**BATTISFORD PARISH COUNCIL**

Clerk: Teresa Davis 07719208444

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<http://www.battisfordpc.org.uk>

**The PRESS and PUBLIC are invited to attend, the Councillors are SUMMONED TO ATTEND THE BATTISFORD PARISH COUNCIL MEETING to be held at Battisford Village Hall on 21stMay 2023 commencing at 7.00pm**

**Signed:** Signature on a white background

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**AGENDA**

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| 2024/41 | **MEETING ADMINISTRATION – Previous Chair to open meeting** |  |
| a.  b.  c.  d. | To Elect the Chair and Vice Chair of Battisford Parish Council  To sign Acceptance of Declaration of Office & Data consent form  To consider & Approve Apologies for absence  To receive Declarations of interest on agenda items |  |
| 2024/42  a. | **To Approve the Draft Minutes of the Parish Council Meeting of 16th April 2024 and for the Chair to sign as a true record**  Matters arising from the minutes of 16th April 2024 not on the agenda or in the Clerk report |  |
| 2024/43  a.  b.  c. | **PUBLIC PARTICIPATION - For members of the public, County Councillors & District Councillors to speak**  Public invited to speak  To receive Suffolk County Council monthly report from Cty Cllr K Oakes  To receive District Council monthly report from Dst Cllr D Pratt |  |
| 2024/44  a.  b.  c. | **Chair and Councillor Reports / Updates** (on the night not requiring a decision)  Chairman report  Councillor report(s)  Clerk report |  |
| 2024/45 | **To discuss and agree proposed dates for Parish Council meetings up to May 2025 and the APM for 2025** |  |
| 2024/46  a.  b.  c.  d.  e.  f.  g.  h.  i.  j.  k.  l.  m. | **To discuss & (re)adopt the following policies, forms and codes of practice:-**  **Transparency Code for Smaller Authorities**  **ICO Model Publication Scheme**  **Management Risk Assessment**  **New NALC Financial Regulations 2024**  **New NALC Standing Orders 2023**  **Internal Control Statement**  **LGA Model Code of Conduct 2020**  **Data Consent Form**  **Data Protection, Retention, Management & Disposal Policy**  **Public, Staff & Volunteer Privacy Notice**  **Cemetery Regulations & Fees**  **Playground Risk Assessment Policy & corresponding forms**  **Grants & Donations Application Form** |  |
| 2024/47 | **To discuss & approve Bankers for 2024-2025** |  |
| 2024/48 | **To discuss forming and keeping existing Committee or Working Groups for 2024-2025 eg: Planning Protocol, PPP, Employee Panel** |  |
| 2024/49 | **To discuss & approve the Asset Register** |  |
| 2024/50 | **To discuss and approve 4th Quarter (end of year Accounts)** |  |
| 2024/51 | **To review and approve Internal Auditor Report for 2023-2024 accounts (No recommendations given by auditor)** |  |
| 2024/52 | **To review & approve the Annual Governance & Accountability Return Section 1 (Resolution required)** |  |
| 2024/53 | **To review & approve the Annual Governance & Accountability Return Section 2 (Resolution required)** |  |
| 2024/54 | **To review & approve the Certificate of Exemption** |  |
| 2024/55 | **To discuss and approve the Internal Auditor for 2024-2025 (RFO recommends Heelis & Lodge)** |  |
| 2024/56 | **To discuss and set a date for a PPP (People & Place Plan) EGM** |  |
| 2024/57  a.  b.  c.  d. | **ENVIRONMENTAL/ FACILITY / ASSET MATTERS**  To confirm ongoing volunteers for monitoring the Defibrillator & Playground  To discuss update on installing white gates by the 30MPH limit signs  To discuss the Woodland Plan  To discuss plans for the Battisford Fete Parish Council stand |  |
| 2024/58  a.  b.  c.  d.  e.  f. | **FINANCE**  **To advise Payments Made after meeting of 16th April 2024**   1. **SALC Payroll 6 mths - £54.00** 2. **Fete Committee Grant - £270.00** 3. **Suffolk iCloud Website & Email fees - £320.00**   **To advise of reoccurring payments expected for 2023-2024**   1. **Standing Order for lease of The Green - £325** 2. **Direct Debit to the ICO – £35.00** 3. **Bank charges for the yr - £72.00** 4. **Top Garden Services up to - £450.00** 5. **Clerk Wages - £476.02**   **To advise of Income received up to 30th April 2024**   1. **BMSDC Precept - £7,137.50** 2. **Cemetery Income - £450.00**   **To discuss and authorise payments of invoices payable in May 2024**   1. **Heelis & Lodge (Audit) - £170.00** 2. **Clerk wages May - £476.02** 3. **Clerk Office Allowance & Mileage - £82.10**   **Balance of Accounts as of 31st March 2024:-**  **Current Account - £7,575.86**  **Savings Account - £13,308.63**  **To (re)appoint a non-signaturee council member to undertake quarterly reviews** |  |
| 2024/59  a.  b. | **Planning Consultations Received**  **MSDC Hackney Carriage/Private Hire Policy Consultation – 4th June**  **National Grid Norwich to Tilbury – 18th June** |  |
| 2024/60  a. | **This item is Closed to the public on the grounds of sensitive personal information – the Chair will ask those in the public area to leave**  To discuss and approve Clerk Holiday |  |
| 2024/61 | **Items for the next agenda**  **NOTE: new dates for 2024-25**  **Tuesday 18th June 2024**  **Tuesday 16th July 2024**  **Tuesday 17th Sept 2024**  **Tuesday 22nd October 2024**  **Tuesday 19th Nov 2024**  **Tuesday 21st Jan 2025**  **Tuesday 18th Feb 2025**  **Tuesday 18th March 2025**  **Tuesday 22nd April 2025**  **Tuesday 20th May 2025 Annual Parish Council Meeting & AVM** |  |

Planning Link: <https://planning.baberghmidsuffolk.gov.uk/online-applications/>