



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 Annual meeting of Battisford Parish Council to be held at approximately 7.45pm on Tuesday 12th May 2026 at Battisford Village Hall.

Public Attendance

The meeting is open to the public and the press. At item 2026/43, 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

2026/42 Meeting Administration – Previous Chair to open meeting

- a) To Elect the Chair and Vice Chair of Battisford Parish Council
- b) To sign Acceptance of Declaration of Office & Data consent forms
- c) Councillors to note any apologies for absence.
- d) Councillors to consider and vote on acceptance of apologies for absence.
- e) Councillors to note the resignation of Cllr Wilson received on 1st May 2026 and request that the Clerk commence the process of filling the vacancy
- f) To receive Declarations of Interest / Gifts and Hospitality
- g) To consider requests for dispensations
- h) To resolve that the minutes of the meeting of the parish council meeting held on 21st April 2026 are a true and correct record and consider any matters arising not on the agenda.
- i) Set Annual Parish Meeting date
- j) Review existing committees
- k) Agree the dates for the exercise period of public rights – proposed that this is 4th June – 15th July 2026
- l) Review & Approve Internal Auditor Report
- m) Review & Approve Bankers
- n) To review & approve the Annual Governance & Accountability Return Section 1
- o) To review & approve the Certificate of Exemption
- p) To confirm ongoing volunteers for monitoring the Defibrillator & Playground

2026/43 Public participation session (15 minutes) to include Police, District and County Councillors Reports.

2026/44 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

2026/45 To review and agree changes and updates to any relevant policies etc.

- a) None at this meeting

2026/46 To agree that the following activities need to be carried out.

- a) To review the playground inspection report received on 23rd April 2026 and decide on the next steps

2026/47 To consider the following planning applications –

Battisford Hall Church Road Battisford Stowmarket Suffolk IP14 2HG

[https://planning.baberghmidsuffolk.gov.uk/online-applications/simpleSearchResults.do?action=firstPage#:~:text=a%20new%20window\)-.DC/26/01576,Battisford%20Hall%20Church%20Road%20Battisford%20Stowmarket%20Suffolk%20IP14%20HG,-Received](https://planning.baberghmidsuffolk.gov.uk/online-applications/simpleSearchResults.do?action=firstPage#:~:text=a%20new%20window)-.DC/26/01576,Battisford%20Hall%20Church%20Road%20Battisford%20Stowmarket%20Suffolk%20IP14%20HG,-Received)

Erection of ancillary outbuilding [part retrospective]]The Bellows Burnt House Lane Battisford Stowmarket Suffolk IP14 2ND

[https://planning.baberghmidsuffolk.gov.uk/online-applications/simpleSearchResults.do?action=firstPage#:~:text=a%20new%20window\)-.DC/26/01540,The%20Bellows%20Burnt%20House%20Lane%20Battisford%20Stowmarket%20Suffolk%20IP14%202ND](https://planning.baberghmidsuffolk.gov.uk/online-applications/simpleSearchResults.do?action=firstPage#:~:text=a%20new%20window)-.DC/26/01540,The%20Bellows%20Burnt%20House%20Lane%20Battisford%20Stowmarket%20Suffolk%20IP14%202ND)

DC/26/01653 and DC//26/01654 - Erection of a cart lodge / annexe and listed building consent Old Stoke Farmhouse Straight Road Battisford Stowmarket Suffolk IP14 2NB

[https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?keyVal=TDS0N7SHIDX00&activeTab=summary#:~:text=a%20new%20window\)-.DC/26/01653,Old%20Stoke%20Farmhouse%20Straight%20Road%20Battisford%20Stowmarket%20Suffolk%20IP14%202NB,-Back%20to%20search](https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?keyVal=TDS0N7SHIDX00&activeTab=summary#:~:text=a%20new%20window)-.DC/26/01653,Old%20Stoke%20Farmhouse%20Straight%20Road%20Battisford%20Stowmarket%20Suffolk%20IP14%202NB,-Back%20to%20search)

[https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?previousCaseType=Application&keyVal=TDS0N9SHIDY00&previousCaseNumber=DC%2F26%2F01653&activeTab=summary&previousKeyVal=TDS0N7SHIDX00#:~:text=a%20new%20window\)-.DC/26/01654,Old%20Stoke%20Farmhouse%20Straight%20Road%20Battisford%20Stowmarket%20Suffolk%20IP14%202NB,-Planning%20Application%20DC](https://planning.baberghmidsuffolk.gov.uk/online-applications/applicationDetails.do?previousCaseType=Application&keyVal=TDS0N9SHIDY00&previousCaseNumber=DC%2F26%2F01653&activeTab=summary&previousKeyVal=TDS0N7SHIDX00#:~:text=a%20new%20window)-.DC/26/01654,Old%20Stoke%20Farmhouse%20Straight%20Road%20Battisford%20Stowmarket%20Suffolk%20IP14%202NB,-Planning%20Application%20DC)

2026/48 Finance

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

Receipts

14 th April	Virr memorial stone	£25.00
30 th April	VAT refund for 2024/25	£632.05

Payments

Clerks Salary and expenses	£400.28
HMRC	£260.37
Reimbursement to Cllr Wilson	£17.04

Pear Space formerly Suffolk Cloud for website hosting etc	£210.00
SALC membership subscription for 2026	£303.23
Bank Charge	£7.00

b) To authorise payments as listed below:

i. Clerk Salary	£358.81	
ii. Clerk expenses	£100.20	
		total £ 459.01
iii. Employers HMRC contribution	£265.83	
iv. Invoice from Redwood Tree surgeons	£350.00	
v. SALC for Clerk cemetery training	£60.00	

2026/49 Correspondence for Information. To receive information on the following new correspondence and decide further action where necessary.

- a) Invitation to attend Battisford Village Hall Annual General Meeting (AGM) which will be held on Monday 18th May 2026 at 7.30pm.
- b) Information from SALC on Suffolk Community Awards

2026/50 Items for consideration for inclusion on the next agenda

- a) To consider the guidance received from SALC on declarations of interest
- b) Review and Approve Internal Auditor for 2026/27
- c) Discuss Locality Budget(s) and other grants in relation to objective(s) set for year ahead
- d) Review the Parish council grants application policy
- e) To discuss & consider next steps from Internal Auditor Findings & recommendations
- f) To review the Cemetery regulations and fees
- g) Complete limited assurance review – submit AGAR Exemption
- h) Publish Accounts and Public Rights on Website and Noticeboards
- i) Half Yr Staff Review

2026/51 Date of next meeting

To confirm the date of the next parish council meeting which is currently scheduled for 16th June 2026 at 7.15pm



Julia Stephens-Row

Date 5th May 2026 Parish

Clerk clerk@battisford-pc.gov.uk 07864742341