

| MINUTES OF THE MEETING OF RUSHBROOKE WITH ROUGHAM PARISH COUNCIL HELD ON MONDAY 21 NOVEMBER 2016 | | |
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| | <p>Present: Cllr I Steel (Chair), M Chapple, C Drewienkiewicz, J Eden, C Lee, C Old, A Poole and F Shaw</p> <p><u>In attendance:</u> Borough Cllr S Mildmay-White (part time)</p> | ACTION |
| 16/195 | APOLOGIES FOR ABSENCE: Cllrs M Cocksedge, P Langdon and J Ottley | |
| 16/196 | DECLARATIONS OF INTEREST: None | |
| 16/197 | APPROVAL OF MINUTES: The Minutes of the last PC Meeting held on 19 September 2016 were approved and signed. | |
| 16/198 | MATTERS ARISING: None | |
| 16/199 | COUNTY COUNCILLOR'S REPORT: No report had been received in time for the meeting, but is now attached. | |
| 16/200 | <p>BOROUGH COUNCILLOR'S REPORT: Cllr Mildmay-White's Report for November had not been received, but is to be provided post meeting. It was reported that the Sybil Andrews Academy will be open to pupils in two weeks' time. The landscaping remains to be done. Cllrs Steel and Eden had held a meeting with the contractors. Cllr Mildmay-White stated that, with Sow Lane closed, drivers are speeding through the village. It is not possible to use a Vehicle Activated Sign in the village (in an effort to slow traffic), as there are no suitable sign locations. Cllr Eden is to contact Inspector John Dee in this regard and is to attend the next SNT meeting. Cllrs Steel and Eden had met with Taylor Wimpey this morning and asked for a sign to be erected at the entrance to the development saying 'Lark Grange, Rougham'.</p> <p>Further work is to be done with regard to the brochure to be provided to the new homes/residents. It is hoped that the developers will fund approximately 500-600 copies in this regard and it is hoped to issue these by 1 January. Cllr Mildmay-White offered to contribute £100 in this regard.</p> | <p>SMW</p> <p>JE</p> <p>SMW</p> |
| 16/201 | PUBLIC FORUM: No members of the public present. | |
| 16/202 | <p>PLANNING:</p> <p><u>Decisions Received:</u> None</p> <p><u>Withdrawn Applications:</u> None</p> <p><u>New Applications:</u> None</p> <p><u>New Applications received since the date of Notice:</u></p> <p>DC/16/2463/TPO: 20 Mouse Lane, Rougham: TPO 311 (2001) - Tree Preservation Order – 1 no. Oak (T29 on plan and order): Raise crown to 6 m above ground level. Members agreed to support this application.</p> <p><u>Other Planning Matters</u></p> <p><u>Cycle Path to R/O Sow Lane Bungalows:</u> It was suggested that, while Messrs Breheny are moving aggregate, they could leave a pile ready for use in this connection. Messrs Sustrans had advised that they currently have no funding available to assist with this project, but may be able to get volunteers to maintain it. It is hoped that Sir George Agnew will agree to land being made available for this purpose and that funding for the modifications to the junction of Sow Lane and Mount Road will be available from the proposed Thurston development of 100 houses.</p> <p><u>Landmark, Rougham Green:</u> Cllr Mildmay-White reported that the Enforcement section of SEBC has proposed that legalisation of the annexe as a separate dwelling should not be permitted as insufficient evidence had been provided in this regard. Cllr Mildmay-White suggested that the PC may wish to consider calling for an investigation in this connection, as she had been categorically told that a charge would be placed on Landmark to prevent its Annexe being sold as a separate dwelling. (Cllr Mildmay-White now understands that no such charge had been placed on the property.)</p> | Clerk |

