



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 21st April 2026 at Battisford Village Hall.

Public Attendance

The meeting is open to the public and the press. At item 2026/33, 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

2026/32 Meeting Administration

- a) Apologies for absence. Cllr Pope has submitted apologies.
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 17th March 2026 are a true and correct record and consider any matters arising not on the agenda.

2026/33 Public participation session (15 minutes) to include Police, District and County Councillors Reports.

2026/34 To receive updates on ongoing issues

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

2026/35 To review and agree changes and updates to any relevant policies etc.

- a) To consider and agree any changes to the Woodland Management Plan
- b) To agree the Financial Regulations

- c) To agree the Data consent form
- d) To agree the Annual Objectives and Action Plan and asset management document for 2026/27
- e) To agree the Asset Register

2026/36 To agree that the following activities need to be carried out.

- a) To consider the annual playground inspection report and agree the areas for action
- b) To confirm the Play area and Village Green working party date either 2nd May 9.30 a.m. or 11th May 9.30 a.m.
- c) To agree to the content of the SCC Highways survey for submission
- d) To consider the establishment of a Facebook page and agree a logo

2026/37 To consider the following planning applications – [DC/26/00140 | Householder Application - Erection of a single storey rear extension | Bowl Corner Cottage Bowl Corner Battisford Stowmarket Suffolk IP14 2LH](#)

2026/38 Finance

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

Receipts

£7973.50 part payment of precept from MSDC on 13.4.26
 £4,737.92 Neighbourhood CIL parish payment on 13.4.26
 £128.87 interest received on 31.3.26

Payments

Clerks Salary and expenses	£606.90
HMRC	£260.37
SALC	£54.00
Suffolk Cloud	£70.00
Bank Charge	£7.00

A Porch Builders for installation of white gates
 £1335.60 - £699.70 of which was paid using CIL funding

- b) To authorise payments as listed below:

i. Clerk Salary	£352.68
Clerk expenses	£47.60
	total £400.28
ii. Employers HMRC contribution	£260.37
iii. Reimbursement to Cllr Wilson for noticeboards keys and laminating pouches	£17.04
iv. Invoice from Pear Space formerly Suffolk Cloud for website hosting etc	£210.00
v. Invoice from Redwood Tree surgeons	£350.00
vi. SALC membership subscription for 2026	£303.23

- c) To agree that a cash donation of £400 can be received from “ Monday Teas” to be spent on a seat to be located within the Play area on Battisford Village Green
- d) To receive and agree the fourth quarter accounts noting that £1,000 was transferred from the instant access account to the current account on 24.3.26
- e) To receive and agree the summary of the accounts for 2025-26
- f) To confirm accounts ready for audit and the date for submission of these and Annual Governance and Accountability return (AGAR)
- g) To agree the CIL expenditure report to MSDC for 2025/26 to be completed and returned and note the new CIL allocation of £4,737.95

2026/39 Correspondence for Information

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

- a) To consider the guidance received from SALC on declarations of interest.

2026/40 Items for consideration for inclusion on the next agenda which is the Annual Meeting of the Parish Council

Elect Chair and vice-chair

Set Annual Parish Meeting date

Review existing committees

Review and agree Final Accounts for AGAR

Review & Approve Internal Auditor Report

Review & Approve Bankers

2026/41 Date of next meeting

To confirm the date of the annual parish council meeting which is currently scheduled for 12th May 2026 at approximately 7.45pm as the Annual Parish Meeting is taking place on 12th May at 7pm



Julia Stephens-Row

Date 14th April 2026

Parish Clerk

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