

# RATTLESDEN PARISH COUNCIL

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## Minutes of the Ordinary Meeting of the full Council held on 30 October 2018 at 7.30pm in Rattlesden Village Hall

*Approved 27.11.18 (Minute 2018/085 refers)*

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

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

**2018/069 Apologies for Absence**

Accepted from Cllr Bridget Goodchild who was absent due to family commitments.

**2018/070 Declarations of Interest**

None.

**2018/071 Minutes of the Last Parish Council Meeting**

It was proposed by Cllr Morley, seconded by Cllr Brooke, that the minutes of the Ordinary Meeting of the Parish Council, held on 25 September, be signed as a true record. The proposal was carried.

**2018/072 District and County Councillor Report**

Cllr Otton presented her report, as circulated previously. She focused on the County Council budget overspend in the 2018-2019 financial year to date, the fact that further cuts were planned for 2019-2020 and an increase in the number of Suffolk schools rated by Ofsted as inadequate or requiring improvement.

**2018/073 Public Comment and Questions**

Two residents spoke to express their concerns about the possibility of a lay-by being installed at Cemetery Green.

**2018/074 Planning**

**074.1 Applications:** There were no new planning applications for the Council to consider.

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

**074.3 Decisions:** None.

**2018/075 Finance**

**075.1 Financial Report:** The report to 30 September was received. It was noted that the TSB current account stood at £10,170.19 and the deposit account at £13,511.61 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.

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**075.2 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 (October) - £151.35;
- ◆ Clerk: salary (October) - £336.42;
- ◆ HMRC: PAYE (October) - £84.00;
- ◆ Mr Roger Heard: 447th Bomb Group Memorial grass-cutting - £60.00 (Section 137 expenditure);
- ◆ The Felsham Gardeners: Cemetery grass-cutting - £200.00;
- ◆ The Felsham Gardeners: Cemetery hedge-cutting - £200.00;
- ◆ PKF Littlejohn LLP: external audit £200.00 + £40.00 VAT;
- ◆ Anglian Water Business Ltd (National): Cemetery water - £12.10;
- ◆ Came & Company: insurance renewal - £390.82;
- ◆ Suffolk County Council: allotment rent - £34.00;
- ◆ Mr Neil Cole: Cemetery Green bulb planters - £38.98 (Section 137 expenditure);
- ◆ Botanica: trees and stakes for World War I commemoration - £272.97 + £54.59 VAT (Section 137 expenditure);
- ◆ Clerk: administrative expenses - £41.87; and
- ◆ Clerk: reimbursement of cost of upgrade to WinZip 21.5 Pro Edition - £10.74.

Income received was duly noted as follows:

- ◆ TSB: business (deposit) account interest (September) - £0.91;
- ◆ TSB: business (deposit) account interest (October) - £1.67;
- ◆ Mid Suffolk District Council: Community Infrastructure Levy - £8,477.04; and
- ◆ Mid Suffolk District Council: recycling grant (February-July) - £255.00.

**075.3 Budget Review 2018-2019:** Councillors considered the half-year financial position together with projected expenditure for the year. Whilst acknowledging that one or two spending heads were likely to exceed anticipated budget totals it was also recognised that some areas of underspend would be likely to compensate. Further, income was deemed to be in a healthier state than was anticipated when the precept was set. Taking all factors into account, therefore, it was resolved that no changes be made.

**075.4 External Audit 2017-2018:** The Annual Governance and Accountability Return 2017-2018 was received by the Council together with the audit opinion given by PKF Littlejohn LLP (external auditors). The Council was pleased to note that no untoward matters had come to the attention of the external auditors. It was proposed by Cllr Morley, seconded by Cllr Burn, that the Annual Return 2017-2018 be approved and accepted. The proposal was carried.

## 2018/076 Working Group Reports

**076.1 Housing Development:** The Group had met to agree its terms of reference and proposed to consult with residents about facilities they wished to see as part of the development on land adjacent to Roman Rise via an on-line questionnaire on the village Website.

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**076.2 Finance and Development:** This Group had not met since the last Council meeting but, following initial positive feedback to its proposed way forward, a further meeting was to be convened in the near future.

**2018/077 Kerbing**

Since the last Council meeting further correspondence had been received from Suffolk Highways (County Council) about the proposed kerbing and some feedback had been received from residents regarding Parish Council intentions. It was confirmed that work to complete the kerbing of the grass area in Birds Green should go ahead and that A.E.White Surfacing Limited be engaged to carry out the work at a cost of £620.00 plus VAT. Regarding Cemetery Green it was felt that the notion of a lay-by be discarded but that, subject to further details about the precise type of kerbing proposed, the whole site be kerbed. However, a formal decision was deferred until the next Council meeting to allow for any more resident comments which might suggest an alternative approach.

**2018/078 Council Governance**

**078.1 New Legislation, Codes or Regulatory Issues:** None.

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

**2018/079 Correspondence**

There were no issues arising from the list of correspondence.

**2018/080 Parish Clerk's Report**

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

**2018/081 Matters to be Brought to the Attention of the Council**

With further calls from residents in different parts of the village for action on speeding vehicles, the Council agreed to progress the possibility of purchasing a 'Moveable Vehicle Activated Sign' (MVAS) to deter drivers from breaking limits. The process would not be swift given the need to identify sites, have them assessed and for residents to be consulted, but councillors were especially mindful of repeated concerns and felt that something had to be done in the absence of action by both Suffolk Highways and Suffolk Constabulary. The Clerk was asked to secure information and potential costs.

**2018/082 Next Meeting**

It was noted that the next Ordinary Meeting of the Council would be held on Tuesday 27 November at 7.30pm in Rattlesden Village Hall.

**The meeting closed at 8.35pm.**