

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 25 April 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 28 March 2023.
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.
Mr Paul England – planning application DC/23/01457 - Manor Cottage, Half Moon Street.
7. Planning:
 - 7.1 To consider planning application consultations: **DC/23/01457** Manor Cottage, Half Moon Street – Vary approved vehicular access, amended elevations; **DC/23/01123** Rustic Cottage, Baby Lane - one and a half storey extension, external boiler, PV panels to cart lodge.
 - 7.2 To note applications considered by e-mail due to the consultation deadline: **DC/23/01240** Lancaster Cottage, Poy Street Green - single storey rear extension and open sided porch to side elevation – no objection; **DC/23/00989** 2 Wheelwright Green – single storey front extension, amended plans - no objection.
 - 7.3 To note any planning applications granted/refused: None notified.
8. Council Governance:
In compliance with the Accounts and Audit Regulations 2015, to approve the completion of Section 1 of the Annual Governance and Accountability Return 2022/23 Part 3 – ‘Annual Governance Statement 2022/23’ for Rattlesden Parish Council.
9. Finance:
 - 9.1 To receive the Clerk's financial report: Accounts to 31 March 2023.
 - 9.2 To authorise the April payments schedule.

9.3 In compliance with the Accounts and Audit Regulations 2015, to approve the completion of Section 2 of the Annual Governance and Accountability Return 2022/23 Part 3 – ‘Accounting Statements 2022/23’ for Rattlesden Parish Council.

9.4 To confirm the updated budget for 2023-2024.

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 Annual Meeting of the Parish Council is scheduled for Tuesday 30 May 2023 at 6.45pm at the Village Hall, to be followed by the Annual Parish Meeting at 7:30pm.



Parish Clerk: Andrew Scott, Proper Officer of the Council

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Published: 19 April 2023

RATTLESDEN PARISH COUNCIL

Minutes of the Ordinary Meeting of the Council held on Tuesday 28 March 2023 at 7:30pm in Rattlesden Village Hall

Present: Cllr Kerry Burn (Chairman), Cllr Peter Brooke, Cllr Dave Goodlad, Cllr Dan Jewers, Cllr Russell Morley.

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

2023/026 Apologies for absence
Cllr Edwards, Cllr Atkinson.

2023/027 Declarations of Interest
None.

2023/028 Minutes of the Last Parish Council Meeting
It was agreed that the minutes of the Ordinary Meeting of the Parish Council held on 28 February 2023 be approved.

2023/029 Matters arising from the minutes
None.

2023/030 District and County Councillor Report
Cllr Otton introduced her report, highlighting the new Suffolk Highways contract, the District's Household Support Fund, and the consultation on changes to the Local Plan. She had met again with the Highways Officer about Rising Sun Hill, and the officer had promised to take another look at the road. Cllr Burn agreed to signpost the Household Support Fund on the village web site.

2023/031 Public Comment and Questions on Agenda Items
Chard Wadley thanked the Council for the grant for hedge cutter for the River Rat Volunteers. A copy of the invoice for £765 was received, and it was agreed that the remaining £35 could be used for gloves. The Council reiterated its thanks to the volunteers and to Cllr Jewers for the use of his tractor.

Cllr Otton was accompanied by a prospective candidate for the District Council, and there was a discussion about that election. Cllr Otton reiterated that she was continuing as County Councillor, so would continue to attend Parish meetings, and remained contactable on her Suffolk email address and mobile phone number.

2023/032 Planning
032.1 New applications received: DC/23/01102 Red House Farm, Poy Street Green - single storey extension replacing conservatory – no objections; **DC/23/01123** Rustic Cottage, Baby Lane - one and a half storey extension, external boiler, PV panels to cart lodge – no objections; **DC/23/01444** - Hollandia, Top Road - Erection of single storey side/rear extension including garage (following demolition of existing garage) for disabled person – no objections; **DC/23/01457** - Manor Cottage, Half Moon Street - Vary approved vehicular access – no objection, although Clerk to check query on roof heights.

032.2 Applications considered by email in view of the consultation deadline: DC/23/00989 2 Wheelwright Green – single storey front extension - no objection.

RATTLESDEN PARISH COUNCIL

032.3 Planning applications granted/refused: None notified.

2023/033

Finance

033.1 Financial Report: The Clerk's financial report to 28 February was received. The current account balance stood at £291.66 and the deposit account at £97,202.05 (of which £71,881.23 was CIL money), and it was agreed that the reconciliation be approved and duly signed.

