

RATTLEDEN PARISH COUNCIL

Members of the Council:

You are hereby summoned to an **Ordinary Meeting of the Parish Council which will be held in the Village Hall on Tuesday 24 January at 7.30pm** for the purpose of transacting the business below.

Members of the public:

Members of the public are welcome to attend and may address the Council, following item three on the agenda, when the meeting is adjourned.

Reporting on Meetings

Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the Council, including any public comment and/or questions. Would any person intending to report please give notice before the start of the meeting to the Clerk or Chairman of the Council to enable reasonable facilities to be afforded.

AGENDA

1. To receive any apologies for absence.
2. **To receive, from Members, any declarations of interest in items on the agenda in accordance with the Council's Code of Conduct.**
3. **To approve the minutes of the Ordinary Meeting of the Parish Council held on 15 November 2016.**
4. **Adjournment for:**
 - 4.1 County and District Councillor's report.
 - 4.2 Public comment and/or questions.
5. **Parish Clerk's Report.**
6. **Planning:**
 - 6.1 To consider any applications received.
 - 6.2 To note any applications considered the deadlines for which were in advance of this meeting and for which Mid Suffolk District Council (MSDC) would not allow an extension for comments including:
 - 4759/16 - 4 Rising Sun Hill - erection of single-storey side extension - **Council had no objection;**
 - 4827/16 - Oak Gates, High Town Green - erection of a two-storey replacement dwelling with associated garaging and domestic workshop, including improvement to access - **Council had no objection;**
 - 5042/16 - 1 Spencers Piece - fell contorted willow (T1) because of excessive height and locality in relation to property - **Council had no objection;** and.

RATTLESDEN PARISH COUNCIL

4625/16 - Hollybush Farmhouse, Holly Bush Lane- replacement of two sash windows on southern elevation; removal of existing concrete render from front and rear gable ends, fitting of Savolit boarding to existing timbers, render and paint with lime wash; and replacement of one window and base sill serving dining room on southern gable end. Internal works in accordance with submitted schedule of works - **Council had no objection**

- 6.3 To note any MSDC planning applications granted/refused including:
4206/16 - **granted** - Hope Cottage, Half Moon Street - proposed works to mature ash tree in rear garden. Lift crown up to six metres above ground level;
4254/16 - **granted** - Roschel House, High Street - removal of silver birch due to increasing damage to drains, paths and internal walls;
5042/16 - **granted** - 1 Spencers Piece - fell contorted willow (T1) because of excessive height and locality in relation to property;
4335/16 - **granted** - land to the south east of Buff Rise, Rising Sun Hill - erection of five dwellings with garages; and
2194/16 - **granted** - land on the west side of Rising Sun Hill - erection of two detached dwellings with garages; extension to graveyard and provision of nature garden for the Primary School.
- 6.4 To receive a report on the most recent meeting of the Airfield Liaison Group and to consider any matters outstanding.

7. Finance:

- 7.1 To receive the Clerk's financial report including half-year review of the 2016-2017 Council budget..
- 7.2 To authorise payments as presented and to note income received.
- 7.3 To consider the potential renewal of the agreement with Mid Suffolk District Council to undertake grass-cutting in 2017 at Birds Green, Lower Road/Stowmarket Road and Water Run/Upper Street at £175.00 plus VAT.
- 7.4 To determine the Council budget for 2017-2018 and, thereby, the precept requirement for 2017-2018.
- 7.5 To note that, in future, HMRC will only accept payment of PAYE by on-line bank transfer, direct debit or via a debit/credit card and to take action as appropriate.
- 7.6 To consider any Council actions required following the recent meeting between the Chairman, Finance Councillor, Clerk and Internal Auditor.

8. Council Governance:

- 8.1 To consider any new legislation, codes or regulatory issues and to take action as appropriate.
- 8.2 To determine if any Council decisions or actions impact upon its risk register, policies and internal controls.

9. Correspondence:

- To consider the list of correspondence received and to take action as appropriate.

10. Highways:

RATTLEDEN PARISH COUNCIL

To review the response from Suffolk County Council to matters raised and to take action as appropriate.

