



# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



**Minutes of the General Purposes & Finance Committee meeting held on 11th August 2016 at  
THE VILLAGE HALL at 7.30pm**

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CHAIRMAN: Mr J Withey

COMMITTEE MEMBERS PRESENT: Mrs M Brown, Miss A Cracknell, Mr D Francis, Ms C Evans,  
Mrs C Gower, Mr M Newton, Mrs B Richardson-Todd,  
Mr P Richings, Mr B Ward, Mr J Westrup, Mr J Withey, Mr J Wright

APOLOGIES: Mr M Sones (holiday)

ABSENT (no apologies) None

CLERK: Mr M R Bentley

ALSO PRESENT: Mrs J Potter (Assistant Clerk)  
Parish, County & District Cllr Mr R Whiting;

## **1. 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 Newton proposed acceptance of reasons for councillor absence, seconded by Mr Richings with all in favour.

## **2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 9th June 2016**

Mr Withey reminded Councillors to note the list of cheques issued. It was noted that 'Mr' was missing from in front of 'Ward' on page one item 3. Miss Cracknell proposed acceptance of the minutes with the aforementioned correction made, seconded by Mr Newton, with ALL in favour. The minutes were duly signed as a correct record.

## **3. DECLARATIONS OF COUNCILLOR INTEREST**

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.

## **4. PUBLIC PARTICIPATION**

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

Nothing identified.

### **b. County Councillor Report**

The monthly County Councillor report had been distributed along with the agenda for this meeting. County Cllr Whiting also verbally reported that:- The exhibition on the proposed new Orwell Crossing was still running: The revised Park and Ride contract, schedule and routes should be in place soon: The Portfolio Holder for Highways is going to think about extra road works and what could be done next year: SCC were hoping to get at least 2 out of 3 of the proposed drainage schemes in Rushmere St Andrew in place.

Mr Wright reported that there was confusion on speed limits as you come off the Orwell Bridge and Mr Withey reported that there were problems with inadequate lane signage on the approaches to the Heath Road/Woodbridge Road roadworks..

**c. District Councillor Report**

The District Cllr monthly report from Mr Newton was distributed at the meeting.

Matters arising from the report:- Mr Richings asked if the merger with Waveney DC would lead to another boundary review. Mr Newton replied 'yes'.

Mr Wright said there had been some fly-tipping on land owned by Mr Chater so could anyone be prosecuted by SCDC even if the dumping was on private land and could we use the article in the monthly report from Mr Newton to put in a letter to residents? Mr Newton replied probably yes to the letter as it was in the public domain but would check re fly tipping on private land

Current yellow lines in Humber Doucy Lane near The Garland. – Mr Whiting stated that now the Garland pub had been demolished, a TRO (Traffic Order) would be required to get the no parking yellow lines removed from Humber Doucy Lane at that point and also from The Street around the corner. To be agendered for the next PA&S meeting.

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

Miss Cracknell was concerned about the lifting of the by-law banning cycling on the prom at Felixstowe.

The SCL notice on the entrance to cemetery lane – Miss Cracknell was still concerned whether the notice is appropriate in that position. Mrs Potter reported that it would be removed soon.

Ball games in Yewtree Grove play area – Mr Wright had pointed out to local parents that it was a danger in such a small area. Mr Wright also reported that he had carried out a number of overgrown tree inspections.

**5. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM**

There was no police attendance.

**a. Monthly Report**

The monthly report from PCSO M Sarbutts was distributed with the agenda for this meeting along with the monthly newsletter from both the Woodbridge SNT and the East Ipswich SNT

**b. Current SNT Tasking Priorities**

Both SNTs had priorities set as follows:-

**Ipswich East 21<sup>st</sup> June**

1. Public open spaces – ASB and use of mopeds, motorbikes & off road bikes
2. Selkirk Road Co-op ASB
3. Rushmere Heath – ASB, drinking and drug taking

**Woodbridge SNT 30<sup>th</sup> June**

1. To investigate concerns, address and resolve with partners, repeating issues regarding youth clubs at Rendlesham and Kesgrave
2. Community enablement – Speeding and Community Speedwatch promotion
3. To address and resolve with partners, reports of anti-social behaviour involving motor vehicles at locations around Martlesham Heath.

**Matters Arising from police reports**

Loading/Unloading at Broke Hall Primary School- PCSO Mike Sarbutts had been active in trying to resolve a problem created by a resident whereby the resident had been stating on social media that loading/unloading outside the school gates was permitted under the Traffic Order.

ASB evening attendance by the police would be looked at during the forthcoming 12PT Meeting.