033.2 Payments Schedule: The schedules of payments for March, including a new subscription to the Society of Local Council Clerks, was approved.

2023/034

Hanging Hill Allotments Lease

It was agreed to authorize the Chairman and Deputy Chairman to sign the lease with Suffolk County Council for the Hanging Hill Allotments, and to authorize the Clerk to sign the accompanying declaration on security of tenure.

2023/035

Matters to be brought to the attention of the Council

An expression of concern had been received from two residents about bonfires on the land beyond the sewage works which appeared sometimes to be left supervised. After discussion It was noted that although this was not within its remit the Parish Council would always encourage best practice in terms of safety and consideration for neighbours.

2023/036

Next Meeting

Tuesday 25 April 2023, 7:30pm.

There being no further business, the meeting closed at 8.30pm.

Parish Report –APRIL 2023

Councillor: **PENNY OTTON**

Divisions: THEDWASTRE SOUTH

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

For information on supporting Ukrainian refugees in Suffolk, email:
refugeesupport@suffolk.gov.uk or ukrainesupport@communityactionsuffolk.org.uk

GLI Motion Voted In: New Chamber Recommit to Net Zero

At Full Council, last month the GLI Group proposed a motion for SCC to recommit to its declaration to be Net Zero by 2030. And declare a climate emergency. The original declaration was made in 2019. Since then, we have had an election which means 31 Cllrs have yet to formally commit themselves to Net Zero by 2030.

In January, it was announced in the Carbon Budget that SCC is not on track to achieve Net Zero by 2030. In proposing the motion, we should prioritise building a clearer roadmap to protecting our environment. The motion was passed almost unanimously, with 2 Conservative Cllrs abstaining.

New Woman's Flag up in SCC

Women's History Month was celebrated throughout March, with International Women's Day being on 8th March. Last year, GLI Spokesperson for Women, Cllr Caroline Page, wrote to Suffolk County Council, asking that them to purchase a Suffragette Flag to fly proudly in celebrating a women's story.

NEW FIRE AND POLICE STATION IN STOWMARKET

This was opened in March

Cabinet Meeting (21st March)

The Cabinet agreed an additional £32m investment to increase school provision in the county. With the new funding, 11 new schools will be built, as well as further maintenance and expansion of current schools. Our Group welcomes additional support and will ensure there is a thorough process to the development and planning of new infrastructure.

SEND Report: Update

The Government's assessment of the SEND services progress in Suffolk has been described as 'reassuring' after adopting all recommendations given in the Council's damning report back in 2021. This comes as recent news from SCC said they have hired a Special Advisor for SEND Services, to support existing improvements. We will ensure via the Education Scrutiny Committee that this process is rigorously tested.

Homes for Ukraine: SCC Commit to More Money

Suffolk County Council has announced additional financial support for household homing Ukrainian refugees.

Those who have homed a Ukrainian refugee for a minimum of 6 months will receive an additional £150 per month (in addition to the £350 monthly payment, which will rise to £500 after guests have stayed 12 months).

However, once the £500 monthly payment has been received, the council will stop its additional funding.

For more information, please visit: www.suffolk.gov.uk/ukraine

MIDSUFFOLK

TENANT ENGAGEMENT: following a review MSDC has been working with the tenants group. The results are too long to include but have sent to the clerk. If you know any tenants needing help let them know.

CIL: At the last council meeting before the elections it was agreed to review CIL funding which can now include feasibility studies. Some CIL money was used towards the new police and fire station in Stowmarket.

You should have had notification of latest CIL MONEY.

NEW COMMUNITY CAPITAL GRANTS FUND: sent details to clerk and Sue Theeman and Ann Tate, Christine Cooper.

LOCAL PLAN CONSULTATION: there is a consultation on modifications to the local plan open until 3rd May.

PLANNING: Council agreed to more enforcement activity, please advise enforcement team if you have issues.

NEW HEATH, LEISURE/ EDUCATION CENTRE STOWMARKET: This is being progressed.

