

# **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 28 February 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 24 January 2017.**
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 including:  
0249/17 - Rattlesden Gliding Club, High Town Green - continuance of operations in accordance with permission granted under 3373/13 without compliance with condition 2 of that permission (two-year time limit from 01.05.15); and  
0530/17 - Lydgate Cottage, Birds Green - three replacement windows to front elevation; replacement front door; and change of colour to external walls, windows and door.
  - 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:

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5048/16 - Hollybush Farmhouse, Holly Bush Lane - creation of new partition wall within bedroom one to create new en-suite - **Council had no objection.**

- 6.3 To note any MSDC planning applications granted/refused including:  
4759/16 - **granted** - 4 Rising Sun Hill - erection of a single-storey side extension;  
4827/16 - **granted** - Oak Gates, High Town Green - erection of a two-storey replacement dwelling with associated garaging and domestic workshop, including improvement to access; and  
4044/16 - **granted** - land adjacent to 12 and 13 St Nicholas Close - application for outline planning permission (with all matters reserved except access) for the erection of five dwellings.

## **7. Finance:**

- 7.1 To receive the Clerk's financial report.  
7.2 To authorise payments as presented and to note income received.  
7.3 To agree an Audit Plan for 2016-2017, and the Terms of Engagement for and appointment of an Internal Auditor.  
7.4 To consider a bid to the Transparency Fund (Department for Communities and Local Government) for funding for ICT equipment to enable the Council to fulfil its obligations under the "Transparency Code for Smaller Authorities".  
7.5 To consider the purchase of two external hard drives to enable Council files to be backed-up and stored safely and securely.

## **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.  
8.3 To approve and adopt new Financial Regulations based upon the Model Financial Regulations 2016 issued by the National Association of Local Councils.

## **9. Correspondence:**

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

## **10. Cemetery:**

To consider the creation of a project group to plan for and work on the development and implementation of the extended Cemetery.

## **11. Asset Management:**

To receive reports from inspections of Council assets ahead of a discussion at the next meeting about any remedial actions required..

## **12. Annual Parish Meeting 2017:**

To consider arrangements for the meeting scheduled for Tuesday 23 May.

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## **13. World War I Commemorative Services:**

To confirm the on-going arrangements and costs, and to consider the production of a programme flyer for inclusion in "Revelations" (as per 2016-2017).

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

## **15. Next Meeting:**

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



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# **RATTLEDEN PARISH COUNCIL**

## **Report to the Ordinary Meeting of 28 February 2017**

### **Agenda Item 5: Parish Clerk's Report**

**Defibrillator:** The equipment has now been ordered with the Community Heartbeat Trust. Cllr Brooke has dealt with all the negotiations surrounding its acquisition and also, kindly, agreed to be the point for delivery.

**Footpaths and Bridges:** Further to the problem reported to Suffolk County Council about the bridge where footpaths 31 and 50 meet (Stowmarket Road), that authority has now confirmed that the bridge has been added to the list of replacements to be undertaken by its contractor.

The County Council Area Rights of Way Officer also agreed to look at all footpath bridges where there was a perceived problem with safety, e.g. a lack of netting/mesh. The Parish Council Footpath Officer, Gaye Reid, has done an amazing job in walking all routes and in producing a detailed list of problems. I duly forwarded that list to the County Council and it is hoped that remedial action, where needed, will follow.

**Financial Regulations:** As councillors will be aware, I have drafted a completely new document which is based on the model recommended by the National Association of Local Councils. Potential adoption will put the Council in a much safer place in terms of financial governance and set down some confirmed processes for handling any substantial contracts and similar which are compliant with current legislation and best practice.

**Parish Council Governance:** The internal auditor for the Council has reviewed a draft checklist in relation to audit and governance and recommended some changes. I propose to consider these in more detail with the advice and input of Cllr Morley, as Finance Councillor, prior to putting the final document before a meeting of the Council for formal adoption.

# RATTLESDEN PARISH COUNCIL

## Rattlesden Parish Council 2016-2017

Reconciliation at 31 January (presented to the Council meeting of 28 February 2017)

### Opening Balance (1 April 2016):

TSB Current Account	£ 4,243.84
TSB Deposit Account	<u>£ 20,112.31</u>
	<u>£ 24,356.15</u>

### 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)	£ 1,301.81
	<u>£ 17,141.69</u>

### 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)	£ 0.66
	<u>£ 14,936.36</u>
	<u><u>£ 22,150.82</u></u>

### Bank Reconciliation

TSB Current Account	£ 7,420.74
Unpresented cheques (as below)	<u>£ 768.08</u>
	£ 6,652.66
TSB Deposit Account	£ 15,498.16
Closing Balance (31 January):	<u><u>£ 22,150.82</u></u>

### Unpresented Cheques:

001566 Litter-Picker (24.01.17): £139.18
001567 Roger Heard (24.01.17): £15.00
001568 Richard Mahony (24.01.17): £50.00
001570 Rattlesden Village Hall Committee (24.01.17): £7.50
001572 Mid Suffolk District Council (24.01.17): £206.40
001574 The Felsham Gardeners (24.01.17): £350.00

