



BATTISFORD PARISH COUNCIL

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<https://www.battisford-pc.gov.uk>. This is the link to website

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 15th September 2026 at Battisford Village Hall.

Public Attendance

The meeting is open to the public and the press. At item 2026/73, 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

2026/72 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 21st July 2026 are a true and correct record and consider any matters arising not on the agenda.

2026/73 Public participation session (15 minutes) to include Police, District and County Councillors Reports.

2026/74 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

2026/75 To review and agree changes and updates to any relevant policies etc.

- a) Review and discuss progress of yearly objective and annual action plan.
- b) To agree the reserves policy

- c) To agree the Health and Safety policy and nominate a Cllr to take the lead
- d) To reconfirm the Financial Risk Assessment and Management Policy
- e) To reconfirm the Risk Management policy
- f) To agree the Method of Service Summons for Cllrs
- g) To agree the Data Protection policy for staff
- h) To agree the following employee related policies: Disciplinary policy; Expenses policy; Flexible working policy; Grievance policy; and Sexual and general harassment policy

2026/76 To agree that the following activities need to be carried out.

- a) Advertise to the community the Grant Application Policy
- b) Consider parish council involvement in Remembrance Arrangements
- c) To fill the vacancy on the employment panel
- d) To consider a proposal to endorse the setting up of a community speed watch initiative

2026/77 To consider the following planning applications – DC/26/03000

Proposal: Full Planning Application [DC/26/03000 | Full Planning Application - Erection of a custom build dwelling and cart lodge outbuilding | Stoke Farm Stoke Farm Drive Battisford Stowmarket Suffolk IP14 2NA](#)

[DC/26/03808 | Full Planning Application - Conversion of existing steel framed barn to 1no. residential dwelling. Creation of new landscaped grounds with wildlife pond, tree and hedge planting | Barn Adjacent To And To The East Of The Lodge Hascot Hill Battisford Stowmarket Suffolk IP14 2HL](#)

2026/78 Finance

a) To receive the Finance Report

i. Receipts and Payments since last meeting.

Receipts £1401.05 for refund of VAT on 24.7.26

£200 for burial of Fredrick Horrex on 26.8.26

£7,973.50 second half of precept from MSDC on 7.9.26

Payments

- i. Clerk Salary and Expenses agreed 21.7 £393.41
- ii. Clerk Salary and expenses agreed by Cllrs Cook and Pope 11/12.8 £ 406.60
- iii. Employers HMRC contribution agreed 21.7 £265.83
- iv. Employers HMRC contribution agreed by Cllrs Cook and Pope 11/12.8 £265.83
- v. Invoice from TOPS garden services agreed 21.7 £249.48
- vi. Invoice from TOPS garden services agreed by Cllrs Pope and Cook 16.8 / 24.8 £374.22
- vii. Invoice from Redwood Tree surgeons agreed 21.7 £420.00

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|---|------|
| viii. Battsford Punch Bowl agreed 21.7.26 | £500 |
|---|------|
- b) To authorise payments as listed below:
- | | |
|---------------------------------------|---------------|
| i. Clerk Salary | £ 358.01 |
| ii. Clerk expenses | £144.98 |
| | total £502.99 |
| ii. Employers HMRC contribution | £266.23 |
| iii. Invoice from Top Garden services | £249.48 |
| iv. Clear Insurance Management Ltd | £589.42 |
- c) To agree to implement the national pay rates and allowances of 3.3% for the Clerk to be backdated to 1st April 2026
- d) To agree to an update to the current website by Pear Space at a cost of £150.00

2026/79 Correspondence for Information

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

- a) To consider the recent advice from SALC concerning public participation with a view to adding it to the Code of Conduct Policy.
- b) Impact report from CAB

2026/80 Items for consideration for inclusion on the next agenda

- a) To consider and agree the second quarter accounts July – Sept 26
- b) To agree the level of reserves to establish following on from Internal Auditor Findings & recommendation to consider establishing “ear marked reserves”
- c) To Review relevant Parish Council Policies including reviewing Internal control policy and procedure and IT Policy
- d) To agree the draft of the Emergency Plan
- e) Review & Approve Workplace Pension Scheme

2026/81 This item is closed to the public as it meets the exemption criteria held within the Openness of Local Government Bodies Act 2014 and contains confidential information. Members of the Public and other representatives within the public will be asked to leave.

To discuss and decide on next steps following Information Commissioners advice

2026/82 Date of next meeting. To confirm the date of the next Parish Council meeting which is currently scheduled for 20th October 2026 at 7.15pm



Julia Stephens-Row Date 8th September 2026 Parish Clerk clerk@battsford-pc.gov.uk
07864742341