

# **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 29 October 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 17 September 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.
  - 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/19/04569 The Rectory, High Street - trees in a Conservation Area - (G1) group of field maple trees - reduction of canopy - Council had no objection.
  - 6.3 To note any planning applications granted/refused including:  
DC/19/03802 Hall Cottage, High Street - granted - rebuild boundary walls and resurface driveway.
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 receive the 'External Auditor Report and Certificate 2018-2019 in respect of Rattlesden Parish Council' from PKF Littlejohn LLP, to note that no issues were identified and, as a consequence, to accept and approve the 2018-2019 Annual Governance and Accountability Return.
  - 7.4 To consider a request for increased funding (from £150.00 to £250.00) towards planting at Cemetery Green.

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- 7.5 To approve the 2018-2019 Community Infrastructure Levy (CIL) report for submission to Mid Suffolk District Council and publication on the Website.
8. **Village Hall**
- 8.1 To receive a report from the Council representative to the Rattlesden Village Hall Management Committee.
- 8.2 To consider a request for funding towards the cost of replacing two sets of emergency doors at a total cost of £1,420.00 plus VAT.
9. **Working Group Reports:**
- 9.1 Housing Development
- 9.2 Finance and Development
10. **Council Governance:**
- 10.1 To consider any new legislation, codes or regulatory issues and to take action as appropriate.
- 10.2 To determine if any Council decisions or actions impact upon its risk register, policies and/or internal controls.
11. **Correspondence:**  
To consider the list of correspondence received and to take action as appropriate.
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 26 November in the Village Hall beginning at 7.30pm.



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Report to the Ordinary Meeting of 29 October 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: October 2019 (19.33 hours @ £8.21)	158.70	N/A	158.70
Parish Clerk	Salary: October 2019 (35 hours @ £13.15) Gross: £460.25 - Net £368.25 [PAYE: £92.00]	368.25	N/A	368.25
HMRC	PAYE (as above)	92.00	N/A	92.00
The Felsham Gardeners	Single grass-cut at Rattlesden Cemetery @ £200.00	200.00	0.00	200.00
The Felsham Gardeners	Grass-cutting of specified small areas	125.00	0.00	125.00
The Felsham Gardeners	Cutting of wildflower area at Cemetery	100.00	0.00	100.00
Mr Roger Heard	447th Bomb Group Memorial: grass-cutting (September)	62.00	0.00	62.00
Mr David Peachey*	Materials for/installation of granite plinth at Cemetery	25.00	0.00	25.00
Parish Clerk**	Administrative expenses (01.07.19-30.09.19)	46.46	N/A	46.46
Came & Company	Insurance renewal (year three of a three-year agreement)	401.04	0.00	401.04
Mid Suffolk District Council	Additional costs 2019-2020 for emptying dog waste and litter bins	73.00	14.60	87.60
Suffolk County Council	Half-yearly County Farm (allotment) rent (01.04.19-30.09.19)	34.00	0.00	34.00
PKF Littlejohn LLP	External audit	200.00	40.00	240.00
Gudgeons Prentice Solicitors***	Funds 'on account' for land transfer property searches	1,000.00	0.00	1,000.00
<b>TOTAL</b>		<b>£2,885.45</b>	<b>£54.60</b>	<b>£2,940.05</b>

Notes:

\*Given the damage to the original plinth supplied it was necessary for the contractor to return to install the replacement.

\*\*Represented by:

A4 printer paper:	£5.99
HP printer ink:	£10.47
Mobile Phone (TSB Banking App + Calls):	£10.00

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Laptop battery replacement: £20.00

\*\*\*Transferred with Council approval (confirmed by bank signatories). Although treated as expenditure the funds have been provided 'on account' against property searches with any unspent money to be returned to the Council.

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

<b>From:</b>	<b>Reason</b>	<b>Total (£s)</b>
TSB	Business account interest (October)	11.16
	<b>TOTAL</b>	<b>£11.16</b>

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## **Report to the Ordinary Meeting of 29 October 2019**

### **Agenda Item 7.1: 2019-2020 Budget Review**

At the half-year point in the financial year it is prudent for the Council to review its financial position.

#### **Current Position**

The overall position is as follows:

- ◆ The TSB current account stands at £23,587.33. An unpresented cheque for £64.00 needs to be subtracted means the actual total is £23,523.33.
- ◆ The TSB deposit account stands at £13,630.04.

