



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the General Purposes & Finance Committee meeting held on 9th June 2016 at THE VILLAGE HALL at 7.30pm

CHAIRMAN:	Mr J Withey
COMMITTEE MEMBERS PRESENT:	Mrs M Brown, Miss A Cracknell, Mr D Francis, Mrs C Gower (later), Mr M Newton (later), Mrs B Richardson-Todd, Mr P Richings, Mr M Sones, Mr B Ward, Mr J Westrup, Mr J Withey, Mr J Wright
APOLOGIES:	Ms C Evans (domestic emergency), Mrs C Gower (arrived later), Mr M Newton (SCDC Meeting but arrived later). County Cllr R Whiting (SCC site meeting)
ABSENT (no apologies)	None
CLERK:	Mr M R Bentley;
ALSO PRESENT:	Mrs J Potter (Assistant Clerk) There were no members of the public present

1. TO ELECT A CHAIRMAN OF THE GP&F COMMITTEE

As this was the first meeting of the GP&F after the annual meeting of the PC it was necessary to elect a GP&F Chairman for the forthcoming year.

Miss Cracknell proposed Mr Withey as Chairman of the GP&F, seconded by Mr Westrup. There were no other nominations. Mr Withey was duly elected as Chairman of the GP&F with ALL in favour.

2. APOLOGIES, APPROVAL OF ABSENCE, PROTOCOL & CONDUCT REMINDERS

The Chairman read out a statement on the Code of Conduct, protocol for debate and statutory rights to film, record, photograph or otherwise report on the proceedings of the meeting.

Apologies were noted as detailed above. Mr Wright proposed acceptance of reasons for councillor absence, seconded by Mr Cracknell with all in favour.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 14th April 2016

Mr Withey reminded Councillors to note the list of cheques issued. Mr Ward proposed acceptance of the minutes, seconded by Mr Richings, with one abstention and the rest in favour. The minutes were duly signed as a correct record but with Miss Cracknell's name corrected on the first page, second line from the bottom.

4. DECLARATIONS OF COUNCILLOR INTEREST

There were no declarations made at this point in the meeting, However, on arrival Mr Newton declared a local non-pecuniary interest as a member of Suffolk Coastal District Council and also stated that he may be asked to reconsider any matter from this meeting at District Council and at any relevant Committee/Sub Committee and in so doing, shall take into account all relevant evidence and representations made at the District level before coming to a decision.

5. PUBLIC PARTICIPATION

a. To Identify Public Participation with Respect to Items on this Agenda

None identified.

b. County Councillor Report

The County Councillor monthly written report was distributed at this meeting and noted by Councillors with no matter arising.

c. District Councillor Report

The District Councillor monthly written report was distributed at this meeting. Mrs Brown stated that although the street lights in the village were supposed to move to the new lighting times with effect from 1st June with a midnight switch off, they were in fact still running all night.

d. Public Forum – Members of Public/Parish Councillors May Speak on Any Matter.

There were a number of matters raised by Councillors:-

Mr Wright - The general overgrown state of footpaths and hedges: Mr Ward - Bent Lane/Meadowside junction required mowing:

Miss Cracknell – Her comments were not noted in the PC minutes of 12th May where she thanked County Cllr Hudson for his comments in the Ipswich Star

[Mrs Gower joined the meeting at this point]

Mr Francis – A manhole had been repaired in Kelvedon Drive. Why did they not do the previously reported sunken manhole in Foxhall Road? The men carrying out the work in Kelvedon had told Mr Francis that the defect had to be greater than 30mm offset from the road surface. Suggest we report the fault again.

Mr Wright – School parking in Foxhall Road opposite the chemist – people were observed having breakfast in cars and driving along the pavement, An Officer from SCC had inspected and reported back to SCC. Mr Wright had also reported back to County Cllr R Whiting. Apparently Mr Oldham, Highways Manager is prepared to consider white 'H' markings and also marking out the bus stops along that stretch of road. Mr Richings stated that the Police had looked at this section some months ago and reported that traffic was moving OK. Mr Wright suggested we hold a site meeting with SCC and that this issue moves to the PA&S for further progress,

Mrs Brown - The Street is closed this evening between Humber Doucy Lane and Playford Road. The Clerk had not received any closure notification. [Subsequently found out that there was an emergency closure to attend a leak]

Mr Westrup – Raised the matter of the appalling mess at allotment plot 10A – Mr Wright would inspect that and other plots with Mr Westrup with a view to taking urgent action where necessary.

Mrs Gower – Jubilee Walk – Motorcycles were observed going through to the POS. Mrs Gower to provide the Clerk with details and then he would forward to the PCSO. To be added to next PA&S agenda for discussion on provision of barriers.

Mrs Potter – There were recurring ASB problems in the Tower Hall area in the evenings again. Mr Wright had heard that the no evening work rule for PCSOs was going to be rescinded. *[no evidence at this stage to support this]*

6. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM

There was no police attendance.

a. Monthly Report

The Match Funded PCSO Monthly report was distributed at this meeting.

