



BATTISFORD PARISH COUNCIL

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

MINUTES OF THE BATTISFORD PARISH COUNCIL MEETING HELD ON TUESDAY 17th SEPTEMBER 2019 IN THE VILLAGE HALL, BATTISFORD

The meeting was preceded by a briefing for Councillors on the Code of Conduct and Register of Interests by Babergh/ Mid Suffolk District Council staff (Appendix 1)

Present:

Cllr N. Cleaver Chairman
Cllr T. Aspinall Vice Chairman
Cllr C. Nicholas
Cllr D. Wicking
Cllr J Pope
Cllr P. Lambotte

In attendance: C/Cllr K. Oakes; D/Cllr D. Pratt; PC S. Henriksen; Nicola Glading, Battisford Parish Council clerk and 4 members of the public

99. RECORDING OF MEETING

Clerk for minutes taking only.

100. APOLOGIES FOR ABSENCE

- a) Apologies for absence were received from Cllr S Zethraeus
- b) Councillors consented to accept the apology.

101. DECLARATIONS OF INTEREST

None

102. PUBLIC PARTICIPATION

Two members of the public spoke to the Councillors about the Planning Appeal Ref: APP/W3520/W/19/3235525 (Original Application DC/19/02290 The Beeches, Straight Road, Battisford IP14 2LZ. As neighbours, it was thought that the building was going to be a very small two bedroom bungalow, and the residents were shocked to find that the planned building has two stories at one end. The existing hedge will be replaced by a brick wall, a permanent structure which they feel would limit the daylight and prove oppressive. The building would be only 2.1 metres from their property: the applicants remark that `neighbours would be better off was felt to be disingenuous.

The BPC Chair commented that BPC had unanimously rejected the plan and will draft a further response to the planning department.

103. UPDATES FROM COUNTY and DISTRICT COUNCILLORS and SUFFOLK POLICE

- a) County Councillor Kay Oakes: C/Cllr Oakes reported that BPC had a site visit with an engineer from Highways and that she is waiting for the design engineer to forward a proposal. She is waiting for a response from the Cabinet Member regarding Plug-in Suffolk.
- b) District Councillor Dr D. Pratt (Appendix 2 previously emailed). The consultation on the Joint Local Plan ends soon, further events can be found on the District Council website. Locality Budget funding is available; the criteria is `community improvement` .
- c) PC Stefan Henriksen (Suffolk Police) thanked BPC for arranging the public meeting on 7th September: feedback has been good. A similar meeting is to be held with Creeping St Peter residents on 2nd November. PC Henriksen will do his best to respond to emails and phone calls, the underlying issue is understaffing, and this can only be properly addressed at MP level. There is a meeting on October 8th with Tim Passmore, Crime Commissioner and a senior police member of staff at The Constable Room, The Cedars Hotel, 4.30pm to 7pm.

104. MINUTES OF THE PARISH COUNCIL MEETINGS held on 30th JULY 2019

- a) It was unanimously **RESOLVED** that the minutes of the Parish Council meeting held on 30th July 2019 were a true record and the Chair was authorised to sign the same.

105. MATTERS RELATING TO PLANNING APPLICATIONS FOR BATTISFORD

- a) Planning application DC/19/04175 Proposal: Full Planning Application - Change of use of agricultural land to D2 assembly & leisure to form 1 acre stocked angling lake and associated landscaping along with 2 no. residential holiday lodges and a further amenity outbuilding (non-sleeping) for the enjoyment of the anglers. Location: Highfields Farm, Hascot Hill, Battisford, Stowmarket Suffolk IP14 2HL.

It was unanimously **AGREED** to **SUPPORT** the application DC/19/04175

- b) The Appeals/ Decisions/ BPC comments and advisory notices:

- (i) (i) to (v) Notifications from the Mid Suffolk District Council Planning Dept. were **NOTED**
- (ii) (vi) Chair to draft BPC objections
- (iii) (vii) BPC councillors unanimously **AGREED** to **SUPPORT**: in general, the Council supports the use of ground source heat pumps, subject to a satisfactory noise assessment.

