******B****ATTISFORD PARISH COUNCIL**

<http://www.battisford-pc.gov.uk>

**clerk@battisford-pc.gov.uk**

**MINUTES of BATTISFORD PARISH COUNCIL MEETING**

**held at Battisford Village Hall on 19th November 2024**

Present:

Cllr J Cook (Chairman) Cllr A Card Cllr J Pope

Cllr J Wilson (Vice Chair) Cllr S Greenwood Cllr Durrant

County Cllr K. Oakes District Cllr D.Pratt

Residents: Trudy Mudd Julia Stephens-Row

No Clerk - Minutes: Cllr J. Pope

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| **2024/90** | **MEETING ADMINISTRATION** |  |
| a.  b.  c. | Meeting opened by the Chair and it was established that no recordings were to be made.  To consider & Approve Apologies for absence.  None.  To receive Declarations of interest on agenda items  Declarations of Interest on agenda items – None were given. |  |
| **2024/91**  a. | | **To Approve the Draft Minutes of the Parish Council Meeting of 22nd October 2024 and for the Chair to sign as a true record.**  Matters arising from the minutes of 22nd October not on the agenda – the website address needs to be changed. Chair to sign in due course.  There were no other matters arising. | Action  Cllr Wilson  Cllr Cook |

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| **2024/92**  a.  b.  c.  **2024/93**  a.  b. | **PUBLIC PARTICIPATION - For members of the public, County Councillors& District Councillors to speak.**  Public invited to speak – Trudy Mudd was invited to speak to 2024/96a: funding of the Community Newsletter (formerly Barclif). Ms Mudd spoke as a member of the Battisford Village Hall Management Committee. She advised that the Committee should no longer be almost solely financing any shortfall in the production costs of the Newsletter and gave the background to the current position in that the village hall committee is a charity and can only use their funds for the village hall. Anthea Howard from Battisford was the editor for some years and when she stepped down in 2023, Suzanne Ottewell from Combs took over the editorship. It was agreed between Combs and Battisford that the Combs newsletter would be amalgamated into the new Community Newsletter (formerly Barclif), covering Battisford, Combs, Little Finborough and Moats Tye. Production costs would then be shared between the Combs and Battisford Parish Councils and the village hall committee There have been 4 editions a year and the issue now is to formally agree the funding for 2025 and beyond. Currently the funding does not sit with any responsible authority. Each edition costs £400 to print. Advertising revenue covers only some of this. To reduce costs, it is proposed to produce 3 instead of 4 editions annually. The total annual cost would therefore be £1,200. Advertising revenue should be around £600, leaving a shortfall of £600. Ms Mudd explained the proposal is for Combs Parish Council to take on the lead responsibility of producing the 3 editions, with Battisford and Combs Parish Councils each paying half the production costs, i.e. £600, minus the advertising revenue, which usually covers half the costs. Battisford Parish Council and Combs parish council already contribute £150 annually which has been at the same rate for a number of years, and the request is for a contribution of £300. If more advertising space is sold, these costs could be lower. £600 p.a. is considered the worst-case scenario. There will be a sub-committee formed from Combs Parish Council including SuzanneOttewell, the Editor, to run the Newsletter, with one Councillor from each council. The subcommittee will inform Battisford Parish Council by mid-February of the likely finance required over the calendar year. There will be a review of the new arrangement in 2026. If agreed, the Village Hall Committee will step back from the Newsletter. Ms Mudd explained that she was unsure why Battisford Village Hall had been funding the Newsletter. Cllr Pope said she believed it was because there had been a Community Council in Battisford some years ago, which funded the Newsletter and when it had to amalgamate with the Village Hall Management Committee, the funding arrangement was transferred.  There was discussion about the proposal, which focused on funding from the budget and the importance of the Newsletter to the 4 communities. The Councillors felt it was important to support the Newsletter and Battisford Parish Council has the funds.  Cllr Greenwood proposed to accept and Cllr Pope seconded. It was **AGREED** by unanimous vote to accept the proposal. Cllr Cook will attend the proposed meeting to advise Combs Parish Council of Battisford Parish Councils decision regarding funding and responsibilities. A Battisford Parish Council representative will be established at the next Battisford Parish Council meeting.  To receive Suffolk County Council monthly report from Cty Cllr K Oakes  Cty Cllr Oakes spoke to the November report, noting particularly the initiatives with insulation, heating and pothole repairs.  