

DRAFT Minutes of Rushbrooke with Rougham Parish Council Meeting held on Monday 20 January 2020

Present: Cllrs P Langdon, S Brinkley, M Chapple, M Cocksedge, A Poole, P Wells and Dist

In Attendance: Boro Cllrs S Mildmay-White, and T Beckwith and Ms A Jones – Havebury Housing

19/090 Apologies for Absence Received/Accepted: Co Cllr Soons (Bereavement) and Parish Cllrs D Nettleton (prior meeting) and D Strong (Hospital). Also Cllr C Old (no reason received)

19/091 Declarations of Interest: None

19/092 The minutes of the PC Meeting held on 18 November 2019 were approved and signed.

19/093 Public Forum: No members of the public present.

19/094 James Stiff Cottages: Update by Ms A Jones, Director of Operations & Deputy Chief Executive – Havebury Housing Partnership. This matter was brought forward from Item 14 on the agenda. Ms Jones advised that Havebury Housing is in the early stages of discussions in this connection. A meeting is to be held with the residents on 31 January 2020. It was noted that some residents wish to remain on site during the planned refurbishment/development of the Cottages, whilst others wish to relocate. Currently costings/valuations are being produced; these will be passed to Rougham Estate Trust. It is hoped to achieve 14 units whilst retaining the Victorian façade; some units will be offered for sale. A very tight brief had been issued by WSC in respect of the development of the site. It was noted that it will not be possible to offer housing specifically to local people. There may, however, be an opportunity for low cost ownership.

19/095 Co Cllr's Report: This report had been circulated and is now attached.

19/096 Borough Cllr's Report: Cllr Mildmay-White's report had been circulated and is now attached.

19/097 Cllr T Beckwith presented his report (attached). A discussion followed re the proposed new Aldi premises, which he felt would be better sited off Junction 45 of the A14 in order to alleviate creating further traffic issues at junction 44. He added that 270 more homes have been constructed than had originally been intended. It is understood that more '3 hour parking machines' are to be installed in Moreton Hall.

19/098 FINANCE & ADMINISTRATION

Bank balances as at 31.12.19: Current: £19,793.87, Savings: £8,770.88 Total: £28,524.86.

Bank Reconciliations: These will be passed to Cllr Cocksedge for approval and then circulated.

Bank Mandate: The mandate adding Cllr Chapple as a new signatory had been enacted. Following discussion, it was agreed that, rather than seeking a new bank mandate, letters of authorisation to the PC's bank re transfers between its accounts, and collection of year end statements etc (signed by two signatories), would instead be issued. Clerk

Receipts: 2.12.19: Bank Interest: £4.37 (Interest: 2.9 - 1.12.19)

Payments:

Rougham Estate Property: Half Yearly Playing Field Rent (30.3.19-29.9.19): £56.14 (Chq No 101324)

Glasdon UK Ltd: 2 x Fido 25 Dog Litter Bins (1 only post): £288.70 (101327) 1 repl bin and 1 spare.....

Clerk: Salary, expenses & mileage (Oct-Dec 2019): £1,536.00 + mileage £14.85: £1,550.85 (101326)

HMRC: PAYE Oct-Dec: £384.00 (101329) ...

DM Tree & Landscape Contractors Ltd: Lifting canopies of trees along footpath adjacent Mouse Lane
playing Field: £414.00 (101328)

SALC: Internal Audit – Y/E 31.3.19: £225.60 (101325)

19/099 Review of Statutory Documentation for Financial Year 2020/21 including SO, FR and Risk Assessment: 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, as applicable. (Asset Register is to be increased by 2 x Dog Litter Bins) Clerk

19/100 Budget and Precept 2020/21:

The Finance Spreadsheet, updated to 20 January 2020, had been circulated including suggested budgets for 2020/21. The budget was agreed in the sum of £18,290 and a precept of £19,000 approved and signed. This approved budget reflects the following budget heads for the year;

