

RATTLESDEN PARISH COUNCIL

**Minutes of the Ordinary Meeting of the full Council
held on 28 February 2017 at 7.30pm in Rattlesden Village Hall**
Approved 28.03.17 (minute 2016/113 refers)

Present: Cllr Kerry Burn (Chairman), Cllr Russell Morley, Cllr Julie Rayner and Cllr Ted Wright.

In Attendance: County and District Cllr Penny Otton; and Parish Clerk: Doug Reed.

2016/096 Apologies for Absence

Accepted from Cllr Peter Brooke who was absent due to family commitments, Cllr Bridget Goodchild who was ill and Cllr Dan Jewers who was on holiday.

2016/097 Declarations of Interest

None.

2016/098 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 24 January, be signed as a true record. The proposal was carried.

2016/099 The meeting was adjourned for reports from external bodies and for public comment and questions:

099.1 District and County Councillor: Cllr Otton presented her report, as circulated previously. She highlighted concerns about the poor surface of Windyridge Road and the review of District Council ward boundaries. She was pleased to report that her County Council 'Locality Budget' would be funding a new printer for the Local History Group.

099.2 Public Discussion: None.

Meeting resumed:

2016/100 Parish Clerk's Report

The Clerk's report was noted. The major matter of concern was that of the bus shelter on Rising Sun Hill which was damaged during a recent storm. An insurance claim would be pursued. It was proposed by Cllr Rayner, seconded by Cllr Morley, that a wooden replacement be erected, incorporating a bench, and that the work be progressed by the Clerk provided that the cost did not exceed £3,000.00. The proposal was carried.

2016/101 Planning

101.1 Applications:

0249/17 concerned Rattlesden Gliding Club, High Town Green - continuance of operations in accordance with permission granted under 3373/13 without compliance with condition two of that permission (two-year time limit from 1 May 2015). Councillors were mindful of resident concerns expressed when the application was first put forward but reassured by the

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very close monitoring of operations by the Airfield Liaison Group which had effected a good working relationship with Rattlesden Gliding Club. Given a positive public meeting about the site and no adverse comments having been received (other than one anonymous letter) the Council had no cause to object to the application. However, in response to a suggestion from Cllr Otton, councillors agreed that the Liaison Group should continue if at possible and asked the Clerk to submit the notion to Mid Suffolk District Council as part of the planning response; and

0530/17 concerned Lydgate Cottage, Birds Green - three replacement windows to front elevation; replacement front door; and change of colour to external walls, windows and door. The Council had no objections.

101.2 Applications - Responses: Given a deadline in advance of the meeting, councillors had considered application 5048/16 concerning Hollybush Farmhouse, Holly Bush Lane. The Council had no objections.

101.3 Decisions: It was noted that applications 4759/16 concerning 4 Rising Sun Hill, 4827/16 concerning Oak Gates, High Town Green and 4044/16 concerning land adjacent to 12 and 13 St Nicholas Close had been granted.

2016/102

Finance

102.1 Financial Report: The report to 31 January was received. It was proposed by Cllr Burn, seconded by Cllr Morley, that the reconciliation be approved and duly signed. The proposal was carried.

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

- ◆ Litter-picker salary (February) - £139.18;
- ◆ Clerk salary (February) - £290.11;
- ◆ PAYE (February) - £72.60;
- ◆ Mid Suffolk District Council - cemetery bin-emptying service - £47.50;
- ◆ The Felsham Gardeners - cemetery grass-cutting - £380.00; and
- ◆ The Community Heartbeat Trust - defibrillator - £2,065.00 + £413.00 VAT (Section 137 expenditure).

Income received was duly noted as follows:

- ◆ Business account interest (February) - £0.68;
- ◆ Mid Suffolk District Council - cleansing grant (October-December) - £187.20; and
- ◆ Rattlesden Community Defibrillator Group - defibrillator grant - £2,450.85.

102.3 Audit Plan 2016-2017: It was proposed by Cllr Rayner, seconded by Cllr Wright, that the Audit Plan, and the 'Terms of Engagement' for and appointment of an internal auditor be approved. The proposal was carried. It was further proposed by Cllr Morley, seconded by Cllr Rayner, that Mr Graham Reid be asked to carry out the internal audit of the Council for 2016-2017. The proposal was carried.

102.4 Transparency Fund: It was proposed by Cllr Burn, seconded by Cllr Morley, that a bid be made to the Transparency Fund (Department for Communities and Local Government) for ICT equipment to enable the

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Council to fulfil its obligations under the "Transparency Code for Smaller Authorities". The proposal was carried.

102.5 External Hard Drives: To mitigate risks to Council data and enable files and information to be backed-up and stored securely, it was proposed by Cllr Burn, seconded by Cllr Rayner, that two external hard drives be purchased at a total cost of £105.00. The proposal was carried.

2016/103 Council Governance

103.1 New Legislation, Codes or Regulatory Issues: None.

103.2 Risk Register, Policies and Internal Controls: There were no decisions or actions which impacted upon the Council risk register, policies or internal controls.

103.3 Financial Regulations: Further to a review, revised and substantially expanded financial regulations were presented to the Council based upon the model financial regulations published in 2016 by the National Association of Local Councils. It was proposed by Cllr Burn, seconded by Cllr Rayner, that they be approved and adopted. The proposal was carried.

2016/104 Correspondence

There were no issues arising from the list of correspondence.

2016/105 Cemetery

Given the absence of some councillors it was agreed that the creation of a project group to plan for and work on the development and implementation of the extended Cemetery be deferred until the next meeting.

2016/106 Asset Management

Outstanding asset inspections had been completed. It was agreed that the priority was the bus shelter on Rising Sun Hill. Minor matters identified would be actioned by the Clerk at the earliest opportunity.

2016/107 Annual Parish Meeting

It was confirmed that the 'trade stand' approach adopted in 2016 be applied again in 2017, with formal reports restricted to those required to be delivered, i.e. Parish Council and from the County and District Councillor.

2016/108 World War I Commemorative Services

It was confirmed that the commitment to the services and all related costs would continue and that a flyer advertising those in 2017-2018 be funded for insertion in "Revelations".

2016/109 Matters to be Brought to the Attention of the Council

None.

2016/110 Next Meeting

It was noted that the next Ordinary Meeting of the Council would be held on Tuesday 28 March at 7.30pm in Rattlesden Village Hall.

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The meeting closed at 8.12pm.