

	<p align="center"><u>MINUTES OF THE MEETING OF RUSHBROOKE WITH ROUGHAM PARISH COUNCIL HELD ON MONDAY 22 JANUARY 2018</u></p> <p>Present: P Langdon (Chair), M Chapple, M Cocksedge, C Drewienkiewicz, C Old, A Poole, A Powell and D Strong In attendance: Boro Cllr S Mildmay-White and one resident re Field View</p>	<p align="center"><u>ACTION</u></p>
17/079	<u>APOLOGIES FOR ABSENCE:</u> Cllrs I Steel and C Lee	
17/080	<u>DECLARATIONS OF INTEREST:</u> Cllr Cocksedge re Item 10(c) Planning Application DC/18/0034/FUL.	
17/081	<u>APPROVAL OF MINUTES:</u> The Minutes of the last PC Meeting held on 20 November 2017, and Budget Meeting held on 11.1.18, were approved and signed.	
17/082	<u>PUBLIC FORUM:</u> A resident from Rushbrooke queried why, having had the highways works in the vicinity of Field View Cottage, Rushbrooke, planned and notified, a Parish Councillor had made a site visit in the early stages. He was advised that the PC wished to check the works being done and query as to why a particular shrub was not being removed. After a brief discussion, it was agreed that this matter is now closed.	
17/083	<u>COUNTY COUNCILLOR'S REPORT</u> Co Cllr Soons had provided details of junction improvement works to Tayfen Road, Out Northgate, Compiagne Way and Northgate St in force from 22 January to 12 May. Details had been circulated.	
17/084	<p><u>BOROUGH COUNCILLOR'S REPORT</u></p> <ol style="list-style-type: none"> 1. <u>West Suffolk Boundary review.</u> First steps towards creating a single district council for West Suffolk is to engage with local communities to understand the important considerations for their area. This consultation runs until 12th February. To take part, please go to www.westsuffolk.gov.uk/electoralreview All information regarding the timetable for the stages of the review are on this website. The Boundary Commission looks for three main criteria: Each local councillor to represent a similar number of people (i.e. approx 2,300 +/- 10%), maintain local connections and easily identifiable boundaries, effective and convenient local government. 2. <u>Planning fees.</u> West Suffolk has introduced the new national planning fee regulations by increasing planning application fees by 20%. This applies to all applications registered from 17 January. The money will be reinvested to support improvements in our planning services. 3. <u>Suffolk Warm Homes.</u> Suffolk Councils have been successful in being awarded funding for the next three years. This can provide fully funded central heating systems to 514 fuel poor households across Suffolk. This project is being managed by SCC administered by Suffolk Warm Homes Healthy People on 03456 037686 (quoting Warm Homes Fund) or further 	

	<p>information at www.greensuffolk.org</p> <p>4. West Suffolk Landlords Forum. With more and more people renting privately, it is important for landlords to keep up to date with changes, which may affect them and their tenants. A West Suffolk Landlords Forum is being launched with the first meeting taking place on Thursday 25 January at 4pm at West Suffolk House. The DWP will be at this first meeting to discuss Universal Credit and other changes to the benefits system, and our Public Health and Housing team will advise on legislative changes. We are keen to work with all landlords to ensure availability and suitability of homes to meet growing demand.</p> <p>5. Tayfen Road. Works to improve this junction commence today, see attached schedule of works.</p> <p>6. Bennett Arms. SCC had asked Hawthorne Leisure to conduct a traffic survey before they give an opinion on highway matters.</p>	
17/08 5	<p><u>PLANNING</u></p> <p>(a) Decisions Received: None (b) Withdrawn Applications: None (c) New Planning Applications DC/17/2524/HH 30 Mouse Lane Rougham: Single Storey Rear Extension: This had been considered previously and had been supported. Cllr Cocksedge withdrew from the meeting. DC/18/0034/FUL: Land North Of Rougham Ind Estate, Rougham Tower Avenue: (i) 1no building - mixed use B1(a) Office and (b) Light Industrial/ B8 Storage building providing offices, serving and maintenance of agricultural machinery and provision of an ancillary display and sales element and (ii) Construction of new access road, pumping station, substation and provision of service yard, parking and landscaping, and associated works: This PA, and its plans were considered and discussed. Members agreed to support this PA. Cllr Cocksedge rejoined the meeting.</p>	Clerk
	<u>(d) Other Planning Matters</u>	
	<p><u>Sow Lane: Cycle Path linking Mount Road with Rougham Tower Avenue:</u> The recently purchased Land Registry documents show a footpath to the front of the bungalows in Sow Lane. If this is found to be too narrow for the siting of a cycle path, Rougham Estate is to be asked to allow such to be positioned to the rear of the bungalows. It is believed that the available width is approx. 1.2m, whereas the minimum width for a footpath is considered to be 1.5m. It was agreed to defer this matter for consideration to the next meeting for consideration of the paper documentation and comparison with the physical measurements.</p> <p><u>Top of Sow Lane: Promised Rougham Sign:</u> Cllr Mildmay-White advised that this sign had been promised to her, but has, so far, failed to materialise.</p>	IS SMW
17/08 6	FINANCE & ADMINISTRATION	

