



# BATTISFORD PARISH COUNCIL

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## **MINUTES OF THE BATTISFORD PARISH COUNCIL MEETING HELD ON TUESDAY 25<sup>th</sup> JUNE 2019 AT 7.30 PM IN THE VILLAGE HALL, BATTISFORD**

Present:

Cllr N Cleaver (Chairman)  
Cllr T Aspinall (Vice Chairman)  
Cllr P Lambotte  
Cllr C Nicholas  
Cllr J Pope (arrived 8pm)  
Cllr D Wicking  
Cllr S Zethraeus

C/Cllr Kay Oakes

D/Cllr Daniel Pratt (arrived 8.15pm)

and two members of the public

In attendance: Nicola Glading CiLCA, clerk to Battisford Parish Council

Actions highlighted

### **64. RECORDING OF MEETING**

Clerk to record the meeting for minute taking only

### **65. APOLOGIES FOR ABSENCE**

a) None

### **66. DECLARATIONS OF INTEREST**

Cllr D Wicking declared an interest at 8a) (iii)

### **67. PUBLIC PARTICIPATION**

a) Mr J Budd commented that:

1. The bus service on Tuesdays and Fridays looks as if it is being lost.  
The Chair pointed out that the email in relation to the cessation of the service had come too late to be included on the Agenda and would be discussed at the next meeting.
2. Car sales at the Lodge should be included on the next Agenda.
3. Combs PC had a table at a previous fete.

The councillors agreed that at the village fete on 6<sup>th</sup> July 2019, Battisford Parish Council to have a presence. Cllr Lambotte offered to lend and man his gazebo, Cllrs Cleaver and Aspinall to look at production of a leaflet.

- b) A member of the public will speak at the Agenda item on Planning, DC/19/02332

**68. UPDATES FROM COUNTY and DISTRICT COUNCILLORS**

- a) An update from County Councillor Kay Oakes was **NOTED**, copy attached Clerk to order and pay for one sign (5 x strip lights in racing green with white writing) and send the invoice to Cllr Oakes.  
Delivery address Stan, Stoke Cottage, Straight Road Battisford IP14 2LZ
- b) An update from District Councillor D. Pratt was **NOTED**, copy attached

**69. MINUTES OF THE PARISH COUNCIL MEETINGS held on 14<sup>th</sup> MAY 2019 and Summary of the ANNUAL ASSEMBLY held on 21<sup>st</sup> May 2019**

- a) The Minutes of the Annual Parish Council meeting held 14<sup>th</sup> May 2019 were unanimously **AGREED** and the Chair authorised to sign the same.
- b) The Minutes of the Parish Council meeting held 14<sup>th</sup> May 2019 were unanimously **AGREED** and the Chair authorised to sign the same.
- c) The Summary of the Annual Assembly meeting held on 21<sup>st</sup> May 2019 was **NOTED**.

**70. MINUTES OF THE BATTISFORD PARISH COUNCIL MEETING HELD ON TUESDAY 4<sup>th</sup> JUNE 2019 IN THE COMMUNITY CENTRE, BATTISFORD**

- a) The minutes of the Planning meeting Parish Council meeting held on 4<sup>th</sup> June 2019 were unanimously **AGREED** and the Chair authorised to sign the same.

**71. MATTERS RELATING TO PLANNING APPLICATIONS FOR BATTISFORD (PAPERS at E)**

- a) Planning applications that have been received since the last meeting were considered-
  - (i) **DC/19/02622 Proposal:** Householder application - Erection of two storey side extension, part two/part single storey rear extension and rendering of existing dwelling. **Location:** 6 Plantation Way, Battisford, Stowmarket, Suffolk IP14

Councillors discussed the application and unanimously **AGREED** on the following comment:

**NO COMMENT**

- (ii) **DC/19/02332 Proposal:** Outline Planning Application (All Matters Reserved) - Erection of a single storey dwelling with improved vehicular access from Church Road (including change use of land). Location: Land Adjacent to Church Road, Battisford, IP14 2HQ

A member of the public spoke to this planning application. He has responded individually to the planning authority, and pointed out that most days there is a screech of brakes along Church Road as motorists avoid other vehicles, and he has concerns about the effect on the local ecology.

