

Draft until signed

**Minutes of Battsford Parish Council Meeting
Tuesday 17th April 2018 at 7.00pm, Battsford Village Hall, Straight Road, Battsford**

Present: C Knock (CK) (Chairman), B Rhodes (BR) (Vice-Chairman), N Cleaver (NC) (Councillor), C Skinner (CS) (Councillor), S Zethraeus (SZ) (Councillor), P Aspinall (PA) (Councillor)

Attending: D Whybrow (DW) (District Councillor), A Whybrow (AW) (County Councillor), S Meech (SM) (Clerk), J Budd (JB) (Public), D Wicking (Public)

1. Apologises for absence

Cllr Nicholas

2. Declarations of Interest

None

3. Public Forum

Nothing to be discussed.

4. Minutes of meeting held on Tuesday 20th February 2018 & Tuesday 13th March 2018

Both dates were signed as a true and accurate copy of the meetings.

5. Matters arising from minutes

No matters arising from either sets of minutes.

6. County Councillors Report

See Appendix 1

7. District Councillors Report

See Appendix 2

8. Parish Council Chairman's Report

Nothing to report

17. (b/f) Bus stop/shelter – see email

A member of public raised the issue that students have been seen during the winter waiting for the school bus in the rain and it was questioned as to what consultation was carried out before the bus stop was converted to storage space for the preschool. CK advised that the bus shelter was unused and that Battsford Parish Council (BPC) did display a sign in the shelter asking for feedback and objections to the change of use. The preschool had approached BPC to use the space and someone had even been sleeping in there for sometime so the notice was erected and following no response the shelter was made available for the preschool. BPC agree that they are happy to re-erect a notice and consider a canopy of some sort if needed. The public also mentioned that provision could be provided at the Punch Bowl end of the village, however, NC stated that this matter would be for replacing and not providing something new.

Action – NC to produce and display a sign with the clerks contact details

18. (b/f) WW1 – see email soldiers sitting in pews

It was raised by the public that Combs Parish Council have purchased a beacon for their cemetery in memorial of lives lost in World War 1 (WW1). The 100-year anniversary is on 11th November 2018 and it is questioned as to whether BPC have considered any memorials. A suggestion put forward is for the purchase of Perspex images of soldiers or for something to be placed within the village green. There are 13 recorded soldiers from Battsford that lost their lives in WW1. The beacon purchased by Combs Parish Council was in the region of £1,100 and the Perspex images would cost approximately £700-£800. BPC discussed that it would be best to have one for each person that lost their life, however, it would be difficult to split them among the 3 churches. It is believed that Combs Parish Council received some funding from Combs fete and CK questioned if BPC would receive any funds also. D Wicking will investigate the Perspex figures further and CK suggests costs in the region of £700.00 would be agreeable with BPC.

9. Planning

a. Applications received for consideration

i. DC/18/01110 – Wonderleir, Straight Road, Battsford – Change of use of agricultural building to Class B1/B8 – B1 is light industrial and B8 is for storage and distribution – BPC are in support of this application.

b. **Decision received from MSDC** – None received

24. (b/f) Joint working with Combs on a neighbourhood development plan

CK wanted this included on the agenda as this would provide BPC to create a plan with Combs Parish Council in order to have an opportunity to look at potential locations for new homes within the village rather than being told where they should go. Combs Parish Council plan would have a slightly different plan, however, as DW advised it would be cheaper to produce a neighbourhood plan jointly. CK advised that this is something we would have to do with Combs Parish Council directly with 1-2 councillors from both councils joining together as a subgroup. SZ questioned if funding would be available, DW advised yes and that the plan would ensure that the parish councils voice is heard if growth and development occurs. AW advised that Community Infrastructure Levy would also increase from 15% to 25% providing the parish with more revenue.

Action – SM to contact Combs Parish Council to advise that BPC are keen to start the process to produce a neighbourhood development plan and to ask if they would be interested in joining us.

25. (b/f) Welcome pack for new residents

CK advised that he has folders for welcome packs if BPC wanted to produce a welcome pack, it was discussed and agreed that the website should be utilised for this purpose.

Action – Clerk to produce a new welcome letter

21. (b/f) Village Green & Play area including play area group and mole removal

PA advised BPC that she now has the tree stakes for erection at the village green, it is agreed for them to be put in on Sunday 22nd April at 10am, SZ will email around for volunteers.

The additional litter bin is still in NC garage so CS will arrange for this to be put up in the village green. It was also discussed that a plan is required for the installation of the new mound slide and CS raised that if a new mound is created it will be sometime till it can be used with settlement, CK raised that an expert should be consulted for this matter.

