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 16th June 2026
Meeting started at 7.15 pm

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

Two residents Sally Winter and Andy Prentice

Apologies:
Cllr J Pope and District Cllr Pratt – the latter were received after the meeting.

2026/52 Meeting Administration

a) Apologies for absence.
Councillors noted Cllr Pope's apologies as she was at a family event. These were accepted unanimously.
b) Cllr Durrant declared an interest in the bench item 2026/24 b) and 2026/58 c). The Clerk declared an interest in item 2026/58 e). During the meeting Cllr Card declared an interest in item 2026/59 e)
c) There were no Declarations of Gifts and Hospitality to be noted.
d) Dispensations It was agreed that Cllr Durrant could remain in the meeting for item 2026/24b) to give information.
e) It was proposed by Cllr Durrant and seconded by Cllr Newman that the minutes of the meeting of the parish council meeting held on 12th May 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.
2026/42 d) The Clerk advised that the vacancy for a Cllr was advertised however no one had come forward and so it is now possible to fill the vacancy by a co – option

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.**

2026/18 d) Cllr Cook had used up the dog fouling signs at the play area so is still to place a sign on the corner of Nayland's Drive and Mill Road Action **Cllr Cook**

2026/24b) The Clerk updated that £400 cash which has been donated by "Monday teas "has been paid into the Bank. She also advised that the type and price of the seat had been received from Cllr Pope and that Cllr Pope was going to organise and pay for a plaque referencing money donated from residents attending "Monday Teas". **Action Cllr Pope.** Cllr Durrant explained that similar seat which will be a family donation had been ordered in memory of Geoff Durrant.

2026/35d) The Clerk advised that transporting the safe for installation to the Village Hall was proving problematic. Cllr Durrant offered to see if she could arrange to get it transported. The Clerk to pass on the address. **Action Clerk and Cllr Durrant**

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

2026/36d) to be covered under Cllr reports

2026/36p) The Clerk advised that Mr Wicking had developed a role profile which will be advertised in the 4 parishes magazine and the Community Newsletter.

2026/46a) The Clerk to contact Mr Wicking to see if there is list of tasks from the report of moderate risk for action and repairs and painting. **Action Clerk**. Progress from meeting to discuss the playground which took place on 10th June to be covered under Cllr report.

2026/44g). Cllr Durrant advised that there was nothing showing on the wildlife camera and the Clerk confirmed that she had written after the last meeting and subsequently written advising that no wildlife had been seen.

g) To consider the draft minutes of the annual parish meeting which took place on 12th May to enable these to be placed on the website and approved at the meeting in April 2027. These were agreed as accurate. There is a need to identify a topic / speaker which will encourage residents to attend. To be placed on the agenda of the next meeting. **Action Clerk**

Item 2026/56 f

Cllr Cook sought the agreement of the meeting to bring forward the speed watch item 2026/56 f). This was agreed. Cllr Newman advised that she had investigated from the Suffolk Constabulary website what might be required should the Council wish to establish a community speed watch group which includes the support from the Parish Council; a coordinator and sufficient volunteers vetted by the police; the requirement to have a safe area for volunteers to stand etc. She also explained the process should a vehicle exceed the speed limit which would be followed through by the police. Andy Prentice commented that he would be very encouraging of the Parish Council to explore this further because of his long-standing concern as to the speed of vehicles in the village and the risk of injury caused by speed. He also emphasised the importance of changing behaviour and encouraging more people to cycle and walk. He said he would be willing to be a volunteer. Cllrs discussed this and comments were made about finding somewhere suitable for the volunteers to stand, that the design of Straight Road doesn't lend itself to reducing speed and that the white gates had been installed to encourage drivers to reduce speed. Cllr Cook advised that when the Speed indicator data was analysed that there were records of drivers travelling at 70mph in the 30mph. Cllr Newman proposed and Cllr Ince seconded that the Parish Council should explore establishing a speed watch group. This was agreed unanimously.

2026/53 Public participation session (15 minutes) to include Police, District and County Councillors Reports

No report had been received from County Cllr Keogh or District Cllr Pratt.