Councillors discussed the application and unanimously **AGREED** on the following comment:

**OBJECTION**

1. The councillors have rejected similar applications as they might have impacted adversely on the nature and outlook of the village, giving a cramped effect to an essentially rural landscape within which space is both visually and aesthetically important. It is accepted that some development is necessary, but this should be in a controlled manner (for example, the small development at Bowl Road Battisford /Combs IP14 2QE).
2. The proposal lacks demonstrable social, economic or environmental benefits.
3. Councillors believe that the area is outside the settlement boundary.
4. Councillors would point out that there is very little infrastructure/ amenities/ available public transport at Battisford.
5. The site is in an isolated position at some distance from the main village.
6. Councillors are concerned that the level of traffic along Church Road, which is narrow and winding, will increase\*.
7. It is anticipated that wildlife in the area may be adversely affected.

\*C/Cllr Oakes agreed to ask the SCC Speed Safety Team to come out and look at the situation; particularly in the Church Road/ Valley Road vicinity

- (iii) *Cllr Wicking left the meeting*

**DC/19/02433 Proposal:** Householder planning application - Erection of first floor side and two storey rear extensions Location: Field Cottage, Straight Road, Battisford, Stowmarket Suffolk IP14 2HP

Councillors discussed the application and unanimously **AGREED** to the following comment:

**APPROVED**

The extension would have no impact on neighbours and is not in the public view.

*Cllr Wicking re-joined the meeting*

- b) The Appeals/ Decisions as advised by Mid Suffolk District Council Planning Dept were **NOTED**:

- (i) **DC/19/01518 REFUSAL OF OUTLINE PLANNING PERMISSION TOWN AND COUNTRY PLANNING ACT 1990** Applicant: Mr Ben Elvin 122 Constable Road

- (ii) **DC/19/02139 PRIOR APPROVAL - AGRICULTURAL TO DWELLING** Proposal: Notification for Prior Approval for a Proposed Change of Use of Agricultural Building to a Dwellinghouse (Class C3) and for Associated Operational Development

## 72. **COMMUNITY GOVERNANCE REVIEW/ SETTLEMENT BOUNDARY (PAPER H)**

- a) The suggestion from the MSDC Monitoring Officer was that that the Community Governance Review for Battsford that was instigated by the previous parish clerk (and was put on hold when the elections took place) is not recommenced as the District Council will be undertaking a complete parish CGR once the review of the Suffolk County Council divisions has been completed by the Boundary Commission.  
It was unanimously **AGREED** that the Community Governance Review as requested formerly is recommenced as soon as possible, Battsford Parish Councillors do not wish to wait until the Review has taken place, the original plan should be highlighted as this was made some time ago, councillors would like to see some prompt and appropriate action. Clerk to confirm decision to MSDC

## 73. **BATTISFORD S106 FUNDS**

- a) Councillors discussed the recent information in respect of residual S106 funding. Clerk to investigate costs of two outdoor ping pong tables (one for adults, one lower for children) to be situated at the play area. Clerk to inform Battsford Free Church of the funding initiative.

## 74. **CLERKS REPORT** (on the night)

- a) The Clerks report was **RECEIVED**:
  - (i) **Delegated powers** – Mr Ward had been asked to cut grass ready for the Fete on July 6<sup>th</sup> and to clear brambles and nettles away from the Cemetery entrance.
  - (ii) **The Speed Indicator Device** – clerks report and cost comparisons were examined. Clerk to contact Westcotec to demonstrate their device, preferably on a Tuesday evening.
  - (iii) **Wall mounted sign** - this had been covered at minute 68.
  - (iv) **Work on the slide** at the playground - still not done - Clerk to ask Mr Skinner to please get on with the work.
  - (v) **Electricity supply for the Village Green** - the clerk`s report had shown that this would be in the region of £25k, A discussion ensued as to whether the project is feasible, value for money and if it should be continued.

Councillors voted on the continuance of the project by the Parish Council.  
It was **RESOLVED** (2 in favour; 4 abstentions;1 against) **not to continue** with the

Village Green electricity supply project.

It was **NOTED** that a future developer could be required to install a new transformer.

- (vi) **Provision of an electric car charging point** at the Punch Bowl Inn. It was unanimously **RESOLVED** that the developer of the land at Punch Bowl Corner is asked to put in a charging point in the envisaged car park. Clerk to contact the developer.

It was further unanimously **RESOLVED** to investigate a charging point in the Village Hall car park. Clerk to confer with Battisford Village Hall Management Committee and investigate costs further.

- (vii) **Review of Annual Assembly 2019** – new format. The event was very well attended, exceeding expectations, and the same format will be used for 2020. The Cricket Club had emailed to express regret that they could not attend.

## **75. FINANCE/ AUTHORISATION OF PAYMENTS**

### **a) Financial Year End Audit and Report 2018-2019.**

Papers (i) to (vi) were explained by the clerk and considered by the councillors.

