**BATTISFORD PARISH COUNCIL**

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**FINAL MINUTES**

**of BATTISFORD PARISH COUNCIL MEETING**

**held at Battisford Village Hall on 22nd October 2024**

Present:

Cllr J Cook (Chair) Cllr A Card C.Cllr K. Oakes

Cllr J Pope Cllr J Wilson Cllr S Greenwood No Clerk

Residents: Kevin Rainbird and Jo Rainbird.

Minutes: Cllr J. Pope

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| **2024/81** | **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 and accepted from Cllr Kerry.  To receive Declarations of interest on agenda items  Declarations of Interest on agenda items – None were given. |  |
| **2024/82**  a. | **To Approve the Draft Minutes of the Parish Council Meeting of 16th July 2024 and for the Chair to sign as a true record.**  Matters arising from the minutes of 16th July 2024 not on the agenda – It was noted the sentence in red at 2024/74 c. should be deleted. The minutes of 16th July 2024 were thereafter unanimously accepted as a true record.  Chair to sign in due course.  2024/74 c. The Bowl Meadow maintenance issue to be deferred to the next meeting as D.Cllr Pratt not at this meeting, but it is understood the matter is in hand.  The Clerk vacancy is discussed in 2024/85 c.  2024/77 d: There have been no more cycling time trials since the last meeting, so the Chair has been unable to address this issue directly with the organisers.  2024/77 e: Possible breach of Planning rules. This matter was discussed with Cllr Greenwood setting out his queries concerning the initial and any subsequent planning applications. Jo Rainbird explained that D.Cllr Pratt has spoken to them and they advised him of the actions they have taken. The original approval was for an open cart lodge. They subsequently applied to Mid Suffolk District Council for an amendment to add doors so the building could be used as storage for their business. This was granted by MSDC. Mrs Rainbird confirmed to Councillors that MSDC is fully aware of the how the building is used and noise relating to deliveries and use of the building have been monitored. MSDC (contact Alex Peck) have confirmed there is no need for a change of use application. Cllrs thanked Jo and Kevin Rainbird for clarifying the situation and the Chairman confirmed there was no further Parish Council interest in this matter. Jo and Kevin Rainbird left the meeting. |  |
| **2024/83**  a.  b. | **PUBLIC PARTICIPATION - For members of the public, County Councillors & District Councillors to speak.**  Public invited to speak – Jo and Kevin Rainbird spoke at 2024/82 a. They left the meeting at the end of that discussion.  To receive Suffolk County Council monthly report from Cty Cllr K Oakes –  Cty Cllr Oakes spoke briefly to the September and October reports which she felt were self-explanatory. She referred to the National Grid Pylon issue which is of significance to the Battisford and the surrounding Parishes.  To receive District Council monthly report from Dst Cllr D Pratt –  Reports for September and October have been received. Dst Cllr Pratt was not at the meeting. |  |
| **2024/84**  a.        b. | **Chair and Councillor Reports / Updates** (on the night not requiring a decision)  Chairman report – Cllr Cook noted the Parish Council has not met since the July meeting, with no meeting scheduled in August and the September meeting cancelled due to several Cllr apologies meaning the meeting would not be quorate.  A litter pick was held on Sunday 13th October. Five helpers covered all the village roads. It was noted that there was less litter than the Spring litter pick and the village green was in good order. Cllr Cook thanked Cllr Pope and the residents who helped.  In June the Chairman and Vice Chairman retrieved paperwork and archives from the previous Clerk. Considerable time was needed to better order the paperwork relevant items have been earmarked for archiving. The cemetery records were particularly in need of organising and updating but are now in order. The Minutes of the 21st May 2024 PC meeting are now on the Parish Council website.  **Cllr Cook and Cllr Wilson were thanked for their work on the records.**  The Cemetery Policy is due to be updated. Cllr Cook will bring the policy to a future meeting.  The Unity Bank signatories have been changed. Cllr Cook is now a key signatory.  