

ROUGHAM PARISH COUNCIL

Chairman: Councillor John Newman

Clerk: Tina Newell

parishclerk@rushbrookewithrougham-pc.gov.uk

25 Shakespeare Road, Stowmarket,
Suffolk IP14 1TU.

Minutes of the Parish Council meeting held on Thursday 22 June 2023 Bradfield and Rougham Baptist Church, Kingshall Street, Rougham IP30 0BA

Councillors Present: John Newman (JN) (Chairman), Debbie Hockey (DH) (Vice Chairman), Sara Mildmay-White (SM-W), Christine Old (CO), Tracey Skoyles (TS) and Dan Steed (DS)

Others In Attendance : Tina Newell (TN) (Clerk), Karen Soons (KS) (County Councillor), Sara Mildmay-White (SM-W) (District Councillor) and four members of public.

220623/01 **Apologies for absence:** There were no apologies received.

220623/02 **Declarations of Interest:** There were no declarations of interest received.

220623/03 **Dispensation:** Councillors noted no requests for dispensations had been received and none were requested at the meeting.

220623/04 **Minutes of previous meeting:** All Councillors resolved to accept the minutes of the Annual Parish Council meeting subject to an amendment removing Debbie Hockey as the Defibrillator officer and inserting Davina Strong. With all in agreement to the amendment it was resolved for JN to sign the amended minutes of the meeting held on 18 May 2023 as a true reflection of the decisions made (reference 180523/01 – 69).

Public Forum:

220623/05 District Councillor SM-W's gave a resume of her report at the meeting informing all present of the new administration at West Suffolk Council being a collaboration of the Labour party with the Independent party and being known as West Suffolk Working Partnership; the largest contemporary art exhibition in the UK is being held in Moyes's museum Bury St Edmunds; West Suffolk Council have put back the review of the Local Plan to early in 2024.

- 220623/06 County Councillor Karen Soon's report was received prior to the meeting and is appended in full. As there were no questions KS left the meeting.
- 220623/07 A member of the public raised some concern over the local plan and potential future development. The Council agreed to consider this at the next meeting when a member of West Suffolk Council's planning department will be in attendance.
- 220623/08 A member of the public raised issues regarding surface water and flooding; it was agreed DH would provide a link to the County Council's on-line reporting tool on social media and the Parish Council website.
- Planning:** Councillors considered the following planning applications made to the Local Planning Authority (WSC) relating to Rushbrooke or Rougham:
- 220623/09 DC/23/0863/TPO
TPO 346 (2002) Tree Preservation Order – two Asj (T1 and T4 on plan) two Oak (T2 and T8) three Pine (T3, T6 and T7) two Larch (T5 and T9) and two Prunus (t10 and (T11) fell.
- After consideration all Councillors were disappointed the sketch attached to the application did NOT show the location of the trees despite saying to the contrary in the application and asked to seek confirmation of where all eleven trees are located prior to any decision being made. All Councillors agreed it would be preferable to save the trees and proposed they are crowned to reduce the splay resulting in less pressure on the root system. However Councillors noted the trees may be in poor health and agreed to support the application ONLY if an Arboriculturist concludes this and then to apply a condition that a new tree is planted to replace each tree that is felled.
- 220323/10 DC/23/0867/ADV
Application for advertisement consent – various signage including four internally illuminated freestanding signs, one illuminated playland sig, two banner signs and 26 parking and road signage.
Land at Suffolk Business Park, General Castle Way, Rougham.

After consideration and noting this application is only for minor style amendments to an already granted application all Councillors agreed to offer NO OBJECTION.

- 220323/11 All Councillors noted there are a number of advertising signs on the rounadabout as you enter the Suffolk Business Park and agreed these signs detract from the visual amenity of the land and public safety (road users are looking at the signs and not the road ahead). It was therefore resolved for TN to report these to Suffolk Highways and West Suffolk Planning department.
- 220623/12 All Councillors noted the following determination made relating to the Parish since the last meeting:
DCON(A)22/0152 Land rear of The Lodge, The Green, Rougham
WSC: GRANTED.
- 220623/13 DC/23/0593/HH 7 Wheelright Close, Rougham IP30 (JD
WSC: GRANTED
TN confirmed no email from West Suffolk Council had been received giving notice of this determination.
All Councillors noted the following applications considered at a previous meeting are waiting for determinations by WSC:
- 220623/14 DCON(A)/22/0476 Land South off General Castle Way, Rougham.
- 220623/15 DC/23/0239 FUL Land off General Castle Way, Rougham.
- Finance:**
- 220623/16 Bank mandate update: TN is progressing the amendment to the bank mandate daily; Barclays have confirmed the delay is their error!
- 220623/17 **Budget:** All Councillors noted the historical budget for 2023/24 was very brief and confirmed receipt of a more comprehensive budget prior to the meeting; TN read aloud all expense lines and confirmed the only known income was from the Precept. All Councillors resolved to accept the new budget as presented.
- 220623/18 Due to not having access to the bank there was no schedule of receipts.
- 220623/19 All Councillors agreed for TN to complete a full list of creditors at the time the bank account is accessible. All Councillors agreed to receive the list by email

and for the Chairman and Vice Chairman to approve the payments on line for full ratification at the next most appropriate meeting.