Salaries/Travel:	£7,500 (no change)
Admin Expenses	£300 (increase of £100)
Subscriptions	£525 (increase of £15)
Establishment/Rents	£350 (increase of £200)
Audit	£300 (increase of £50)
Insurance	£425 (increase of £50)
GM/Sign Cleaning	£1200 (increase of £200)

Footpath Clearance (FP to School)	£700 (no change)
Pest Control	£200 (no change)
Litter Picking	£1500 (increase of £300)
Training	£240 (increase of £90)
Grants (under LGA Powers)	£1650 (no change)
Miscellaneous	£1100) Combine under
Lark Grange	£1100) budget head Miscellaneous (£2,200)

- 19/101 Appointment of Internal Auditor It was agreed that SALC would be re-appointed as Internal auditors. A provisional submission date in May had been booked.
- 19/102 Defibrillator: Members approved the purchase of a Defibrillator and heated lockable cabinet (in the sum of XX) through Community Heartbeat Trust's Managed Solution Scheme in the sum of £XXX and to seek contribution from CHT of £600.
- 19/103 Website: Cllr Wells is to provide possible dates for training re the website. PW
(Post Meeting: These dates had been supplied and arrangements are in hand.)
- 19/104 Following the last meeting, it had been found that a cheaper 2 door oak notice board could not be commissioned via a local craftsman, so an order has been placed with the preferred supplier.
- 19/105 Cleaning of War Memorial
This matter was discussed. The Parish Clerk advised that the War Memorials Trust had placed strict guidelines as to method and materials deployed. These requirements are to be re-visited. MCh
- 19/106 PLANNING
- i. Decisions Received: None
 - ii. Withdrawn Applications: None
 - iii. New Planning Application: DC19/2480/FUL: Pedestrian Crossing, Cattishall, Great Barton: Pedestrian footbridge over railway with associated infrastructure and works. Members supported this PA.
 - iv. 'Rojanda', High Rougham: After several years communicating with Highways regarding the state of this hedge, which encroaches on the highway and 'hides' a road sign, the matter is to be referred to Cllr Soons in the hope that she will be able to expedite the cutting back of the hedge. Photographs will be included. PL
- 19/107 MOUSE LANE
- Dog Litter Bins: Two bins had been purchased; one as a replacement and one to be kept as a spare. AP
Command Pest Control: It had been confirmed that our current contract relates to Mouse Lane only. It was agreed that, if mole treatment is required, this would be requested as and when. ALL
Works to Trees alongside Footpath. This work had been undertaken and the invoice presented.
- 19/108 HIGHWAYS:
- Flooding: The cutting back of the two gullies to the ditch in Almshouse Road has still to be done. Cllr Soons is to be asked to get Matthew Fox of SCC Highways to expedite this in order to avoid flooding. KS
- Vehicle Activation Sign: Safety and Speed Management had been contacted with regard to the Parish being included on the VAS rota (which would require the installation of a post (in Kingshall Street where residents had expressed difficulty in exiting their properties due to the volume of traffic from Bradfield St George)). A response is awaited from SCC. Clerk
- Potholes: Repairs are awaited to the numerous potholes/surface breaks reported in New Road. MCh
- Grit Bins: The Clerk produced maps of the desired locations and the positions were added. Appropriate forms in this regard are to be completed and forwarded to Highways in order to obtain permission. Clerk
- 19/109 COMMUNITY
- Emergency Plan: Nothing to report at present. PL
Notice Board – Kingshall Street: The approved Oak noticeboard is on order; delivery expected mid February. Clerk/AP
- 19/110 Refer Min 19/094 above.
- 19/111 Matters of Report only: None
- 19/112 Matters for Consideration at Next Meeting: Approval/adoption of updated statutory documents (Min 19/099)
- 19/113 The meeting closed at 2145.
- 19/114 Date of Next Meeting: Monday 16 March at 7.30 p.m. in Rougham Sports Hall, Almshouse Road.