11. Asset Management:

To approve a programme of inspection of the Council's assets by councillors.

12. Defibrillator:

To receive a report on the latest position regarding the acquisition of a defibrillator and to consider any matters outstanding.

13. Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting.

14. Next Meeting:

To note that the next Ordinary Meeting of the Parish Council is scheduled for Tuesday 28 February in the Village Hall beginning at 7.30pm.



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RATTLESDEN PARISH COUNCIL

Report to the Ordinary Meeting of 24 January 2017

Agenda Item 5: Parish Clerk's Report

School Road/High Street Corner: I received reports from residents that the bank on the corner of School Road/High Street is being eroded by HGVs and similar and, having looked at the problem, I can see that it is. Already, hydrant signs have become loose or been knocked out and now the corner is being damaged further. If left unchecked it will, obviously, get worse. It is not dissimilar to the problem around the grass in Birds Green which was eventually dealt with via kerbing. I have reported the problem to the County Council, copied that to Cllr Otton and await a response.

External Audit for the 2016-2017 Financial Year: For clarification, arrangements and costs remain unchanged. The new appointments only become effective for the five year period in relation to accounts for the financial year beginning on 1 April 2017. All matters relating to the financial year 2016-17, including the Annual Return for the year 2016-17, will still be required to be sent to the current external auditor who, for Suffolk-based Councils, is still BDO LLP.

HMRC: PAYE is deducted each month from the Clerk's salary and a cheque sent by post. However, HMRC has now advised that, in future, it will only accept payment on-line (Faster Payment, Bacs, CHAPS), or by telephone banking, direct debit or debit/credit card. I am inclined not to change the process during a financial year (given that only three payments remain) and to start any new method from April. Councillors are, therefore, asked to consider which process the Council should follow for 2017-2018 onwards.

Footpaths and Bridges: The Footpaths Officer (Gaye Reid) has noted further problems with bridges on footpaths and, in particular, reported that a resident recently slipped off one into a ditch and had serious difficulty getting out. Accordingly, I have not only contacted Suffolk County Council about a specific issue with the bridge where footpaths 31 and 50 meet (Stowmarket Road) but also queried with the Area Rights of Way Officer the County Council policy on mesh netting being applied to bridges as a safety feature. At the time of writing, a response is awaited.

Sign - Church Path: To confirm that the sign denoting Church Path has now been erected at the Lower Road end of the route and the resident who raised the matter has been duly informed of its installation. I secured permission from the relevant land owner for the sign to be erected.

RATTLEDEN PARISH COUNCIL

Rattlesden Parish Council 2016-2017

Reconciliation at 31 December (presented to the Council meeting of 24 January 2017)

Opening Balance (1 April 2016):

TSB Current Account	£ 4,243.84
TSB Deposit Account	£ 20,112.31
	£ 24,356.15

Payments:

First Quarter (1 April to 30 June 2016)	£ 3,423.59	
Second Quarter (1 July to 30 September 2016)	£ 9,835.29	
Third Quarter (1 October to 31 December 2016)	£ 2,581.00	
Fourth Quarter (1 January to 31 March 2017)		
		£ 15,839.88

Receipts

First Quarter (1 April to 30 June 2016)	£ 5,441.65	
Second Quarter (1 July to 30 September 2016)	£ 5,005.73	
Third Quarter (1 October to 31 December 2016)	£ 4,488.32	
Fourth Quarter (1 January to 31 March 2017)		
		£ 14,935.70
		£ 23,451.97

Bank Reconciliation

TSB Current Account	£ 7,954.47
Unpresented cheques (as below)	£ -
	£ 7,954.47
TSB Deposit Account	£ 15,497.50
Closing Balance (31 December):	£ 23,451.97

Unpresented Cheques:

