



# BATTISFORD PARISH COUNCIL

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## **MINUTES OF THE BATTISFORD PARISH COUNCIL MEETING HELD ON TUESDAY 15<sup>th</sup> OCTOBER 2019**

Present:

Cllr D. Wicking, Chair pro tem  
Cllr P. Lambotte  
Cllr J. Pope  
Cllr S. Zethraeus  
Cllr C. Nicholas

In attendance: Nicola Glading, parish clerk, D/Cllr D. Pratt and two members of the public

### **118. RECORDING OF MEETING**

To establish whether it is the intention of any person to record the meeting.

### **119. APOLOGIES FOR ABSENCE**

- a) Apologies were received from Cllr N. Cleaver, Cllr P. Aspinall and C/Cllr K. Oakes
- b) Councillors consented to accept the apologies received

### **120. DECLARATIONS OF INTEREST**

None

### **121. PUBLIC PARTICIPATION**

A resident brought the councillors attention to the tree that was planted in memory of Annie Hands, two years ago. A memorial plaque is now sought, type, material and cost is not known. Placement yet to be decided. Cllr Wicking will speak to Ms Hands partner. Councillors suggested an open request in the Barclif. Clerk to source and cost alternate plaque provision.

Apple juice making as a community activity next year to be diarised early in 2020 so that arrangements can be made.

Mr Ian Felstead, Director of the Bowl Inn spoke about the request for funding for shed. He sought to contextualise the application; this will be a storage facility of lasting quality (possibly the term shed gave the wrong impression), used for storage e.g. foodstuffs. Mr Felstead confirmed that the facility will be removeable; it will be placed on an area of hardstanding. A recent visit from Environmental Health has meant that work had to be carried out, an unexpected cost. the Punchbowl is run as a Community Interest Company. Councillors want to support the Punchbowl, however the project has not been budgeted for in the current year. Several funding possibilities were discussed, D/Cllr Pratt suggested that this might be appropriate for District Council Locality funding (c. £1,000).

It was unanimously **AGREED** that the clerk to fill in the relevant application form and circulate to all councillors prior to sending. Going forward, the storage facility would be a Parish Council asset.

## **122. UPDATES FROM COUNTY and DISTRICT COUNCILLORS**

- a) County Councillor Oakes was not present
- b) District Councillor Dr Pratt had previously supplied his report, which the clerk had circulated. See Appendix 1. The event at Needham Lake on 10<sup>th</sup> October went well. CIL opens on 1<sup>st</sup> October. DC/18/03787: Battsford Hall Barn conversion was discussed at District committee recently. BPC had thought that the project had been withdrawn; the previous District Councillor, Cllr Whybrow had called the application into committee. Cllr Pratt sought clarification on Grade Two listed status, it appears that disused barns are automatically granted planning permission under the conversion rules. There is a claim for maladministration pending. Cllr Pratt had actively asked for more input from Suffolk Wildlife Trust, who were originally consultees. Councillors noted that the five houses would count towards the 30 houses envisaged at Battsford. Housing development is planned at the previous District Council offices.

## **123. MINUTES OF THE PARISH COUNCIL MEETING held on 17<sup>th</sup> SEPTEMBER 2019**

- a) The minutes of the Parish Council meeting held on 17<sup>th</sup> September 2019 were unanimously **AGREED** as a true record and the Chair was authorised to sign same.

## **124. MATTERS RELATING TO PLANNING APPLICATIONS FOR BATTISFORD**

- a) Councillors **NOTED**: Appeal Reference: APP/W3520/W/19/3236366 (emailed to Cllrs 02/10/2019)  
Appeal by: Mrs Gillian Hawes 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, Battsford, IP14 2HQ.

## **125. MATTERS RELATING TO THE CEMETERY**

- a) Cllr Pope is making every effort to contact relatives of Betty Buckle. The clerk has put the information about the seat on the PC website and included in the PC Barclif article.
- b) Quotations for work on Cemetery as agreed by councillors at the previous meeting will be on the Agenda under Exempt Matters at the November meeting.