There have been four enquiries about the Clerk position. Two applications have been lodged so far. It is hoped to hold interviews soon after the cutoff date of 1.11.2024. Cllrs were pleased to hear of the interest received.  Councillor report(s) –  Cllr Pope reported no concerns about the Village Green. The Jubilee trees are in good health. The pond has no water in, but is in good condition. Some work is needed on the canopy around the pond. The Play Area equipment requires some maintenance and cleaning.    Cllr Pope notified the Council that the Tree Warden, Lucy Skellorn, has emailed her resignation because of increasing commitments elsewhere. Cllr Pope thanked Lucy for all her valuable help and advice. She has asked the Editor of the Community Newsletter to put a notice in the November issue for a new Tree Warden.  Cllr Wilson reported that the noticeboards are all up to date and she has updated the Parish Council website with the meeting dates. Cllr Wilson emphasised the work that has been done to update and organise the Parish records.  Cllr Card reported the topple test at the cemetery needs to be done. She has looked round the cemetery, which seems fine, but does need a tidy up. Cllr Card offered to draught a cemetery plan. She can produce a paper plan and possibly a digitised copy. This was gratefully accepted by Cllrs. Cllr Greenwood offered to assist with copies.  It was **Agreed** to arrange a working party.  Cllr Greenwood – no report. | Cllr Cook  Cllr Card |
| **2024/85**  a.      b.      c. | **Administration and Governance**  To discuss Parish Council meeting start time.  This was discussed and it was **Agreed a new start time of 7.15 p.m, with a finish of 9.15 p.m.**  To discuss Parish Council email system and website.  This was discussed. The email system will cost £110 p.a. It was **Agreed to keep Roundcube and change the user names which are currently unhelpful to Cllrs. Cllr Wilson will contact Ro at Suffolk Cloud to change the names on the email accounts.**  To discuss Parish Clerk Vacancy  Discussed in 2024/84 a. | Cllr Wilson |
| 2024/86  a.  b.    c.      d.  e.  f. | **ENVIRONMENTAL/ FACILITY / ASSET MATTERS**  To discuss update on installing white gates by the 30MPH limit signs  Deferred to the next Agenda.  To discuss the Cemetery Gates: Cllr Cook  Deferred to the next Agenda.  To discuss the Woodland Plan: Cllr Cook  Deferred to the next Agenda.  It was noted that the above items were deferred because the absence of a Clerk has required Councillors to divert time and resources to conducting ‘business as usual’.  Information-changes to waste collections. Cllr Cook    Cllr Cook updated the Council on the proposed additional food waste bins and less frequent black bin collection, due to start in 2026. To ensure residents are aware and Councillors can answer any queries.  Norwich to Tilbury Infrastructure update  Discussed.  Medieval Battisford talk in the Village Hall on 26th November, arranged by a resident. For information. This was welcomed by Councillors. |  |
| 2024/87  a.  b.    c.  d. | **FINANCE**  **To discuss Battisford and District Cricket Club Grant Application (Sewage Treatment Plant)**  A request for £1000 was discussed andunanimously **Agreed.** Combs Parish Council and C.Cllr Oakes are also contributing to the project. If the amount exceeds grant limits, this will be found from other unspent funds.  **To discuss request for financial support for The Four Parishes Newslink magazine (includes St. Mary’s Battisford)**  This was discussed and an increased grant of £75.00 to acknowledge highercosts was unanimously **Agreed.**  **To discuss and authorise payments of invoices payable in October 2024.**   1. Insurance renewal £498.42 2. Annual Data Protection Fee £40.00 3. SCC Payroll Service Charge. £54.00   These were unanimously **Agreed**  **BMSDC Grants notification**  This gives advice on current funding opportunities and Cllrs were asked to advise any clubs or local organisations who may require support. |  |
| 2024/88  a. | **Planning Consultations Received**  None. One application missed for Star Ridge Battisford because notice went to Clerk, but Cllr Cook is now receiving the notices. |  |
| 2024/89 | Items for next Agenda  No items were put forward, apart from those deferred above. |  |

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

Meeting closed at 8.16pm