

RATTLESDEN PARISH COUNCIL

Members of the Council: are hereby summoned to the Annual Meeting of the Parish Council which will be held in the Village Hall on Tuesday 30 May 2023 at 6:15pm for the purpose of transacting the business below.

Members of the Public: are welcome to attend and may address the Council under item 10. 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 elect the Chairman of the Council for the coming year.**
- 2. To elect the Vice-Chairman of the Council for the coming year.**
- 3. To receive Declarations of Acceptance of Office from Chairman and Members.**
- 4. To receive any apologies for absence.**
- 5. To receive, from Members, any declarations of interest in items on the agenda in accordance with the Council's Code of Conduct.**
- 6. To approve the minutes of the Ordinary Meeting of the Parish Council held on 25 April 2023.**
- 7. To appoint members to external bodies:**
 - 7.1 Rattlesden Village Hall Management Committee
 - 7.2 Airfield Liaison Group.
- 8. To appoint Council Officers:**
 - 8.1 Tree Officer
 - 8.2 Footpaths Officer
 - 8.3 Finance Councillor
 - 8.4 Wildlife Friendly Village Councillor.
- 9. To appoint members of Working Groups:**
 - 9.1 Finance and Development
 - 9.2 Housing Development.
- 10. To invite public questions or comment on any matter on this agenda.**
- 11. Planning:**
 - 11.1 To consider any applications received, including Re-consultation DC/23/01457 - Manor Cottage, Half Moon Street.
 - 11.2 To note any applications considered by e-mail due to the consultation deadline – none received.

- 11.3 To note any planning applications granted/refused, including DC/23/00989 2 Wheelwright Green – granted; DC/23/01102 Red House Farm, Poy Street Green – granted; DC/23/01444 Hollandia, Top Road – granted; DC/23/01240 Lancaster Cottage, Poy Street Green – granted.
- 12. Finance:**
- 12.1 To receive the Clerk's financial report – accounts to 30 April 2023.
- 12.2 To authorise the May payments schedule.
- 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 27 June 2023 at 7:30pm.



Parish Clerk: Andrew Scott, Proper Officer of the Council
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RATTLESDEN PARISH COUNCIL

Minutes of the Ordinary Meeting of the Council held on Tuesday 25 April 2023 at 7:30pm in Rattlesden Village Hall

Present: Cllr Edwards (Chairman), Cllr Atkinson, 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.

2023/037 Apologies for absence
Cllr Kerry Burn.

2023/038 Declarations of Interest
None.

2023/039 Minutes of the Last Parish Council Meeting
It was agreed that the minutes of the Ordinary Meeting of the Parish Council held on 28 March 2023 be approved, with one minor correction.

2023/040 Matters arising from the minutes
None.

2023/041 District and County Councillor Report
Cllr Otton introduced her report. It was noted that this was her last meeting as Rattlesden's District Councillor, and the meeting thanked her for all her hard work in the role over the last 32 years.

2023/042 Public Comment and Questions on Agenda Items
2023/032 Planning: The architect for application DC/23/01457 Manor Cottage, Half Moon Street addressed the meeting, explaining the reasons for the amendment reducing the vehicular access to the site, and showing revised plans, which also incorporated the correction to the roof elevation drawing of dwelling B2. Council thanked him for the clarifications.

2023/043 Planning
043.1 New applications: 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 – no objection. **DC/23/01457 Manor Cottage, Half Moon Street** – object on the grounds of site congestion and overdevelopment.

043.2 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.

043.3 Planning applications granted/refused: None notified.

2023/044 Council Governance
Council noted the Record of Annual Governance prepared by the Clerk and confirmed by the Finance Councillor, approved the completed Section 1 of the Annual Governance and

RATTLEDEN PARISH COUNCIL

Accountability Return 2022/23 Part 3 – ‘Annual Governance Statement 2022/23’ for Rattlesden Parish Council, and authorised the Chairman and Clerk to sign the return.

2023/045

Finance

045.1 Financial Report: The Clerk’s financial report to 31 March was received. The current account balance stood at £176.61 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.

045.2 Payments Schedule: The schedule of payments for April 2023 was approved.

045.3 Accounting Statements 2022-23: The Council approved Section 2 of the Annual Governance and Accountability Return 2022/23 Part 3 – ‘Accounting Statements 2022/23’ for Rattlesden Parish Council, based on the approved annual accounts, and authorised the Chairman and Clerk to sign the return.

