



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 MEETING 22nd SEPTEMBER 2020 held on ZOOM Platform

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 (as emailed to all councillors on 6th April 2020)

The link to join the meeting was published on the Battisford Parish Council website and on the noticeboards

<https://us02web.zoom.us/j/83209614541?pwd=RHVmbzQ4WVFaUTdsRVRKd01EUkdKZz09>

Present

Cllr D. Wicking

Cllr S. Zethraeus

Cllr J. Pope

Cllr J. Cook

Cllr C Nicholas

In attendance:

C/Cllr K. Oakes, D/Cllr D. Pratt and N. Glading, parish clerk

2020/22	VICE CHAIRMAN'S WELCOME and RECORDING OF MEETING	
a.	None	
2020/23	APOLOGIES FOR ABSENCE	
a.	Apologies for absence: None	
b.	Council to consent: Not applicable	
2020/24	ELECTION OF CHAIRMAN and VICE CHAIRMAN	
a.	It was NOTED that Cllr P Lambotte has resigned as Chairman: Councillors had been made aware of this previously by email	
b.	<p><u>Election of Chairman</u></p> <p>Cllr D Wicking was nominated, proposed and seconded There were no other proposals</p> <p>It was unanimously AGREED that Cllr D Wicking become Chair of Battisford Parish Council. It was further AGREED that the Acceptance of Office may be signed outside of the meeting</p> <p>Cllr Wicking took the Chair</p>	Clerk

c.	<p><u>Election of Vice Chairman</u></p> <p>Cllr J Cook was nominated, proposed and seconded There were no other nominations It was unanimously AGREED that Cllr J Cook become Vice Chair of Battsiford Parish Council. It was further AGREED that the Acceptance of Office may be signed outside of the meeting</p>	Clerk
2020/25	DECLARATIONS OF INTEREST	
	None	
2020/26	PUBLIC PARTICIPATION	
	None	
2020/27	UPDATES FROM COUNTY and DISTRICT COUNCILLORS	
a.	<p><u>Update from County Councillor K. Oakes</u> (County Report emailed to Councillors previously) C/Cllr Oakes congratulated Cllr Wicking on his appointment as Chairman She is pushing for the Give Way sign at Deadmans Lane junction, is looking into the Church Road re-direction onto Valley Road and is checking `Quiet Lane` status. Cllr Wicking thanked Cllr Oakes for her comment on remembering veterans in the Report. Cllr Oakes had noted that someone went past playground at 80mph: she will add appropriate signage to her list</p>	
b.	<p><u>Update from District Councillor Dr D. Pratt</u> (District Report emailed to Councillors previously) D/Cllr Pratt congratulated Cllr Wicking on his appointment as Chairman Cllr Pratt reported that the Annual District Council meeting is at the end of the month</p>	
2020/28	MINUTES OF THE PARISH COUNCIL MEETING held on 21st July 2020	
a.	<p>The accuracy of the minutes of the meeting held on 21st JULY 2020 were AGREED, with two changes:</p> <ul style="list-style-type: none"> a. Cllr C Nicholas was present b. Misspelling of names 	
	<i>Cllr Zethraeus left the meeting, internet connection failure</i>	
b.	Matters arising not on this agenda: None	
2020/29	BPC NOTICE OF VACANCY of COUNCILLORS (2)	
a.	<p>Clerk reported that the Notice of Vacancy for 2 Councillors has been displayed on all Noticeboards and on the website from 14th September 2020, and that the Monitoring Officer has been informed. The closing date is 2nd October, after which date, if no election is called for, co-option can take place. Cllr Cook knows of three potential candidates: it was RESOLVED to invite the candidates to attend the October meeting, co-option to take place at the November meeting</p>	Cllr Cook
2020/30	MATTERS RELATING TO PLANNING APPLICATIONS FOR BATTISFORD	
a.	NOTED Decision Notice received Application DC/20/01666: Demolition of substantial part of existing agricultural building and erection of new B1 commercial buildings at Manor Farm Church Road Battsiford IP14 2HE. Outline planning permission has been granted	
b.	NOTED Decision Notice received Application DC/20/01701: demolition of existing agricultural buildings, erection of 7 new buildings in existing farmyard. Outline planning permission has been granted	

