

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 Monday 30 January 2023 at 7.30pm for the purpose of transacting the business below.

Members of the Public: are welcome to attend and may address the Council under item six 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 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 29 November 2022.
4. Matters arising from the minutes.
5. To receive a report from the County and District Councillor.
6. To invite public questions or comment on any matter on this agenda.
7. **Planning:**
 - 7.1 To consider planning application consultations: **DC/22/06392** 2 Pightle Grove, Erection of pergola in corner of rear garden; **DC/22/05754** The Red House, High Town Green, Erection of two storey four bay cart lodge.
 - 7.2 To note applications considered by e-mail due to the consultation deadline: **DC/22/06262** Bressummer Cottage, Poy Street Green, Erection of single storey side extension (following removal of existing structure) – no objections; **DC/22/06281** Clopton Hall, Internal and external works to main building, conversion of Brew House, erection of new outbuildings including annex barn – no objections; **DC/23/00005** 4 Rectory Meadow, Installation of 10 solar panels to roof slope – no objections.
 - 7.3 To note any planning applications granted/refused: none received.
8. **Finance:**
 - 8.1 To receive the Clerk's financial report: Accounts to 31 December 2022.
 - 8.2 To authorise the December and January payments schedules.
 - 8.3 To consider requests for grants:
 - a) River Rat Group
 - b) Rattlesden Revelations.
 - 8.4 To consider the draft budget and precept for 2023-24.

RATTLESDEN PARISH COUNCIL

9. To receive an oral report from Cllr Atkinson on the Jubilee Field.
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 28 February 2023 in the Village Hall at 7.30pm.



Parish Clerk: Andrew Scott, Proper Officer of the Council
Address: Whalebone Cottage, High Street, Rattlesden IP30 0SB
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E-mail: rattlesdenpc@live.co.uk
Published: 24 January 2023

RATTLESDEN PARISH COUNCIL

Minutes of the Ordinary Meeting of the Council held on 29 November 2022 at 7:30pm in Rattlesden Village Hall

Present: Cllr Kerry Burn (Chairman), Cllr Tony Edwards (Vice Chairman), Cllr Stephen Atkinson, Cllr Peter Brooke, Cllr Russell Morley.

In Attendance: District and County Cllr Penny Otton, Parish Clerk Andrew Scott, and three members of the public.

2022/072 Apologies for absence
Apologies for absence were received from Cllr Goodlad and Cllr Jewers.

2022/073 Declarations of Interest
None.

2022/074 Minutes of the Last Parish Council Meeting
It was agreed that the minutes of the Ordinary Meeting of the Parish Council held on 25 October 2022 be approved.

2022/075 Matters arising from the minutes

075.1/064.1 2022CIL Funds

The consultation via the village web site would take place in the new year.

075.2/069.1 Hanging Hill Allotments

The lease from Suffolk County was being amended to clarify the point raised at the meeting, and a signature copy would be sent. The meeting with the Association had been constructive, and an amended draft agreement was being prepared for discussion.

075.3/070 Replanting and maintenance of Jubilee Wood

Cllr Atkinson and Carol Williamson had met on site with representatives of Suffolk Wildlife Trust and the Babergh Mid Suffolk Biodiversity Team to discuss the replanting, and they would endeavour to maintain contact with them, and with the school, for the long term benefit of the project. Maintenance costs would need to be allowed for in next year's budget.

2022/076 District and County Councillor Report

Cllr Otton introduced her report, which had been circulated with the meeting papers, and would be appended to the minutes. Since sending her report she had received confirmation that £900 would be paid to the Council as a contribution from her Locality Budget towards the cost of the fourth Speed Indicator Device. It was agreed that links to the Suffolk County Council cost of living budget survey and sources of support pages could be added to the village web site.

2022/077 Public Comment and Questions on Agenda Items

Questions were asked about a potential planning application and funding support for a local group, which would be followed up by the Clerk.

