

RATTLEDEN PARISH COUNCIL

Minutes of the Ordinary Meeting of the full Council held on 26 April 2016 at 7.30pm in Rattlesden Village Hall

Present: Cllr Kerry Burn (Chairman), Cllr Peter Brooke,
Cllr Bridget Goodchild, Cllr Dan Jewers and Cllr Julie Rayner.

In Attendance: County and District Cllr Penny Otton;
Four members of the public; and
Parish Clerk: Doug Reed.

2016/001 Apologies for Absence

Accepted from Cllr Esther Jewson who was absent due to work commitments and Cllr Russell Morley who was on holiday.

2016/002 Declarations of Interest

None.

2016/003 Minutes of the Last Parish Council Meeting

It was proposed by Cllr Rayner, seconded by Cllr Burn, that the minutes of the Ordinary Meeting of the Parish Council, held on 29 March, be signed as a true record. The proposal was carried.

2016/004 The meeting was adjourned for reports from external bodies and for public comment and questions:

004.1 District and County Councillor: Cllr Otton presented her report, which had been circulated previously, and answered questions from councillors.

004.2 Public Discussion: None.

2016/005 Defibrillator

Mrs Linda Stiff (a former parish councillor) together with Tony France (Community First Responder) briefed the Council on the possibility of the village acquiring a defibrillator. It was reported that the Community Council had indicated its willingness to provide funding for a device and the Parish Council resolved to match that money, as required. However, it was felt that the matter should be the subject of an appeal at the Annual Parish Meeting as all organisations could help with the purchase. Local supermarkets would also be asked if they would offer any grants.

Meeting resumed:

2016/006 Planning

006.1 Applications:

1139/16 concerned 1 Top Road - erection of a two-storey side extension and conversion of existing garage to habitable accommodation. The Council had no objections; and

1069/16 concerned 18 Windyridge Road - erection of a single-storey side extension following demolition of existing lean-to. The Council had no objections.

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006.2 Applications - Responses: Given deadlines in advance of the meeting, councillors had necessarily considered applications:

1028/16 concerning Shambles, Top Road 7. The Council had no objections; and

1153/16 concerning Wild Briar, Birds Green. The Council had no objections.

006.3 Decisions: It was noted that application 1153/16 concerning Wild Briar, Birds Green had been granted.

006.4 Tree Work: Advice received from the Arboricultural Officer at Mid Suffolk District Council indicated that the potential removal of an overgrown and unsightly pine tree at 12 Birds Green did not warrant a formal planning application but might proceed on the basis of approval by the Parish Council. It was duly considered by councillors who agreed that they had no objections.

2016/007 Council Governance

007.1 New Legislation, Codes or Regulatory Issues: None.

007.2 Risk Register, Policies and Internal Controls: There were no decisions or actions which impacted upon the Council risk register, policies or internal controls.

007.3 Systems of Internal Control: A review of the effectiveness of the Council governing arrangements and systems of internal control was carried out. The controls and systems in place were deemed to be adequate and effective. It was acknowledged that progress had been and continued to be made. Accordingly, it was proposed by Cllr Jewers, seconded by Cllr Goodchild, that the action plan recommended to the Council be accepted and enacted. The proposal was carried.

007.4 Council Policies, Procedures and Guidelines: Council policies and procedures were reviewed and progress with their overhaul welcomed. It was proposed by Cllr Rayner, seconded by Cllr Burn, that the programme of revision be continued. The proposal was carried.

007.5 2015-2016 Annual Return: It was proposed by Cllr Rayner, seconded by Cllr Jewers, that Section 1 of the Annual Return ("Annual Governance Statement 2015/16 for Rattlesden Parish Council") be approved, and duly completed and signed by both the Chairman and Clerk. The proposal was carried.

007.6 Asset Register: Further to recent inspections, the updated Register of Council Assets was received and considered. It was proposed by Cllr Burn, seconded by Cllr Goodchild, that it be approved as a true record. The proposal was carried.

2016/008 Finance

008.1 Financial Report: The report to 31 March was received. It was proposed by Cllr Burn, seconded by Cllr Rayner, that the reconciliation be approved and duly signed. The proposal was carried.

