

Draft until signed

**Minutes of Battisford Annual Parish Council Meeting
Tuesday 22nd May 2018 at 7.30pm, Battisford Village Hall, Straight Road, Battisford**

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

Attending: S Meech (SM) (Clerk)

1. Election of Chairman and Declaration of Office as Chairman

It was proposed by CN, seconded by BR and a unanimous vote that CK is re-elected as Chairman of Battisford Parish Council, CK is happy to stand again. CK signed an Acceptance of Office.

2. Election of Vice-Chairman

It was proposed by NC, seconded by CK and a unanimous vote that BR is re-elected as Vice Chairman of Battisford Parish Council, BR is happy to stand again.

3. Apologies for absence

Cllr Zethraeus, Cllr A Whybrow & Cllr D Whybrow.

4. Declarations of Interest

No declarations of interest.

5. Public forum

No public left in attendance after the Annual Parish Meeting

6. Minutes of meeting held on Tuesday 17th April 2018

Minutes were signed as a true and accurate copy of the meeting.

7. Matters arising from minutes

No matter arising from the minutes.

8. County Councillors Report

Cllr A Whybrow was not in attendance at the meeting.

9. District Councillors Report

Cllr D Whybrow was not in attendance at the meeting

10. Parish Council Chairman's Report

CK already presented his annual report in the Annual Parish Meeting.

11. Planning

a. Applications received for consideration

- i. **DC/18/01926 – Tye Farm, Straight Road, IP14 2HD – Erection of straw barn – All councillors agree no comment for this application.**

b. Decisions received from MSDC

- i. **DC/18/00983 – 6 Church Road, Battisford – Erection of single storey rear extension - Granted**

12. Finance

- a. Accounts review to date –** The finance spreadsheet and bank reconciliations were circulated to the councillors before the meeting and no queries were raised. The current account balance on 13th April 2018 was £21,388.95 and the savings account was £2,360.21.

b. Payments received

- i. **Memorial Fee – T/I Ruth & Walter Welham - £49.50**

- ii. **Memorial Fee – T/L Hugh Hayward - £49.50**
 - c. **Payments to hand**
 - i. **S Meech – Overtime and Expenses - £85.84** – All councillors agree payment. Cheque Number 100959 completed and signed by CK and BR. *Local Government Act 1972, S.112.*
 - ii. **P Aspinall – Tree stakes reimbursement - £33.60** – All councillors agree payment. Cheque Number 100960 completed and signed by CK and Br. *Public Health Act 1875, section 164; Open Spaces Act 1906, subsections 9, 10.*
 - iii. **This is an additional payment received before the meeting – CAS Ltd – Insurance premium for adding the mound slide** – All councillors agreed for this payment to be made. Cheque Number 100961 completed and signed by CK and BR. *Local Government Act 1972, S.111.*
- 13. 17/18 AGAR (Annual return) completion and approval**
The AGAR is completed and approved by BPC, CK and SM signed and dated the form.
- 14. Review and adoption of Standing Orders (Amended 2018) & Financial Regulations**
Changes have occurred to the model standing orders, BPC reviewed the Standing Orders and Financial Regulations and they were adopted.
- 15. Asset Register review**
The asset register was reviewed and agreed by BPC.
Action – Clerk to advise CAS Ltd of an amendment for the insurance policy as the bus shelter is now bricked up and used as storage. Clerk also to discuss with SALC regarding depreciation of assets and add this item to the next agenda once SALC have replied for further discussion.
- 16. Insurance review**
BPC have reviewed the insurance cover with Zurich and are happy with the cover received.
- 17. Review of subscriptions**
All subscriptions were highlighted from last years spreadsheet. These were SALC annual subscription, CAS membership, ICO (Data Protection) registration, SLCC membership. It was agreed by BPC that these subscriptions are essential and should be renewed in 2018/19.
- 18. Review of complaints procedure**
The handling complaints legal topic note was reviewed and adopted by BPC.
- 19. Review of policies, practices and procedures for FOI and GDPR**
The freedom of information legal topic note was reviewed and adopted by BPC and BPC are aware of what is required under GDPR and await further updates regarding this.
- 20. Review council's policy of dealing with press/media**
BPC reviewed and adopted their media/press policy with no amendments to be made.
- 21. Review of S.137 expenditure**
BPC reviewed their S.137 expenditure for 2017/18 and spent £150.00, they will consider if they require spending under this throughout the year.
- 22. Determining time and place of ordinary meeting up to next annual meeting**
BPC would like the meetings to continue being held at Battsford Village Hall on Tuesday evening every 6 weeks. The dates have been booked until December 2018. **Action** – Clerk to work out dates from January to May 2019 and confirm dates with the councillors and ensure the village hall is booked for these dates.
- 23. Review of employment policies and procedures including clerk's SCP and 2018/19 pay scales**
Clerk requires an amendment to her contract as she is paid by standing order and not cheque which her contract states. BPC are happy with the clerks progression and all agree for her to increase her

SCP to the top of her scale from Pt 21 to Pt 22 at £10.953 for 2018/19, this is to be backdated to 1st April 2018.

24. Defib ongoing costs

CN thinks that the defibrillator pads run out in 2020, however, he will check the battery and pad dates and let BPC know, PA to check the pads on the other defibrillator near Valley Road.

25. SID location forms

CS and NC have completed the Speed Indicator Device forms. It has been advised that residents in Battisford have been concerned over speeding and road rage in the village. **Action** – CS to send photos of SID locations for NC to submit forms.

26. Women on Wheels – 8th July – Refreshments

NC is unsure whether we will be able to host a refreshment stop for the Women on Wheels this year. **Action** – NC to speak with the cricket club and advise clerk if Battisford are able to host the Women on Wheels refreshment stop.

27. Village green/play area

There was nothing further to be discussed under this item.

28. Bus shelter notice

A notice has not been placed on the shelter as NC has been driving past the bus stop and as yet has not seen any children waiting for the bus.

29. Correspondence

All correspondence is circulated by email, there is nothing additional to report.

30. Any other business for inclusion at the next meeting

No additional items raised.

31. Date and time of next meeting – Tuesday 3rd July 2018 at 7pm

Meeting closed at 9.05pm.