



BATTISFORD PARISH COUNCIL

Clerk: Nicola Glading 6 Albert Rolph Drive, Lakenheath IP27 9DA
clerk@battisfordpc.org.uk
<http://www.battisfordpc.org.uk>

MINUTES OF THE BATTISFORD PARISH COUNCIL MEETING HELD ON TUESDAY 18th FEBRUARY 2020 IN THE VILLAGE HALL, BATTISFORD

Present: Cllr N Cleaver (Chairman); Cllr P Lambotte; Cllr C Nicholas; Cllr D Wicking Cllr S Zethraeus; Cllr J Pope
 In attendance: C/Cllr K. Oakes, Nicola Glading, parish clerk, and five members of the public

2020/193	<u>RECORDING OF MEETING</u> a) The clerk to record the meeting for minutes	
2020/194	<u>APOLOGIES FOR ABSENCE</u> a) No apologies were received	
2020/195	<u>ELECTION OF VICE CHAIRMAN</u> a) There were two proposals: (i) Cllr D Wicking (ii) Cllr P Lambotte Cllr Wicking was voted in as Vice Chairman by a margin of two votes Cllr Wicking signed the Acceptance of Office form	
2020/196	<u>DECLARATIONS OF INTEREST</u> None	
2020/197	<u>PUBLIC PARTICIPATION</u> 1. A resident reported that the gulleys have been cleared. Cllr K Oakes was thanked for expediting this with the appropriate SCC department. 2. The flooding on Valley Road is coming from the pond: there is nowhere for the water to go. 3. Date for the Annual Battisford Litter Pick is 29 th March 2020, at 10.30am; meeting at the car park of the Village Green. C/Cllr Oakes agreed to purchase the hi vis vests, picker sticks and bag frames, clerk to liaise Clerk to put up notices to inform and post on website Cllr N Cleaver will post on Next Door site	Clerk Clerk Cllr Cleaver
2020/198	<u>UPDATES FROM COUNTY and DISTRICT COUNCILLORS</u> a) The Councillors heard an update from County Councillor K. Oakes (Appendix 1) Cllr Oakes has passed the BPC compliments regarding the new rubbish tip onto the SCC staff. New street lighting to reduce the County Councils carbon footprint is being introduced. b) District Councillor Dr D. Pratt was not present at the meeting	
2020/199	<u>MINUTES OF THE PARISH COUNCIL MEETING held 21st JANUARY 2020</u> a) The minutes of the Parish Council meeting held on 21 st January 2020 were unanimously AGREED and the Chair authorised to sign the same.	