Action – NC to discuss the slide installation and location with J Pope

10. Finance

- a. **Accounts review to date** – As of 14th March 2018 the balance of the current account was £18,485.34 and with outstanding cheques from the account the balance for the end of 16/17 will be £16,026.45 and the savings account balance was £2,360.21.
- b. **Payments received**
 - i. MSDC – April Precept - £5,362.50
- c. **Payments to hand**
 - i. S Meech – Overtime and Expenses – £146.12 - Payment agreed by all councillors. Cheque Number 100952 signed and dated by CK and BR. *Local Government Act 1972 s.112.*
 - ii. Suffolkbiz – Website Hosting Apr 18- May 19 - £100.00 - Payment agreed by all councillors. Cheque Number 100953 signed and dated by CK and BR. *Local Government Act 1972, s. 142.*
 - iii. SALC – Annual subscription - £251.95 - Payment agreed by all councillors. Cheque Number 100954 signed and dated by CK and BR. *Local Government Act 1972, s. 143.*
 - iv. Trees and hedging – Tree stakes - £49.57 – Cheque actually made payable to P Aspinall. Payment agreed by all councillors. Cheque Number 100955 signed and dated by CK and BR. *Public Health Act 1875, s.164 & Open Spaces Act 1906, s. 9-10 & 15.*
 - v. Playdale Playgrounds Ltd – 50% remainder of slide - £1869.60 - Payment agreed by all councillors. Cheque Number 100956 signed and dated by CK and BR. *Local Government (Miscellaneous Provisions) Act 1976, s.19.*
 - vi. MSDC – Bin and dog waste bin emptying - £162.00 – This invoice came in after the agenda was produced, however, BPC agreed to pay it and cheque number 100957 was written and signed by CK and BR. *Litter Act 1983, ss. 5-6.*

11. Annual ongoing costs for defibrillators – CHT

Item to be moved to next agenda for Cllr Nicholas to discuss

12. Internal Audit Instruction Form from SALC – agreement and signature required

The form was read out to the council and all councillors agree, CK signed and dated the instruction form.

13. Internal Audit requirements for submission 22nd May 2018

Clerk advises BPC of the requirements for the internal audit with SALC and advised that it is booked in to be dropped off at the Claydon office on 22nd May 2018, however, the annual return will be signed later that day by the clerk and chairman so CK is happy to drop it off.

14. Adoption of Model Code of Conduct

CK read out the Model Code of Conduct produced by SALC to the councillors and they were all in agreement to its adoption. Copy printed for file.

15. Annual return and external audit PKF Littlejohn

Clerk advised BPC that the annual return will need to be completed at the next parish council meeting in order to be sent off for internal audit and then externally to PKF Littlejohn. This year will be the first time BPC have used PKF Littlejohn as they have previously used BDO.

16. GDPR – Data Protection

Clerk advised BPC that the deadline for compliance is fast approaching for compliance of GDPR. Clerk has therefore requested assistance from BPC as to completion of Appendix 2 –

Sample Personal Data Audit Questionnaire as she is limited on time with both internal and external audits due. Clerk circulates Appendix 2 in the hope of some assistance. SALC are likely to set up a data protection officer service and this is something that BPC would definitely be interested in.

19. Local history group paperwork

Clerk and CK have been contacted by the local history group to advise of some paperwork that they have from the council that is now ready for shredding – CK has given authority for them to carry this out.

20. SID location forms

CS and NC have been completing the forms and will forward the forms to the clerk, NC did advise that the current poles would be too short for the SID's, JB advised that Combs and Barking have extenders on their poles.

Action – NC to forward over SID location forms to clerk

22. Punchbowl – accounts/finance etc

CK is to chase the accounts before any grants are agreed, the accounts should be produced in May so he will request a copy in June.

23. Electoral review of Mid Suffolk – see letter

Letter is circulated during the meeting

26. Correspondence

CK has been contacted regarding a request from a resident to have a wedding celebration for the village on 4th August 2018 – this is to be added to the next agenda.

27. Any other business for inclusion at the next meeting

- Wedding party – 4th August 2018

28. Date and time of next meeting – Tuesday 22nd May 2018 at 7.00pm for the Annual Parish Meeting and 7.30pm for the Annual Parish Council Meeting and Parish Council Meeting

Meeting closed at 8.57pm



Appendix 1

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Suffolk County Councillor
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Suffolk school travel consultation

The consultation on school travel finished at the end of February and the responses are now being collated. Changes to school travel will be decided by Cabinet in June. In the meantime I am speaking with the Cabinet Member for Children and Young People and have asked for full details of any changes to school buses in our area.

Full Council Meeting Items

The Council Tax was agreed in February a total rise of 4.99% made up with an increase of 2.99% on general council tax and a 2% precept to fund Adult Social Care. Sue Cook will continue as interim CEO.

On Thursday 22 March 2018 the appointment of the new Chief Executive Officer was ratified and Nicola Beech will take up the position within the next 3 months .

Better Broadband, currently 92% of Suffolk residents have access to superfast broadband, contracts are in place to increase this to 98% and work is ongoing to find solutions with officers and partner organisations for the final 2%. The current website is being updated and should go live in April – apparently this will be more user friendly!

A joint initiative between County and Health Services was set up over the winter period to support adult care via the Home First scheme which addresses timely discharge from hospital by providing care in the home working towards reablement.

Unaccompanied Asylum Seeking Children and care leavers, the Government has given Suffolk a grant of £231,000 to contribute to the additional costs of providing care for these children. Suffolk currently has 76 under 18 year olds and 63 care leavers.