**In total, therefore, the Council has £37,153.37.**

#### **Income**

The bulk of income due to the Council has already been received. Further income from the Cemetery may or may not materialise as, necessarily, this cannot be predicted or assumed. For the remainder of the year the only income upon which the Council can rely is allotment rent, deposit account interest plus recycling and cleansing grants from Mid Suffolk District Council. In total about £1,115.00.

**Total available: c£38,278.00.**

#### **CIL and Grants**

Community Infrastructure Levy (CIL) funding received so far is earmarked for the development of green/community space as a product of the housing scheme on land adjacent to Roman Rise. This amounts to £11,351.88.

Grants have been received for the kerbing work and speeding device in the sums of £2,500.00 and £3,000.00 respectively. This is dedicated funding and, broadly, must either be spent on those projects or returned. There is some flexibility with the CIL but it must be spent on matters arising from housing developments.

**Total: £16,851.88 which must not, therefore, be used for other purposes.**

**So the total flexible funding available is actually: c£21,426.00.**

#### **Commitments**

- ◆ Legal fees for land (adjacent to Roman Rise): c£1,900.00;
- ◆ Kerbing: c£1,600.00 (on top of the grant);
- ◆ Speeding device: c£1,500.00 (on top of the grant).

**Total: c£5,000.00**

**That, effectively, reduces the flexible funding available to c£16,426.00.**

#### **Annual Revenue Expenditure**

Based on figures to the end of September the projected spend to the end of the financial year is c£16,308.00

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## **Analysis**

To all intents and purposes the overall picture might appear to be healthy but given commitments and ring-fenced funds it is actually extremely tight. Moreover, there is nothing in reserve should any further unforeseen expenditure arise - not without impacting upon current commitments.

Recent unplanned expenditure associated with the legal fees related to the transfer of land adjacent to Roman Rise has had a significant negative impact upon finances.

On the positive side, some expenditure may be less than anticipated, some unexpected income might materialise (from the Cemetery) and further CIL money amounting to £19,073.65 is due (according the database on the Mid Suffolk District Council Website). The latter, if it becomes available, should be with the Council by 28 October.

While the CIL funding has limited purposes I have had conversations and e-mails with the Infrastructure Team at Mid Suffolk District Council and had it confirmed (in writing) that CIL funding could be used for repairs to existing facilities which have the potential to suffer from increased use as a product of extended housing, such as bus shelters and the recycling centre. Also, given further traffic arising from housing developments, it could be used for a speeding device to minimise risks from the extra vehicle movements - which alone would 'release' c£1,500.00 from the present budget for general use.

NB: It should be emphasised that, currently, the CIL funding is listed as 'due' and that could remain the case, i.e. the funding might not materialise until the next CIL distribution round in April 2020. The Council should know what the situation is by the time of the meeting. Councillors should be prepared to make potentially difficult decisions if the CIL funding is not forthcoming in this payment round.

## **Recommendations**

Councillors are asked to:

- ◆ note the serious nature of the financial situation;
- ◆ restrict further expenditure to only that which is absolutely necessary and for which budget provision has already been made; and
- ◆ review the current year position again in January when the precept requirement for 2020-2021 has to be established and, not least at that time, take appropriate action to provide for a dedicated 'general reserve'.

Should the CIL funding due be provided then it is recommended that an amount be set aside immediately as 'general reserve' while another element is used to provide for some flexibility in the present revenue budget.

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## Report to the Ordinary Meeting of 29 October 2019

### Agenda Item 11: 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	Rattlesden Village Hall Management Committee	Concerns regarding security at the Village Hall.	Noted and reply sent.
2	Local Government Boundary Commission	Consultation on new County Council divisions and reduction in the number of County Councillors.	Forwarded to all councillors.
3	Resident	Several e-mails regarding missed bin collection, concerns about mud in Poy Street Green and possible planning issue.	Forwarded to all councillors. Responses sent and resident referred to Cllr Otton.
4	Resident	New guidance on managing grassland road verges.	Forwarded to all councillors.
5	Parish Council Tree Officer	Woodland Trust funding opportunity.	Forwarded to all councillors.
6	Cllr Otton	Child safety signs (for possible use at Rattlesden Primary Academy).	Forwarded to all councillors.
7	Suffolk County Council	Rattlesden Roadside Nature Reserve.	Forwarded to all councillors.
8	Drinkstone Resident	Enquiry about a burial plot in Rattlesden Cemetery.	Reply sent.
9	Chairman, Hanging Hill Allotment Association	Query regarding insurance cover.	Reply sent.

**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.**