2022/078 Planning

078.1 New applications received: None

078.2 Applications considered by email in view of the consultation deadline: None.

078.3 To note any planning applications granted/refused including: None notified.

RATTLESDEN PARISH COUNCIL

2022/079

Finance

079.1 Financial Report: The Clerk's financial report to 31 October was received. The current account balance stood at £122.04 and the deposit account at £102,247.86, and it was agreed that the reconciliation be approved and duly signed.

079.2 Payments Schedule: The schedule of payments for November was approved, as appended to the minutes.

079.3 Requests for donations:

a) Headway Suffolk: it was agreed to donate £50

b) Citizens Advice Mid Suffolk: it was agreed to donate £100.

2022/080

Governance

The Council's Systems of Internal Control, as set out in the papers, were reviewed. It was agreed

- a) That the Council's governance arrangements and internal control systems were appropriate and effective.
- b) That all actions arising from the 2021-22 were complete or in hand for completion by the year end.
- c) That there were no other actions required or outstanding.

2022/081

Matters to be brought to the attention of the Council

The recent vandalism of the Pavilion was noted with regret. Two parishioners had written volunteering assistance with legal and IT matters, which councillors noted with gratitude. A parishioner had come forward to volunteer to lead on the Roman Rise allotments. Cllr Edwards hoped to meet with the developers Hartog Hutton in mid December to discuss the handover.

2022/082

Next Meeting

In view of the timetable for submission of the 2023-24 precept, it was agreed to bring the January meeting forward by a day to Monday 30 January, 7:30pm, and to arrange a single item meeting earlier in January.

There being no further business, the meeting closed at 8.35pm.

Parish Report –JANUARY 2023

Councillor: **PENNY OTTON**

Divisions: THEDWASTRE STH

County Council Details

Mobile: 07545 423847

Email: penny.otton@suffolk.gov.uk

For information on local support during the Cost-of-Living Crisis, visit: www.suffolk.gov.uk/CostOfLiving. Latest SCC COVID information is available here: <https://www.suffolk.gov.uk/coronavirus-covid-19/> For information on supporting Ukrainian refugees in Suffolk, email: refugeesupport@suffolk.gov.uk or ukrainesupport@communityactionsuffolk.org.uk

Budget! Budget! Budget!

The first proposals for the 2023/24 budget have been released. SCC plan to increase tax by 3.99% (1.99% increase in Council Tax, 2% increase in Social Care Precept).

Conservative administration had opportunities to prepare. Instead, they rejected our proposals last year to increase funding for social care – which has resulted in a sharp increase in tax this year for residents.

County Deal Update

National government met with Suffolk County Council to sign a provisional County Deal. The Deal will agree to devolve additional powers and funding to the County, including housing, transport and adult education.

The Deal has been lauded as momentous, however our Group believes that this Deal has been massively overstated. The headline ‘£480m’ is in fact over **30 years** – equating to only around £16m a year. The Conservative Council Leader promised we wouldn’t have a Mayor; however, the deal agrees to create a Mayoral Development Corporation. Politically, there is a real risk of stagnation – with the elected Mayor potentially from one party and the majority of Councillors from another.

Our Group are strongly in favour of devolving national powers to local authorities. There was a real opportunity to make a difference here, but our Group sees the current deal as merely a token gesture

For our full press release, visit our website:

<https://suffolgli.wordpress.com/2022/12/12/suffolks-county-deal-big-deal/>

New SCC Website

Suffolk County Council have launched their new website. The new site is aimed to be easier and simpler. I understand that this is often the first point of contact for residents and so it is important the website continues to engage and adapt to the needs of the Suffolk communities.

If you have problems let them or me know.

To see the new site, visit: <https://www.suffolk.gov.uk/>

Modern Slavery

As the Council's modern slavery annual statement was voted through cabinet, SCC have released an information bulletin to report any possible signs of modern slavery within your local communities.

General signs of modern slavery can include: isolation, restricted movement, poor living conditions, unusual travel arrangements, and physical appearance of abuse. If you suspect a modern slavery crime is being committed, but there is no immediate risk of harm, you can report it to the Police on **101**, or the Modern Slavery and Exploitation Helpline on **0800 121 700** – if there is immediate danger, phone **999**.

