



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



**Minutes of the General Purposes & Finance Committee meeting held on 13th October 2016 at
THE VILLAGE HALL at 7.30pm**

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, Mrs S Todd, Mr B Ward, Mr J Westrup, Mr J Withey,
Mr J Wright

APOLOGIES: Mr M Sones (another engagement)
County Cllr C Hudson (unwell)
County, District, Parish Cllr R Whiting (another engagement)

CLERK: Mr M R Bentley;

ALSO PRESENT: 0 member of the public,
Mrs J Potter (Assistant Clerk)
Mrs S Stannard (Assistant Clerk),

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 Richings proposed acceptance of reasons for councillor absence, seconded by Miss Cracknell with all in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 11th August 2016

Mr Withey reminded Councillors to note the list of cheques issued. Miss Cracknell proposed acceptance of the minutes, seconded by Ms Evans, 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.

4. PUBLIC PARTICIPATION

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

No public present

b. County Councillor Report

The County Councillor report had been distributed with the agenda for this meeting. There were no matters arising from the report.

c. District Councillor Report

The District Councillor report had been distributed with the agenda for this meeting

Other matters reported by Mr Newton: An extraordinary SCDC council meeting to debate devolution had been scheduled for 21st November at 7pm in the new council chamber. This would be followed by a cabinet meeting.

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

Mr Francis reported that the noticeboard at Brendon Drive was misted up. Mrs Potter stated that the matter was in hand and a new replacement glass kit had arrived this week.

Mr Newton reported that following the last meeting he had lodged a query with Head of Services at SCDC regarding the application of fines for fly-tipping.

Mr Wright reported that the Kesgrave Neighbourhood Plan would now only cover the Kesgrave town boundary area. He may volunteer for one of their working parties as they were looking for members of the public to attend.

Mrs Gower asked that it be noted that for the latest Foxhall Stadium meeting there had been no 'No Parking' signs in place. Consequently there had been a lot of parking in the residential areas on Bixley Farm.

Mr Newton stated that there was still money in the ECB fund if there were any community projects requiring funding. Mr Wright responded that he may be able to use some for the proposed Community Arts Festival if there was sufficient interest in the project.

5. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM

There was no police attendance.

a. Monthly Report

The Ipswich East SNT and Woodbridge SNT newsletters plus the Match Funded PCSO report were distributed with the agenda for this meeting.

In addition PCSO Sarbutts had contacted this Council and Kesgrave TC stating that owing to increased antisocial parking incidents at Broke Hall and Heath Schools he had requested a modification to his shift rota to enable him to start earlier on more than 3 days per 3 weeks. If agreed by Police and the Councils the new hours would be 0800 to 1600 on all scheduled days of attendance.

As an urgent response was requested, the Chairman, Vice Chairman and Clerk had consulted on the proposed revision to the rota and recommended full support from the PC on the proposal. This was endorsed by the Councillors present at this meeting.

b. Current SNT Tasking Priorities & Police Matters Arising

The tasking priorities were as stated in each SNT area monthly newsletter.

Mrs Richardson-Todd stated that she has a roadside mirror at the end of her drive and it had been broken but on reporting it to the police they said they would not do anything about it.

Miss Cracknell stated that people had reported that garage door handles were being broken, but again the police were not interested.

Fully Funded PCSO – Mr Ward stated that when we hear the six monthly police review result, can we put it on an agenda so that the public can debate whether we continue to fund a PCSO?

Mr Francis who had attended the Woodbridge SNT ASB Meeting along with the Clerk mentioned that Inspector Salmon had talked about the increasing number of burglaries in the area.

Mr Wright observed that it was now rare to see a police car on patrol.

