DRAFT MINUTES OF RUSHBROOKE WITH ROUGHAM PARISH COUNCIL MEETING

HELD ON 20 SEPTEMBER 2021

Present: Cllrs M Chapple, Sean Brinkley, Andy Dann, C Old, A Poole, D Strong, P Wells & L White

Co Cllr K Soons Boro Cllr S Mildmay-White

In Attendance: Co Cllr K Soons, Dist Cllr S Mildmay-White, Cllr T Beckwith and Parish Clerk

Apologies: None

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| 22/033 | Confirmation of Chair and Deputy Chair  Following the resignation of Cllr D Nettleton due to pressure of work,  Cllr M Chapple was confirmed as Chair and Cllr P Wells as Vice Chair. These changes are to be notified to WSC and Councillor vacancies confirmed as 3. |  |
| 22/034 | Apologies for Absence: None |  |
| 22/035 | Declarations of Interest: None |  |
| 22/036 | Approval of Minutes: The minutes of the PC Meeting held on 19 July 2021 were approved and signed. |  |
| 22/037 | Matters Arising: There were no matters arising other than those on the agenda. |  |
| 22/038 | Public Forum: Cllr Soons mentioned that she is part of the vaccination scheme for Covid 19 booster injections. |  |
| 22/039 | County Councillor’s Report: Co Cllr Soons noted that the hedge at Rojanda, High Rougham, had been pruned – with the depth having been reduced by approx 1m.  Neither Cllr Soons, nor any Member of the PC, had been advised that this work was to be done (either by SCC Highways, or the resident). Cllr Soons stated that it’s likely that the 30 mph sign will now be moved forward (towards the road).  Flooding: It was noted that flooding had recently been experienced near the Church. Cllr Soons was reminded that the gulleys on Almshouse and Church Roads need urgently to be cut back further to allow the excess water to run off. Cllr Wells stated that King’s Close in Rougham had also been flooded. In this connection, Cllr Soons recommended that this problem be reported to the landowner.  Electric Vehicle Charging Points: Cllr White asked if any grants are to be made available for the installation of these charging points. It is considered that more consultation is required in this respect – particularly regarding public hire vehicles. It was agreed that Cllrs Soons and White would discuss this matter further post meeting. Following the re-surfacing of Moat Lane, Cllr Chapple asked Cllr Soons if she would confirm that the double white lines would be reinstated here.  Cllr Soons confirmed that this work should be done as a matter of course, but it it’s not done by the end of January (i.e. 6 months after the resurfacing work), she should be notified.  Eastlow Hill Potholes: It was noted that these had been repaired. | KS  PW  KS/LW  MC |
| 22/040 | Borough Councillor’s Report: Cllr Mildmay-White’s report for September had been circulated and is now attached. She outlined a few highlights; the new Monthly Makers Markets, Community Chest: New community initiatives, which will improve residents’ health and wellbeing across the Borough. View the details and complete the online application (details in the attached Borough Councillor’s Report). Funding is for 2022/23 and applications are open until midnight on Friday 29 October 2021. Successful grants will be awarded in February 2022 and paid in April 2022. New West Suffolk Local Plan: This is currently being worked on. Rural Housing: As part of Rural Housing Week, WSC highlighted the importance of its work supporting our rural communities. New and affordable housing plays a role in sustaining our rural communities, as does supporting important rural services, such as village halls, shops, pubs and transport. WSC also continues to secure affordable homes as planning applications come forward for the sites in our existing local plan.  Please see the attached report for more details on this subject and also Grass Cutting, Environmental Performance during 2020-21 and Anti-Social Behaviour.  New Cycle Path: Cllr White advised that there are insufficient signposts to guide potential users to its location. |  |
| 22/041 | Cllr T Beckwith’s Report: The Scrutiny Committee agreed that there are too many HGVs using Easlea Road. It was noted that the travellers are supposed to be moving on and permanent pitches are to be built. | TB |