<p><u>Councillor Vacancy</u>: One vacancy remains. (One person had initially expressed interest, but this had not been followed through. Contact will be made.)</p>	PL																																				
<p><u>Income and Payments</u> Bank balances as at 31.12.17: Current: £4,761.54, Savings: £16,458.60, Total: £21,220.14.</p> <p><u>Payments</u> TC Forestry & Fencing: 2 cuts Playing Field and footpaths – October and 1 cut Playing Field - November: Invoice: 77: £146.05 (Chq 101264) Command Pest Control: 1.12.17-1.3.18: £59.40 (101265) Clerk: 2 reams printer paper (£7.25) & 24 2nd class Stamps (£13.44) = £20.69 (101268) SALC: 6 month's payroll service: £21.60 (101269) The above payments were approved. The updated financial spreadsheets had been circulated along with the Bank reconciliation for the period 1.11-31.12.17 and the draft budget for consideration.</p>	Clerk																																				
<p><u>Budget 2018-19</u>: Members approved the recommendation from the Budget Meeting of 11.1.18 as follows:</p>																																					
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<p><u>Precept 2018-19</u>: In view of the above, Members agreed to a Precept claim for 2018-19 in the sum of £15,125.</p>	MCo/ Clerk																																				
<p><u>Website Maintenance</u>: No response had been received from the various notices placed. Cllr Cocksedge offered to liaise with a contact upon receipt of an indication of the requirements from the Parish Clerk (such information provided 23.1.18) and enquiries are also to be made with web site companies. (Post Meeting: Cllr Cocksedge had circulated an email quoting an hourly fee of £50 for basic support work – likely fees per quarter estimated as £50-£100 and (with an opportunity to develop the website, if required). A check is also to be made as to whether the PC's transparency fund grant (which included a request for a laptop) may be put towards</p>	Clerk Clerk/PL																																				