RATTLEDEN PARISH COUNCIL

Rattlesden Parish Council: Payments and Receipts 2016-2017

Payments	Year To Date	Projected	Budget
Clerk: Salary	2,611.19	3,481.52	3,448.08
PAYE	653.20	871.00	861.60
Litter-Picker: Salary	1,252.62	1,670.16	1,670.11
Admin. Expenses	150.89	250.00	250.00
Venue Hire	60.00	100.00	100.00
Cemetery Grass-Cutting	1,710.00	2,300.00	2,300.00
Cemetery Hedging		375.00	375.00
Cemetery Water	47.25	70.00	70.00
Cemetery Bin		45.00	45.00
Grass-Cutting		172.00	172.00
Grants (Section 137)	751.71	948.00	948.00
Chairman: Allowance		100.00	100.00
Subscriptions	346.56	346.56	350.00
Insurance	316.65	316.65	316.00
Training/Conferences		125.00	125.00
Audit	100.00	100.00	230.00
Litter/Dog Bins	395.00	395.00	395.00
Repairs/Maintenance	510.00	510.00	200.00
Allotments	68.00	68.00	68.00
Legal Fees	750.00	750.00	500.00
Grit Bins	268.00	268.00	400.00
Cemetery Land	4,621.84	4,621.84	0.00
VAT Paid	1,226.97	1,226.97	0.00
TOTAL SPEND	£ 15,839.88	£ 19,110.70	£ 12,923.79

Receipts	Year To Date	Projected	Budget
Precept	9,632.00	9,632.00	9,632.00
Council Tax Support	120.92	120.92	120.92
Cemetery Fees	75.00	75.00	1,000.00
Rent: Allotments	68.04	68.04	68.04
Recycling Grant	230.95	450.00	450.00
Cleansing Grant	374.40	748.80	748.80
Bank Interest	7.19	10.25	10.25
VAT Recovered	427.20	427.20	0.00
Grants	4,000.00	4,000.00	4,000.00
TOTAL RECEIPTS	£ 14,935.70	£ 15,532.21	£ 16,030.01

Earmarked Reserves

Cemetery Land:	£ 11,378.00
Tree Work:	£ 1,500.00

General Reserves

£ 2,619.50
<u>£ 15,497.50</u>

RATTLEDEN PARISH COUNCIL

Report to the Ordinary Meeting of 24 January 2017

Agenda Item 7.2: Payments and Income

Councillors are recommended to authorise the following payments:

To:	Reason	Payment (£s)	VAT (£s)	Total (£s)
Litter-Picker	Salary: January 2017 (19.33 hours @ £7.20)	139.18	N/A	139.18
Parish Clerk	Salary: January 2017 (35 hours @ £10.363) Gross: £362.71 - Net £290.11 [PAYE: £72.60]	290.11	N/A	290.11
HMRC	PAYE (as above)	72.60	N/A	72.60
Mr Roger Heard	447th Bomb Group Memorial: grass-cutting	15.00	0.00	15.00
Mr Richard Mahony	Village Christmas tree	50.00	0.00	50.00
Anglian Water	Cemetery water charge: 07.10.16- 03.10.17	14.37	0.00	14.37
Rattlesden Village Hall Committee	Hire of the Village Hall (15.11.16) @ £7.50	7.50	0.00	7.50
Mr David Peachey	Collection, assembly and erection of Church Path sign	79.21	0.00	79.21
Mid Suffolk District Council	Grass-cutting and grounds service at three village sites	172.00	34.40	206.40
Parish Clerk*	Reimbursement of costs of gift for the internal auditor (for 2015- 2016)	35.00	0.00	35.00
Parish Clerk*	Reimbursement of costs of drinks for meeting between the Chairman, Finance Councillor, Clerk and internal auditor	10.42	0.00	10.42
Parish Clerk**	Administrative expenses (01.10.16-31.12.16)	32.02	N/A	32.02
TOTAL		£917.41	£34.40	£951.81

Notes

*To be paid for by the Chairman's allowance.

