

# RATTLESDEN PARISH COUNCIL

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## Minutes of the Ordinary Meeting of the full Council held on 24 April 2018 at 7.30pm in Rattlesden Village Hall

*Approved 22.05.18 (Minute 2018/017 refers)*

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

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

**2018/001 Apologies for Absence**

Accepted from Cllr Julie Rayner and Cllr Ted Wright both of whom were on holiday.

**2018/002 Declarations of Interest**

None.

**2018/003 Minutes of the Last Parish Council Meeting**

It was proposed by Cllr Jewers, seconded by Cllr Goodchild, that the minutes of the Ordinary Meeting of the Parish Council, held on 27 March, be signed as a true record. The proposal was carried.

**2018/004 The meeting was adjourned for reports from external bodies and for public comment and questions:**

**004.1 District and County Councillor:** Cllr Otton presented her report, as circulated previously. She noted that the County Council had, somewhat controversially, commissioned a review of public service delivery at a cost of £68,000.00 but, on a positive note, that £2.5m additional Government funding had been provided to enable the County Council to deal with potholes. In terms of Mid Suffolk District Council, the proposed merger with Babergh District Council had been postponed.

**004.2 Public Discussion:** Serious concern was expressed by residents at speeding along Stowmarket Road. Councillors acknowledged the concern and agreed that the situation needed to be revisited with Suffolk Highways and Suffolk Constabulary. Cllr Otton kindly volunteered to take matters further and to pursue the relevant authorities in conjunction work with the Clerk. With seating in the new bus shelter on Rising Sun Hill having been subject to vandalism, councillors were pleased to accept an offer from a resident to effect remedial action not only to the shelter but also to the screening at the bottle bank.

**Meeting resumed:**

**2018/005 Planning**

**005.1 Applications:**

DC/18/00844 St Nicholas Close - application for advertisement consent - erection of two signs. The Council supported the application.

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**005.2 Applications - Responses:** There were no applications which had had to be considered in advance of the meeting because of their deadlines.

**005.3 Decisions:** It was noted that application DC/18/01136 Keepers Mead, Lower Road had been granted.

## 2018/006 Finance

**006.1 Financial Report:** The report to 31 March was received. It was noted that the TSB current account stood at £2,409.12 and the deposit account at £13,507.85 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.

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

- ◆ Litter-picker: salary (April) - £151.35;
- ◆ Clerk: salary (April) - £329.80;
- ◆ HMRC: PAYE (April) - £82.40;
- ◆ Suffolk County Council: allotment rent - £34.00;
- ◆ Mid Suffolk District Council: annual cost for bin emptying - £395.00 + £79.00 VAT;
- ◆ Suffolk Association of Local Councils: subscription - £367.97; and
- ◆ Clerk: reimbursement of data protection registration cost - £35.00.

Income received was duly noted as follows:

- ◆ TSB: business (deposit) account interest (April) - £0.57;
- ◆ Mid Suffolk District Council: precept (part 1) - £6,295.00;
- ◆ L.Fulcher: Cemetery fees - £100.00;
- ◆ East of England Co-operative Society Funeral Services: Cemetery fees - £75.00;
- ◆ Andrew Bingham Independent Funeral Service: Cemetery fees - £188.00; and
- ◆ J.Wright (Stonemason): Cemetery fees - £75.00.

**006.3 Budget 2018-2019:** It was proposed by Cllr Burn, seconded by Cllr Brooke, that the budget for 2018-2019, updated to reflect money carried forward from 2017-2018 and further known costs, be approved. The proposal was carried.

## 2018/007 Council Governance

**007.1 New Legislation, Codes or Regulatory Issues:** The Clerk reported that new Model Standing Orders had been published by the National Association of Local Councils. Any changes needed to the Council standing orders would be presented to the Ordinary Meeting in June. It was also reported that a procedural change, affecting external reports to and public comment at Council meetings, had been announced which would impact upon agendas hereafter. The Clerk would implement the change effective as of the Annual Meeting of the Council in May.

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

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**007.3 Council Policies, Procedures and Guidelines:** Council policies and procedures had been reviewed by the Clerk and necessary changes duly recommended as a consequence. Councillors considered the amendments required and welcomed the outcome of the review. It was proposed by Cllr Brooke, seconded by Cllr Burn, that the recommendations be approved. The proposal was carried.

**007.4 General Data Protection Regulation (GDPR):** Progress with the implementation of the GDPR was noted and, in particular, that the Council had now been registered as a data controller with The Information Commissioner's Office. Two comprehensive policies were presented for adoption - Data Protection Policy and Data and Records Retention Policy. It was proposed by Cllr Burn, seconded by Cllr Morley, that these be approved. The proposal was carried. Whilst further work remained to be undertaken, the Council was confident that its approach to the holding and processing of personal data was consistent with legislative requirements.

**2018/008 Correspondence**

There were no issues arising from the list of correspondence.

**2018/009 Parish Clerk's Report**

The Clerk's report was noted. There were no matters arising.

**2018/010 Matters to be Brought to the Attention of the Council**

Cllr Brooke reported that the new defibrillator had been called into action but that, thankfully, it had not actually needed to be used. Nonetheless, it was pleasing to note that its provision could have helped to save a life and that the process for its use had worked successfully. Cllr Morley asked if The Brewers Arms had been listed as an 'Asset of Community Value' with Mid Suffolk District Council. The Clerk would check and either provide confirmation or effect the listing. In response to a query from Cllr Goodchild regarding potential consideration of local projects and developments which councillors might wish to support in funding terms, the Clerk apologised that this had been omitted from the agenda. The matter would now be scheduled for the Ordinary Meeting of the Council in June.

**2008/011 Next Meeting**

It was noted that the Annual Meeting of the Council would be held on Tuesday 22 May at 6.30pm in Rattlesden Village Hall.

**The meeting closed at 8.19pm.**