Concern was expressed that PCSO Mike Sarbutts is not being wholly used for RSA and Kesgrave as per the SLA.

b. Current SNT Tasking Priorities

A letter from Insp. Roger Salmon was distributed via email several days before this meeting.

The letter focussed on new arrangements for priority tasking setting across the sector.

Councillors felt that the new policing system was failing the communities – it was not working for the police, the PCSOs nor the communities. It was felt we should be making comments now and not wait until the six month review. It was agreed that The Clerk (as Chair of the 12PT) should organise a 12PT meeting, collate all the problems and compose a letter to Mr Passmore the Police Commissioner.

7. FINANCE MATTERS

a. NALC/SLCC National Pay Award 2016-18

NALC and SLCC had published new local council pay rates applicable from 1st April 2016 in a two year agreement with part payment from 1st April 2016 and another small increment on 1st April 2017. The immediate effect would be a £16.89 per month increase for the Clerk and a £9.25 per month increase for the Asst Clerk based on their respective current pay bands of SCP37 and SCP30. The calculations had been cross-checked by Mr Richings.

The revised local government pay rates were noted and accepted by Councillors.

b. To Consider Terms of Lease of Car Parking Space for Baptist Church at Allotments

The Clerk had produced a draft leasing agreement for the area that was plot X4a and which would now become an area for parking cars with the intention of alleviating the Baptist Church parking problems.

Following a site meeting with the Church, the PA&S had agreed an annual leasing fee of £500 to be ratified by the GP&F. However several members felt that the amount was far too cheap for the facilities they would be getting and the rate would not support the maintenance of the land nor recoup the cost of preparing the parking area in a reasonable time. Mr Richings pointed out that the benefit to the local community of having those cars off the road also had to be taken into account.

[Mr Newton arrived at the meeting at this point]

After much discussion it was agreed that the matter should be considered by the Mr Wright, Mr Westrup, and Mr Richings along with the Clerk and Assistant Clerk before going back to the Baptist Church with a revised costing and terms for the agreement. The matter to then be brought before the next full PC meeting.

[Mr Richings left the meeting as this point as he had an early work shift the following morning]

c. Ideas for SCDC Enabling Communities Budget Expenditure

Mr Richings had previously suggested provision of a wooden obstacle course for the Sandlings (Pictures circulated at the meeting). – Mr Wright felt this was not a good idea with current problems with policing.

Provision of computer(s) for new parish office. Mr Newton stated that he was looking more towards community based ideas – like a social event – for example a ‘music on the green’ type event or even a ‘film club’ as Wickham Market had set up. Mr Wright said he would be happy to have an arts festival, with schools, theatre group etc. Mrs Gower was willing to help with an arts festival project.

Mr Sones suggested signage and seating for engagement with the public.

Mr Newton said he still had £2,000 in his ECB pot whilst District Cllr Dean had still not spent any money from her budget.

8. CEMETERY MATTERS

a. To Consider Placing Bark Chippings on Cemetery Extension Shrub Borders

The Clerk had been trying to obtain a quote for either bark or wood chippings from Swann’s Nurseries since 31st March for the newly planted areas at the lawn cemetery. This was following a quote from SCL Landscape after they had commenced weeding the area and were recommending a mulch of ornamental bark to help the new plants through the summer and suppress weed growth. Estimate was for 8-10 cu metre of bark at £48.50+VAT plus labour of 2 men for 1 day plus collection/delivery. Total cost £805 +VAT

To date no quote had been received from Swann’s so it can only be concluded they do not want the work.. Meanwhile Clerk had obtained costing for bulk ornamental bark:- Silverton large bulk bag is £49.99. Another supplier quotes £76.80 inc VAT where a bulk bag is stated as 0.87cu metre) Another quotes £105 for a bulk bag of 900 litre. On that basis the SCL quote would appear to be reasonable.

Mr Withey proposed acceptance of the SCL quote, seconded by Miss Cracknell with all present in favour (One Cllr had temporarily left the meeting for a comfort break).

9. NEWSLETTER AND WEB EDITORIAL BOARD REPORT

Mrs Potter reported that there had been many complements fed back regarding the quality of the Spring 2016 edition of the newsletter.

Advertising income had reached £458.70 with some £326.70 allocated to the autumn newsletter to date.

10. PARISH OFFICE & SUCCESSION PLANNING

a. To Consider Leasing Arrangements for the Parish Office

Parish Halls had written to the PC on 2nd February, setting out proposed terms for leasing the existing committee room at Tower Hall to the PC for use as an office. The Clerk stated that he had one or two concerns about the suggested terms of the lease (including the annual rental).

Mrs Potter (as Treasurer of Parish Halls) said we would be robbing the halls if a rent of anything less than £3,000 per annum were charged. It was suggested a starting point of £2,750 for the rent would be more appropriate.

