

|        | <p align="center"><b><u>MINUTES OF THE MEETING OF RUSHBROOKE WITH ROUGHAM PARISH COUNCIL HELD ON MONDAY 10 JULY 2017</u></b></p> <p>Present: Cllrs I Steel (Chair), M Chapple, M Cocksedge, C Drewienkiewicz, P Langdon, C Lee, C Old, A Poole, and F Shaw (part time)</p> <p>In attendance: Two Representatives from Taylor Wimpey, Co Cllr Karen Soons, Boro Cllr Sara Mildmay-White and Parish Clerk</p>   | <p align="center"><b><u>ACTION</u></b></p> |
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| 17/026 | <b><u>APOLOGIES FOR ABSENCE:</u></b> Cllrs C Lee and A Powell   |  |
| 17/027 | <b><u>DECLARATIONS OF INTEREST:</u></b> None  |  |
| 17/028 | <b><u>APPROVAL OF MINUTES:</u></b> The Minutes of the last PC Meetings held on 22 May and 5 June were approved and signed.  |  |
| 17/029 | <b><u>MATTERS ARISING:</u></b> None   |  |
| 17/030 | <b><u>PUBLIC FORUM:</u></b> No members of the public were present.  |  |
| 17/031 | <p><b><u>COUNTY COUNCILLOR'S REPORT:</u></b> Cllr Soons' report had been circulated. Cllr Soons highlighted highways' issues; two new posts supporting Portfolio Holder, Cllr James Finch, the Cycle Tour of Britain and potholes. Following inspection of several potholes in New Road and Church Road, prior to the PC Meeting, Cllr Soons is to submit reports in these connections. (Post meeting, the following response was received from Cheryl Smith, Area Technician, stating "I am aware of the defects on New Road and Church Road and am closely monitoring them. However at this moment in time they do not meet the required measurements on the matrix for that category of road – as soon as they do I will issue a works order for them. As you have probably seen we have repaired some defects along these roads." Anyone sustaining damage to their vehicle tyres were advised to report such on line. Cllr Chapple commented that the grass on the roadside verges were cut for the first in June, which he considered was far too late and led to very poor visibility (citing New Road and School Road especially). (Post meeting, the Parish Clerk was advised that the grass cutting programme had been delayed, but that the contractors were hoping to catch up soon.)</p>   | <p align="center">TC</p>                   |
| 17/032 | <p><b><u>BOROUGH COUNCILLOR'S REPORT:</u></b> Cllr Mildmay-White's report for July had been circulated and included the following:</p> <p><b><u>West Suffolk Operational Hub:</u></b> Plans to go to development control committee on 19 July.</p> <p><b><u>Single Council for West Suffolk:</u></b> Draft business case being developed. You can have your say online: <a href="mailto:future.council@westsuffolk.gov.uk">future.council@westsuffolk.gov.uk</a> amongst other benefits a single council would give us greater financial resilience to face the challenges of reduced public funding. A single council for West Suffolk would strengthen our voice for more effective lobbying with government and the variety of partners we have to work with for instance the Local Enterprise Partnerships.</p> <p><b><u>Bury St Edmunds masterplan:</u></b> More than 5000 comments received. Top 3 issues: To preserve the unique local identity and character of the town centre, preserve and enhance the historic buildings and spaces and improve the links between the arc shopping centre and the old town centre.</p> <p><b><u>West Suffolk Apprenticeship Scheme:</u></b> 7 different areas for exciting prospects to earn as you learn. To find out more go to: <a href="http://www.westsuffolk.gov.uk/apprentices">www.westsuffolk.gov.uk/apprentices</a></p> <p><b><u>Greener Cheaper Way to Drive:</u></b> New fast charging points have been installed in Bury St Edmunds, Haverhill and Newmarket. New points in Ram Meadow and upgraded ones at the multi storey in Parkway. The charge points are operated by Chargemaster and users must set up an account. West Suffolk also offers a <b><u>Greener Business Grant</u></b> of match funding up to £1,000 towards the cost of an electric vehicle or company charge point. Newmarket museum now the <b><u>National Heritage Centre for Sporting Art</u></b> is one of 5 finalists for the title of Museum of the year.</p> |  |

