BATTISFORD PARISH COUNCIL
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DRAFT MINUTES of BATTISFORD PARISH COUNCIL MEETING held at Battisford Village Hall on 21st July 2026

Meeting started at 7.15 pm

Present:
Cllr J Cook (Chair)
Cllr Durrant Cllr Pope Cllr Card Cllr Ince
Clerk: Julia Stephens-Row

Apologies:
Cllr Newman

2026/62 Meeting Administration

a) Apologies for absence.
Councillors noted Cllr Newmans apologies as she was engaged in extraordinary work commitments, these were accepted unanimously.
b) Cllr Durrant and Cllr Pope declared an interest in the bench items 2026/24b) and 2026/58 c) carried forward from the previous minutes. Cllr Card declared an interest in item 2026/68 e)
c) There were no Declarations of Gifts and Hospitality to be noted.
d) Dispensations It was agreed that Cllr Durrant and Cllr Pope could remain in the meeting for item 2026/24b) to give information.
e) It was proposed by Cllr Durrant and seconded by Cllr Ince that the minutes of the meeting of the parish council meeting held on 16th June 2026 are accepted as a true and correct record. This was agreed unanimously.
f) The following items were considered as matters arising not on the agenda.
2025/95 a) Cllr Cook advised that he has repaired the light in the defibrillator box however it has now broken again **Action Cllr Cook.**

2026/24b) Cllr Pope is going to organise and pay for a plaque referencing money donated from residents attending “Monday Teas”. **Action Cllr Pope.**

2026/35d) The Clerk advised that transporting the safe had been completed thanks to Cllr Durrant and that she had written a letter of thanks to the people who had donated it.

202635e) The Clerk advised that she is still to the old laptops cleansed and destroyed **Action Clerk**

2026/46a) The Clerk advised that she had contacted Mr Wicking and had an up-to-date list of actions needed regarding the play area a couple of which Cllr Cook had agreed to undertake **Action Cllr Cook.**
2026/58c) Cllr Durrant advised that she was due to collect the seats. **Action Cllr Pope and Cllr Durrant** to arrange for locations of seats to be determined and fixing to take place.

2026/63 Public participation session (15 minutes) to include Police, District and County Councillors Reports

Cllr Pratt's report had been received. There were no questions. Congratulations were expressed by the Chair and the whole meeting to Cllr Pratt and family on the arrival of their new baby.
No report had been received from County Cllr Keogh. As no report or apologies had been received for the last three meetings it was proposed by Cllr Pope and seconded by Cllr Ince that the Clerk write and remind Cllr Keogh of the next meeting date and request that a report be submitted. This was agreed unanimously. **Action Clerk**

2026/64 To receive updates on ongoing issues

a) Chairs report. There was nothing additional to report.

b) Councillor reports. Cllr Card had no report. Cllr Pope advised that her and the Clerk had attended the SALC AGM which was held electronically. It was useful to get an overview of the work of SALC and hear from the National Association Chief Executive Jonathan Owen too. Steve Walker gave a presentation on AI. The SALC president Sir Edward Greenwell Bart stood down after many years and his replacement Jonathan Agar, CEO, Birketts Solicitors was elected to the role. Cllr Pope explained that she had seen some molehills on the green and was concerned about the impact however had been reassured that no action was needed now. Cllr Pope advised that Tricia Aspinall was happy to carry on volunteering and looking after the wildflower area on the verge at the end of Valley Road. **Action Clerk** to write to thank her for her contribution. Cllr Ince reported that he had met with the Clerk and Cllr Durrant to hand over the administration of Facebook page and had designed a poster which has now been published advertising for a new Cllr. Cllr Durrant advised that the mound on the play area had not been cut fully, just strimmed. **Action Clerk** to contact the contractor. Also that the hedges at the top of Hascott Hill getting quite overgrown. Highways reporting tool to be used to report this. **Action Clerk**. The play area was further discussed at a meeting on 8th July. Next meeting 5th August. Cllr Durrant and a resident going to devise a survey which will have access by a QR code for distribution. Cllr Newman had provided a short update advising that she was meeting with a police representative of the Suffolk Community Speed watch team who will advise as to any suitable sites and undertake the training etc. The Clerk advised that she had contacted Combs Parish Council who, from their Speed Indicator device Data had no evidence of speeding or plans to pursue this. Cllr Newman had also been contacted by a resident seeking help with gaining work. Cllrs suggested that the local resident be advised to contact the local businesses direct.