6. FINANCE MATTERS

a. To note receipt of 2nd Precept Payment

The second precept payment of £52,729.18 had been received on 27th September along with a Council Tax Grant of £170.82. This was noted by Councillors.

b. Revaluation of Insured Items & Annual Insurance Premium

Mrs Potter reported she and the Clerk had recently carried out a risk review of the asset register with respect to items covered by insurance. For example the seats in the cemetery were deemed to be low risk so cover had been reduced down to a total of 15 seats. Following the establishment of the Parish Office in Tower Hall it meant that the equipment had to be listed on the insurance schedule and this counteracted savings made by removal of low risk or low cost items. Insurance budget for the current year was £1,570, however the insurance renewal invoice was £1,699.87.

Mr Wright proposed a recommendation of approval of the revised insurance valuation for 2016, seconded by Mr Richings, with ALL in favour.

c. Barclays Premium Business Account – To Note Change of Interest Rate

A notification had been received from Barclays Bank that the interest rate on the Business Premium Account was changing on 5th December from 0.05% to Zero for amounts below £1million. The same rate would apply to all the other Barclays savings accounts. Noted by Councillors.

d. SCDC Annual Town & Parish Liaison – Budget Review Meeting

SCDC would be holding the Annual Town & Parish Liaison – Budget Review Meeting on 28 November 2016, 6.30pm at SCDC Melton, Council Chamber.

Notification of attendees to SCDC was required by 14th November. The Clerk stated that he would attend. Any Councillors who wished to attend to inform the Clerk before the 14th Nov.

e. Community Infrastructure Levy – To Note Allocation of Funds

Letter received from SCDC stating that we were due £84.92 in CIL payment for the period 1st April to 30th September 2016. This would shortly be transferred by BACS to the Council bank account. The letter emphasised that an annual report must be published by 31st December of the following reported year itemising the CIL expenditure and any unspent funds.

7. CEMETERY MATTERS

a. To Approve the Report of the Cemetery Management Advisory Panel Dated 7th Sept 2016.

Approval of report proposed by Mr Wright, seconded by Mr Richings, with all in favour

b. To Approve the Creation of an Ashes Scattering Area

The CMAP meeting of 7th September had discussed the creation of a 'scattering of ashes' area. Recommended fees were £35 for a resident and £70 for a non-resident. Our maintenance contractor had quoted for creating a kerbed area where the ashes could be scattered (buried). Mrs Potter described the way the new service would operate and the proposed location of the 'scattering' area.

The options and prices for the kerbed area were:-

8m x 2.5 wide – with flat top edging kerb or raised round top edging kerb (leave 1.5 m gap in the kerbing for this option so the mower can get through). £828.40 ex VAT

As above but for a larger area of 16m x 2.5m wide. £1,164.70 ex VAT

Mr Wright stated that we should opt for a raised kerb surround to prevent people walking all over the plot.

Mr Wright proposed we take the option for the larger plot with raised kerbing and that the GP&F ratifies the Cemetery Panel recommendation for scattering fees of £35 for a resident of the parish and £70 for a non-resident. Seconded by Mr Withey with ALL in favour.

c. To Approve the Cemetery Panel Recommendation on Burial Fees

Having considered the additional maintenance work required for the new cemetery extension plus the first overall increase in maintenance costs by the contractor for 6 years for the CMAP meeting of 7th September had agreed on a recommended 10% increase rounded to nearest £5. That recommendation was now brought before the GP&F for approval.

Mrs Richardson-Todd wanted to know if we needed to make any charge for children under 16. Mr Richings pointed out that the maintenance costs were the same for each grave space and that by offering a reduction for children we were already acknowledging the sensitivity of the situation.

Mr Ward stated that this was the 4th increase in eight years and felt it was not justified. Mr Richings accepted Mr Wards point but stated that the fee increase was a compromise taking into account the projected maintenance cost for the next three years, which actually amounted to an overall increase of 18% in outgoings against present costs owing to the ongoing need to maintain the new extension in addition to the present burial areas.

Miss Cracknell stated that the Panel had gone to great lengths to ensure that the increases were fair and the Clerk stated that he did not want the Cemetery account to get into a situation where it had to borrow money from Precepted Council funds as it had to do 16 years ago.

