



# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



Minutes of the General Purposes & Finance Committee meeting held on 11th February 2016 at  
TOWER HALL at 7.30pm

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CHAIRMAN: P Richings Esq

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

APOLOGIES: Mr J Withey (holiday), Mr J Wright (family emergency)  
Parish/District/County Cllr Mr R Whiting (no reason given)  
Asst Clerk, Mrs Potter

ABSENT (no apologies) None

CLERK: Mr M R Bentley;

ALSO PRESENT: Kesgrave Town Councillor J Ogden

As the Chairman of the GP&F, Mr Withey had tendered apologies the Parish Council Chairman, Mr Richings chaired this meeting.

## 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 and accepted as detailed above

## 2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 10th December 2015

Mr Richings reminded Councillors to note the list of cheques issued. Mr Sones proposed acceptance of the minutes, seconded by Mrs Clarke, with ALL in favour. The minutes were duly signed as a correct record with no alterations.

## 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.

There were no other declarations made

## 4. PUBLIC PARTICIPATION

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

None identified

### b. County Councillor Report

None received since the last PC meeting.

### c. District Councillor Report

A written report from Mr Newton and Mr Whiting had been distributed to members prior to this meeting.

Mr Newton also reported that on-street parking enforcement may be devolved to District level rather than County Council level as some point in the future.

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

Nothing reported

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

There was no police attendance.

**a. Monthly Report**

The monthly report from Match Funded PCSO Mike Sarbutts had been distributed with the agenda for this meeting.

**b. Current SNT Tasking Priorities**

Priorities remain unchanged as set in October 2015 owing to the pending rearrangement of police services.

- Tackling anti-social use of motor vehicles at Martlesham Heath Business Park.
- Promote safe cycling throughout the Kesgrave SNT area.
- Monitoring the speeding of vehicles on roads within the Kesgrave Safer Neighbourhood Team area, including villages within the district.

**c. Funded PCSO – Latest Information Update**

A meeting took place on Tuesday 9<sup>th</sup> with Leigh Jenkins (Business Liaison Manager) present on behalf of the police. Attendees from the PC were the Clerk, Mr Richings, Mr Wright and Mr Ward, with apologies from Mrs Clarke.

Following the robust meeting, the Clerk had sent a list of matters discussed and outstanding queries to Mr Jenkins. This would be fed back to the 'Policing Change Team' at PHQ. KTC were still exploring similar lines with no idea yet on whether we should move to full funding of a PCSO owing to the outstanding issues.

The Clerk tabled a copy of the notes from the meeting held on 9<sup>th</sup> Feb. Further information would be reported to Cllrs when received

**6. NEIGHBOURHOOD PLANNING - To Consider a Joint Plan with Kesgrave (Includes a Presentation from Jonathan Ogden – Kesgrave Town Councillor)**

Mr Ogden, Kesgrave Town Councillor and Chairman of the Kesgrave Neighbourhood Plan Steering Group answered a number of questions from Council members regarding the mechanisms for creating a Neighbourhood Plan and explored the advantages/disadvantages of having a joint Plan registered with the District Council.

Mr Sones proposed that Rushmere St Andrew joins Kesgrave in producing a combined Neighbourhood Plan. Seconded by Mr Westrup. Resolved in favour of the proposal with one abstention.

The Chairman thanked Mr Ogden for attending and for his input to the debate. The Clerk would attend the next meeting of the Steering Group at Kesgrave TC Offices.

**7. FINANCE MATTERS**

**a. To Consider Charity Donations (DAS & Age UK)**

Donations requests had been received from DAS, Age UK and Headway Suffolk in recent months.

The last donation to each of these was DAS 11/03/15 £250, Age UK 11/03/15 £250 and Headway 14/02/07 £100. Councillors also considered making a donation to Kesgrave Library (11/03/15 £250) as many of our residents use that facility. The Clerk explained that there was £300 left in the charity budget until end March 2016. Any surplus would then return to the General Fund.

Mrs Clarke proposed donating £150 to Kesgrave Library and £150 to Headway, seconded by Mrs Richardson-Todd. Resolved with ALL in favour.

**b. Review of Assistant Clerk Hours 2015/16**

At this time of year it was usual to review the hours worked by the Assistant Clerk. With 2 months to the end of the financial year the Assistant Clerk had 55.5 allocated hours left to book, or if booked hours went into the agreed 5% overspill area, a maximum of 90 hours left. The total hours were likely to go into the 5% overspill, but not reach the limit if current averages continue for the remaining portion of the year.