For further contact, email: community.safety@suffolk.gov.uk

For more information, visit: <https://www.suffolk.gov.uk/community-and-safety/communities/community-safety/modern-slavery>

Suffolk looks for more hosts!

Suffolk is looking for new hosts to help support refugees. Accommodation must be available to guests for a minimum of 6 months. Hosts will be eligible to receive the £350 thank you payment for up to 6 months or more, depending on the date your guests arrived in the UK (12 months starting from the date your guests first arrived in the UK).

If you know anyone that might be interested, please encourage them sign up via the Suffolk County Council website, or by emailing refugeesupport@suffolk.gov.uk.

A14 WORKS: you should have received info on the proposed work and closure of any slip roads and future work on the concrete section. With the work to replace the concrete section due to start in February there will be major disruption and diversions. I have sent details of the public meetings arranged by Highways England.

POLICE PRECEPT SURVEY FOR COMMENTS: sent to Clerk.

GRIT BINS: these should have been refilled, if not let me or Highways know. On gritting were there roads that failed to be gritted last month? Have you asked for one at the shop?

HIGHWAYS: I had another meeting with Highways (a new person) at the bottom of Rising Sun Hill. She has promised to look into this again as it is now even worse after the bad weather.

MIDSUFFOLK

GRANTS FOR ADAPTIONS TO HOMES: once again this has been significantly underspent. If you or anyone you know could do with smaller adaptions to their home, please let Mid Suffolk know. They are not means tested up to the cost of £7,500. Larger work could be eligible but worth talking to the Council. Please can this be promoted.

COUNCIL TAX REDUCTION: 100% reduction for those on universal credit and other benefits, has been agreed. There is also a proposal that there will be no increase in the MSDC part of council tax this year. To be confirmed in February.

BROWN BIN CHARGES: these however will increase, as will charges for dog bin emptying.

COUNCIL HOUSE REVIEW: To check all heating, electrical installations and asbestos. Many still do not have carbon monoxide monitors!!!

RECEIPTS AND PAYMENTS 2022-23

BUDGET HEAD	BUDGET	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Notes	YR TO DATE	F'CAST
Receipts													
Precept	22,632	11,316					11,316					22,632	22,632
Cemetery Fees	500				75			75				150	300
Rent: Allotments	82								34	34		68	82
Bank Interest	130	12	12	12	20	36	36	38	46	55		268	433
Bank compensation	0				100		50					150	150
VAT Recovered	1,556			1,556								1,556	1,556
Grant: Recycling	630							294				294	630
Grant: Cleansing	988					247			247			494	988
Operating receipts	26,518	11,328	12	1,568	195	283	11,402	407	327	89		25,612	26,771
Grant: CIL	0	26,644						15,655				42,299	42,299
Grant: Locality	0									900	4th SID	900	900
	26,518	37,972	12	1,568	195	283	11,402	16,061	327	989		68,810	69,969
Payments													
Clerk: Salary +HWA	4,334	335	387	361	361	361	361	361	585	389		3,503	4,671
PAYE	1,005	84	84	84	84	84	84	84	140	91		817	1,089
Clerk: Handover (April)	513	513										513	513
Village Warden: Salary	3,000	250	250	250	250	250	250	250	250	250		2,250	3,000
Admin. Expenses	120				33			54				87	120
Cemetery/Village Maint.	3,307	275	275	325	275	275	275	275	275	275		2,525	3,357
Cemetery Water	60	10				12		17				39	60
Cemetery Bin	55											-	55
Community Land Maint.	1,000		310		225						Plaques, Bench install	535	750
Common Land Maint.	400											-	0
Training/Seminars	150				187			36				223	223
Chairman: Allowance	100									50		50	100
Subscriptions	393	393							67		SALC, Allotments Assoc	460	460
Insurance	460							480				480	480
Legal Fees (Land)	853											-	853
Audit	200					360						360	360
Waste Bins	615	19		737							MSDC	756	756
Repairs/Maint.	1,500				220			24			Bottlebank, SID charging	244	1,500
Allotments	82	34						34				68	82
Data Protection	40											-	40
Religious Events	50								25			25	50
Venue Hire	120			34			17					51	120
Website/Transparency	120											-	120
Total operatingcosts	18,478	1,914	1,306	1,791	1,635	1,342	987	1,616	1,342	1,055		12,987	18,760
Discretionary Grants (s137)	6,791	5,040	40	40	20	290	40	190	60		£5000 play equipment, £250 Preschool furniture, £150 SARS	5,720	6,791
Capital expenditure (CIL)	0							1,805			4th SID	1,805	1,805
VAT (Recoverable)	0	8	8	8	4	8	8	369	8			421	421
Total payments	25,269	6,962	1,354	1,839	1,659	1,640	1,035	3,980	1,410	1,055		20,933	27,776
<i>Net Receipts/Payments</i>	<i>+1,249</i>	<i>+31,011</i>	<i>-1,342</i>	<i>-271</i>	<i>-1,464</i>	<i>-1,357</i>	<i>+10,367</i>	<i>+12,082</i>	<i>-1,083</i>	<i>-66</i>		<i>+47,878</i>	<i>+42,193</i>
Balance b/fwd	53,343	53,343	84,354	83,012	82,741	81,277	79,921	90,288	102,370	101,287		53,343	53,343
Balance c/fwd	54,592	84,354	83,012	82,741	81,277	79,921	90,288	102,370	101,287	101,221		101,221	95,536
												CIL funds	72,381
												Reserves	23,154
													95,536