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| | <p><u>School Car Park</u>: Following the PC's request that a pedestrian link should be provided between the new and old sections, nothing further has been heard. Cllr Mildmay-White offered to explore this situation.</p> <p><u>Mount Road</u>: A new roundabout is being constructed for the second phase of the development (between 'The Flying Fortress' PH and 'The Wallow' on Mount Road, which will serve the new dwellings.</p> <p>It was further reported that parents, whose children are attending Rougham Primary School, had recently visited the Sybil Andrews Academy with a view to placing their children there.</p> | SMW |
| 16/203 | <p><u>FINANCE & ADMINISTRATION</u></p> <p><u>Income and Payments</u></p> <p>Bank Balances as at 31.10.16: Current: £7,571.46, Deposit: £21,010.03: Total: £28,581.49</p> <p>Income: Interest: 3.10.16: Interest for period 1 September – 2 October: £9.21</p> <p><u>Payments</u></p> <p>The following payments were approved:</p> <p>SALC: 6 months' payroll service to 30.9.16: £18.00 (Chq No 101037)</p> <p>BDO LLP: Review of Annual Return YE 31.3.16: £120.00 (101038)</p> <p>Mr R Peters: Litter Picking: October-December: £300.00 (101039)</p> <p>Clerk: Lever Arch File, Window Envelopes & S/H Pads: 11.97)</p> <p>Printer paper: £2.50): TOTAL: £14.47 (101040)</p> <p>Clerk's Salary: 1 October – 31 December 2016: £1,285.00 (Net) + Mileage (£14.85) = £1,299.85 (101047)</p> <p>HMRC: PAYE: October-December: £310.00 (101042)</p> <p>Glasdon UK: Litter bin for Kingshall Street Bus Stop: 1 x 60 lt Dome Top Litter & Fixing Kit: £411.78 (101043)</p> <p>Mr A Cornish: Re-siting of Grit Bin in Mouse Lane: £20.00 (101044)</p> <p>Cllr P Langdon: Dog Litter Signs: £5.38 (101046)</p> <p>Authorisation for Clerk for telephone banking (in order to transfer sums between Savings and Current Accounts only): Members agreed to this proposal and the form was completed and signed.</p> <p>BDO Audit Return & Issues Arising Report. These items had been signed off by BDO on the 20 September and circulated to Members on 3 October. Members confirmed receipt and acceptance of these documents. The matters raised would be addressed.</p> <p>Bank Reconciliation as at 31.10.16 and Income & Expenditure Spreadsheets had been issued to Members and were approved.</p> <p>Budget/Expenditure 2016/17 Review)</p> <p>Budget & Precept 2017/18) In the absence of the Vice Chair, it was agreed to postpone this item until the January meeting (which is to be brought forward from 30th January to the 16th) to ensure timely submission of the precept (by 27 January 2017).</p> <p>PC's Pension Responsibilities: In Cllr Cocksedge's absence, this item is to be carried over to the next meeting; Cllr Cocksedge was to register the PC etc in accordance with the prescribed date(s). In the meantime, the Clerk would scan and email to him the latest correspondence in this regard.</p> <p><u>Letter to PCC and Police</u>: Members agreed that the PC should endorse the sentiments expressed in the recently circulated draft response to the PCC's stakeholder letter. This is to be rephrased accordingly and issued.</p> <p><u>Play Area Safety Report-Mouse Lane</u>: This item is to be carried over to the next meeting in the light of Cllr Langdon's absence. The reports for the months of August, September and October had been circulated. (Post meeting, the November report was received and circulated.) An action plan (as to the identified problems/repairs) is to be formulated and agreed by the PC. Cllr Steel added that he hopes a grant of £4.5k, under SEBC's RIGS scheme, will be approved. It was agreed that Cllrs Langdon and Old would meet to agree as to the equipment required. The Parish Council would look to provide a grant of up to £2.6k. Such discussions would take account of the matters raised in the recently circulated October Safety Report. Cllr Langdon will speak to Richard Baldwin re</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk/ ALL</p> <p>MCo</p> <p>Clerk</p> <p>PL/CO</p> |