Mrs Clarke proposed that the Assistant Clerk hours for 2016/17 should remain the same as the current year at 58 hours per month with a potential 5% overspill if required without seeking further agreement of the PC, seconded by Mr Sones. Resolved with ALL in favour.

**c. Advance Warning of Changes to Financial Regulations Regarding Public Contract Regulations 2015**

An email had been received from SALC stating that the rules for public procurement had changed and this would mean a change to council Finance Regulations. It was hoped to re-issue the Regulations for adoption at the March PC meeting.

**8. CEMETERY MATTERS**

**a. To Approve the report of the Cemetery Management Advisory Panel Meeting**

There had not been a CMAP meeting for some months so no direct report was available,

The Clerk reported that a query had been made regarding the legality of a new headstone which appeared to be larger than standard. Clerk had investigated and found that the height was well within the Regulations whilst the width was right on the limit. No further action required.

There had also been a complaint regarding the state the ground had been left in following a grass cut during wet weather. The Clerk and Asst Clerk had investigated and the problem was quickly remedied by the contractor as he had attempted a grass cut against better judgment in poor ground conditions following a request from a relative trying to get near a grave with long wet grass.

**9. NEWSLETTER AND WEB EDITORIAL BOARD REPORT**

As Mrs Potter was unwell the clerk stated that there was nothing to report until the Newsletter Panel had met early next month – date TBA.

During the course of this meeting the following topics were suggested for the next edition of the Newsletter:- Request for names of charities based or operating in the Parish; Request for Neighbourhood Plan Steering Group volunteers; Advert for future Assistant Clerk vacancy; Bus timetable changes; Explanation of the 'Landowner Statement' displayed on Rushmere Heath.

**10. SUCCESSION PLANNING – Feedback from Councillors & Parish Halls**

Parish Halls had written to the Clerk agreeing to let the Tower Hall committee room to the PC for use as a Parish Office subject to a number of conditions, which would require a certain amount of negotiation.

Mr Sones proposed that two members of the Council should be granted devolved responsibility to act on behalf of the PC when discussing arrangements for the proposed parish office at Tower Hall, seconded by Miss Cracknell, with all in favour.

It was agreed that Mr Richings and Miss Cracknell would act for the PC and it had been agreed at the Parish Halls meeting of 26<sup>th</sup> Jan that the Halls Chairman and Vice-Chairman would have similar devolved responsibility on behalf of the Halls.

It was also agreed that a job advert for the Asst Clerk role should be placed at an early opportunity in view of the projected retirement of Mrs Potter.

**11. BUS SERVICES – New SCC Contract**

Mr Richings reported that the bus service through the village is currently run by Suffolk Norse with a 16 seater bus. A new contract will start from 29<sup>th</sup> March with Suffolk Norse now running a 25 seater bus which is DDA compliant. The timetable will be amended with the Saturday service withdrawn. Service 72 will thus

run on Monday, Wednesday and Friday, leaving the village at 10.02am and departing Ipswich for the return at 12.10pm.

## **12. GENERAL PARISH MATTERS AND CORRESPONDENCE**

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

#### **1. Temporary Closure of FP 66**

Notice received from SCC that Part of FP 66 west of Brendon Drive will be closed from 22<sup>nd</sup> Feb to 24<sup>th</sup> Feb to enable a diseased tree to be removed.

#### **2. Signs on Rushmere Heath/Common.**

Queries had been raised by the public regarding a sign(s) that had appeared on the heath giving rise to speculation that the land was to be used for housing. This was in fact a 'Landowner Statement' made by Rushmere Golf Club under section 15 of the Commons Act 2005 and posted on public notices by SCC. As the public have free passage across the land, the statement in effect prevents the land being registered as a Village Green providing not more than twenty years have elapsed since the last statement was made.

Mrs Evans as a Trustee of the Commoners Committee said they had also received a number of queries regarding the notices.

#### **3. Notice of Planning Appeal**

An appeal been lodged by the applicant in respect of refusal by SCDC to grant permission to erect 4 semi-detached dwellings at 163 Playford Road (ref DC/15/2718/OUT)

#### **4. HM The Queen 90<sup>th</sup> Birthday – Letter from Kesgrave Town Council**

Letter received 5<sup>th</sup> Feb from the Clerk at KTC stating that KTC is organising an event for Sat 11<sup>th</sup> June and they were enquiring if we wanted to organise a combined event. Their next meeting of the respective Steering Group would be on Monday 15<sup>th</sup> Feb. Mrs Gower agreed to attend on behalf of this Council.