To receive District Council monthly report from Dst Cllr D Pratt –  Dst Cllr Pratt spoke to the November report, noting the taxi bus scheme, which will have a stop in Battisford 2 to 3 days a week, starting soon. This will run alongside the current Community Connect Bus. He also noted the planned changes to the waste collection which will be happening over the next two years. There was clarification sought regarding planning and once the item has been discussed and commented on by the parish council there will notbe a referral back. Cllr Pratt explained that a neighbourhood plan carries a lot of weight.  **Chair and Councillor Reports / Updates** (on the night not requiring a decision)  Chairman’s report – Cllr Cook reported that the road signs have been cleaned and repaired in the village. He thanked C.Cllr Oakes for her support in making this happen.  Parish Council Clerk: Cllrs Cook and Wilson have continued to work on the files in order to pass them on to the new Clerk in good order. Cllr Cook welcomed the newly appointed Clerk, Julia Stephens Row, who will officially join the Parish Council on 1st December. Cllr Cook reported that Cllr Pope and Cllr Wison interviewed candidates on 15th November and the post was offered and accepted on the same day.  Parish Councillor vacancy: Mrs Lucy Durrant attended the meeting to express an interest in becoming a co-opted Councillor. Mrs Durrant spoke of her apposite professional experience and her personal experience as a long-time resident of Battisford, which she and her family have supported in many ways over the years. Cllr Kerry proposed the co-option and Cllr Wilson seconded it. It was **AGREED by unanimous vote to support the co-option.**  Cllr Cook welcomed Mrs Durrant to the Parish Council and she then joined the meeting.  Councillor report(s) –  Cllrs Kerry, Card and Greenwood had no reports.  Cllr Pope noted that a working party was due on the village green, particularly to clean the play equipment. She will contact Mr Wicking about arranging one. Cllr Cook to some cutting of tree foliage  Cllr Wilson reported that she has been tidying up the Parish Council website | Action  Cllr Cook |
| **2024/94**  a.  b. | **Administration and Governance**  Parish Council email system and website update.  Cllr Wilson reported that she has liaised with Ro Williams at Suffolk Cloud to change Councillors email addresses to their own names. This was welcomed by Councillors. Cllr Wilson has cleared and deleted the unnecessary SALC accountemails on the Clerk’s account, Mr Wicking has also cleared the Playground accountemails.The website has been updated. Cllr Wilson will add the new email addresses to the notice boards.  Cllrs to advise their contacts that email addresses have changed. | Cllr Wilson  Cllrs |
| **2024/95**  a.  b.  c.  d.  e.  f. | **ENVIRONMENTAL/ FACILITY / ASSET MATTERS**  To discuss update on installing white gates by the 30MPH limit signs  There was no progress to report as yet, but C.Cllr Oakes can advise on how to access sign designs.  To discuss topple test and Cemetery Working Party 27th November  Cllr Card confirmed that the working party will meet at the Cemetery at 9.00am on 27th November. Please bring appropriate garden tools. Cllr Card asked about a possible tool kit for the Cemetery headstones check, mentioned by the previous Clerk, but this is not available. Cllr Cook has safety tape for the headstones. Stella Zethraeous and Denis Wicking may be able to assist.  To discuss Cemetery Gates  Deferred to the next Agenda. Three quotes are required. The one received may now be out of date.  To discuss the Woodland Plan: Cllr Cook  Deferred to the next Agenda.  To discuss interest in the Tree Warden Vacancy  Cllr Cook expressed an interest in this vacancy. He will follow it up.  Bowl Meadow Maintenance (deferred from 22nd October meeting)  D.Cllr Pratt confirmed he sent an email to Councillors regarding the planning application for the Bowl Meadow development, which gives the ecological mitigations for the developer to carry out. He believed that most of these have not been done and he would like to have feedback from residents. Cllr Kerry and Cllr Durrant as current and past residents of Bowl Meadow, will contact D.Cllr Pratt. Cllr Kerry will complete a check list and Cllr Durrant will support. | Action  County Cllr Oakes  Cllr Card  Clerk and Cllr Card  Clerk  Cllr Cook  Cllr Kerry and Cllr Durrant |
| **2024/96**  a.  b.  c. | **FINANCE**  To discuss funding of Community Newsletter (formerly Barclif)  Dealt with at 2024/92a.  **To discuss and authorise payments of invoices payable in October/November 2024.**   1. ICO Registration payment   This is £40.00 annual standing order.  This was unanimously **AGREED.**  To discuss defibrillator spare/service parts.  After discussion, it was **AGREED** for the Chairman to authorisedefibrillator repair without reference to the Councillors, in order to avoid the defibrillator beingout of use. |  |
| **2024/97**  a. | **Planning Consultations Received**  None. |  |
| **2024/98** | **Items for next Agenda**  Cllr Card asked for the VE celebrations on May 8th 2025 to be put on the Agenda. | Action  Clerk |

Planning Link: <https://planning.baberghmidsuffolk.gov.uk/online-applications/>

Meeting closed at approximately 8.30pm