

RATTLESDEN 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 30 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 5 December 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:
DC/18/00125 and DC/18/00126 - Dawes Farm, Stowmarket Road - demolition of modern porch and erection of single storey cloakroom and toilet; and Listed Building Consent; and
DC/18/00229 - land adjacent to Roman Rise - outline planning application (with some matters reserved). Hybrid planning application comprising (i) outline planning application for the erection of 22 dwellings (including eight affordable homes); and (ii) planning application for change of use of land to public open space.
 - 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 including:
DC/18/00030 - Orebic House, High Street - removal of one pine tree, two horse chestnut trees and one hawthorn tree - **Council had no objection.**

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- 5.3 To note any MSDC planning applications granted/refused including:
DC/17/04714 - **granted** - Corner Farm Bungalow, High Town Green - erection of a barn to store hay, straw, feed and implements;
DC/18/00030 - **granted** - Orebic House, High Street - removal of one pine tree, two horse chestnut trees and one hawthorn tree; and
DC/17/05100 - **granted** - Rose Cottage, High Town Green - erection of two-storey side and single-storey front extensions and balcony to rear.
- 5.4 To consider the potential ownership and management of 'community open spaces' within the proposed housing development at Roman Rise/Mitchery Lane.
6. **Finance:**
 - 6.1 To receive the Clerk's financial report.
 - 6.2 To authorise payments as presented and to note income received.
 - 6.3 To consider the potential renewal of the agreement with Mid Suffolk District Council to undertake grass-cutting in 2018 at Birds Green, Lower Road/Stowmarket Road and Water Run/Upper Street at £181.00 plus VAT.
 - 6.4 To determine the Council budget for 2018-2019 and, thereby, the precept requirement for 2018-2019.
 - 6.5 To consider bids from potential contractors for grounds maintenance at the Cemetery for the next two years and to take action as appropriate.
 - 6.6 To consider any calls on the £100.00 allowance available to the Chairman and to take action as appropriate.
7. **Council Governance:**
 - 7.1 To consider any new legislation, codes or regulatory issues and to take action as appropriate.
 - 7.2 To determine if any Council decisions or actions impact upon its risk register, policies and internal controls.
8. **Correspondence:**

To consider the list of correspondence received and to take action as appropriate.
9. **World War I Commemorative Services:**

To confirm the service schedule for 2018 as recommended by Cllr Goodchild.
10. **World War II Project:**

A resident would like to produce a ledger to commemorate the Americans who were based at Rattlesden and gave their lives in World War II at a potential cost of £250.00. He has asked if the Council would support the project
11. **Asset Management:**

To approve a programme of inspection of the Council's assets by councillors.
12. **Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting.**
13. **Next Meeting:**

To note that the next Ordinary Meeting of the Parish Council is scheduled for Tuesday 27 February in the Village Hall beginning at 7.30pm.

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A handwritten signature in black ink, appearing to read 'D Reed', with a long horizontal stroke extending to the right.

Parish Clerk: Doug Reed, Proper Officer of the Council
Address: Second Thoughts, Church Road, Elmswell IP30 9DY
Tel: 07843850019
E-mail: rattlesdenpc@live.co.uk

Published: 23 January 2018

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Report to the Ordinary Meeting of 30 January 2018

Agenda Item 6.2: Payments and Income

Councillors are recommended to authorise the following payments:

To:	Reason	Payment (£s)	VAT (£s)	Total (£s)
Litter-Picker	Salary: January 2018 (19.33 hours @ £7.50)	144.98	N/A	144.98
Parish Clerk	Salary: January 2018 (35 hours @ £11.054) Gross: £386.89 - Net £309.69 [PAYE: £77.20]	309.69	N/A	309.69
HMRC	PAYE (as above)	77.20	N/A	77.20
Rattlesden Village Hall Committee	Hire of the Village Hall (25.07.17, 26.09.17, 31.10.17 and 05.12.17) @ £7.50	30.00	0.00	30.00
Cllr Goodchild	Reimbursement of costs of bugler and flowers for World War I commemoration services	135.00	N/A	135.00
The Felsham Gardeners	Cemetery hedge-cutting	350.00	0.00	350.00
Mid Suffolk District Council	Two boxes of black refuse sacks	26.98	5.40	32.38
Mr Roger Heard	447th Bomb Group Memorial: grass-cutting (November)	60.00	0.00	60.00
Anglian Water	Cemetery water charge	14.63	0.00	14.63
Parish Clerk*	Reimbursement of costs of gift for the internal auditor (for 2016-2017)	40.00	0.00	40.00
Rattlesden Parochial Church Council	Contribution towards the printing costs of "Revelations" (newsletter)	50.00	N/A	50.00
Parish Clerk**	Administrative expenses (01.10.17-31.12.17)	54.16	N/A	54.16
TOTAL		£1,292.64	£5.40	£1,298.04

Notes

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

**Represented by:

One book of second-class stamps (12):	£6.72
One bottle of Tipp-Ex:	£2.99
One Pritt Stick:	£2.49
One ream of printer paper:	£6.99
One plastic storage box for historical files:	£4.97
LCPAS GDPR Pack:	£30.00

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Councillors are asked to note the following income received:

From:	Reason	Total (£s)
TSB	Business account interest (December)	0.59
TSB	Business account interest (January)	0.54
Andrew Bingham Independent Funeral Service	Cemetery fees	100.00
	TOTAL	£101.13

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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	Public engagement relating to the proposed merger of Babergh and Mid Suffolk District Councils.	Forwarded to all councillors.
2	Cllr Otton	Regarding funding remaining in her Mid Suffolk Locality Budget.	Forwarded to all councillors.
3	Suffolk Association of Local Councils	General Data Protection Regulation (GDPR) - service offered by the DPO Centre.	Forwarded to all councillors.
4	Local Council Public Advisory Service	Clarification of the role of Data Protection Officer under the GDPR.	Noted and filed for future reference.
5	Local Council Public Advisory Service	Further advice about GDPR issues as requested by the Clerk.	Noted and filed for future reference.
6	Suffolk Association of Local Councils	GDPR - further advice about the role of Data Protection Officer stating that the Local Council Public Advisory Service information was incorrect.	Noted and filed for future reference.

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.