Note: At a Working Party meeting on 5<sup>th</sup> Feb to discuss the refurbishment of the Jubilee Walk, it was agreed a re-launch event to celebrate HM 90<sup>th</sup> Birthday would be scheduled for Sat June 18<sup>th</sup> with associated facilities including refreshment marquee to be provided by Greenways and the SCDC (SCN) Countryside Team.

#### **5. Speedwatch**

A meeting to discuss potential speed camera locations took place with PC Scott Callum, Cllr J Wright and the Clerk attending on 8<sup>th</sup> Feb. Notes of the meeting were distributed at this meeting. The matter would be fully discussed at the next PA&S meeting on 17<sup>th</sup> March.

#### **6. Mr Brander**

A letter had been received from Mr Brander (via Mr Westrup) making comments about Chestnut Pond and The Street – The Clerk read the letter out and Councillors noted the content.

#### **7. Mr Newton reported:**

On 22<sup>nd</sup> Feb SCDC Planning Committee would be making visits to the sites of both the Martlesham and Kesgrave major housing proposals.

#### **8. Tree Cutting at Foxhall**

A number of enquiries had been received regarding the large number of trees being cut down alongside Foxhall Road adjacent to the Stadium. The Clerk reported that he had heard this was planned long term maintenance of the wooded areas. An enquiry had already been lodged with the SCDC Arboricultural Officer. Awaiting reply. Mr Newton stated that a TPO layer could be turned on when using the SCDC mapping system to check which areas were covered by TPOs.

### **b. Dates to Note**

15<sup>th</sup> February, KTC Queens 90 Birthday meeting, 6.15pm at KTC Offices

22<sup>nd</sup> February, KTC Neighbourhood Plan Steering Group meeting, 6.15pm at KTC Offices

10<sup>th</sup> March, PC Meeting, 7.30pm Village Hall

17<sup>th</sup> March, PA&S Meeting, 7.30pm Tower Hall

29<sup>th</sup> March, 12PT Meeting, 10am Venue TBA

### 13. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Speedwatch – next PA&S Meeting.

Succession planning – working group setup

### 14. CLOSE OF MEETING

The Chairman closed the meeting at 9.40pm.

---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> January 2016

#### GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
05-01-16	Anglia Wildfowl	Removal of Chestnut Geese	559	£ -	£ 100.00	£ -	Misc
05-01-16	Suffolk County Cou	Contribution towards Bent Lane footpath	560	£ -	£ 12,500.00	£ -	Highways
20-01-16	Birketts LLP	Legal fees for transfer of RSC Land	561	£ 1,496.00	£ 1,256.00	£ 240.00	Legal
20-01-16	Ipswich Borough C	Graffiti removal - bus shelter & play area	562	£ 180.00	£ 150.00	£ 30.00	Maint
20-01-16	Robert Potter	Materials & Labour - grit bin installs	563	£ -	£ 139.23	£ -	Maint
20-01-16	Robert Potter	Litter Clearance - Nov & Dec	564	£ -	£ 62.50	£ -	Litter
20-01-16	Robert Potter	Noticeboard servicing & letter delivery - Nc	565	£ -	£ 88.00	£ -	S142
28-01-16	Net Salaries paid after PAYE & NI - May 2015		566/S.O	£ -	£ 2,022.84	£ -	Salary

#### CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
05-01-16	SCL L/S Mgt Ltd	Cemetery Mtce November	1079	£ 524.65	£ 437.21	£ 87.44	Maintenance
05-01-16	A Duncan	Cemetery Admin	1080	£ -	£ 60.00	£ -	Admin
20-01-16	A Duncan	Cemetery Admin	1081	£ -	£ 20.00	£ -	Admin
20-01-16	SCL L/S Mgt Ltd	Layout new cremation plots	1082	£ 3,517.14	£ 2,930.95	£ 586.19	Project

#### INCOME RECEIVED During January 2016

Cemetery £1,520

RoSPA Training Course £99

#### ACCOUNT BALANCES AS AT 30<sup>th</sup> January 2016

General Account £79,552

Business Base Rate Tracker £54,205

Cemetery Account £4,402