

# **RATTLESDEN 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 28 January 2020 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 but only 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 do so is asked to notify the Clerk or Chairman before the start of the meeting..

## **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 26 November 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.  
DC/19/05917 and DC/19/05918 12 Birds Green - erection of single-storey side extension and Listed Building Consent - Council had no objection.
  - 6.3 To note any planning applications granted/refused including:  
DC/19/04828 Rattlesden Gliding Club, High Town Green - granted - application for the variation of Condition 1(ii) of 0049/90 (previously varied under Condition 3(ii)(b) of 3373/13 for information) to allow an increase in aerotow launch operations from 10.00hrs to 18.00hrs five days a week from 01 May to 30 September; and  
DC/19/05081 8 Top Road - granted - erection of wooden shed/garage (retention of).
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 2020-2021 and, thereby, the precept requirement for 2020-2021.
8. **Working Group Reports:**
  - 8.1 Housing Development

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8.2 Finance and Development

9. **Council Governance:**

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

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

9.3 To review, update and approve the Council Risk Register.

10. **Asset Management:**

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

11. **Correspondence:**

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

12. **Annual Parish Meeting:**

To determine the format of the meeting scheduled for Tuesday 21 April at 7.30pm.

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

14. **Next Meeting:**

To note that the next Ordinary Meeting of the Parish Council is scheduled for Tuesday 25 February 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 28 January 2020

## 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 2020 (19.33 hours @ £8.21)	158. 70	N/A	158. 70
Parish Clerk	Salary: January 2020 (35 hours @ £13.15) Gross: £460.25 - Net £368.25 [PAYE: £92.00]	368. 25	N/A	368. 25
HMRC	PAYE (as above)	92.0 0	N/A	92.0 0
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	Cemetery tree maintenance	100. 00	0.00	100. 00
Mr Roger Heard	447th Bomb Group Memorial: grass-cutting (October)	31.0 0	0.00	31.0 0
Rattlesden Village Hall Management Committee	Hire of the Village Hall (26.11.19 @ £8.50)	8.50	0.00	8.50
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 (01.10.19-31.12.19)	43.4 9	N/A	43.4 9
Cllr Edwards	Solicitor meeting (03.01.20) expenses - 16.8 miles @ £0.45 plus parking @ £1.00	8.56	N/A	8.56
Cllr Goodlad	Reimbursement of cost of paint and materials for re-decoration of Cemetery railings	48.0 0	N/A	48.0 0
Gudgeons Prentice Solicitors**	Extra funds 'on account' for land transfer highways searches	301. 00	0.00	301. 00
Mr Richard	Reimbursement of cost of	50.0	N/A	50.0

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Mahony***	village Christmas tree	0		0
	<b>TOTAL</b>	<b>£1,664.50</b>	<b>£0.00</b>	<b>£1,664.50</b>

Notes:

\*Represented by:

HP printer ink:	£10.47
One book of second-class stamps (12):	£7.32
One book of first-class stamps (12):	£8.40
Solicitor meeting (03.01.20) expenses - 14 miles @ £0.45:	£6.30
Parking:	£1.00
Mobile Phone (TSB Banking App + Calls):	£10.00

\*\*Transferred electronically (as agreed by councillors by e-mail) as per the initial amount supplied - to accommodate more extensive highways searches as a product of the size of the land in question.

\*\*\*Cheque issued 03.01.20 (as agreed by councillors by e-mail) to avoid unnecessary delays in the reimbursement to a resident.

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

From:	Reason	Total (£s)
TSB	Business account interest (December)	11.18
TSB	Business account interest (December)	11.55
Non-residents	Cemetery interment fees	500.00
	<b>TOTAL</b>	<b>£522.73</b>

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## **Report to the Ordinary Meeting of 28 January 2020**

### **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.

<b>Item</b>	<b>From</b>	<b>Subject</b>	<b>Action</b>
1	Mid Suffolk District Council	Drinkstone Neighbourhood Plan consultation.	Forwarded to all councillors.
2	Mid Suffolk District Council	Woolpit Neighbourhood Plan consultation.	Forwarded to all councillors.
3	Environment Agency	Response to concerns over potential blockages in the River Rat.	Forwarded to all councillors.
4	Gudgeons Prentice and Resident	E-mails regarding intended transfer of land adjacent to Roman Rise into the ownership of the Parish Council.	Forwarded to all councillors.
5	Cllr Otton	New waste/recycling site in Bury St Edmunds.	Forwarded to all councillors.
6	Resident	Information about the history of the Village Hall.	Forwarded to all councillors.
7	Footpaths Officer	Problems with two bridges on footpath 34 en route to footpath 50.	Reported to Suffolk County Council which has since confirmed that both situations will be remedied a.s.a.p.
8	Resident	Offering the voluntary services of a youngster undertaking the Duke of Edinburgh Award scheme.	Response sent.
9	Resident	Regarding a proposed driveway in Birds Green.	Forwarded to all councillors; response sent.
10	Resident	Concern over the traffic management arrangements put in place in relation to the kerbing work at Cemetery Green.	Forwarded to all councillors; response sent.
11	Mid Suffolk District Council	Notification of a Community Governance Review.	Forwarded to all councillors.
12	Cllr Otton	Update on the Suffolk County Council review of HGV routes.	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.**