

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 29 January 2019 at 7.00pm** for the purpose of transacting the business below.

Members of the Public: are very welcome to attend and may address the Council under item five on the agenda.

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. Any person intending to report in this way is asked to 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 27 November 2018.**
4. **To receive a report from the County and District Councillor.**
5. **To invite public questions or comment on any matter on this agenda.**
6. **Planning:**
 - 6.1 To consider any applications received including:
DC/19/00129 - Wild Briar, Birds Green - trees in a Conservation Area - (T1) reduce crown of weeping willow by a third, (T2) reduce crown of weeping willow by half and (T3) fell pussy goat willow.
 - 6.2 To note any applications considered the deadlines for which were ahead of this meeting and for which an extension for comments was not possible including:
DC/18/05431 - Green Pightle, High Town Green - erection of cart lodge (amended design to that approved under 1094/16) - **Council had no objection.**
 - 6.3 To note any planning applications granted/refused including:
DC/18/02258 - **granted** - land to the west of 10 Top Road - erection of eight dwellings, garaging and new access; and
DC/17/05755 and DC/17/05756 - **granted on appeal** - Barkers Farm, Brettenham Road - erection of one and a half-storey rear extension and demolition of existing single-storey lean-to extension; and Listed Building Consent.

RATTLEDEN PARISH COUNCIL

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 determine the Council budget for 2019-2020 and, thereby, the precept requirement for 2019-2020.
- 7.4 To identify an extra bank signatory in advance of the 2019 elections.

8. Cemetery Green:

Given resident comments to consider any further measures regarding the appearance of the Green and environs and to take action as appropriate.

9. River Rat:

To review the condition of the river and its banks and to consider how best to provide for the needs of both local people and the environment.

10. St Nicholas Close:

To examine options for the parcel of land outside the village shop with regard to the potential for increasing parking spaces and improving vehicle access.

11. Waste Bins:

To confirm the replacement of the damaged dog bin at the Playing Field and the potential purchase of additional litter bins.

12. Working Group Reports:

- 12.1 Housing Development
- 12.2 Finance and Development

13. Council Governance:

- 13.1 To consider any new legislation, codes or regulatory issues and to take action as appropriate.
- 13.2 To determine if any Council decisions or actions impact upon its risk register, policies and/or internal controls.

14. Asset Management:

To approve a programme of inspection of the Council's assets by councillors.

15. Annual Parish Meeting:

To determine the format of the meeting scheduled for Tuesday 30 April at 7.30pm.

16. Correspondence:

To consider the list of correspondence received and to take action as appropriate.

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

18. Next Meeting:

To note that the next Ordinary Meeting of the Parish Council is scheduled for Tuesday 26 February in the Village Hall beginning at 7.30pm.

RATTLEDEN PARISH COUNCIL

A handwritten signature in black ink, appearing to read 'Doug 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: 07843850018
E-mail: rattlesdenpc@live.co.uk

Published: 22 January 2019

RATTLEDEN PARISH COUNCIL

Report to the Ordinary Meeting of 29 January 2019

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: January 2019 (19.33 hours @ £7.83)	151. 35	N/A	151. 35
Parish Clerk	Salary: January 2019 (35 hours @ £12.012) Gross: £420.42 - Net £336.22 [PAYE: £84.20]	336. 22	N/A	336. 22
HMRC	PAYE (as above)	84.2 0	N/A	84.2 0
Mr Roger Heard	447th Bomb Group Memorial: grass-cutting (November-December)	60.0 0	0.00	60.0 0
The Felsham Gardeners	Single grass-cut at Rattlesden cemetery @ £200.00	200. 00	0.00	200. 00
Anglian Water Business Ltd (National)	Cemetery water	16.1 6	0.00	16.1 6
Rattlesden Village Hall Committee	Hire of the Village Hall (13.08.18, 28.08.18 @ £7.50; 25.09.18, 16.10.18, 30.10.18 and 27.11.18 @ £8.00)	47.0 0	0.00	47.0 0
Mid Suffolk District Council	Grass-cutting and grounds service at three village sites	181. 00	36.2 0	217. 20
Rattlesden Parochial Church Council	Contribution towards the printing costs of "Revelations" (newsletter) and support services	130. 00	N/A	130. 00
Parish Clerk*	Administrative expenses (01.10.18-31.12.18)	57.5 6	N/A	57.5 6
Glasdon UK Ltd**	Dog bin	86.5 2	17.3 0	103. 82
Mid Suffolk District Council**	Two boxes of black sacks (for litter-picker)	51.1 6	10.2 3	61.3 9
	TOTAL	£1,4 01.1 7	£63. 73	£1,4 64.9 0

RATTLESDEN PARISH COUNCIL

Notes:

*Represented by:

Envelopes (A4):	£2.69
Two books of second-class stamps (12):	£13.92
Two books of first-class stamps (12):	£16.08
Folders:	£1.40
HP printer ink:	£13.47
Mobile Phone (TSB Banking App + Calls)	£10.00

*Exceptionally - as notified to councillors by e-mail, paid in advance of the Council meeting by electronic transfer.

