



# BATTISFORD PARISH COUNCIL

Clerk: Nicola Glading 6 Albert Rolph Drive, Lakenheath IP27 9DA  
[clerk@battisfordpc.org.uk](mailto:clerk@battisfordpc.org.uk)  
<http://www.battisfordpc.org.uk>

## MINUTES

of the

### **BATTISFORD PARISH COUNCIL MEETING held on February 23<sup>rd</sup> 2021.**

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

CLlr D Wicking Chairman  
CLlr J Cook Vice Chairman  
CLlr S Zethraeus  
CLlr J Pope  
CLlr J Wilson  
CLlr C Nicholas

#### In attendance

County Councillor K. Oakes  
District Councillor Dr D. Pratt  
N Glading, Parish Clerk

2021/93	<b>CHAIRMAN`S WELCOME and RECORDING OF MEETING</b>	
	The Chairman welcomed everyone to the meeting. The clerk will record for minutes taking purposes	
2021/94	<b>APOLOGIES FOR ABSENCE</b>	
a.	Council to receive apologies for absence - none.	
b.	Council to consent to accept apologies received – not applicable	
2021/95	<b>DECLARATIONS OF INTEREST</b>	
	None	
2021/96	<b>CO-OPTION OF PARISH COUNCILLOR</b>	
a.	To co-opt a Parish Councillor by BPC councillors vote - none	
b.	To agree that the relevant documents may be signed outside of the meeting – not applicable	
2021/97	<b>PUBLIC PARTICIPATION</b>	
a.	(i) Complaint from resident about hedge cutting: a resident had written to the clerk to complain that cuttings were left when and these should be swept up by the contractor as he believes that it is the cause of having to purchase car tyres which cost him £100. Clerk had replied to the resident "Thank you for your email. Sorry to hear about the issue with tyres. I believe that Battisford Parish Council don't engage any contractors to trim the roadside hedges other than the Cemetery, this is most likely to be Suffolk County Council Highways. I'll make sure it is on the agenda for our next meeting and make the County CLlr is aware of your comments	

2021/98	<b>UPDATES FROM COUNTY and DISTRICT COUNCILLORS</b>	
a.	<p><b>Update from County Councillor K. Oakes</b> (Report sent to all cllrs 23.02.2021)  Additional information:  A press release has been issued highlighting the further 16 rapid testing centres opening across the County, including one in Needham Market. Test detects people carrying virus, even if asymptomatic.  Highways issues:  SCC Highways response to Church Road/ Valley Road traffic measure is that the layout has been assessed and no collisions have been recorded, therefore the expenditure is not justified.  C/Cllr Oakes commented that this is a sad but typical stance.</p> <p>The parish councillors will seek the view of affected residents.</p> <p>Q: There are several near collisions  A: An `almost hit` is not reported, remember that SCC only deal in concrete evidence, will push for a STOP sign</p> <p>The traffic survey (Quiet Lanes initiative on Church Road) may indicate that there is less traffic on Church Road, which may assist with evidence, then BPC can push for a survey.</p> <p>Councillors commented on excessive speed outside the Village Hall: a chicane idea had been suggested previously.  Cllr J. Pope is not keen on a chicane near play area.  Cllr C. Nicholas described the chicane that had been referred to as “a pavement edge coming out, narrowing of road so two vehicles cannot pass. Not quite as severe as Poplar Hill but similar”.</p> <p>Cllr J. Cook will send SID data to C/Cllr Oakes</p> <p>Cllrs Nicholas and Pope have not received the recycling leaflet that was mentioned in C/Cllr Oakes report. Cllr J. Wilson volunteered to put a copy of the recycling leaflet on the noticeboards.</p>	<p>Cllr Cook</p> <p>Cllr Wilson</p>
b.	<p><b>Update from District Councillor Dr D. Pratt</b> (District Report emailed to Councillors previously)  Recycling awareness campaign is starting, it is thought that £10,000 tons is rejected per annum.  Suffolk waste partnership does not recognise tetra pack material as recyclable.  Some BMSDC money is going into greener homes, and BMSDC are putting heat source system into some council owned properties.</p>	
2021/99	<b>MINUTES OF THE PARISH COUNCIL MEETING held on 19<sup>th</sup> January 2021</b>	
a.	The minutes of the meeting held on 19 <sup>th</sup> January 2021 were <b>APPROVED</b>	
b.	It was <b>AGREED</b> that the Chair may sign the minutes outside of the meeting	
c.	Matters arising not on this agenda - none	
2021/100	<b>MATTERS RELATING TO PLANNING APPLICATIONS FOR BATTISFORD</b>	
a.	<p>Bowl Meadow Development: Update on hedging, sign removal and parking</p> <p>(i) Hedging : roots are still there for the hedging to recover, new planting at the back on the field side, but the ditch side should recover. Planning enforcement on side of developer: hedge replanted due to pressure from the parish council this was a planning commitment and should be enforced. Original plans show hedging all the way round. Rear hedging was taken out because it was considered not good enough and had to be replanted. Cllr Wicking will scan in original document.</p>	Cllr Wicking

