

RATTLESDEN PARISH COUNCIL

**Minutes of the Ordinary Meeting of the full Council
held on 26 February 2019 at 7.30pm in Rattlesden Village Hall
*Approved 26.03.19 (Minute 2018/131 refers)***

Present: Cllr Kerry Burn (Chairman), Cllr Peter Brooke, Cllr Tony Edwards, Cllr Bridget Goodchild and Cllr Russell Morley.

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

2018/114 Apologies for Absence

Accepted from Cllr Dan Jewers who was on holiday and Cllr Julie Rayner who was absent due to an unavoidable personal commitment.

2018/115 Declarations of Interest

None.

2018/116 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 29 January, be signed as a true record. The proposal was carried.

2018/117 District and County Councillor Report

Cllr Otton presented her report, as circulated previously. She voiced her continuing concerns about the County Council decision to cut funding to Citizens Advice and to reduce funding for highways maintenance which would result in no cleaning of road signs, only mandatory road markings being maintained and less frequent weed treatments in rural areas. At the same time, the County Council had appointed a new Director of Growth, Highways and Infrastructure. Regarding Mid Suffolk District Council she highlighted the consultation on its plans for civil parking enforcement.

2018/118 Public Comment and Questions

None.

2018/119 Planning

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

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

119.3 Decisions: It was noted that application DC/19/00129 Wild Briar, Birds Green had been granted.

2018/120 Finance

120.1 Financial Report: The report to 31 January was received. It was noted that the TSB current account stood at £16,726.09 and the deposit account at £13,540.01 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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120.2 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 (February) - £151.35;
- ◆ Clerk: salary (February) - £336.42;
- ◆ HMRC: PAYE (February) - £84.00;
- ◆ The Felsham Gardeners: Cemetery grass-cutting - £200.00;
- ◆ The Felsham Gardeners: Cemetery hedge-cutting - £200.00;
- ◆ Shaw and Sons Limited: Cemetery registers - £420.00 + £84.00 VAT;
- ◆ Mr David Peachey: dog bin installation - £59.00; and
- ◆ Clerk: reimbursement of costs of voucher for internal auditor - £40.00 (Chairman's allowance).

Income received was duly noted as follows:

- ◆ TSB: business (deposit) account interest (February) - £11.45;
- ◆ Mid Suffolk District Council: cleansing grant (October-December) - £204.10; and
- ◆ Mid Suffolk District Council: cleansing grant (January-March) - £204.10.

120.3 Audit Plan 2018-2019: 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 resolved that Mr Graham Reid be asked to carry out the internal audit of the Council for 2018-2019.

120.4 National Minimum Wage: It was resolved that the Council adopt the new minimum wage of £8.21 per hour (for workers aged 25 and over), effective from 1 April 2019, as it applied to Council employees.

2018/121 Council Communication

Having reviewed the situation, not least in the light of comments received from a resident, it was agreed that no further action was needed as current options for contacting both the Council and individual councillors were felt to be adequate and effective.

2018/122 Mobile Vehicle-Activated Sign (MVAS)

It was confirmed that the potential acquisition of a device should be pursued but recognised that it was dependent upon critical sites being assessed as suitable by Suffolk Highways. Accordingly, four key locations were identified for consideration. These would be the subject of more detailed examination by councillors and then submitted to Suffolk Highways. The potential locations were Lower Road, Top Road, Felsham Road and Stowmarket Road.

2018/123 Cemetery Noticeboard

Given the potential costs identified since the last meeting, the Council reconsidered its original decision to invest in a large noticeboard and decided upon a different course of action. This would comprise a plaque to be placed by the commemorative oak trees and a small sign attached to the Cemetery gates to state who was responsible for the Cemetery and the contact for information and further details. The Clerk would seek options for circulation to councillors.

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2018/124 Working Group Reports

124.1 Housing Development: The Group had not met since the last Council meeting. It was noted that the outcome of the meeting with representatives from Hartog Hutton Ltd regarding the housing development on land adjacent to Roman Rise had still to be forwarded to councillors.

124.2 Finance and Development: The Group had not met since the last Council meeting.

2018/125 Council Governance

125.1 New Legislation, Codes or Regulatory Issues: None.

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

125.3 Risk Register: It was resolved that the updated risk register, revised and extended to reflect current issues affecting the Council, be adopted subject to an amendment to the risk relating to the environment.

125.4 Systems of Internal Control: A review of the effectiveness of the Council governing arrangements and systems of internal control was carried out. It was acknowledged that the Council was better-placed than ever in terms of proper, accountable and appropriate management although there was no room for complacency. The role of the Finance Councillor was key in that regard. Given the sound position overall it was resolved that the controls and systems in place were reliable, adequate, efficient and effective.

125.5 Asset Register: Further to recent inspections, the updated Register of Council Assets was received and considered. It was proposed by Cllr Burn, seconded by Cllr Morley, that it be approved as a true record. The proposal was carried. It was noted that actions flowing from the inspections would be considered at the next meeting.

2018/126 Correspondence

There were no issues arising from the list of correspondence. It was noted that a response from the Camping and Caravanning Club to Council concerns regarding the campsite on Felsham Road was awaited.

2018/127 Matters to be Brought to the Attention of the Council

It was reported that the seat for the bus shelter on Rising Sun Hill had still to be replaced and that vegetation at the bottom of Rising Sun Hill was causing a visibility issue for drivers and needed attention. The Clerk would pursue both matters.

2018/128 Next Meeting

It was noted that the next Ordinary Meeting of the Council would be held on Tuesday 26 March at 7.30pm in Rattlesden Village Hall.

The meeting closed at 8.55pm.