- c) Concerns regarding the potential impact of an increase in building on the current water and sewerage infrastructure: Cllr Nicolas highlighted his concerns that the existing Battisford infrastructure (e.g. BT, Water, Electricity etc.) may not be sufficient to meet any new plans. It was **AGREED** this assessment of provision should be part of the planning process, and that the clerk would write to the Planning Department to advise.

106. MATTERS RELATING TO THE CEMETERY

- a) The unsafe seat at the Cemetery, in memory of Cllr Betty Buckle has been removed and the plaque retained by Cllr Lambotte. The information on replacement costs was discussed. It was **AGREED (5 in favour, 1 abstention)** that the seat should be replaced once further investigations into relatives have been exhausted. Clerk to check burial records to ascertain if Cllr Buckle was buried in the Cemetery. It was further **AGREED** that the seat should be made of recycled plastic, specifically the Glasdon Eco reseat at £450.89 (inclusive VAT and delivery) and ground fixing kit.

- b) Rights of Exclusive Burial: report from clerk on current regulations. See BPC Cemetery Regulations and Conditions of Use at agenda item 11(d) **THIS ITEM WAS DEFERRED**
- c) The clerk outlined the specifications for work at the Cemetery (Appendix 3) These were **unanimously AGREED**. Three quotations for the work to be sought.

107. CHAIRS ITINERARY and REPORTS (on the night)

- a) Chairs report: The Chair and Cllr Nicholas met with Justin from SCC Highways.
 1. Junction Deadman's / Straight Road: Highways suggest stop signs before the junction
 2. Church Road: poor visibility - change priority at both ends
 3. Parking issues: double yellow lines could be painted but enforcement is unlikely.
(C/Cllr Oakes will report back to BPC on this).

- b) Councillors reports:
 - (i) Cllr Nicholas reported that the defibrillator at the Cricket Club is now in full working order. The Cricket Club have agreed to take over the management of the provision, Cllr Aspinall manages the second defibrillator. Clerk to write to Cricket Club to confirm their responsibility. The Chair thanked Cllr Nicholas for his work in getting the defibrillator back to full working order.

 - (ii) Cllr Lambotte reported on his meeting at Westcotec in relation to the Speed indicator device. This had been very professional and productive. The brackets were put up on Monday ready for an up and running testing period. Each site is a `project`. Graphs can be generated to give reports. If the council wanted to allow the speed indicators to be turned around, additional brackets would need to be purchased. A laptop will be needed to download and analyse results.
The Chair thanked Cllr Lambotte for his work on the SID.
It was unanimously **AGREED** to purchase a SID from Westcotec at £ 4,410.00
It was unanimously **AGREED** to purchase SID a laptop from JLT at £ 179.95

NOTED: C/Cllr Oakes will email the clerk with the forms to claim the £2,000 funding towards the SID; the Chair thanked C/Cllr Oakes for her help.

 - (iii) Cllrs Lambotte and Wicking reported on their attendance at the Local Plan meeting: Numbers appeared to have gone down from the previous report. Most of the housing is already covered by existing planning permissions. The emphasis is along the A14 corridor (a 21st Century version of Planning). There is an expressed `hope` for more schools, hospitals etc. but not plans. A common problem identified is the lack of information provided to neighbouring parishes.
The Chair thanked Cllrs Lambotte and Wicking for their attendance on behalf of BPC.

108. BPC COMMENT ON DISTRICT COUNCIL DRAFT LOCAL PLAN

- a) It was noted that there is a drop in session at The Mix Stowmarket on Thursday. Chair to draft BPC comment, circulate by email, deadline for comment is 30th September at 4pm.

109. REVIEW/ ADOPTION OF POLICIES, PROCEDURES AND REGULATIONS

DEFERRED UNTIL NEXT MEETING

- a) BPC Grants/ Donation Policy (**PAPER E**)
- b) BPC Internal Control Procedures (**PAPER F**)
- c) BPC Code of Conduct (**PAPER G**)

d) BPC Cemetery Regulations and Conditions of Use (**PAPER H**)

110. BATTISFORD NEIGHBOURHOOD PLANNING GROUP

- a) Work is continuing and approximately six volunteers have been identified. An article is to go in the next edition of the Barclif.

