



BATTISFORD PARISH COUNCIL

clerk@battisford-pc.gov.uk

<https://www.battisford-pc.gov.uk>. This is the link to website

To: Members of Battisford Parish Council

You are duly summoned to attend the next meeting of Battisford Parish Council to be held at 7.15pm on Tuesday 21st July 2026 at Battisford Village Hall.

Public Attendance

The meeting is open to the public and the press. At item 2026/63, the public will be invited to give their views/question the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item will generally be limited to 15 mins. duration and will be followed by any County/District Councillors' or Police reports.

Please note that this meeting may be recorded, filmed, photographed, or broadcasted unless the public and press are lawfully excluded.

AGENDA

2026/62 Meeting Administration

- a) Apologies for absence.
Councillors to note any apologies for absence.
Councillors to consider and vote on acceptance of apologies for absence.
- b) To receive Declarations of Interest / Gifts and Hospitality
- c) To consider requests for dispensations
- d) To resolve that the minutes of the meeting of the parish council meeting held on 16th June 2026 are a true and correct record and consider any matters arising not on the agenda.

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

2026/64 To receive updates on ongoing issues

- a) Chairs report
- b) Councillor reports
- c) Clerk report
- d) Local Government Reorganisation / Devolution
- e) Norwich to Tilbury pylon installation

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

- b) To review and approve the play area policy
- c) To consider the guidance received from SALC on dispensations.
- d) To consider establishing a reserves policy based on the policy of Newton Parish Council

2026/66 To agree that the following activities need to be carried out.

- a) To set a date for the Tree Survey
- b) To set a date for a working party for Play Area
- c) To set a date for a working party for Cemetery
- d) To set a date to carry out the Cemetery Annual Risk Assessment (Topple Test)
- e) To set a date for Litter Pick in conjunction with Combs Parish Council
- f) To undertake a review of Training needs
- g) To agree with which company the insurance cover should be renewed - due in August 2026
- h) To fill the vacancy on the employment panel
- i) To consider suggestions for speakers / format etc for the Annual Parish Meeting in April 26
- j) To consider and approve the response to the survey received from Mid Suffolk District Council on the Joint Local plan

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	£40.24
(authorised out of the meeting by Cllr Pope)	

- 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

- c) To consider and agree the first quarter accounts April – June 26
- d) To discuss & consider next steps from Internal Auditor Findings & recommendation to consider establishing “ear marked reserves”
- e) To consider an application for funding from Battisford Punch Bowl
- f) To confirm that the VAT reclaim for 25-26 has been completed
- 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

2026/69 Correspondence for Information

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

- a) Register of interest changes

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
- e) Speed watch update

2026/61 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



Julia Stephens-Row Date 14th July 2026 Parish Clerk clerk@battisford-pc.gov.uk
07864742341