	DRAFT MINUTES OF THE ANNUAL MEETING OF RUSHBROOKE WITH	
	ROUGHAM PARISH COUNCIL HELD ON MONDAY 21 MAY 2018	
	Present: Clirs P Langdon, I Steel, M Chapple, C Drewienkiewicz, C Old, A Poole and A Powell	
	In attendance: 3 Members of the public	ACTION
18/001	ELECTION OF CHAIR AND VICE CHAIR	ACTION
	Retiring Chair, Cllr Steel, advised that he did not wish to be considered for a	
	further term of office as Chair and nominated Cllr Langdon as Chair, and Cllr	
	Powell as Vice Chair. Both nominations were seconded by Cllr Poole.	
	Declaration and Acceptance of Office forms were signed by both Cllrs (and all	
18/002	other Councillors). CONFIRMATION OF CLERK AS RESPONSIBLE FINANCIAL OFFICER	
10/002	The Clerk was confirmed as RFO.	
18/003	REGISTER OF INTEREST FORMS were provided to all Members for	
	completion and return to the Parish Clerk at the next meeting.	ALL
18/004	APOLOGIES FOR ABSENCE: Cllrs M Cocksedge, C Lee and D Strong	ALL
18/005	DECLARATIONS OF INTEREST: None	
18/006	APPROVAL OF MINUTES: The Minutes of the Meeting held on 30 April 2018	
18/007	were approved and signed. PUBLIC FORUM: Mr D Stocking attended the meeting to advise the PC that he	
.0/001	is planning to resubmit a PA for a single dwelling, and access, at 12 Kingshall	
	St, Rougham. He ran through the previous reasons for refusal and explained	
	how he hoped to address these. He was thanked for consulting the PC in this	
	regard, but advised that consideration of any PA would have to await receipt of a	
	formal application.	
	Two owners of units on Rougham Industrial Estate declared their objections to PA No DC/18/0546/FUL for 1 no building to be used as a hot food takeaway.	
18/008	FINANCE & ADMINISTRATION	
	Income and Payments	
	<u>Income</u>	
	Bank balances as at 30.4.18: Current: £17,095.23, Savings: £18,029,91, Total:	
	£35,125.14 30.4.18: Precept 2018-19: £15,125.00	
	VAT Refund: £1,559.67	
	Payments	
	SALC: Internal Audit 2017/18: £331.20 (Chq 101281)	
	TC Forestry & Fencing: Inv 96: Mouse Lane Playing Field (two cuts)–Apr: £81.00	
	(101282)	
	Command Pest Control: 1.3-1.6.18: £59.50 (101283)	
	Rougham Fete Donation: £400 (101284) The above payments were approved and the cheques signed.	
	The 2017/18 Finance Spreadsheet and Bank Reconciliation as at 29.3.18 had	
	Been circulated; the bank reconciliation to 30.4.18 and the 2018/19 spreadsheet	
	are to be issued shortly.	Clerk
	Administration	
	Accounts 2017/18: These had been circulated. They were approved and signed.	
	AGAR 2017/18: These documents had also been circulated. Members approved them and, where appropriate, they were completed (Annual Governance	
	Statement) and signed. It was agreed that the Fixed Assets figure in Box 9 would	
	be amended to include the latest play equipment and filing cabinet purchased.	
	The Internal Audit Report 2017/18 and draft Action Plan had been circulated.	
