

RATTLESDEN PARISH COUNCIL

Minutes of the Ordinary Meeting of the Council held on Tuesday 26 June 2023 at 7:30pm in Rattlesden Village Hall

Present: Cllr Kerry Burn (Chairman), Cllr Tony Edwards (Vice Chairman), Cllr Steve Atkinson, Cllr Dave Goodlad, Cllr Sarah Osborne (from item 2023/068), Cllr Russell Morley.

In Attendance: County Councillor Penny Otton, District Cllr Nicky Willshire, Parish Clerk Andrew Scott, and two members of the public.

2023/063 Apologies for absence
Cllr Dan Jewers.

2023/064 Declarations of Interest
There were no declarations of interest.

2023/065 Minutes of the last Parish Council Meeting
It was resolved that the minutes of the Annual Meeting of the Parish Council held on 30 May 2023 be approved.

2023/066 Public Comment and questions on agenda items
There were no public comments or questions.

2023/067 Councillor vacancy

067.1 Two expressions of interest had been received, and it was agreed unanimously that Sarah Osborne be appointed.

067.2 Having made a declaration of acceptance of office, Cllr Osborne joined the meeting.

2023/068 County Councillor's report
Cllr Otton introduced her report, which had been circulated with the papers, and it was received. There were no questions from Councillors.

2023/069 District Councillor's report
Cllr Willshire introduced her report, which had been circulated with the papers. She added that the proposed route for the Norfolk to Tilbury pylons, passing to the East of Stowmarket, had now been published, and was out for consultation until 21 August. There were no questions from Councillors.

2023/070 Planning

070.1 Applications received: **DC/23/02483** Townfield, Baby Lane - 2-bay garage to 1 bedroom holiday let: no objection; **DC/23/02784** 2 Peggs Cottage, Half Moon Street - Fell 1 conifer: no objection.

070.2 Applications considered by e-mail due to the consultation deadline – there were none.

070.3 Applications granted/refused: none notified. It was noted that DC/23/01457 Manor Cottage, Half Moon Street had been withdrawn.

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2023/071 Finance

071.1 Financial Report: The Clerk's financial report to 31 May was received. It was noted that the Fixed assets budget appeared to be overspent by £40.88, however this included CIL fund expenditure, so was not an ordinary budget overspend. The current account balance stood at £465.84 and the deposit account at £113,226.07, of which £ 81,951.31 represented CIL funds, and it was agreed that the reconciliation be approved and duly signed.

071.2 Payments Schedule: The schedule of payments for June 2023 was approved.

071.3 Internal Audit: The Clerk reported that Mr Reid had signed the internal audit certificate, and the AGAR return for 2022-23 could therefore be submitted for external audit. Mr Reid's report to the Council would follow in due course.

2023/072 Review of Council policies and procedures

The following policies and procedures were reviewed, and no changes were made:

- 01 Standing Orders
- 02 Financial Regulations
- 03 Health and Safety Policy
- 04 Protocol for Reporting at Meetings
- 06 Data Protection Policy
- 07 FOI Publication Scheme
- 10 Data and Records Retention Policy
- 12 Complaints Procedure
- Cemetery Fees and Regulations

It was agreed that the policies would benefit from further review with a view to making them more concise, and it was agreed that this should be done on a rolling basis over the coming months.

2023/073 Review of Risk Register and Risk Assessments

The Risk Register and the Village Warden and SID Charging risk assessments were reviewed and confirmed. The importance of wearing a high-vis jacket when working on or near public highways was stressed.

2023/074 Matters to be brought to the attention of the Council

074.1 Parish Clerk. The Clerk had, with regret, tendered his resignation, citing unexpected family commitments. It was agreed to follow the same procedure as last year, with the interview process conducted by the Chairman and Finance Councillor.

074.2 Memorial bench. A request to site a memorial bench in the cemetery had been received. Councillors were sympathetic, noting that there were currently no benches in the new extension. There was no formal policy on memorial benches at present, but it was felt that these should become the property of the Council, which would assume responsibility for their maintenance, and that the Council should approve the design. There was a preference for metal over wood, as elsewhere in the village, and it was agreed to put this to the correspondent.

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073.3 Footpath cutting. Footpath cutting had recently been carried out, but it was generally felt that more was needed than that provided by the County Council, and that the Parish should be willing to fund this. There was a discussion about how this might be done, and it was agreed to await further input from Cllr Jewers and Cllr Burn.

073.4 Other items. Cllr Edwards reported on progress with the transfer of the Village Hall lease to the Pre-School, grant applications for insulating the roof, and improving the garden area. Cllr Atkinson reported that he had sent an item for Revelations seeking volunteers for a Jubilee Field Wood Working Party. Cllr Goodlad wished to obtain quotes for a repair to the path leading to the southeast gate of the churchyard. The surface had broken up, but it was not clear who the owner of the land was. It was agreed that the Council would consider a proposal to fund this. Cllr Goodlad had downloaded data from the Speed Indicator Devices. He offered to make this available to any interested parties, and would provide figures for traffic volumes before and after the start of the A14 reconstruction works.

2023/075

Next Meeting

Tuesday 25 July 2023 at 7:30pm.

The meeting closed at 9:10pm.