	<p>Leave for 4 months and review at the June meeting. Cllr Pratt will also keep an eye on the situation.</p> <p>(ii) Sign to be removed: Cllr Wicking will ask about.</p> <p>(iii) Parking area : looks scruffy/ not finished – part of the agreement was that parking spaces will be supplied for the Punchbowl. Cllr Wicking will Talk to Ruby Homes</p>	Cllr Wicking
b.	<b>Sunnica East and West 500MW Solar Energy Farm:</b> update on consultation relevance: the company had eventually replied to the clerk, they are `asking all parishes`	Appendix 1
c.	<p>Planning application DC/21/00774 was discussed. Sent to Cllrs 13<sup>th</sup> February 2021 (letter from neighbour emailed 17.02.2021) Proposal: Householder Application - Erection of two storey side and rear extensions with integral garage and insertion of front dormer windows (following demolition of existing conservatory). Location: Oak View, Straight Road, Battisford, Stowmarket Suffolk IP14 2HRW Expiry date: 3rd March 2021.</p> <p>Comments from neighbours received 22/03.2021 were <b>NOTED</b></p> <p><b>OBJECTION</b> (unanimous)</p> <ol style="list-style-type: none"> <li>1. This is a large development, somewhat oversized, in relation to the size of the plot</li> <li>2. The roadside appearance: impact is of concern as the development is large in comparison with other properties nearby.</li> <li>3. Councillors believe that the development would affect the amenity value of the neighbouring property: a blank wall will be presented.</li> <li>4. Councillors have concerns around the number of available parking as this would be a 5 bedroom house with possibly 4 cars needing off road parking room.</li> <li>5. Councillors noted that there is no environmental assessment; there is some apprehension about the potentially detrimental impact on wildlife.</li> <li>6. The Oak tree in front of the property should not be compromised by the development.</li> <li>7. The Parish Council would like to remind the planning officers of some of the decisions that they made in respect of the neighbouring property application i.e. 2498/16</li> </ol>	BPC comment sent to BMSDC planning 26.02.2021
d.	<b>NOTED:</b> Decision Notice DC/20/05778 Sent to Cllrs 13 <sup>th</sup> February 2021.	
e.	<b>NOTED:</b> MSDC Local Plan information	Appendix 2
f.	<b>NOTED:</b> the email consensus of Cllrs opinion on DC/21/00202 - Holly House, Straight Road, Battisford, Stowmarket Suffolk IP14 2LZ as: <b>SUPPORT</b> (unanimous)	
g.	<p>Councillors discussed a potential agreement describing broadband concerns to Peter Ingram, SCC contact as provided by D/Cllr Pratt (email to Cllrs 22<sup>nd</sup> January 2021). It was decided to take a straw poll survey of speeds by councillors: what is the actual experience: run speed tests and identify service provider to find out where the bad spots are. Councillors to report back at the next meeting</p>	All Cllrs
2021/101	<b>SID REPORT (Cllr Cook)</b>	
	To receive the Speed Indicator Device Report from Cllr J Cook	Appendix