Highways

Potholes continue to be a problem as does signage. I sill await an update for resurfacing works. The problem is not unique to the village you will notice the same across the County.

Please use the County Highways website to report any problems, the site is also very useful for updates on all road matters.

ResPublica

The County Council has commissioned the think tank ResPublica, it is not, as some have said to consider a One Suffolk. It is to look across the County as a whole to consider how much needed savings might be made. We already make considerable savings by working with our District and Borough Councils, The Health Service and Suffolk Constabulary. With the sharing of buildings far more collaborative working has been achieved but we need to do much more. Yes, ResPublica will look at unitary models, they have recognized expertise in this field but they were also influential in the work to set up the Greater Manchester devolution deal: this is a two tier model and it includes health services. It would be wrong to be afraid of this consultation, we need fresh and different eyes other than our own to make suggestions. We will all then need to consider options and if necessary be radical. Town and Parish Councils will be consulted and it may also open up opportunities for some to take on services and to negotiate fees. Whatever the outcomes any changes will take some years to come to fruition: personally I feel it is the duty of all elected councilors, be they Town, Parish, Borough, District or County not to let this be a distraction from the here and now and to continue working with this best regard for our communities.

Appendix 2

Councillor David Whybrow (Conservative)

Mid Suffolk District Council Member for Ringshall Ward

Report to Battsford Parish Council



Full Parish Council Meeting on Tuesday 17th March 2018

1.0 Planning

As noted in Parish Council papers

2.0 Local Government arrangements

The debate and shape of future local governance continues to move onward. The one thing that all seem to be in agreement with is that the status quo is unsustainable and that change is needed. Since late last year Mid Suffolk and Babergh have been exploring how our award winning 'Working Together' partnership needs to evolve to ensure that the Councils are 'fit for purpose', and able to continue to deliver the important services our residents value, in the future.

We carried out comprehensive public engagement during December 2017 and January 2018 which demonstrated clear support from residents, stakeholders, partners and staff in both Districts for the initially preferred option - to dissolve the existing district councils and replace them with a new single district council in the centre of Suffolk. This has culminated in a detailed business case which has now been drafted and will be published shortly. The prevailing circumstances now indicate that the earliest that any new council could be created would be from May 2020.

In the meantime the Leader of the County Council has separately commissioned the 'think tank' ResPublica to conduct a review in Suffolk. It is my view that this is a sensible and bold move.

However, the District and Borough Council Leaders in Suffolk we have made it clear to Suffolk County Council that we they do not subscribe to, or support this ResPublica work. They are a little

put-out because they have not been offered the opportunity to assess, understand or inform the detailed specification for this work.

Accordingly, they have called for the ResPublica work to immediately stop and be replaced by a joint review, with the County Council and wider public sector, designed to invest in expanding and accelerating our work to date, in a way that properly transforms the public sector service delivery in Suffolk for the future and for the benefit of our residents.

Equally, the leadership at Mid Suffolk recognises that they cannot ignore that the commissioning of ResPublica is a signal that the County Council is keen to re-open the debate about unitary authorities in Suffolk. The creation of one or more unitary councils is one of the options considered in the draft business case that has been developed. It was discounted as the preferred option in October 2017 on the basis that it did not appear possible or likely that it could be delivered in the foreseeable future. It remains the case however that many Councillors across parties in both our councils, would support some form of unitary arrangements for Suffolk that would see all of the district, borough and county councils dissolved and replaced.

In all the circumstances, and given that any new district council could not be created before May 2020, it has been agreed that it would be illogical to submit our draft business case for detailed consideration by our Overview & Scrutiny Committees and Councils, or to hold a Local Poll in Babergh at this stage. Instead the Councils will be working even harder to further expand the multiple award winning 'Working Together' partnership between our Councils; and in the Suffolk spirit of joint working with all our partners, working to ensure that the public sector remains 'fit for purpose' in Suffolk for the future.

The administration view at Mid Suffolk is that we remain convinced that merging with Babergh, to cement our long-standing relationship, is the right thing to do and something that we could deliver. It would be good for our residents, would save tax payers money, and protect the services that residents value most. However, one of the alternative options that we also favour is the creation of unitary councils. Whilst it makes sense for the district and borough councils in East and West Suffolk to complete their mergers which will come into effect from 2019; it would not be sensible for us to start the process of a merger given the County Council's new willingness to consider other options. There is more that we can be doing together as two district councils for our residents and communities; so that will be our focus between now and our next elections in May 2019.

3.0 Local Government Ward Boundary Review

Further to my previous update explaining that the Boundary Commission had delayed its final recommendations for the reviews in both Babergh and Mid Suffolk, the Boundary Commission has

published a further set of proposed recommendations and an additional period of consultation has commenced. The timetable for this is as follows:

Draft Recommendations Consultation End: 30th April 2018

Final Recommendations Commission Meeting: 24th July 2018

Final Recommendation Published: 7th August 2018

Order Laid: 11th September 2018

You have been issued their latest recommendations and will note that they do not vary from the previous proposal for Battisford

4.0 Conclusion

I trust the forgoing is informative and relevant.

Finally, if there are specific matters that you would like me to investigate or report on – just ask.

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