

DRAFT Minutes of Rushbrooke with Rougham Parish Council Meeting held on Monday 18 May 2020

Present: Cllrs P Langdon, D Nettleton, C Old, A Poole and P Wells

Apologies: Cllrs S Brinkley, M Chapple, M Cocksedge, D Strong

20/001: Election of Chair and Vice Chair:

Following NALC's communication re Annual Meetings during this COVID 19 Pandemic, Members agreed to continue with the posts of Chair and Vice Chair as at present. Additionally, it was agreed that the Declaration of Acceptance of Office forms, completed at last year's Annual Meeting would remain valid for this new financial year.

20/002: The Parish Clerk was confirmed as Responsible Financial Officer

20/003: As per 20/001 above, it was agreed that the current Registers of Members' Interest forms, which were signed last year, were acceptable for this year.
However, it was noted that any changes to those forms should be notified to the Parish Clerk. ALL

20/004: The minutes of the PC Meeting held on 16 March 2020 were approved and signed.

20/005: Public Forum: There were no members of the public present, as no invitations had been issued to this, the PC's first virtual meeting. Invitations would routinely be extended following this initial virtual meeting.

20/006: The reports from the Co Cllr and Boro Cllr, and Cllr T Beckwith had been circulated.

20/007: FINANCE AND ADMINISTRATION

Income and Payments

Bank Balances as at 30.4.20: Current: £29,408.19, Savings: £8,773.96: Total: £38,182.15
(Includes Precept 2020/21: £19,000.00)

Bank Reconciliations for the period April-September 2019 had been prepared and approved by Cllr Cocksedge. The remaining reconciliations are to be prepared and passed to Cllr Cocksedge for his oversight/approval. Clerk

The final version of the 2019/20 Financial Spreadsheet had been circulated to all Cllrs.

The 2019/20 Accounts (and the Annual Governance documents) are to be presented to the July meeting (extensions to the normal submission dates having been approved and notified by NALC in view of the COVID pandemic).

The following cheque was approved and signed:

TBS Ltd: This invoice, in the sum of £392.54, regarding the hire of equipment for the PC's resurfacing of the Church/School car park was approved. Thanks were extended to Cllr Poole for his sterling efforts in this connection. A cheque would be drawn by the Parish Clerk and provided for signing.

20/008: Administration:

Website: Cllr Wells' training session had had to be cancelled due to the pandemic. However, he suggested that, if he could be advised of the Admin password, he felt sure he could familiarise himself with the site; the Parish Clerk is to notify him of this. Clerk

Photographs: Members were again invited to provide seasonal photographs of the Parish and its environs, which could be used on the website. ALL

Grit Bins: Having received approval from Highways for the siting of such bins in two of the four locations requested, Co Cllr Soons agreed that locality funding would be provided; a formal application form is to be submitted. Clerk

20/009: The following documents had been updated and were confirmed as suitable for use during the

financial year 2020/21. A copy of each was signed by the Chair:

- Standing orders
- Financial regulations
- Risk Assessment Schedule
- Register of Assets
- Complaints procedure

20/010: New Planning Applications: DC/20/0744/HH: Magnolia Cottage, Almshouse Road, Rougham: Raising of garage roof height (Amendment to DC/15/1334) Members supported this PA.

DC/20/0625/ADV: Land North of A14 Rougham East Bound: (i) 2 no Internally illuminated signs: Members supported this PA.

Tree Preservation Orders: None

20/011 Mouse Lane

Cllr Langdon acknowledged receipt of the latest Play Area Report and advised that picnic tables are in place but some paintwork requires attention after lockdown.

20/012 Highways

Flooding: Almshouse and Church Roads: It was agreed to check as to whether the cutting of gullies (to meet the ditch(es)) had been done. If no action has been taken, the matter would be expedited with Highways/referred to Cllr Soons. PL

Reed Place Name Sign: WSC advises that this sign has been reinstated.

Potholes: Co Cllr Soons reported that New Road's potholes have been filled and the road surface dressed.

Possible Cleaning of War Memorial: Contact had been established with the War Memorials Trust (re acceptable cleaning materials for the Memorial); a return call is awaited. Clerk/MCh

Chimneys: Co Cllr Soons had approached this company and recommended that it would be more cost effective to make application for an appropriate sign and to place it on private land.

Kingshall Street: Cllr Soons added that, to purchase a mobile Vehicle Activated Sign, would cost approx £2.5k. It was agreed that the PC would consider getting a pole sited appropriately in Kingshall Street with the intention of arranging for inclusion on SCC's mobile VAS service, which would be provided for two weeks each year on a rotational basis. A decision is required to be made as to where in Kingshall Street the post for the VAS should be installed.

(SCC was not prepared to recommend a location. A letter would also have to be sent to any nearby resident advising them of the proposal. Cllr Langdon is to speak to former Councillor Powell to seek his advice in this connection.

Rojanda: Co Cllr Soons is to investigate possible enforcement notice to get owner to cut back hedge overhanging road and sign in High Rougham. KS

20/013: Footpaths: Nothing to report.

Mouse Lane: WSC is arranging to spray weed killer on the green.

20/014: Community

Public transport: Nothing currently to report.

Rougham North: It had been agreed at the last meeting to arrange a leaflet drop with a view to seeking representation from Lark Grange in order to obtain regular representation of residents' comments. PL

20/015: Any other business

Defibrillator: Approval had been granted by the Postmaster to site this on an external wall. Cllr Poole is to organise its installation by a registered electrician, whose bill would be paid by the PC.

Replacement Notice board: The approved notice board had been received and is to be erected on the green opposite outside the Post Office. AP

Vandalism/antisocial behaviour: Shop/Kingshall Street: No recent incidents had been experienced.

20/016: Date of Next Meeting

The next PC Meeting is to be held on Monday 20 July 2020; a decision will be made nearer the time as to whether this will be held (observing social distances) at 7.30 p.m. in Rougham Sports Hall, Almshouse Road, or held virtually.