	The data gives some Interesting numbers for the 3 sites. Chicanes or similar would be a beneficial deterrent. Cllr Cook will supply data that will be more impactful in policing terms, also for Cllr Oakes	3
2021/102	<b>MATTERS RELATING TO BATTISFORD NOTICEBOARDS</b>	
a.	Update on repairs to noticeboards Cllr Wicking to buy more perspex when weather improves/ is dry Thanks to Cllr Wilson, noticeboards are neater	
2021/103	<b>CHAIRS ITINERARY and REPORTS (on the night)</b>	
a.	<b><u>Chairs report</u></b> (i) Acknowledgement of community support: Cllr Wicking has written an article for the Barclif (ii) Dean Williams has been contacted about the charging point in Village Hall, response is awaited. (iii) The Fete Committee are planning a late summer event. (iv) Chairman will write to Combs Parish Council accepting the offer of a donation toward the slide mound repair (v) An email had been received from Mr Ian Felstead (Punchbowl Directors) asking if the funding that had been previously granted for a shed remains available. Deferred decision until next meeting. Clerk to ask for costs of the smaller shed	Appendix 4 Clerk sent 08.03.2021
b.	<b><u>Councillors reports</u></b> (i) Cllr Pope has a drawing of the Battisford sign on a commemorative tea towel which she will share with councillors.	
2021/104	<b>ENVIRONMENTAL/ FACILITIES MATTERS</b>	
a.	<u>Update on Battisford Tree Survey</u> - this is a work in progress.	
b.	Update on slide mound repair: Cllr Cook has contacted the 3 companies and told of decision The work will be done as soon as the weather is favourable	
c.	<u>Update on the Quiet Lanes initiative</u> from Cllr Zethraeus: waiting for traffic survey on Church Road (after lockdown), preliminary signage sheets have been submitted. Waiting to hear on additional funding. There are fortnightly sessions on Facebook. The Parish awareness meeting must be held prior to 30 <sup>th</sup> June 2021	
d.	<u>Update on Pond</u> (Green initiative) and Locality budget funding J Pope contacted SWT who will be v wiling to help one lockdown lifts and weather improves	
2021/105	<b>MATTERS RELATING TO THE CEMETERY</b>	
a.	The re-setting of the cemetery gates and re-aligning of slabs: it was <b>AGREED</b> that this work is to be done when BPC have any spare money. Bench: it was agreed that this was recycled, clerk to find what was committed Plaque from the old bench to go into the Church	Clerk
b.	The trimming back the Yew trees at the entrance to the cemetery (deferred from January meeting) was discussed. Cllr Zethraeus will trim with loppers/ secateurs and Cllr Cook offered to remove the debris	Cllr Zethraeus & Cllr Cook
2021/106	Update on compliance with internal auditor's report: clerk reported that this work is in hand, at the March meeting the councillors will be asked to examine and approve: List of items of expenditure over £100 Publish on website: Results of review of effectiveness of annual audit. Privacy notices Procedures for dealing with Subject Access request Procedures for dealing with data breaches Data retention and disposal policies	

2021/107	<b>GOVERNANCE</b>	
a.	The Asset Register clerk to check if the Bus shelter / VHMC storage facility had been gifted to the Village hall management Committee. One noticeboard to be deleted.	Appendix 5
b.	APPOINTMENT OF BPC RESPONSIBLE FINANCIAL OFFICER Councillors to discuss and agree that the present clerk, Nicola Glading, is appointed as the officer responsible for the financial administration of Battisford Parish Council, in accordance with Section 151 of the Local Government Act 1972.	
2021/108	<b>FINANCIAL MATTERS</b>	
a.	The payment of the clerk's salary (February 2021) was <b>APPROVED</b>	Appendix 6
b.	The application for a grant from Ipswich BMX club was discussed There was thought to be no evidence of usage by Battisford residents: Councillors unanimously <b>REJECTED the</b> application	
c.	The Quarter 3 analysis was <b>RECEIVED</b> <ol style="list-style-type: none"> <li>1. Cash book</li> <li>2. Income</li> <li>3. Bank reconciliation</li> <li>4. Budget comparison</li> <li>5. Bank Statements</li> </ol>	
2021/109	<b>REVIEW OF INTERNAL AUDITORS REPORT</b>	
a.	Duplicate item: ignored by Chairs permission	
2021/110	<b>EXCHANGE OF INFORMATION</b>	
	To exchange any relevant information at the discretion of the Chairman <ol style="list-style-type: none"> <li>(i) Cllr Zethraeus reported that the Garden House had employed Binders to jet the area who jet cleaned the area which will hopefully cure the problem.</li> </ol>	
2021/111	<b>EXCLUDED ITEM</b>	
	It was <b>RESOLVED</b> 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 2021/86 (commercially sensitive)	

