

RUSHBROOKE WITH ROUGHAM PARISH COUNCIL

Chairman: Cllr Sara Mildmay-White

Clerk: Christine Mason

parishclerk@rushbrookewithrougham-pc.gov.uk

6 Walpole House

Auction Street

Bury St Edmunds

Suffolk IP33 3FF

Minutes of the Parish Council meeting held on Monday 17th November 2025 at the Sports Hall, Rougham at 7.00pm

Present: Cllrs Sara Mildmay-White (SM-W), Debbie Hockey (DH), Jeff Horner (JH) Tracey Skoyles (TS) John Newman (JN), Christine Mason (CM) Parish Clerk, a representative from Seamans and later in the meeting County Cllr Karen Soons (KS)

Due to being a member of the WSC Development Committee, Chairman Cllr Sara Mildmay-White declared an interest in agenda item 1711/25/65 Planning and remained in the room to answer any questions.

1711//25/55 **Apologies**

All present.

1711/25/56 **Declarations of Interest**

No declaration of Interests were made.

Dispensation

Councillors noted no requests for dispensations had been received and none were requested at the meeting.

1711/25/57 **Approval of Minutes**

All Councillors resolved to accept the minutes of the Parish Council meeting held on Monday 2nd November 2025 and the Planning Meeting held on 11th November 2025. SM-W to sign the minutes of the Parish Council meeting and JH to sign the minutes of the Planning Meeting as a true reflection of the decisions made.

1711/25/58 **Kingshall Street Development update from Seamans**

Road name for the development has been approved as Chouns Fields Drive.

Regarding the development, all going well, to minimize disruption and traffic flow, the arrangement with Rougham Estate to continue using their yard has been extended, scaffolding dropped, plastering , windows and doors are in the majority of the plots, if a road closure is necessary for services these will be for

a minimal amount of time. Councillors to visit the site on 2nd December. Newsletters to residents at Kingshall Street ongoing. Anticipated completion date early April with marketing of the properties in the New Year.

1711/25/59 **Co-option**

Deferred to the next meeting. To be noted Cllr Kate Hardy has tendered her resignation, Democratic Services to be informed of the vacancy.

1711/25/60 **County & District Reports**

Key matters from KS included the PC application for a locality grant to help finance a new speed indicator; decision date whether the County Council elections will go ahead. Questions to KS – a meeting is required between Rushbrooke Farms, Suffolk Highways and the District Council regarding agricultural traffic using Rushbrooke Lane as a quick way to the A14; the need for wider discussion concerning the large increase of traffic using Mount Road down to The White House as a rat run. KS to chase up previously reported potholes and flooding.

SM-W's report included works as part of the development of the Olding Road site are due to begin; survey works are due to commence on the remaining allocated site adjoining the new development at Kingshall Street, Rougham; 18 new pink recycling bins have been installed at existing mini recycling centres in West Suffolk.

1711/25/61 **Public Forum**

There were no members of the public present.

1711/25/62 **Speed Indicator Device Quotation**

The quotation of £4679. 80 plus vat received from Elan City for two solar speed indicator units was unanimously accepted. The locality budget grant of £1000 from KS will be used to offset the cost to the Parish Council. Further discussion on siting the devices, purchase of poles to be an agenda item at the next meeting.

1711/25/63 **Finance**

a. All Councillors confirmed receipt of the bank reconciliation prior to the meeting and agreed this matched the bank statements to 31st October Balance

of the Community Account stands at £3,815.14 and with £24,547.93 in the Premium Account, the Parish Council has £28,363.07 in the bank.

b. It was resolved payments to be approved at the meeting and payments made since the last meeting be accepted.

Warden's salary September	172.60
Clerk's salary September	507.40
St Nicholas Church	150.00
St Mary's Church	500.00
Sports Hall	1000.00
Multisigns	630.00
Rougham Estates rent	56.14
SALC payroll	82.80
Wardens's salary October	172.80
Clerk's salary October	507.40
HMRC	627.85

1711/25/64 **Budget & Precept**

An updated expenditure and income schedule from April 2025 to October 2025 was previously circulated. With answers yet to be received from the Sports Hall relating to the annual grant paid to them by the Parish Council, it was agreed to defer a decision until the January meeting. Following consideration of the precept percentage increase figures, it was unanimously agreed that the precept for 2026-2027 be set at £21,630. This equates to an increase of 3% and an additional cost for a Parish Band D Council Tax property of 0.17p.

1711/25/65 **Planning**

DC/25/1737/VAR Variation of conditions of DC/25/2215/FUL to allow for use of amended plans and materials for building to contain two commercial offices. The White House, Barn, Blackthorpe Rougham IP309HZ
Object: Rushbrooke with Rougham Parish Council strongly resists conditions 2 & 3 are removed; a new fence has been erected which has no planning permission; illegal entrance has been created.

1711/25/66 **Bicycle rack at the Sports Hall**

With members of the Wednesday Warriors Men's Club wishing to cycle to the

Sports Hall, a request has been received to move the bicycle rack from behind the old bus stop at the top of Moat Lane and attach it to a wall at the Sports Hall – no objections were raised. A locality grant of £400 is still available from SM-W’s budget and as an alternative, a freestanding rack could be purchased. The Chairman of the group to be contacted.

1711/25/67 **Parish Council policies**

The Parish Council IT Policy was approved.
The Data Protection & Information Policy and the Information Management Policy were approved.
The Freedom of Information Policy and New Model Publication Scheme Policy were approved.

1711/25/68 **Correspondence**

Assertion 10 is a new requirement for town & parish councils and will apply to Annual Governance and Accountability Returns (AGAR) for the financial year beginning 1 April 2026. Assertion 10 will not only require councils to use a council-owned domain for email and to operate an accessible website, it also explicitly requires parish and town councils to comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 and process personal data lawfully, fairly, and in line with UK GDPR principles.

1711/25/69 **Any other Council business to be noted for inclusion in a future meeting**

Information on a dedicated Cloud arrangement to be used as an alternative for a council owned laptop. SALC to be contacted for advice.

17/1/25/70 **Chairman to close the meeting**

The meeting closed at 8.35pm.

1711/25/71 **Date of next meeting**

Confirmed as 19th January 2026 at 7.00pm.

Signed.....

Dated.....