

Minutes of Rushbrooke with Rougham Parish Council Meeting held on Monday 18 November 2019

Present: Cllrs P Langdon, S Brinkley, M Chapple, A Poole, D Nettleton and D Strong

In Attendance: Co Cllr K Soons, Boro Cllrs S Mildmay-White, T Beckwith and 1 Member of the Public

19/065 Apologies for Absence Received/Accepted: Cllrs M Cocksedge (Work Demands), C Old (Holiday), Pete Thompson (Prior Appointment) and P Wells (Work Commitments)

19/066 Declarations of Interest: None

19/067 The minutes of the PC Meeting held on 16 September were approved and signed.

19/068 Public Forum: No matters raised.

19/069 Co Cllr's Report: This report had been circulated and is attached. Cllr Soons drew particular attention re SCC's Boundaries, which are currently being reviewed by SCC and will then be submitted for public consultation. The current number of County Councillors (75) is anticipated to be reduced to 70. A discussion then followed (with Cllrs D Nettleton and T Beckwith) re the likely outcome of the review.

It was confirmed that the PC requires two gullies to be dug along Almshouse Road to meet the nearby ditch to ensure the road is not flooded – as has happened in previous years. Cllr Soons is to confirm this with the relevant Highways section. KS

19/070 Dist Cllr's Report: Cllr Mildmay-White's report had been circulated, which mentions the issue of rough sleepers in the town, a long term vision for Western Way and West Suffolk Council Ward Boundaries.

19/071 Cllrs D Nettleton and T Beckwith presented reports (attached) and a discussion then followed re the likely outcome of the aforementioned boundary review.

19/072 FINANCE & ADMINISTRATION

Bank balances as at 31.10.19: Current: £22,260.21, Savings: £8,766.51 Total: £31,026.72.

Bank Reconciliations: These had been drafted and will be circulated once they have been passed to Cllr Cocksedge for approval. Clerk

Receipts: Bank Interest: £4.67 (3.6 – 1.9.19)

Payments: The following routine payments, made on 4.11.19, were ratified:

HMRC: PAYE: Jul-Sep: £379.00 (Chq 101316)

Clerk: Salary & Mileage: Jul-Sep: £1,516.00 (101317)

SALC: 6 months' Payroll service (to September 2019): £21.60 (101318)

TC Forestry & Fencing: Inv 210: £385.50 (101319)

Command Pest Control: Inv 172758: £68.40 (101320)

The following payments were approved and the cheques signed:

Clerk: Reimbursement of MS billing re Mailbox Services 18.10.18-21.10.19: £54.72,

Postage: 13.7.19: £1.90, 1st & 2nd Class Stamps: £15.72 & 7.9.19: Paper: £3.50 TOTAL: £75.84 (101323)

Suffolkbiz (Suffolk Cloud): Updating of website: 1.11.19-30.4.20: £60.00 (101322)

19/073 Review of Statutory Documentation for Financial Year 2019/20 & 2020/21: Carried forward to next meeting along with a review of Standing Orders, Financial Regulations, Risk Assessment (including Internal Control) and Asset Register documents to be reviewed and presented to the next meeting for approval/adoption. (Asset Register is to be increased by 2 x Dog Litter Bins) Clerk

19/074 Budget and Precept 2020/21:

Updated Finance Spreadsheet had been circulated including suggested budgets for 2020/21. It was agreed to consider the budgets and precept at the January Meeting following a discussion between Cllrs Langdon, Cocksedge and the Parish Clerk. PL/MCo/Clerk

19/075 Bank Mandate: The recent Bank Mandate (adding Cllr Chapple as a signatory) has been implemented.

19/076 The 2020 Meetings schedule had been circulated and was formally approved. Clerk

19/077 Litter Picking/Cleaning of Signs: A risk assessment had been produced and signed in this connection.

19/078 Website: Under this heading Cllr Langdon queried as to whether the website is still useful, as residents are regularly using social media as a means of communication. The Parish Clerk confirmed that it enables the PC to fulfil its statutory duties. Enquiries will be made as to whether it would be able to link the two platforms. It is hoped that Cllr Wells may soon be able to assume responsibility for maintenance of the site and, to that end, enquiries as to training will be made. Clerk

- 19/079 Defibrillator: Details of the proposed make/model were discussed and agreed. It is hoped to obtain funding of £600 from the Community Heartbeat Trust. It was also agreed to purchase a heated lockable (key code) cabinet within which to house it. Clerk
- 19/080 Replacement Freestanding Notice Board: Details of two suitable notice boards had been circulated; a 2 door oak version and an aluminium version. Members approved the purchase of the oak version, but Cllr Poole offered to see if he could obtain a cheaper quote. (Post Meeting, the new quote would have been virtually identical to the price circulated.) Clerk
- 19/081 PLANNING
- i. Decisions Received: None
 - ii. Withdrawn Applications: None
 - iii. New Planning Applications: None
- 19/082 MOUSE LANE
- Play Area Safety Report – October 2019. Cllr Langdon updated Members re this and the current condition of the play equipment.
- Dog Litter Bins: It was agreed to purchase two bins to serve as spares. Clerk
- Command Pest Control: Cllr Langdon queried as to whether our current contract included both Mouse Lane and the Sports Hall Playing Fields; it was agreed to clarify/confirm the situation. (Post Meeting It was confirmed that the contract covers Mouse Lane only.)
- Works to Trees alongside Footpath. The contractor had been contacted; approval to the proposed works is still awaited from WSC. Clerk
- 19/083 HIGHWAYS:
- Flooding: Cllr Langdon confirmed that two gullies are required to be cut back to the ditch in Almshouse Road. Cllr Soons is to confirm this to Matthew Fox of SCC Highways.
- Cllr Chapple mentioned that complaints had recently been received from two residents of Kingshall Street regarding difficulty in exiting their properties due to the speed and volume of traffic from Bradfield St George. Cllr Soons recommended the installation of posts to enable display of Vehicle Activation Signs. David Chinnery from Highway's in this regard. Safety and Management Team should be contacted re arranging a formal assessment (SafetyandSpeedManagement@suffolk.gov.uk). Clerk
- Potholes: Cllr Chapple advised re the outstanding potholes in New Road plus previously repaired ones ((now breaking up) at its junction with the old A45. New potholes on the road towards Rougham Nursery are to be reported along with others on the passing places in Elderstub Lane. MCh
- 19/084 COMMUNITY
- Emergency Plan: Cllr Langdon advised that it is hoped to involve the Members of Women's Institute in the formulation of this Plan. PL
- Anti-Social Behaviour: Cllr Chapple reported that a car had recently been "keyed" in Orchard Close.
- Bus Shelter, Kingshall Street: It was noted that, following the recent bus service changes, this shelter is no longer required. Members agreed to its retention for the foreseeable future.
- Notice Board – Kingshall Street: Members considered two quotes for this; one in Oak and one in aluminium. It was agreed to purchase the Oak version. Clerk
- 19/085 James Stiff Cottages: Cllr Poole advised that Messrs Havebury Housing plan to either retain this façade, or sell the property.
- 19/086 Matters of Report only: Claimed Public Footpath: Bury Road to Church Road: Previously discussed – to be submitted to Development and Regulation Committee on 17.12.19.
- 19/087 Matters for Consideration at Next Meeting: 2021/22 Budget and Precept
- 19/088 The meeting closed at 2145.
- 19/089 Date of Next Meeting: Monday 20 January at 7.30 p.m. in Rougham Sports Hall, Almshouse Road.