Meeting closed 8.58pm

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

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

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

2021/112	<b>EXCLUDED ITEM</b> (commercially sensitive)	
a.	To discuss the quotations for grass cutting at the Cemetery, Play area and Playing field Only one quotation has been received, clerk to put the job on Nextdoor <b>DEFERRED to March meeting</b>	

### Appendix 1

Dear Nicola,

Thank you for your email. We did mean to contact you.

As Sunnica Energy Farm is classified as a nationally significant infrastructure project (NSIP) we are contacting all of the parish councils within our host local authorities as it is a commitment that we made within our Statement of Community Consultation (SoCC) ([link here](#)). This includes all parish councils in Cambridgeshire and Suffolk.

We're aware that you are likely to be quite a distance from the proposed scheme but wanted to offer the parish council an opportunity to comment if it wishes to.

If you have any questions about the proposals do let me know.

Kind regards,

Rebecca Coleman

### Appendix 2

Babergh and Mid Suffolk Councillor briefing update on the Joint Local Plan (January 2021)

The Regulation 19 Joint Local Plan (JLP) consultation closed on 24th December 2020. No further points can be made on the JLP following the end of the Regulation 19 Pre-Submission consultation.

The Councils must process, assign and store the duly made Regulation 19 JLP representations in a suitable manner for Examination. The Councils must also analyse, consider and prepare a summary statement of the main issues raised for publication when the JLP is formally Submitted under Regulation 22 of The Town and Country Planning (Local Planning) (England) Regulations. The full representations, together with all of the statutory supporting information such as notices and statements will be published at the Submission stage. This is currently scheduled for late March 2021.

All of the duly made Regulation 19 JLP representations, in full, are to be made available to an appointed independent Planning Inspector who will conduct the Examination of the Babergh and Mid Suffolk Joint Local Plan. The Examination is conducted in the public domain, meaning that all documents, correspondence and meetings will be publicly available through the Councils' websites. The public can attend any Examination Hearings (which may be virtual or in-person), although only persons and organisations who have made duly made representations to the Regulation 19 JLP have the right to take part in the Examination Hearings.

Full consideration must be given to the objections to both the JLP and the supporting Sustainability Appraisal and Habitats Regulations Assessment before the Councils can proceed to the Submission of the JLP for Examination. The Secretary of State will appoint an independent Planning Inspector to conduct the Examination. A Programme Officer will be appointed to work for the Inspector and provides a channel for all communications between the Inspector and the Councils and other participants.

Further information and guidance on the Examination process is available on the Government website –

<https://www.gov.uk/guidance/local-plans>.

The emerging JLP and decision taking.

For decision taking, the policies in the emerging JLP are a material consideration with limited weight. Councillors are cautioned against treating the emerging JLP as attracting more than limited weight at this point in time in decision taking at Planning Committee.

The JLP is nevertheless the Councils' intended development strategy to be Submitted for Examination. To this extent the JLP represents a clear direction of travel for the location and delivery of growth for the Councils.

When the JLP is Submitted, together with publication of the full set of duly made representations, further advice regarding weight will be provided having regard to paragraph 48 of the National Planning Policy Framework.

If there are any further queries regarding the JLP, please contact the planning policy team at

[localplan@baberghmidsuffolk.gov.uk](mailto:localplan@baberghmidsuffolk.gov.uk).

