



BATTISFORD PARISH COUNCIL

clerk@battisford-pc.gov.uk

<https://www.battisford-pc.gov.uk>

To: Members of Battisford Parish Council

You are duly summoned to attend the next meeting of Battisford Parish Council to be held at 7.15pm on Tuesday 16th June 2026 at Battisford Village Hall.

Public Attendance

The meeting is open to the public and the press. At item 2026/53, the public will be invited to give their views/question the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item will generally be limited to 15 mins. duration and will be followed by any County/District Councillors' or Police reports.

Please note that this meeting may be recorded, filmed, photographed, or broadcasted unless the public and press are lawfully excluded.

AGENDA

2026/52 Meeting Administration

- a) Apologies for absence.
Councillors to note any apologies for absence.
Councillors to consider and vote on acceptance of apologies for absence.
- b) To receive Declarations of Interest / Gifts and Hospitality
- c) To consider requests for dispensations
- d) To resolve that the minutes of the meeting of the parish council meeting held on 12th May 2026 are a true and correct record and consider any matters arising not on the agenda.
- e) To consider the draft minutes of the annual parish meeting which took place on 12th May to enable these to be placed on the website and approved at the meeting in April 2027

2026/53 Public participation session (15 minutes) to include Police, District and County Councillors Reports.

2026/54 To receive updates on ongoing issues

- a) Chairs report
- b) Councillor reports
- c) Clerk report
- d) Local Government Reorganisation / Devolution
- e) Norwich to Tilbury pylon installation

2026/55 To review and agree changes and updates to any relevant policies etc.

- a) To review and approve the proposed changes to the Cemetery Regulations and fees
- b) To consider and agree any changes to the councils grant application policy procedure
- c) To consider the guidance received from SALC on declarations of interest

2026/56 To agree that the following activities need to be carried out.

- a) To review and approve the Internal Auditor for 2026/27
- b) To confirm that the limited assurance review and the AGAR Exemption has been submitted
- c) To confirm that the Accounts and Public Rights are on the Website and Noticeboards
- d) To undertake a half year staff review
- e) To consider nominations for the Suffolk Community Awards
- f) To explore the possibility of establishing a community led speed watch group

2026/57 To consider the following planning applications – DC/26/01928 | Full

Planning Application - Conversion of two redundant agricultural buildings into two detached dwellings | David Upson Produce Stoke Farm Stoke Farm Drive Battisford Stowmarket Suffolk IP14 2NA

DC/26/01799 | Full Planning Application - New garages/garden shed | Battisford Hall Church Road Battisford Stowmarket Suffolk IP14 2HG

DC/26/02087 | Householder Planning Application - Retention of storage sheds | Fern Lodge Mill Road Battisford Stowmarket Suffolk IP14 2LP

2026/58 Finance

- a) To receive the Finance Report
 - i. Receipts and Payments since last meeting.

Receipts

£50 for headstone for P Grimwood received on 11.5.26

£400 donation from “Monday Teas” received on 8.6.26

Payments

Clerk Salary	£358.41
Clerk expenses	£100.20
total	£458.61

Please note that this is a different sum to the amount approved on 12th May which was Clerk Salary £358.81 Total 459.01

Employers HMRC contribution	£265.83
SALC	£60.00
Bank Charge	£7.00

- b) To authorise payments as listed below:

i. Clerk Salary	£358.41
Clerk expenses	£115.55
total	£473.96
ii. Employers HMRC contribution	£265.83

- iii. Invoices from TOPS garden services £623.70
- iv. Invoice from Redwood Tree surgeons £350.00
- v. Invoice from Pear Space Ltd for website audit fix £150.00

- c) To agree additional expenditure for seat to be erected on the play area of £62.99 + VAT and installation - cost to be confirmed
- d) To discuss & consider next steps from Internal Auditor Findings & recommendation to consider establishing “ear marked reserves”
- e) To consider an application for funding from Battsford and District Cricket Club

2026/59 Correspondence for Information

To receive information on the following new correspondence and decide further action where necessary.

- a) Letter received from SARS
- b) Information received on Suffolk Armed Services day 27th June
- c) Information received from SALC on dispensations
- d) Information and survey received from Mid Suffolk District Council on the Joint Local plan

2026/60 Items for consideration for inclusion on the next agenda

To confirm that the VAT reclaim for 25-26 has been completed

To review the 1st Quarter Accounts 2026/27

To Review relevant Parish Council Policies including the model councillor code of conduct 2020 and play area policy

To set a date for the Tree Survey

To set a date for a working party for Play Area

To set a date for a working party for Cemetery

To set a date to carry out the Cemetery Annual Risk Assessment (Topple Test)

To set a date for Litter Pick in conjunction with Combs Parish Council

To undertake a review of Training needs

To agree with which company the insurance cover should be renewed - due in August 2026

To fill the vacancy on the employment panel

2026/61 Date of next meeting To confirm the date of the next parish council meeting which is currently scheduled for 21st July 2026 at 7.15pm



Julia Stephens-Row Date 9th June 2026 Parish Clerk clerk@battsford-pc.gov.uk

07864742341