



# BATTISFORD PARISH COUNCIL

Clerk: Nicola Glading 6 Albert Rolph Drive, Lakenheath IP27 9DA  
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## MINUTES

### of the BATTISFORD PARISH COUNCIL MEETING held on TUESDAY 17<sup>th</sup> November 2020

This meeting was held by virtue of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

*These Regulations came into force 4th April 2020*

UK Statutory Instruments 2020 No. 392 PART 2 Regulation 5

Present:

Clr D Wicking, Chairman

Clr J Cook, Vice Chairman

Clr C Nicholas

Clr J Pope

Clr S Zethraeus

In attendance:

C/Clr K Oakes

D/Clr D Pratt

Jan Wilson

N Glading, parish clerk

One member of the public

2020/58	<b>CHAIRMAN'S WELCOME and RECORDING OF MEETING</b>	
	None	
2020/59	<b>APOLOGIES FOR ABSENCE</b>	
a.	Council to receive apologies for absence: None	
b.	Consent to accept apologies received: Not applicable	
2020/60	<b>DECLARATIONS OF INTEREST</b>	
	None	
2020/61	<b>CO-OPTION OF PARISH COUNCILLOR</b>	
a.	It was <b>NOTED</b> that two casual vacancies have arisen in the Office of Councillor for the Parish Council. By the 2nd of October, 2020 (14 days after the date of the Public Notice) no request had been received for an election to fill said vacancies. The vacancy may therefore be filled by co-option.	
b.	There was one candidate for the office of Councillor. Jan Wilson outlined why she would like to join the Council	
c.	It was proposed (Clr Wicking) and seconded (Clr J Cook) that Jan Wilson be co-opted onto Battisford Parish Council The motion was unanimously <b>AGREED</b>	
d.	It was further <b>AGREED</b> that the relevant documents could be signed outside of the meeting	
2020/62	<b>PUBLIC PARTICIPATION</b>	
	Mrs Julia Stephens-Rowe, a representative from Battisford and District Cricket Club thanked	

	<p>the Councillors for their previous contribution of £1,300 to the new Pavilion. This has led to a need for more chairs, the approximate total cost is £900. Combs Parish Council have been asked to donate, Mrs Julia Stephens-Rowe asked if BPC would consider another contribution.</p> <p>There are approximately 10 playing members and 12 nonplaying members of BDCC. The Chairman thanked Mrs Stephens-Rowe for attending the meeting</p>	clerk
2020/63	<b>UPDATES FROM COUNTY and DISTRICT COUNCILLORS</b>	
a.	<p><u>Update from County Councillor K. Oakes</u></p> <p>A full Report from C/Cllr Oakes had been previously distributed to all Councillors. Cllr Oakes will continue to chase SCC Highways about the proposed road restrictions (Straight Road proposal has gone to SCC safety and speed officer)</p>	
b.	<p><u>Update from District Councillor Dr D. Pratt</u></p> <p>A full Report from D/Cllr Pratt had been previously distributed to all Councillors. Tree planting project just for council land or could be private land? To be confirmed Cllr Pratt flagged up that planting on wide verges and/or where there is an access need may be a problem</p>	
2020/64	<b>MINUTES OF THE PARISH COUNCIL MEETING held on 20th October 2020</b>	
a.	<p>Councillors <b>AGREED</b> that the October 2020 Minutes were an accurate record, with the following amendments/ comments:</p> <ul style="list-style-type: none"> <li>(i) 48a 4 in favour /one supporting the application</li> <li>(ii) 54e5 Cllr Nicholas informed that he has not chased up the Mobile Library, he is waiting for the COVID emergency to stop</li> <li>(iii) 49 Cllrs Cook and Wicking agreed to work on a plan of repairs with the help of Mr Jonathan Pope</li> </ul> <p>It was further <b>AGREED</b> that agree that delegated authority be given to the Chair to sign the minutes outside of the meeting</p>	
b.	<p>Matters arising not on this agenda:</p> <ul style="list-style-type: none"> <li>(i) Cllr Wicking confirmed that the letter asking that contact details can be held by the parish council has been distributed to the twelve people who were listed as vulnerable people.</li> </ul>	
2020/65	<b>MATTERS RELATING TO PLANNING APPLICATIONS FOR BATTISFORD</b>	
a.	<p><b>APPLICATION FOR PLANNING PERMISSION - DC/20/04933</b></p> <p><b>Proposal:</b> Householder Application - Erection of single storey rear extension (following demolition of existing conservatory).</p> <p><b>Location:</b> Newberry House, Mill Road, Battisford, Stowmarket Suffolk IP14 2LL</p> <p>The Councillors <b>SUPPORT</b> the application</p> <p>Apply common sense to utility letters</p> <p><b>NOTED:</b> The clerk had previously been asked to contact utilities for all planning applications. In retrospect, this is thought to be heavy handed and the Chairman instructed that common sense should be applied</p> <p>Clerks report on utility companies replies on the night: One reply had been received from Anglia Water</p>	Appendix 1
b.	<p><b>JOINT LOCAL PLAN SUBMISSION</b> (not on original agenda)</p> <p><a href="https://www.babergh.gov.uk/planning/planning-policy/new-joint-local-plan">https://www.babergh.gov.uk/planning/planning-policy/new-joint-local-plan</a></p>	Appendix 2
	<p>Comments on the Joint Local Plan Pre - Submission (Reg19) Publication were discussed: Chairman to submit BPC view. The consultation closes at closes at 12 noon on 24 December 2020</p>	Cllr Wicking
2020/66	<b>SPEED INDICATOR DEVICE REPORT</b> (Cllr Cook)	
	<p>The Report on the SID was <b>RECEIVED</b> from Cllr Cook</p> <p>This has been published in The Barclif</p> <p>Cllr Cook has kept the report fairly simple</p> <p>Cllr Cook is shifting the SID round on a 2 month basis</p>	Appendix 3

