

DRAFT Minutes of Rushbrooke with Rougham Parish Council Meeting held on Monday 15 July 2019

Present: Cllrs P Langdon, S Brinkley, M Chapple, M Cocksedge, C Old and A Poole

In Attendance: Co Cllr K Soons, Boro Cllr S Mildmay-White, 2 Police Officers and 2 Members of the Public

19/021 Apologies for Absence: Cllr C Drewienkiewicz (resignation/relocation) and Cllr D Strong (Family Bereavement).

19/022 The minutes of the PC Meeting held on 20 May were approved and signed.

19/023 Public Forum: Agenda item 13 re Anti-Social Behaviour was brought forward. The Police Officers provided an update in this regard and advised that someone had been arrested for an attempted break in at the Sports Hall. There had also been complaints of ASB in Orchard Close and Kingshall Street. Residents expressed their dissatisfaction with the poor Police response. One member of the public (a youth worker) spoke to the youths in question, who complained that they "have nowhere to go and nothing to do". It is hoped that a member of the public, interested in the possibility of co-option, with appropriate experience, may be willing to accept this remit. Cllr Mildmay-White felt that, in her experience, this type of problem appeared to be cyclical. A CCTV camera is hoped to be fitted shortly, which should also focus on one of the problem areas; this had been approved by the Police from the ASB perspective.

19/024 Co Cllr's Report: This report had been circulated and is attached. Cllr Soons drew particular attention to the changes to some bus routes and the cessation of others. It was suggested that a public meeting be arranged; this is being done with Cllr Soons and Cllr Mary Evans. Cllr Soons also advised that there is to be a review of footpaths; although it's thought that this would not affect that near Water Cottage. PC Members are to view this in readiness for consideration at the next meeting.

19/025 Dist Cllr's Report: This report had been circulated and is attached.

19/026 FINANCE & ADMINISTRATION

The resignation (through relocation) had been notified by Cllr C Drewienkiewicz; the PC is to send a letter of thanks for her many years of service. Clerk

Three residents expressed interest in being considered for co-option; the Clerk is to liaise with them in this connection. Clerk

Income: Bank Interest: £5.98

Payments: The following payments were approved:

Clerk: Salary – Apr-Jun: £1,156.00 (Chq No 101302)

HMRC: PAYE – Apr-Jun: £289.00 (101303)

Information Commissioner: Data Protection Fee: £40.00 (101304)

Clerk: Stationery: Files & Dividers (Int Audit use), Paper and Filing Pockets: £23.81 (101305)

TC Forestry & Fencing: Inv 171: Mouse Lane PF - 4 cuts & Footpaths cut: £209.50 (101306)

Inv 182: Ditto - 2 cuts (June) £84.00 (101308)

Miss S Dwan: Mileage to/from SALC re Internal Audit Dox (168 miles x £0.45): £75.60 (101307)

Mr R Peters: Litter Picking (2 Quarters to end June): £600.00 (101310)

Command Pest Control: 1.6-1.9.19: £59.40 (101309)

Latest Bank Reconciliation and Finance Spreadsheet 2019/20 to be circulated.

19/027 Review of Statutory Documentation for Financial Year 2019/20

These had been reviewed; Standing Orders and Risk Assessment were found to be in order; Financial Regulations are to be customised, Asset Register is to be increased by 2 x Dog Litter Bins. Once updated, these will be presented to the next meeting for approval and acceptance. Clerk

19/028 Bank Mandate: With the resignation of Cllr Drewienkiewicz, it was agreed that Cllr M Chapple would act as signatory; a new mandate would be arranged in readiness for signing. Clerk

19/029 Litter Picking/Cleaning of Signs: It was agreed to offer Mr Peters an additional £300 p.a. to reflect increased litter volumes and, if accepted, additional duties re cleaning of the village signs). This aforementioned sum would be split into quarterly payments. Relevant paperwork would be produced for discussion/approval etc. Clerk

19/030 Clerk's Sick Pay: Cllr Cocksedge asked re sick pay provision in this regard. (It was noted that the Clerk had been continuing to work (as/when possible) during her recuperation.) Clerk

19/031 Councillors' Responsibilities: Cllr Langdon recommended that these be allocated as follows;

Cllr M Chapple Potholes (Reporting/monitoring), Problems re Grass Verges (e.g. gulleys (report and monitor) and Sports Hall Committee Representative

Cllr M Cocksedge:

North Ward (General), all Parish Planning Applications and Rougham Charities

Cllr A Poole: Maintenance of PC's Assets, attending meetings (and liaison) with Havebury Housing tenants

Cllr D Strong: Rushbrooke village (including reporting of road conditions/verges to Cllr Chapple (as required)

Cllr S Brinkley: Public and School Transport

Cllr P Langdon: Emergency Planning, Village Signs Monitoring and Sports Hall Representative.

Members agreed to adopt the above.

19/032 Website: Members were reminded that this needs to be kept regularly updated, and new – seasonal – photographs provided to the Clerk/Chair.

#### 19/033 PLANNING

- i. Decisions Received: None
- ii. Withdrawn Applications: None
- iii. New Planning Applications  
DC/19/1366/TPO: 61a Kingshall Street, Rougham: Lift lower canopy to 3m.  
Members agreed to support this application.

#### 19/034 HIGHWAYS:

Speed Limit Sign on Church Road towards the School is currently facing the wrong way; Cllr Poole is to be asked to correct this. Clerk  
Flooding Almshouse/Church Roads: Work in hand with SCC.

#### 19/035 COMMUNITY

Mouse Lane Play Area Report: Maintenance work required is ongoing.

Mouse Lane Tree Works: Cllr Langdon reported that four trees require their canopies lifted to remove overhang re the footpath; it is believed that at least one of these trees (an Oak) is the subject of a TPO; this is to be checked and permission sought if applicable. Quotations are to be sought in respect of all four trees. Clerk

Footpaths: It was noted that the footpaths for which Rougham Estate is responsible are generally in good order, but they are to be asked to clear along the footpath behind Kingshall Street barns. Cllrs Langdon and Chapple preparing tender for the cutting back of vegetation along footpaths, and around signs (as agreed at the last meeting). PL/MC

Defibrillator: Cllr Langdon is to speak to the owner of Kingshall Street PO to ascertain the reaction to installing this equipment outside the PO (with an electricity supply to ensure correct functioning during low winter temperatures). The Parish Clerk is to contact the British Heart Foundation re a possible grant towards the purchase. PL/Clerk

Notice Board: Quotations for a freestanding notice board are to be obtained. Clerk

Emergency Plan: Cllr Langdon is to assume responsibility for this activity. PL

Footpaths: Former Footpaths Warden, Mr John Drewienkiewicz, is to arrange for the various related maps to be passed to Mrs M Chapple, who has kindly agreed to take on this role. MC

James Stiff Cottages: A representative from the above is to be asked to attend the next PC Meeting on Monday 16 September. Clerk

19/042: The meeting closed at 2115.

19/043: Date of Next Meeting: Monday 16 September at 7.30 p.m. in Rougham Sports Hall, Almshouse Road.