Follow us on:

Twitter - [@SuffolkGLI](https://twitter.com/SuffolkGLI) / Twitter

Instagram - https://www.instagram.com/suffolkgli_group/

Facebook - Search 'Suffolk GLI - Green, Liberal Democrat & Independent Group'

Website - [Suffolk Green, Liberal Democrat and Independent Group – The GLI Group at Suffolk County Council \(suffolkgli.wordpress.com\)](http://Suffolk Green, Liberal Democrat and Independent Group – The GLI Group at Suffolk County Council (suffolkgli.wordpress.com))

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

RATTLESDEN PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://rattlesden.suffolk.cloud/parish-council/> THE WEBSITE/WEBPAGE ADDRESS

RECEIPTS AND PAYMENTS 2022-23

BUDGET HEAD		BUDGET	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	Notes	YR TO DATE
Receipts																
Precept	rp	22,632	11,316					11,316								22,632
Cemetery Fees	ro	500				75			75							150
Rent: Allotments	ro	82								34	34					68
Bank Interest	ro	130	12	12	12	20	36	36	38	46	55	77	77	68		490
Bank compensation	ro	0				100		50								150
VAT Recovered	ro	1,556			1,556											1,556
Grant: Recycling	ro	630							294							294
Grant: Cleansing	ro	988					247			247		247				741
Operating receipts		26,518	11,328	12	1,568	195	283	11,402	407	327	89	324	77	68		26,081
Grant: CIL	ro	0	26,644						15,655							42,299
Grant: Locality	ro	0									900				4th SID	900
		26,518	37,972	12	1,568	195	283	11,402	16,061	327	989	324	77	68		69,279
Payments																
Clerk: Salary +HWA	ps	4,334	335	387	361	361	361	361	361	585	389	389	389	389		4,670
PAYE	ps	1,005	84	84	84	84	84	84	84	140	91	91	91	91		1,089
Clerk: Handover (April)	ps	513	513													513
Village Warden: Salary	ps	3,000	250	250	250	250	250	250	250	250	250	250	250	250		3,000
Admin. Expenses	po	120				33			54			14				101
Cemetery/Village Maint.	po	3,307	275	275	325	275	275	275	275	275	275	275	275	275		3,350
War Memorials	po	300	40	40	40	20	40	40	40	40						300
Cemetery Water	po	60	10				12		17			12				52
Cemetery Bin	po	55											53			53
Community Land Maint.	po	1,000														-
Common Land Maint.	po	400														-
Training/Seminars	po	150				187			36							223
Chairman: Allowance	po	100									50					50
Subscriptions	po	553	393							67			63	310	SALC, Allotments Assoc, SLCC, web site, ICO	833
Insurance	po	460							480							480
Legal Fees (Land)	po	1,013														-
Audit	po	200					360									360
Waste Bins	po	615	19		737										MSDC	756
Repairs/Maint.	po	1,500				220			24			17			Bottlebank, SID charging	261
Allotments	po	82	34						34							68
Data Protection	po	0												0		-
Christmas tree, wreath	po	50								25		50				75
Venue Hire	po	120			34			17					26			77
Website/Transparency	po	0												0		-
Elections	po															-
Total operating costs		18,938	1,954	1,036	1,831	1,430	1,382	1,027	1,656	1,382	1,055	1,098	1,147	1,315		16,312
Discretionary Grants (s137)	po	6,491	5,000				250		150	20		150	1,120		£5000 play equipt, £250 Preschool furn, £150 SARS, £800 River Rats, £320 Rat Revs	6,690
Fixed assets	po	0		310		225			1,805				500		Plaques, Bench install, 4th SID, Land legals	2,840
VAT (Recoverable)	po	0	8	8	8	4	8	8	369	8			113			534
Total payments		25,429	6,962	1,354	1,839	1,659	1,640	1,035	3,980	1,410	1,055	1,248	2,879	1,315		26,375
<i>Net Receipts/Payments</i>		<i>+1,089</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>-924</i>	<i>-2,803</i>	<i>-1,247</i>		<i>+42,904</i>
Balance b/fwd		53,343	53,343	84,354	83,012	82,741	81,277	79,921	90,288	102,370	101,287	101,221	100,296	97,494		53,343
Balance c/fwd		54,432	84,354	83,012	82,741	81,277	79,921	90,288	102,370	101,287	101,221	100,296	97,494	96,247		96,247

BALANCES STATEMENT

As at 31 March 2023

	Current a/c	Deposit a/c	TOTAL
	£	£	£
Control account:			
Opening balance 1 April	5,262.36	48,080.60	53,342.96
Receipts	68,789.61	489.61	69,279.22
Payments	-26,375.26	-	-26,375.26
Transfers	-47,500.00	47,500.00	-
Closing balance	<u>176.71</u>	<u>96,070.21</u>	<u>96,246.92</u>
Bank reconciliation:			
Per TSB statement	176.71	96,070.21	96,246.92
Outstanding lodgements			-
Outstanding payments:	<u>0.00</u>	<u>0.00</u>	<u>-</u>
Per RPC accounts	<u>176.71</u>	<u>96,070.21</u>	<u>96,246.92</u>
Fund analysis:			
CIL funds			72,246.25
Reserve (6 months costs exc s137)			9,468.94
General funds			<u>14,531.74</u>
Total funds			<u>96,246.92</u>

