



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 17th March 2026 at Battisford Village Hall.

Public Attendance

The meeting is open to the public and the press. At item 2026/23, 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

2026/22 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
- c) To consider requests for dispensations
- d) To resolve that the minutes of the meeting of the parish council meeting held on 17th February 2026 are a true and correct record and consider any matters arising not on the agenda.

2026/23 Public participation session (15 minutes) to include Police, District and County Councillors Reports.

2026/24 To receive updates on ongoing issues

- a) Chairman's report
- b) Councillor reports
- c) Clerk report
- d) Devolution
- e) Norwich to Tilbury pylon installation

2026/25 To review and agree changes and updates to any relevant policies.

- a) To agree the adoption of a new policy for gifts and hospitality
- b) To agree the updates to the Standing Orders
- c) To agree the data protection and information management policy
- d) To agree the Freedom of Information subject access policy and subject access request procedure
- e) To agree the Privacy notice
- f) To re adopt the Transparency Code for Local councils
- g) To agree the Information available from Battisford Parish Council under the Freedom of Information Act model publication scheme

2026/26 To agree that the following activities need to be carried out.

- a) To confirm the Cemetery working Party date as 23rd March 9.30 am and 25th March as standby date if weather inclement on 23rd March
- b) To receive the internal control report from Cllr Newman and agree the areas identified for action.
- c) To agree the process for reviewing the Objective setting and Action Plan for 2027/28.
- d) To consider and approve arrangements for Annual Parish Meeting to be held between 1st March – 1st June 2027.
- e) To receive the website accessibility audit report from Suffolk Cloud and agree the actions which need to be taken to ensure that the website is compliant.
- f) To receive an update from Cllr Card on the possible relocation of noticeboard by Punch Bowl and determine the next steps
- g) To agree a date for a working party at the playground.

2026/27 To consider the following planning applications – None received

2026/28 Finance

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

Receipts

None received

Payments

Clerks Salary etc	£293.61
HMRC	£179.54
SALC	£118.80
Bank Charge	£6.00
Glasdon for White Gates	£2402.02

- b) To authorise payments as listed below:

i. Clerk Salary and expenses etc	£ 606.90
ii. Employers HMRC contribution	£ 260.37
iii. Suffolk Cloud for accessibility audit	£70.00
iv. SALC for Payroll	£54.00

2026/29 Correspondence for Information

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

- a) To determine the response to the highways survey
- b) To consider the request to support the Village Hall Management Committee in their application for funding for Solar Panels

2026/30 Items for consideration for inclusion on the next agenda.

- i. Review relevant Parish Council Policies
- ii. To review the 4th Quarter accounts
- iii. To confirm accounts ready for audit and the date for submission of these and Annual Governance and Accountability return (AGAR)
- iv. To agree a date whereby the CIL expenditure report to BMSDC for 2025/26 is completed and returned
- v. To consider the annual playground inspection report and next steps.

2026/31 Date of next meeting

To confirm the date of the next meeting which is currently scheduled for 21st April 2026

at 7.15pm

A handwritten signature in black ink that reads "Julia Stephens-Row". The signature is written in a cursive style with a large initial 'J'.

Julia Stephens-Row

Date 10th March 2026

Parish Clerk

clerk@battisford-pc.gov.uk

07864742341