



BATTISFORD 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 17th March 2026. Meeting started at 7.15 pm

Present:

Cllr J Cook (Chair)	Cllr J Pope	Cllr Ince
Cllr Durrant	Cllr Newman	Cllr Wilson (Vice Chair)
Cllr Card	District Cllr Pratt	

Clerk: Julia Stephens-Row

Apologies:

County Cllr Oakes

2026/22 Meeting Administration

- a) Apologies for absence.
Councillors to note any apologies for absence. Cllr Oakes, who was undertaking carer duties, had sent her apologies and these apologies were unanimously accepted.
- b) To receive Declarations of Interest. There were no declarations of interest.
- c) To consider requests for dispensations.
- d) To resolve that the minutes of the meeting of the parish council meeting held on 17th February 2026 are a true and correct record and consider any matters arising not on the agenda. It was proposed by Cllr Pope and seconded by Cllr Durrant that the minutes be accepted as a true and correct record, which was agreed unanimously. Matters arising where further action is required were considered as follows:
2025/84 e) Re-erection of headstones taking place on 23rd March. **Cllr Cook and Cllr Card**
2025/85 iv Combs Parish Council are possibly developing a checklist to assist in implementation of IT policy. **Action Clerk** is liaising with Combs PC.
2025/95 a) Cllr Cook advised that he is sourcing an element for the light in one of the defibrillator boxes **Action Cllr Cook**.
2026/16 a) Cllr Cook to provide a risk assessment for litter pick on Saturday 21st March. **Action Cllr Cook**
2026/18 d) Cllr Durrant advised as to owner of land. **Action Clerk to make contact**

2026/23 Public participation session (15 minutes) to include Police, District and County Councillors Reports. Cllr Pratt apologised for not providing a report in advance of the meeting. He offered to answer any questions. There were no questions.

2026/24 To receive updates on ongoing issues

- a) Chairman's report. Cllr Cook advised that he had received a complaint from a resident as to the location of the white gates to which he had responded. Other comments, both positive and negative had been made by residents to other Cllrs and on Facebook. Overall residents understand the purpose for the location to aim to reduce the speed and enhance the playground sign. The dog fouling signs had been received and needed erecting onto footpath finger posts. **Action Cllr Durrant** to get holes drilled in

for them to be secured.

- b) Councillor reports. Cllr Ince advised that he was hoping to get attendees for the litter pick from the church. Cllr Pope explained that she had been in contact with Realise Futures with regard to progressing the purchase of the seat using money from "Monday teas". She will share the information with Cllr Durrant and then once suitable seats have been identified the Clerk will be advised. **Action Cllr Pope and Cllr Durrant.** Cllr Pope also commented on the potholes by School House on Straight Road by the two new bungalows and she will report them. **Action Cllr Pope.** Cllr Wilson confirmed that the litter pick posters were on the noticeboards and that meeting dates for 26/27 had been passed on to the person who does village hall bookings. She also advised that the noticeboards had been cleaned and replacement keys purchased. She indicated that she wishes to give up the role of placing items on and maintaining the noticeboards and gave some information as to what was involved. Cllr Durrant offered to take on this role. If Cllr Durrant needs to purchase a laminator for the role she will advise. **Action Cllr Wilson** to handover this role to Cllr Durrant. Cllr Card advised that she had placed the new sign on the cemetery gate and that the silver birch had been cut down. She also advised that following the topple test a relative had been in touch via a funeral director asking about the laying down of the headstone to which the clerk had responded. There were no reports from Cllr Newman or Cllr Durrant.
- c) Clerk report. The Clerk advised that she had sent round the Police and Crime Commissioner update. That the early warning sirens had been tested at Wattisham and also that Wattisham has sent some dates through for events taking place during the year.
- d) Devolution. No further update.
- e) Norwich to Tilbury pylon installation. No further update.

2026/25 To review and agree changes and updates to any relevant policies.

- a) To agree the adoption of a new policy for gifts and hospitality. This was discussed and a change proposed regarding any gifts or hospitality particularly relating to tender / contract processes. A couple of typos were also noted linked to formatting. It was proposed by Cllr Pope and seconded by Cllr Card that, subject to these changes being made, the policy be adopted. This was agreed unanimously. It was noted that the agenda of meetings will now need to change to add in the declaration of any gifts and hospitality. **Action Clerk**
- b) To agree the updates to the Standing Orders. The Clerk advised that these primarily related to timescales for speaking at meetings, notifications etc and also the role of employment panel. It was proposed by Cllr Durrant and seconded by Cllr Newman that the standing orders be adopted. This was agreed unanimously.
- c) To agree the Data Protection and Information Management policy. The Clerk advised that data breaches had now been added into this policy - section 9.2 - and this would mean that the separate data breach policy was no longer needed. There were some typos because of formatting that needed amending and Clerk / RFO to be added in section 2.3. It was proposed by Cllr Pope and seconded by Cllr Durrant that, subject to these changes being made, the policy be adopted. This was agreed unanimously.
- d) To agree the Freedom of Information subject access policy and subject access request procedure. With regard to the latter, it was proposed that liaison with the Information Commissioner could usefully be added in (d). It was proposed by Cllr

Card and seconded by Cllr Ince that, subject to this change being made, the policy be adopted. This was agreed unanimously.

- e) To agree the Privacy notice. It was proposed by Cllr Durrant and seconded by Cllr Wilson that the notice be adopted. This was agreed unanimously.
- f) To re adopt the Transparency Code for Local councils. The Clerk advised that this had not been revised nationally for some years, and the council was being asked to re adopt it. It was proposed by Cllr Pope and seconded by Cllr Wilson that the code be re adopted. This was agreed unanimously.
- g) To agree the information available from Battsford Parish Council under the Freedom of Information Act model publication scheme. It was proposed by Cllr Durrant and seconded by Cllr Card that the document be approved. This was agreed unanimously.