### **Appendix 3**

#### **SID Traffic Report January/February 2021**

##### **Bowl Meadow 05/01/21**

Traffic Report From 05/01/2021 01:00:00 PM through 19/01/2021 11:59:59 AM

**Max Speed** = 55.0 MPH on 08/01/2021 15:20:00

Total Vehicles = 3,065 counts

Speed

Speed limit: 30 MPH

85th Percentile Speed: 32.7 MPH

50th Percentile Speed: 27.0 MPH

Average Speed: 26.3 MPH

% over limit 26%

Avg speeder 33.9MPH

##### **Mill Road 19/01/21**

Traffic Report From 19/01/2021 11:00:00 AM through 02/02/2021 11:59:59 AM

**Max Speed** = 50.0 MPH on 21/01/2021 21:05:00

Total Vehicles = 2,251 counts

Speed

Speed limit: 30 MPH

85th Percentile Speed: 32.7 MPH

50th Percentile Speed: 26.8 MPH

Average Speed: 25.5 MPH

% over limit 25.3%

Avg speeder 33.8MPH

##### **Village Hall 02/02/21**

Traffic Report From 02/02/2021 11:00:00 AM through 22/02/2021 03:59:59 PM

**Max Speed** = 65.0 MPH on 18/02/2021 20:50:00

Total Vehicles = 6,733 counts

Speed

Speed limit: 30 MPH

85th Percentile Speed: 33.0 MPH

50th Percentile Speed: 27.5 MPH

Average Speed: 27.0 MPH

% over limit 26.8%

Avg speeder 34.2MPH

### **Appendix 4**

Received by clerk 23.02.201, sent to cllrs 23.02.2021.

Firstly please accept my apologies for the lateness of this letter.

Quite some time ago we applied for, and were generously granted by yourselves, funding for the storage facility at the Pub. Subsequent to your granting our application we were consumed by Covid and its associated limitations, and we were unable to make any progress with either the preparation of the outside space or the purchase of the storage building. We have recently been able to clear the site in advance of a new building, and have determined that the space is only suitable for a smaller shed than we originally envisaged.

We are therefore writing to see if funding would still be available through the previous application, or if we would have to re-apply through a new application process.

We appreciate that the original funding was not only in a previous financial year but that it was also part funded from mid-suffolk council which no doubt complicates the process.

We are happy to furnish you with any updated or additional information you may require.

many thanks in advance yours sincerely Ian Felstead pp Punchbowl Directors

## Appendix 5

Battisford Parish Council		Updated February 2021	
Asset Register			
A. Assets purchased		Litter pick equipment	£126.00
B. Assets disposed of		None	
C. At 31st March 2019 assets held:			
	Playground	Mound slide	£3,116.00
		Picnic bench	£650.00
		Play equipment	£9,595.00
		New play equipment	£18,435.00
	Street furniture	Noticeboards x 2	£512.00
		Noticeboards x 2	£425.00
		Bus shelter / VHMC storage facility	£4,000.00
		Village sign	£2,625.00
		War memorial gates at Cemetery	£2,400.00
		Dog waste bins x 2	£218.00
		Dog waste bin	£87.00
		Rubbish bin	£157.00
		Dog waste bins x 2	£161.00
		Office equipment	£42.00
		Defibrillators and cabinets x2	£3,663.00
		BT Phone boxes x 2	£2.00
	Office equipment and IT	HP Printer	£49.50
		Clerks Laptop	£346.00
		Speed Indicator Device	£4,410.00
		Laptops x 3 Councillors	£666.00
		Laptop for SID	£180.00
	Land	Cemetery	£1.00
		<b>Total assets at 28th February 2021</b>	<b>£51,866.50</b>

## Appendix 6

BATTISFORD PARISH COUNCIL

ACCOUNTS PAYABLE February 2021

none

<u>Payee</u>	<u>Item</u>	<u>Amount</u>	<u>VAT</u>
N Glading	Feb Salary	£330.98	

These Minutes were unanimously agreed at the meeting held on 23rd March 2021