

# RUMBURGH PARISH COUNCIL MEETING

3 January 2024

Start 7.30pm

## MINUTES

1. The chairman Paul Spill welcomed councillors Julie Williams, Winky Evans, Stephen Stannard, Oliver Hitchcock and Paul Fenner and SCC Councillor Judy Cloke and ES Councillor Dr Anthony Specca  
The clerk Teresa Goldson was in attendance.  
Apologies: Cllr Julie Flatt. Proposed by Cllr Fenner, Seconded by Cllr Spill
2. Members of the public in attendance: None
3. Declarations of interest: none
4. Minutes of previous meeting 30 November 2023 minutes were duly approved and signed as a true record.  
Approval proposed Cllr Spill, seconded Stannard.
5. Cllrs Cloke and Specca spoke to the meeting to reiterate topics previously circulated in the ES Top Ten List. There ensued discussion about recent flooding in the area. Cllr Dr Specca left the meeting at 7.41pm
6. Clerk's report and matters arising:  
Dedicated email addresses –proposed format “*RumburghPCCllr\*LastName\*.org.uk*”  
Clerk confirmed the move to Google Drive as additional Back-Up for all Council documents.  
As per paper previously circulated, once the dedicated email addresses are available (April 2024) Cllrs will be advised and supported to set up Google Drive storage and email service for the exclusive use of Council business.  
Policy review – Cllrs Fenner and Williams volunteered to assist the Clerk in a review of key policies ahead of renewal March/April. Clerk to arrange.
7. Finances:  
Balances as at 31 12 2024: Current Account: £2674.09. Savings Account: £5350.75  
Bank Accounts were reconciled and approved as at 31 12 2023.  
Payments approved: Back Pay for Previous Clerk(chèque), December Salary, HWA & Back Pay for Clerk (BACs), HMRC Employer Liabilities 2023-24 Qtr. 3 (BACs)  
Any Other Financial Business: Clerks access to the Bank Account – correspondence from Barclays indicate the Mandate has errors – Action Cllr Spill.  
Move from Van Dijks for payroll services to HMRC PAYE Basics to be operated by the Clerk.  
Council wishes to express its thanks to Van Dijks and especially the former Council Chairman Piet Van Dijk for the many years' service provided to the Council.
8. Planning None
9. Correspondence -previously sent to Councillors: see agenda
10. Any other business:  
Cllr Willaims advised the death of former Cllr Wharton – Council agreed that the Clerk should send condolences  
Steve Myhill has kindly trimmed the hedges at the Pleasure Ground and Allotments as an interim measure – invoice due for same  
Source of new contractor for Grass Cutting and Hedge Trimming services for Spring 2024 onwards to be discussed at February meeting with decision to appoint no later than March meeting.  
Clerk tasked with sending a letter of thanks to local resident Andrew Moore who has generously been maintaining those grass areas of the Pleasure Ground which could not be accessed by tractor

Meeting Closed at 8.30 pm

Next Meeting 7.30 pm Wednesday 7 February 2024

**Number: tagh0130/24a**

**Chairman's Initials:**