c) Clerk report. The Clerk reminded Cllrs of the Police and Crime commissioners update which had been circulated, advising that Suffolk had the second lowest levels of recorded crime in the country.

d) Local Government Reorganisation / Devolution. No updates.

e) Norwich to Tilbury pylon installation. There is a Community Fund being established however no one is available to attend a presentation, but more details will follow.

2026/65 To review and agree changes and updates to any relevant policies etc.

a) To review and approve the model councillor code of conduct 2020. This was reapproved last year and there have been no changes. It was proposed by Cllr Pope and seconded by Cllr Durrant that this code of conduct be adopted. This was agreed unanimously
b) To review and approve the play area policy. The Clerk introduced this and referenced the previous policy. The revised policy and accident form and inspection checklist had been co created with the play area volunteer lead. It was proposed by Cllr Durrant and seconded by Cllr Pope that this policy and associated forms be adopted. This was agreed unanimously. The Clerk reminded Cllrs that a volunteer is still needed to be trained to undertake the operational inspection. **Action all**
c) To consider the guidance received from SALC on dispensations. The Clerk pointed out that these should be submitted in writing in advance of the meeting. It was proposed by Cllr Durrant and seconded by Cllr Pope that the guidance be adopted and added to the standing orders. This was agreed unanimously. **Action Clerk** to devise a form
d) To consider establishing a reserves policy based on the policy of Newton Parish Council. This was discussed and it was agreed that some changes need to be made before it can be adopted at the next meeting. **Action Clerk**

2026/66 To agree that the following needs to be caried out.

a) To set a date for the Tree Survey. The Village Green and Cemetery to be included in this survey. **Action Cllr Cook** to undertake in October and advise other Cllrs when he is planning to do this.
b) To set a date for a working party for Play Area. This was agreed for 26th September 9.30-11am**. Action Cllr Ince** to create a poster that can go on Facebook and be put on the noticeboards. Action Clerk to advise play area lead
c) To set a date for a working party for Cemetery which will include the Cemetery Annual Risk Assessment (Topple Test). Agreed that this will take place on Friday 16th October 9.30-11am
d) To set a date for Litter Pick in conjunction with Combs Parish Council. The Clerk advised that Combs would like the weekend of 10th/11th October. Agreed Saturday 10th October 9.30-11am**. Action Clerk** to liaise with Combs re date and poster.
e) To undertake a review of Training needs. **Action all** to consider
f) To agree with which company the insurance cover should be renewed - due in August 2026. The Clerk advised that the cover is currently via Clear Councils with Ecclesiastical Insurance Office. It was proposed by Cllr Durrant and seconded by Cllr Pope that the same insurance company be used for 26-27. This was agreed unanimously.
g) To fill the vacancy on the employment panel. Item to be caried forward to next agenda.
h) To consider suggestions for speakers / format etc for the Annual Parish Meeting in April 27. There was a general discussion and it was suggested that there could be a range of “stalls” covering the activities in the village, including the groups that normally provide a written reports as well as the Pub and aspects led by the Parish council e.g. Cemetery, Play area, Emergency plan, with the offer of

Cheese and wine / coffee and cake at the end. **Action Cllr Cook and Cllr Ince** to discuss further

Commented [JC1]: Did we not agree to discuss at the next meeting, rather than an action for me and Ben? No worries if I've got that wrong!

i) To consider and approve the response to the survey received from Mid Suffolk District Council on the Joint Local plan. This had been drafted by the Clerk and the Chair and was agreed for submission electronically**. Action Clerk**

2026/67 To consider the following planning applications – none received

2026/68 Finance

a) To receive the Finance Report

i. Receipts and Payments since last meeting.