- (i) **The Annual Internal Audit Report** for the year ending 31st March 2019 as produced by the Council's appointed Internal Auditor (Suffolk Association of Local Councils) was **RECEIVED** and **NOTED**.
- (ii) **The Statement of Accounts** for the year ending 31st March 2019 was **RECEIVED** and unanimously **APPROVED**.
- (iii) **The Statement of Assurance** for the year ending 31st March 2019 as per the Annual Governance and Accountability Return (AGAR) – the Statement of Assurance, Section 1: was **RECEIVED** and unanimously **APPROVED**. The clerk and Chairman were authorised to sign Section 1 of the AGAR.
- (iv) **The Accounting Statement** for the year ending 31st March 2019 as transposed onto the AGAR was **RECEIVED** and unanimously **APPROVED**. The clerk and Chairman were authorised to sign Section 2 of the AGAR.
- (v) **The Statement of Exemption** was **RECEIVED** and unanimously **APPROVED**. The clerk and Chairman were authorised to sign the Statement of Exemption.
- (vi) **The Statement of Public Rights** and Publication of the Annual Governance Accountability Return (Exempt Authority), year ending March 2019 was **RECEIVED** and unanimously **APPROVED**.

### **b) Finance**

- (i) The itemised expenditure/ invoices for payment were unanimously **APPROVED** as attached and the signatories authorised to sign the same once the bank has approved the relevant mandate. .
- (ii) There were no additional payments to be approved.

**76. CO-OPTION POLICY**

- a) The Battsford Parish Council Co-option Policy was discussed: further changes to be made and brought to the next meeting

**77. CHAIRS ITINERARY and REPORTS (on the night)**

- a) Chairs report  
The provision of iPads/ tablets for Councillors had been discussed earlier in the year. Councillors would prefer to use a small laptop/ chrome book: Clerk to cost out. The clerk`s laptop to be replaced; Clerk to cost out.  
In terms of sharing agendas and papers, it may be possible to store in a cloud drive which Councillors could access. C/Cllr Oakes offered to approach Suffolk County Council IT department to see if this is feasible.
- b) Councillors reports

**78. EXCHANGE OF INFORMATION**

- a) The Village Hall will be closed for refurbishments on 23<sup>rd</sup> July 2019.
- b) The AGM of the Battsford Village Hall Management Committee had been missed - Clerk to ask the VHMC Trustees to let BPC know when this will take place in 2020.
- c) The clerk relayed an email message from a resident:

“ Some time ago & with no canvassing of local opinion, the Bus shelter adjacent to the Village Hall was taken out of use & converted into a storage facility. As far as I am aware there has been no discussion at any time regarding an alternative facility ? A simple extension of the existing pitched roof, supported by a couple of Gallows Brackets bolted to the existing masonry would be a relatively inexpensive solution, offering some shelter from the rain, for those awaiting the arrival of a bus”.

Councillors recalled that the conversion of the bus stop to a storage unit had been discussed fully on at least two previous meetings, information had been circulated, comment canvassed and no-one had come forward at the time. School children tend to wait on their own driveways: it was unclear who would benefit.

The meeting closed at 9.50pm  
Draft until signed

## Appendix to 75b Agreed Expenditure

<u>Expenditure</u>	<u>Invoice</u>	<u>Amount</u>	
Postage	as itemised	£12.84	NG
Stationery/ Office supplies/ Printing	Var as attached receipts	£77.25	NG
Annual Assembly Expenditure	As attached receipts	£86.40	NG
ROSPA Playground inspection fee	As Invoice	£82.20	
Hire of Village hall for PC meetings Oct - Mar	As Invoice	£120.00	

### Itemised breakdown of clerks expenditure (individual receipts at meeting 20190625) POSTAGE

12.04.2019	£1.50
25.04.2019	£0.61
25.04.2019	£0.70
27.04.2019	£3.23
08.05.2019	£1.50
16.05.2019	£3.18
28.05.2019	£1.06
08.06.2019	£1.06

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<b>TOTAL POSTAGE</b>	<b>£12.84</b>
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### OFFICE/ PRINTING

Copies of Cemetery Plan	£18.00
Inkjets	£53.00
Files, Paper	£6.25

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<b>TOTAL OFFICE/ PRINTING</b>	<b>£77.25</b>
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### ANNUAL ASSEMBLY

Plates, napkins	£6.00
Wine and Cheese (inc unsold refund)	£80.40

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<b>TOTAL ASSEMBLY</b>	<b>£86.40</b>
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