Finance Councillor

CIL FUND ACCOUNT 2022-23

DATE		ITEM	RECEIPTS	PAYMENTS	BALANCE
01/04/2022	Balance bf				30,694.50
11/04/2022	MSDC	CIL remittance	26,644.00		57,338.50
31/05/2022	Cllr Atkinson	Plaques		309.98	57,028.52
17/06/2022	HMRC	VAT refund	1,192.91		58,221.43
31/07/2022	L Patterson Builder	Bench installation		225.00	57,996.43
17/10/2022	MSDC	CIL remittance	15,654.56		73,650.99
31/10/2022	Elan City	4th SID		1,804.74	71,846.25
19/12/2022	MSDC	SID grant	900.00		72,746.25
28/02/2023	Gudgeons Prentice	Legal - land transfer		500.00	72,246.25
	Balance cf		<u>44,391.47</u>	<u>2,839.72</u>	<u>72,246.25</u>

PAYMENTS SCHEDULE - APRIL 2023

<u>Payee</u>	<u>Ref</u>	<u>Purpose</u>	<u>Payment</u>
			£
PP Garden Services	FPO	Tree planting (Jubilee Wood)	420.00
MSDC	FPO	Cemetery Brown Bin	54.50
Village Warden	FPO	Salary	272.50
Parish Clerk	FPO	Salary (net)	389.35
HMRC	FPO	PAYE	90.60
The Felsham Gardeners	FPO	Cemetery and village maintenance	275.00
PP Garden Services	FPO	Additional tree planting (Jubilee Wood)	72.00
Parish Clerk	FPO	Expenses	18.97
Cllr Goodlad	FPO	Expenses (SID charging)	20.90
TOTAL			<u>£ 1,613.82</u>

Approved

Approved

Section 2 – Accounting Statements 2022/23 for

RATTLESDEN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	33,633	53,343	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	20,732	22,632	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	46,315	46,647	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	8,164	9,273	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	39,173	17,102	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	53,343	96,247	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	53,343	96,247	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	46,057	49,773	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

BUDGET 2023-24

	2324 draft		2324 final	
	Budget	Adjusts	Budget	Notes
Expenditure				
Clerk: Salary +HWA	4,905		4,905	
PAYE	1,143		1,143	
Clerk: Handover (April)	0		0	
Village Warden: Salary	3,270		3,270	
Admin. Expenses	150		150	
Cemetery/Village Maint.	3,630		3,630	
War Memorials	330		330	
Cemetery Water	66		66	
Cemetery Bin	61		61	
Community Land Maint.	1,500		1,500	
Common Land Maint.	400		400	
Training/Seminars	250		250	
Chairman: Allowance	100		100	
Subscriptions	917		917	
Insurance	528		528	
Legal Fees (Land)	500	-500	0	<i>To fixed assets</i>
Audit	396		396	
Waste Bins	831		831	
Repairs/Maint.	1,500		1,500	
Allotments	82		82	
Data Protection	0		0	<i>To subs</i>
Christmas tree, wreath	50		50	
Venue Hire	132		132	
Website/Transparency	0		0	<i>To subs</i>
Elections		+134	134	<i>New</i>
Total operating costs	<u>20,740</u>		<u>20,374</u>	
Discretionary Grants (s137)	7,766		7,766	
Fixed assets	<u>0</u>	+500	<u>500</u>	<i>Land legal</i>
	<u>28,507</u>		<u>28,640</u>	
Income				
Precept	0		22,632	
Cemetery Fees	500		500	
Rent: Allotments	82		82	
Bank Interest	300		300	
Bank compensation	0		0	
VAT Recovered	0		0	
Grant: Recycling	600		600	
Grant: Cleansing	<u>1,037</u>		<u>1,037</u>	
Operating receipts	2,519		25,151	
Grant: CIL	0		0	
Grant: Locality	<u>0</u>		<u>0</u>	
	<u>2,519</u>		<u>25,151</u>	
Net requirement for 2023-24	<u><u>25,988</u></u>		<u><u>3,490</u></u>	Net draw on Reserves