

ROUGHAM PARISH COUNCIL

Chairman: Councillor John Newman


Clerk: Tina Newell

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Councillors: You are hereby summoned and members of the press and public you are hereby invited to attend a meeting of the Parish Council on **Thursday 22 June 2023 from 7.30pm** to be held in **Bradfield and Rougham Baptist Church, Kingshall Street, Rougham IP30 0BA** 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 can be made to provide access.

AGENDA

Item	Description
1.	Apologies for absence: <ul style="list-style-type: none">a. Councillors to receive any apologies for absence.b. Councillors to vote on acceptance to apologies for absence.
2.	Declarations of Interest: <ul style="list-style-type: none">a. To note any additions/deletions to members Register of Interests.b. To receive any Councillors Interests in subsequent agenda items in accordance with the Council's Code of Conduct.
3.	Dispensation: <ul style="list-style-type: none">a. Councillors to receive any requests for dispensation/s.b. Councillors to decide whether to grant dispensation/s.
4.	Minutes of previous meeting: Councillors to agree the minutes of the Annual Parish Council meeting held on 18 May 2023.
5.	Public Forum: (this section at the Chairman's discretion may last up to 15 minutes): <ul style="list-style-type: none">a. To receive a report from Sara Mildmay-White, District Councillor,b. To receive a report from Karen Soons, County Councillorc. To receive comments or questions on matters of interest from members of the public.
6.	Planning: <ul style="list-style-type: none">a. Councillors to consider applications made to the Local Planning Authority (MSDC) relating to Rushbrooke or Rougham:<ul style="list-style-type: none">i. DC/23/0863/TPO

	<p>TPO 346 (2002) Tree preservation order – two Ash (T1 and T4 on plan) two Oak (T2 and 8) three Pine (T3, T6 and T7) two Larch (T5 and T9) and two Prunus (T10 and T11) – fell</p> <p>Elizabeth House, Maxwell Road, Rougham IP30 9ND</p> <p>II. DC/23/0867/ADV</p> <p>Application for advertisement consent - various signage including four internally illuminated freestanding signs, one illuminated playland sign, two banner signs and 26 parking and road signage</p> <p>Land at Suffolk Business Park, General Castle Way, Rougham</p> <p>b. Councillors to note the following determination made by the Local Planning Authority since the last meeting relating to Rushbrooke or Rougham: DCON(A)/22/0152 Land rear of The Lodge The Green Rougham WSC: GRANTED.</p> <p>c. Councillors to note the following planning applications previously considered by the Parish Council are still pending determination by the District Council:</p> <ul style="list-style-type: none"> I. DCON(A)/22/0476 Land South off General Castle Way, Rougham Industrial Estate, Rougham I. DC/23/0593/HH P 7 Wheelwright Close, Rougham IP30 9JD II. DC/23/0239/FUL Land off General Castle Way, Rougham Industrial Estate, Rougham
	<p>Finance (all supporting papers appended):</p> <ul style="list-style-type: none"> a. Councillors to receive an update on changes to the bank mandate. b. Councillors to receive and consider a budget for 2023/24. c. Councillors to note receipts since the last meeting. d. Councillors to resolve to receive a full list of creditors and make payment by return as soon as access to the bank account is granted. e. To receive quotations for the cutting of the grass on Mouse Lane play area. f. To receive a quotation to cut the footpaths and clear around the signs in the Parish from T C Forestry & Fencing of £46.50 per cut and £350 a year respectively. g. To agree the purchase of a laptop for use by the Clerk up to a net cost of £832.50.

	<p>h. To agree the purchase of Microsoft Office at a one off net cost of £99.99.</p>
8.	<p>Governance:</p> <p>a. To agree adoption of the model Standing Orders to include amendments specific to this Parish Council.</p> <p>b. To agree adoption of the model Financial Reuglations noting the amendments to make it specific to this Parish Council.</p> <p>c. To agree adoption of the Code of Conduct as recommended by SALC.</p> <p>d. To agree adoption of the following policies:</p> <ul style="list-style-type: none"> I. Accessibility statement II. Disciplinary III. Equality IV. Equal opportunities V. Grievance VI. Health and Safety VII. Meeting attendance VIII. Safeguarding IX. Sickness and absence <p>e. To agree adoption of the following risk assessments:</p> <ul style="list-style-type: none"> I. Clerk II. Financial III. Volunteer IV. Vehicle Activated Sign <p>f. To receive the Parish Council insurance schedule and agree it adequalty covers the Parish Council.</p>
9.	<p>To receive updates/reports from officers and village groups and consider action required:</p> <p>a. Asset management officer: DS</p> <p>b. Risk assessment officer: DS</p> <p>c. Footpath officer: SMW</p> <p>d. Tree warden: All Councillors</p> <p>e. Defibrillator officer: DH</p> <p>f. Social Media: To note TN has also been made administrator on the facebook page.</p>
10.	<p>Play Equipment: To note all play equipment currently erected in the Parish is owned</p>

	<p>by the Parish Council.</p> <ul style="list-style-type: none"> a. To receive the most recent play inspection report. b. To consider the frequency of a formal play equipment inspection. c. To consider and agree forming a working party to maintain the equipment. d. To consider formalising the use of the land at the Sports Hall where the play equipment is sited.
11.	Local Plan: To receive a report on West Suffolk Council's Local Plan.
12.	Stakeholders: To consider the Parish Council's relationships with local Stakeholders.
13.	Anti-Social Behaviour: To consider recent anti-social behaviour and agree how to address it.
14.	To note the date of the next scheduled meeting is 10 July 2023.
15.	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: Staffing matters.
16.	To consider the position of Parish Warden.
17.	To receive an update on the appointment of a Parish Clerk and Responsible Financial Officer.
18.	Chairman to close the meeting.

Tina Newell

Tina Newell Clerk | RusbrookewithRougham Parish Council

15th day of June 2023