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| | <p>the grant.</p> <p><u>Play Area - Sports Hall:</u> Cllr Chapple reported that a meeting had been held on 31 October re this matter. It was acknowledged that most of the equipment is 12-13 years old and it is anticipated that expenditure of some £2-£3k is required to bring it up to good order. Failure to do this would result in its closure.</p> <p>Cllr Mildmay-White kindly offered to provide 'a few hundred pounds' from her locality budget to facilitate such required repairs. The PC would look to provide a grant when the figures had been finalised by the Sports Hall Management Committee.</p> | <p>PL</p> <p>SMW</p> <p>IS</p> |
| 16/204 | <p><u>MOUSE LANE</u></p> <p><u>Dog Fouling:</u> Cllr Lee requested the purchase of another dog litter bin to be placed at the junction of Oak and Moat Lanes (near the small footbridge). It was agreed that an order would be placed.</p> <p><u>Village signs requiring Cleaning/Replacement.</u> Cllrs Langdon and Cocksedge had surveyed these. It was agreed to send forward this item for discussion at the January meeting.</p> <p><u>Schedule of Footpaths cut by Mr P Bird:</u> The request for this information is to be expedited.</p> <p><u>Additional Light – Mouse Lane:</u> Cllr Old reported the need for this; a request would be submitted.</p> <p><u>Footpath from Smithy Close to Church:</u> Cllr Old advised that these hedges need cutting back - up to the footpath junction.</p> <p><u>Footpath into Mouse Lane:</u> Cllr Old advised that the hedge running along the LHS of the footpath from Layers Farmhouse into Mouse Lane requires to be cut back. Also, the edges of the footpath from Blackthorpe, past the entrance to Ravenwood Hall Hotel, is still considerably overgrown and needs cutting back.</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| 16/205 | <p><u>HIGHWAYS</u></p> <p><u>Outstanding Issues:</u> A meeting is scheduled with Co Cllrs J Finch and T Clements, and Parish Cllrs I Steel and J Eden on Monday 5 December at WS House with a view to getting the outstanding works agreed and scheduled.</p> <p><u>Mount Road Speed Limit:</u> The request for a 40 mph speed limit here had been submitted to the Speed Limit Panel (SLP) along with a reduction regarding Rougham Tower Avenue (formerly Eastern Relief Road). This is to be discussed at the aforementioned meeting re Outstanding Issues.</p> <p><u>Cycle Route – Proposed Link from Mount Road to Rougham Tower Avenue:</u> Cllr Steel had opened communications with Sustrans in this regard. Unfortunately, our original contact is no longer with the company. It is hoped to organise with them the maintenance of this stretch of the route. Discussions are also to be held with one of the four developers. It was agreed that permission would be sought from Sir George Agnew to place any aggregate received from the developers close to the proposed route in anticipation.</p> <p><u>Potholes: Church and New Roads:</u> It was noted that there are very large potholes in these roads. Highways to be asked to repair them as a matter of urgency.</p> <p><u>Field View, Sandy Lane, Rushbrooke:</u> To be discussed with Co Cllrs J Finch and T Clements at aforementioned meeting re outstanding highways issues.</p> | <p>IS/JE</p> <p>IS/JE</p> <p>IS</p> <p>Clerk</p> <p>IS/JE</p> |
| 16/206 | <p><u>FOOTPATHS:</u> Mr Simon Shaw is to be asked if he would like assume the mantle of Footpaths Warden, when Mr J Drewienkiewicz leaves the Parish.</p> | <p>FS</p> |
| 16/207 | <p><u>COMMUNITY:</u></p> <p><u>Village Fete:</u> Cllr Chapple advised that, following a meeting last week, everything is <i>on track</i> for this year's Fete. Cllr Steel recommended that a letter be sent to the new owners of Rushbrooke Hall to see if they would like to sponsor the Fete.</p> <p><u>Mouse Lane:</u> Refer Min 16/204 above.</p> <p><u>Public Transport:</u> Nothing to report in Cllr Ottley's absence.</p> <p><u>Web Site:</u> Cllr Shaw recommended that the PC transfers to the Suffolk Cloud service offered by SALC instead of continuing with the onesuffolk website at Community Action Suffolk. She also recommended that, by applying to become a 'transparency village', the PC could apply for a grant towards its website costs, provision of a free scanner and laptop etc. It was agreed to switch to Suffolk Cloud/SALC. It was further agreed that Cllrs Shaw and Steel would work towards completion of the funding application. Formalities in these connections</p> | <p>MC</p> |

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| | <p>would need to be finalised. In the meantime, CAS would be asked to maintain the onesuffolk website service for the time being. (Post Meeting this extension was agreed to the end of January.) (It is understood that, with Suffolk Cloud, we would be permitted to carry advertisements.) The new web site address would be rushbrookewithrougham@suffolk.cloud.</p> <p><u>Emergency Management Planning</u>: Nothing to report</p> <p><u>Kingshall Street Bus Shelter</u>: The new litter bin is awaiting installation. It was agreed that the original, larger, bin would be sited in Mouse Lane Play Area (advice re position awaited from Cllr Langdon).</p> | <p>FS/IS</p> <p>AP PL/AP</p> |
| 16/208 | MATTERS OF REPORT ONLY: None | |
| 16/209 | MATTERS FOR CONSIDERATION AT NEXT MEETING: 2017/18 Precept | |
| 16/210 | DATE OF NEXT MEETING: PC Meeting: Monday 16 January 2017 | |

Approved at the PC Meeting held on 16 January 2017