	<p>d) NOTED: Appeal decision (Land to The South Of, Straight Road, Battisford, Suffolk Appeal Ref: APP/W3520/W/19/3235525 The Beeches, Straight Road, Battisford, Stowmarket IP14 2LZ) APPEAL DISMISSED</p> <p>e) NOTED: Application Reference: DC/19/05260 Proposal & Location of Development: Householder Planning Application - Erection of porch and rooflight to side extension (following demolition of existing) 2 Sandy Lane, Battisford, Stowmarket, Suffolk IP14 2HS PERMISSION GRANTED</p> <p>f) NOTED: Appeal decision APP/W3520/W/19/3237673 Land Between Taylors Farm & Playing Field, Straight Road, Battisford, Stowmarket IP14 2NB APPEAL DISMISSED</p> <p>g) NOTED: Update on Battisford Listed Building Application1468498</p>	
2020/202	<p><u>PUNCH BOWL INN STORAGE FACILITY</u></p> <p>a) Update on storage facility: (Appendix 2) It was RESOLVED to allow the funding for the project to be carried over, with the proviso that the project is completed within three months of the end of the fiscal year. Clerk to send acceptance letter</p>	Clerk
2020/203	<p><u>MATTERS RELATING TO DEFIBRILLATORS</u></p> <p>a) Update on defibrillators: Cllr Nicholas reported that the defibrillator at the Cricket Club is still not working and that he has reported this to Community Heartbeat. It transpired that Community Heartbeat had replied to the Secretary of the Cricket Club and that the defibrillator has been moved to the residence of the Secretary and is currently awaiting the attention of a Community Heartbeat engineer. Cllr Cleaver has attempted to have a conversation with the Secretary. The clerk had written to invite the Cricket Club representative to a Parish Council meeting. It was AGREED that the defibrillator is defunct because of confusion over the management with the Cricket Club, and it was further RESOLVED that Cllr Cleaver would draft a letter to the Chairman and Welfare Officer of the Cricket Club. The Chairman thanked Cllrs Lambotte and Wicking for their assistance and it was AGREED that Cllrs Lambotte and Wicking would assist with the second defibrillator.</p>	Cllr Cleaver/ Clerk
2020/204	<p><u>MATTERS RELATING TO CEMETERY</u></p> <p>a) Update on `Betty Buckle` plaque: Cllr Pope has written to a known relative, and will take the plaque to ascertain if the relative agrees that it is placed in the Church.</p> <p>b) The revised of Battisford Cemetery fees were unanimously AGREED. The increase to take effect from 1st April 2020. It was further RESOLVED that the Cemetery fees should be reviewed annually in future. (Appendix 3)</p>	
2020/205	<p><u>CLERKS REPORT</u></p> <p>a) There were no items actioned under delegated powers</p> <p>b) PING Application – Clerk to submit an application for two semi-permanent tables.</p> <p>c) Update on Councillors email addresses: Councillors are mindful to agree to individual parish council addresses, as recommended by SALC. clerk to ask SALC about a provider, as they are recommending this action.</p> <p>d) The increase in MSDC bin emptying charges was noted</p> <p>e) Clerk has carried out a home office risk assessment (electricity, display screen, working environment and ergonomics, lone working). A PAT test</p>	Clerk Clerk

	<p>needs to be carried out on the laptop, printer and the clerk's own desktop PC. An office chair has been donated pro tem by Cllr Wicking.</p> <p>f) The clerk has produced a Battsford `welcome leaflet`</p> <p>g) The clerk has asked for an article on apple juice making to go in the next edition of the Barclif and will collate responses.</p>	
2020/206	<p><u>ANNUAL ASSEMBLY 2020</u></p> <p>a) Date is confirmed as Tuesday May 12th 2020, start time was agreed as 7.30pm. An announcement is on the website, will go in the Barclif and on the noticeboards nearer the time.</p>	
2020/207	<p><u>GOVERNANCE MATTERS</u></p> <p>(i) The Battsford parish Council Asset register was reviewed and unanimously AGREED (Appendix 4). The former Bus shelter has been converted to a storage facility, donation to Battsford Village Hall management Committee to be discussed at the March meeting)</p> <p>(ii) The Acceptance of Grant acknowledgement was unanimously AGREED (Appendix 5)</p> <p>(iii) The Councillors will consider a SALC representative in March (to remain in agenda)</p>	
2020/208	<p><u>CHAIRS ITINERARY and REPORTS</u> (on the night)</p> <p>a) <u>Chairs report</u> Cllr Cleaver has had no acknowledgements or replies to the utility company letters and these have been resent. If there are no replies to the second letters, councillors will consider a complaint to Offwat (the economic regulator of the water sector in England) and Offgem (the government regulator for gas and electricity markets in Great Britain). Cllr Cleaver will copy the letter to D/ Cllr Daniel Pratt.</p> <p>b) <u>Councillors reports</u></p> <p>(i) Update on Neighbourhood Plan: An article has been placed in the Barclif and Cllrs Wicking and Lambotte will arrange a meeting to form Battsford NP Panel</p> <p>(ii) Update on Speed Indicator Device statistics: Daytime reading outside the Recreation Ground is 31-32 mph (average) 11 pm to 12 pm average speed is 37 mph; after midnight this goes down to 31 mph. The fastest speed recorded between 3pm to 4pm was 34 mph. This is a marked improvement and proves that the SID is making a difference. Thanks to Cllr Lambotte for managing the project and downloading the data. It was noted that Combs PC do not collect data on their speed devices.</p> <p>(iii) Update on Parish boundary changes: Cllr Wicking has investigated this and reported that two properties listed as in Combs parish were to be changed to Battsford parish. Thanks to Cllr Wicking for following up on this.</p> <p>(iv) The Estate Agent Paul Wright has erected individual For Sale signs which the Councillors perceived as unnecessary and not aesthetically pleasing. Clerk to write and express the Councillors displeasure.</p> <p>(v) New sites for SID posts to go on the March Agenda; Councillors to consider placement in the interim</p> <p>(vi) Mobile Library: Cllr Nicholas reported that a third stop is needed as one end of the village is entirely neglected. Councillors agreed that Cllr Nicholas would write and ask for a third stop. C/Cllr Oakes agreed to speak to the SCC Library department to support the request.</p>	<p>Cllr Cleaver</p> <p>Cllrs Wicking and Lambotte</p> <p>Clerk</p> <p>All</p> <p>Cllr Nicholas</p> <p>C/Cllr Oakes</p>

