

# **RATTLEDEN PARISH COUNCIL**

**Members of the Council:** are hereby summoned to an **Ordinary Meeting of the Parish Council which will be held in the Village Hall on Tuesday 30 July 2019 at 7.30pm** 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 are excluded due to the confidential nature of the business being considered, any person may film, photograph, audio record or use social media to report on Council meetings. Any person intending to report in this way is asked to notify the Clerk or Chairman before the start of the meeting 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 25 June 2019.**
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/19/03223 1A Top Road - erection of single-storey extension with roof lantern (following removal of existing conservatory), erection of first floor extension and insertion of two dormer windows and erection of front porch extension.
  - 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.
  - 6.3 To note any planning applications granted/refused including:  
DC/19/02683 Bruges Cottages, Lower Road - granted - trees in a Conservation Area - fell one sycamore tree; and  
DC/19/01604 Land Adjacent to the BT Exchange, Rising Sun Hill - granted - erection of one dwelling and garage.
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 review the report of the internal auditor regarding the 2018-2019 financial year, to consider matters raised and to take action as appropriate.
8. **Working Group Reports:**
  - 8.1 Housing Development

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## 8.2 Finance and Development

### 9. **Parish Council Composition:**

To consider any applications for co-option to the vacant position on the Council and to take action as appropriate.

### 10. **Suffolk Highways Self-Help Scheme:**

To note the implementation of the scheme and to consider any options for community self-help in Rattlesden.

### 11. **Asset Repairs:**

To review the potential costs of repairs and to take action as appropriate.

### 12. **Council Governance:**

12.1 To consider any new legislation, codes or regulatory issues and to take action as appropriate.

12.2 To determine if any Council decisions or actions impact upon its risk register, policies and/or internal controls.

### 13. **Correspondence:**

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

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

### 15. **Next Meeting:**

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



Parish Clerk: Doug Reed, Proper Officer of the Council

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Report to the Ordinary Meeting of 30 July 2019

Agenda Item 7.2: Payments and Income

Councillors are recommended to authorise the following payments:

To:	Reason	Payment (£s)	VAT (£s)	Total (£s)
Litter-Picker	Salary: July 2019 (19.33 hours @ £8.21)	158.70	N/A	158.70
Parish Clerk	Salary: July 2019 (35 hours @ £13.15) Gross: £460.25 - Net £368.05 [PAYE: £92.20]	368.05	N/A	368.05
HMRC	PAYE (as above)	92.20	N/A	92.20
Litter-Picker	Salary: August 2019 (19.33 hours @ £8.21)	158.70	N/A	158.70
Parish Clerk	Salary: August 2019 (35 hours @ £13.15) Gross: £460.25 - Net £368.05 [PAYE: £92.20]	368.05	N/A	368.05
HMRC	PAYE (as above)	92.20	N/A	92.20
The Felsham Gardeners	Single grass-cut at Rattlesden cemetery @ £200.00	200.00	0.00	200.00
Mr Roger Heard	447th Bomb Group Memorial: grass-cutting (June)	62.00	0.00	62.00
A E White Surfacing Limited	Kerbing to Birds Green	620.00	124.00	744.00
Mid Suffolk District Council	Annual costs 2019-2020 for emptying eight dog waste bins @ £35.00 each + VAT and five litter bins @ £30.00 each + VAT	430.00	86.00	516.00
Glasdon UK Limited	One litter bin @ £48.90 + VAT and one dog waste bin @ £86.52 + VAT	135.42	27.08	162.50
Parish Clerk*	Administrative expenses (01.04.19-30.06.19)	100.29	N/A	100.29
	<b>TOTAL</b>	<b>£2,785.61</b>	<b>£237.08</b>	<b>£3,022.69</b>

Notes:

\*Represented by:

Photocopying (Annual Parish Meeting):	£8.10
A4 clear binder pockets:	£4.99
One book of second-class stamps (12):	£7.32
One book of first-class stamps (12):	£8.40
A4 printer paper:	£5.99

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Cemetery Green sign (reimbursement):	£26.28
HP printer ink:	£18.47
Mobile Phone (TSB Banking App + Calls)	£10.00
WinZip Pro upgrade (reimbursement):	£10.74

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

<b>From:</b>	<b>Reason</b>	<b>Total (£s)</b>
TSB	Business account interest (July)	11.13
Mid Suffolk District Council	Cleansing Grant (April-June)	213.46
Suffolk County Council (via Cllr Otton)	Locality Budget grant towards the costs of the speeding device	3000.00
	<b>TOTAL</b>	<b>£3,224.59</b>

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## **Report to the Ordinary Meeting of 30 July 2019**

### **Agenda Item 10: Community Self-Help**

#### **New Highways Self Help Scheme Empowers Suffolk People To Do More In Their Community**

**(Source: Suffolk County Council Press Release)**

Suffolk County Council has launched 'Highways Community Self Help' which is designed to support and empower towns and parish councils in Suffolk to carry out minor maintenance tasks in their communities.

The much-anticipated scheme has been developed in partnership with town and parishes across Suffolk after it was recognised that many of these councils were willing to carry out additional works to maintain and improve the look of their communities such as sign cleaning, hedge cutting, fingerpost painting.

Highways has committed £100k to the scheme in its first year, taken from the £9.67million additional funding allocated to Suffolk Highways by the Chancellor of the Exchequer, Rt Hon Philip Hammond MP, in the Budget last October; the investment will help fund training, personal protective gear; such as gloves, hi-vis and safety glasses and any needed tools.

The types of works that town and parish councils are keen to undertake include:

- Sign cleaning
- Fingerpost cleaning/painting/repair
- Tree pruning/branch removal
- Hedge cutting/pruning
- Siding out of footways, or paths (widen back to original/full width)
- Grass verge cutting
- Weed killing/weed removal

Towns and parishes across Suffolk will be able to carry out these tasks and more through one or more of the following four options:

1. Buying in services from contractors
2. Using your own trained employee(s)
3. Using volunteers to undertake work
4. Buying additional services from Suffolk Highways

Towns and parishes which are interested in joining Community Self Help are encouraged to visit: [www.suffolk.gov.uk/communityselfhelp](http://www.suffolk.gov.uk/communityselfhelp) for more details.

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## Report to the Ordinary Meeting of 30 July 2019

### Agenda Item 13: 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 Cloud	Progress relating to the digital accessibility of websites.	Forwarded to Cllr Burn.
2	Residents, Freedom Camping Club, Cllr Otton, Jo Churchill MP and Mid Suffolk District Council	Further series of e-mails regarding the Barn Owl Campsite on Felsham Road, its application for certification with the Freedom Camping Club and concerns regarding the application.	Forwarded to all councillors as matters have developed; otherwise e-mails acknowledged and filed.
3	Cllr Otton	Regarding the withdrawal of the public subsidies for local bus services	Forwarded to all councillors.
4	Resident	Information about a river survey by the Environment Agency.	Forwarded to all councillors.
5	Mid Suffolk District Council	Joint Local Plan consultation briefings.	Forwarded to all councillors.
6	Mid Suffolk District Council	Draft Housing Land Supply Position Statement for consultation.	Forwarded to all councillors.
7	Suffolk on Board	Changes to the publication of bus timetable information.	Forwarded to all councillors.
8	Resident	Concerned that the verge on one side of Rising Sun Hill had been missed by Suffolk County Council.	Reported to the County Council and resident informed of action taken.
9	Mid Suffolk District Council	Joint Local Plan consultation.	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.**