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|        | <p><u>Crucial Crew</u>: Around 850 St Edmundsbury school children will be learning via life-lessons at Crucial Crew throughout July. Year six children will experience various scenarios, staffed by experts who show children how to deal with potentially dangerous situations and how to protect themselves and others. The Fire Service will educate children on fire prevention and safety.</p> <p><u>Universal credit</u> will be rolled out to all new claimants from 18 October in St Edmundsbury. We are recruiting for additional posts to our housing option team to ensure we have sufficient staffing resources to manage the impact on tenants and landlords. Claimants have a six week wait for payments and claimants receive on payment directly and have to pay all bills (including rent) from this payment. The benefit is payed monthly in arrears</p> <p><u>Homelessness Reduction Act</u>. Again, we are making provision within our staffing structure to be prepared for the impact of this coming into law in January 2018. Meanwhile we continue to see an increase in homelessness applications and our use of temporary accommodation including B and B is on the increase.</p> |                   |
| 17/033 | <p><u>ROUGHAM FETE – Transfer to Community Group &amp; Constitution</u>: Cllr Chapple had circulated the proposed Constitution for the Fete Committee; Cllr Drewienkiewicz recommended some amendments, which will be circulated to all Members with a view to producing a final draft for approval. Once approved, the Fete would become an autonomous entity. Cllr Chapple agreed to provide Cllr Steel with a list of the donations made to various charities (totalling £850).</p>   | CD<br>MCh         |
| 17/034 | <p><u>ACV - Bennet Arms</u>: Cllr Shaw advised that Hawthorn Leisure had requested a review of the granting of the ACV. (Post Meeting, it was confirmed that the granting of the ACV was upheld.) It was noted that a resubmission of a recent PA in respect of the PH is anticipated. Cllr Shaw advised that the next meeting of FOTBA is on Saturday 26 August. She would be happy to provide regular reports to the PC re the FOTBA meetings etc. Cllr Cocksedge offered to try and obtain information re the pub's history. Cllr Shaw further advised that she had been unsuccessful in getting the pub listed.</p>  | MC<br>FS          |
| 17/035 | <b>PLANNING</b>  |                   |
|        | (a) <u>Decisions Received</u> : None   |                   |
|        | (b) <u>Withdrawn Applications</u> : None   |                   |
|        | <p>(c) <u>New Applications</u>:</p> <p>DC/17/1006/RM: Reserved Matters Application - Submission of details under DC/14/1881/HYB for details of access, scale, layout, appearance and landscaping for Development Phase 2 for 80 no. dwellings including 30% affordable housing, associated open space and infrastructure. Including Details Reserved by Conditions A7, A13, A14, A15, A16, A17, A19, A20, A21, A23, A24, A25, A28, A29, A30 and A35 of application DC/14/1881/HYB.</p> <p>This PA had been circulated and the Taylor Wimpey representatives answered Members' questions. A discussion then followed between Members. It was agreed to support this PA.</p>   | Clerk             |
|        | (d) <u>Other Planning Matters</u>  |                   |
|        | <p><u>Churchmanor development</u>: Cllrs Steel and Langdon had recently held an off the record meeting with representatives to discuss their proposed PA; responses to questions raised are awaited.</p> <p><u>Sow Lane: Cycle Path and Junction</u>: The precise position of the cycle path awaits completion of the road itself.</p> <p><u>Proposed BP Service Station</u>: SEBC has asked BP to withdraw these plans, or re-submit in manner requested.</p> <p><u>Field View</u>: Mr Guy Smith of SCC is to be asked re progress re this matter.</p>  | IS<br>IS<br>Clerk |
| 17/036 | <b>FINANCE &amp; ADMINISTRATION</b>  |                   |
|        | <p><u>Income and Payments</u></p> <p>Bank Balances as at 30.6.2017: Current: £14,605.94, Deposit: £21,028.34, Total: £35,634.38</p> <p><u>Income</u></p> <p>3.5.17: SALC Transparency Fund Grant: £490.00 (to cover training, laptop, etc)</p> <p>Bank Reconciliation as at 31.3.17 and</p>  |                   |

