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 20th October 2026 at Battisford Village Hall.

Public Attendance

The meeting is open to the public and the press. At item 2026/84, 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

2026/83 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 15th September 2026 are a true and correct record and consider any matters arising not on the agenda.
e) To resolve that the confidential minutes discussed at and following the meeting on 15th September 2026 are a true and accurate record.

2026/84 Public participation session (15 minutes) to include Police, District and County Councillors Reports.

2026/85 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

2026/86 To review and agree changes and updates to any relevant policies etc.

a) To review Internal control policy and procedure
b) To review the IT Policy
c) To agree a sickness policy

2026/87To agree that the following activities need to be carried out.

a) To receive an update on the work being undertaken regarding the play area and survey and agree the next steps
b) To agree to engage residents in the development of a community emergency plan and for a draft of this to be brought back to a future meeting.

2026/88 To consider the following planning applications – DC/26/03904 Application under Section 19 of The Town and Country Planning Act 1990 for Listed Building Consent DC/26/01654 dated 10/06/2026 - Erection of a cart lodge / annexe. To vary Condition 2 (Approved Plans/Documents) as per submitted plans/documents. Old Stoke Farmhouse Straight Road Battisford Stowmarket Suffolk IP14 2NB

DC/26/03862 Application under S73 for Removal or Variation of a Condition following grant of Planning Permission DC/26/01653 Dated 10/06/2026 Town and Country Planning Act 1990 (as amended) - - Erection of a cart lodge / annexe. To vary Condition 2 (Approved Plans/Documents) as per submitted plans/documents. Old Stoke Farmhouse Straight Road Battisford Stowmarket Suffolk IP14 2NB

2026/89 Finance

a) To receive the Finance Report
i. Receipts and Payments since last meeting.
To advise that a further Neighbourhood CIL Payment for £4,764.38 should have been by 19th October 2026

Payments

i. Clerk Salary and Expenses agreed 15.9.26 £502.99
ii. Employers HMRC contribution agreed 15.9.26 £266.23
iii. Invoice from TOPS garden services agreed 15.9.26 £249.48
iv. Clear Insurance Management Ltd agreed 15.9.26 £589.42
v. Invoice from MSDC for dog and litter bins agreed 15.9.26 £130.84

b) To authorise payments as listed below:

vi.	Clerk Salary		£ 358.41
vii.	Clerk expenses		£ 80.48
		total	£438.89
ii.	Employers HMRC contribution		£265.83
iii.	Invoice from Top Garden services		£ 249.48

iv. Invoice from SALC for payroll April 26 - March 27
£122.40

b) To consider and agree the second quarter accounts July – Sept 26 including transfer of funds from current to interest account
c) To agree the level of reserves to be established following on from Internal Auditor Findings & recommendation to consider establishing “ear marked reserves”
d) Review & Approve Workplace Pension Scheme
e) To consider an application for funding from CAB

2026/90 Correspondence for Information

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

a) To consider the implications of changes in planning following National Planning Policy Framework last month.

b) To consider the installation of another dog foul litter bin in the Church Road / Valley Road area

c) To determine how to take forward the diplomacy, confidentiality and Councillors conduct guidance received from SALC

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

a) To undertake a review of Assets
b) To set a date for the Annual Staff Review
c) To review grounds maintenance contract
d) To review any relevant Parish Council Policies including Standing Orders and Transparency Code for Smaller Authorities; Website Accessibility and Publishing Guidelines and Subject access request (SAR) policy. All brought forward from March 27 as Clerk is on holiday for that meeting.

2026/92 Date of next meeting. To confirm the date of the next Parish Council meeting which is currently scheduled for 17th November 2026 at 7.15pm

Julia Stephens-Row Date 13th October 2026 Parish Clerk clerk@battisford-pc.gov.uk
07864742341