



BATTISFORD PARISH COUNCIL

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MINUTES

of BATTISFORD PARISH COUNCIL MEETING held at Battisford Village Hall on 21st May 2024

Present

Cllr J Cook (Chair)

Cllr P Lambotte

Cllr J Wilson

Cllr A Card

Cllr J Pope

Cllr S Greenwood

Cllr E Kerry

Dst Cllr D Pratt

Clerk T Davis

2 Residents

2024/41	MEETING ADMINISTRATION – Previous Chair to open meeting	
a.	<u>To Elect the Chair and Vice Chair of Battisford Parish Council</u> It was Proposed, Seconded and Unanimously AGREED for Cllr Cook to continue as Chair. It was Proposed, Seconded and Unanimously AGREED for Cllr Wilson to continue as Vice Chair.	
b.	<u>To sign Acceptance of Declaration of Office & Data consent form</u> All councillors present completed their Declaration and Data forms	
c.	<u>To consider & Approve Apologies for absence</u> Apologies were received from Cty Cllr Oakes and Cllr Kerry was running late	
d.	<u>To receive Declarations of interest on agenda items</u> None declared	
2024/42	To Approve the Draft Minutes of the Parish Council Meeting of 16th April 2024 and for the Chair to sign as a true record	
a.	Matters arising from the minutes of 16 th April 2024 not on the agenda or in the Clerk report - None Following some additional information to the Public Participation and correction of spelling, it was Proposed, Seconded and Unanimously AGREED for the Chair to sign the minutes.	
2024/43	PUBLIC PARTICIPATION - For members of the public, County Councillors & District Councillors to speak	
a.	<u>Public invited to speak – none to speak</u>	
b.	<u>To receive Suffolk County Council monthly report from Cty Cllr K Oakes – Cllr Oakes report was noted and can be found in the addendum</u>	
c.	<u>To receive District Council monthly report from Dst Cllr D Pratt – Cllr Pratt advised of their report and wanted to highlight that many grants were now available from Mid Suffolk, including capital grants and locality grants, as well as outside of mid Suffolk. Cllr Pratts report can be found in the addendum.</u>	
2024/44	Chair and Councillor Reports / Updates (on the night not requiring a decision)	

a. b. c.	<u>Chairman report</u> – The Chair had no report <u>Councillor report(s)</u> – Cllr Pope advised that they had attended the Suffolk Wildlife Trust webinar regarding the Environment Act 2021 and spoke about the Biodiversity Duty to promote net gain within the People Place Plan and have this as a standing order. The webinar is available on the SALC website. Bowl Meadow was discussed in relation to planning obligations on biodiversity net gain. Cllr Wilson advised that people are now beginning to use A5 sized paper for notices, which is much better. <u>Clerk report</u> Since my last report:- Financial The Accounts were collected from the internal auditor on 2nd May ready for the meeting this evening. The internal auditors report gave no recommendations. Copies of the AGAR were forwarded to Council for the meeting this evening. An Invoice has now been received from BMSDC for the Annual Play Inspection, I am still waiting for the Dog and Litter bin invoice. Our first instalment of the Precept has been received and the first quarter accounts will be ready for our meeting in July along with hopefully quotes for the Cemetery Gates. Administration / Policies / Procedure The website audit has been completed, a new draft financial regulations published by NALC (National Association of Local Councils) is on the agenda for this evening for adoption along with our existing policies that remain the same in legislation and on the website. We are still not getting emails from Suffolk County Council and I feel this is becoming a problem. I have already reported it to Cllr Oakes, as well as the Data Officer, however it might be that we need to report this to the ICO. If this is the case I will place this on the agenda for your consideration. The Cemetery records are now being reviewed to ensure the mapping is correct and correlates with written records and that adequate equipment is purchased for the annual safety inspection. Resident & Community communication(s) A request for burial has been received and a burial will take place on Friday 14th June. The grass cutting season has begun and our contractors will take care in respect of the play area. The planning team have advised that DC/24/00793 & DC/24/00794 are being re-consulted following further information received by Mid Suffolk. The Parish Council have until 4th June to submit further comments if needed. This information was received out of time to go on this evenings agenda, therefore if new comments arise an EGM would need to be called. Items in progress with the Clerk:- As well as normal administrative and financial tasks, the Certificate of Exemption will go to the External Auditor and Residents Rights to inspect the financial records will be advertised. Ongoing tasks, Insurance Quotes, Equipment for Topple Testing, Cemetery Annual Administration Review, ROI review, Employment Policies, Purchase of Council phone.	
2024/45	To discuss and agree proposed dates for Parish Council meetings up to May 2025 and the APM for 2025 The dates below were unanimously AGREED:- Tuesday 18th June 2024 Tuesday 16th July 2024 Tuesday 17th Sept 2024 Tuesday 22nd October 2024 Tuesday 19th Nov 2024 Tuesday 21st Jan 2025 Tuesday 18th Feb 2025 Tuesday 18th March 2025 Tuesday 22nd April 2025	