| 22/042 | Finance & Administration:  Income due from WSC in respect of s106 monies totals £11,665, which is to be allocated as follows: £4k – Mouse Lane Play Area, £4k Sports Hall Play Area £4k and Sports Hall Car Park: £3,666.00.  Bank balances as at 31.8.21: Current: £15,088.69 (includes £3,666.00 s106 money for Sports Hall Car Park works), Deposit: £28,158.40, Total: £44,402.06.  Payments  The following were approved for payment:  Mr D Larke: Litter Picking: Jul-Sep 2021: £450 (includes mileage) (101462)  S J Hitchcock Ltd: Sports Hall Car Park Extension: (£3,660 already paid to RPC)  (101463) :£3,660.00 (net) + VAT: £733.20 = £4,399.20  Clerk: Salary: Jul-Sep 2021: £1,536.00 + mileage (3 trips Norton-Rougham Return £14.85 = £1,550.85 (101464)  HMRC: PAYE: Jul-Sep 2021: £384.00 (101465)  The following annual Standing Orders were confirmed for payment on 30.9.21:  Rougham Playing Field Management Committee: Contribution to Sports Hall Play Area and Grass Cutting Costs: £1k  St Mary’s Churchyard: £500.00  St Nicholas Churchyard: £150.00  SALC: 6 mths payroll service to 31.3.20: £21.60  SALC: Membership Subscription 2021/22: £476.80  SALC: Cllr Wells: Training Module 3: 21.9.21: £30.00  Parish Clerk: HP Print Cartridges 2 x Black Extended Use and  3 x Colours Extended Use:  Total: £416.49 (Chq 101467)  Rougham Sports Hall Management Committee: Use of 1 x skip for litter: 25.8.21-3.4.22: £84.16. (101469)  Mr R Walker: Clearance of vegetation on path: Smithy Close to Church/School: £950.00 (It had been suggested that weed killer be applied twice p.a. to suppress weeds.) This is to be considered at the next meeting @ £100/treatment. (101470) Discussion followed that, if this form of treatment were to be considered, a suitable timing would be required in order to ensure that any dangerous chemicals in the treatment would have been rendered innocuous.  Business Services at CAS Ltd: Insurance Renewal Premium 2021-2: £391.01  (£349.12 + IPT £41.89 = £391.01) (101471)  Sports Hall Play Area: Cllr Chapple suggested a payment of £500 be made in favour of the Sports Hall Play Area – to pay for the sanding down and retreating of all the picnic tables. A discussion then followed on this matter and it was proposed that £500 be offered for the following three years to RPFMC to facilitate the updating of the play equipment at the Sports Hall. However, following further discussion, Members decided not to proceed with this. Cllr Chapple is, instead, to organise a RPFMC survey of requirements (as well as Mouse Lane).  Footpath from Smithy Close to the Church.  Bank Mandate/Online Banking: Upon contacting Barclays Bank, it was learned that they had not processed the paperwork submitted during the pandemic in respect of the appointment of Cllr P Wells as a signatory, and the Clerk was asked to get him to complete a new mandate form, which was duly done during this PC Meeting.  Members also agreed to consider online banking and all the details are to be obtained in this connection.  It was further agreed that Cllr Sean Brinkley be appointed as a bank signatory; the paperwork would be organised by the Parish Clerk.  Administration:  As reported in Min 22/033 above, a resignation letter had been received from  Cllr D Nettleton and the resulting positions confirmed vis-à-vis the Chair and Vice Chair. The Parish Clerk, on behalf of Members, thanked Cllr Nettleton for his 2+ years on the PC and wished him well for the future. | Clerk  Clerk  Clerk  MC  Clerk  Clerk |
| 21/043 | Planning  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  West Suffolk Local Plan: September 2021 Review of Services and Facilities: Details had been circulated to Members. | Clerk |
| 21/044 | Mouse Lane: Play Area Report: Nothing to report. Cllr Old had reported that the footpath from Smithy Close 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. Post Meeting: Cllr Chapple advised that he had received a quotation from another contractor, who was able to undertake this work for the sum of £950 (similar to the previous contractor) and the work was carried out. This contractor recommended a twice yearly weed killing treatment, which he could carry out at a cost of £100/treatment. This is to be considered at the next meeting. | MC  Clerk |
| 21/045 | Highways  Gullies & Grips – Almshouse and Church Roads: Cllr Soons was asked to expedite this matter, since no further work had been undertaken to link the gullies to their outfalls.  Potholes: Cllr Soons was asked to get the one large remaining pothole in New Road (near its junction with Bury Road) repaired as a matter of urgency due to its dangerous size and position.  Speed Indicator Devices/Vehicle Activation Signs: Advice re SCC’s roster up to the end of this year had been received – with no mention of Rougham. Post Meeting: Advice is being sought as to when Rougham will be included. | KS  MC  KS |
| 21/046 | Rojanda, High Rougham: The problem hedge here has been reduced in depth, and it is anticipated that the traffic sign, which had, consequently, been difficult to see, may now, in any event, be re-positioned. |  |
| 21/047 | Anti-Social Behaviour: No problems had been reported. |  |
| 21/048 | James Stiff Cottages: No further information had been received regarding the date of the next meeting. | AP |
| 21/049 | Date of the Next PC Meeting:  Next Parish Council Meeting: Monday 15 November at 7.30 p.m. in the Sports Hall |  |