Sally Winter was invited to make any representations, and she advised that her husband had strimmed around the White Gates and the around the Village Sign, which Cllr Cook on behalf of the meeting expressed his thanks for. She also advised that the Solar Panels had been installed at the Village Hall and that the scaffolding will be removed shortly. She expressed her support for the Speed watch idea and that she was keen to contact Cllr Pratt for some grant funding for the Village Hall. The Clerk undertook to get a phone number for her. **Action Clerk**

2026/54 To receive updates on ongoing issues

a) Chairs report. There was no report except to advise that the Chair would prepare a report for the Community Newsletter including reference to the role for a play area volunteer

b) Councillor reports. Cllr Card had no report. Cllr Durrant reported that a meeting had taken place on 8th June regarding the revitalising the play area and replacing equipment etc. 2 residents had attended and the playground lead and the Cllr Cook. A further meeting is to take place on 8th July when the group will look at the equipment most in need of replacement, surveying residents and the process of applying for grants etc. Cllr Newman had no report. Cllr Ince explained that it was likely because of changed personal commitments that he was going to have to stand down as a Cllr. On this basis he did not feel that he could take the lead on the Face Book page however he was happy to pass it on. It was agreed that it would be useful to notify residents of meetings, advising residents of pertinent issues for example the play area, vacancies for Cllrs etc. It was agreed that Cllr Durrant and the Clerk would meet with Cllr Ince to look to take this on. **Action Clerk** to arrange meeting.

c) Clerk report. There was no report, everything being covered on the agenda

d) Local Government Reorganisation / Devolution. No updates

e) Norwich to Tilbury pylon installation. No updates

2026/55 To review and agree changes and updates to any relevant policies etc.

a) To review and approve the proposed changes to the Cemetery Regulations and fees. Cllr Card introduced this and advised that the main change related to a new 3.7 referencing the time of the Clerk should plots no longer being required that had been reserved. There were no changes to the fees being proposed. It was proposed by Cllr Durrant and seconded by Cllr Newman that this change be accepted. This was agreed unanimously

b) To consider and agree any changes to the council's grant application policy procedure. The Clerk introduced the proposed changes to reference CIL funding, the amount of grant that could be awarded and the meeting to which those who had received a grant should be asked to report. It was proposed by Cllr Ince and seconded by Cllr Durrant that these changes be accepted. This was agreed unanimously.

c) To consider the guidance received from SALC on declarations of interest. This document was considered very helpful. It proposed by Cllr Newman and seconded by Cllr Card that this guidance be adopted and added to the standing orders. This was agreed unanimously. **Action Clerk**

2026/56 To agree that the following needs to be caried out.

a) To review and approve the Internal Auditor for 2026/27. It was proposed by Cllr Durrant and seconded by Cllr Newman that Heelis Lodge be appointed as the Internal Auditor. This was agreed unanimously.

b) To confirm that the limited assurance review and the AGAR Exemption has been submitted. The Clerk confirmed that this had been submitted and read out the acknowledgement from PFK Littlejohn and that they accepted the information provided.

c) To confirm that the Accounts and Public Rights are on the Website and Noticeboard. Cllr Durrant and The Clerk confirmed that these are in place.
d) To undertake a half year staff review. Cllr Newman as Chair of the employment panel proposed to the meeting that as the Clerk is undertaking her role satisfactorily that no half year review was required. This was agreed unanimously.
e) To consider nominations for the Suffolk Community Awards. The Council considered the categories and did not consider that there were any obvious nominations to be made.
f) To explore the possibility of establishing a community led speed watch group. Previously discussed.

2026/57 To consider the following planning applications – DC/26/01928 | Full Planning Application - Conversion of two redundant agricultural buildings into two detached dwellings | David Upson Produce Stoke Farm Stoke Farm Drive Battisford Stowmarket Suffolk IP14 2NA

This was supported unanimously

DC/26/01799 | Full Planning Application - New garages/garden shed | Battisford Hall Church Road Battisford Stowmarket Suffolk IP14 2HG

No comment to be made other than to support the comments of the ecology officer.