008.2 Payments and Income: It was proposed by Cllr Burn, seconded by Cllr Rayner, that the schedule of payments be approved. The proposal was carried. The schedule comprised the following:

- ◆ Litter-picker salary (April) - £139.18;

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- ◆ Clerk salary (April) - £287.34;
- ◆ Anglian Water - cemetery water - £22.25;
- ◆ RTA Plumbing - cemetery tap - £70.00;
- ◆ The Felsham Gardeners - cemetery grass-cutting - £190.00;
- ◆ Rattlesden Village Hall Committee - village hall hire - £22.50;
- ◆ Mr Roger Heard - 447th Bomber Group Memorial grass-cutting - £52.50;
- ◆ Suffolk County Council - allotment rent - £34.00; and
- ◆ Cllr Goodchild - reimbursement of bugler cost for World War I commemorative service - £10.00.

Income received was duly noted as follows:

- ◆ Business account interest (April) - £0.91;
- ◆ Mid Suffolk District Council - first precept payment - £4,816.00; and
- ◆ Mid Suffolk District Council - Council Tax support grant - £120.92.

008.3 Budget 2016-2017: It was proposed by Cllr Jewers, seconded by Cllr Rayner, that the budget for 2016-2017, reflecting the money carried forward from the 2015-2016 end-of-year position, be confirmed and approved. The proposal was carried.

008.4 2015-2016 Accounts: It was proposed by Cllr Goodchild, seconded by Cllr Rayner, based upon the approved annual accounts, that Section 2 of the Annual Return ("Accounting Statements 2015/16 for Rattlesden Parish Council") be completed and signed by both the Chairman and Clerk. The proposal was carried.

2016/009 Correspondence

There were no issues arising from the list of correspondence.

2016/010 Parish Clerk's Report

The Clerk's report was noted. Most matters were dealt with elsewhere on the agenda. However, it was reported that Prettys Solicitors had not been as helpful as had been hoped with progressing the situation regarding common land in the village. Accordingly, the Clerk had secured a second opinion from Birketts LLP in Ipswich and early indications suggested a more positive way forward. Details would be forwarded to councillors for their consideration.

2016/011 Cemetery

It was proposed by Cllr Goodchild, seconded by Cllr Burn, that the amended and approved property transfer document, as supplied by Rudlings Wakelam Solicitors, be accepted and signed. The proposal was carried.

2016/012 Rattlesden Gliding Club

The Council considered a request, via the Airfield Liaison Group, to change the extended hours of operation by the Club to coincide with the start and end of British Summer Time. However, whilst acknowledging that progress was being made with the Club, the Council resolved that it could not agree to any change at the present time.

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2016/013 Annual Parish Meeting

The arrangements for the Annual Parish Meeting to be held on 24 May were confirmed. The new format, as agreed previously, would be tried and it was hoped that this might generate greater interest from residents and lead to a potentially larger attendance.

2016/014 World War I Commemoration Services

Having considered an alternative approach to the services, councillors felt that the best way forward was that planned originally. Although more expensive, it was acknowledged that the issue of cost was irrelevant as the most important requirement was the need to highlight, properly honour and pay due respect to those from the village who had fallen in World War I. With the need to advertise the series of services, Cllr Goodchild kindly offered to put together a programme to be included as an insert in "Revelations".

2016/015 Grit Bins

Given the funding provided by Cllr Otton from her District Council 'Locality Budget', the Council needed to determine the number and locations of grit bins to be purchased. It was resolved that four be obtained and placed at the bottom of Woolpit Hill, in High Street (opposite the junction with School Road), where Rising Sun Hill meets Felsham Road and in Birds Green.

2016/016 Matters to be Brought to the Attention of the Council

Two matters were raised both relating to the bottle bank. Firstly, a complaint had been raised by a resident about inconsiderate parking in front of the facility which, thereby, precluded ease of and safe access. It was agreed that, initially, a note would be placed in "Revelations". Secondly, further to a problem with the stability of the screening around the bottle bank, Mr David Goodchild had effected some much-needed repairs and was duly thanked by the Council for his generous help.

2016/017 Next Meeting

It was noted that the Annual Meeting of the Council would be held on Tuesday 24 May at 6.45pm in Rattlesden Village Hall.

The meeting closed at 9.05pm.