111. BATTISFORD S106 FUNDS

- a) It was **AGREED** that the clerk should apply for S106 monies towards two outdoor ping pong tables, one for adults, and another smaller version for use by children.

112. CLERKS REPORT (on the night)

- a) Clerks reported that
- (i) No items were actioned under delegated powers
 - (ii) Purchase and deployment of the speed monitor: covered at Agenda item 9 b) (ii)
 - (iii) Purchase of the wall mounted sign at the Village Hall: visual supplied by Elementary Signs was agreed by councillors. A replacement cheque is required as previous has been lost in the post, Chair to put stop on previous cheque.
 - (iv) Work at the playground: The pipe that had been left has was seen to be hazardous and it has been removed. Mound slide: **DEFERRED**
 - (v) Update on the provision of a car charging point at the Village Hall: C/Cllr Oakes will look into the provision of this as the clerk has been told that it cannot be supplied under the SCC `Plug In Suffolk` scheme. Clerk is currently obtaining quotations for the work. The Chairman of the VHMC has verbally agreed that positioning the facility at the Village Hall car park would be appropriate.
 - (vi) Laptops for Parish Councillors: Three laptops have been purchased and distributed to Cllrs Cleaver, Pope and Aspinall.
 - (vii) District Council Extended Leadership Team: Noted.
 - (viii) Correspondence from a resident regarding crime prevention: Noted

113. FINANCE/ AUTHORISATION OF PAYMENTS

a) Finance

- (i) Report on expenditure and bank account was **NOTED**
- (ii) The itemised expenditure/ invoices for payment and the authorisation to sign the same was **unanimously AGREED** see Appendix 4
- (iii) To recent invoices for payment and the authorisation to sign the same: was **unanimously AGREED** see Appendix 5

114. REQUESTS FOR DONATIONS, GRANTS, SUBSCRIPTIONS

- a) The request from the Punch Bowl Inn was discussed: clerk to write and accept the offer that two of the Punch Bowl Inn Board of Directors will attend the next meeting on 15th October.

115. APPOINTMENT OF BPC RESPONSIBLE FINANCIAL OFFICER

- a) It was unanimously **AGREED** that the present clerk, Nicola Glading, was appointed as the officer responsible for the financial administration of Battsford Parish Council, in accordance with Section 151 of the Local Government Act 1972.


116. GDPR IMPLEMENTATION

DEFERRED UNTIL NEXT MEETING

117 EXCHANGE OF INFORMATION

- a) Request from the public to put on the next agenda: Annie Hands tree and Apple juice making.
- b) Cllr Pope has agreed to take on the role of Footpath Warden and will report back to BPC as appropriate. It was noted that Rushbrooks has been ploughed over and a report has been sent to the District Councils Footpaths Officer.


Meeting closed 9.45pm



Code of Conduct & Register of Interests

Briefing for Councillors
17 September 2019


1



Content:

- Code of Conduct
- Register of Interests
- Declaration of Interests
- Register of Gifts & Hospitality


2



Code of Conduct

- Localism Act 2011 changed standards framework:
 - The abolition of Standards for England (previously the 'Local Government Standards Board for England');
 - A requirement for local authorities to promote and maintain high standards of conduct;
 - Provision for the introduction of local codes of conduct and local responsibility for investigating alleged breaches of those codes. Local authorities were to establish a code, which was to be based on the seven 'Nolan principles' of public life, and to specify sanctions for breaking it;
 - The creation of a new criminal offence of failing to comply with the statutory requirements for disclosure of pecuniary interests.