045.4 Budget for 2023-24: the updated budget was confirmed.

2023/046

Matters to be brought to the attention of the Council

Cllr Atkinson reported on replanting at the Jubilee Field. This was now complete for the Spring, and had included 8 more mature trees donated by Hartog Hutton. More whips had survived from last summer than previously thought. There was a discussion about the plan for future development, and it was agreed that it would be beneficial to have a meeting on site, perhaps before the June Council meeting.

Cllr Edwards had had a fruitful meeting with Malcolm Payne of Hartog Hutton about the creation of the new allotments. A handover agreement was being prepared by solicitors, and it was noted that the Council would be expected to contribute to the maintenance of the access.

It was Cllr Brookes’ last meeting as a councillor, and the meeting thanked him for his contribution over the last seven years.

It was agreed to arrange card and flowers from the Council for Penny Otton and Judy Angus to mark their retirements from District Council and the Post Office respectively.

2023/047

Next Meeting

Annual Meeting of the Parish Council Tuesday 30 May 2023 at 6.45pm, followed by the Annual Parish Meeting at 7:30pm.

There being no further business, the meeting closed at 9:15pm.

Rattlesden Parish Council

Budget report from 1-Apr-2023 to 30-Apr-2023 (figures include VAT) All reserves

Payments

	Period Actual
Payroll	
Salaries	752.45
Total Payroll	<u>752.45</u>
Administration	
Subscriptions	408.34
Expenses	18.87
Total Administration	<u>427.21</u>
Maintenance	
Grounds	321.72
Waste	54.50
Repairs	20.90
Total Maintenance	<u>397.12</u>
Fixed assets	
Fixed assets	622.88
Total Fixed assets	<u>622.88</u>
Grants	
Grants	0.00
Total Grants	<u>0.00</u>
Other Payments	
Total Other Payments	<u>0.00</u>
Total Payments	<u><u>2,199.66</u></u>

Receipts

	Period Actual
Precept	
Precept	11,162.00
Total Precept	<u>11,162.00</u>
Other Receipts	
Recycling grants	301.24
Cemetery fees	0.00
Deposit interest	73.73
Total Other Receipts	<u>374.97</u>
CIL	
CIL	10,245.94
Total CIL	<u>10,245.94</u>
Total Receipts	<u><u>21,782.91</u></u>

Council name Rattlesden Parish Council
Bank account TSB Deposit

Balance per bank statement at 30/04/2023	<u>115,143.94</u>
TOTAL NET BANK BALANCES AT 30/04/2023	115,143.94
Opening_balance	96,070.21
Total receipts	73.73
Total payments	
Total transfers	<u>19,000.00</u>
Closing balance per cash book (must equal net bank balances above)	<u>115,143.94</u>

Finance Councillor

Council name Rattlesden Parish Council
Bank account TSB Current

Balance per bank statement at 30/04/2023	686.23
TOTAL NET BANK BALANCES AT 30/04/2023	<u>686.23</u>
Opening_balance	176.71
Total receipts	21,709.18
Total payments	-2,199.66
Total transfers	<u>-19,000.00</u>
Closing balance per cash book (must equal net bank balances above)	<u>686.23</u>

Finance Councillor

Rattlesden Parish Council 30-May-23

Transactions for approval

Voucher	Date	Description	Supplier / customer	Account	Net	VAT	Total
27	08/05/2023	Replace water tap	JS Plumbing + Heating	Repairs	68.89	13.78	82.67
33	14/05/2023	Coronation event	Carole Gooderham	Grants	321.69	0.00	321.69
34	14/05/2023	April maintenance	John Lee (Felsham Gardeners)	Grounds	275.00	0.00	275.00
35	31/05/2023	Litter and dog bins 2023-24	Mid Suffolk District Council	Waste	657.15	131.43	788.58
36	31/05/2023	May salary	Freya McBain	Salaries	272.50	0.00	272.50
37	31/05/2023	May salary	Andrew Scott	Salaries	389.15	0.00	389.15
38	31/05/2023	May PAYE	HMRC	Salaries	90.80	0.00	90.80
					<u>2,075.18</u>	<u>145.21</u>	<u>2,220.39</u>

Approved

Approved