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|        | <p>Income &amp; Expenditure Spreadsheets 2016/17: Both these documents had been circulated.</p> <p><u>Internal Audit Report</u>: This had been circulated to all Members. Some action required had already been taken; the remaining minor items are to be addressed.</p> <p><u>Approval of 2016/17 Accounts and Annual Return for 31 March 2017</u>: The changes to the Accounts requested by SALC in the Internal Audit report had been effected and the Annual Return revised. Both documents had been approved and signed at the PC Meeting held on 5 June (in order to meet the External Auditor's deadline) and were now approved for ratification.</p> <p><u>Resignation of Cllr Eden</u>: With his impending house move, Cllr Eden had tendered his resignation. Members wished to thank him for all his help during his tenure and SEBC would be notified with a request made for permission to co-opt.</p> <p><u>Resignation of Cllr Shaw</u>: SEBC is to be advised and permission sought for co-option. Thanks were extended to Cllr Shaw for her service to the PC and her work in connection with the Parish website.</p> <p><u>Payments</u></p> <p>Action Play &amp; Leisure: £7,662.00 (Chq 101237).</p> <p>This represented the PC's contribution to Play Equipment at Mouse Lane of £2,500, together with the payment received from SEBC (as a RIGS Grant) of £3,263.00, Locality Grants (SCC £400) (SEBC £300) and Mouse Lane Play Area's contribution of £846.00 (inc Waitrose grant of £500).</p> <p>Contribution to RPFMC towards purchase of play area equipment: £500 (101245)</p> <p>SALC: Internal Audit: £162.00 (101238)</p> <p>Rougham Estate: Car Park Annual Rent y/e 31.3.17: £15.00 (101239)</p> <p>Info Commissioner: Data Protection Registration Renewal: £35.00 (101240)</p> <p>Mr E Price: Removal of Vegetation on Path from Smithy Close to School and Pruning of Vegetation alongside: £700.00 (Chq 101241)</p> <p>Clerk's Salary &amp; Mileage: Apr-Jun: £1,265.80 (Chq 101242)</p> <p>HMRC: PAYE: Apr-Jun: £280.00 (101243)</p> <p>TC Forestry &amp; Fencing: 2 cuts Mouse Lane Playing Field and cut of footpaths to Church: £195.20 (101244)</p> <p><u>Great British Spring Clean/Litter Pick</u>: Mr John Drewienkiewicz hoped to find sufficient residents happy to participate.</p> <p><u>Condition of Village Signs</u>: It is understood that SCC Highways has responsibility for maintaining these; enquiries are to be made.</p> <p><u>Website</u>: Councillors were asked to advise the Parish Clerk of any parishioners, who may be interested in keeping up to date the material on the Parish website.</p> <p><u>Register of Assets</u>: It was agreed to reduce the number of bus shelters from 3 to 2 as one at Newthorpe had been replaced by Havebury. It was further agreed to write off the lap tops, which had been provided to the Pre-School as a grant some years ago and, similarly, also write off the Parish Notice Boards.</p> | <p>Clerk</p> <p>IS/Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>ALL</p> <p>Clerk</p> |
| 17/037 | <p><b><u>MOUSE LANE</u></b></p> <p><u>Ravenwood Hall Hotel – Overgrown Footpath</u>: Having found that the promised work by SCC had not been done, Boro Cllr Mildmay-White is to check as to whether this footpath is actually SEBC's responsibility.</p> <p><u>Play Area</u>: Cllr Lee had offered to take down the broken fence recently reported and Steve Flowers is to dispose of it. It had been suggested that perhaps this could be replaced by a post and rail/wire type.</p> <p><u>Play Area – Grant</u>: See Payments above; Cllr Langdon is to arrange payment of the Mouse Lane Play Area's contribution into the PC's current account.</p> <p><u>Potholes – Church and New Roads</u>: Cllr Steel and Co Cllr Soons had viewed before this meeting, the state of these two roads re potholes. (Post meeting, the PC was advised that these did not quite meet SCC's requirements for immediate attention, but would be monitored).</p> <p><u>Great British Spring Clean</u>: To be arranged?</p> <p><u>Village Signs</u>: Cllr Langdon advised that he and Cllr Powell had reviewed the various highways related signs. The majority require cleaning (with a damp sponge), but some require replacement due to faded/illegible wording etc. Details of the findings are to be forwarded to the Clerk.</p> <p><u>Open Reach Cabinet, Orchard Close</u>: Cllr Poole asked if it is permissible for this cabinet to be painted with graffiti proof paint. Enquiries are to be made.</p>   | <p>SMW/Clerk</p> <p>PL/CL</p> <p>PL</p> <p>ALL<br/>Clerk</p> <p>CL/AP/ALL</p>   |

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|               | (Post Meeting, this cabinet was to be inspected by Open Reach, who would undertake any remedial work found necessary.)<br><u>Bus Shelter: Newthorpe:</u> It was agreed to write to Messrs Havebury asking them to maintain this shelter, or replace it as it is in a poor state following removal of graffiti.   | Clerk<br><br>Clerk |
| <b>17/038</b> | <b><u>HIGHWAYS</u></b><br><u>Mount Road:</u> Information is awaited as to when the agreed new speed limit will be implemented.<br><u>'Rojanda', High Rougham – Hedge:</u> No further work can be undertaken during the nesting season. To be carried forward.<br><u>Cycle Path:</u> See Min 17/035 above.<br><u>Potholes:</u> Cllr Steel reminded Members that these should be notified to Cllr Cocksedge for reporting.<br><u>Smithy Close to Church:</u> This footpath had been cleared of surface vegetation And lateral vegetation growth had been pruned. | Clerk<br><br>ALL   |
| <b>17/039</b> | <b><u>COMMUNITY</u></b><br><u>Village Fete:</u> Refer Min 17/033 above.<br><u>Website:</u> Refer 17/036 above<br><u>Public Transport:</u> Nothing to report.<br><u>Emergency Plan:</u> Cllrs Poole and Lee will, together, be dealing with this.   | ALL<br>AP<br>AP/CL |
| <b>17/040</b> | <b><u>CORRESPONDENCE:</u></b> Nothing to report.   |                    |
| <b>17/041</b> | <b><u>MATTERS OF REPORT ONLY:</u></b> Possible skate board ramp in Sports Hall play area.  |                    |
| <b>17/042</b> | <b><u>MATTERS FOR CONSIDERATION AT NEXT MEETING</u></b><br>Consider revised Fete Constitution.   |                    |
| <b>17/043</b> | <b><u>DATE OF NEXT PC MEETING:</u></b> Monday 25 September 2017  |                    |

Approved at the PC Meeting held on 25 September 2017