Receipts Burial of Jacqueline Smith £200

Payments

i.	Clerk Salary	£358.41
	Clerk expenses	£115.55
		total £473.96
ii.	Employers HMRC contribution	£265.83
iii.	Invoices from TOPS garden services	£623.70
iv.	Invoice from Pear Space Ltd for website audit fix	£150.00
v.	Realise Futures for bench in the play area	£555.59
vi.	Value Products Ltd for Play area sign (authorised out of the meeting by Cllr Pope as agreed this could be purchased some months ago)	£40.24

b) To authorise payments as listed below:

i.	Clerk Salary	£ 358.41	
ii.	Clerk expenses		£ 35.00
		total	£393.41
ii.	Employers HMRC contribution		£265.83
iii.	Invoice from Redwood Tree surgeons		£420.00
iv.	Invoice from Top Garden services		£249.48
v.	Invoice from Mid Suffolk for emptying of dog bins and litter bins		£432.60

These payments were approved unanimously

c) To consider and agree the first quarter accounts April – June 26. The Clerk introduced these accounts and explained the income received and the only area of major expenditure which was not budgeted for was the seat for play area, however this had been offset by the donation of £400. Cllr Durrant confirmed that she had reconciled the bank statements with the receipts and purchases document at the beginning of the meeting. Cllr Pope proposed and Cllr Card seconded that these accounts be approved. This was agreed unanimously.

d) To discuss & consider next steps from Internal Auditor Findings & recommendation to consider establishing "ear marked reserves". The policy previously discussed helped in identifying the type of reserves needed including general reserves, ear marked reserves and the requirement to log CIL money separately. The Chair advised that the council need to be moderate in reserves established and that the

repairs and replacement of play area equipment need to be factored in. Agreed to fix the reserve figures once second quarter figures are known in October. **Action Clerk**
e) To consider an application for funding from Battisford Punch Bowl. Cllr Card left the meeting temporarily. The application was discussed and the possible funding source was identified as the CIL fund. It was commented that there will be other calls on this fund including for the play area. It was noted that District Cllr Pratt had agreed to grant some funding and that the pub was also using some of their own funds. Cllr Pope proposed that £500 be granted for the purpose of purchasing a replacement glasswasher. This was seconded by Cllr Durrant. There were 3 votes in favour and 1 abstention. **Action Clerk**
Cllr Card returned to the meeting.
f) To confirm that the VAT reclaim for 25-26 has been completed. The Clerk advised that this had occurred and that approx. £1,400 would be received.
g) To agree that the payment of invoices received in August can be delegated to the chair and vice chair in the absence of a meeting. This was agreed.

2026/69 Correspondence for Information

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

a) Register of interest changes. The Clerk had circulated this information to Cllrs as there had been a change to the requirements allowing councillors to remove their addresses, if they so wished from the Register of Interests **Action Councillors**
b) Email received from Barking Parish Council seeking other councils to join in on creating a joint Neighbourhood Plan. The feedback was for the Clerk to advise that as a Parish Council it had been discussed and that Battisford did not want to pursue this as an individual parish and so reluctantly could not join in on this joint approach.

2026/70 Items for consideration for inclusion on the next agenda

a) Advertise to the community the Grant Application Policy
b) Review and discuss progress of yearly objective and annual action plan
c) Consider parish council involvement in Remembrance Arrangements
d) To review relevant Parish Council Policies including the Emergency Plan, the Financial Risk Assessment and Management Policy, the Risk Management policy and to introduce a range of new employment policies and health and safety policy.
e) To consider a proposal to establish a Community Speed watch scheme.

2026/71 Date of next meeting

To confirm the date of the next Parish Council meeting which is currently scheduled for 15th September 2026 at 7.15pm. This was confirmed.

The meeting finished at approx. 8.57 pm

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

Field Code Changed