

## ROUGHAM with RUSHBROOKE PARISH COUNCIL

Chairman: Councillor Paul Wells

Clerk: Tina Newell

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**All Parish Councillors:** You are hereby summoned, and members of the press and public you are hereby invited, to attend the Annual meeting of Rougham with Rushbrooke Parish Council on **Thursday 18 May 2023 in the Sports Pavilion, Rougham** from 7.30pm to consider the items set out below.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk at least 24 hours before the meeting so that every effort may be made to provide access.

*This meeting will be recorded until the minutes have been approved; anyone speaking at the meeting will have deemed too given consent to being recorded.*

### AGENDA

Item	Description
1.	To elect a Chairman of the Council and receive the Chairmans Declaration of Acceptance to Office.
2.	To consider co-opting Councillors to fill the three vacant seats for Parish Councillor.
3.	To elect a Vice Chairman of the Council.
4.	<b>Apologies for absence:</b> a. Councillors to receive any apologies for absence. b. Councillors to vote on acceptance to apologies for absence.
5.	<b>Declarations of Interest and Dispensation considerations:</b> <i>members are reminded of their responsibility to declare any interest in respect of any matter contained or brought up in this meeting in accordance with the Councils Code of Conduct.</i> a. To receive any Councillors Interests in subsequent agenda items. b. To consider any requests for dispensations.
6.	<b>Minutes of previous meeting:</b> Councillors to agree the minutes of the meeting held on 11 April 2023.
7.	<b>Public Forum: (this section at the Chairman's discretion may last up to 15 minutes):</b> a. To receive reports from District Councillor's. b. To receive a report from County Councillor Karen Soons (KS).

	<p>c. To receive comments or questions on matters of interest from members of the public.</p>
8.	<p><b>Planning:</b></p> <p>Councillors to consider the following planning applications relating to Rushbrooke and/or Rougham:</p> <p>a. <b>DCON(A)/22/0476</b> Application to discharge conditions 10 (Construction management), 14 (surface water management plan), 21 (Bird Mitigation Strategy) and 22 (Biodiversity Enhancement Strategy) from DC/22/0476/FUL Land South Of General Castle Way, Rougham Industrial Estate, Rougham</p> <p>b. <b>DC/23/0593/HH</b> Householder planning application - ramped access 7 Wheelwright Close, Rougham IP30 9JD</p> <p>c. <b>DCON(A)/22/0152</b> Application to discharge conditions 6 (hard and soft Landscaping) and 7 (boundary treatment) of DC/22/0152/RM Land Rear Of The Lodge, The Green, Rougham</p> <p>d. <b>DC/23/0239/FUL</b> Planning application - installation of storage and distribution building (B8) and office and conference/training space and ancillary agricultural plant machinery display area; b. together with associated infrastructure including means of access, vehicle and cycle parking, service yard and landscaping Land Off General Castle Way, Rougham Industrial Estate ,Rougham</p>
9.	<p><b>Finance:</b> (all reports and paperwork appended):</p> <p>a. Councillors to approve the finance report for the year ended 31 March 2023 including:</p> <ol style="list-style-type: none"> <li>I. Bank reconciliations</li> <li>II. Budget vs Actual</li> <li>III. Reserves</li> <li>IV. Assets</li> </ol> <p>b. Councillors to receive the bank reconciliation for the period ended 30 04 2023 noting this is the first month of the new financial year.</p> <p>c. Councillors to note receipts since the last meeting.</p> <p>d. Councillors to approve payments to be made by cheque.</p> <p>e. Councillors to review the current bank mandate and agree the removal and/or additions as necessary.</p>

	f. Councillors to consider purchasing a speed indicator device.
10.	<p><b>Governance:</b></p> <ul style="list-style-type: none"> <li>a. To receive and adopt the Internal Audit report for the year ended 31 March 2023.</li> <li>b. To consider and approve the completion of the Annual Governance Statements (section one) of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2023.</li> <li>c. To consider and approve the Accounting Statements (section two) as transposed on the AGAR for the year ended 31 March 2023.</li> <li>d. To note Rusbrooke with Rougham Parish Council are subject to a Limited Assurance Review for the year ended 31 March 2023.</li> <li>e. To agree the dates for public inspection of the accounts as commencing on 13 June 2023 up to and including 14 July 2023.</li> <li>f. To consider the following Parish appointed positions: asset management officer, risk assessment officer, play equipment officer, road safety officer, footpath officer and tree warden.</li> <li>g. To confirm the appointment of Parish Council representatives on external bodies.</li> <li>h. To agree to Parish Council subscriptions to external bodies including Suffolk Association of Local Councils (SALC: a paid subscription) and Community Action Suffolk (CAS: a free subscription).</li> <li>i. To consider and agree adopting the National Association of Local Councils (NALC) Standing Orders.</li> <li>j. To consider and agree adopting the Financial Regulations as suggested by NALC.</li> <li>k. To consider and agree adoption of the Local Government Associations Code of Conduct</li> <li>l. To consider adopting draft Policies and Procedures.</li> <li>m. To consider adopting draft risk assessments.</li> <li>n. To review the Parish Councils insurance.</li> </ul>
11.	<p><b>Correspondence:</b> Councillors to note any correspondence previously circulated not included elsewhere on the agenda and consider any action.</p>

12.	<b>Any other matters for information, to be noted, or for inclusion on a future agenda:</b>
13.	<b>Councillors to agreed dates for the forthcoming meetings and locations:</b> 2023 - 10 July, 11 September, 13 November, 2024 - 8 January, 11 March, 15 April and 13 May 2024.
14.	<b>To resolve that under the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting due to the confidential nature of the business to be discussed:</b> Staffing Matters
15.	<b>To consider the appointment of a Parish Clerk and Responsible Financial Officer.</b>
16.	<b>To close the meeting.</b>

Tina Newell

Locum Clerk | RushbrookewithRougham Parish Council

Dated this 11<sup>th</sup> day of May 2023