The Clerk was thanked for her work on the above documents.

2026/26 To agree that the following activities need to be carried out.

- a) To confirm the Cemetery working Party date as 23rd March 9.30 am and 25th March as standby date if weather inclement on 23rd March. This was confirmed. Cllr Card advised that the gardening club had been asked for help. There had been 13 headstones laid down following the recent topple test which will need to be re-erected. Other things like cleaning paths, gates, seat need to be undertaken.
- b) To receive the internal control report from Cllr Newman and agree the areas identified for action. Cllr Newman presented the report of the review of the documentation which she had undertaken on 3rd March and summary of actions which had been identified as needing to be undertaken. The Clerk had actioned some of the items already and put a timescale to those which still need to be undertaken. A copy of this updated summary will be circulated to Cllrs. **Action Clerk**. It was proposed by Cllr Ince and seconded by Cllr Pope that the report and its findings be accepted. This was agreed unanimously. The Clerk suggested that those Cllrs who had submitted their Register of Interests a while ago review these on the Mid Suffolk website and advise of any changes. **Action Cllrs Cook, Pope, Wilson and Card**
Cllr Newman was thanked for her work on this.
- c) To agree the process for reviewing the Objective setting and Action Plan for 2026/27. The chair advised that this is a document which is reviewed annually and that the Objective regarding maintaining inspecting and taking remedial action with regard to assets had only been in place since March 25 and that quite a lot of work was still required in relation to the Playground. He proposed that this item be deferred until the next meeting for Cllrs to consider if any other objectives should be put forward and to advise the Clerk in advance. This was agreed. **Action All and Clerk for next agenda.**
- d) To consider and approve arrangements for Annual Parish Meeting to be held between 1st March – 1st June 2027. It was agreed that it would be beneficial to hold a meeting on a separate date to the annual parish meeting and it was agreed that this would be proposed at the next annual parish meeting on 12th May 2026 that the meeting for 2027 would take place on 14th April at 7 pm at the Village Hall

- e) To receive the website accessibility audit report from Suffolk Cloud and agree the actions which need to be taken to ensure that the website is compliant. This was considered and the Clerk advised that for fee of £150 that Suffolk Cloud could make the changes necessary. Cllr Ince offered to work with the Clerk to see if they could make the necessary changes together. It was proposed by Cllr Durrant and seconded by Cllr Newman that if it was necessary to engage Suffolk Cloud to do the work that this cost be approved. This was agreed unanimously.
- f) To receive an update from Cllr Card on the possible relocation of noticeboard by Punch Bowl and determine the next steps. Cllr Card advised that she had looked at possible alternatives with one of the directors of the Punch Bowl and considered that moving it maybe to nearer where the footpath sign and Punch Bowl sign is located might be an improved location. It could be mounted on the fence / building or on legs. It was proposed to contact the homeowners to see if they would agree to it being fixed onto their property, if not it would need to be explored further to see if it could be placed on legs. **Action Clerk** to write to residents concerned and seek their views.
- g) To agree a date for a working party at the playground. This was agreed to take place on 25th April from 9.30-11.30. **Action Clerk** to do a sign to seek volunteers. **Action Cllr Cook** to undertake a risk assessment.

2026/27 To consider the following planning applications – None received

2026/28 Finance

- a) To receive the Finance Report
 - i. Receipts and Payments since last meeting.

Receipts

None received

Payments

Clerks Salary etc	£293.61
HMRC	£179.54
SALC	£118.80
Bank Charge	£6.00
Glasdon for White Gates	£2402.02

The above receipts and payments were all noted

- b) To authorise payments as listed below:
 - i. Clerk Salary and expenses etc £ 606.90
 - ii. Employers HMRC contribution £ 260.37
 - iii. Suffolk Cloud for accessibility audit £70.00
 - iv. SALC for Payroll £54.00

The payments identified above were all authorised unanimously.

The Clerk advised that because of transitional and small business relief a bill of £0 had been received from MSDC for the business rates on Battsford Cemetery.

Addition made on 21.4.26. When considering the minutes Cllr Newman advised at that she should have mentioned at this meeting (17.3.26) that the Clerk had now received an annual increment, which is a contractual increase, as it is subject to a successful appraisal, which was reported to the meeting in January 26.

2026/29 Correspondence for Information

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

- a) To determine the response to the Highways Survey. This has to be completed by 30th April. **Action Cllr Cook** to complete and send round for any comments for sign off at the next meeting.
- b) To consider the request to support the Village Hall Management Committee in their application for funding for Solar Panels. The council agreed to support this application and the Clerk was requested to write a letter of support. **Action Clerk**

2026/30 The following items were agreed for inclusion on the next agenda.

- i. Review relevant Parish Council Policies. To include the Woodland Management Plan and the Financial Regulations.
- ii. To review the 4th Quarter accounts
- iii. To confirm accounts ready for audit and the date for submission of these and Annual Governance and Accountability return (AGAR)
- iv. To agree a date whereby the CIL expenditure report to BMSDC for 2025/26 is completed and returned
- v. To consider the annual playground inspection report and next steps. **Action Clerk** to chase this report.

2026/31 Date of next meeting

To confirm the date of the next meeting which is currently scheduled for 21st April 2026. Cllr Pope advised that she will need to send her apologies for the meeting because of a family commitment on that date.

The meeting finished at approx. 9.08 pm

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