Miss Cracknell proposed acceptance of the CMAP recommendation on burial fees, seconded by Mr Wright. Resolved: Carried on a majority vote which included one abstention.

d. Land Encroachment Southern Edge of Cemetery Boundary

It had been reported that the owner of 6 St Andrews Church Close had removed his rear fence thereby increasing his land up to the cemetery fence, ignoring the concrete markers defining the actual boundary line. The cemetery fence was placed inside the actual boundary in order to facilitate maintenance.

It was suggested a letter should be sent to the homeowner from our solicitors explaining the problem and requesting reinstatement of the maintenance zone. This was proposed by Mr Ward, seconded by Mr Richings with all in favour.

Mrs Potter stated that Mr Morris (No.4 St Andrews Church Close) appeared to have blocked the access gate again and it was agreed a letter should be sent from the parish council.

8. NEWSLETTER AND WEB EDITORIAL BOARD REPORT

a. To Approve the Report of the NLWEAP Dated 20th September 2016

Mrs Potter reported on current progress with the Autumn newsletter. Publication had been delayed, but Mrs Potter was concerned that it would not go out before the Remembrance Service.

[Mrs Gower left the meeting with apologies at this point.]

Mr Wright proposed acceptance of the editorial board report seconded by Mrs Richardson-Todd, with all in favour.

9. SUCCESSION PLANNING & PARISH OFFICE – Update

The Clerk reported that Mrs Sylvia Stannard had now commenced working for the Council as Assistant Clerk

Computers and printer were installed in the new office but there had been problems with some configuration which the IT specialist was still resolving. As of yesterday two networks were working, one private for PC Admin and a public portion for users of the hall.

10. GENERAL PARISH MATTERS AND CORRESPONDENCE

a. Remembrance Day – Progress Report on Arrangements

Mrs Potter reported on progress with arrangements for Remembrance Day. The service time had now been set for 11.45am (gathering time with service at midday) on 11th November at St Andrews Church. The later start compared to previous years was to give time for the County Cllrs and some RBL members including bugler and flag bearer to travel from the Kesgrave service. Mrs Potter was still trying to find a Minister to officiate at the Church.

The Clerk had ordered two poppy wreaths, one for each memorial at St Andrews Church.

The Bishop will be at St Andrews Church that day on a 'quiet day' and would need to know about our service – Mrs Potter would liaise with the Diocesan Office.

b. SALC Area Meeting – Report Back

Mrs Richardson-Todd had attended the SALC Area Meeting at Stratford St Andrew on 19th September. Her notes from the meeting had been distributed with the agenda for this meeting and included the responses from Tony Fryatt and Phil Ridley to planning questions put by this council and others.

c. To Note Matters Arising Since Publication of Agenda

- i. The SALC AGM had been announced for Monday 14th November at Blackbourne Community Centre, Elmswell, commencing 6.30pm. Buffet available if pre-booked at 5.45pm. Mrs Richardson-Todd would attend for the whole session– Clerk to send off registration form.
- ii. Fly-tipping Pardoe Place – This had been raised again by the original complainant. It was unfortunately still in the 'to do' pile. Mr Wright would go and see Sam Chater (Chater Homes), but they were also currently short on resources.
- iii. An offer had been received from the SCDC Housing Enabling Officer, Jack O'Sullivan to come and speak to the council about rural housing. It was felt that the Council was unsure about what this meant, so perhaps it would be a good idea to invite Mr O'Sullivan to the next P&D.

d. Dates to Note

Monday, 31st Oct – NP Steering Group, KTC Offices, 6.15pm
Thursday, 3rd Nov- Allotment Panel, Village Hall Committee Room, 7.30pm
Monday, 7th Nov – Traffic & Pedestrian WP, KTC Offices, 6.15pm
Thursday 10th Nov – PC Meeting, Tower Hall, 7.30pm
Friday, 11th Nov - PC Remembrance Service, time 11.45am
Thursday, 17th Nov, PA&S Meeting, Tower Hall, 7.30pm

11. DETERMINATION OF ITEMS FOR FUTURE AGENDA

- 2017-18 Budget Build - next PA&S
- Mr Newton suggested that ECB grants go on the next PC agenda as he still had £2,000 available and District Cllr Dean had £2,300 available to suitable applicants.