2020/209	<p><u>FINANCE/ AUTHORISATION OF PAYMENTS</u></p> <p>a) Finance</p> <p>(i) The Council Tax Briefing from Cllr D Wicking was NOTED. The Chair thanked Cllr Wicking for creating a context to enable people to understand how it works.</p> <p>(ii) The itemised expenditure/ invoices were APPROVED, apart from the payment to J Firman for the Cemetery work; Cllr Zethraeus will check that all the specifications have been fulfilled. Clerk to furnish Cllr Zethraeus with the cemetery work specifications so that the bill can be paid providing it is agreed that the work has been carried out. (Appendix 6)</p> <p>(iii) There were no recent invoices for payment</p> <p>(iv) The clerk reported that the application to Unity Trust for Battisford Parish Council new banking provision is completed and she has submitted online. A switchover date will be mutually agreed.</p> <p>(v) A grant application had been received from Battisford Pre School: this to be decided in April as grant applications will be heard in April and October. Clerk to ask the applicant to attend a parish council meeting; it was unclear how much was actually sought. Cllr Lambotte will put together a draft BPC Grant Application form</p>	<p>Cllr Zethraeus Clerk</p> <p>Cllr Lambotte</p>
2020/210	<p><u>18 EXCHANGE OF INFORMATION</u></p> <p>None (Dates of meetings to be placed on Agendas)</p>	

The meeting closed at 9.45pm

Date next meeting 17th March 2020

Draft until signed by Chair

APPENDIX 1

County Councillor report – February 2020

A Statement from Councillor Matthew Hicks, Leader of Suffolk County Council, on the Ipswich Northern Route (This statement was issued on 30 January 2020)

Since Suffolk's Public Sector Leaders (SPSL) first took the decision to pursue development of an Ipswich Northern Route (INR), I have been clear, as leader of Suffolk County Council (SCC), that the project must be fully collaborative and follow the processes set out by the Department for Transport (DfT) if it is to enjoy any realistic chance of success.

This week, SCC met our commitment to SPSL to undertake phase one of the DfT process, by publishing the Strategic Outline Business Case (SOBC). This concluded that there was a good economic business case to continue the project to phase two. However, alongside the SOBC, SCC outlined five issues which would need to be considered if SCC were to recommend whether the project proceeds. These issues are:

- The way Government allocates funding for road projects has evolved since 2016. There is now a need to provide not only a compelling business case for the road itself, but also to show how the road will enable or support additional housing growth. This need for additional housing falls under the remit of district and borough councils. SCC, as the transport authority for Suffolk, will need clarity on the willingness and ability of the district and borough councils to deliver such growth, beyond that already committed to in their respective local plans.
- The need for widespread political support, both at a national and local level, to proceed to the next stage, factoring in the levels of public support and any local changes to the political landscape as a result of the May 2019 and December 2019 elections.
- A petition received from the STOP! campaign, which is against the project, is scheduled to be responded to by a meeting of Suffolk County Council on 13 February 2020.
- Serious consideration of the climate emergency declared in 2019.
- Acceptance that the scheme has no realistic chance of succeeding in gaining government funding as a "road only scheme".

