

# RATTLESDEN PARISH COUNCIL

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## Minutes of the Ordinary Meeting of the full Council held on 28 January 2020 at 7.30pm in Rattlesden Village Hall

*Approved 25.02.20 (Minute 2019/113 refers)*

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

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

**2019/097 Apologies for Absence**

None.

**2019/098 Declarations of Interest**

None.

**2019/099 Minutes of the Last Parish Council Meeting**

It was proposed by Cllr Burn, seconded by Cllr Edwards, that the minutes of the Ordinary Meeting of the Parish Council, held on 26 November, be signed as a true record. The proposal was carried.

**2019/100 District and County Councillor Report**

Cllr Otton presented her report, as circulated previously. She highlighted that the County Council was set to raise its portion of the council tax by 4.00% and that she was continuing to push strongly for Rattlesden to be included in the intended review of HGV routes in Suffolk. She added that Mid Suffolk District Council was looking to a 1.66% increase in council tax. In response to concerns about the deteriorating state of the path/access from Lower Road to St Nicholas Church she offered to investigate any options for remedial action with Suffolk Highways (Suffolk County Council).

**2019/101 Public Comment and Questions**

None.

**2019/102 Planning**

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

**102.2 Applications - Responses:** Given deadlines in advance of the meeting, councillors had necessarily considered applications DC/19/05917 and DC/19/05918 12 Birds Green - erection of single-storey side extension and Listed Building Consent. The Council had no objection.

**102.3 Decisions:** It was noted that applications DC19/05081 8 Top Road and DC/19/04828 Rattlesden Gliding Club, High Town Green had been granted. Further to the latter, Cllr Brooke reported that the Airfield Liaison Group had had a productive meeting with those residents concerned about issues raised by the application and that, going forward, minutes of Group meetings would be published on the village website to facilitate a broader understanding of matters.

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## 2019/103 Finance

**103.1 Financial Report:** The report to 31 December was received. It was noted that the TSB current account stood at £19,730.86 and the deposit account at £13,663.92 further to which it was proposed by Cllr Rayner, seconded by Cllr Morley, that the reconciliation be approved and duly signed. The proposal was carried.

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

- ◆ Litter-picker: salary (January) - £158.70;
- ◆ Clerk: salary (January) - £368.25;
- ◆ HMRC: PAYE (January) - £92.00;
- ◆ Mr Roger Heard: 447th Bomb Group Memorial grass-cutting - £31.00 (Section 137 expenditure);
- ◆ The Felsham Gardeners: Cemetery grass-cutting - £200.00;
- ◆ The Felsham Gardeners: village grass-cutting - £125.00;
- ◆ The Felsham Gardeners: Cemetery tree maintenance - £100.00;
- ◆ Anglian Water Business Ltd (National): Cemetery water - £25.54;
- ◆ Gudgeons Prentice Solicitors: further land transfer fee 'on account' - £301.00;
- ◆ Rattlesden Village Hall Management Committee: village hall hire - £8.50;
- ◆ Rattlesden Parochial Church Council: contribution towards the printing costs of "Revelations" plus support services - £130.00 (Section 137 expenditure);
- ◆ Clerk: administrative expenses - £43.49;
- ◆ Cllr Edwards: meeting expenses - £8.56;
- ◆ Cllr Goodlad: reimbursement of costs for the redecoration of the Cemetery railings - £48.00;
- ◆ A.E.White Surfacing Ltd: kerbing to Cemetery Green - £4,082.00 + £816.40 VAT;
- ◆ Mr Richard Mahony: reimbursement of village Christmas tree cost - £50.00 (Section 137 expenditure); and
- ◆ Mr Neil Cole: reimbursement of bulb costs - £14.95 (Section 137 expenditure).

Income received was duly noted as follows:

- ◆ TSB: business (deposit) account interest (December) - £11.18;
- ◆ TSB: business (deposit) account interest (January) - £11.55;
- ◆ Mid Suffolk District Council: cleansing grant (October-December) - £213.46; and
- ◆ Non-residents: Cemetery fees - £500.00.

**103.3 Budget 2020-2021 and Precept 2020-2021:** Councillors gave careful consideration to the budget for the forthcoming year given known expenditure and projects already in the pipeline. It was acknowledged that reserves needed even more management given that income from the Community Infrastructure Levy (CIL) was not insignificant with more likely in the forthcoming financial year. At the same time, flexibility was deemed essential to enable the Council to provide effective support to village work

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and initiatives. The Finance and Development Working Group had met to review options and supported an increase of £3,876.00 in the precept which it was felt would be sufficient to achieve Council ambitions whilst providing for an appropriate general reserve. Accordingly, it was resolved unanimously that the precept requirement be set at £18,476.00. Councillors also agreed that financial management would be enhanced if its current account funded revenue expenditure, leaving the deposit account to equate to CIL funding plus reserves and money for earmarked projects. The Clerk was asked to effect any transfers necessary to achieve that objective but keeping councillors fully and properly informed in the process. Otherwise, financial heads proposed in the paper accompanying the agenda item were accepted and would form the basis for the final budget which would be presented to the Council at its meeting in April.

## **2019/104 Working Group Reports**

**104.1 Housing Development:** The Group had not convened as such but two members had met with the solicitor engaged to effect the transfer to the Council of land adjacent to Roman Rise and an update on developments was provided.

**104.2 Finance and Development:** The Group had met recently to discuss the budget and precept for 2020-2021 and its deliberations and recommendation informed the basis of the decision taken by the Council earlier in the meeting.

## **2019/105 Council Governance**

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

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

**105.3 Risk Register:** With the addition of a further mitigation measure in respect of flooding, it was resolved that the updated risk register, revised and extended to reflect current issues affecting the Council, be adopted.

## **2019/106 Asset Management**

The programme of asset inspections was agreed. The inspections would be carried out at the earliest but, in any event, by no later than the next Council meeting.

## **2019/107 Correspondence**

There were no issues arising from the list of correspondence.

## **2019/108 Annual Parish Meeting**

It was agreed that the Annual Parish Meeting, to be held on Tuesday 21 April at 7.30pm, would focus on giving residents the chance to hear and ask questions about local developments. Formal speakers would be limited to the County and District Councillor and Chairman of the Parish Council.

## **2019/109 Matters to be Brought to the Attention of the Council**

Cllr Goodlad asked that two matters be added to the agenda for the next meeting. Firstly, the poor state of the access/path from Lower Road to

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St Nicholas Church and, secondly, the possibility of employing someone to tackle routine maintenance issues around the village.

**2019/110    Next Meeting**

It was noted that the next Ordinary Meeting of the Council would be held on Tuesday 25 February at 7.30pm in Rattlesden Village Hall.

**The meeting closed at 8.35pm.**