

Minutes of Rushbrooke with Rougham Parish Council Meeting held on Monday 16 March 2020

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

In Attendance: 2 Members of the Public

19/115 Apologies for Absence Received/Accepted: Co Cllr Soons (Bereavement), S Mildmay-White (Family), Dist Cllrs D Nettleton and T Beckwith (self-isolating), both Cllrs D Strong and C Old (post op), M Cocksedge (business issues)

19/116 Declarations of Interest: None

19/117 The minutes of the PC Meeting held on 20 January 2020 were approved and signed.

19/118 Public Forum: The two members of the public present outlined their plans to help the elderly residents in the Parish following the Government's recommendation that such people should self-isolate in an effort to avoid contracting Covid 19 (Coronavirus). Forms are to be distributed with a view to such people requesting assistance (if required in such circumstances e.g. shopping, etc.) Cllr Wells kindly proffered his spare mobile telephone, which could be used for contact purposes once a SIM card is purchased. This was very much appreciated. The contact number is to be circulated. It is also hoped to find additional volunteers to assist in this connection. On behalf of the Parish Council, Cllr Langdon thanked the two residents for their thoughtfulness and help in this regard.

It had been expected that a representative of Messrs Aldi would address the PC regarding its planned new store in Bury St Edmunds. However, circumstances prevented this, but plans etc are to be provided to the PC.

19/119 Reports: The monthly reports of Co Cllr Soons, Dist Cllr Mildmay-White and Cllr Beckwith had been circulated.

19/120 FINANCE & ADMINISTRATION

Bank balances as at 31.1.19: Current: £17,500.32, Savings: £8,770.88 Total: £26,271.20.

Bank Reconciliations: These had been completed for the year to date and are to be provided to Cllr Cocksedge for his oversight. Clerk

Letter of Authorisation: This would be provided to the Parish Clerk to enable her to collect the March bank statements in branch. (Post Meeting: With the commencement of COVID 19 Constraints, the need for such a letter was no longer required.) PL/Clerk

Receipts: None

Payments:

Mr R Peters: Litter Picking and Sign Cleaning: Jan-Mar: £375.00

Clerk: Salary & Mileage: Jan-Mar: £1,550.85

HMRC: PAYE: Jan-Mar: £384.00

Command Pest Control: 1.12.19-1.3.20: £59.40

Greenbarnes Ltd: Supply of Oak 2 Bay Noticeboard & Posts (Replacement for Kingshall Street): £2,125.14

(Community Heartbeat Trust: Donation re Semi Auto Defib, Rotaid Cabinet (£1,650 & Managed Solution Fee (£100) & Carriage (£20): £1,770

(Community Heartbeat Trust: Year 1 of 4: Annual Support Cost: £162

The above were approved for payment and the cheques signed.

Command Pest Control: It was agreed that, although this contract originally covered both Almshouse Road and Mouse Lane play areas, CPC had overlooked Almshouse Road in recent years. Following discussions with CPC, it was agreed that the PC would be charged at the increased sum of £240 for Mouse Lane (as there had been no increase for several years) and that a new charge of £140 p.a. would apply to Almshouse Road. It was confirmed that both sites would be done at the same time.

Review of Statutory Documentation for Financial Year 2020/21: The following documents had been updated and were approved for use during 2020/21;

Standing Orders (2018 plus amendments),

Financial Regulations (2019),

Risk Assessment (including Internal Control) and Asset Register were approved/adopted. (Asset Register has been increased by 2 x Dog Litter Bins.) Clerk

19/122 Website: Website training for Cllr Wells: This had been postponed pending removal of COVID19 constraints.

## 19/123 Cleaning of War Memorial

This matter was discussed. The Parish Clerk reminded Members that the War Memorials Trust had placed strict guidelines as to what method and materials should be used in this connection. These requirements are to be re-visited.  
MCh

## 19/124 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.  
'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.  
(Post Meeting: Co Cllr Soons had requested that an enforcement notice be issued.)

KS

## 19/125 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.  
Post Meeting, it had been agreed with Command Pest Control that they would resume pest control treatments, as required, at the Play Areas in both Almshouse Road and Mouse Lane.  
A revised annual charge was agreed.

Works to Trees alongside Footpath, Play Area. This work had been undertaken and the invoice presented.

## 19/126 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. Clerk/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 Members of some Kingshall Street residences had advised the PC of the 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

## 19/127 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

19/128 Matters of Report only: None

19/129 Matters for Consideration at Next Meeting 19/130

The meeting closed at 2145.

19/131 Date of Next Meeting: TBA depending on COVID 19 situation. (It was agreed that a 'virtual' meeting would be arranged, if required; hence Virtual PC Meeting called for 18.5.20 at 1930 hours..)