220623/20 Councillors received a quotation from T C Forestry for cutting the playing field grass off Mouse Lane; West Suffolk Council had previously agreed to quote but at the time of the meeting no quote was available. It was therefore unanimously agreed to instruct T C Forestry to cut the grass for the current season with upto three cuts per month as necessary at £50 per cut.

220623/21 All Councillors received a quote from T C Forestry to cut some footpaths, as per the appended map, at a cost of £46.50 per cut. All Councillors agreed to instruct T C Forestry to carry out the cutting for the current season with upto 3 cuts.

220623/22 A quotation to clear around the signs and footpaths to allow for clear sight and access was received from T C Forestry. All Councillors agreed to accept the quote of £350 for the current year.

220623/23 After consulting with SALC all Councillors agreed the Clerk does require a laptop to carry out the business of Rushbrooke with Rougham Parish Council; this will be an asset of the Parish Council. After much discussion JN proposed to purchase a MacBook upto £832.50 net. DS seconded the proposal but with no further votes in favour SM-W offered a counter proposal to purchase a Windows Chromebook upto £500. With CO seconding this proposal and DH and TS in favour it was resolved to purchase a Windows Chromebook 11 with a budget of upto £500.00.

220623/24 SM-W confirmed a Chromebook 11 will come with Microsoft software.

Governance

220623/25 All Councillors agreed the draft Standing Orders had been available prior to the meeting and resolved to adopt the Standing Orders as presented in draft.

220623/26 All Councillors noted the Financial Regulations had been available on the website and proposed to adopt them with no amendments.

220623/27 All Councillors resolved to adopt the model Code of Conduct as produced by the Local Government Association and as available prior to the meeting.

Policies: All Councillors confirmed receipt of the following policies prior to the meeting and unanimously agreed to adopt these with no amendments:

- 220623/28 Accessibility
- 220623/29 Disciplinary
- 220623/30 Equality
- 220623/31 Equal opportunities
- 220623/32 Grievance
- 220623/33 Health and Safety
- 220623/34 Meeting attendance
- 220623/35 Safeguarding
- 220623/36 Sickness and absence
- 220623/37 All Councillors agreed the risk assessments were available to review on line prior to the meeting. Noting these are all working documents it was agreed to adopt the following risk assessments:

- 220623/38 Clerk
- 220623/39 Financial
- 220623/40 Volunteer
- 220623/41 Vehicle Activated Sign
- 220623/42 Councillors noted the insurance schedule includes fidelity cover of £250k which is more than required however this cannot be amended mid term – the renewal date is February 2024. It was noted Parish Council owned assets are insured upto £33k; as soon as an asset register is produced and agreed the total value for assets can be amended, which may result in an increase in premium.

To receive updates/reports from officers and village groups and consider action required:

- 220623/43 **Asset management:** DS confirmed an asset register is currently being constructed and should be available for review by all Councillors at the next meeting.
- 220623/44 **Risk assessments:** DS will review these periodically.

- 220623/45 **Footpath officer:** SM-W confirmed the footpaths around where she resides are all clear. It was agreed TN will email all Councillors the link to report any issues on line.
- 220623/46 **Tree Wardens:** All Councillors agreed to report all issues directly on the County Councils online reporting tool.
- 220623/47 **Defibrillator Officer:** It was agreed Councillor DS will back up Councillor Davina Strong; DS will contact the resident who currently completes the monthly checks for training.
- 220623/48 **Social Media:** DS, DH and TN are the administrators for the facebook page; it was agreed for DH to also set up a Twitter account.
- 220623/49 **Play Equipment:** After much discussion it was resolved to defer agenda item 10 in its entirety to the July meeting to allow SM-W to confirm the ownership of the play equipment at The Sports Hall.
- 220623/50 **Local Plan:** It was agreed to defer this agenda item to the July meeting when SM-W confirmed a member of West Suffolk Councils planning department will be in attendance.
- 220623/51 **Local Plan:** It was agreed to defer this item until the July meeting when SM_W confirmed a planning officer from West Suffolk Council will be in attendance.
- 220623/52 **Stakeholders:** All Councillors agreed it would be worthwhile in having a more positive and pro-active relationship with local stakeholders and agreed to defer this item until a later meeting.
- 220623/53 **Anti-social behaviour:** It was agreed Councillor Davina Strong (DSG) requested this item be on the agenda; as DSG was not at the meeting it was agreed to defer this item to a meeting where DSG is present.
- 220623/54 TN apologised for an error with the date of the next meeting and confirmed the date of the next meeting will be 20 July 2023
- 220623/55 All Councillors resolved to exclude members of the press and public under the Public Bodies (admissions to meetings) Act 1960 due to the confidential nature of the business to be discussed.
- 220623/56 **Parish Warden:** After a discussion it was unanimously agreed to accept the job description of the Parish Warden as distributed prior to the meeting after

noting litter is Parish wide and to offer the role to the current litter picker. It was resolved to offer the role at £10.50 per hour for four hours a week with a weekly contribution of £4.50 towards fuel (10 miles at 45p per mile). TN will send an offer letter with the job description.

220623/57 **Parish Clerk and Responsible Financial Officer:** TN declined the offer of the permanent position but assured Councillors she would stay until at least the July meeting and would assist in a hand over to the permanent Clerk if required.

220623/58 The Chairman closed the meeting at 21.42.