3



7 Principles of Public Life

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership


4



Suffolk Local Code of Conduct

- Adopted June 2012
- Sets out standards of behaviour for councillors
- Registration of interest rules
- Descriptions of Disclosable Pecuniary Interests and Local Non-disclosable Pecuniary Interests


5



Dealing with Complaints

- MO undertakes initial assessment of complaint
- Councillor invited to respond to complaint
- MO consults with Independent Person before making determination:
 - No action
 - Resolution through group leader
 - Local Resolution
 - Investigation
- Councillor and complainant informed of outcome
- If very serious or Councillor fails to comply with recommended actions - report to Joint Standards Committee


6



Sanctions

- Limited!
- Apology
- Training
- Resolution through political group


7



Register of Interests

- Councillors must register interests with MO within 28 days of being elected
- Any changes must be registered with MO within 28 days
- The requirements to register interests apply to either an interest of the member or an interest of the member's spouse, civil partner or partner


8



Disclosable Pecuniary Interests

- Any employment, office, trade, profession or vocation carried on by you or a relevant person for profit or gain.
- Any payment or provision of any other financial benefit (other than from the Council) made or provided within the relevant period in respect of any expenses incurred in carrying out your duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 other than from a registered political party.
- Any beneficial interest in securities of a body where -
 - (1) that body (to your knowledge) has a place of business or land in the area of the Council and,
 - (2) either:
 - (a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body;
 - (b) the beneficial interest exceeds one hundredth of the total issued share capital of the share capital of that body, if of more than one class, the total nominal value of the shares of any one class.


9



Disclosable Pecuniary Interests

- Any contract which is made between the Council and (1) you (2) your spouse or civil partner (3) a person with whom you live as husband and wife (4) a person with whom you live as if you are civil partners (or a body in which you or they have a beneficial interest)-
 - (a) under which goods or services are to be provided or works are to be executed; and
 - (b) which has not been fully discharged.
- A beneficial interest in any land in the Council's area.
- Any tenancy where to your knowledge (a) the landlord is the Council and (b) the tenant is a body in which you or a relevant person has a beneficial interest.
- A licence of any land in the Council's area (alone or jointly with others) that you or a relevant person occupy for a month or longer.


10



If you have a disclosable pecuniary interest:

- You must not participate in any debate or vote on any issues that relate to your interest;
- You may not remain in the room or public gallery while the matter relating to your interest is discussed.


11



Sanctions:

- Criminal offence
 - Failure to register or declare a disclosable pecuniary interest
 - To participate in a meeting where you have a pecuniary interest
- Unlimited fine
- Disqualification from being a member


12



Local non-pecuniary Interests

- (1) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Council;
- (2) Any body-
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);of which you are a member or in a position of general control or management;
- (3) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25.


13



If you have a local non-pecuniary interest:

- You may participate in the debate and vote on any issues that relate to your interest.
- However, you need to consider predetermination and bias.

14



Declarations of Interests

- Must declare any disclosable pecuniary interests at meetings
- Declare as soon as you are aware you have an interest
- Update register of interests within 28 days if not already listed

15

District Councillor Report Battisford and Ringshall Ward_Barking, Battisford, Great Bricett, Offton, Ringshall, Willisham

Submitted by Councillor Daniel Pratt for September 2019

Draft Joint Local Plan

The Draft Joint Local Plan consultation period ends at 4.00 pm on 30th September. A further programme of public consultation events have now been arranged. Local ones include Needham Market Community Centre on 12th September 3.30 - 6.30 pm and The Mix in Stowmarket 19th September 12.30 - 4.30 pm. More details about the Joint Local Plan can be found on the MSDC website. Paper copies of the draft document are available at all the local Libraries.

Community Infrastructure Levy

The Government has abolished the CIL 123 list regulation and replaced it with new CIL regulations which come into force from 1st September. MSDC is adopting a new position statement to comply with the new regulations, but there is practically no difference from the 123 list. There were only 2 valid bids received for CIL funding in the May 2019 bid round, and both of these bids are to be endorsed by Cabinet this week.

Performance monitoring

The Quarter 1 performance report has been published as part of the Cabinet papers. Planning applications determined within deadlines has improved. One of the major areas of concern is the BMBS performance where there are several overdue jobs which the team are working hard to complete which affect the % of jobs completed in the agreed timescale. Performance management is taking place to enhance service delivery.

Waste collection

It has become apparent that there were more issues with the new Waste Collection rounds which were introduced in July. Hopefully things will settle down again now, once the crews have found all the properties they need to collect from. If there are any further cases of missed bins, please get in touch with us. Information about what to put in your recycling bin can be found on the MSDC website here: <https://www.midsuffolk.gov.uk/assets/Waste-Services-Bins/Documents/guide-to-recycling-2019.pdf>

Active schools

A new Active Schools programme has been launched at two schools in Babergh and Mid Suffolk, aiming to increase physical activity in primary schools and combat rising childhood obesity.

