

ROUGHAM PARISH COUNCIL

Chairman: Vacant

Clerk: Tina Newell

parishclerk@rushbrookewithrougham-pc.gov.uk

25 Shakespeare Road, Stowmarket,
Suffolk IP14 1TU.

Minutes of the Parish Council meeting held on Thursday 14 September 2023 in Bradfield and Rougham Baptist Church, Kingshall Street, Rougham IP30 OBA

Councillors Present: Debbie Hockey (DH), Tracey Skoyles (TS), Jeff Horner (JH) and Sara Mildmay-White (SM-W) with John Newman (JN) appointed at the meeting.

Others In Attendance : Tina Newell (TN) (Clerk), Sara Mildmay-White (SM-W) (as District Councillor) and two 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. All present also noted the resignation of John Newman as Chairman and Parish Councillor.

- 140923/01 All Councillors noted the vacant position for a Chairman and the need to fill this before the meeting can continue. DH proposed SM-W and this was seconded by TS; with JH in favour SM-W accepted the position of Chairman to Rushbrooke with Rougham Parish Council and signed the Declaration of Acceptance to Office and took her position as Chairman.
- 140923/02 TS proposed to appoint JH as vice chairman, seconded by DH and SM-W. With all Councillors in favour JH accepted the position of Vice Chairman to Rushbrooke with Rougham Parish Council.
- 140923/03 **Apologies for absence:** Councillor Dan Steed (DS) tendered apologies prior to the meeting.
- 140923/04 All Councillors voted to accept DS apology.
- 140923/05 **Co-option:** Noting no election has been called and with only one applicant all Councillors resolved to co-opt John Newman (JN) on to Rushbrooke with Rougham Parish Council.

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- 140923/06 JN signed his Acceptance to Office and took his seat as a Parish Councillor and noted a Register of Interest form must be completed within 28 days of taking office.
- 140923/07 JH confirmed completion of his register of interest form following his appointment to the Parish Council in July.
- 140923/08 **Declarations of Interest:** There were no declarations of interest received.
- 140923/09 **Dispensation:** Councillors noted no requests for dispensations had been received and none were requested at the meeting.
- 140923/10 **Minutes of previous meeting:** All Councillors resolved to accept the minutes of the Parish Council meeting held on 20 July 2023. SMW signed the minutes as a true reflection of the decisions made at the meeting (reference 200723/01 – 63).
- Public Forum:**
- 140923/11 An employee of West Suffolk Council representing Barley Homes, a development company who are a wholly owned by West Suffolk Council, gave a presentation of a proposed development off Kingshall Road, Rougham. Councillors noted the presentation and agreed as there is no live planning application no comments could be made. It was agreed to hold an extra ordinary meeting should an application come forward before the next scheduled meeting.
- 140923/12 A member of the public left the meeting.
- 140923/13 All Councillors confirmed receipt of County Councillor Karen Soon's (KS) report prior to the meeting.
- 140923/14 District Councillor SM-W's gave a resume of her report at the meeting; the full report is appended to these minutes. A recent meeting of the Development Control Committee approved the application for an Animal Feed Mill and Associated Development at British Sugar, Land off Compiegne Way. This will be the most technologically advanced and energy efficient feed mill in the UK and Europe. It represents one of the first new mills to be completed in the UK

since the late 1980's and is a £75-80 million investment in West Suffolk. It will retain the existing local employment and provide an additional 70 jobs.

However, it is a substantial development in excess of 50 metres tall and will dominate the landscape from the north east approach to the town; plans for a new leisure facility on Western Way will be decided by full Council in September early thoughts are the new administration will resolved to refurbish the current facility.

- 140923/15 TN read aloud emails received from residents concerned both with speeding traffic and overgrowth on verges and footpaths. All Councillors noted these concerns and agreed to pass them on to the County Councillor for action.

Planning:

- 140923/16 DC/23/1379/TPO
TPO 143 (1990) tree preservation order - a. One Walnut (within G1 on order (clear fallen tree) b. One Walnut (within G1 on order) overall crown reduction by three metres.
Ravenwood Hall Hotel, Ipswich Road, Rougham IP30 9JA
After discussion all Councillors resolved to SUPPORT this application with a comment if the officer is minded to grant this application a condition is applied to ensure a tree is planted for each tree felled.
- 140923/17 DC/23/1232/ADV Application for advertisement consent for various signage including – a. four internally illuminated fascia b. one halo illuminated sign c. one internally illuminated roof letters d. one non illuminated aluminium cut logo e. two internally illuminated panels e. two internally illuminated panels f. two internally illuminated digital menu boards g. two non illuminated panels h. PVC printed banner i. one aluminium free standing totem sign, and four supporting information signs.
Plot 710 land South of General Castle Way Rougham Industrial Estate, Rougham
After consideration all Councillors resolved to support the objection from Highways; to ask if the officer is minded to grant the approval for banners that

there is a definitive time frame for these to be advertised and a maintenance plan is conditioned to ensure the banners are kept in good order. If the signs are optional the Parish Council demand they are not granted.

