

# **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 31 October 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 26 September 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:  
DC/17/05100 - Rose Cottage, High Town Green - erection of two-storey side and single storey front extensions and balcony to rear;  
DC/17/04714 - Corner Farm Bungalow, High Town Green - erection of a barn to store hay, straw, feed and implements; and  
DC/17/05376 - Two Chimneys, 5 Spencers Piece - trees in a Conservation Area - removal of two sycamore and one ash trees.
  - 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:  
DC/17/05033 - Honeycombes, 2 Rectory Meadow - reduce crown, remove deadwood and addition of bracing to one Indian bean tree; reduce one Prunus tree, thin crown and raise canopy. **Council had no objection.**

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- 6.3 To note any MSDC planning applications granted/refused including:  
DC/17/03202 - **granted** - High Town Farm, High Town Green - construction of new six-metre wide agricultural vehicular access;  
DC/17/03043 and DC/17/03044 - **granted** - Walnut Tree Farm, Mitchery Lane - erection of single-storey rear extension and gateway formed in garden wall and Listed Building Consent;  
DC/17/03979 and DC/17/03980 - **granted** - Francis Farm, Woolpit Road - erection of two-storey linked extension and Listed Building Consent and DC/17/03449 - **granted** - Townfield, Baby Lane - construction of ménage and installation of floodlighting.
- 6.4 To consider the "Babergh and Mid Suffolk Joint Local Plan: Consultation Document" and to determine the Parish Council response.
7. **Finance:**
- 7.1 To receive the Clerk's financial report.
- 7.2 To authorise payments as presented and to note income received.
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. **Mid Suffolk District Council Electoral Review:**  
To consider the draft recommendations published by the Local Government Boundary Commission and to take action as appropriate.
11. **Telephone Box Relocation:**  
To consider moving the telephone box on Felsham Road and any actions required to facilitate its relocation.
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 5 December in the Village Hall beginning at 7.30pm.



Parish Clerk: Doug Reed, Proper Officer of the Council

# **RATTLEDEN PARISH COUNCIL**

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# RATTLESDEN PARISH COUNCIL

## Report to the Ordinary Meeting of 31 October 2017

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

**Bridges on Footpaths:** Gaye Reid (Footpaths Officer) has identified some bridges which the County Council has failed to repair in almost a year. Back in February, she *walked all the footpaths and generated a list of problem bridges which the County Council committed to reviewing for action.* It would seem that we need to 'chase' yet again for action. The worry is that they are deteriorating to such an extent that they could become a genuine hazard for walkers as autumn progresses and winter approaches.

**External Audit 2017-2018:** New auditors have been appointed for the next five years in the form of PKF Littlejohn LLP. New fees will be based upon on bands of annual income or expenditure, whichever is the higher. If neither annual income nor expenditure exceeds £25,000.00 then the Council can claim to be exempt and no charge will be due. However, should income or expenditure exceed that figure, then the base fee is £200.00 (the Council fee for the most recent audit was £100.00). An Annual Return will still need to be completed. Currently, the projected income for the Council is significantly less than £25,000.00. Projected expenditure for the year, however, is very close to the threshold and, given work on the Cemetery extension, is quite likely to go over the baseline. Accordingly, it would be prudent to budget for the £200.00 fee.

**Community Infrastructure Levy (CIL):** The Council has received the first payment of CIL funding - being the 15% neighbourhood portion of money due from liable development within the parish. While it is good news, there are some constraints on what it can be spent, i.e.

- 1 the provision, improvement, replacement, operation or maintenance of infrastructure; or
- 2 anything else that is concerned with addressing the demands that development places on an area.

It is also accompanied by a potentially rigorous reporting and audit process such that parish councils should:

"...consider preparing a Parish Infrastructure Investment Plan (PIIP) to inform their spending decisions. Proportionate to the size of the community and anticipated levels of development within the area a PIIP may help PCs to audit existing facilities within the locality, capture opinion on the needs and wants of residents and identify opportunities for collaborative spending with other groups, PCs, etc. to achieve the best use of funding sources for the benefit of the community."

How it is spent must be itemised, logged, subject to a report to MSDC as well as audit and published on the Website.

**Grit bins:** I have purchased the three additional grit bins required this year, as authorised by the Council, which have been delivered to Cllr Jewers. As per the previous order, he kindly agreed to receive them and to put them in place in the village.

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## Agenda Item 7.2: Payments and Income

Councillors are recommended to authorise the following payments:

To:	Reason	Pay men t (£s)	VAT (£s)	Tota l (£s)
Litter-Picker	Salary: October 2017 (19.33 hours @ £7.50)	144. 98	N/A	144. 98
Parish Clerk	Salary: October 2017 (35 hours @ £11.054) Gross: £386.89 - Net £309.69 [PAYE: £77.20]	309. 69	N/A	309. 69
HMRC	PAYE (as above)	77.2 0	N/A	77.2 0
Mr Roger Heard	447th Bomb Group Memorial: grass-cutting (August and September)	150. 00	0.00	150. 00
The Felsham Gardeners	Single grass-cut at Rattlesden cemetery @ £190.00	190. 00	0.00	190. 00
The Felsham Gardeners*	Cemetery extension - grounds maintenance - five hours @ £15.00 per hour	75.0 0	0.00	75.0 0
Suffolk County Council	Half-yearly County Farm (allotment) rent (01.04.17- 30.09.17)	34.0 0	0.00	34.0 0
Stackhouse Poland Ltd	Insurance renewal (year one of a three-year agreement)	380. 89	0.00	380. 89
Anglian Water	Cemetery water charge	9.60	0.00	9.60
Parish Clerk*	Administrative expenses (01.07.17-30.09.17)	38.0 7	N/A	38.0 7
	<b>TOTAL</b>	<b>£1,4 09.4 3</b>	<b>£0.0 0</b>	<b>£1,4 09.4 3</b>

### Notes

\*To be paid from reserves earmarked for the Cemetery extension.

\*\*Represented by:

One pack of envelopes:	£1.60
Two books of second-class stamps (12):	£13.44
One book of first-class stamps (12):	£7.80
One large storage box for historical files:	£11.98

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One ream of printer paper:

£3.25

**Councillors are asked to note the following income received:**

<b>From:</b>	<b>Reason</b>	<b>Total (£s)</b>
TSB	Business account interest (October)	0.52
Allotment Association	Annual rent 2017-2018	68.04
Mid Suffolk District Council	Precept (Part 2)	5,023.00
Mid Suffolk District Council	Community Infrastructure Levy	2,874.84
Mid Suffolk District Council	Recycling Grant (February-July)	219.64
	<b>TOTAL</b>	<b>£8,186.04</b>

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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.

<b>Item</b>	<b>From</b>	<b>Subject</b>	<b>Action</b>
1	Mid Suffolk District Council	"Town and Parish Council Newsletter" (October 2017).	Forwarded to all councillors.
2	Local Government Boundary Commission	Draft recommendations for new ward boundaries in Mid Suffolk.	Forwarded to all councillors; substantive agenda item 10.
3	Mid Suffolk District Council	Presentation about the Babergh and Mid Suffolk Joint Local Plan and further information on the consultation process.	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.**