Locality budget

I have received some bids for locality funding. Please could any group wishing to apply for funding get in touch. The application deadline is December, but it would be helpful if we received all bids by the beginning of November.

Email: Daniel.Pratt@midsuffolk.gov.uk

Telephone: 01473 658398

BATTISFORD CEMETERY WORK

1. Priority to roadside hedges/ boundaries- thought to be approx. 5 years of growth. Cut to 6 foot.
2. Boundary between cemetery and fields (back peripheral) trim back overhanging tree branches
3. Division between consecrated/ consecrated ground nearest gates - `Hedge` consisting of brambled- cut back to 6 foot.
4. Division between consecrated/ consecrated ground furthest from gates - nettles- strim back: leave as wildlife/ fauna area
5. Consecrated area- clear undergrowth in far corner, which should give another 3 metres of burial space.
6. Hazel tree in centre- cut off dead branches.
7. All off cuts, etc. to be removed from cemetery

Work to be carried out prior to Spring nesting season

ITEMISED EXPENDITURE/ REQUESTS FOR PAYMENT

Item	Payee	Amount
Defibrillator at Cricket Club: 1. Pads £104.40 - including £17.40 VAT 2. Battery £223.20 - including £37.20 VAT 3. Community Heartbeat for £33.60 (signage for the phone box).	Community Heartbeat Trust	£104.40 £223.40 £ 33.60
Purchase of laptops/ bags/ wireless mouse for councillors see Minute 93. (x) Paid to PC WORLD	Clerk- N Glading	£666.46
Clerks Stationery- files	Clerk-N Glading	£ 8.49
Grass cutting services	David Windle	£788.50
Speed Indicator Device	Westcotec	£4410.00
Village Hall Sign	Elementary Signs	£255.60
MSDC invoice for election charges (queried by clerk see Minute 94. (b))	MSDC	See reply from MSDC below* £104.78 (cheque retained)

Email received 13th August 2019- clerks query on non-contested election charges*

Dear Battsford Parish Clerk & Council

Thank you for your letter dated the 15th August 2019.

Please see attached a letter that was sent to the Parish Council in February 2019 showing the fees for the Elections in May 2019 for Contested and Uncontested, these fees are charged every 4 years when the Parishes have to have Elections. You would have paid in 2015 for an Uncontested Election if this is not the case then an error on our part was made. If you have any queries please contact me.

Kind regards Donna

Donna Bridges

Electoral Services Officer - Team Leader Babergh and Mid Suffolk District Councils

Copy of letter sent February 2019

Parish Clerk
Battsford Parish Council

Please ask Donna Bridges
for:

Our email: elections@baberghmidsuffolk.gov.uk
01449 724678

Dear Parish Clerk

Parish Elections 2019 –Estimate of Charges

As you know, your Councillors term of office ends in May 2019, and all the seats on your Council will be up for election on 2nd May 2019. These elections will be combined with District Council elections (if contested). Therefore the figure given for the 4-yearly election includes the appropriate reduction for costs that can be shared with these elections.

The following amounts are an indicative estimate of the likely charge to your council in 2019:

Charge for Contested 4-yearly election	£1,353.28
Charge for Contested 4-yearly election combined with District Election	£851.06
Charge for uncontested election	£104.78

If you have any queries about this letter, please do not hesitate to contact me.

Yours sincerely

Denna Bridges

Electoral Services Officer – Team Leader

Appendix 5

15. FINANCE/ AUTHORISATION OF PAYMENTS

(iii) On the night

Description	Amount	Payable to
1. Clerk Salary Quarter 2 July, August, September 2019 (as SALC payslip) Office expenses July, August, September 2019 £18x3 + usb 64GB for back up £8.95	£966.42 £62.95	N. Glading N. Glading
2. Clerks overtime July and August 2019 25 hours / SALC notified		
3. Laptop for use with Speed Indicator Device HP Elitebook 745 14"	£179.95	IJT Direct