	These were discussed and the actions agreed; the action schedule is to be	<u> </u>
	finalised and circulated.	Clerk
	Standing Orders 2018: These had been customised and were adopted for use during financial year 2018/19.	Clerk
	Updated Financial Regulations: These had been updated in accordance with	CICIK
	LTN 87 regarding procurement figures, and further customised as recommended	
	by SALC.	Clerk
	Risk Assessment Schedule: This updated schedule was considered, approved	
	and signed.	Clerk
	Asset Register: This is to be updated with the new play equipment and filing cabinet recently purchased. Details are to be provided to the PC's insurers.	Clerk
		Clerk
	Bank Mandate: Members agreed that Cllr A Powell should be added as a	

	Councillors' Responsibilities: This item is to be carried over to the next meeting with a view to the Chairman reviewing individual responsibilities.	Clerk
	Complaints Procedure: This had been reviewed and circulated. One query was	Clerk
	raised as to whether this should cite the new GDPR legislation. (Post Meeting	PL
	SALC recommended the use of the term 'data protection legislation' instead of	
	the 'Data Protection Act 1998' or the 'GDPR'; the Complaints Procedure will be	Clerk
	amended accordingly. Website: The Clerk reported recent problems contacting the new company	Clerk
	Managing this. Enquiries had been made with Suffolk Cloud re the possibility of	
	transfer to them, if considered appropriate. In the meantime, it was agreed that	
	Suffolk Cloud would upload documents for us at an hourly rate of £10. This item	
	is to be placed on the next agenda for further discussion, as it was felt that the website was also in need of a major revamp.	Clerk
	New General Data Protection Regulations: It was reported that this is currently	Olcik
	with Parliament with a view to getting agreement to freeing Local Councils from	
	the requirement to have a Data Processing Officer. Meanwhile, the required	0 1 1
	documentation/procedures are being reviewed in readiness for approval/adoption. Condition of Village Signs: Our Litter Picker had agreed to identify the various	Clerk
	road signs in need of cleaning, and perhaps to wash those, where possible. As	
	nothing had been heard by the Parish Clerk, a call is to be made to ascertain the	
	state of play and to seek an invoice for any work done in this regard, before	
	reviewing the situation.	Clerk
	Replacement Road Signs: An email had been sent to SEBC with a view to ascertaining progress in this connection, but a reply advised that the	
	individual was away from the office until June.	Clerk
	Parish Directory 2018: Cllr Steel advised that Churchmanor Estates has agreed	
	to sponsor this publication.	IS
10/000		
18/009	PLANNING (a) Decision Received: Permission Refused: DC/17/0762/FUL: Construction of	
	Petrol Filling Station: Site At Suffolk Business Park, A14 EAST BOUND	
	(b) Withdrawn Applications: None	
	(c) New Planning Applications:	
	DC/18/0710/FUL: Land East Of Suffolk Business Park, A14 East Bound: Infill between Existing Bunds	Clerk
	The PC agreed to support this PA.	Clerk
	DC/18/0546/FUL: Burger Van, Fred Castle Way, Rougham Industrial Estate:	
	1 no building to be used as hot food takeaway (Class A5). The PC agreed	
	unanimously to object to this PA as follows:	
	There are currently 54 HGV movements/day plus support vehicles on the site. If the LPA were to grant planning permission, there would be major	
	parking issues – both during weekdays, weekends and	
	evenings. Currently, some 54+ HGVs and trailers park on the roads around	
	the area.	
	The submitted plans are not to scale and incorporate land, which does not form part of the PA and belongs to an adjacent unit owned by	
	ANO. Most plot sizes are incorrect.	
	The whole site frequently suffers with inadequate, and blocked,	
	drains. (For some 8 months recently, businesses in the vicinity had to cope	
	with putrid waste smells from the current property.)	
	No improvement in local employment numbers is likely to be experienced, as casual staff are currently "brought in" and reside in rooms	
	in the property.	
	SEBC has previously had to remove several containers of inflammable	
	gas/liquid.	
	The unit, which is the subject of this PA, has been widened and has created access hazards and also poses major problems to vehicles	
	negotiating the nearby roundabout.	
	It is understood that many of the so-called 'supporters' of the PA have	
	not actually given their support.	
	The unsurfaced site is either very dry and dusty during the summer or	
	very wet and muddy during the winter months. (d) Other Planning Matters: 12 Kingshall Street Proposed PA: Refer Min 18/007	
	above.	
	Street Naming: Messrs Jaynic are submitting to SEBC the following names	
	for roads in Lark Grange; 'Fortress Road' and 'Perimeter Way'.	

