



BATTISFORD PARISH COUNCIL

Clerk: Teresa Davis 07719208444

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<http://www.battisfordpc.org.uk>

The PRESS and PUBLIC are invited to attend, the Councillors are SUMMONED TO ATTEND THE BATTISFORD PARISH COUNCIL MEETING to be held at Battisford Village Hall on 16th May 2023 commencing at 7.00pm

Signed:

AGENDA

2023/26	MEETING ADMINISTRATION – Previous Chair to open meeting	
a.	To Elect the Chair and Vice Chair of Battisford Parish Council	
b.	To sign Acceptance of Declaration of Office & Data consent form	
c.	To consider & Approve Apologies for absence	
d.	To receive Declarations of interest on agenda items	
e.	To co-opt a councillor	
2023/27	To Approve the Draft Minutes of the Parish Council Meeting of 21st March 2023 and for the Chair to sign as a true record	
a.	Matters arising from the minutes of 21 st March 2023	
2023/28	PUBLIC PARTICIPATION - For members of the public, County Councillors & District Councillors to speak	
a.	Public invited to speak	
b.	To receive Suffolk County Council monthly report from Cty Cllr K Oakes	
c.	To receive District Council monthly report from Dst Cllr D Pratt	
2023/29	Chair and Councillor Reports / Updates (on the night not requiring a decision)	
a.	Chairman report	
b.	Councillor report(s)	
c.	SID Report & ANPR update	
d.	Clerk report	
2023/30	To discuss and agree proposed dates for Parish Council meetings up to May 2024 and the APM for 2024	
2023/31	To discuss & (re)adopt the following policies, forms and codes of practice:-	
a.	Transparency Code for Smaller Authorities	
b.	ICO Model Publication Scheme	
c.	Management Risk Assessment	
d.	NALC Financial Regulations	
e.	NALC Standing Orders 2022	
f.	Internal Control Statement	
g.	LGA Model Code of Conduct 2020	
h.	Data Consent Form	
i.	Data Protection, Retention, Management & Disposal Policy	
j.	Public, Staff & Volunteer Privacy Notice	
k.	Cemetery Regulations & Fees	

i. m.	Playground Risk Assessment Policy & corresponding forms Grants & Donations Application Form	
2023/32	To review the Annual Playground Report from BMSDC	
2022/33	To discuss forming a Committee or Working Group for 2023-2024 eg: Planning, PPP, Employee Panel	
2022/34	To discuss & approve Bankers for 2023-24	
2022/35	To discuss and approve 4th Quarter (end of year Accounts)	
2022/36	To discuss and approve the Asset Register	
2022/37	To review and approve Internal Auditor Report for 2022-2023 accounts (No recommendations given by auditor)	
2022/38	To review & approve the Annual Governance & Accountability Return Section 1 (Resolution required)	
2022/39	To review & approve the Annual Governance & Accountability Return Section 2 (Resolution required)	
2022/40	To review & approve the Certificate of Exemption	
2022/41	To discuss and approve the Internal Auditor for 2023-2024 (RFO recommends Heelis & Lodge)	
2022/42	To discuss and set a date for a PPP (People & Place Plan) EGM	
2022/43	ENVIRONMENTAL/ FACILITY / ASSET MATTERS	
a.	To confirm Ex-CLlr Nicholas as ongoing volunteer for monitoring the Defibrillator	
b.	To discuss & approve installing white gates by the 30MPH limit signs	
c.	Resident Complaint – Cemetery Contractors Strimming Damage & Grass mess	
d.	Resident Enquiry – Recording & Preserving Historic Trees in Battsford	
2022/44	FINANCE	
a.	To advise Payments Made after meeting of 21st March 2023	
	i. Viking Stationary - £131.70	
	ii. Clerk April Wages - £330.98	
	iii. Suffolk iCloud Website & Email fees - £225.00	
b.	To advise of reoccurring payments expected for 2022-23	
	i. Standing Order for lease of The Green - £325	
	ii. Direct Debit to the ICO – £35.00	
	iii. Bank charges for the yr - £72.00	
	iv. Top Garden Services - £360.00	
c.	To advise of Income received up to 30th April 2023	
	i. BMSDC Precept - £6,946.50	
	ii. Cemetery Income - £500.00	
d.	To discuss and authorise payments of invoices payable in May 2023	
	i. Heelis & Lodge (Audit) - £170.00	
	ii. Clerk wages May - £330.98	
	iii. SALC Membership - £286.10	
	iv. Clerk Office Allowance & Mileage - £82.55	
	v. BMSDC Waste Collection - £374.53	
	vi. Suffolk iCloud Gov.uk for 2yrs - £270.00	
e.	Balance of Accounts as of 31st March 2023:-	
	Current Account - £9567.57	
	Savings Account - £11352.73	

	Savings Account - £2,370.81	
f.	To (re)appoint a non-signaturee council member to undertake quarterly reviews	
g.	To consider & approve a standing order for the Clerk Wages	
2022/45	Planning Consultations Received	
a.	Gov Dept Energy Security & Net Zero - Community Benefits for Electricity Transmission Network Infrastructure (25th May)	
b.	BMSDC DC/23/02014 – Householder App, Single Storey Annex & Solar Panels, Bumblebee Barn, Battisford	
c.	BMSDC DC/23/01993 – Householder App, Extension(s) The Bellows, Battisford	
2022/46	This item is Closed to the public on the grounds of sensitive personal information – the Chair will ask those in the public area to leave	
a.	To discuss and approve Clerk Holiday	
b.	To discuss Clerk update	
2023/47	Items for the next agenda NOTE: new dates for 2023-24 Tuesday 18th July 2023 Tuesday 19th Sept 2023 Tuesday 21st Nov 2023 Tuesday 16th Jan 2024 Tuesday 19th March 2024 Tuesday 21st May 2024 Annual Parish Council Meeting & AVM	

Planning Link: <https://planning.baberghmidsuffolk.gov.uk/online-applications/>