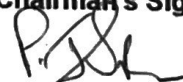


for signing

**RUMBURGH PARISH COUNCIL MEETING**  
**17 September 2025**  
**Start 7.00pm**  
**MINUTES**

1. The Chairman Cllr Paul Spill welcomed Councillors to the meeting  
The Clerk Teresa Goldson was in attendance.  
Apologies **NONE**
2. Members of the public in attendance: **NONE**
3. Declarations of Interest **NONE**
4. Minutes of the last meeting **16 07 2025 & 20 08 2025 (Planning). RESOLVED**
5. Guest Speaker ES Cllr Anthony Specca referred to his recent Top Ten Report (circulated previously). The only other update being that the ES Planning Committee had rejected a planning application to build a commercial poultry unit at Shadingfield.  
SCC Cllr Judy Cloke joined the meeting - Proposed Unitary Authority for Suffolk update - the SCC Business case for a single authority for the county has now been forwarded to Westminster for a final decision. Conversely Suffolk District Councils are in favour of three authorities.
6. Clerk's Report and Matters Arising:
  - Clerk updated the Council on the allotments - 13 of 14 are now in use.
  - The allotment vacated at the end of July still has items belonging to the previous tenant in situ - clerk has written to the former tenant.
  - Clerk suggests allotment holders might like to join a What's App group - Clerk to ask Allotment holders for interest.
  - Matter of overhanging trees along The Street has been reported on SCC Highways
  - Letter has been sent to the owner of Pleasure Ground Cottage confirming RPC ownership of The Pleasure Ground.
  - Clerk expressed thanks Councillors for their use of the new [gov.uk](http://gov.uk) email addresses and highlighted that each email address has 10MB of cloud storage for council matters.
7. Changes to the Role of the Clerk - paper circulated previously:
  - Council discussed the matter of the Clerks working hours (currently 3 hrs per week) and agreed to increase this to 6 hrs per week as of 01 04 2026. **RESOLVED**
  - Council discussed its responsibilities as employer and agreed to a) appraise the current job description and contract (**ACTION** Clerk to provide templates and supporting documents % NALC/SALC & SLCC) for November meeting b) **ACTION** Council to appoint \*two councillors to conduct annual appraisal of the Clerks role. c) **ACTION** Clerk to provide information and templates for \*same in regard to Councils responsibilities for annual leave, sick leave, performance management and any other requirements - Agenda item for November meeting

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Chairman's Signature



8. Finances - As at 17 09 2025
- Current Account Balance: £1,700.95
  - Savings Account Balance: £14,085.81 inc £38.06 interest for Qtr 2
- Invoices received - Annual Insurance Premium payment (£482.38). **RESOLVED**
9. Asset Management - Replacement of Council Laptop (for use by the Clerk). Council discussed the matter and **RESOLVED** that the Clerk should research the future need and seek cost of an APPLE product. Council opted to invest in an APPLE product based on the longevity, inbuilt security and support service provided by APPLE when compared to an Android laptop. **ACTION** Clerk to report back at Oct/Nov meeting.
10. Annual Insurance Renewal - **RESOLVED** - see Finance Item 8
11. Review of 2024-25 AGAR report - **RESOLVED**
12. Policies for review: IT Policy approved. **RESOLVED**
13. Task & Finish Group (Pleasure Ground Play Equipment). Cllr Fenner
- Cllr Fenner displayed the plans for the new play=ground equipment for the Pleasure ground, explaining the rationale for the layout and the items chosen. Council **RESOLVED** to progress with the planned layout produced by Andrea Pitchford, Creative Play Consultant.
- Current price for the preparation of the area, purchase and installation of the new equipment and surfaces = £56,574. This would require that the Council arranges for the removal and disposal of the current equipment and surfacing. Council discussed this and it was **RESOLVED** that Cllr Fenner should seek a new price to include removal and disposal of the current equipment and surfacing.
- ACTION:** Cllr Fenner and the Clerk to seek potential sources of funding.
14. Essex & Suffolk Water Current Road works The Street.
- Update Cllr Fenner. Works are well ahead of the expected 20 week time frame and barring any unforeseen problems the work will be finished early. E&SW will make good the verges at the end of the works and will survey the condition of the verges in 3 - 6 months.
- It was noted that the workmen have been particularly helpful to drivers and that when problems did occur E&SW were quick to respond and repair/replace
15. Bus Shelter, Pleasure Ground Notice boards etc, funding application. Next Application round is October 2025.
- ACTION** Clerk to ensure RPC application is submitted.
- Cllr Cloke noted that there may be some funding for the Bus Shelter - update awaited.
16. AOB: Cllr Spill Has received correspondence from Cllr Frank Burton in regard to correspondence from PACE. **ACTION** Clerk to circulate correspondence and add to October Agenda

Meeting Closed at 9.00pm

**Next Meeting**

**7.00 pm Wednesday 15 October 2025**

**Number: tagh/151/25b**

**Chairman's Signature:**