## **126. HASCOTT HILL NATURE RESERVE**

- a) **DEFERRED** as this item was to be led by Cllr Aspinall. To be placed on Agenda for the November meeting. In terms of identifying trees in Battsford that are subject to a TPO, and confirmation of the method of placing a TPO, Cllr Zethraeus undertook to report back to the November meeting.

## **127. CHAIRS ITINERARY and REPORTS**

- a) Chairs report: not available
- b) Councillors reports:
  - (i) Cllr Lambotte was thanked for all his work in managing the SID project. There was an initial fault with the radar on the new unit, which has been repaired and the unit is now working well. Statistics have been compiled using the software: when placed outside the Punchbowl the average speed recorded was 39/40 mph. The top speed recorded was 73.4 mph: this constitutes anti-social behaviour and can be reported to the Police.

There were several recorded late nights speeds in excess of 60mph. Once a pattern is established, BPC can ask the Police to set up speed enforcement. It was unanimously **AGREED** to purchase 4 more brackets so the unit can be turned round.

## **128. REVIEW/ ADOPTION OF POLICIES, PROCEDURES AND REGULATIONS**

- a) Councillors **RESOLVED** to accept the draft BPC Grants/ Donation Policy, **with the following amendment:**
  - (i) **Grants are made at the discretion of Battsiford Parish Council and are normally limited to £250, unless there are exceptional circumstances.**
- b) Councillors **RESOLVED** to accept the draft BPC Internal Control Procedures, **with the following amendment:**
  - (i) **Change numbering: split information at 14 into two i.e. 14 and 15.**

It was **AGREED** that Cllr Wicking, given his experience, would work with the clerk to complete the check list.

- c) Councillors **RESOLVED** to accept the draft BPC Code of Conduct
- d) Councillors **RESOLVED** to accept the draft BPC Cemetery Regulations and Conditions of Use  
The clerk was asked to undertake a survey of Cemetery charges in other local parishes.

## **129. BATTISFORD NEIGHBOURHOOD PLANNING GROUP**

a) Cllrs Wicking and Lambotte confirmed that 10/12 additional volunteers are needed. To ensure that the message gets out, it was **AGREED** that an A5 flyer should be put into the next edition of the Barclif (Battsiford residents only) and subject to the editor's agreement. Cllr Lambotte to design and arrange for c. 1,050 to be printed.

## **130. CLERKS REPORT**

- a) The Clerks report was **NOTED:**
  - (i) No items were actioned under delegated powers
  - (ii) Application for S106 monies to purchase outdoor ping pong tables x 2- clerk is progressing the application.
  - (iii) Sign at the Village Hall: currently in production at Elementary signs, there had been a delay as previous cheque was lost in the post. Delivery is imminent.
  - (iv) Playground: The pipe is still on site but has not been moved. It was suggested that it could be cut up or taken away. Clerk to ascertain if MSDC will collect and remove, and the charge for doing so. Cllr Pope will investigate other options. Mound slide: Tim Durrant has volunteered to deposit topsoil to cover the patchy mound. If this is possible, BPC will need to be ready with a solution to cover. Clerk to ask Mr Durrant if the deposition is possible and thank Mr Durrant for voluntarily cutting back/ flailing the grass and hedging. Decision on type of mound covering to be discussed at the November meeting.
  - (v) Provision of a car charging point at the Village Hall: quotes are being obtained, clerk to work with the VHMC.
  - (vi) Cllrs Cleaver and Pope attended the Local Government Boundary Commission Review meeting on 10<sup>th</sup> October 2019. The Councillors were verbally assured that the 9 houses being built at Bowl Corner will count towards the Battsiford required housing allocation. The BPC final response to the consultation should include this; clerk to ensure that this is highlighted in the BPC final submission.
  - (vii) The clerk had attended the SALC Mid Suffolk Forum in September. The District Council have set up a rural initiative primarily to assist with employment in rural areas.
  - (viii) There are concerns that a recent interment has sunk more than is acceptable. Clerk has written to

the relevant funeral directors and the relatives of the deceased.

