

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 25 April at 7.00pm** 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 28 March 2017.**
4. **Adjournment for:**
 - 4.1 County and District Councillor's report.
 - 4.2 Public comment and/or questions.
5. **Planning:**
 - 5.1 To consider any applications received including:
1271/17 - Holly Bush Farmhouse, Hollybush Lane - internal alterations to create a walk-in wardrobe and shower room.
 - 5.2 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.
 - 5.3 To note any MSDC planning applications granted/refused including:
0249/17 - **granted** - 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).
6. **Council Governance:**
 - 6.1 To consider any new legislation, codes or regulatory issues and to take action as appropriate.

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- 6.2 To determine if any Council decisions or actions impact upon its risk register, policies and internal controls.
 - 6.3 In compliance with the Accounts and Audit Regulations 2015, to approve the completion of Section 1 of the Annual Return - "Annual Governance Statement 2016/17" for Rattlesden Parish Council.
 - 6.4 Further to recent inspections, to approve the updated Register of Council Assets.
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 confirm the updated budget for 2017-2018.
 - 7.4 In compliance with the Accounts and Audit Regulations 2015, to approve the completion of Section 2 of the Annual Return - "Accounting Statements 2016/17" for Rattlesden Parish Council".
8. **Telephone Kiosk:**
To receive a report on its proposed use by as recommended by the Local History Group and to take action as appropriate.
9. **Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting.**
10. **Next Meeting:**
To note that an Extraordinary Meeting of the Parish Council is scheduled for Tuesday 25 April in the Village Hall beginning at 8.00pm.



Parish Clerk: Doug Reed, Proper Officer of the Council
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Published: 18 April 2017

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Report to the Ordinary Meeting of 25 April 2017

Agenda Item 6.3: Asset Register

Rattlesden Parish Council: Asset Register
Last Updated 16.01.17

Description	Location	Year Acquired	Purchase Cost/ Nominal Value (£s)	Insurance Value
Cemetery	High St	Not known	1.00	
Cemetery Gates and Railings	Cemetery	Not known	1.00	**
War Memorial	Cemetery	Not known	1.00	Not insured
Tap	Cemetery	Not known	1.00	
Compost Bin	Cemetery	Not known	1.00	
Seat 1	Cemetery	Not known	1.00	*
Seat 2	Cemetery	Not known	1.00	*
Seat 3	Cemetery Green	Not known	1.00	*
Village Sign	Cemetery Green	Not known	1.00	*
No Parking' Sign 1	Cemetery Green	Not known	1.00	
Millennium Arbour	St Nicholas Close	Not known	2,250.00	*
Bus Shelter 1	Lower Rd Lay-by	Not known	1.00	*
Litter Bin 2	Lower Rd Lay-by	2012	137.49	
Noticeboard (Parish Council)	Lower Rd Lay-by	2003	445.00	*
Noticeboard (Footpaths)	Lower Rd Lay-by	2007	435.00	*
Screening for Bottle Banks	Lower Rd Lay-by	2007	1,340.00	*
Bus Shelter 2	Rising Sun Hill	Not known		Destroyed 2016
Seat 4	Rising Sun Hill	Not known	1.00	
Dog Fouling Bin 5	Rising Sun Hill	2010	101.50	
Litter Bin 3	Rising Sun Hill	Not known	1.00	
Dog Fouling Bin 2	Playing Field, Birds Green	Not known	1.00	
Dog Fouling Bin 1	High St	2005	303.00	
Litter Bin 4	High St	Not known	1.00	
Dog Fouling Bin 3	Opposite Half Moon St	Not known	1.00	
Litter Bin 6	Watersplash Green	Not known	1.00	
Bench	Watersplash Green	Not known	1.00	
Dog Fouling Bin 4	Watersplash Green	2008	287.00	
Litter Bin 5	Bells PH Path	Not known	1.00	
No Parking' Sign 2	Birds Green	Not known	1.00	
Litter Bin 7	Bells PH Path/Lower Rd	Not known	1.00	
Filing Cabinet	Clerk's Home	Not known	1.00	
Allotment Fencing	Hanging Hill Allotments	2012	3,300.00	**
Dog Fouling Bin 6	Cemetery Green	2012	92.95	
Telephone Kiosk	Felsham Road	2015	1.00	
Dog Fouling Bin 7	Poy Street Green	2014	108.80	
Sign (Church Path)	Church Path (Lower Rd)	2016	160.00	
Grit Bin 1	Windyridge Rd Entrance	Not known	1.00	
Grit Bin 2	Rising Sun Hill/Felsham Rd	2016	80.40	
Grit Bin 3	Birds Green	2016	80.40	
Grit Bin 4	Watersplash Green	2016	80.40	
Grit Bin 5	Woolpit Hill/Stowmarket Rd	2016	80.40	
External Hard Drive (1)	Clerk's Home	2017	52.01	
External Hard Drive (2)	Chairman's Home	2017	52.01	
Common Land				
CL79	Cemetery Green	Not Known	1.00	
CL80	Birds Green	Not Known	1.00	
CL81	Lay-by - Lower Rd	Not Known	1.00	
CL82	Land - Buxhall Rd/Poy St	Not Known	1.00	
CL83	Land - Baby Lane	Not Known	1.00	
CL86	Watersplash Green	Not Known	1.00	
			£9,416.36	

