**BATTISFORD PARISH COUNCIL**

<http://www.battisfordpc.org.uk>

**FINAL MINUTES**

**of BATTISFORD PARISH COUNCIL MEETING**

**held at Battisford Village Hall on 18th June 2024**

Present

Cllr J Cook (Chair) Cllr A Card Cllr E Kerry

Cllr J Pope Cllr J Wilson Cllr S Greenwood

Minutes: Cllr E Kerry

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| 2024/62 | **MEETING ADMINISTRATION – Previous Chair to open meeting** |  |
| 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.  Apologies were received from County Cllr Oakes and District Councillor Pratt. Clerk and Cllr Lambotte not in attendance – see details below for explanations.  To receive Declarations of interest on agenda items  None declared |  |
| 2024/63  a. | **To Approve the Draft Minutes of the Parish Council Meeting of 21st May 2024 and for the Chair to sign as a true record.**  Matters arising from the minutes of 21st May 2024 not on the agenda - None.  Minutes reviewed by all councillors present and it was agreed that section 2024/58 f needed re-wording to reflect a true version of events. Re-drafted and accepted by all unanimously. Chair to sign in due course. |  |
| 2024/64  a.  b.  c. | **PUBLIC PARTICIPATION - For members of the public, County Councillors & District Councillors to speak.**  Public invited to speak – none present.  To receive Suffolk County Council monthly report from Cty Cllr K Oakes – Received and read by all.  To receive District Council monthly report from Dst Cllr D Pratt – No report received. |  |
| 2024/65  a.  b.  c. | **Chair and Councillor Reports / Updates** (on the night not requiring a decision)  Chairman report – Cllr P Lambotte has resigned with immediate effect. Resignation statement (27/5/24) read out to all those present. Formally accepted. The parish council now have a vacancy for a new councillor.  Cllr Cook and Cllr Pope attended village hall management committee on 29/5/24 – it was decided that we need to work better as a community in supporting the newsletter.  Councillor report(s) – Cllr Card mentioned cemetery gates – 1 quote now received but another needed, to discuss at next meeting.  Cllr Wilson – to update the notice boards for changes to the council (clerk and councillor resignation).  No Clerk report submitted. |  |
| 2024/66 | **To discuss and set a date for a PPP (People and Place Plan EGM)**  Put on hold until new Clerk employed. |  |
| 2024/67  a.  b.  c. | **ENVIRONMENTAL/ FACILITY / ASSET MATTERS**  To discuss update on installing white gates by the 30MPH limit signs  Count Cllr Oakes has now identified the owners of the verges – Cllr Cook to contact them to get the necessary permissions and investigate guidance as to what the gates should look like/size, materials etc.  To discuss the Woodland Plan  This was deferred to the next meeting.  To discuss plans for the Battisford Fete Parish Council stand  Rota: 1-2 JC and JW, 2-3 JC and JP, 3-4 JC and SW. EK to help as able.  Guess the sweets in the jar to be organised as for previous year – Cllr Kerry to organise.  Information leaflets – Cllr Cook to obtain master copy and Cllr Greenwood to print. |  |
| 2024/68  a.  c.  b.  d.  e. | **FINANCE**  **To advise Payments Made after meeting of 21st May 2024**   1. **APM expenses - £28.74** 2. **Viking stationery - £116.17** 3. **MSDC Annual Play Inspection - £63.78**   **To advise of Income received as of 31st May 2024**   1. **Cemetery Headstone - £50.00**   **To discuss and authorise payments of invoices payable in June 2024**   1. **MSDC Dog and litter bins - £not yet received.** 2. **Clerk wages June - £476.02** 3. **Clerk Office Allowance & Mileage - £10**   Chair and Council were happy with the information provide on items a and c.  It was Proposed, Seconded and Unanimously AGREED to authorise the payments in item b.  **Balance of Accounts as of 31st May 2024:-**  **Current Account - £8,003.88**  **Savings Account - £18,808.63**  **To (re)appoint a non-signaturee council member to undertake quarterly reviews**  Cllr Kerry happy to continue to be non-signatory member to undertake quarterly reviews. |  |
| 2024/69  a.  b.  c.  d. | **Planning Consultations Received**  **MSDC Hackney Carriage/Private Hire Policy Consultation – 4th June**  No comment  **National Grid Norwich to Tilbury – 24th July**  Cllr Pope to attend meeting at Stowmarket library and feedback.  **MSDC DC/24/01808 Star Ridge, 2 storey extension and 3 bay cart lodge – 25th June**  Support offered.  **MSDC DC/24/00793 & DC/24/00794 re-consultation to add anything further – asap.**  To re-submit original response |  |
| 2024/70  a. | **This Item is closed to the public as it meets the exemption criteria held within the Openness of Local Government Bodies Act 2014 and contains confidential employment information. Members of the Public and other representatives within the public will be asked to leave.**  **To discuss and approve the Clerk’s offer of resignation and to agree ongoing working arrangements for the Council.**  Clerk resigned officially on 22/5/24 in writing – Accepted by chair on the council’s behalf and then unanimously accepted by all those present at this meeting. Employment to be terminated on 22/6/24. Cllr Cook and Wilson to meet with Clerk prior to this date to handover, issue updated minutes and obtain all the necessary files and information. SALC guidance sought by Chair.  Plan of action agreed:   * Recruit a new clerk ASAP * Discussed requirements – would like someone with experience but would consider all appropriate applicants * Agreed that a locum would be considered as an option * Approved £400 as a maximum cost for recruitment purposes |  |
| 2024/61 | **Items for the next agenda**  Email accounts and website  Woodland Plan  Adjusting start time of the meeting  Bowl House – planning conditions/change of use  Cycle time trials – letter to organisers  Second quote for cemetery gate repairs |  |

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

Meeting closed approx. 8.40pm