

Draft until signed

**Minutes of Battisford Parish Council Extraordinary Meeting
Tuesday 13th March 2018 at 7.00pm, Battisford Village Hall, Straight Road, Battisford**

Present: C Knock (Chairman) (CK), B Rhodes (Vice-Chairman) (BR), C Nicholas (Councillor) (CN), C Skinner (Councillor) (CS), S Zethraeus (Councillor) (SZ)

Attending: S Meech (Clerk) (SM), J Budd (Public) (JB),

As the time of the meeting was brought forward to usual some councillors were later so the meeting started at 7.24pm.

1. Apologies for absence

Cllr N Cleaver (NC), Cllr P Aspinall (PA), Cllr A Whybrow (AW) and Cllr D Whybrow (DW)

2. Declarations of Interest

None

3. Public Forum

Nothing to be discussed.

4. Planning

a. Applications received for consideration – No applications had been received before production of the agenda, however, SM received notification the day before this meeting of planning application DC/18/00983 – 6 Church Road, Battisford for a single storey extension. Councillors all agreed that they did not want to call an extraordinary meeting to discuss this application as they had no comments to put forward.

b. Decisions received from MSDC

i. Bevants Farm Barn, Burnt House Lane – Discharge of conditions for planning application DC/17/02778 – Condition 5 Fenestration & Rooflights – Refused in the interests of character, integrity and preservation of the building

5. Finance

a. Accounts review to date – Balance of the current account as of 14th February 2018 was £18,974.15 and the savings account was £2,359.03. Once all cheque payments are honoured the end of year balance will be £16,464.07 in the current account. CN signed and dated the original bank statements.

b. Payments received – None received

c. Payments to hand

- i. Playdale Playgrounds Ltd – Slide Deposit - £1,869.60 – All councillors agreed payment. Cheque Number 100949 was signed by CK and BR. *Public Health Act 1875, s. 164 & Local Government (Miscellaneous Provisions Act 1976, s.19).*
- ii. BVHMC – Hall Hire 5 meetings Jun 17 – Jan 18 - £100.00 – All councillors agreed payment. Cheque Number 100950 was signed by CK and BR. *Local Government Act 1972, s.133.*
- iii. Community Heartbeat Trust – Defib Pad Replacements - £87.60 – All councillors agreed payment. Cheque Number 100951 was signed by CK and BR. *Public Health Act 1936, S.234.*

Clerk received an invoice from the Punchbowl Pub requesting payment of £1,000.00 towards repair of their boiler. This item had previously been discussed by Battisford Parish Council

(BPC) and a payment could be made with justified reason from BPC as a S.137 payment, however, as the majority of the pub is privately owned and only 13% community owned the advice from SALC was for BPC to think long and hard as the pub is majority privately owned. Councillors also advised that they would like to see a summary of the accounts and finance of the Punchbowl before any payments are agreed and it was discussed that just 13% of the community owned percentage of the boiler repairs would be paid by BPC.

Action – CK to advise the Punchbowl of the discussion by BPC and to request a copy of the pub accounts and finance and to confirm if the community own the property or business as this is unclear.

6. School Transport

This issue has now gone to consultation so await outcome from Cllr A Whybrow

7. Play area including ROSPA email

Action – Clerk to email J Pope to thank him for maintenance and works carried out at the village play area following the ROSPA report

Action – Clerk to email the play area group to thank them for maintaining the play area which is a valuable asset to the village and request a record of decisions made for the play area so that BPC abide by their insurance

Clerk has received an email advising that ROSPA are in the local area between April and May 2018 and would BPC like a safety report carried out at a reduced cost. All councillors agreed that as the report has only just been carried out they will wait to instruct next year Apr/May 2019.

8. Battisford Tye – signage

A Burgoyne has previously mentioned that the Tye is a small part of the parish and it is very hard to delineate with the rest of the village and CS mentions that there are historical inaccuracies. All councillors agree that rather than changes to signage for the village the suggestion from Cllr A Whybrow to place something historical in the Punchbowl pub would be more appropriate.