**131. PROVISION OF COUNCILLOR TRAINING**

- a) Three councillors are booked on to the SALC Councillors training programme. SALC cancelled the training for the Chair and alternate dates are awaited. SALC trainers will come to Battsford Village Hall to carry out training for a group: other parishes may wish to attend. To discuss this further at the November meeting

**132. FINANCE/ AUTHORISATION OF PAYMENTS**

**a) Finance**

- (i) The Bank account reconciliation and Income/ Expenditure/Budgets were **NOTED**.
- (ii) The itemised expenditure/ invoices for payment were unanimously **AGREED** and signatories authorised to sign cheques (Appendix 2)
- (iii) The additional itemised expenditure/ invoices for payment were unanimously **AGREED** and signatories authorised to sign cheques.  
The additional payment to MSDC, due to a clerical error by MSDC, was questioned as BPC councillors concluded that there are only 5 dog bins, not 6. Clerk to query.

**133. GDPR IMPLEMENTATION**

Clerk to email the PowerPoint briefing all Councillors.

**134. EXCHANGE OF INFORMATION**

- a) Clerk to report on standard rates of Councillors re-imbusement of incurred mileage at the November meeting.
- b) Cllr Pope informed of a potential grant application by the History Group for display boards.
- c) Clerk to report on pension at the November meeting.
- d) Cllr Pope has written a brief article on Footpaths for the Barclif.
- e) Clerk to advise SCC Highways of the Japanese Knotweed growing in Valley road.

Meeting closed 9.40pm

**District Councillor Report Battisford and Ringshall Ward  
Barking, Battisford, Great Bricett, Offton, Ringshall, Willisham**

**Submitted by Councillor Daniel Pratt for October 2019**

**Trees in the district**

The Green group proposed a motion for the Council to pledge to increase tree cover across the district, to work with communities to encourage the development of community woods and orchards and promote parish tree wardens. The Administration of the council voted against the proposal, so it was not agreed.

**Planning policy**

The consultation period for the Joint Local Plan ended on 30<sup>th</sup> September and officers will now be collating all comments and considering how to amend the plan accordingly. The Green Group raised concerns over the Spatial Distribution Policy which will see concentrated development along the A14 corridor and inconsistencies over the Ipswich Northern Route. Policies to protect and enhance wildlife sites and transition to a carbon neutral future lacked ambition and measurable targets.

**Needham Lake Visitor Facilities development**

MSDC has plans to create new visitor centre at Needham Lakes. There is to be a public consultation event at Needham Market Community Centre on 10<sup>th</sup> October. It is hoped that the new facility will encourage more visitor to the Lake, and the council are seeking tenders for the management of the facility.

**Treasury Management Report**

Full council discussed the Half Year Treasury Management Report. To March 2019 CIFCO Ltd made a loss of £4.6M. This is mainly due to the downward valuation of the company's investment properties.

**Waste collection**

Changes to the Waste collection rounds were discussed by the Joint Overview and Scrutiny Committee and full council. To the questions raised by residents of Battisford and Ringshall Ward, council responded that the round review generated 100 new collection routes posing difficulties in matching areas with the old crews that had knowledge of the area. Hopefully lessons have been learnt and the Waste Collection rounds now seem to back to normal regarding the number of missed bins.

**Brexit preparations**

MSDC is working alongside Suffolk's local authorities to prepare for the implications of Brexit at the end of October and form a resilience plan. This was discussed by the Public Sector Leaders Group last week.

**Community Infrastructure Levy and Locality Budget**

The bidding round for CIL opens from 1<sup>st</sup> to 31<sup>st</sup> October. For enquiries on spending or obtaining CIL you can submit a Project Funding Enquiries Form to the Communities Team. Please could any group wishing to apply for Locality funding get in touch. The deadline for Locality Budget funding is December.

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Appendix 2

<u>Battisford Parish Council October meeting- Payments</u>		
	<u>Payable to</u>	<u>Amount</u>
Data protection fee renewal	ICO	£40.00
PC Insurance	CAS	£660.80
SALC Invoice for payroll services	SALC	£36.00
<u>On the night</u>		
Westcotec (re-issued see emails + letter from Barclays)	Westcotec	£4,410.00
MSDC/ dog and litter bins- additional charge <b>CLERK TO QUERY</b>	MSDC	£55.20
Postage	NG	£6.55