	<p>maintenance charges instead.</p> <p><u>Register of Assets</u>: Consideration of this item was deferred to the next meeting to allow the Parish Clerk and Chair to review the current information and agree the update. Cllr Cocksedge enquired as to the definition of an asset in this connection. Post Meeting, the Clerk confirmed that “anything owned by the PC” is classified an asset.</p> <p><u>Appointment of Internal Auditor</u>: It was agreed that SALC would again act as the PC’s internal auditor. (Post Meeting, the internal audit was booked for 16 April.)</p> <p><u>New Strategic Framework - West Suffolk - 2018-2020</u>: This email had been circulated to all Councillors for their individual responses. It was agreed not to submit a response on the PC’s behalf.</p> <p><u>New General Data Protection Regulations</u>: By email on 15 January, SALC had advised that information received from an ‘alternative’ source, which suggests that Clerks will be able to act as the Data Protection Officer (DPO) when the new legislation comes into being is MISLEADING and INCORRECT. While the Information Commissioner’s Office has undoubtedly confirmed that an officer can be appointed as a DPO, this cannot include any post, which would provide a conflict of interest, and the post holder is required to have appropriate skills and experience. Further, definitive, information in this connection is awaited from SALC. Cllr Mildmay-White offered to make enquiries as to SEBC’s plans in this connection.</p> <p><u>Condition of Village Signs</u>: The reported missing, or damaged, signs had been advised to SEBC/SCC Highways as appropriate. No decision was taken as to what arrangements would be made to clean the dirty signs (e.g, working party or contractor). This item would be placed on the next agenda. In the meantime, Mr Peters is to be asked if he would be interested in cleaning these various signs and at what charge. (It was thought that this would, ideally, be done three times p.a.) Cllr Strong reported additional signs (for Eastlow Hill and Rushbrooke) also require replacement.</p> <p><u>James Stiff Cottages</u>: Cllr Poole reported that the following dwellings within this development are now vacant; 5,6,9,10,12,13,14 and 15 (which represents just under 50%). Boro Cllr Mildmay-White advised that she had sent an email to the landlords, Messrs Havebury to ascertain their intentions.</p> <p><u>Notice Board for Lark Grange</u>: Clerk to explore and report re suitable product. (Post Meeting details of a possible product were circulated; cost £354 (ex VAT) for size 780mm x 1031mm) ex Education Supplies.</p> <p><u>A14 Junction 45</u>: Cllr Powell reported that traffic cones had again been sited in this area, which he believes make the junction very dangerous. Also, the lights along the slip road are switched off. Cllr Mildmay-White was requested to query these issues.</p> <p><u>Incorrectly Sited Bury St Edmunds Sign and Royal Mail Issues re Inclusion of ‘Rougham’ in postal addresses</u>: It was agreed to re-schedule a meeting when Cllr Steel, who has been dealing with this matter, is available.</p>	<p>Clerk</p> <p>Clerk</p> <p>SMW</p> <p>Clerk</p> <p>SMW</p> <p>Clerk</p> <p>SMW</p> <p>PL/Clerk</p>
<p>17/08 7</p>	<p>MOUSE LANE</p> <p><u>Pavement in front of Ravenwood Hall Hotel – from A14 to Blackthorpe - Overgrown Vegetation</u>: SCC had been asked to</p>	