	The trend indicates that speeds are going down The SID is now by Bowl Meadow The Chairman thanked Cllr Cook for his work	
2020/67	<b>MATTERS RELATING TO BATTISFORD NOTICEBOARDS</b>	
a.	The Report on the condition and potential purchase of the parish noticeboards from Cllr Cook Was <b>RECEIVED</b> . The Chairman thanked Cllr Cook for his work. The Chairman thanked C/Cllr Oakes for her generous offer to replace all the noticeboards, however, he will establish to costs of a refurbishment project over the coming weeks The noticeboards need to be painted or treated with wood stain and re-glazed with acrylic. There is a current shortage of acrylic The noticeboard keyhole at the Bungalow is rusty: Cllr Nicholas volunteered to look at	Cllr Wicking  Cllr Nicholas
2020/68	<b>CHAIRS ITINERARY and REPORTS (on the night)</b>	
a.	<u>Chairs report</u> (i) Tree survey: Two quotations have been sought, the figures are awaited (ii) Defibrillators: will be putting in an order for defibrillator pads (iii) St Marys Church had contacted the Chair to confirm that services will be held on the village green (iv) Cllr Wicking is involved with Santa's float/ food donations for Stowmarket Food Bank, deciding on how much activity there could be. This has been advertised in Barclif and a flyer coming out: Cllr Nicholas is willing to help with distribution (v) The parish has been contacted by the 2021 census co-ordinator who is looking for support, which BPC can supply by assisting residents who are economically/ socially disadvantaged	
(vi)	<u>Councillors reports</u> (i) BPC should promote Home but not Alone; Cllr Pratt confirmed that the helpline is re-opening. (ii) Clerk to make up signs re Home but not Alone/ other helpful information for the noticeboards (iii) Cllr Cook was going to speak to Suffolk Wildlife Trust about the Tree Survey but will now wait until lockdown is over (iv) In the Local Plan, it was noted that there were no SHEELAS (process by which people could propose areas of land for development) in the parish: it therefore does not seem to affect the parish much	
2020/69	<b>ENVIRONMENTAL MATTERS</b>	
a.	<u>Update on tree survey (Cllrs Wicking and Cook)</u> See 2020/68 a. (i)	
b.	<u>Quiet Lanes initiative</u> The clerk has submitted an interest on behalf of BPC. Cllr Zethraeus agreed to act as designated lead councillor	
2020/70	<b>RESERVES, BUDGET, AND PRECEPT 2021 to 2020</b>	
a.	The allocation of Reserves was unanimously <b>APPROVED</b>	Appendix 4
b.	The budget for 2020 to 2021 was unanimously <b>AGREED</b> as attached Appendix 5	Appendix 5
c.	The precept for 2020 to 2021 was unanimously <b>AGREED</b> as attached Appendix 5 at £12,320.00, an approximate increase of 15% BPC has not been increasing in line with inflation or in line with tax base to cover basic costs: there is some catching up to do ; further, it is appropriate to build up reserves	Appendix 5
	<b>FINANCE/ AUTHORISATION OF PAYMENTS and GRANT APPLICATIONS</b>	
a.	<u>Expenditure</u> The itemised expenditure/ invoices for payment November 2020 were unanimously <b>AGREED NOTED</b> : That the present grass cutting contractor is no longer able to offer his services going	Appendix 6