So far, we have received responses from Ipswich Borough Council, East Suffolk Council, Mid Suffolk District Council and Babergh District Council. We have also received a response from Tom Hunt, MP for Ipswich. Dr Dan Poulter, MP for Central

Suffolk and North Ipswich, and Dr Therese Coffey, MP for Suffolk Coastal, have also made their views on the Ipswich Northern Route clear prior to publication of the SOBC this week.

This is a complex issue for everyone in Suffolk. The SOBC suggests there is a strong business case to proceed. However, pursuing a project of this scale and financial size clearly needs widespread political support as, without this, Government is unlikely to even support the next phase when £3m is needed to complete the Full Business Case.

Furthermore, without agreement of the district and borough councils to build the additional houses necessary to secure government funding (above those already agreed within their local plans), I do not believe this project can proceed with any degree of success.

Therefore, after careful consideration of the above and the wider political views, along with the very real concerns of families and businesses located close to any of the proposed routes, and all the responses received, it has become increasingly clear that, as Leader of Suffolk County Council, I am now in a position to recommend to my Cabinet that the Ipswich Northern Route should not proceed to the next phase of development.

To bring the uncertainty surrounding this issue to an end for all concerned, I will be bringing a paper to a meeting of Cabinet on 25 February where the final decision will be made, which we must do as the highways' authority for Suffolk. To avoid pre-empting my own Cabinet's decision, I do not intend to offer further commentary beyond this statement.

New permit scheme aims to address roadwork disruption

On 28 January, Suffolk County Council's Cabinet gave the go-ahead for a new permit scheme that they hope will reduce delays on Suffolk's roads caused by roadworks.

The introduction of a roadworks permit scheme for the county's roads will give Suffolk County Council's Network Assurance Team enhanced powers to place conditions on work carried out by utility companies and other organisations, including Suffolk Highways.

At present, public utilities simply need to inform Suffolk County Council of the dates when they are planning to do their works. Under a permit scheme, they would have to ask for permission and the council can either approve, refuse or amend their request as they see fit.

Applicants would also have to pay a fee when applying for a permit to do roadworks. The cost will vary depending on the duration of the proposed work, the strategic importance of the affected road, and the time of day the work is due to take place. If roadworks occur outside of the peak congestion periods, the fee could be reduced.

The permit scheme is used successfully elsewhere in the country and there is typically a reduction in congestion on the network.

Councillor Andrew Reid, Suffolk County Council's Cabinet Member for Highways, Transport and Rural Affairs, said:

"A permit scheme will provide more power to control proposed roadworks. It places responsibility on the applicant to better plan their work. I hope a permit scheme could reduce the impact of that work on the road network and our residents.

"A permit scheme should result in less disruption and less time that vehicles spend in traffic/delays. Consequently, there should also be a reduction in fuel consumption and greenhouse gas emissions.

"According to the Department for Transport, other counties that have run a permit scheme have seen a reduction in disruption and so we will endeavour to ensure those who live, work and visit our county also benefit."

There will be a cost to the local authority to administer the permit scheme because they will need to recruit additional staff and amend existing software to cater for permits. However, the costs associated with the additional work involved will be recovered through the fee income associated with the scheme, making it cost neutral.

The permit scheme will be in place from 1 April 2020.

Don't let your waste be fly tipped

Suffolk residents are being urged to dispose of their waste safely to protect the countryside as part of a new fly-tipping campaign.

Last year in Suffolk, there were 3,496 incidents of fly-tipping reported to councils, which costs taxpayers and landowners hundreds of thousands of pounds to clear. Incidents ranged in size from a few bags of household waste left on street corners, up to tipper loads of industrial waste discarded in Suffolk's countryside.

The SCRAP fly-tipping campaign is aimed at residents and businesses whose waste is sometimes fly-tipped by unlicensed operators. It aims to remind people that they should only allow licensed waste carriers to take waste away for them.

The fly-tipping campaign brings together all of Suffolk's councils, along with the Environment Agency, Suffolk Constabulary, the Forestry Commission, the Broads Authority and rural business groups the National Farmers' Union (NFU) and the Country Land and Business Association (CLA).