It was agreed to hold a short meeting after the P&D meeting on 15/06/16 in order to discuss the leasing terms further. The meeting personnel to be Mr Richings, Miss Cracknell, Mr Withey and Mr Bentley, the latter two representing Parish Halls as Chairman and vice-Chairman. Mrs Potter would not be able to attend as she had another engagement.

b. To Consider Assigning Delegated Powers & Budget for Establishing the Parish Office

The Clerk reported that the Parish Room Earmarked Reserve was currently at £41,215 and clearly money would need to be spent on setting up the office environment at Tower Hall Committee Room. In order to avoid coming back to the Council or GP&F for financial authority for every item purchased whilst fitting the room out the Clerk suggested that Delegated Powers be established for the setting up period.

Mr Wright proposed that a £10,000 maximum should be set delegated to the Chairman, vice-Chairman, Clerk and Asst Clerk. This was seconded by Mr Ward with ALL in favour.

c. To Consider Future Working Hours & Patterns for Council Officers

It was agreed that hours for the new office needed to be different for staffing and for times when the office was open to the public to call in. A decision was deferred to another meeting in order to give Councillors time to consider the options.

d. To Form an Interview Panel for Assistant Clerk Position

It was agreed that Mr Richings, Mr Sones and the Clerk would form the interview panel.

11. FINAL ARRANGEMENTS FOR HM 90th BIRTHDAY CELEBRATIONS 18TH JUNE

Mrs Potter and Mr Wright outlined the final arrangements for Sat 18th June at the Sandlings and Mill Stream LNRs. The grass was due to be cut and the new Jubilee Walk marker post signs commenced installing on 7th June.

12. GENERAL PARISH MATTERS AND CORRESPONDENCE

a. To Note Matters Arising Since Publication of Agenda

The Clerk reported that the 2015/16 VAT refund of £20,705.89 had been transferred to the PC Bank Account on 1st June.

b. Dates to Note

Wed 15th June 2016 – P&D Meeting Tower Hall Committee Room, 7.30pm.

Sat 18th June 2016 – Jubilee Walk rededication/ Queens 90th Birthday celebration. The Sandlings 10.30am opens at 11am.

Mon 27th June 2016 – External Audit Date (papers already sent)

Thur 30th June 2016 – Parish Halls AGM, Tower Hall, 7.30pm.

Thur 14th July 2016 – PC Meeting – Tower Hall. 7.30pm.

13. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Opening/Staffing hours for new parish room - PC or GP&F

Barriers at Mill Stream entrance to stop m/cycles – PA&S

Terms of lease for Baptist Church car parking – PC

Parking along Foxhall Road at school start/finish times – PA&S

14. CLOSE OF MEETING

The Chairman closed the meeting at 9:55pm

---COUNCILLORS to note items BELOW ---

The following expenditure had been incurred and income received since the items listed in the Minutes of the Parish Council meeting of 12th May 2016

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
12-05-16	Robert Potter	Litter Clearance - 3 visits April	598	£ -	£ 37.50	£ -	Litter
12-05-16	Robert Potter	Noticeboards & Letters round - April	599	£ -	£ 46.00	£ -	S142
12-05-16	Heelis & Lodge	Internal Audit - 05/04/16	600	£ -	£ 185.00	£ -	Admin
12-05-16	BT	Parish office phone bill 4/5 to 3/8/16	DD	£ 102.99	£ 85.83	£ 17.16	Admin
11-05-16	PWLB	Loan payment on Tower Hall	DD	£ -	£ 10,665.41	£ -	S19
12-05-16	Jane Wadman	Design Artwork for Jubilee Walk leaflet	601	£ -	£ 224.00	£ -	S142
19-05-16	H M Beesley	Illustated map of Jubilee Walk	602	£ -	£ 400.00	£ -	S142
19-05-16	Robert Potter	Design & Print 2800 Spring Newsletter	603	£ -	£ 1,135.00	£ -	S142
19-05-16	SALC	Annual Subscription renewal 2016/17	604	£ -	£ 1,031.96	£ -	S137
23-05-16	Net Salaries paid after PAYE & NI - May 2016		605/S.O	£ -	£ 2,100.58	£ -	Salary
23-05-16	Staples (UK) Ltd	Stationery items	606	£ 215.48	£ 179.57	£ 35.91	Admin

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
12-05-16	Cooks Waste Kare Ltd	Cemetery Mtce 23/04/16	1095	£ 138.00	£ 115.00	£ 23.00	Maintenance
12-05-16	Robert Potter	Materials for installing signs	1096	£ -	£ 6.60	£ -	Maintenance
19-05-16	A Duncan	Cemetery Admin	1097	£ -	£ 40.00	£ -	Admin

INCOME RECEIVED During May 2016

Cemetery £1,340

ACCOUNT BALANCES AS AT 31st May. 2016

General Account £105,870
 Business Base Rate Tracker £54,211
 Cemetery Account £11,384