# BATTISFORD PARISH COUNCIL

clerk@battisford-pc.gov.uk
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 17th November 2026 at Battisford Village Hall.

Public Attendance

The meeting is open to the public and the press. At item 2026/94, 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

**2026/93 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 20th October 2026 are a true and correct record and consider any matters arising not on the agenda.

**2026/94 Public participation session (15 minutes) to include Police, District and County Councillors Reports.**

**2026/95 To receive updates on ongoing issues**

a) Chairs report
b) Councillor reports
c) Clerk report
d) Devolution
e) Norwich to Tilbury pylon installation
f) Play area refurbishment

**2026/96 To review and agree changes and updates to any relevant policies etc.**

a) To review Standing Orders

b) To review the Transparency Code for Smaller Authorities;
c) To review the Website Accessibility and Publishing Guidelines
d) To review the Subject access request (SAR) policy.

**2026/97 To agree that the following activities need to be carried out.**

a) To determine how best to re-erect the headstones currently laid down
b) To set a date for the Annual Staff Review
c) To determine how to take forward the diplomacy, confidentiality and Councillors conduct guidance received from SALC

**2026/98 To consider the following planning applications – DC/26/04703 - two storey extension to 2 Manor Cottages, Church Road, Battisford, Stowmarket Suffolk IP14 2HE**

**2026/99 Finance**

a) To receive the Finance Report

Receipts and Payments since last meeting.

*Receipts*

£200 on 28.10.26 for scattering of M Virrs ashes

*Payments*

i. Clerk Salary £ 358.41
ii. Clerk expenses £ 80.48
total £438.89
agreed 20.10
ii. Employers HMRC contribution agreed 20.10 £265.83
iii. Invoice from Top Garden services agreed 20.10 £ 249.48
iv. Invoice from SALC for payroll April 26 - March 27 agreed 20.10 £122.40
v. Information Commissioners Office – direct debit 26.10.26 £47.00
vi. Grant to CAB agreed 20th October 26 £100
vii. Employers HMRC contribution authorised electronically by Cllr Pope 28.10 / Cllr Card 30.10.26
paid 9.11.26 £342.24

To authorise payments as listed below:

i. Clerk Salary £441.51
ii. Clerk expenses £60.99
total £502.50
iii. Invoice from Top Garden services £249.48
iv. Payment to Cllr Durrant for bench fixings £49.99

b) To agree payment for purchase and installation of dog foul litter bin and ongoing emptying costs by Church Road / Valley Road £216.72

c) To agree to purchase defibrillator supplies up to a cost of £170
d) To delegate authorisation of Clerks wages and expenses to Chair and Vice Chair and any other invoices received in December as no meeting taking place in December

**2026/90 Correspondence for Information**

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

a) To consider the strategic housing assessment email sent on 22.10.26
b) To consider the planning decisions letter from Cllr Dan Pratt

**2026/91 Items for consideration for inclusion on the next agenda**

i. Review and Set Precept
ii. Review and Set 1yr Budget 2027/2028 and following 2 years
iii. 3rd Quarter Accounts Review 2026/27
iv. Submit Precept to BMSDC
v. Review relevant Parish Council Policies including Emergency plan and Community Emergency Plan
vi. Set date for internal control audit

**2026/92 Date of next meeting.** To confirm the date of the next Parish Council meeting which is currently scheduled for 19th January 2027 at 7.15pm

**2026/93** To resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the business to be transacted.

a) To examine quotes received for grounds maintenance contract
b) To discuss the Public Works and Loans Board and other grant processes.

Julia Stephens-Row Date 10th November 2026 Parish Clerk clerk@battisford-pc.gov.uk
07864742341