*Street Furniture: £13,000.00

**Gates and Fences: £8,700.00

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Report to the Ordinary Meeting of 25 April 2017

Agenda Item 7.1: Financial Report

2016-2017

Given the end of the 2016-2017 financial year, the Council's accounts for that term have been closed.

Variances: Councillors need to understand and, if necessary, address any reasons for significant differences (+/- 10%) in income/expenditure against individual budget heads. These were as follows:

Expenditure

- ◆ Administrative Expenses: £330.44 against a budget of £250.00.
The overspend was due to the Council deciding to provide for the security of its data by purchasing two external hard drives at a cost of £104.02.
- ◆ Venue Hire: £67.50 against a budget of £100.00.
The invoice for the last quarter from Rattlesden Village Hall Management Committee was late in being provided - hence the underspend.
- ◆ Cemetery Water: £61.62 against a budget of £70.00.
The use of water is variable. Although the underspend was greater than 10.00% the sum involved was minimal.
- ◆ Grants (Section 137): £2,960.92 against a budget of £948.00.
The overspend was entirely due the Council assuming responsibility for the acquisition of a defibrillator for the village. However, the overspend was funded by money raised by the Rattlesden Community Defibrillator Group which granted £2,450.85 to the Council for not only the purchase but also associated work.
- ◆ Chairman's Allowance: £45.42 against a budget of £100.00.
Another area of expenditure which is somewhat unpredictable being, self-evidently, at the discretion of the Council Chairman. The sum involved, while large in percentage terms, was minimal in real terms.
- ◆ Training/Conferences: No expenditure against a budget of £125.00.
No courses or similar emerged in 2016-2017 which the Council felt would benefit either the Clerk or individual councillors.
- ◆ Audit: £100.00 against a budget of £230.00.
At the start of the financial year it was expected that new external audit arrangements would impact upon the Council and need to be financed. Although, quite properly, provision was made in the budget, the situation changed as the year progressed and the new arrangements did not materialise.
- ◆ Repairs/Maintenance: £510.00 against a budget of £200.00.
High winds caused unexpected damage to a large tree in Lower Road which required urgent remedial action at a cost of £280.00. The Council also agreed to fund the provision of a sign to denote Church Path at a cost of £160.00 plus installation.
- ◆ Legal Fees: £750.00 against a budget of £500.00.
Money was set aside for fees associated, primarily, with the acquisition of land for the extended Cemetery. However, due to complications with that process, unanticipated costs were payable to the solicitor acting for the landowner. These amounted to the full expenditure of £750.00.

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- ◆ Grit Bins: £268.00 against a budget of £400.00.
In fact, the budget was the product of a grant in the 2015-2016 financial year from the County Councillor who offered funding for the specific purchase of four bins. The eventual expenditure (minus VAT) was less than expected and the residual amount will be carried forward towards the acquisition of further bins in 2017-2018.

Income

- ◆ Cemetery Fees: £75.00 against a budget of £1,000.00.
It is impossible to estimate use of the Cemetery in any given year. Historically, in recent years, an income budget of £1,000.00 has been set. Given the increasingly unrealistic nature of this target the figure for 2017-2018 has been reduced to zero.

2017-2018

£4,243.84 was carried forward from 2015-2016. That figure has reduced to a carry forward of £1,639.45 at the end of the last financial year but that still provides for a not unreasonable financial cushion in 2017-2018.

Further, reserves have been maintained despite the expected cost of the land drain at the Cemetery.

Budget:

In January the budget was set at £12,755.70 since when, some costs have been confirmed and adjustments made such that that total has been revised to £12,972.00. Waste bins have changed from £395.00 to £565.00 to reflect the new dog bin on Top Road; and salaries have risen by £46.00.

On income, the VAT due to be reclaimed, totalling £1,674,37, has been added such that the expected total is now £13,064.81.

Clearly there will be adjustments during the year and unforeseen events but, immediately, it would seem that income can cover expenditure given a managed situation.