DC/26/02087 | Householder Planning Application - Retention of storage sheds | Fern Lodge Mill Road Battisford Stowmarket Suffolk IP14 2LP

No comment made.

2026/58 Finance

a) To receive the Finance Report

i. Receipts and Payments since last meeting.

Receipts

£50 for headstone for P Grimwood received on 11.5.26

£400 donation from “Monday Teas” received on 8.6.26

Payments

Clerk Salary		£358.41
Clerk expenses		£100.20
	total	£458.61
Please note that this is a different sum to the amount approved on 12th May which was Clerk Salary £358.81 Total 459.01		
Employers HMRC contribution		£265.83
SALC		£60.00
Bank Charge		£7.00

b) To authorise payments as listed below:

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.

These payments were approved unanimously.

c) To agree additional expenditure for seat to be erected on the play area of £62.99 + VAT and installation. It was proposed by Cllr Card and seconded by Cllr Newman that the seat be purchased and that up to a £100 to be spent on fixings. **Action Clerk** to order seat**. Action Cllr Durrant** to arrange for fixing of the two seats.
d) To discuss & consider next steps from Internal Auditor Findings & recommendation to consider establishing "ear marked reserves". This was discussed briefly and the Clerk was asked to go back to the internal auditor to clarify what is being recommended. **Action Clerk**
e) To consider an application for funding from Battisford and District Cricket Club.
Having declared an interest in this item, the Clerk left the meeting, and notes were taken by Cllr Cook.
Cllrs discussed the grant application of £1,000 to assist in the purchase of a replacement pitch roller. The active and inclusive nature and community value of the Club were noted. Discussion was held regarding both the amount of grant requested and from where any grant, if approved, could be funded. It was established that CIL money could be used. Mindful of the limited CIL (c£4,700) and other 'reserve' funds available, further likely grant applications, and the need to replace Battisford's own play equipment, Cllrs resolved to award a sum of £500. Proposer Cllr Newman, Seconder; Cllr Durrant. Vote; 4 in favour, I abstention

The Clerk returned to the meeting.

2026/59 Correspondence for Information

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

a) Letter received from SARS updating the council on their work. This was noted.
b) Information received on Suffolk Armed Services day 27th June. This was noted and is on the website.
c) Information received from SALC on dispensations. This to be on the agenda of the next meeting. **Action Clerk**
d) Information and survey received from Mid Suffolk District Council on the Joint Local plan. The Clerk was requested to look at the survey and draft a response for Cllrs to agree at the next meeting. **Action Clerk**
e) An email and grant application had been received from the Punch Bowl Community Pub after the agenda had been published. Cllr Card declared an interest in this item and left the meeting. Following a discussion the Clerk was asked to contact the author and advise that whilst Cllrs are minded to consider the application favourably at the next meeting they wanted the applicant to be aware that the request for £2000 is a significant proportion of the overall cost of the glass washer and would like to see that other sources of funding were being applied for. Also that the amount currently being requested is a significant proportion of the CIL fund which is only £4,737.92 and so the applicant was invited to review the amount that is being requested. **Action Clerk** to write to applicant and to place on agenda of next meeting

Cllr Card returned to the meeting.
The chair sought an extension of time to the meeting of 5 minutes. This was agreed

2026/60 Items for consideration for inclusion on the next agenda

a) To confirm that the VAT reclaim for 25-26 has been completed
b) To review the 1st Quarter Accounts 2026/27
c) To Review relevant Parish Council Policies including the model councillor code of conduct 2020 and play area policy

d) To set a date for the Tree Survey
e) To set a date for a working party for Play Area
f) To set a date for a working party for Cemetery
g) To set a date to carry out the Cemetery Annual Risk Assessment (Topple Test)
h) To set a date for Litter Pick in conjunction with Combs Parish Council
i) To undertake a review of Training needs
j) To agree with which company the insurance cover should be renewed - due in August 2026
k) To fill the vacancy on the employment panel.

These items were confirmed

2026/61 Date of next meeting

To confirm the date of the next parish council meeting which is currently scheduled for 21st July 2026 at 7.15pm. This was confirmed.

The meeting finished at approx. 9.20 pm

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