

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 March 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 20 February 2018.**
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.
 - 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:
DC/18/00442 - **granted** - 6 Rectory Meadow - fell one pine tree;
DC/18/00125 and DC/18/00126 - **granted** - Dawes Farm, Stowmarket Road - demolition of modern porch and erection of single storey cloakroom and toilet and Listed Building Consent; and
DC/17/06191 - **granted** - Roschel House, High Street - refurbishment of bungalow including upgrade to insulation, glazing and heating systems. Increase in parking areas and replacement roof.
6. **Finance:**
 - 6.1 To receive the Clerk's financial report.

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- 6.2 To authorise payments as presented and to note income received.
- 6.3 To approve the adoption of the new National Minimum Wage of £7.83 per hour, effective from 1 April 2018 (for workers aged 25 and over), as applied to the Council post of litter-picker.

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. Parish Clerk's Report.

10. Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting.

11. Next Meeting:

To note that the next Ordinary Meeting of the Parish Council is scheduled for Tuesday 24 April in the Village Hall beginning at 7.30pm.

12. Motion to Exclude the Press and Public:

To exclude the press and public from the meeting for agenda item 14 on the grounds that, while the decision was of public interest and would need to be recorded formally, the discussion leading to such decision would be likely to involve personal data which it was not in the public interest to disclose and which needed to be properly safeguarded on behalf of the individual concerned.

13. Parish Clerk:

To conduct the annual review of the current salary of the post-holder, as required by the contract of employment, and to take action as appropriate.



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Report to the Ordinary Meeting of 27 March 2018

Agenda Item 8: 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	Suffolk Association of Local Councils	Further information about the General Data Protection Regulation.	Noted and filed for future reference.
2	Local Council Public Advisory Service	Review of ethical standards in local government.	Forwarded to all councillors.
3	Cllr Otton	School transport.	Forwarded to all councillors.
4	Local Government Boundary Commission for England	New recommendations and consultation period in relation to Mid Suffolk District Council ward boundaries.	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.

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Agenda Item 13: Parish Clerk - Salary Review

The Rattlesden Parish Clerk's contract of employment states that the salary will be reviewed on the anniversary of employment.

As recommended by the National Association of Local Councils (NALC), and in turn the Suffolk Association of Local Councils (SALC), Rattlesden - like all other parish councils - uses as the Clerk's salary base the National Joint Council (NJC) pay schedules for Local Government Services. These were last updated as of 1 April 2017 (available on the SALC Website and Web generally).

In March 2017 the post-holder was moved to SCP (spinal column point) 23) - a rate of pay of £11.054 per hour (the Clerk is employed for 35 hours per month).

The Council is asked to review the present pay per hour and either to:

- (a) confirm the present salary for the next period of twelve months; or
- (b) consider an incremental rise consistent with the above pay schedules which, effective as of 1 April 2017, are as follows:

SCP	23	£11.054 (current)
SCP	24	£11.415
SCP	25	£11.777
SCP	26	£12.161
SCP	27	£12.564