

# ROUGHAM PARISH COUNCIL

Chairman: Councillor John Newman  
Clerk: Tina Newell  
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## Minutes of the Parish Council meeting held on Thursday 20 July 2023 in Bradfield and Rougham Baptist Church, Kingshall Street, Rougham IP30 0BA

**Councillors Present:** John Newman (JN) (Chairman), Christine Old (CO), Dan Steed (DS) and Sara Mildmay-White (SM-W),

**Others In Attendance :** Tina Newell (TN) (Clerk), Sara Mildmay-White (SM-W) (as District Councillor) and seven members of public.

Prior to the start of the meeting all Councillors noted there was no other venue available local to the Parish and therefore it was necessary to hold the meeting in the Church room.

- 200723/01    **Apologies for absence:** Councillor's Debbie Hockey (DH) and Tracey Skoyles (TS) tendered apologies prior to the meeting due to illness and a prior engagement.
- 200723/02    All Councillors voted to accept apologies from DH and TS noting the reasons.
- 200723/03    **Co-option:** Two electorates had expressed interest in the one vacancy for a Parish Councillor; one candidate stepped down prior to the vote and all Councillors resolved to co-opt Jeff Horner on to the Parish Council.
- 200723/04    Jeff Horner signed his Acceptance to Office and took his seat as a Parish Councillor.
- 200723/05    Jeff Horner was given a Register of Interest form and TN confirmed this needs to be completed within 28 days of taking office.
- 200723/06    **Declarations of Interest:** There were no declarations of interest received.
- 200723/07    **Dispensation:** Councillors noted no requests for dispensations had been received and none were requested at the meeting.
- 200723/08    **Minutes of previous meeting:** All Councillors resolved to accept the minutes of the Parish Council meeting held on 22 June 2023. JN signed the minutes as

a true reflection of the decisions made at the meeting (reference 220623/01 – 58).

**Public Forum:**

- 200723/09 District Councillor SM-W's gave a resume of her report at the meeting; the full report is appended to these minutes. Action with Communities in Rural England (ACRE) is actively working with government officials regarding the draft Terrorism (Protection of Premises) bill; West Suffolk Council invited Clerks and Parish Councillors to a recent training session on planning applications; the Community Chest fund round for 2024-25 is now open; the Holiday Activities and Food Programme, funded by the Department for Education, co-ordinated by West Suffolk Council on behalf of Suffolk County Council has a total of 5,324 places over 656 sessions including sessions on film making, gardening and tennis further details can be found at <https://www.westsuffolk.gov.uk/leisure/holiday-events.cfm>.
- 200773/10 A member of the public asked for confirmation of the Parish boundary. SM-W agreed to send a map clearly defining the boundary to TN who will add this to the website.
- 200723/11 It was agreed to defer County Councillor Karen Soon's (KS) report until KS was in attendance.
- 200723/12 A member of the public asked if the Parish Council would consider opposing the future development of Rougham Airfield noting it is currently used as recreation space. The same member of the public asked the Parish Council to understand if development were to be granted what benefits would this bring to the residents of Rushbrooke and Rougham.
- 200723/13 SM-W confirmed the Airfield site has been included in the Local Plan (LP) and that a final consultation on the LP will take place in January 2024.
- 200723/14 Noting the importance of the LP and the lack of information previously made available to residents all Councillors agreed to hold an extra ordinary meeting to discuss the LP and its implications. SM-W agreed to confirm availability of stakeholders to attend this meeting before setting a date. Members of the public present agreed with this decision too.

- 200723/15 Two residents expressed concern regarding the capability of local infrastructure in taking more development in Rougham.
- Planning:**
- 200723/16 JN welcomed a member of West Suffolk Council's planning team to the meeting who presented an over view of the various planning applications on the Rougham Industrial Estate.
- 200723/17 Three members of the public left the meeting.  
Councillors considered the following planning applications relating to the Parish received since the last meeting:
- 200723/18 DC/22/1953/FUL Application to discharge conditions 4 (surface water) 6 (construction surface water management plan) 15 (hard landscaping) 16 (construction method statement) 17 (construction management plan) 20 (boundary treatment)  
Unit 3 Fortress Way Rougham IP32 7FQ  
After a brief discussion all Councillors resolved to SUPPORT this application.
- 200723/19 DCCON(A)/21/0701 Application to discharge conditions 3 (foul and surface water strategy) and 7 (cycle storage)  
Haulage Yard Rougham Industrial Estate, Rougham  
Councillors discussed this application for a brief time before resolving to SUPPORT it.
- 200723/20 Two members of the public left the meeting.
- 200723/21 Councillors noted there had been no decisions made by the Planning authority on applications made relating to Rushbrooke and Rougham since the last meeting.  
Councillors noted the following updates on planning appeals in the Parish:
- 200723/22 AP/23/0010/ENF Stable Barn, The White House, Blackthorpe, Rougham IP20 9HZ: the appeal against the enforcement notice is on going.
- 200723/23 AP/23/0009/STAND The White House, Blackthorpe, Rougham, IP30 9HZ: the appeal against the Planning authorities decision is on going.