	forward Clerk to seek alternate quotations	
b.	The grant application from Battisford and District Cricket Club was discussed. It was unanimously <b>AGREED</b> to donate £250 to BDCC, to be used towards the cost of Pavilion seating	clerk
2020/71	<b>EXCHANGE OF INFORMATION</b>	
	None	
2020/72	<b>EXCLUDED ITEM</b>	
	To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed at item 2020/73 (commercially sensitive)	

DATES OF FORTHCOMING MEETINGS: for up-to-date information please see BPC website

<http://www.battisfordpc.org.uk/battisford-parish-council/meetings/>

(no meeting in December 2020)

January 19<sup>th</sup> 2021, February 23<sup>rd</sup> 2021, March 23<sup>rd</sup> 2021, April 20<sup>th</sup> 2021, May 18<sup>th</sup> 2021, June 22<sup>nd</sup> 2021

## Appendix 1

Received from Anglian Water

ED/904511267

Hello Nicola,

Thank you for your query regarding planning.

I have passed this over to our planning liaison teams. They normally look into developments of 10 or more properties and normally we would not be involved for single households.

The planning team however will be able to advise of what they look at from their point of view when developers approach them as part of the planning stages.

If you need to contact them directly, you can find the best way here<<https://www.anglianwater.co.uk/developers/planning--capacity/planning-services/>>.

Thanks again for your query. If we can help with anything else, please don't hesitate to contact us. To find out the easiest way please check here<<http://www.anglianwater.co.uk/household/contact-us/>>. Also if you require any extra support or help from us, please take a look at our Priority Services page here<<https://www.anglianwater.co.uk/help-and-advice/water-care/priority-services/>> to see if we can help in anyway.

Emma,

Customer Services

## Appendix 2

### Comments on Joint Local Plan Pre - Submission (Reg19) Publication

From Cllr Wicking 13.11.2020

I have had a look at the parish paper and the map

In summary there are two settlements described as:

Battisford (Hamlet) [the area along straight road at the best end of the Tye]

Battisford Tye (Hamlet) [the area at Bowl Corner] - this section includes LS01 the development at Bowl Meadow; Combs has its own LS01 development zone, so I assume that Mid Suffolk are treating this as Battisford

There are no other locations for development described, unlike many other parishes.

As I found out at the JLP presentation last year, the aim is to develop along the line of the A14 and around Ipswich. We can probably expect to remain outside the development zone for many years to come. Stowmarket and Needham Market are our closest growth areas.

Water supply and waste(where mains connected), Electricity , and broadband are three in-village infrastructure issues that are identified as challenges to be resolved. Services in Stowmarket and Needham Market that Battisford residents exploit are planned for expansion - Police, Fire, GP service Education

From Cllr Zethraeus 13.11.2020

What you describe Denis sounds like the settlement boundaries msdc defined in the last plan and guess this holds until the new plan is published. In principle I agree with what you have written. It is a bit like wading through treacle trying to find the right info!

I have had a quick look on the bmsdc site. I found only one site (red hatched) as suitable for development in Battisford and as far as I can make out that is the Bowl Meadow development which has now gone ahead. There are a number of other sites put forward (as a result of the council call for proposals for land for development).

None of these are considered suitable SHELAA sites (and are hatched blue). It looks on the map as if one of these plots put forward is yours Denis or am I mistaken?

Two aspects of the plan that impact on Battisford are the infrastructure delivery plan and maybe CIL (but no development so no CIL). I will try and have a more detailed look at these before next meeting.