18/010	MOUSE LANE:	
	Footpaths: Cllr Old reported that the pavement in front of the Ravenwood Hall Hotel has been cleared a little more, but not to the full width. Potholes – Smithy Close: Cllr Old reported that these cover the whole width of the road here. She was asked to provide the details Highways would require, namely, length, breadth and depth of the problem areas (supported by photographs). Play Area Safety Report – April: This report had been circulated. Cllr Langdon advised that all the picnic tables had been returned, items painted and repairs to the woodwork are to be carried out w.c. 28.5.18. In line with SALC's audit recommendations, these safety reports are to be included with any future submissions. Outstanding Installation of Dog Bins: Cllr Poole confirmed that the remaining bins are to be installed before the next meeting.	CO/Clerk PL Clerk A Poole
18/011	Flooding - Almshouse and Church Roads: Cllr Powell is to resend his email citing the grid references of the gulleys requiring to be reported due to the severe flooding along the above roads - due to lack of preventative maintenance over the year. It was recommended that the original cuttings in these areas, which took flood water from the road into ditches, be reinstated. SCC Highways is to be formally requested to clear/re-cut the relevant gulleys, which 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 by SCC. Similarly, Elderstub Road requires reinstatement of its original gulleys (indentations along the verge are clearly visible). Mount Road – 40 mph Speed Limit: This is still proceeding, but no completion date has been given as yet. Sow Lane – Cycle Path: Cllr Steel advised that the residents would prefer the location to be to the rear of their properties; he is to advise PO Pete White and Sam Bye in this regard. Parish Liaison Meeting – 29 May: Additional questions from Cllrs Langdon and Steel are to be submitted for consideration at this meeting. High Rougham: The hedge by Rojanda has been cut back a little to partially reveal the road sign, but this is not visible from both directions. Also, the hedge is encroaching on the highway. SCC Highways had rebutted reports re this advising that this is the resident's responsibility. Cllr Chapple had kindly taken photographs of the situation. It was agreed that a direct, personal approach was now required. Cllr Langdon is to speak to the resident.	Clerk Clerk IS IS Clerk
18/012	FOOTPATHS Cllr Langdon is to make contact in this regard with a resident, who had initially expressed interest.	PL
18/013	ACV – Bennet Arms PH: The Parish Clerk advised that the cost of a valuation from Messrs Brown & Co is £500+VAT. It was agreed that the PC would proceed with this asap. Since this quotation is higher than that originally expected, it was agreed to notify Mr S Burhm on behalf of the Friends of the Bennet Arms that the PC will now contribute £300 with a contribution from FOBA of £200. (Post Meeting, the valuer is to visit the site on Monday 4 June at 2.30 p.m.; Cllr Langdon is to meet him on site and Mr S Burhm invited to attend.) Fete: More help was requested for Friday evening, 15 June, from 1800 hours. Bottles donations are sought for the bottle stall (to Cllrs Langdon or Chapple). Cllr Langdon confirmed that the Rougham Tower Association would be staffing the food stall. A drinks licence has been obtained. Mouse Lane: Cllr Old advised that a number of hedges in this area are overgrown and overhanging the paths. Cllr Langdon is to liaise with the relevant residents. Public Transport: Cllr Powell advised that there was nothing to report. Web Site: Refer Min 18/008 above. Emergency Management Planning: Cllr Drewienkiewicz advised that her husband would be pleased to run a seminar in this connection for the PC. The Clerk will obtain possible date(s).	Clerk ALL ALL PL Clerk

18/014	CORRESPONDENCE: Nothing to report.	
18/015	MATTERS OF REPORT ONLY: Possible co-option. One member of the public	
	present is interested in being considered for co-option. It was agreed that he	
	would email the Parish Clerk in this connection.	Clerk
18/016	MATTERS FOR CONSIDERATION AT THE NEXT MEETING:	
	Possible co-option	
18/017	DATE OF NEXT MEETING:	
	Monday 9 July 2018: 7.30 p.m. Rougham Sports Hall.	