# RATTLESDEN PARISH COUNCIL

## Rattlesden Parish Council: Payments and Receipts 2016-2017

Payments	Year To Date	Projected	Budget
Clerk: Salary	2,901.30	3,481.52	3,448.08
PAYE	725.80	871.00	861.60
Litter-Picker: Salary	1,391.80	1,670.16	1,670.11
Admin. Expenses	182.91	250.00	250.00
Venue Hire	67.50	90.00	100.00
Cemetery Grass-Cutting	1,710.00	2,300.00	2,300.00
Cemetery Hedging	350.00	350.00	375.00
Cemetery Water	61.62	70.00	70.00
Cemetery Bin	0.00	45.00	45.00
Grass-Cutting	172.00	172.00	172.00
Grants (Section 137)	895.92	948.00	948.00
Chairman: Allowance	45.42	45.42	100.00
Subscriptions	346.56	346.56	350.00
Insurance	316.65	316.65	316.00
Training/Conferences	0.00	0.00	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
<b>TOTAL SPEND</b>	<b>£ 16,381.49</b>	<b>£ 18,896.12</b>	<b>£ 12,923.79</b>

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	7.85	10.25	10.25
VAT Recovered	427.20	427.20	0.00
Grants	4,000.00	4,000.00	4,000.00
<b>TOTAL RECEIPTS</b>	<b>£ 14,936.36</b>	<b>£ 15,532.21</b>	<b>£ 16,030.01</b>

### Earmarked Reserves

Cemetery Land\*: £ 11,378.00

Tree Work: £ 1,500.00

General Reserves £ 2,620.16

£ 15,498.16

\*£4,622.00 transferred to current account for Cemetery land drain.

# RATTLEDEN PARISH COUNCIL

Report to the Ordinary Meeting of 28 February 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: February 2017 (19.33 hours @ £7.20)	139.18	N/A	139.18
Parish Clerk	Salary: February 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
Mid Suffolk District Council	Cemetery waste bin emptying service	47.50	0.00	47.50
The Felsham Gardeners	Two grass-cuts at Rattlesden cemetery @ £190.00	380.00	0.00	380.00
	<b>TOTAL</b>	<b>£929.39</b>	<b>£0.00</b>	<b>£929.39</b>

### Notes

Councillors are asked to note the following income received:

From:	Reason	Total (£s)
TSB	Business account interest (February)	0.68
Mid Suffolk District Council	Cleansing Grant (October-December)	187.20
	<b>TOTAL</b>	<b>£187.88</b>

# **RATTLEDEN PARISH COUNCIL**

## **Report to the Ordinary Meeting of 28 February 2017**

### **Agenda Item 7.3: Internal Audit 2016-2017**

#### **Internal Audit Plan**

That an audit of the internal controls of Rattlesden Parish Council should be undertaken to meet its duty to maintain an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with the proper practices in relation to internal control.

#### **Process:**

1. Approval by Rattlesden Parish Council of quarterly financial reports and monthly bank reconciliations produced by the Parish Clerk (Responsible Financial Officer).
2. Review by Rattlesden Parish Council of its Standing Orders, Financial Regulations and Risk Management Controls.
3. Review by Rattlesden Parish Council of its systems of internal control.
4. Adoption by Rattlesden Parish Council of the Terms of Engagement for an Internal Auditor and this Audit Plan.
5. Appointment of an Internal Auditor
6. Receipt of a written report from the Internal Auditor.
7. Review and consideration of that report, ensuring that any necessary action resulting therefrom is agreed and effected.

#### **Terms of Engagement for Internal Auditor**

##### **1. Purpose**

To assist the Council in fulfilling its responsibility to have and maintain proper arrangements for the prevention and detection of fraud, error or mistake. To test the Council's internal controls sufficient for the proper completion of an annual internal audit report. The report should provide an assurance for Council to complete sections one, two and four in its annual governance statement (as required by the External Auditor).

##### **2. Scope**

The suggested method of approach is that provided for within *Governance and Accountability for Local Councils: a Practitioners' Guide (England) 2014*, as amended

##### **3. Independence**

The Internal Auditor should have no other role within the Council, provide an audit report in his own name and have direct access to those charged with governance.



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## **4. Competence**

No formal qualification is needed but an understanding of basic accountancy procedures, the role of internal audit, awareness of risk management and understanding of the legal framework and powers of local councils is required.

## **5. Relationships**

Officers, members and the Internal Auditor to understand their own responsibilities and to have agreed the plan for Internal Audit.

## **6. Audit Planning and Reporting**

The Audit Plan should properly take account of all the risks and be approved by Council. The Internal Auditor should complete section four of the Audit Commission Annual Return and report in writing in accordance with the Audit Plan by 20 June 2017.

The Internal Auditor's report should be considered by the Parish Council at the first opportunity, i.e. (notwithstanding any unforeseen problems) at its meeting on 27 June 2017.

## **7. Period of Engagement**

Audit for the year ending 31 March 2017.

# **RATTLESDEN PARISH COUNCIL**

## **Report to the Ordinary Meeting of 28 February 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.

<b>Item</b>	<b>From</b>	<b>Subject</b>	<b>Action</b>
1	Mid Suffolk District Council	"Town and Parish Council Newsletter" (January 2017)	Forwarded to all councillors.
2	Suffolk County Council	Reporting flooding and drainage issues in Suffolk.	Forwarded to all councillors; and to the Co-ordinator of the River Working Group.
3	Tree Officer	Possible concerns about tree-felling along Stowmarket Road.	Forwarded to all councillors.
4	Cllr Otton	Concerning funding still being available from her County Council Locality Budget.	Forwarded to all councillors.
5	Network Assurance	Notification of road closure - Stowmarket Road (08.02-09.02.17) - to effect restoration of BT services.	Forwarded to all councillors.
6	Suffolk Association of Local Councils	Babergh and Mid Suffolk District Councils' media release regarding community-based locations for future services.	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.**