must be very specific in order for Battsford Parish Council to receive the exact information they need to know regarding housing need in the parish. Cllr Knock advises that planners are going to be more likely to accept future planning if an independent person has assessed the housing needs survey. The survey is currently 13 pages long and all councillors feel that the questions need to be condensed down.

Action – Cllr Knock to remove questions that councillors feel necessary and forward to Gill Cook to create an amended housing needs survey

17. **Correspondence**

18. **Any other business raised by councillors for inclusion on the next agenda**

- i. Broadband
- ii. Telecommunications mast

19. **Date and time of next meeting and Annual General Meeting (AGM) – Tuesday 17th May 2016**

Meeting closed at 9.37pm