	<p>revisit this area in light of its bad state. This will be repeated advising that the section nearest the junction with the 'White House' remains to be done. (This was reported on 27.1.18)</p> <p><u>Play Area</u>: Safety Reports: August, September, October, November and December 2017 Cllr Langdon advised that the picnic tables and chairs are currently being stored courtesy of Rougham Estate with a view to Cllr Chapple enlisting the help of a carpenter to undertake the necessary repairs. (Cllr Lee is to be reminded of his offer to remove the identified broken fence, which Cllr Cocksedge suggested might be better replaced by a hedgerow).</p> <p><u>Play Area – Grant</u>: Cllr Langdon kindly provided a replacement cheque in the sum of £622 (being the Mouse Lane Play Area Committee's contribution to the play equipment purchased from Action Play & Leisure in June 2017 last year in the gross sum of £7,662.</p> <p><u>Potholes – Church and New Roads</u>: Completion of work to Church Road potholes: The Clerk mentioned that she thought she had noticed some potholes repaired along here. Perhaps others would check/confirm in this connection, so that the matter may be expedited, if required.</p> <p><u>Field View, Rushbrooke</u>: Please refer Minute 17/082 above.</p> <p><u>Open Reach Cabinet, Orchard Close/Kingshall Street</u>: Messrs Open Reach will be contacted as to progress re removing the graffiti on this cabinet; however, the Clerk had been advised that this work is considered low priority.</p> <p><u>Bus Shelter: Newthorpe</u>: It had not been possible to establish which organisation is responsible for this shelter. Since we currently have two shelters insured for impact damage only, it is recommended that cover is reinstated for this one too in the circumstances.</p> <p><u>Dog Litter Bins</u>: The earlier request for additional dog litter bins was confirmed as 3; to be sited as follows: Mouse Lane Playing Field, Side of the road (where the footpath goes to Blackthorpe Barn) Moat Lane (by the little bridge nearly opposite oak Lane) Cllr Powell has kindly offered to install these.</p> <p><u>Dog Litter Signs</u>: Various types/sizes of warning notices had been received from SEBC. Councillors are asked to recommend suitable locations for such signs; details of sizes and wording are available from Cllr Langdon.</p> <p>It was agreed the locations of same would be agreed at the next meeting.</p>	<p>Clerk</p> <p>MCh PL/CL</p> <p>MCo</p> <p>Clerk</p> <p>ALL</p> <p>Clerk</p> <p>PL/Clerk</p> <p>Clerk/A P</p> <p>ALL ALL</p>
<p>17/08 8</p>	<p><u>HIGHWAYS</u></p> <p><u>Flooding – Almshouse and Church Roads</u>: Cllr Powell reported that flooding has been severe along the above roads, particularly in the vicinity of XX. It was recommended that the original cuttings in these areas (near A and B), which took flood water into ditches be reinstated. SCC Highways (OR Rougham Estate) is to be formally requested to clear out the relevant gulleys to allow flood water to flow away. Such gulleys would need to extend to 1.5-2 metres in length. It was noted that such flooding had never previously occurred when the gulleys were regularly maintained. Similarly, Elderstub Road requires reinstatement of the original gulleys (indentations along the verge are clearly visible).</p> <p><u>BSE Sign on Link Road 200 yards within Rougham Boundary on Rougham Tower Avenue</u>: This is incorrectly sited, and there is no</p>	<p>Clerk</p> <p>Clerk/M Co</p>

	<p>directional sign to Rougham. Taylor Wimpey has agreed to fund the cost of a new Rougham sign for the opposite side of the road. Boro Cllr Mildmay-White is to liaise with Planners re a sign for Rougham.</p> <p><u>Mount Road</u>: Advice as to when the agreed new speed limit will be implemented is awaited.</p> <p><u>Rojanda'</u>, High Rougham – Overhanging Hedge: Having reported this to SCC, they had advised that this is the owner's responsibility, which contradicts their earlier advice. SCC is to be contacted.</p> <p><u>Cycle Path</u>: See Min 17/085 . BSE sign in Rougham Tower Avenue. Taylor Wimpey is not going to pay for the removal of this sign but for a new Rougham sign sited on the other side of the road.</p>	<p>PL SMW</p> <p>Clerk</p> <p>Clerk</p>
17/08 9	<p><u>FOOTPATHS</u></p> <p>Mr J Drewienkiewicz had been advised that a Mr Chris Smith was interested in taking over the role of Footpaths Warden. However, nothing had been heard since an initial exchange of emails. A reminder was sent to Mr Smith before this meeting asking him to contact Mr Drewienkiewicz to arrange a mutually convenient time meet. (As at the end of January, nothing had been heard.)</p>	
17/09 0	<p><u>COMMUNITY</u></p> <p><u>Bennet Arms PA</u>: Re Hawthorn Leisure's PA, SEBC has requested a traffic report, which is currently awaited.</p> <p><u>Village Fete</u>: Cllr Chapple reported that it has been agreed to postpone this event to Saturday 16 June.</p> <p><u>Public Transport</u>: Nothing to report.</p> <p><u>Emergency Plan</u>: Cllrs Poole and Lee to report to the next meeting re this.</p>	<p>Clerk</p> <p>MCh</p>
17/09 1	CORRESPONDENCE : Nothing to report.	
17/09 2	MATTERS OF REPORT ONLY : None	
17/09 3	MATTERS FOR CONSIDERATION AT NEXT MEETING : None	
17/09 4	DATE OF NEXT PC MEETING : Monday 19 March 2018: Rougham Sports Hall.	

Approved at the PC Meeting held on 19 March 2018