Councillors are asked to note the following income received:

From:	Reason	Total (£s)
TSB	Business account interest (December)	11.06
TSB	Business account interest (January)	11.44
Allotment Association	Annual rent 2018-2019	68.04
Saxon Monumental Craft	Cemetery fees	188.00
Mid Suffolk District Council	Grant (via Cllr Otton) for Cemetery Green kerbing	2,500.00
	TOTAL	£2,778.54

RATTLEDEN PARISH COUNCIL

Report to the Ordinary Meeting of 29 January 2019

Agenda Item 7.3: Budget and Precept 2019-2020

The Council must determine its budget for 2019-2020 and, as a consequence, its precept requirement. In so doing, it must also determine what it needs in terms of reserves, both earmarked and general.

Given the present size of Council reserves copied below is the guidance on the same as provided by the National Association of Local Councils (NALC) which does not mean that the precept cannot exceed the amount in reserves but that the Council must properly determine what is held for particular projects (i.e. earmarked reserves) as opposed to simply amassing an amount 'just in case' (i.e. general reserves).

A council should typically hold between three and 12 months' expenditure as a general reserve. If the general reserve is too low then it may not be enough to cover unexpected expenditure or emergencies, whilst if the general reserve is too high then local electors have paid a tax which is not being used for the benefit of the local community. Local councils have no legal powers to hold revenue reserves other than for reasonable working capital or for specifically earmarked purposes, and therefore the year-end general reserve should not be significantly higher than the annual precept. The council may have 'earmarked reserves' for specific projects, where money is allocated for a specific purpose but may not be spent in that financial year.

The Council financial position, in summary, is as follow:

Position as at 01.04.18:

Current Account:	£2,409.12
Deposit Account:	<u>£13,507.25</u>
	£15,916.97

By 31.12.18:

Expenditure:	£11,061.21
Income:	£26,749.41

Position as at 31.12.18:

Current Account:	£18,076.60
Deposit Account:	<u>£13,528.57</u>
	£31,605.17

Projected by 31.03.19:

Expenditure:	£18,455.38
Income:	£27,401.89

Projected as at 31.03.19:

Current Account:	£11,301.91
Deposit Account:	£13,561.57

The deposit account holds the Council reserves which are, as at 31.12.18:

RATTLEDEN PARISH COUNCIL

Cemetery:	£9,378.00
Tree Work:	£1,500.00
General:	£2,650.57

The current account holds the Community Infrastructure Levy (CIL) income which is, as at 31.12.18: £11,351.88
i.e. likely to be less than in that account as at 31.03.19 yet the funding is ring-fenced.

Accompanying this paper is a draft budget based upon 2018-2019 spending and, where known, costs already applying to 2019-2020.

RATTLESDEN PARISH COUNCIL

Report to the Ordinary Meeting of 29 January 2019

Agenda Item 16: 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	Regarding potholes outside his house and in his part of the village (also sent to Cllr Otton).	Actioned by Cllr Otton and reply sent.
2	Resident	Further concerns about parking on Cemetery Green.	Reply sent; original e-mail forwarded to all councillors.
3	Resident	Reporting problems with drains in Lower Road and High Street (also sent to Cllr Otton).	Reply sent; issues then actioned by the same resident.
4	Resident	Concerns regarding speeding cars in High Street.	Reply sent; original and response forwarded to all councillors.
5	Resident	Response to initial e-mail relating to Cemetery Green.	Forwarded to all councillors.
6	Resident	Original resident replying to response from a second resident about Cemetery Green.	Forwarded to all councillors.
7	Resident	Third resident regarding Cemetery Green.	Forwarded to all councillors.
8	Suffolk Highways	Notification of imminent closure of Drinkstone Road (14.01.19-18.01.19).	Forwarded to all councillors.
9	Suffolk Highways	Notification of imminent closure of Louse Lane (04.02.19-08.02.19).	Forwarded to all councillors.
10	Resident	Compliments regarding the crosses attached to the trees commemorating soldiers who died in World War I.	Forwarded to all councillors.
11	Suffolk County Council	"Riparian Ownership in Suffolk" - new booklet.	Forwarded to all councillors.
12	Residents	Further and various matters regarding the Barn Owl campsite on Felsham Road.	Forwarded to all councillors.
13	Cllr Otton	Link to the new CIL database available via the Mid Suffolk District Council Website.	Forwarded to all councillors.
14	Residents	Several e-mails regarding waste on the access route to the allotments.	Forwarded to the Chairman as a potential agenda item.
15	Mid Suffolk District	Mid Suffolk draft Housing Land Supply	Forwarded to all

RATTLESDEN PARISH COUNCIL

	Council	Position Statement consultation. today	councillors.
16	Anglian Water	Regarding ownership of land forming part of the allotment access route - related to on-going litter issue.	Noted and filed for future reference.
17	Suffolk County Council	Regarding ownership of land forming part of the allotment access route - related to on-going litter issue.	Noted and filed for future reference.
18	Mid Suffolk District Council	Regarding ownership of land forming part of the allotment access route - related to on-going litter issue.	Response awaited.
19	Anglian Water	Confirming that action had been taken to clear the litter on the access route to the allotments and measures implemented to discourage drivers.	
20	Mid Suffolk District Council	Communities Strategy - consultation.	Forwarded to all councillors.
21	Resident	Concerns regarding the grit bin in Poy Street Green.	Reply sent; original and response 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.

RATTLEDEN PARISH COUNCIL