

BATTISFORD PARISH COUNCIL

MINUTES OF THE MEETING held on 2nd APRIL 2019

Present:

Cllr C. Knock (Chairman)
Cllr P. Aspinall
Cllr C. Nicholas

Cllr B. Rhodes (Vice-Chairman)
Cllr N. Cleaver
Cllr S Zethraeus

In attendance: C/Cllr K. Oakes

Mr J Budd

Sarah Etherington-Meech, outgoing parish clerk and Nicola Glading, new parish clerk

- | | Action |
|--|---------------|
| 1. <u>Minute</u> | |
| 1. <u>Introduction of the new parish clerk</u>
Nicola Glading was introduced as new parish clerk
clerk@battisfordpc.org.uk | |
| 2. <u>Apologies for absence</u>
None | |
| 3. <u>Declarations of Interests</u>
None | |
| 4. <u>Public Forum</u>
No public participation/ comments | |
| 5. <u>Minutes of the Meetings held on 19th February 2019 and 12th March 2019</u> | |
| a) The Minutes of the meeting from 19 th February 2019 were RECEIVED and the Chair was authorised to sign as a true and accurate record. | |
| b) The Minutes of the meeting from 12 th March 2019 were RECEIVED and the Chair was authorised to sign as a true and accurate record. | |
| 6. <u>Matters Arising from the Minutes, not on current Agenda</u>
None | |
| 7. <u>Report from C/Cllr K. Oakes</u>
C/Cllr Oakes reported that: | |
| a) Deadman's Lane/ Straight Road: mirrors are not permitted, C/Cllr Oakes will persevere to find a resolution: a site visit will be insisted upon if the matter continues. | C/Cllr Oakes |
| b) Village Hall signs: C/Cllr Oakes has been liaising with Jenny Forbes, sign location to be agreed by BPC. The location options are- | |
| 1. Bowl Corner (opposite end of Mill Road) so that the sign can be seen coming down Mill Road. | |
| 2. Straight Road (opposite the end of Stowmarket Road) so that the sign can be seen coming from the Ringshall direction. | |
| 3. Opposite the end of Deadman's Lane, so it can be seen coming from the Combs direction. | |

- c) Banner/ sign at the Village Hall, below the Punchbowl sign, dark green background with white writing-
1. Banner on the fence, put up on special occasions (cost estimated £80)
 2. Illuminated sign on the front wall (it was clarified that the sign would be illuminated by a solar panelled light above: not be an unsightly neon type sign) C/Cllr Oakes defined the cost as: solar panelled sign £130.90 incl. VAT, aluminium side panel £49.20 incl. VAT

NOTED: C/Cllr Oakes has agreed to meet the cost. Councillors expressed their appreciation. C/Cllr Oakes will look into whether planning permission is required. C/Cllr Oakes

NOTED: that Jenny Forbes should be advised of the decision before BPC go ahead. C/Cllr Oakes

NOTED: The Punchbowl to be asked for permission for the sign to be erected. C/Cllr Oakes

The question was raised about the lack of notice from SCC Highways about the closure of Hascot Hill. Some residents had received a letter. C/Cllr Oakes will speak to the cabinet member. Information on road closures can be found on roadworks.org.uk C/Cllr Oakes

BT broadband fibre provision: The BT workplan finishes at Kestrel Cottage, Manor Farm is left out. Chair has written to Morrison Utilities, yet to receive a reply, **NOTED** that other people in the village may be in a similar situation.

It was **NOTED** that a resident has complained that planning permission was granted at School House, D/Cllr Whybrow has been copied in and a reply is awaited. It may be necessary to wait until after the elections on 2nd May 2019 before this can be addressed, the new District Council incumbent to be used as a conduit.

NOTED: A car wheel reported as fly tipping was removed by SCC with alacrity. C/Cllr Oakes will report to relevant authority. C/Cllr Oakes

8. **Planning application received for consideration**

DC/19/01319- Land to the East of Stoke Farm Drive: Outline Planning application, erection of dwelling. Access was discussed. Clerk directed to convey: No Comment. Clerk

NOTED: Decisions that have been approved DC/19/00246, DC/18/02/2397 and DC/19/00535

9. **BVHMC- Village hall sign and flooring grant funding request**

The signs had been dealt with at item 7.
Flooring: Information had been requested from BVHMC for an update to ascertain if other grants had been obtained and the current position of the project: awaiting reply. BPC has given £1,000. The shortfall is thought to be approx. £6,000 Clerk