BALANCES STATEMENT

As at 31 Dec 2022

	Current a/c £	Deposit a/c £	TOTAL £
Control account:			
Opening balance 1 April	5,262.36	48,080.60	53,342.96
Receipts	68,542.61	267.78	68,810.39
Payments	20,932.83	-	20,932.83
Transfers	-52,700.00	52,700.00	-
Closing balance	<u>172.14</u>	<u>101,048.38</u>	<u>101,220.52</u>

Bank reconciliation:

Per TSB statement	1,227.09	101,048.38	102,275.47
Outstanding lodgements			-
Outstanding payments:*	-1,054.95	0.00	-1,054.95
Per RPC accounts	<u>172.14</u>	<u>101,048.38</u>	<u>101,220.52</u>

Fund analysis:

CIL funds		72,381.23
Reserve (6 months costs)		12,634.51
General funds		<u>16,204.79</u>
Total funds		<u>101,220.52</u>

Finance Councillor _____

***Outstanding payments:**

Parish Clerk	389.15
HMRC	90.80
Village Warden	250.00
The Felsham Gardeners	275.00
Parish Clerk	<u>50.00</u>
	<u>1,054.95</u>

PAYMENTS SCHEDULE - DECEMBER 2022

<u>Payee</u>	<u>Ref</u>	<u>Purpose</u>	<u>Payment</u>
Parish Clerk	FPO	Salary (net)	389.15
HMRC	FPO	PAYE	90.80
Village Warden	FPO	Salary	250.00
The Felsham Gardeners	FPO	Cemetery and village maintenance	275.00
Parish Clerk	FPO	eVoucher for Internal Auditor	50.00
TOTAL			<u>£ 1,054.95</u>

Approved

Approved

PAYMENTS SCHEDULE - JANUARY 2023

<u>Payee</u>	<u>Ref</u>	<u>Purpose</u>	<u>Payment</u>
			£
Parish Clerk	FPO	Salary (net)	389.15
HMRC	FPO	PAYE	90.80
Village Warden	FPO	Salary	250.00
The Felsham Gardeners	FPO	Cemetery and village maintenance	275.00
Headway Suffolk	FPO	Donation	50.00
Citizens Advice Mid Suffolk	FPO	Donation	100.00
Wave	FPO	Cemetery water	12.16
Parish Clerk	FPO	Expenses	13.97
Cllr Goodlad	FPO	Expenses (SID charging)	17.10
TOTAL			<u>£ 1,198.18</u>