2020/31	MATTERS RELATING TO THE PLAY AREA	
a.	<p><u>Cllr Cook updated the meeting on the mound slide repair</u> He has spoken to three local companies that are specialists in play areas, and has a site meetings in next 10 days, Jonathan Pope will be asked to attend.</p> <p>It was suggested that a Tree survey of playing field is advisable (next meeting)</p>	<p>Cllr Cook</p> <p>Clerk</p>
b.	<p><u>Clerk updated the meeting on the ping pong table</u> Phil Lown, the Partnership Programme Manager had replied to the clerks query and apologised that the original application had only just come to light as it had got caught up in the councils email system, and he had missed the email. Table tennis England will not be funding any further community table tennis tables for the immediate future, the parish will be expected to fund all costs.</p> <p>It was RESOLVED to shelve the project until funding becomes available</p>	Clerk
c.	<p><u>Clerk updated the meeting on the annual play equipment inspection</u> As requested, the clerk has booked the annual play inspection with ROSPA. The Suffolk inspections usually take place in September. Clerk to chase ROSPA for the date of inspection and ask that the report is sent within two weeks of the date of inspection Cllr Cook reported that play equipment installers now carry out inspections and he will will look into alternate quotations</p>	<p>Clerk</p> <p>Cllr Cook</p>
2020/32	MATTERS RELATING TO THE PUNCH BOWL AS AN ASSET OF COMMUNITY VALUE	
	<p>The confirmation from MSDC that the Punch Bowl Inn is now an asset of community value was NOTED Clerk to request the certificate as mentioned in the letter</p>	Clerk
2020/33	TEMPLATE LETTER TO UTILITIES	
	<p>Cllr Cook has designed a template letter to utilities to be sent to utilities providers to ascertain service capability He has amended this, and will design a new header and will circulate to councillors The clerk to send out as soon as a new application is notified The councillors thanked Cllr Cook</p>	Cllr Cook
2020/34	CYCLE ROUTES AND OAK TREE PLANTING	
	<p>D/ Cllr Pratt discussed the project and is looking for any ideas on improving biodiversity. This encompasses managing the landscape in a way that encourages wildlife, e.g. mowing verges less often. It is evident that some farmers are more likely to manage footpaths well There have new trees planted in Battsford (Woodland Trust) Cycle routes: C/Cllr Oakes is working with Combs looking to change footpaths into bridleways so they can be cycled on as Combs residents want to cycle to Stowmarket: this project is currently only at the initial stage: the long term scheme is likely to be expensive For now, would councillors consider smaller project, e.g. cycle racks at the Village Hall - D/Cllr Pratt has information of a well-designed rack and will send to clerk for distribution The trees at the Recreation ground are maturing well It was NOTED that the boggy area/ potential pond at the playing field may be a hazard- clerk to look at a sign warning of wetland/boggy area For information: Barking Tye are carrying out a survey on the Tye (management plan by SWT)</p>	<p>Cllr Pratt</p> <p>Clerk</p>

2020/35	LGA BOUNDARY REVIEW RESPONSE CONFIRMATION	
	<p>Clerk confirmed that a final response, collated from the views of all Battsiford councillors, had been sent to the Boundary Commission on 15th December 2019 via the Local Government consultation portal: this was acknowledged as received and accepted on 27th December 2019.</p> <p><i>“The Council would emphasise that the land north of Bowl Road (known as Bowl Meadow), Battsiford, should be formally identified as part of the Battsiford and Ringshall Ward (see map).</i></p> <p><i>The new development of nine dwellings at Bowl Meadow (Original planning application DC/19/01794, Mid Suffolk District Council), which is contiguous with the village of Battsiford will therefore be within this clearly identifiable community. These new dwellings are isolated from the main body of the village of Combs, access to which is either via the road through Little Finborough or Battsiford parishes.</i></p> <p><i>This would underpin the fundamental geographical position, natural fit to the village and long held local historical perceptions.</i></p> <p><i>On a separate matter it is understood that the Council Tax department of Mid Suffolk District Council has repeatedly failed to implement the consequences of the previous parish boundary review in 2009, and the precept collected for properties identified within zones P and Q on the attached map are still provided to Ringshall in error”</i></p> <p>There is a final deadline of November 2020. Clerk was tasked to submit the above to the Boundary Commission again and re-emphasise that the properties are within the operating curtilage of Battsiford and Ringshall, not Combs.</p>	Clerk
2020/36	MATTERS RELATING TO INSURANCE	
a.	<p>Councillors discussed the October 2020 renewal of Battsiford Parish Council insurance. The clerk had obtained four quotations, which were discussed</p> <p>It was AGREED to accept the quotation from Pen Insurance (annual basis), clerk to arrange for policy inception on 1st October 2020</p>	Clerk
2020/37	CHAIRS ITINERARY and REPORTS (on the night)	
a.	<p><u>Chairs report</u></p> <p>(i) It was NOTED that the Community Shop books have been given to the clerk to form part of the parish records</p> <p>(ii) It was AGREED that, going forward, meetings would commence at 7pm</p>	Clerk
b.	<p><u>Councillors reports</u></p> <p>(i) SID records: Cllr Cook had circulated the analysis of the July/ August reports from SID. One incident of a vehicle travelling at 80moh had been recorded. The SID is now at Mill Road, the device will be moved on a 2/3 weekly basis. Cllr Cook will follow up on the additional posts</p> <p>(ii) Cllr Pope had attended the Battsiford Village Hall AGM in another capacity and had had doubled as the parish council representative, giving a short report on BPC activities. It was NOTED that BPC had not been informed that the AGM was taking place and that BPC would have wished to send a representative. It was AGREED that, going forward, Cllr Pope would represent the parish council.</p>	