Peter Stevens, chair of the Suffolk Waste Partnership, said: "Fly-tipping is a blight on our local environment; a source of pollution; a potential danger to public health and a hazard to wildlife. This campaign will help us to inform householders and others about their duty of care to prevent waste ending up in the wrong place."

Paul West, cabinet member for waste at Suffolk County Council said: "This campaign will raise awareness of the simple steps that members of the public can take to ensure their waste doesn't end up dumped in the corner of a field or on a roadside verge.

"We look forward to working with our partners to tackle fly-tipping."

The Suffolk Waste Partnership says people can avoid an unlimited fine by following the SCRAP code:

- Suspect ALL waste carriers.

- Check with the Environment Agency on 03708 506 506, or on their website, that the provider taking your waste away is licensed.
- Refuse unexpected offers to have waste taken away.
- Ask what will happen to your waste.
- Paperwork should be obtained – get a full receipt.

For more information about fly-tipping and legal ways to get rid of unwanted items, please see

www.suffolkrecycling.org.uk/fly-tipping

Suffolk Highways has worked in collaboration with Bury St Edmunds Town Council and West Suffolk Council to agree suitable construction methods and timeframes. Businesses have also been engaged with to address their concerns and ensure the works cause minimal disruption to trade.

In an attempt to alleviate parking issues for Zone D permit holders, West Suffolk Council has agreed to allow them to make use of Ram Meadow car park, free of charge.

Date agreed for plans to tackle Suffolk's parking problems

Councils in Suffolk are ramping up activity in order to take on responsibility for local parking management from 6 April 2020. Parking patrols in Suffolk will soon be managed by district and borough councils, in a bid to improve parking locally and drive down nuisance and unlawful parking in towns and villages across Suffolk.

Traditionally, roadside parking offences were a matter for the Police. However, parking has become a lower priority for them, so Suffolk County Council is transferring this responsibility to local district and borough councils under a process known as civil parking enforcement, or CPE.

Councils already manage public car parks in many towns and villages, so the changes make sense. Suffolk Constabulary is supportive of the move because the transfer of responsibilities will enable them to spend additional time on keeping communities safe and arresting and bringing offenders to justice.

Moving the responsibility from the police to local councils requires that statutory notice is given in Parliament. The parliamentary order was laid on 9 January 2020.

CPE has been running successfully in Ipswich since 2005. Both Ipswich Borough Council and all the district councils have been working collaboratively with Police and Suffolk County Council in the planning stages to ensure a smooth implementation county-wide.

Councillor Andrew Reid, Suffolk County Council's Cabinet Member for Highways, Transport and Rural Affairs, said:

"Civil parking enforcement powers will soon sit with our district and borough councils across Suffolk. It is essential in enabling our communities to have closer management of their local parking challenges.

"A lot of residents come to us with concerns that people parking in their towns and villages are becoming more inconsiderate, and something needs to be done about it. We agree, and as a result are committed to seeing these parking issues managed locally to ensure fair and safe parking for all.

"I very much welcome the cross-council collaborative working in order to deliver better parking for residents and those visiting Suffolk. Our colleagues will continue working together to ensure CPE is successfully launched and I look forward to seeing the benefits locally that these changes will bring."

APPENDIX 2

ADDITIONAL PAPER 18.02.2020

Subject: Funding for Shed to rear of The Punchbowl Inn
16.02.2020

Dear Mr Lambotte,

I am writing in response to your letter of 31st January to Mrs J.Rainbird on behalf of the Punchbowl Inn.

We are extremely grateful to the Parish council for securing the funding for the replacement shed to the rear of the pub.

We are conscious of the fact that these monies were allocated some time ago and are keen to proceed as soon as possible.

We are also, however, somewhat limited by the prevailing weather conditions and the availability of volunteer resource to help us both with the dismantling and

clearance of the existing buildings, and the preparation of the concrete base in readiness for the new shed.

Our current thinking is that this is now unlikely to be done until late March at the earliest.