9. Trees

SM has forwarded an email received from Cllr Aspinall highlighting costs of trees for planting, however, it was discussed that it is now not the time for planting and it needs to be carried out in late Autumn. However, BPC would like to order 30 stakes to be placed in ready for tree planting.

Action – SM to liaise with Cllr Aspinall to order stakes.

Action – SZ to liaise with Battisford District Gardening Club (BDGC) for erecting of the stakes ready for planting before flailing of the hedges.

BDGC have emailed SM to request authority to donate and plant 1000 English bluebell plants at the village green, all councillors agree to accept this donation and advise BDGC to carry out the planting. **Action** – SM to advise the play area group of this action.

10. Speeding Device

SM emailed Mike Mottram at Highways the required locations of the Speed Indicator Device (SID), however, he replied to advise that a form is required to be completed for every location. **Action** – CS and NC to fill out the forms for the 5 locations.

- 11. Wonderleir**

Action – Clerk still to send email to CEO of MSDC to request a response to original letter
- 12. Broadband**

J Budd advised he is happy with his internet service and that he was promised at least 45Mbps but in fact receives 50Mbps.
- 13. Cemetery – marking new graves**

SZ advised BPC that she has visited the cemetery with A Burgoyne and worked out where the next new graves will have to go and is all ready to mark them out once notifications are received for burials.
- 14. Bear Necessities**

NC advised at the last parish council meeting that this project has been completed for the moment. However, £19.31 of the monies received has not been spent. **Action** – SM to email NC to request a bank transfer of £19.31 to ensure the accounts balance for 17/18
- 15. Unity Bank**

CS advised that he did not have any joy discussing the transfer of BPC bank account from Barclays to NatWest so SM to contact Unity Bank and other councils whom use them to investigate opening an account with them further.
- 16. Mole Removal**

CS advised that he saw Command at the village green the other day and CK believes the situation has improved. **Action** – Add to next agenda for update
- 17. GDPR**

Clerk has been circulating emails regarding this and is attending a seminar on Friday 16th March 2018
- 18. Internal Audit Instruction**

SM has received an email from SALC advising parish councils that they need to advise them if they would like them to carry out their internal audit. All councillors are in agreement for instruction to SALC for internal audit to take place. **Action** – SM to email SALC to book an internal audit date.
- 19. Internal control document acceptance and allocation for completion**

SM has circulated this document to all councillors and all agree to its acceptance, CK signs and dates the internal control document and even though the report has not been completed for 17/18 it is allocated for NC to fill out the report quarterly with the clerk.
- 20. Asset register/insurance/fidelity guarantee review**

SM has circulated all the documents to councillors prior to the meeting and all councillors are in agreement with the documents. **Action** – Clerk to contact CAS insurance company to advise that the bus shelter is now used as a storage shed for the preschool.
- 21. General level of reserves/earmarked funds**

Once all cheque payments are honoured the end of year balance will be £16,464.07 in the current account. Speed equipment - £3,050.00, Slide installation costs - £2,500.00, Defib spares - £500.00, BVHMC repairs - £1,000.00, BDCC - £500.00

22. Register of interest – confirmation details unchanged

All councillors confirmed that register of interest forms have been checked and all remain unchanged.

23. Elections and annual meeting

It is agreed that the Annual Parish Meeting will remain the same as last year and be carried out at 7pm the evening of 22nd May 2018 with the Annual Parish Council Meeting following at 7.30pm – SZ sends her apologies for this date.

24. Correspondence

All circulated via email

25. Any other business for inclusion at the next meeting

26. Date and time of next meeting – Tuesday 10th April 2018 at 7.00pm – it is agreed to move this meeting back at week to Tuesday 17th April 2018 at 7.00pm – clerk to advise BVHMC and all councillors not present

Meeting closed at 9.04pm