- 140923/18 Councillors noted there had been no decisions made by West Suffolk Council relating to Rushbrooke with Rougham since the last Parish Council meeting. Councillors noted the following planning enforcement cases are still on going: AP/23/0010/ENF Stable Barn, The White House, Blackthorpe, Rougham IP20 9HZ and AP/23/0009/STAND The White House, Blackthorpe, Rougham, IP30 9HZ.
- 140923/19 Councillors agreed there was nothing to consider relating to the future of Rougham Airfield and resolved to put it is on future agendas.
- Finance:**
- 140923/20 All Councillors confirmed receipt of the bank reconciliation prior to the meeting and agreed this matched the bank statements to the 31 August 2023; the balance in the Community account as at 31 August 2023 was £2,339.16 and with £36,007.91 in the Premium account the Parish Council has £38,347.07 available cash.
- 140923/21 All Councillors agreed to transfer £14,105.50, as six months precept, from the Premium account to the Community account noting the day to day transactions are through this account.
- 140923/22 Councillors confirmed receipt of the budget to actual report noting the amount in the account line 'misc' is the payment for the new email accounts. With no further questions all Councillors resolved to accept the Budget to Actual report
- 140923/23 Assets: TN confirmed this remains work in progress; all Councillors agreed to defer this item until the next meeting noting DS, who is the asset officer and tasked with this item, is not in attendance. It was agreed a schedule of Parish Council owned assets should be confirmed without delay as the outcome may have financial implications on the budget and future precept.

140923/24 Councillors confirmed receipt of the reserves account prior to the meeting noting the General reserve is 88% of the Precept and in line with the accepted recommendation with regards to the appropriate minimum level of a Small Authority's General Reserve (should be maintained at between three and twelve months net revenue expenditure).

Councillors noted the following receipt since the last Parish Council meeting:

140923/25	HMRC	2022/23 VAT refund	£4,178.80
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Councillors resolved to make the following gross payments noting a schedule of these with supporting invoices had been received:

140923/26	Tina Newell		£990.97
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140923/27	David Larke		£990.60
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140923/28	HMRC Tax and NI		£584.34
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140923/29	Bradfield & Rougham Baptist Church Hall Hire		£39.00
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140923/30	West Suffolk Council	Election costs	£81.91
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140923/31	Command Pest Control		£119.40
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140923/32	SALC	Payroll	£22.80
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140923/34	SALC	Internal Audit	£313.20
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140923/35 All Councillors agreed earlier in the meeting to reconsider the insurance provision at the next meeting when it is hoped an accurate asset schedule will be available.

140923/36 Councillors considered an offer from Barclays Bank of £100.00 as compensation for the delay in amending the bank mandate; after discussion it was resolved to accept this offer and ask for a formal letter of apology noting contractors payments were delayed due to Barclays error.

140923/37 Councillors noted the receipt of the 2022/23 VAT refund earlier in the meeting.

Governance:

- 140923/38 All Councillors noted the External Audit has been completed; except for the following matters and on the basis of the External Auditors review of Sections 1 & 2 of the Annual Governance and Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to attention giving cause for concern that relevant legislation and regulatory requirements have not been met. The exceptions are 1. due to lack of prior year supporting documentation, we recognise the new clerk has prepared the accounts based on what was available to her, however we don't have confidence in the figures provided in respect of the prior year. The council should ensure that it retrieves the accounting records in order to correctly present the accounts for the 23/24 AGAR. 2. Section 1, Assertion 3 has been incorrectly completed. There is no evidence that the financial regulations and standing orders were reviewed during the year ended 31 March 2023. However, it is noted that, as published on the smaller authority's website, these were reviewed during June 2023. This is consistent with the Internal Auditor's response to Internal Control Objective B.
- 140923/39 Sections 1-3 of the AGAR will now be displayed on line and on the notice board along with the Notice of Conclusion of Audit.
- Play Equipment**
- 140923/40 TN confirmed no reports for August had been received and noting the previous months play inspection risk assessment reports came back as low risk and agreed no further action is required.
- 140923/41 It was agreed by all Councillors to defer forming a working party to maintain the play equipment until ownership of all assets is known.
- 140923/42 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 and if there are any conditions placed on the land.

- 140923/43 Councillors agreed to offer the grass cutting to tender in January 2024 for the 2024/25 season.
- 140923/44 Bus Shelter: All Councillors noted the bus shelter has been tidied and agreed to defer any further action to the next meeting when 'time will tell' if this has helped mitigate any anti social behaviour.
- 140923/45 Communication: All Councillors agreed from now on all communication will be via the Parish Council official email address and all agreed to respond to emails, where possible, within one day of receipt. TS and JN agreed to place all notices on the Parish noticeboards.
- 140923/46 Training: All Councillors agreed they would benefit from some formal training. TN has contacted SALC and they can offer on site or on line training; in person training is charged at £500 plus VAT and on line training is charged at £400 plus VAT. All Councillors agreed as there was no budget to cover this cost TN would provide some basic training; SM-W will confirm a date for the training once a suitable venue has been found noting that it is to be on/before 30 September 2023. TN will print and order any publications needed.
- 140923/47 Other Council business to be noted or included in a future meeting: traffic speed, assets, website, mole maintenance.
- 140923/48 All Councillors 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
- 140923/49 The one remaining member of public left the meeting.
- 140923/50 All Councillors noted there were four applicants for the post of permanent Parish Clerk & RFP and resolved to appoint Christine Mason to the position with a commencement date of 01 October 2023.
- 140923/51 All Councillors agreed to invite the press and public back in to the meeting.
- 140923/52 No members of the press and public re-entered the meeting.
- 140923/53 SM-W closed the meeting at 21.21 pm.

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