## Appendix 3

### TRAFFIC ANALYSIS REPORT

#### Village Hall

#### 5-19 October 2020

Figures in brackets are comparators from July 2020

	Trend	
Total vehicles	↓	6,712 counts (7,754)
Max speed	↓	60mph on 06/10/2020 12:50:00 (65mph)
85th percentile speed	↔	33.7mph (33.7mph)
% over limit	↓	8.81% (9.62%)
Average speeder	↓	38.9mph (39.2mph)

## TRAFFIC ANALYSIS REPORT

### Recreation Ground

19 October – 2 November 2020

Figures in brackets are comparators from August 2020

#### Trend

Total vehicles	↓	4,018 counts (4,405)
Max speed	↓	65mph on 26/10/2020 16:30:00 (80mph)
85th percentile speed	↓	38.2mph (38.3mph)
% over limit	↓	24.85% (24.98%)
Average speeder	↔	40.1 mph (40.1mph)

## Appendix 4

### Allocation of Reserves

N` hood Plan	£5,000.00
Contingency	£5,000.00
Village projects	£4,000.00
Environmental projects	£2,683.00
	<b>£16,683.00</b>

Appendix 5 Budget 2021-2022 and Precept

Budget & Precept 2012-2022										
	2017-18 actual	2018-19	2019-2020	Budget 2020-2021	Expenditure to end September 2020	Expenditure to end December 2020	Expenditure to end March 2021	Variance	DRAFT Budget 2021/2022	Increase/decrease
<b>Fixed Expenses</b>										
Unavoidable								£0.00		
Salary/Tax/Onms/HMRC	£3,097.32	£3,549.71	£4,680.77	£3,400.00	2577.12		5000	£822.88	£3,570.00	£170.00
Payroll Services			£36.00	£100.00	0.00		50	£100.00	£130.00	£30.00
Office expenses	£104.58	£75.04	£434.71	£370.00	210.28		400	£159.72	£400.00	£30.00
Clis Mileage			£90.00	£0.00	0		200	£0.00	£100.00	£100.00
Hire of Hall	£220.00	£240.00	£280.00	£350.00	0		400	£350.00	£400.00	£50.00
Website	£100.00	£100.00	£197.00	£100.00	242.00		400	<del>£142.00</del>	£250.00	£150.00
Training			£396.00	£400.00	21.00		400	£379.00	£400.00	£0.00
Cemetery maintenance	£897.50	£849.30	£1,321.75	£1,000.00	771.50		1000	£228.50	£1,400.00	£400.00
Mem/Subs	£367.48	£341.95	£291.89	£342.00	259.47		342	£82.53	£350.00	£8.00
Insurance	£749.42	£807.33	£660.80	£798.00	457.12		798	£340.88	£400.00	£398.00
Audit & Bank charges				£260.00	36.00		50	£224.00	£270.00	£10.00
Int Audit	£252.00	£220.80	£270.00				250	£0.00		£0.00
Ext Audit	£240.00							£0.00		£0.00
Annual Assembly			£86.00	£100.00	0			£100.00	£100.00	£0.00
Regular								£0.00		£0.00
Playing Field maintenance		£4,763.15	£1,176.95	£1,000.00	421.49		1000	£578.51	£1,500.00	£500.00
Waste management	£350.29	£162.00	£450.00	£200.00	390.58		200	<del>£190.58</del>	£250.00	£50.00
VH Broadband	£150.00	£150.00	£150.00				150	£0.00	£150.00	£150.00
Barclif	£100.00	£100.00	£100.00				100	£0.00	£100.00	£100.00
SID maintenance										£0.00
Defibrillators			£361.20	£200.00	104.40		400	£95.60	£300.00	£100.00
Church-cemetery							100	£0.00	£750.00	£750.00
Other projects	£417.60	£97.20	£255.60					£0.00		£0.00
Discretionary								£0.00	£600.00	£600.00
Donations/ Grants				£1,600.00	1580.00		1600	£20.00		£0.00
Village Hall	£1,000.00							£0.00		£0.00
S137	£150.00	£50.00						£0.00		£0.00
Other	£3,000.00	£110.99	£101.00					£2.00		£0.00
Contingences			£104.78	£305.00	126.00			£379.00	£900.00	£395.00
Totals	£11,196.19	£11,617.47	£11,424.45	£10,725.00				£12,440.00	£12,320.00	£1,595.00
									Precept level 2	15%
									APPROX 15% INCREASE	

**Appendix 6****Approved Accounts payable November 2020**

<b>Payee</b>	<b>Item</b>	<b>Amount</b>
<b>N Glading</b>	<b>Staff cost November 2020</b>	<b>£330.98</b>
<b>Community Heartbeat Trust</b>	<b>Batteries defibrillator see invoice below</b>	<b>£223.00</b>
<b>D Windle</b>	<b>Grass cutting Cemetery and Village Green</b>	<b>£751.00</b>
<b>After agenda went out</b>		
<b>D Windle</b>	<b>Churchyard maintenance</b>	<b>£246.00</b>