

MINUTES OF RUSHBROOKE WITH ROUGHAM PARISH COUNCIL MEETING
HELD ON MONDAY 17 JANUARY 2022

Present: Cllrs S Brinkley, C Old, D Strong, P Wells

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

22/067	<u>Apologies for Absence:</u> Cllr A Dann	
22/068	<u>Cllr M Chapple:</u> Members were advised of the recent death of Cllr Martin Chapple after a short illness. Members expressed their sincere condolences and it was agreed to send a card and flowers to Mrs Lorna Chapple. A memorial service will be held on Monday 13	
22/069	<u>Declarations of Interest:</u> None	
22/070	<u>Approval of Minutes:</u> The minutes of the PC Meeting held on 15 November 2021 were approved and signed.	
22/071	<u>Matters Arising:</u> There were no matters arising other than those on the agenda.	
22/072	<u>Public Forum:</u> Mr P Langdon advised that the RPFMC had approved the expenditure of part/all of its allocation of s106 income be used to purchase 1 x Single Bay Swing Frame c/w Nest Seat & Long Life Steel Anchors at a cost of £3,665.00 + VAT. Members approved this and release of the funds from WSC is to be requested. Meanwhile, a cheque is to be drawn in favour of NGF Ltd in the sum of £1,099.50 by way of deposit (see below).	Clerk
22/073	<u>County Councillor's Report:</u> Co Cllr Soons; Cllr Soons' report for January had been circulated.	KS
22/074	<u>Borough Councillor's Report:</u> Cllr Mildmay-White's report for January had been circulated.	SMW
22/075	<u>Cllr T Beckwith's Report:</u> Cllr Beckwith's report had been circulated and is attached with full details re HGVs in reside	
22/076	<p><u>Finance & Administration:</u> Income and Payments Bank Balances: 31.12..21: Current: £7,118.98, Savings: £28,159.10 Total: £35,271.08 Approval was given to the drawing of a new bank mandate to include Cllrs P Wells and retaining P Langdon as bank signatories. Once this new mandate has been enacted, another one will be drawn up, signed and submitted adding Cllrs A Dann and S Brinkley as new signatories. Consideration is also to be given to providing the Parish Clerk with electronic access to view statements.</p> <p><u>Payments</u> The following were approved for payment: Mr D Larke: Litter Picking Oct-Dec 2021: £450.00 + £15.61 (gloves and bin liners) totalling: £465.61 (Chq 101476) Suffolk Cloud: Support & Hosting of Website from 1.4.21-31.3.22: £100.00 (101477) Command Pest Control: Invs 817829, 820931 and 824055: £342.00 (101478) NGF Play Ltd: Deposit re order for Purchase of Single Bay Swing Frame c/w Nest Seat & Long Life Steel Anchors (for Rougham Sports Hall Play Area) (101480) Rougham Estate: Half Yearly Playing Field Rent: £56.14 (101481) Parish Clerk: Salary & Mileage: Qtr Oct-Dec: £1,543.20 + mileage £29.70: £1,572.90 (101482) HMRC: PAYE Oct – Dec 2021: £385.80 Parish Clerk: Mailbox Annual Rent 1.11.20-1.11.21: £54.72 (101484)</p> <p>Barclays Mandate duly completed. Cllr P Wells had completed a personal details form and had his ID verified by Barclays. Cllr A Dann was asked to complete a Barclays Personal Details Form with a view to getting his ID verified also. It was further agreed that Cllr Sean Brinkley also be appointed as a bank signatory; the paperwork would be organised by the Parish Clerk and submitted to Barclays along with a new mandate to cover his appointment and that of Cllr A Dann.</p>	Clerk

	<p><u>Bank Mandate/Online Banking</u>: A new bank mandate form had been produced by Members agreed to consider online banking and all the details are to be obtained in this connection.</p> <p>Members agreed to consider on line banking; details are to be obtained in this connection.</p>	Clerk
22/077	<p><u>Administration</u></p> <p><u>2022 Meetings Schedule</u>: A draft schedule of proposed meeting dates for 2022 had been drawn up and circulated. These dates were approved and would be advertised.</p> <p><u>2022 Budget/Precept</u>: The financial activity to date will be reviewed and, along with the likely activities for the remainder of this financial year, will form the foundation of a proposed budget for next year – from which a precept claim form will be agreed and the form submitted to WSC.</p>	Clerk
22/078	<p><u>Planning</u></p> <p>Decisions Received: None</p> <p>Withdrawn Applications: None</p> <p>New Planning Applications:</p> <p>DC/21/2133/ADV: Gottlieb Stoll House 1 Anglo Saxon Way Rougham: Application for advertisement consent - two internally illuminated fascia signs on entrance and side of building</p> <p>Tree Preservation Order: DC/21/2134/TPO: 28 Mouse Lane, Rougham: TPO 311 (2001) tree preservation order - one Oak (marked on plan T22 on Order) Crown lift to three metres above ground level.</p> <p>Members discussed the above two applications and agreed to support same.</p> <p>West Suffolk Local Plan: September 2021 – Review of Services and Facilities: This document had been circulated to Members; no comments were required to be made.</p>	Clerk
22/079	<p><u>Mouse Lane</u></p> <p>The footpath from Mouse Lane to the Church/School had been cleared of encroaching vegetation. A decision now needs to be made as to whether we wish to appoint the same contractor to apply weedkiller (suggested twice a year at a cost of £100/application.)</p>	Clerk
22/080	<p><u>Highways</u>: The following work remains to be done; Cllr Soons was asked again to ensure that this work is carried out urgently.</p> <p>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.</p> <p>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.</p>	ALL/ Clerk
22/081	<p><u>Speed Indicator Devices/Vehicle Activation Signs</u>: Two SIDs had been situated in unsatisfactory positions in Rougham; Cllr Wells agreed to review the criteria and make recommendations as to more suitable locations. The Parish Clerk is to liaise with SCC's relevant department in this regard.</p>	KS Clerk
22/082	<p>Anti-Social Behaviour: No problems had been reported.</p>	
22/083	<p><u>James Stiff Cottages</u>: Cllr Poole advised Members that Havebury is now considering a slightly longer term proposal. In this connection, they will be visiting residents this week, or next.</p> <p>Emergency Management Planning: Cllr Dann agreed to assume responsibility for this Emergency Plan for the Parish. Available information in this regard is to be forwarded to Cllr Dann.</p>	AP
22/084	<p>Date of the Next PC Meeting: Monday 7 March (Meeting subsequently postponed to 4 April due to Clerk's sickness absence.)</p> <p>Minutes Approved: Signed: P Wells (Chair) Dated: 4 April 2022</p>	AD/ Clerk