**Rushbrooke with Rougham Parish Council**

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| You are hereby summoned to attend the next Ordinary Meeting of the above Parish Council, which will be held on Monday 17 October 2022 at 7.30 pm in Rougham Sports Hall13 October 2022 *P M Lamb - Parish Clerk* |

# A G E N D A

1. Apologies for Absence/Acceptance of Same
2. Approval of Minutes of PC Meeting held on Monday 18 July 2022
3. Public Forum (15 minutes)
4. County Councillor’s Report
5. Borough Councillor’s Report
6. Trevor Beckwith’s Report
7. Finance & Administration

Income and Payments

Bank Balances: As at 30.9.22: Current: £11,940.16, Deposit: £27,552.98 Total*:* £39,493.14

Finance

Spreadsheet

AGAR 2020/21: Completed and circulated. Agree action required following auditors’ reports.

Confirm use of PKF Littlejohn LLP as PC’s future external auditors’ (details to be confirmed).

Agree appointment of Heelis & Lodge as PC’s Internal Auditors for the next financial year.

New Bank Mandate completed and submitted to Barclays Bank plc for immediate effect:

Changes include appointment of the following new signatories: Sean Brinkley and Andy Dann.

Confirm Standing Orders payments (for 30.9.22); Rougham Playing Field Management

Committee (Contribution towards grass cutting of Sports Hall Play Area £1k; and contributions

towards churchyards; St Mary’s, Rougham £500 and Rushbrooke £150.

Contributions to proposed new Sports Hall Extension (as previously discussed) had been

agreed to be dealt with on an ‘ad hoc’ basis as works progress. Detailed requests for such payments

to be submitted to Parish Clerk by Email with a minimum of 4 weeks’ notice of payment being

required.

Payments

Parish Clerk: Salary and Mileage: Qtr: Jul-Sep 2022: £1,554.00 + Mil £29.70 = £1,583.70

HMRC: PAYE: Jul-Sep: £375.00

Parish Clerk: 2 x 12 x 2nd class Postage Stamps: £XX

SALC: Provision of 6 months’ payroll service to 30.9.22

Heelis & Lodge: Year End Internal Audit 31.3.22: £195 + Return courier service £15: £210.00

Command Pest Control: Quarter 1.9.22 – 1.12.22: £99.50 + V 19.90: £119.40

Mr D Larke: Litter Picking: Quarter to 30.9.22: £450.00

Waste Bins

Confirm two locations identified by Cllr Wells, possible new site of bin currently in bus shelter

(1 new bin in stock with Cllr Poole). Any new bins required? If so, no, colour and location.

Grit/Salt bins required (no. and suggested locations – to be approved first by SCC ).

1. Planning

DC/22/1749/TPO: 29 Mouse Lane: one Oak (T21 on plan, T21 on order) overall crown reduction by five metres and a crown lift to three metres above ground level. Respond by 1.11.22

DC/22/1624/ADV: West Suffolk Service Station The Battlies: Application for advertisement

Consent - a. six internally illuminated fascia signs b. four internally illuminated hanging

signs c. two Internally illuminated totem signs c. one internally illuminated tablet sign

d. three non illuminated poster panels 25.10.22

9 Mouse Lane

10 Highways

Flooding – Almshouse and Church Roads: Feedback from Cllr Soons re this. (Further request made

to Cllr Soons to expedite cutting of gullies to reach ditch(es): (10.1.22: PW considers Church Road

to be prioritised first; Cllr Soons advised accordingly.) Co Cllr Soons

Potholes – Outstanding Repairs

SID: Review response received from SCC re suitability of new sites recommended by PC.

Also, awaiting rota.

11 Community

Anti-Social Behaviour

Mouse Lane Christine Old

Public Transport Remove?

Web Site and Social Media Paul Wells

Emergency Management Planning Andy Dann

James Stiff Cottages – Havebury Housing Tony Poole

12 Rougham North Report

13 Correspondence

14 Matters of Report only

15 Matters for Consideration at Next Meeting

16 Any Other Business

17 Date of Next Meeting: Monday 21 November 2022