- 200723/24 Councillors agreed to defer consideration of the future of Rougham Airfield until Councillors have a clearer understanding of the Local Plan.
- Finance:**
- 200723/25 All Councillors were handed physical copies of the bank reconciliations supported by bank statements at the meeting. TN explained the presentation and method by which this reconciliation had been prepared and all Councillors confirmed the bank reconciliation as presented matched the bank statements; the balance in the Community account as at 30 June 2023 was £3,719.51 and with £35,841.85 in the Premium account the Parish Council has a total of £39,561.36 available cash.
- 200723/26 TN confirmed there was no budget to actual report as no payments had been made in the current financial year; TN explained this was due to no paperwork being handed over from the outgoing Clerk and the length of time Barclays had taken to amend the bank mandate to allow access. As payments were due to be made after this meeting a budget to actual report will be available at the next meeting and all future meetings.
- 200723/27 Assets: TN confirmed this is still work in progress as despite having a comprehensive list of all the physical assets within the Parish the true ownership of some assets has yet to be confirmed. All Councillors agreed to defer agreeing the schedule of assets until ownership has been confirmed.
- 200723/28 TN brought to Councillors attention the assets are potentially currently under insured. Councillors considered the hazards and risks and noting they were low agreed until confirmation of ownership has been established, and therefore liability, it would not be beneficial at this time to increase or decrease the cover. It was agreed to revisit this at the September meeting.
- 200723/29 Councillors received a physical copy of the reserves schedule and after TN's explanation all members agreed to vire £13,507.41 from the general reserve leaving a balance of £26,053.95, which is in line with the JPAG guidance, moving £11,307.41 to the asset replacement reserve, £200 to audit reserve and £2,000 to salary reserve noting for the latter there will be a balance to pay to the outgoing Clerk relating to the former year.

Councillors noted the following receipts:

200723/30	West Suffolk Council	Annual Precept	£28,211.00
200723/31	Barclays Bank	Interest	£42.95

Councillors resolved to make the following gross payments noting a schedule of these with supporting invoices had been received:

200723/32	Tina Newell	14 weeks salary and re-imburement	£2,398.95
200723/33	Command Pest Control x 4	Pest control	£477.60
200723/34	David Larke	Warden salary	£1,380.35
200723/35	Bradfield & Rougham Baptist Church Hall Hire		£39.00
200723/36	Suffolk.cloud	Website hosting	£120.00
200723/37	Rougham Estate x2	Playing field rent	£112.28
200723/38	Rougham Estate	Rent for car park	£15.00
200723/39	Community Heartbeat Trust	Defibrillator pads	£162.00
200723/40	PKF	2021/22 External Audit	£240.00
200723/41	T C Forrestry & Fencing	Grass cutting Mouse Lane and Footpaths	£418.00

200723/42 Councillors noted JN, DS and DH are authorised signatories on line for both Barclays accounts and TN has administration access only; it was resolved to make no changes at this time.

200723/43 TN has not purchased a Chromebook as previously agreed; all Councillors agreed for the new Clerk to purchase this. Until a new Clerk is in post TN will keep a back up of all documents on a memory stick and will give JN, as Chairman, an updated copy at each meeting.

200723/44 All Councillors agreed earlier in the meeting to reconsider the insurance provision at the September meeting when it is hoped an accurate asset schedule will be available.

**Governance:**

200723/45 All Councillors noted the AGAR relates to a period of time in which only one of the seven serving Councillors was in office.

- 200723/46 TN read aloud all the recommendations from the Internal Auditor for the period ended 31 March 2023; all Councillors agreed every recommendation has been actioned or will be actioned no later than the September meeting.
- 200723/47 All Cllrs agreed to accept the Internal Auditors Report for the year ended 31 March 2023 noting with disappointment the number of recommendations.
- 200723/48 TN read aloud the Annual Governance Statements section one of the Annual Governance and Accountability Statement (AGAR) for the year ended 31 March 2023 and Councillors answered each question in turn. All Councillors resolved for JN and TN to sign section one of the AGAR with those present at the meeting as witness.
- 200723/49 All Councillors approved the Accounting Statements for 2022/23 as transposed on section two of the AGAR in turn confirming the statements presented fairly the financial position of Rushbrooke with Rougham Parish Council for the year ended 31 March 2023. It was noted some of the 2021/22 figures had been restated following TN's investigation on the receipts and assets. JN signed section 2 of the AGAR noting TN as RFO had signed prior to the meeting.
- 200723/50 It was noted that Rushbrooke with Rougham Parish Council are subject to a Limited Assurance review for the year ended 31 March 2023 as the total receipts exceeded £25k. TN will prepare and send all the information required to the external auditors PKF Littlejohn.
- 200723/51 Dates for the public inspection of the accounts was agreed and the notice is currently on display on line and on the Parish noticeboards.
- To receive updates/reports from officers and village groups and consider action required:**
- 200723/52 It was agreed by all Councillors to defer consideration of a working party to look at ways of community engagement until later in the year.
- 200723/53 All Councillors noted the recent months play inspection risk assessment reports came back as low risk and agreed no further action is required.

- 200723/54 Councillors resolved to defer consideration of the frequency of play inspection reports until such time as West Suffolk Council consider making a charge for the service.
- 200723/55 It was agreed by all Councillors to defer forming a working party to maintain the play equipment until ownership of all assets is known.
- 200723/56 Councillors resolved to defer formalising the use of the land at The Sports Hall until ownership of the various items of play equipment is confirmed.
- 200723/57 A member of the public left the meeting.
- 200723/58 Councillors noted there are only very few contributing to anti-social behaviour in the Parish and all members agreed to be vigilant to this behaviour.
- 200723/59 All Councillors noted the date of the next scheduled meeting as 11 September 2023; DS offered his apologies.
- 200723/60 Councillors all resolved to exclude the remaining member of the public from the meeting in accordance with Public Bodies (Admission to Meetings) Act 1960 due to the confidential matter to be discussed concerning staffing.
- 200723/61 The member of public left the meeting.
- 200723/62 Councillors have received expressions of interest from two candidates and agreed to continue advertising the post before inviting applicants to interview later in August ready for making an appointment at the September meeting.
- 200723/63 JN closed the meeting at 9.52pm.