Would this represent a problem to the Parish Council in terms of funding expiry?

Please let me know if this does cause an issue, or if there is any additional information you require from us.

As requested, please find below a list of the current Directors of the Punchbowl.

Please note that Mrs. Rainbird is no longer a director.

Mr. Ian Felstead, Ms. Jane Parris Mr. Martin Welham Mr. Keith Sleigh

Many thanks again for your support. Best Regards Ian Felstead Chair, Punchbowl Directors

APPENDIX 3

Battisford Parish Council Revised Cemetery Fees effective 1st April 2020

	Grave parishioner*	Grave non parishioner*	Child U12yrs	Grave Cremated remains-parishioner	Grave Cremated remains- non parishioner	Additional cremated remains	Headstone Parishioner/NonRes	Cremated remains Headstone Parishioner/ non parishioner	Exclusive Rights Burial Earthen Grave	Exclusive Rights Burial Cremated remains parishioner/ non parishioner
Charges from April 1st 2020	£200.00	£300.00	£0.00	£100.00	£150.00	£50.00	£100 (flat rate)	£100 (flat rate)	£100 resident/ £150 non resident (flat rate)	£100 resident/ £150 non resident
Reviewed February 2020										
Date of next Review February 2021										
* Battisford Parish Council reserve the right to define `parishioner`										

APPENDIX 4 Battsford Parish Council Asset Register at February 2020

Assets				
A. Assets purchased				
		Speed Indicator Device	£4,410.00	
		Laptops x 3 Councillors	£666.00	
		Laptop for SID	£180.00	
B. Assets disposed of				
		Cemetery bench		£0.00
		Filing cabinet		£30.00
		Memorial bench		£0.00
		Office equipment		£42.00
C. At 31st March 2019 assets held:				
	Playground	Mound slide	£3,116.00	
		Picnic bench	£650.00	
		Play equipment	£9,595.00	
		New play equipment	£18,435.00	
	Street furniture	Noticeboards x 3	£768.00	
		Noticeboards x 3	£425.00	
		Bus shelter / VHMC storage facility	£4,000.00	To be reviewed (donate to VHMC?) March mtg
		Village sign	£2,625.00	
		War memorial gates at Cemetery	£2,400.00	
		Dog waste bins x 2	£218.00	
		Dog waste bin	£87.00	
		Rubbish bin	£157.00	
		Dog waste bins x 2	£161.00	
		Office equipment	£42.00	
		Defibrillators and cabinets	£5,495.00	
		BT Phone boxes x 2	£2.00	
		Speed indicator device	£4,400.00	
	Office equipment and IT	HP Printer	£49.50	
		Clerks Laptop	£346.00	
	Land	Cemetery	£1.00	
		Total assets at 31st March 2020	£58,228.50	

APPENDIX 5

Acceptance of Grant acknowledgement

Date
Name

Address

Dear _____

Battisford Parish Council are pleased to inform you that a grant has been approved in the amount of £

This letter outlines the terms and conditions of accepting our grant. Please read all the terms carefully, sign, and return no later than [date to be returned].

1. The funds must be used specifically for the designated purpose(s) by [one year from date of grant].
2. You must submit a written request to us in advance if you wish to change the purpose of the grant or if the funds are not expended within the next 12 months.
3. You agree to notify us if there is any change in your organisational status.
4. We ask that you attend the Annual Assembly (date to be notified) and report to the community about the grant
5. We will request a report on the expenditure of our grant

Congratulations on this recognition of your work,

Cllr N Cleaver
Battisford Parish Council Chairman

APPENDIX 6

Accounts Payable February 2020

Payee	Description	Amount payable	VAT
J Firman Trees and Fences Ltd	Cemetery work	£552.00	£92.00
SALC	Training , x 2 delegates 10/17 th Jan 2020	£264.00	£44.00
AMAZON / NG re-imburse	Office expenses/ ink jet/ Postages J Rainbird 0.70 MSDC (payment) 0.70 MSDC Precept demand recorded delivery 1.99	£38.47+ £ 3.39 Total £41.86	£6.41

On the night (received after agenda sent out): none