**Represented by:

One black printer ink cartridge:	£21.34
One book of first-class stamps (12):	£7.68
One pack of printer paper:	£3.00

RATTLEDEN PARISH COUNCIL

Councillors are asked to note the following income received:

From:	Reason	Total (£s)
TSB	Business account interest (December)	0.64
TSB	Business account interest (January)	0.66
	TOTAL	£1.30

RATTLESDEN PARISH COUNCIL

Report to the Ordinary Meeting of 24 January 2017

Agenda Item 7.4: Budget 2017-2018

A spreadsheet showing potential expenditure and income for 2017-2018 accompanies this paper. Subject to pre-existing and unavoidable commitments (salaries, PAYE, current service agreements) anything can be changed.

The expenditure figures presented are based upon both known and anticipated costs.

The total revenue expenditure currently expected is £12,821.00 while projected income (on the basis that there is no change to the precept) is £10,948.00. That suggests a potential shortfall of £2,373.00.

Currently, the Council current account stands as £7,955.00 against which further expenditure of £3,271.00 is expected. In addition, there is £4,000.00 received from the County Council which needs to be transferred to earmarked reserves. That would leave a surplus of £684.00.

In this financial year the Council has already 'spent' £1,227.00 on VAT which will be reclaimed from HMRC early in the new financial year and can be added to the budget.

So taking the shortfall of £2,373.00 and deducting the £684.00 to be carried forward and then adding the £1,227.00 VAT reclaimed reduces the notional deficit next year to £462.00.

That, self-evidently, leaves little or no room for flexibility although the Council does hold £2,620.00 in general reserves.

The Council has options - if it wanted to exercise one or more. It could:

1. increase the precept, e.g. a £1.00 rise in the Band D council tax would generate an extra £375.00.
2. elect to cut some areas of spending, e.g. grants, Chairman's allowance, training, SALC subscription.
3. reduce the amount of general reserves held and move money into the revenue account.
4. leave the precept requirement, accept that a small deficit was possible but monitor carefully and make quarterly and/or half-yearly budget adjustments.
5. adopt an entirely more radical approach.

It should be noted that Cemetery income has been excluded from the budget calculations given the varying rate at which burials and plot reservations occur. Any income at all in the next financial year, therefore, would be a 'bonus'.

RATTLESDEN PARISH COUNCIL

Report to the Ordinary Meeting of 24 January 2017

Agenda Item 9: Correspondence Received

For more information on any item listed below (not otherwise circulated) or you require a copy of any correspondence then please do not hesitate to contact the Clerk.

Item	From	Subject	Action
1	Mid Suffolk District Council	Invitation to submit a nomination for one of the High Sheriff's Awards 2017.	Forwarded to all councillors.
2	Mid Suffolk District Council	Confirmation that planning enforcement matters relating to the Felsham Road campsite have ended.	Forwarded to all councillors.
3	Resident	Offer of a small oak tree for Council use.	Forwarded to all councillors.
4	Mid Suffolk District Council	Street naming and numbering.	Forwarded to all councillors.
5	Graham Reid (Internal Auditor)	Outcome of meeting of 5 December with Chairman, Finance Councillor and Clerk.	Copied to Cllr Burn and Cllr Morley.
6	Cllr Otton	Regarding new 20mph speed limit in High Street.	Forwarded to all councillors.
7	Suffolk County Council	Response to a meeting with Cllr Otton and Cllr Morley about highways matters.	Forwarded to all councillors; and substantive agenda item 10.
8	Suffolk Association of Local Councils	Confirmation that the Government will not extend Council Tax referendum principles to parish councils for 2017-2018.	Forwarded to all councillors.
9	Suffolk Highways	Notification of roadworks - Felsham Road (04.01-05.01.17) - replacement of a pipe below the carriageway.	Forwarded to all councillors.
10	Suffolk Association of Local Councils	Confirmation that changes to external audit arrangements do not affect the 2016-2017 financial year.	Forwarded to Cllr Burn and Cllr Morley.
11	Resident	Regarding Rattlesden Bike Show.	Forwarded to all councillors.
12	Cllr Otton	Suffolk County Council press release about savings and an adult social care precept.	Forwarded to all councillors.

NB: Circulars are not normally listed unless they have any possible relevance to the Council; likewise, correspondence which has been received which relates to specific agenda items and has been circulated for those items, e.g. planning applications and decisions, and quotations for work.