

RATTLEDEN PARISH COUNCIL

**Minutes of the Ordinary Meeting of the full Council
held on 20 February 2018 at 7.30pm in Rattlesden Village Hall
*Approved 27.03.18 (Minute 2017/110 refers)***

Present: Cllr Kerry Burn (Chairman), Cllr Peter Brooke and
Cllr Russell Morley.

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

2017/096 Apologies for Absence

Accepted from Cllr Bridget Goodchild who was unwell, Cllr Dan Jewers who was on holiday, Cllr Julie Rayner who was unwell and Cllr Ted Wright who was unwell.

2017/097 Declarations of Interest

None.

2017/098 Minutes of the Last Parish Council Meeting

It was proposed by Cllr Morley, seconded by Cllr Burn, that the minutes of the Ordinary Meeting of the Parish Council, held on 30 January, be signed as a true record. The proposal was carried.

2017/099 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 focused on her concerns about the number of cuts proposed as part of the County Council savings plan including those affecting adult social care, Citizens Advice services and the Suffolk Highways maintenance budget.

099.2 Public Discussion: A resident queried progress with remedial work to the grass in Birds Green. It was confirmed that this was in hand with Cllr Jewers but that he was away currently. He would be asked to update the Council upon his return. The new HGV sign at the entrance to Birds Green was considered to be causing some confusion. Cllr Otton offered to seek action through Suffolk Highways. Speeding vehicles in Lower Road were highlighted. It was noted that this matter had been raised previously with both Suffolk Constabulary and Suffolk Highways but with no real success. Councillors agreed that it would be sensible to pursue this again to see what, if any, measures could be taken. Other comments related to the proposed housing development on land adjacent to Roman Rise.

Meeting resumed:

2017/100 Planning

100.1 Applications:

DC/18/00229 land adjacent to Roman Rise - outline planning application (with some matters reserved). Hybrid planning application comprising

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(i) outline planning application for the erection of 22 dwellings (including eight affordable homes); and (ii) planning application for change of use of land to public open space. Further to the many comments and concerns about this application, derived from two heavily-attended open meetings in the village and a significant amount of correspondence, the Council resolved to properly represent and support resident views by objecting to the application. It was felt that the issues raised, including drainage, surface water/flooding, foul sewerage, traffic management and vehicle movements, access, the impact upon local services and concerns about footpaths had not been sufficiently addressed by the applicants and that the overall impact of the development would have various negative impacts upon both the immediate area and the wider village community and infrastructure; and

DC/17/06191 Roschel House, High Street - refurbishment of bungalow including upgrade to insulation, glazing and heating systems. Increase in parking areas and replacement roof. The Council had no objection.

100.2 Applications - Responses: Given a deadline in advance of the meeting, councillors had necessarily considered application DC/18/00442 6 Rectory Meadow - fell one pine tree. The Council had objected due to concerns that a seemingly healthy tree in the Conservation Area might be removed for no good reason.

100.3 Decisions: None.

2017/101

Finance

101.1 Financial Report: The report to 31 January was received. It was noted that the TSB current account stood at £4,605.60 and the deposit account at £13,506.76 further to which it was proposed by Cllr Burn, seconded by Cllr Morley, that the reconciliation be approved and duly signed. The proposal was carried.

101.2 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 (February) - £144.98;
- ◆ Clerk: salary (February) - £309.69;
- ◆ HMRC: PAYE (February) - £77.20;
- ◆ The Felsham Gardeners: cutback of laurel in the Cemetery - £250.00.
- ◆ The Felsham Gardeners: Cemetery grass-cutting - £190.00; and
- ◆ Mr Nigel Mayall: supply of hedging plants for the Cemetery - £610.00.

Income received was duly noted as follows:

- ◆ TSB: business (deposit) account interest (February) - £0.57;
- ◆ East of England Co-operative Society Funeral Services: Cemetery fees - £75.00.

101.3 Audit Plan 2017-2018: It was proposed by Cllr Morley, seconded by Cllr Burn, 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 Brooke, seconded by Cllr Morley, that Mr Graham Reid be asked to carry out the internal audit of the Council for 2017-2018. The proposal was carried.

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- 2017/102 Council Governance**
102.1 New Legislation, Codes or Regulatory Issues: None.
102.2 Risk Register, Policies and Internal Controls: There were no decisions or actions which impacted upon the Council risk register, policies or internal controls.
102.3 Risk Register: It was resolved that the updated risk register, revised and extended to reflect current issues affecting the Council, be adopted.
102.4 General Data protection Regulation: A comprehensive paper was received detailing the steps the Council needed to take to become compliant with the new legislation by its implementation date of 25 May. The Council resolved to approve the recommendations which would form an action plan over to be carried out over the coming months. It was further agreed that the Clerk assume the role of Data Protection Officer and be allocated up to 12 hours extra work time to undertake the required programme. Progress would be monitored with a formal review to be carried out and any adjustments made at the Council meeting in June.
- 2017/103 Correspondence**
There were no issues arising from the list of correspondence.
- 2017/104 Parish Clerk's Report**
The Clerk's report was noted. It was agreed that the Clerk should write to the Parochial Church Council regarding the cessation of funding towards the maintenance of the clock at St Nicholas Church due to legal advice provided to all parish councils by the National Association of Local Councils. It was also agreed that the Clerk should investigate, with relevant organisations, any options for a revised format for the Annual Parish Meeting which was scheduled for 22 May.
- 2017/105 Suffolk Highways**
Councillors considered the 'Community Self-Help' survey being carried out by Suffolk Highways which sought views from parish councils on whether or not they might be willing to take on some roles which were ordinarily the responsibility of the County Council. It was felt that, at the current time, all options should be in the frame. Cllr Morley was delegated to respond to the survey, to that effect, on behalf of the Council.
- 2017/106 Matters to be Brought to the Attention of the Council**
None.
- 2017/107 Next Meeting**
It was noted that the next Ordinary Meeting of the Council would be held on Tuesday 27 March at 7.30pm in Rattlesden Village Hall.

The meeting closed at 8.46pm.