

# **RATTLEDEN PARISH COUNCIL**

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## **Minutes of the Ordinary Meeting of the full Council held on 29 March 2016 at 7.30pm in Rattlesden Village Hall**

**Present:** Cllr Kerry Burn (Chairman), Cllr Bridget Goodchild, Cllr Dan Jewers  
Cllr Russell Morley and Cllr Julie Rayner.

**In Attendance:** County and District Cllr Penny Otton;  
Nine members of the public; and  
Parish Clerk: Doug Reed.

**2015/151 Declaration of Acceptance of Office**

Cllr Burn signed the Declaration of Acceptance of Office of Chairman.

**2015/152 Apologies for Absence**

Accepted from Cllr Esther Jewson who was absent due to family commitments.

**2015/153 Declarations of Interest**

None.

**2015/154 Minutes of the Last Parish Council Meeting**

It was proposed by Cllr Rayner, seconded by Cllr Morley, that the minutes of the Ordinary Meeting of the Parish Council, held on 23 February, be signed as a true record. The proposal was carried.

**2015/155 The meeting was adjourned for reports from external bodies and for public comment and questions:**

**155.1 District and County Councillor:** Cllr Otton presented her report which included that she was awaiting a response from the County Council about whether or not a review of HGV routes was to be undertaken; and that 97.7% of parents had secured their first choice of school places for their children. Locally, she had asked for the pavement at the bottom of Rising Sun Hill to be repaired and she had been pleased to join the celebrations in recognition of the twentieth anniversary of the opening of the Community Shop and Post Office.

**155.2 Public Discussion:** Residents raised various matters of concern which focused, particularly, on the deteriorating state of the green where Birds Green meets Workhouse Lane; a potential incursion into the same green which councillors agreed should be referred to Suffolk County Council; and planning application 0879/16 concerning Rose Cottage (minute 2015/157.1 refers).

**Meeting resumed:**

**2015/156 Parish Clerk's Report**

The Clerk's report was noted. There were no matters arising not covered elsewhere on the agenda.

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## 2015/157 Planning

### 157.1 Applications:

0475/16 and 0541/16 concerned 12 Birds Green - erection of a single storey rear extension and replacement of flat roof with a pitched slate roof; and Listed Building Consent. The Council had no objections;

0879/16 concerned Rose Cottage, Poy Street Green - erection of a replacement dwelling and associated garage together with new access to Poy Street. This application generated concerns about both its potential height and footprint. At two storeys, it was considered out-of-keeping with other properties in the area which were mainly one and a half storeys high, especially on the same side of the road. The size of the house was also felt to be somewhat substantial for the site and, again, inconsistent with others in that part of the village. While the Council was content with the appearance, materials and style, it resolved to object on the grounds of inconsistency with the form and scale of the surrounding area; and

1094/16 concerned Green Pightle, High Town Green - erection of single storey rear and side extensions; change garage roof from flat to dual-pitched; erection of porch to side; insertion of two dormer windows and one window to first floor; construction of chimney; apply render or weatherboard to all external walls; and erection of one bay cart lodge with store attached. The Council had no objections.

**157.2 Decisions:** None.

## 2015/158 Finance

**158.1 Financial Report:** The report to 29 February was received. It was proposed by Cllr Burn, seconded by Cllr Morley, that the reconciliation be approved and duly signed. The proposal was carried.

**158.2 Payments and Income:** It was proposed by Cllr Burn, seconded by Cllr Morley, that the schedule of payments be approved. The proposal was carried. The schedule comprised the following:

- ◆ Litter-picker salary (March) - £129.51;
- ◆ Clerk salary (March) - £266.89;
- ◆ PAYE (February) - £67.40;
- ◆ Mr David Peachey - replacement of Cemetery standpipe casing - £76.89;
- ◆ Mr David Goodlad - reimbursement of cost of painting materials for Lower Road railings - £126.03;
- ◆ Clerk - administrative expenses - £58.89; and
- ◆ Suffolk Association of Local Councils - AGM delegate fee - £10.00 + VAT.

Income received was duly noted as follows:

- ◆ Business account interest (March) - £0.80;
- ◆ Mid Suffolk District Council - locality award (via Cllr Otton) - £400.00;
- ◆ Mid Suffolk District Council - recycling grant (August-January) - £241.28;
- ◆ Mid Suffolk District Council - cleansing grant (October-December) - £187.20; and
- ◆ Mid Suffolk District Council - cleansing grant (January-March) - £187.20.

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- 2015/159 Council Governance**  
**159.1 New Legislation, Codes or Regulatory Issues:** With the coming into force of the Public Contracts Regulations 2015 the Council needed to provide for their implications in relation to the handling of any future contracts. Accordingly, it was proposed by Cllr Burn, seconded by Cllr Goodchild, that section 18 of Council standing orders be updated as recommended by the National Association of Local Councils. The proposal was carried.  
**159.2 Risk Register, Policies and Internal Controls:** There were no decisions or actions which impacted upon the Council risk register, policies or internal controls.  
**159.3 Publication Scheme:** Having been further reviewed by councillors, it was proposed by Cllr Goodchild, seconded by Cllr Burn, that the Scheme be approved for immediate implementation and for publication on the village Web site. The proposal was carried.
- 2015/160 Correspondence**  
There were no issues arising from the list of correspondence.
- 2015/161 Asset Management**  
It was confirmed that the outstanding asset inspections had been completed. Of the matters which required attention, the Cemetery tap had been replaced; a resident, present at the meeting, kindly offered to repair the screening around the bottle bank; and the Clerk would arrange for some remedial work to the Council noticeboards. Cllr Jewers offered to have a look at a potential problem with the main gates at the Cemetery.
- 2015/162 Annual Parish Meeting**  
After further consideration, it was confirmed that a 'trade stand' approach would be taken to the Annual Parish Meeting (due to be held on 24 May), with reports restricted to those which are required to be delivered, i.e. from the Parish Council Chairman and from the County and District Councillor. Refreshments would be offered such that the whole event was, hopefully, both more informal and more productive in terms of resident engagement and involvement.
- 2015/163 Matters to be Brought to the Attention of the Council**  
The only matter raised was, again, that of dog mess being proliferated unreasonably by inconsiderate dog owners. Another reminder would be posted in "Revelations" accordingly.
- 2015/164 Next Meeting**  
It was noted that the next Ordinary Meeting of the Council would be held on Tuesday 26 April at 7.30pm in Rattlesden Village Hall.
- 2015/165 Motion to Exclude the Press and Public**  
It was resolved to exclude the press and public from the meeting for the final two agenda items on the grounds that, while the decisions were of public interest and would need to be recorded formally, the discussions leading to those decisions would be likely to involve personal data which it

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was not in the public interest to disclose and which needed to be properly safeguarded on behalf of the individuals concerned.

## **2015/166 Council Vacancy**

Three applications had been received for the vacant position on the Council. One was excluded on the basis that it had been received after the advertised deadline and that, in the interests of transparency and consistency, it would be unfair for the potential candidate to be considered. The two candidates remaining were judged to have provided impressive applications and each offered knowledge and experience which, it was felt, would be beneficial to the Council. After considered discussion, it was resolved that Mr Peter Brooke be co-opted to serve on the Council until the next elections in 2019.

## **2014/167 Parish Clerk**

The Parish Clerk left the meeting for this item.

As required by the contract of employment, the Council conducted the annual review of the salary of the post-holder following which it was agreed that, with effect from 1 April, the rate be increased to £10.261 per hour (NJC scale LC1 - spinal column point 21).

**The meeting closed at 9.07pm.**