

MINUTES OF RUSHBROOKE WITH ROUGHAM ANNUAL PARISH COUNCIL MEETING  
HELD ON 19 JULY 2021

Present: Cllrs M Chapple, Andy Dann, C Old, A Poole, D Strong, P Wells & P Langdon  
Co Cllr K Soons Boro and Boro Cllr S Mildmay-White  
In Attendance: Parish Clerk and Mr Peter Langdon  
Apologies: None

21/017	Elections: Proposals for the posts of Chair and Vice Chair: Cllr Martin Chapple was proposed as Chair by Cllrs L White and P Wells. (This supercedes both the elections of Cllr D Nettleton (in absentia) as Chair, and Cllr M Chapple as Vice Chair at the Annual PC Meeting held on 17 May 2021. Cllr Chapple proposed Cllr Wells as Vice Chair. Both nominees were happy to accept the posts.	
21/018	Apologies for Absence: Cllrs S Brinkley and D Nettleton (COVID-19 related)	
21/019	Declarations of Interest: None	
21/020	Approval of Minutes: The minutes of the Annual PC Meeting held on 17 May 2021 were approved and signed.	
21/021	Matters Arising: There were no matters arising other than those on the agenda.	
21/022	Public Forum: Mr Peter Langdon provided details of the Awareness Sessions in respect of the new defibrillator sited outside Rougham Stores & Post Office in Kingshall Street, Rougham. The first (two hour course) has been arranged for 10 a.m. on Sunday 12 September – for a maximum of 30 people - and will be held in the Sports Hall, Almshouse Road.	
21/023	County Councillor's Report: Cllr Soons' Report for July 2021 had been provided and circulated, and is attached. Cllr Soons advised that she assists at the vaccination centre located in Chevington Close, BSE and also advised that it is now intended to vaccinate school age	
21/024	Borough Councillor's Report: Cllr Mildmay-White's report for July had been circulated and is now attached. There are a number of interesting items within the report, including summer activities for young people, new enterprise units, EV chargers, grass cutting, Art around Town and the Parliamentary Boundary Review. You are encouraged to read the complete report, which is attached along with an update re recycling.	
21/025	<p><u>Finance &amp; Administration:</u> Bank balances as at 30.6.21: Current: £16,243.66, Deposit: £28,158.40, Total: £44,402.06.</p> <p><u>Payments</u> The following payment was ratified: Donation to Rougham Acorns &amp; Woodlands: Donation of £2k to assist with proposed works (Chq 101452) 19.7.21: Mr D Larke: Litter Picking (and consumables): March-June 2021: £654.96 (101455 (279.96) &amp; 101460 (373.00)) 19.7.21: Clerk's Salary and Mileage: Apr-Jun: £1,550.85 (101456) 19.7.21: HMRC: PAYE: Apr-Jun: £384.00 (101457) 19.7.21: Information Commissioner's Office (re DP Licence): £40 (101458) 19.7.21: Mr P Wells: Software (re website etc): £2.99 (101459)</p> <p><u>Administration:</u> The 2020/21 Accounts, which had been circulated earlier, were approved by Members. The 2020/21 Annual Governance and Accountability Return had also been circulated to Members, who agreed that, since both the PC's income and expenditure for the financial year had been below £25k, it was in order for a Certificate of Exemption to be signed and submitted to the external auditors, Messrs PKF Littlejohn. The relevant documentation is also to be published by the PC on its website including the right of the public to inspect the financial documents. The remaining AGAR schedules were considered, approved and signed as applicable (including the Annual Governance Statement and Accounting Statements).</p> <p><u>Co-option:</u> Application for co-option to the Parish Council had been received from Mr Andy Dann, whose details had been circulated to Members. Members were</p>	

	<p>happy to co-opt Mr Dann. He signed the Declaration of Acceptance of Office (along with his Register of Members' Interests form) and joined Members. The Chairman and Clerk confirmed that they had reviewed/approved, as appropriate, the following documents for use during the financial year 2020/21: Risk Assessment (including Internal Control) and Asset Register. The updated schedules were approved and signed. An updated version of Internal Control had been issued by SALC, but appears virtually identical to the one the PC has been using; a closer study of both is to be undertaken before possible adoption.</p> <p><u>Website &amp; Social Media</u>: Cllr Wells continues to maintain/update the PC's website.</p> <p><u>s106 Monies</u>: It had been agreed to divide these funds as follows:  <u>Mouse Lane Play Area</u>: £4k, <u>Sports Hall Play Area</u>: £4k and <u>Sports Hall Car Park Improvement works</u>: £3,666. (In order to get these funds approved/released by WSC, their proposed use is to be approved first - with all salient details being provided to the Parish Clerk <u>in the first instance</u> – in order to obtain that approval.) No such requests re expenditure had been requested to date.</p>	Clerk
21/026	<p><u>Planning</u>  Decisions Received: None  Withdrawn Applications: None  Appeals: None  New PAs: The following PA, DC/21/0303/VAR, Variation of condition (2) of DC/17/0762/FUL to enable use of revised plans for construction of petrol filling station opening 24 hours - comprising (a) sales building with ATM (b) fuel forecourt and canopy (c) underground fuel tanks and vents (d) access (e) refuse storage (f) compound parking and (g) associated works was supported by Members and Customer Service was accordingly advised. (As the original PA had been supported by the PC, Members agreed to support this variation.)  DC/21/1397/ADV: Location: Plot Sp870, Fortress Way, Rougham: Application for advertisement consent - a. three internally illuminated wall mounted signs b. one illuminated LED wall lighting strip. Members supported this application.  Tree Preservation Orders: None</p>	:
21/027	<p><u>Mouse Lane</u>: Play Area Report: Nothing to report. Cllr Old had reported that the footpath from Mouse Lane to the Church/School is overgrown and requested that the PC arranges to get this cut. Post Meeting: The previous contractor was found to be unable to do it due to ill health, but Cllr Chapple had thought that there might be someone else available; he offered to investigate this.</p>	MC
21/028	<p><u>Highways</u>  Gullies &amp; Grips – Almshouse and Church Roads: Cllr Soons had been asked to expedite this matter, since no further action had been taken.  Potholes: Cllr Chapple is to expedite the repairs reported, including one remaining in New Road (near the junction with Bury Road).  <u>Speed Indicator Devices/Vehicle Activation Signs</u>: It was reported that two SID posts are to be installed; one on Almshouse Road and one on Kingshall Street (on land between 45 and 49). Once the posts are installed, these locations will be added to the rota for display of the SIDs. This has been expedited by the Clerk with SCC.</p>	KS MC  MC
21/029	<p><u>Rojanda, High Rougham</u>: An Enforcement Officer had visited the resident here requesting that the depth of his garden hedge is substantially reduced, so that it reveals the currently hidden highways road signs. It was agreed that this work would be done immediately after the bird nesting season. If this is found not to have been done when promised, an enforcement notice will be issued. Post Meeting the Parish Clerk requested that an Enforcement Notice be issued urgently.</p>	KS
21/030	<p><u>Anti-Social Behaviour</u>: No problems had been reported.</p>	
21/031	<p><u>James Stiff Cottages</u>: No further information had been forthcoming; notification of the date of the next meeting is awaited.</p>	AP
21/032	<p><u>Date of the Next Meetings</u>:  Next Parish Council Meeting: Monday 20 September at 7.30 p.m. in the Sports Hall</p>	