	Tuesday 20th May 2025 Annual Parish Council Meeting & AVM	
2024/46	To discuss & (re)adopt the following policies, forms and codes of practice:- a. Transparency Code for Smaller Authorities b. ICO Model Publication Scheme c. Management Risk Assessment d. New NALC Financial Regulations 2024 e. New NALC Standing Orders 2023 f. Internal Control Statement g. LGA Model Code of Conduct 2020 h. Data Consent Form i. Data Protection, Retention, Management & Disposal Policy j. Public, Staff & Volunteer Privacy Notice k. Cemetery Regulations & Fees l. Playground Risk Assessment Policy & corresponding forms m. Grants & Donations Application Form Following a short discussion, the Chair took all items a-m to be decided on together, this was Proposed, Seconded and Unanimously AGREED	
2024/47	To discuss & approve Bankers for 2024-2025 After a brief discussion it was Proposed, Seconded and Unanimously AGREED to keep the existing bankers.	
2024/48	To discuss forming and keeping existing Committee or Working Groups for 2024-2025 eg: Planning Protocol, PPP, Employee Panel After a short discussion regarding existing and new groups councillors were Unanimously AGREED to retain the planning protocol and the existing employee panel.	
2024/49	To discuss & approve the Asset Register Council reviewed the register and some discussion took place. It was Proposed, Seconded and Unanimously AGREED to approve the record of assets	
2024/50	To discuss and approve 4th Quarter (end of year Accounts) Council had reviewed the accounts as had Cllr Kerry as appointed Councillor. All were in order, with one query on a payment yet to be received which would show on the accounts in this financial year. The accounts were Proposed by Cllr Lambotte, Seconded by Cllr Wilson and Unanimously APPROVED	
2024/51	To review and approve Internal Auditor Report for 2023-2024 accounts (No recommendations given by auditor) Council had reviewed the internal auditors report and it was Proposed by Cllr Lambotte, Seconded by Cllr Pope and Unanimously APPROVED	
2024/52	To review & approve the Annual Governance & Accountability Return Section 1 (Resolution required) Council had reviewed Section 1 of the AGAR, it was Proposed by Cllr Pope, Seconded by Cllr Lambotte and Unanimously AGREED for this to be signed and certified	
2024/53	To review & approve the Annual Governance & Accountability Return Section 2 (Resolution required)	

	Council had reviewed Section 2 of the AGAR, it was Proposed by Cllr Lambotte, Seconded by Cllr Greenwood and Unanimously AGREED for this to be signed and certified	
2024/54	To review & approve the Certificate of Exemption Council confirmed that it met the Exemption level for the External Auditor. It was Proposed by Cllr Wilson, Seconded by Cllr Card and Unanimously AGREED for the exemption to be signed and sent to the External Auditor.	
2024/55	To discuss and approve the Internal Auditor for 2024-2025 (RFO recommends Heelis & Lodge) Council confirmed they were happy to remain with the existing internal audit provision by Heelis & Lodge. It was Proposed, Seconded and Unanimously AGREED to APPROVE them for the next internal audit.	
2024/56	To discuss and set a date for a PPP (People & Place Plan) EGM This was deferred to the next meeting	
2024/57 a. b. c. d.	ENVIRONMENTAL/ FACILITY / ASSET MATTERS <u>To confirm ongoing volunteers for monitoring the Defibrillator & Playground</u> It was confirmed that volunteers were happy to continue. Cllr Greenwood would liaise with the existing Defibrillator volunteer for some training. <u>To discuss update on installing white gates by the 30MPH limit signs</u> As the landowner had not yet replied, Cty Cllr Oakes had been asked to ascertain the correct details just in case the request had been sent to the incorrect landowner. The Chair asked the Clerk to gain an update from Cty Cllr Oakes for the next meeting <u>To discuss the Woodland Plan</u> This was deferred to the next meeting <u>To discuss plans for the Battisford Fete Parish Council stand</u> Cllr Lambotte had brought a draft of the leaflet for all councillors to view. The organisation of the stall and early entry were also discussed along with the leaflet. It was AGREED that the leaflet would be delegated to Cllr Lambotte to complete and an agenda item for the next meeting would be set to agree the leaflet. Cllr Lambotte took notes of how to set up the stand and what it contains. Cllr Card will ask the Village Hall about printing.	
2024/58 a. b. c. d.	FINANCE To advise Payments Made after meeting of 16th April 2024 i. SALC Payroll 6 mths - £54.00 ii. Fete Committee Grant - £270.00 iii. Suffolk iCloud Website & Email fees - £320.00 To advise of reoccurring payments expected for 2023-2024 i. Standing Order for lease of The Green - £325 ii. Direct Debit to the ICO – £35.00 iii. Bank charges for the yr - £72.00 iv. Top Garden Services up to - £450.00 v. Clerk Wages - £476.02 To advise of Income received up to 30th April 2024 i. BMSDC Precept - £7,137.50 ii. Cemetery Income - £450.00 To discuss and authorise payments of invoices payable in May 2024 i. Heelis & Lodge (Audit) - £170.00 ii. Clerk wages May - £476.02	

e. f.	iii. Clerk Office Allowance & Mileage - £82.10 Chair and Council were happy with the information provide on items a-e. It was Proposed, Seconded and Unanimously AGREED to authorise the payments in item d. Balance of Accounts as of 31st March 2024:- Current Account - £7,575.86 Savings Account - £13,308.63 To (re)appoint a non-signature council member to undertake quarterly reviews At this point two participants from the council left the meeting and consequently the meeting was closed by the Chair and all business not yet addressed on the agenda and any new business would be placed on the next agenda for the next meeting. A confidential minute has been made to provide the necessary background.	
2024/59 a. b.	Planning Consultations Received MSDC Hackney Carriage/Private Hire Policy Consultation – 4th June National Grid Norwich to Tilbury – 18th June ITEM NOT HEARD AS MEETING CLOSED	
2024/60 a.	This item is Closed to the public on the grounds of sensitive personal information – the Chair will ask those in the public area to leave To discuss and approve Clerk Holiday ITEM NOT HEARD AS MEETING CLOSED	
2024/61	Items for the next agenda PPP Woodland Plan Parish Fete Stand MSDC Hackney Carriage/Private Hire Policy National Grid Norwich to Tilbury	

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

Meeting closed approx 8pm