Approved

Approved

RATTLEDEN PARISH COUNCIL

GRANT APPLICATION FORM

APPLICANT NAME AND CONTACT DETAILS

CHARD WADLEY 01449 736078

NAME OF GROUP

RIVER RAT VOLUNTEERS

DESCRIPTION OF GROUP'S PURPOSE AND ACTIVITIES

BETWEEN OCTOBER AND JANUARY, TO CLEAR THE RIVER AND THE BANKS, WHICH HAVE BECOME OVERGROWN DURING THE SUMMER

PROJECT/ACTIVITY/ITEM FOR WHICH FUNDING IS BEING SOUGHT

WADERS, GLOVES AND HI VIS VESTS,
THE PURCHASE OF A LONG REACH HEDGE TRIMMER.

HOW WILL THIS BENEFIT THE PARISHIONERS OF RATTLEDEN?

THIS WILL HELP THE FLOW OF THE RIVER AND IN TURN HELP TO PREVENT FLOODING.

COSTS OF PROJECT/ACTIVITY/ITEM include any VAT if you are not able to reclaim it from HMRC

WADERS - £56

HI VIS VESTS - £60

HEDGE TRIMMER - £800

AMOUNT OF FUNDING OBTAINED/BEING SOUGHT FROM OTHER SOURCES

APPLIED FOR FUNDING FROM RATTLEDEN SHOP.

AMOUNT OF FUNDING SOUGHT FROM RATTLEDEN PARISH COUNCIL

£800

I hereby apply for grant funding from Rattlesden Parish Council as set out above. If granted, the funds will be used only for the stated purposes, and I will supply proof of expenditure as appropriate.

Signed



On behalf of RIVER RAT VOLUNTEERS.

Date 3RD JANUARY 2023

rattlesdenpc@live.co.uk

From: Parish Clerk <rattlesdenpc@live.co.uk>
Sent: 24 January 2023 19:59
To: Parish Clerk
Subject: Contribution towards the cost of printing Rattlesdem's Revelations

From: Carole Gooderham <carolegooderham@uwclub.net>
Sent: 14 January 2023 14:33
To: Parish Clerk <rattlesdenpc@live.co.uk>
Subject: Contribution towards the cost of printing Rattlesdem's Revelations

Dear Andrew,

A very "Happy New Year" to you and to all our Parish Councillors. My sincerest thanks to you and to all the Parish Council members for all that is contributed towards the life of our beautiful village.

In previous years the Parish Council have very kindly made a donation towards the cost of printing Rattlesden's Revelations, which is very much appreciated. We now have 475 copies printed, which covers the whole of Rattlesden, including the new developments. Payment to the printers is £160 each month for 10 months of the year.

If a contribution could be made again this year, the Parochial Church Council would be extremely grateful.

With very best wishes and thanks,

Carole

DRAFT BUDGET AND PRECEPT FOR 2023-24

Council must set the precept based on the draft budget for 2023-24. Costs are rising rapidly, and it is necessary to make allowances for cost inflation. A draft budget is set out below. At the same time, Councillors will wish to avoid increasing the strain on local taxpayers in 2023-24. They will also want to respond positively to the recommendations of the 2021-22 internal audit report concerning reserve funds. I set out my recommendations as follows.

Unspent CIL funds are by definition earmarked and must be carried forward separately, so do not affect the budget and precept.

A general reserve to cope with cash flow timing and to meet any unexpected (and therefore unbudgeted) calls on Council funds should also be retained. This is normally set at between 3 and 12 months' costs, and the Council's current policy is to hold 6 months'. The internal audit report recommended that the discretionary grants budget be excluded from the calculation, and this advice has been followed in the calculations below, resulting in a general reserve of just over £10,000. Council is invited to confirm the appropriateness of its policy.

