

# ROUGHAM PARISH COUNCIL

**Chairman:** Vacant


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 14 September 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.	<b>Councillors to appoint a Chairman.</b>
2.	<b>Councillors to appoint a Vice Chairman.</b>
3.	<b>Apologies for absence:</b> a. Councillors to receive any apologies for absence. b. Councillors to vote on acceptance to apologies for absence.
4.	<b>Co-option:</b> To note as no election has been called Councillors can proceed to co-opt one member on to the Parish Council.
5.	<b>Declarations of Interest:</b> 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.
6.	<b>Dispensation:</b> a. Councillors to receive any requests for dispensation/s. b. Councillors to decide whether to grant dispensation/s.
7.	<b>Minutes of previous meeting:</b> Councillors to agree the minutes of the Parish Council meeting held on 20 July 2023.
8.	<b>Public Forum: (this section at the Chairman's discretion may last up to 15 minutes):</b> a. To receive a report from Sara Mildmay-White, District Councillor to include confirmation a Parish Boundary map has been received and

	<p>consider available dates to meet with residents to consider the implications of the Local Plan.</p> <p>b. To receive a report from Karen Soons, County Councillor</p> <p>c. To receive comments or questions on matters of interest from members of the public.</p>
9.	<p><b>Planning:</b></p> <p>a. Councillors to consider applications made to the Local Planning Authority (MSDC) relating to Rushbrooke or Rougham:</p> <p style="padding-left: 40px;">I. DC/23/1379/TPO</p> <p style="padding-left: 80px;">TPO 143 (1990) tree preservation order - a. One Walnut (within G1 on order (clear fallen tree) b. One Walnut (within G1 on order) overall crown reduction by three metres.</p> <p style="padding-left: 80px;">Ravenwood Hall Hotel, Ipswich Road, Rougham IP30 9JA.</p> <p style="padding-left: 40px;">II. DC/23/1232/ADV Application for advertisement consent for various signage including – a. four internally illuminated fascia b. one halo illuminated sign c. one internally illuminated roof letters d. one non illuminated aluminium cut logo e. two internally illuminated panels e. two internally illuminated panels f. two internally illuminated digital menu boards g. two non illuminated panels h. PVC printed banner i. one aluminium free standing totem sign, and four supporting information signs.</p> <p style="padding-left: 80px;">Plot 710 land South of General Castle Way Rougham Industrial Estate, Rougham</p> <p>b. Councillors to note decisions made by the Local Planning Authority relating to the Parish since the last meeting.</p> <p>c. To receive an update on the following appeals:</p> <p style="padding-left: 40px;">I. AP/23/0010 ENF Stable Barn, The White Horse, Blackthorpe, Rougham</p> <p style="padding-left: 40px;">II. AP/23/0009 STAND The White Horse, Blackthorpe, Rougham</p> <p>d. To consider the future of Rougham Airfield.</p>
10.	<p><b>Finance</b> (all supporting papers appended):</p>

	<ul style="list-style-type: none"> <li>a. To receive and approve the finance report for the period ended 31 August 2023 including: <ul style="list-style-type: none"> <li>I. Bank reconciliations</li> <li>II. Budget to actual payments and receipts</li> <li>III. Assets</li> <li>IV. Reserves</li> </ul> </li> <li>b. Councillors to note receipts since the last meeting.</li> <li>c. Councillors to approve payments to be made by internet banking and to note and approve any payments made since the last meeting.</li> <li>d. To consider and agree an increase to the insurance premium noting the increase in the value of Parish Council owned assets.</li> <li>e. To consider a response to Barclays offer of £100.00 compensation for the delay in amending the bank mandate.</li> <li>f. To note the VAT return for year ended 31 03 2023 has been submitted (totalling £4,178.80).</li> </ul>
11.	<b>Governance:</b> To receive an update on the External Audit.
12.	<b>Play Equipment/play area:</b> <ul style="list-style-type: none"> <li>a. To receive the most recent play inspection report.</li> <li>b. To consider and agree forming a working party to maintain the equipment.</li> <li>c. To consider formalising the use of the land at the Sports Hall where the play equipment is sited.</li> <li>d. To consider putting the grass cutting out to tender for the next full season.</li> </ul>
13.	<b>Bus Shelter:</b> Councillors to note the bus shelter has been tidied up and are asked to consider any further action required.
14.	<b>Communication:</b> Councillors to consider and agree the format and time scale for communications.
15.	<b>Training:</b> To consider the needs for new Councillors to undertake training.
16.	<b>Any other Council business to be noted of for inclusion in a future meeting:</b>

17.	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.
18.	To consider and appoint a permanent Parish Clerk and Responsible Financial Officer
19.	To resolve to re-admit members of the press and public.
20.	Chairman to close the meeting.

*Tina Newell*

Tina Newell Clerk I RusbrookewithRougham Parish Council

7<sup>th</sup> day of September 2023