

RATTLESDEN PARISH COUNCIL

**Minutes of the Ordinary Meeting of the full Council
held on 25 February 2020 at 7.30pm in Rattlesden Village Hall**
Approved April 2020 (Minute 2020/002 refers)

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

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

2019/111 Apologies for Absence

Accepted from Cllr Peter Brooke who was absent due to an unavoidable family commitment.

2019/112 Declarations of Interest

None.

2019/113 Minutes of the Last Parish Council Meeting

It was proposed by Cllr Rayner, seconded by Cllr Edwards, that the minutes of the Ordinary Meeting of the Parish Council, held on 28 January, be signed as a true record. The proposal was carried.

2019/114 District and County Councillor Report

Cllr Otton presented her report, as circulated previously. She highlighted that the County Council was to set up a task force to look into how to deal with congestion in and around Ipswich further to the decision not to proceed with the proposed bypass to the north of the town and that serious problems remained with the new policy on school transport which had particular impacts upon Rattlesden and adjacent villages.

2019/115 Public Comment and Questions

None.

2019/116 Planning

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

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

116.3 Decisions: It was noted that applications DC/19/05917 and DC/19/05918 12 Birds Green had been granted.

2019/117 Finance

117.1 Financial Report: The report to 31 January was received. It was noted that the TSB current account stood at £13,590.93 and the deposit account at £13,675.47 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.

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

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- ◆ Litter-picker: salary (February) - £158.70;
- ◆ Clerk: salary (February) - £368.25;
- ◆ HMRC: PAYE (February) - £92.00;
- ◆ The Felsham Gardeners: Cemetery grass-cutting - £200.00; and
- ◆ The Felsham Gardeners: Cemetery hedge-cutting - £200.00.

Income received was duly noted as follows:

- ◆ TSB: business (deposit) account interest (February) - £11.54.

117.3 Audit Plan 2019-2020: It was resolved that the Audit Plan and the 'Terms of Engagement' for and appointment of an internal auditor be approved. It was further resolved that Mr Graham Reid be asked to carry out the internal audit of the Council for 2019-2020.

117.4 National Minimum Wage: It was resolved that the Council adopt the new minimum wage of £8.72 per hour (for workers aged 25 and over), effective from 1 April 2020, as it applied to Council employees.

2019/118 Working Group Reports

118.1 Housing Development: The Group had not met since the last Council meeting.

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

2019/119 Council Governance

119.1 New Legislation, Codes or Regulatory Issues: None.

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

119.3 Systems of Internal Control: A review of the effectiveness of the Council governing arrangements and systems of internal control was carried out. It was felt that the Council continued to exercise good governance and that it remained effective in terms of proper, accountable and appropriate management whilst acknowledging that it had no room for complacency. The role of the Finance Councillor was key in that respect. Given that the position was deemed to be sound overall it was resolved that the controls and systems in place were reliable, adequate, efficient and effective.

119.4 Asset Register: Further to recent inspections plus purchases in the current financial year, 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 any actions flowing from the inspections would be considered at the next meeting.

2019/120 St Nicholas Church Gate - Access from Lower Road

Given concerns identified by Cllr Goodlad the Council considered the deteriorating state of the access to St Nicholas Church gate from Lower Road. Cllr Goodlad confirmed that the Church would welcome attention to the situation and that, further to the securing of an estimate of the costs involved, he would draft a plan for submission to Suffolk Highways from whom approval was needed to proceed with the work.

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2019/121 Correspondence

The only issue to arise from the list of correspondence was that of the bus shelter in Lower Road and on-going problems with litter generated by smokers. The Clerk was asked to communicate with both the owners of "The Brewers" and the Council litter-picker about further attention to the situation.

2019/122 Matters to be Brought to the Attention of the Council

Cllr Jewers noted the need for Cemetery Green to be 'tidied' following the recent kerbing work and that he had been in contact with The Felsham Gardeners to that end. It was agreed that this was much-needed and the Clerk asked to initiate the work. Cllr Goodlad was thanked for effecting a repair to the dog waste bin in Poy Street Green. With overhanging hedges causing a partial obstruction to the view along Felsham Road for drivers seeking to exit High Street it was agreed that the Clerk should write to the owners of the relevant property(ies) to ask if the problem hedging might be cut back. Lastly, there were queries about whether or not a footpath was planned as a product of the housing development at the bottom of Rising Sun Hill. The Clerk would seek clarification.

2019/123 Next Meeting

It was noted that the next Ordinary Meeting of the Council would be held on Tuesday 24 March at 7.30pm in Rattlesden Village Hall.

2019/124 Motion to Exclude the Press and Public

It was resolved to exclude the press and public from the meeting for the final agenda item on the grounds that, while the decision was of public interest and would need to be recorded formally, the discussion leading to that decision would be likely to involve personal data which it was not in the public interest to disclose and which needed to be properly safeguarded on behalf of the individual concerned.

2019/125 Parish Clerk

The Parish Clerk left the meeting for this item.

As required by the contract of employment, the Council conducted the annual review of the salary of the post-holder following which it was agreed that, with effect from 1 April, the rate be increased to £13.68 per hour (NJC scale LC2 - spinal column point 22).

The meeting closed at 8.20pm.