Reserves for specific 'capital' expenditure may also be accumulated and retained until needed. It is not considered good practice however to retain funds against unspecified future needs (other than the general running costs reserve), and this was referred to in the internal audit report. Any funds not allocated by the above means are considered surplus to requirements and are expected to be returned to local taxpayers by means of a one-off reduction in the precept.

There are some obvious candidates for earmarked reserves. For example, it would be prudent to make provision for further 'capital' costs arising out of the Roman Rise development, specifically the Jubilee Field and the proposed allotments. Replacement of the ageing concrete and wood benches with forged metal benches was proposed following the last asset inspection. It has been suggested that the village should have a formal Biodiversity Action Plan and/or Neighbourhood Plan.

I recommend, however, that decisions about the reserves be deferred until we have the results of the planned consultation with local residents about the developments they would like to see in the village, and that in the meantime we use the reserves only to meet the inflationary increases in the budget without increasing the precept.

Council is therefore asked to:-

1. Confirm and agree its policies for reserves, as set out above;
2. Consider and, if thought fit, approve the draft budget and the precept for 2023-24, as set out below.

Andrew Scott
Clerk and Responsible Financial Officer
January 2023

DRAFT BUDGET and PRECEPT 2023-24

	2223		2324 draft		
	Budget	Year to date	Forecast	Budget	Notes
Expenditure					
Clerk: Salary +HWA	4,334	3,503	4,671	4,905	Allow 5%
PAYE	1,005	817	1,089	1,143	Allow 5%
Clerk: Handover (April)	513	513	513	0	
Village Warden: Salary	3,000	2,250	3,000	3,270	Allow 9% (per Real Living Wage)
Admin. Expenses	120	87	120	150	
Cemetery/Village Maint.	3,307	2,525	3,357	3,630	Allow 10%
Cemetery Water	60	39	60	66	Allow 10%
Cemetery Bin	55	0	55	61	Allow 10%
Community Land Maint.	1,000	535	750	1,500	Estimate
Common Land Maint.	400	0	0	400	
Training/Seminars	150	223	223	250	
Chairman: Allowance	100	50	100	100	
Subscriptions	393	460	460	506	Allow 10%
Insurance	460	480	480	528	Allow 10%
Legal Fees (Land)	853	0	853	500	
Audit	200	360	360	396	Allow 10%
Waste Bins	615	756	756	831	Allow 10%
Repairs/Maint.	1,500	244	1,500	1,500	
Allotments	82	68	82	82	
Data Protection	40	0	40	40	
Religious Events	50	25	50	50	
Venue Hire	120	51	120	132	Allow 10%
Website/Transparency	120	0	120	132	Allow 10%
Total operatingcosts	18,478	12,987	18,760	20,172	
Discretionary Grants (s137)	6,791	5,720	6,791	7,766	
Capital expenditure (CIL)	0	1,805	1,805	0	
	25,269	20,512	27,355	27,938	

Income					
Precept	22,632	22,632	22,632	0	
Cemetery Fees	500	500	150	500	
Rent: Allotments	82	82	68	82	
Bank Interest	130	130	268	300	
Bank compensation	0	0	150	0	
VAT Recovered	1,556	1,556	1,556	0	n/a
Grant: Recycling	630	630	294	600	
Grant: Cleansing	988	988	494	1,037	Assume 5%
Operating receipts	26,518	26,518	25,612	2,519	
Grant: CIL	0	0	42,299	0	
Grant: Locality	0	0	900	0	
	26,518	26,518	68,810	2,519	

Net requirement for 2023-24

25,419

Precept 2022-23

22,632

Increase in requirement

2,787

Forecast reserves

23,154

Inflationary increase charged to reserves

-2,787

Tax base variance

-309

6 months' general reserve

-10,086

Forecast available reserves

9,972

Precept calculation

	2022-23	2023-24
Tax base	412.32	406.68
Per Band D property	£54.89	£54.89
Total precept	22,632	22,323
Tax base variance		309