12. CLOSE OF MEETING

The Chairman closed the meeting at 9:35pm

---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 8th September 2016

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
25-08-16	TwoPointZero IT Lt	Equipment for new parish office	650	£ 1,505.45	£ 1,254.54	£ 250.91	Asset
08-09-16	Suffolk Police & Cr	Match Funded PCSO 1/4 to 30/09	651	£ -	£ 2,616.50	£ -	Crime
08-09-16	BDO LLP	External Audit fee 2015/16	652	£ 720.00	£ 600.00	£ 120.00	Admin
08-09-16	484 Office Furniture	Furniture for parish office	654	£ 3,300.00	£ 2,750.00	£ 550.00	Asset
12-09-16	SCL L/S Mtce Ltd	Pond Mtce - August	657	£ 61.18	£ 50.98	£ 10.20	Pond
12-09-16	SCL L/S Mtce Ltd	Play Area Mtce - August	658	£ 424.80	£ 354.00	£ 70.80	PF&POS
14-09-16	BT	Parish Office Phone Phone move 05/09-06	D/D	£ 50.48	£ 42.07	£ 8.41	Admin
23-09-16	RBL Poppy Appeal	Remembrance Day wreathe x2	659	£ -	£ 45.00	£ -	S137
23-09-16	M Bentley	via B&Q - trunking and leads for Office	660	£ -	£ 31.50	£ -	Misc
23-09-16	SCC	Contribution to Holly Lane verge repair	661	£ -	£ 3,000.00	£ -	Highways
23-09-16	Net Salaries paid after PAYE & NI - Septteber 2016		662/663/SO	£ -	£ 2,121.52	£ -	Salary
23-09-16	HMRC	3 monthly PAYE & NI Payment Aug-Oct	664	£ -	£ 2,096.48	£ -	PAYE

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
01-09-16	Anglian Water	Cemetery water bill 20/05 to	D/D	£ -	£ 29.24	£ -	Metered Water
08-09-16	Cooks Waste Kare Ltd	Cemetery Mtce - 28/08/16	1111	£ 138.00	£ 115.00	£ 23.00	Maintenance
08-09-16	A Duncan	Cemetery Admin	1112	£ -	£ 20.00	£ -	Admin
12-09-16	SCL L/S Mgt Ltd	Concrete Beam construction	1113	£ 2,760.00	£ 2,300.00	£ 460.00	Asset Improvem
12-09-16	SCL L/S Mgt Ltd	Cemetery Mtce - August	1114	£ 358.75	£ 298.96	£ 59.79	Maintenance
23-09-16	A Duncan	Cemetery Admin	1115	£ -	£ 40.00	£ -	Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
08-09-16	K J Fencing Services	New gate allotment & move one gate	653	£ -	£ 615.00	£ -	Asset
12-09-16	SCL L/S Mtce Ltd	Build hard standing of crushed concr	655	£ 5,580.00	£ 4,650.00	£ 930.00	Maintenance
12-09-16	SCL L/S Mtce Ltd	Grass and Hedge Mtce 10/08/16	656	£ 700.20	£ 583.50	£ 116.70	Maintenance
15-09-16	Anglian Water	Water bill 20/05 to 18/08	D/D	£ -	£ 50.71	£ -	Metered Water

INCOME RECEIVED During September 2016

Cemetery £4,185
Precept, 2nd payment £52,719
Grants £1,170
Allotments £1,616
Bank interest £6.76

ACCOUNT BALANCES AS AT 30th September 2016

General Account £125,917
Business Base Rate Tracker £54,225
Cemetery Account £21,043