

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 27 June 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 Annual Meeting of the Parish Council held on 23 May 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:
1788/17 and 1789/17 - Avis, Lower Road - erection of single storey side and rear extension and Listed Building Consent.
 - 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:
1128/17 - Barn C, White house Farm, Felsham Road - internal alterations to layout - **Council had no objection;**
1545/17 - 10 Top Road - erection of a two-storey side extension - **Council had no objection;**
1716/17 - Walnut Tree Farm - erection of a four-bay garage with gym/home office over following demolition of existing out-buildings - **Council had no objection;** and

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1547/17 - 5 Old Hall Meadow - erection of a shed - **Council had no objection.**

- 6.3 To note any MSDC planning applications granted/refused including:
0586/17 - **granted** - 6 Rectory Meadow - ground and first floor rear extension;
1545/17 - **granted** - 10 Top Road - erection of a two-storey side extension;
1271/17 - **granted** - Holly Bush Farmhouse, Hollybush Lane - internal alterations to create a walk-in wardrobe and shower room; and
1128/17 - **granted** - Barn C, White house Farm, Felsham Road - internal alterations to layout.

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 consider any bids to the District Council locality budget of £6,500.00 available to Cllr Otton.

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. **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 the next Ordinary Meeting of the Parish Council is scheduled for Tuesday 27 July in the Village Hall beginning at 7.30pm.



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1.1 Report to the Ordinary Meeting of 27 June 2017

1.2 Agenda Item 5:

Parish Clerk's Report

Internal Audit: The process continues with amendments made to the Asset Register as requested by the internal auditor. The final report is expected soon.

Pensions Regulator: I have had to register the Council with the Government Gateway to get a unique reference number to enable me to make a formal declaration that the Council has no action to take regarding pensions at the present time. To say the least, the process is and has been bureaucratic and time-consuming but as all employers must comply with workplace pension law (Pensions Act 2008) then the process continues although I am hopeful that nothing further needs to be done.

Dog Bin - Top Road: This was missed by Mid Suffolk District Council and mess piled up. A resident telephoned me to report the same, and to say that the bin had been knocked off its mounting by a contractor. The problem has been resolved - with the bin emptied and overflow collected, the mounting repaired and the bin added to the schedule for future collections.

Bus Shelter - Rising Sun Hill: To confirm, money claimed against the damaged shelter was received by the Council and, following consultation with councillors, Mr Lee Patterson engaged to construct a more substantial replacement. At the time of writing, the timescale for when work might start is unknown.

Transparency Fund: This funding, administered through the Suffolk Association for Local Councils, exists to enable smaller authorities to provide for compliance with the Government "Transparency Code for Smaller Authorities". The bid against the 2016-2017 money was successful, with the Council being awarded £419.98 to purchase a laptop and software. For cost-effectiveness, I have acquired these through the Web (hence there will be a claim for reimbursement of the costs next month). The application against the 2017-2018 programme was also successful - to pay Web-hosting costs for two years (at £100.00 per annum) and to fund the purchase of a printer/scanner.

Birds Green: The problem over the illegal access remains and I have asked Suffolk Highways to continue to pursue matters, with Parish Council permission to do whatever is necessary to secure the reinstatement of both the kerbing on the road, and the common land which has been infringed.

2016-2017 VAT Refund: I submitted the claim as early as possible this year given the significant amount of money due back to the Council. As a consequence £1,674.37 has been credited by HMRC to the current account and is now available for use.

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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	Resident	Issues and problems related to Barn Owl Campsite, Felsham Road.	Forwarded to all councillors.
2	Suffolk County Council	The illegal vehicle access created in Birds Green - issue on-going.	Forwarded to all councillors.
3	Suffolk Association of Local Councils	"The Good Councillor's Guide to Finance and Transparency" (2017)	Forwarded to all councillors.
4	Bury St Edmunds Ramblers	Permission to use the car park at the Pavilion for an event in 2018.	Referred to the Community Council.
5	Mid Suffolk District Council	Electoral boundary review consultation information.	Forwarded to all councillors.
6	Resident	How to deal with a swarm of bees.	Referred to the Suffolk Beekeepers' Association.

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.