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Rattlesden Parish Council 2016-2017

Reconciliation at 31 March (presented to the Council meeting of 25 April 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)	£ 5,358.62
	<u>£ 21,198.50</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)	£ 3,045.69
	<u>£ 17,981.39</u>

£ 21,139.04

Bank Reconciliation

TSB Current Account	£ 1,998.16
Unpresented cheques (as below)	<u>£ 358.71</u>
	<u>£ 1,639.45</u>

TSB Deposit Account	£ 19,499.59
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Closing Balance (31 March): £ 21,139.04

Unpresented Cheques:

001581 Litter-Picker (28.03.17): £139.18

001583 HMRC (28.03.17): £72.00

001584 Clerk (28.03.17): £147.53

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Rattlesden Parish Council: Payments and Receipts 2016-2017

Payments	Year To Date	Projected	Budget
Clerk: Salary	3,482.12	3,482.12	3,448.08
PAYE	870.40	870.40	861.60
Litter-Picker: Salary	1,670.16	1,670.16	1,670.11
Admin. Expenses	330.44	330.44	250.00
Venue Hire	67.50	67.50	100.00
Cemetery Grass-Cutting	2,090.00	2,090.00	2,300.00
Cemetery Hedging	350.00	350.00	375.00
Cemetery Water	61.62	61.62	70.00
Cemetery Bin	47.50	47.50	45.00
Grass-Cutting	172.00	172.00	172.00
Grants (Section 137)****	2,960.92	2,960.92	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	1,674.37	1,674.37	0.00
TOTAL SPEND	£ 21,198.50	£ 21,198.50	£ 12,923.79

****Includes cost of defibrillator for which a grant was provided.

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	449.30	449.30	450.00
Cleansing Grant	748.80	748.80	748.80
Bank Interest	9.28	9.28	10.25
VAT Recovered	427.20	427.20	0.00
Grants: General***/****	6,450.85	6,450.85	0.00
TOTAL RECEIPTS	£ 17,981.39	£ 17,981.39	£ 12,030.01

Earmarked Reserves

Cemetery Land:* £ 15,378.00

Tree Work: £ 1,500.00

General Reserves £ 2,621.59

£ 19,499.59

*£4,622.00 transferred to current account for Cemetery land drain; and

**£4,000.00 County Council grant transferred to business account.

***£2,450.85 grant from Rattlesden Community Defibrillator Group.

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Agenda Item: 7.3 Budget

RATTLESDEN PARISH COUNCIL: PAYMENTS AND RECEIPTS 2017-2018

Payments	Year To Date	Projected	Budget
Clerk: Salary		3,715.00	3,715.00
PAYE		929.00	929.00
Litter-Picker: Salary		1,740.00	1,740.00
Admin. Expenses		260.00	260.00
Venue Hire		100.00	100.00
Cemetery Grass-Cutting		2,300.00	2,300.00
Cemetery Hedging		375.00	375.00
Cemetery Water		75.00	75.00
Cemetery Bin		50.00	50.00
Grass-Cutting		175.00	175.00
Grants (Section 137)		1,000.00	1,000.00
Chairman: Allowance		100.00	100.00
Subscriptions		360.00	360.00
Insurance		350.00	350.00
Training/Conferences		100.00	100.00
Audit		130.00	130.00
Waste Bins		565.00	565.00
Repairs/Maintenance		200.00	200.00
Allotments		68.00	68.00
Grit Bins		280.00	280.00
Website		100.00	100.00
Sub-Total	£	£ 12,972.00	£ 12,972.00

Reserves	Year To Date	Projected	Budget
Cemetery			15,378.00
Tree Work			1,500.00
General			2,621.59
Sub-Total	£	£	£ 19,499.59
VAT Paid			0.00
TOTAL PAYMENTS	£	£ 12,972.00	£ 32,471.59

Receipts	Year To Date	Projected	Budget
Precept		10,046.00	10,046.00
Cemetery Fees		0.00	0.00
Rent: Allotments		68.04	68.04
Bank Interest		10.00	10.00
VAT Recovered		1,674.37	1,674.37
Grant: Recycling		450.00	450.00
Grant: Cleansing		816.40	816.40
Grants: General		0.00	0.00
TOTAL RECEIPTS	£	£ 13,064.81	£ 13,064.81

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Agenda Item 7.4: Accounting Statements 2016-17

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

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	Year ending		Notes and guidance Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	24,875	24,357	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	9,479	9,632	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3,734	8,349	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	5,542	6,023	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	8,289	16,176	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	24,857	21,139	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	24,357	21,139	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	8,826	9,416	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March, of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charities)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date: _____

I confirm that these accounting statements were approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:
