



BATTISFORD PARISH COUNCIL

Clerk: Julia Stephens-Row
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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 20th May 2025 commencing at approximately

8.00 pm

AGENDA

2025/38	Meeting Administration – Previous Chair to open meeting	
a.	To Elect the Chair and Vice Chair of Battisford Parish Council	
b.	To sign Acceptance of Declaration of Office & Data consent form	
c.	To consider & Approve Apologies for absence	
d.	To Co - opt a new Councillor(s)	
e.	To receive Declarations of interest on agenda items	
2025/39	To Approve the Draft Minutes of the Parish Council Meeting of 18th March and 22nd April 2025 and for the Chair to sign as a true record	
a.	Matters arising from the minutes of 18 th March 2025 and 22 nd April 2025 not on the agenda	
2025/40	Public Participation - For members of the public, County Councillors & District Councillors to speak	
a.	Public invited to speak	
b.	To receive Suffolk County Council monthly report from Cty Cllr K Oakes	
c.	To receive District Council monthly report from Dst Cllr D Pratt	
2025/41	Chair and Councillor Reports / Updates (on the night not requiring a decision)	
a.	Chairman report	
b.	Councillor report(s)	
c.	Clerk report	
2025/42	Administration and Governance	
a.	Devolution update	
b.	To agree a temporary increase in hours for the Clerk from June – end of September	
c.	To discuss & (re)adopt the following policies, forms and codes of practice:-	
	i. Data protection policy which includes data breaches and subject access requests	
	ii. Equality and Diversity	
	iii. Handling Complaints	
	iv. Media policy	
	v. Street names	

d.	To agree the prioritisation for the introduction of further policies which are recommended for the council	
e.	To discuss forming and keeping existing Committee or Working Groups for 2025-2026 and agree nominations to these i.e. Employment Panel and Community Newsletter	
f.	To discuss & approve the Asset Register	
g.	To review and approve Internal Auditor Report for 2024-2025	
h.	To review & approve the Annual Governance & Accountability Return Section 1 (Resolution required)	
i.	To review & approve the Annual Governance & Accountability Return Section 2 (Resolution required)	
j.	To review & approve the Certificate of Exemption	
k.	To discuss and approve the Internal Auditor for 2025-2026	
l.		
2025/43	Environmental / Facility/ Asset Matters	
a.	To confirm ongoing volunteers for monitoring the Defibrillator & Playground	
b.	To consider the annual playground report	
c.	To consider any remedial work still outstanding following village green and playground tidy on 26 th April and agree new signage etc	
2025/44	Finance	
a.	To discuss & approve Bankers for 2025-2026	
b.	To advise of Income received up to 30 th April 2025 BMSDC Precept - £7,395.50	
c.	To discuss and authorise payments of invoices payable in April i. Confirm grant of £50.00 to SARs proposed at last meeting ii. Clerks salary and expenses iii. Employers NI and Tax contribution for period December – May £ iv. Mid Suffolk Council dog and litter bin emptying £342.88 v. A Card for VE day celebration lunch £368.73	
2025/45	Planning Consultations Received	
a.	DC/25/01887 - Pippin Cottage, Straight Road, Battisford, Stowmarket Suffolk IP14 2HP. Single storey infill extension https://planning.baberghmidsuffolk.gov.uk/online-applications/simpleSearchResults.do?action=firstPage	
2025/46	Items for the next agenda	
i.	How to achieve the Objective for 25/26 which is to ensure that the community assets for which the council are responsible are regularly maintained inspected and remedial action taken as required	
ii.	Discuss locality budgets and other grants in relation to the above.	
iii.	Agree the publication of accounts and public rights of way on Website and Notice Boards	
iv.	Review issues raised at Annual parish meeting and any next steps	