	<p>(iii) Cllr Pope reported that the noticeboard key for the board outside the bungalow on Straight road had snapped. Another had been provided. It was further reported that some of the noticeboards were in disrepair and the perspex has become opaque, making the notices difficult to read. Cllr Wicking believes the cost of perspex replacement will be around £40, he will look into for the next meeting. C/Cllr Oakes agreed to look into paying for two boards.</p> <p>(iv) The letters to vulnerable people need to be done now that we are following different rules. It should be emphasised that anyone can contact us again</p> <p>(v) The order for the presentation glass has been cancelled, Cllr Cook will ask previous Chairman about these this and the presentation plaques</p>	<p>Cllr Wicking</p> <p>Cllr Cook</p>																																																
2020/38	FINANCE/ AUTHORISATION OF PAYMENTS																																																	
a.	<p>Expenditure The itemised expenditure/ invoices for payment July/September 2020 were unanimously APPROVED and the clerk was authorised to pay accordingly</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Item</th> <th>Amount</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>Clerk</td> <td>Staff costs August 2020</td> <td>£322.14</td> <td>£0.00</td> </tr> <tr> <td>Clerk</td> <td>Staff costs September 2020</td> <td>£322.14</td> <td>£0.00</td> </tr> <tr> <td>Clerk</td> <td>Expenses</td> <td>£15.10</td> <td>£0.00</td> </tr> <tr> <td>J Pope</td> <td>re-imburement for Playground repairs</td> <td>£13.15</td> <td>£2.19</td> </tr> <tr> <td>J Pope</td> <td>re-imburement for Playground repairs</td> <td>£32.84</td> <td>£5.48</td> </tr> <tr> <td>Community Heartbeat Trust</td> <td>Battery for defibrillator</td> <td>£223.20</td> <td>£37.20</td> </tr> <tr> <td>SALC</td> <td>Membership subscription</td> <td>£259.47</td> <td>£0.00</td> </tr> <tr> <td>SALC</td> <td>Training</td> <td>£7.50</td> <td>£1.25</td> </tr> <tr> <td>ICO</td> <td>Data protection registration</td> <td>£40.00</td> <td>0</td> </tr> <tr> <td>Suffolk Cloud</td> <td>Website accessibility</td> <td>£70.00</td> <td>0</td> </tr> <tr> <td>Came & Co</td> <td>PC Insurance agreed at 2020/36 a.</td> <td>£507.12</td> <td></td> </tr> </tbody> </table> <p>Cllr Nicholas questioned the lack of VAT for the Suffolk Cloud invoice. Clerk to clarify</p>	Payee	Item	Amount	VAT	Clerk	Staff costs August 2020	£322.14	£0.00	Clerk	Staff costs September 2020	£322.14	£0.00	Clerk	Expenses	£15.10	£0.00	J Pope	re-imburement for Playground repairs	£13.15	£2.19	J Pope	re-imburement for Playground repairs	£32.84	£5.48	Community Heartbeat Trust	Battery for defibrillator	£223.20	£37.20	SALC	Membership subscription	£259.47	£0.00	SALC	Training	£7.50	£1.25	ICO	Data protection registration	£40.00	0	Suffolk Cloud	Website accessibility	£70.00	0	Came & Co	PC Insurance agreed at 2020/36 a.	£507.12		Clerk
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b.	To discuss the allocation of Reserve monies Deferred																																																	
2020/39	EXCHANGE OF INFORMATION																																																	
	There was no additional information																																																	
2020/40	EXCLUDED ITEM It was RESOLVED 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 2020/21																																																	
	Meeting closed at 9.25 pm																																																	

DATES OF FORTHCOMING MEETINGS: For up to date information please see BPC website
<http://www.battisfordpc.org.uk/battisford-parish-council/meetings/>

October 20th 2020 7pm, November 17th 2020 at 7pm (no meeting in December)

MATTERS TO BE TAKEN UNDER EXCLUSION (CONFIDENTIAL MATTERS)

- a. Discussion on Battsford Punch Bowl Project: the position had been made clear at the last meeting- see Cllr Wicking's paper
Although the creation of a shop is desirable, the premises do not have enough space
It was **AGREED** that is not feasible, given the current economic climate and pandemic, to commit to raising around £300,000
There has been very little communication from the CIC Directors, their thoughts are unknown
The Accounts are published at Companies House

- b. Clerks salary- new NJC rates have been agreed nationally.
The councillors unanimously **AGREED** that the new rate at SCP 17 would be applied to the clerks salary