10. **Neighbourhood Plan**
Cllr Cleaver has spoken to two people who are willing to help.
It was **AGREED** that work on the Neighbourhood Plan is **DEFERRED** until after the May elections.
11. **Village Green/ Fete July 2019/ Play area**
1. Village fete: BPC are waiting for the return of an event request form to go to the insurer. There is the potential to ask Combs for a contribution towards the cost (as last year)
Clerk to ask for an update from the clerk at Combs PC. Clerk
Clerk to chase up the Fete Committee about the Events form and check if an extra picnic table is to be provided. Clerk
 2. It has been reported that the mound supporting the slide has deteriorated needs to be made good.
- It was **RESOLVED** that:
- a) BPC will meet the cost of the work to the slide mound.
 - b) Craig Skinner to be asked to carry out the work, using topsoil to get the shape back, overlay with hessian, sow grass seed and water. Clerk
12. **New Community Infrastructure Levy Bids May 2019**
New CIL bid opens 1st May and runs to 31st May. After this date it will be used for big ticket items (in October 2019).
This is a Capital fund. Minimum amount of bid is £5,000
- Suggestions include:
1. Village hall floor and other potential refurbishments, clerk to speak to VHMC Clerk
 2. Electricity- metered supply at the village green, quote required from UKPN (IP14 2ND). Scheme could include an electric charging point for cars, Punchbowl to be asked if this is an option. Clerk
13. **Settlement Boundary review- Bowl Meadow**
Nothing has been heard from the Boundary Commission- item to remain on the Agenda.
14. **Speed Indicator Sign purchase**
It was unanimously **RESOLVED** to purchase a solar powered SID, with an additional cost of £600, from Radarlux. Cllr Oakes has agreed to contribute £2,500 for the SID. Clerk
15. **May 2019 Elections**
It is not yet known if the parish council election will be contested.
We are now in the purdah period.
16. **Internal Audit Instruction**
Clerk to engage SALC as internal auditor Clerk
17. **Annual Parish Assembly**
It was **RESOLVED**
- a) To hold the Parish Assembly as a separate event week commencing 20th May. It will take the form of a cheese and wine

- evening. Clerk to arrange booking the Village Hall, advise councillors and advertise. Clerk
- b) That expenditure on the Annual Village Assembly is authorised at £100 Clerk
18. **Signatories/ standing orders on Bank account**
- a) Change of address form was signed changes, Chair will ask Craig Skinner to sign the form, then send a copy to the new clerk. Cllr Knock
- b) For the mandate forms, Chair will phone to obtain the appropriate forms Cllr Knock
19. **2019 Meeting dates**
Clerk to email round next year's 8 meeting dates commencing at 19.30, To include intermediate potential planning dates Clerk
NOTED maximum length per meeting 2 hours
20. **Finance**
14th March current balance £17,148.83
Savings account £2,364.93
All cheques have gone through for last year only additional item will be clerks wages (20th March)
Finance and end of year figures agree.
It was **RESOLVED**:
a) To accept the spreadsheet, as attached
b) To authorise the Chair to sign the invoices and the cheques
- Chairs email account to be allocated, Sarah Meech will email the password over to new clerk. SM
- Clerk to produce Employment Contract commencing 1st April 2019 Clerk
Payscales: to follow NJC agreements
- Information**
21. 1. Punchbowl – is 8% of freehold is owned by the community. 92% privately. BPC can only therefore consider 8% of any refurbishments. This is not a commercial business and would not be viable without the contribution of volunteers. The cash flow is tenuous. Future meetings- BPC to consider degree of and type of support. Another view was expressed, that only two staff are volunteers, the rest are paid. NOTED that the Punchbowl is not very transparent, and a tax bill should not have been allowed to accrue.
It is believed that there should be a Punchbowl meeting every 3 months to give out information; the tax bill was due to an unexpected demand from the tax office. It would be helpful to ascertain the exact figure of debt, this remains unclear. If the Punchbowl want BPC to support, proper accounts should be made available. BPC must also consider community benefit per capita.

BPC recognises the value of this community facility and would like to continue to support the initiative but has reservations as outlined.

Parish Plan 2006 – shop and post office were envisaged at the Punchbowl; neither initiative has taken place.

2. Sarah Meech was thanked for her time as parish clerk; she has been very proactive, helpful and friendly. A gift is to be presented Sarah is sad to leave but now lives a long distance away from the village.

22. **Date and time of next meeting**
14th May 2019 7.30pm

Meeting ended at 21.08

Draft until signed

a. Accounts review to date and bank reconciliation

b. Payments received i. Burial fee (New Double Plot) – T/L Margaret Rose Lyas - £280.50

c. Payments to hand

i. S Etherington-Meech – Clerks Overtime and Expenses - £129.51

ii. Battsford District Cricket Club (BDCC) – Grant funding - £1,300.00

iii. SuffolkBiz – Website/email hosting & website registration - £197.00