## 6. FINANCE MATTERS

### a. To Note the Completion of the External Audit and Approve the Audit Report (Annual Return)

Deferred until next meeting as audit papers not yet received back from BDO, although there had been communication with the BDO auditor and it was likely we would have a qualified issue against us regarding our asset list.

### b. Four Monthly Report on Assistant Clerk Hours

The Clerk reported on the 4- monthly hours booked by the Asst Clerk April to July. Total is 274.25 hours an average of 68.56 per month which is over the conditioned hours (58/month) plus the agreed 5% over-run.(60.9/month total). This was to be expected as Mrs Potter was working on completion of a number of projects prior to retirement at year end.

### c. SCDC Enabling Communities Budget – Update on Local Funding

£2,000 had been received for the defibrillator at Tower Hall – funded from Dist. Cllr Newton's ECB. The Parish Council was still waiting on £500 from Dist. Cllr Whiting's ECB and £1500 from Dist. Cllr Newton's ECB for the defibrillator at the Baptist Church.

### d. Holly Lane Verge Repair – Funding Update

County Cllr Whiting had agreed a SCC Locality Budget grant of £1,000 out of the required £3,000 to carry out the work. The remaining £2,000 had been found by the PA&S from its existing budget by redirecting surplus money from the Community Speedwatch allocation.

SCC Highways had been informed and instructed to proceed but there had been no response from them. SCC will not release the funds until they know a date when the work will commence and is expected to complete. SCC have warned that the money will be lost if not taken by end of financial year.

Robert had chased the Highways area office and ensured the Leader of the county council was aware of the situation.

### e. Allotment – Car Park – Final Leasing Arrangements

Following the agreed way forward at the PC meeting on 14<sup>th</sup> July, the working party had met the Baptist Church who agreed to the revised terms subject to their own committee approval. That had met on 20<sup>th</sup> July and agreed the new terms. This had been reported to the PA&S on 21<sup>st</sup> July which had then also agreed the terms at £1,000 for each of first 3 years and £500 thereafter but with built in reviews at regular intervals

## 7. CEMETERY MATTERS

### a. Concrete Beam Installation – Progress Report

The Asst Clerk reported that work had commenced on the laying of the new concrete beams ready for future headstones. The work had temporarily halted in order for the contractor to meet work commitments at the allotments.

### b. To Consider Cemetery Maintenance Contract Renewal

The maintenance contract for the cemetery parts Hazel and Holly (A,B&C) was due to end on 31<sup>st</sup> August. SCL had been asked to quote for a further three years and also for Hornbeam (new cemetery extension). Mrs Potter gave a summary of the fees submitted by SCL which had also been distributed with the agenda.

It was noted that this was the only quotation received for the work. SCL had been carrying out the work for 6 years and this was the first increase in fees since the original contract was placed. The workforce respected the cemetery and visitors and both Clerk and Asst Clerk felt the work was of high quality and SCL were fully aware of and practiced appropriate measures when members of the public and mourners were present in such a sensitive area.

[Extract from Financial Regulations:

10.3 'All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms

are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1

11.1d 'When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.'

Mr Withey proposed acceptance of the new 3 year contract with SCL and also acceptance of the reasons given above for obtaining a single quotation, seconded by Mr Wright with ALL in favour.

**c. Provision of Seats i) Existing Areas ii) New Extension**

The Clerk stated it would soon be necessary to decide on positioning of seats in the Hornbeam area of the cemetery (funded from the Alan Eaton bequest, £1,138.25 allocated). It was also necessary to decide on a policy for additional seats in Hazel & Holly areas as the Clerk had very recently received another request for a seat near the ashes burial plots. The Clerk recommended the Council consider using the local company Genesis as it was run by Orwell Mencap and prices were more than competitive with comparable materials and sizes being in the order of £500 to £650.

It was agreed that the matter be brought before the Cemetery Management Advisory Panel providing that a meeting could be organised fairly soon.

**8. SUCCESSION PLANNING**

**a. Appointment of New Assistant Clerk**

In preparation for the retirement of Mrs Potter at the end of the year, a new assistant Clerk had been selected and would commence work on 1<sup>st</sup> October. The Clerk, Mr Richings and Mr Sones had formed the selection panel, interviewing 4 applicants on 26<sup>th</sup> July. The successful applicant was handed a contract on 9<sup>th</sup> August but was then going straight off on holiday and would sign on return home.

The successful applicant was a resident of the parish, had recent Clerking experience and worked for a number of years as a Planning Officer and Senior Planner at District Councils in Suffolk. Good references had been received back.

**b. Parish Office – Progress Report**

The Clerk reported that we are scheduled to move into the Tower Hall Committee Room in the first week of September, Furniture has been ordered (£1,750). Delivery and installation would probably on 6<sup>th</sup> Sept. Two computers and a laptop were due to be ordered tomorrow (£1,478).

The transfer of the parish phone line from the Clerks house has been ordered with BT and was expected to take place on 5<sup>th</sup> Sept.

**9. GENERAL PARISH MATTERS AND CORRESPONDENCE**

**a. To Note Matters Arising Since Publication of Agenda**

Neighbourhood Plan – Terms of Reference – Request received from Kesgrave TC asking if we wanted to feed into their Working Parties on Play Areas & Open Spaces and Highways and Pedestrians or form our own WPs' It was agreed that this was a decision for the P&D and would be placed on the next agenda.

Eaton Place – Mr Wright reported that in the natural planting area the big weeds have been cleared and the area was now about to be sprayed to ensure that the natural flower meadow plants grow next year.

Parish Councillor Vacancy – Mr Withey asked if any Councillors knew of anyone who may wish to be co-opted onto the Council. It was suggested that we try advertising in Kesgrave and Rushmere News or even an advert in The Star. Also consider an insert in Baptist Church magazine.

**b. Dates to Note**

15<sup>th</sup> August – P&D Meeting, Village Hall Committee Room 7.30pm

16<sup>th</sup> August – Allotment Panel Meeting, Village Hall Committee Room, 7.30pm - Meet at allotment 6.30pm

18<sup>th</sup> August – 12PT Meeting, Royal British Legion Hall, Kesgrave, 10am

**10. DETERMINATION OF ITEMS FOR FUTURE AGENDA**

Neighbourhood Planning – Terms of Reference re working parties – next P&D agenda.

To seek removal of yellow no parking lines in Humber Doucy Lane now that The Garland PH had been demolished. – Next PA&S agenda

## 11. CLOSE OF MEETING

The Chairman closed the meeting at 8.55pm.

---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 14<sup>th</sup> July 2016.

### GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
01-07-16	SCL L/S Mtce Ltd	Play area mtce - May 2016	622	£ 519.60	£ 433.00	£ 86.60	PF&POS
01-07-16	Karzees Ltd	Portable toilet hire for HM Queen 90th eve	623	£ 264.00	£ 220.00	£ 44.00	Misc
01-07-16	SALC	10th edition Arnold-Baker, Local Cncl Adm	624	£ -	£ 73.60	£ -	Admin
14-07-16	Robert Potter	Noticeboards & Letter round - June	625	£ -	£ 64.50	£ -	S142
14-07-16	Robert Potter	Litter clearance - June	626	£ -	£ 50.00	£ -	Litter
14-07-16	Playquip Leisure C	New multiplay unit at Tower Hall play area	627	£ 8,670.00	£ 7,225.00	£ 1,445.00	Asset
14-07-16	Playquip Leisure C	Retension Space-net at Chestnut PA	628	£ 336.00	£ 280.00	£ 56.00	PF&POS
14-07-16	SCL L/S Mtce Ltd	Play area mtce 6/7th June	630	£ 259.80	£ 216.50	£ 43.30	PF&POS
14-07-16	SCL L/S Mtce Ltd	Pond Mtce - June 2016	631	£ 122.35	£ 101.96	£ 20.39	Pond
21-07-16	SALC	Clerks Networking Day 21/06/16	632	£ 18.00	£ 15.00	£ 3.00	Training
21-07-16	Mrs Richardson-To	Travel expenses to SALC meeting. 4 claim	633	£ -	£ 57.60	£ -	Misc
21-07-16	Net Salaries paid after PAYE & NI - July 2016		634635/SO	£ -	£ 2,131.52	£ -	Salary

### CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
01-07-16	Anglian Water	Cemetery water bill 11/2-19/£	D/D	£ -	£ 34.03	£ -	Metered Water
01-07-16	A Duncan	Cemetery Admin	1101	£ -	£ 60.00	£ -	Admin
01-07-16	Cooks Waste Kare Ltd	Cemetery Mtce 7/6/16	1102	£ 138.00	£ 115.00	£ 23.00	Maintenance
01-07-16	Cooks Waste Kare Ltd	Cemetery Mtce 23/6/16	1103	£ 138.00	£ 115.00	£ 23.00	Maintenance
14-07-16	A Duncan	Cemetery Admin	1104	£ -	£ 40.00	£ -	Admin

### ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
14-07-16	SCL L/S Mtce Ltd	Grass Mtce - June 16	629	£ 212.40	£ 177.00	£ 35.40	Maintenance

### INCOME RECEIVED During July 2016

Cemetery £325

### ACCOUNT BALANCES AS AT 31<sup>st</sup> July 2016

General Account £104,856  
 Business Base Rate Tracker £54,218  
 Cemetery Account £11,406