



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the General Purposes & Finance Committee meeting held on 14th April 2016 at TOWER HALL at 7.30pm

CHAIRMAN:	Mr J Withey
COMMITTEE MEMBERS PRESENT:	Mrs M Brown, Mrs J Clarke, Miss A Cracknell, Mr D Francis, Ms C Evans, Mrs C Gower, Mr P Richings, Mr M Sones, Mr B Ward, Mr J Westrup, Mr J Withey, Mr J Wright
APOLOGIES:	Mr M Newton (another engagement), Mrs B Richardson-Todd (Holiday), County Councillor C Hudson
ABSENT (no apologies)	None
CLERK:	Mr M R Bentley;
ALSO PRESENT:	Nil members of the public, Mrs J Potter (Assistant Clerk), 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 Wright proposed acceptance of reasons for Councillor absence, seconded by Mrs Clarke with all in favour.

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

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

3. DECLARATIONS OF COUNCILLOR INTEREST

Mr Ward declared a local non-pecuniary interest in item 10b as he knew the resident who had sent the email.

4. PUBLIC PARTICIPATION

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

None identified.

b. County Councillor Report

County Cllr R Whiting reported on:-

Completion of drainage works at the Bell Lane/A1214 junction and also at the Bell Lane/ Edmonton Road junction.

Ropes Drive was now with Keir MG to design the new roundabout. The final cost for the trial had been £31,000. Funding was with KTC for a centre island by Cambridge Drive.

Discussions were still taking place with ITFC over the drainage problems outside their entrance in Playford Rd.

Mr Whiting asked members to report flooding issues around the area to the Clerk who would collate and forward to him. Miss Cracknell asked if the Church car park was on the list – Yes

Outside No.39 Playford Road was also mentioned.

1. Holly Lane Verge Improvement – To Consider Funding Requirements

Following discussion at the PA&S Committee and a site meeting with SCC Highways/Keir, the Clerk had received a quote for stabilising both sides of the narrow cul-de-sac at the top end of Holly Lane. (papers tabled at this meeting).

Mr Rob Walters Senior Engineer at SCC had quoted £2,670 for a concrete strip both sides and £3,500-£4,500 for a grass reinforcement system. His recommendation, given traffic movements was for the concrete strip.

The clerk had approached Mr Whiting as our SCC Councillor for a possible funding contribution from the 2016/17 Locality Budget. Mr Whiting had responded with:- *Creating hardened strips behind existing kerbs would allow for vehicles to get past parked vehicles without destroying the verges and this proposal addresses that aspect and is to be welcomed. The SCC Locality budgets have been reduced and in the light of commitments which both Christopher and I have already made there is little likelihood of surplus funding being available before 17/18.*

The Clerk also approached Mr Whiting as District Ward member for a possible contribution from the 2016/17 ECB (Enabling Communities Budget). Mr Whiting had responded with:- *I considered that when I saw your original email. However, there is no way that SCDC would approve this budget being used for a Highway scheme.*

Mr Richings highlighted a Locality Budget donation from County Cllrs Whiting and Hudson to fund a rural community coffee caravan (approx. £3k each being put in). Mr Whiting stated that they made the decision as money would have been lost otherwise as it was the end of the financial year. Mr Richings was none-the-less disappointed that money could not have been given to this local requirement.

Mr Wright said we cannot talk about that money now, but he would support taking up to £3,000 from reserves for this project.

Mr Sones said this is a slippery slope, as it is a highways defect why are we considering spending on items which should be paid for by SCC.

It was agreed to defer any decision until the next PA&S meeting in order to try and obtain funding and also request SCC to cost the additional concrete from No.89. As part of the work was to help a disabled person Mrs Potter would investigate a potential funding source.

2. To Receive any Feedback on Revised SCC Highways Contract

Information regarding the revised highways contract had been emailed to Cllrs following Mrs Richardson-Todd's attendance at the SALC Area Meeting. It is now known that SALC will be issuing this as a booklet with the next publication of the 'Local Councillor'.

In tandem with this, a report had been received yesterday from County Cllr Whiting regarding a change of policy at SCC Highways with respect to preventative maintenance of road drains and a dedicated budget of £800k being allocated. This change of policy would also see the setting up of an integrated team to tackle all on/off highway drainage problems. Mr Whiting stated that the remedial work at Chestnut Pond and Bell Lane was as a result of his pressure on the highways department. Mr Whiting was now asking for any information regarding areas known to flood within the parish (see item 4b).

Mr Richings had recently approached County Cllr Hudson regarding his lack of attendance at Parish Council Meetings, especially when we had a number of Highways issues requiring attention. Cllr Hudson had offered to meet with the Chairman and Clerk to discuss the issues. The meeting date was yet to be arranged.

Mr Sones was concerned about the cost of the traffic light turn off trial at Kesgrave - this would be raised at the forthcoming meeting with Mr Hudson

c. District Councillor Report

The written District Councillor report had been distributed with the agenda for this meeting. As Mr Newton was absent from the meeting there were no further matters raised.

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

None raised.

5. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM

There was no police attendance.

a. Monthly Report

The match funded PCSO report had been distributed with the agenda.

b. Match funded PCSO progress & identification of local Priorities/issues

The Clerk had attended the KTC full Council Meeting on Monday 11th April. Kesgrave had now agreed to sign the SLA but with no commitment as yet to sign for the following year. Basically they have the same stance as us in that any consideration for next year will be 'results driven' from this year.

Given the newness of the new policing structure and the differing needs of the Ipswich Wards, we need to identify potential priorities if possible where Mike Sarbutts (MF PCSO) could direct some of his time.

Mr Wright said it was crazy that we now had no PCSO cover in the evenings. It was a tragedy that this was happening after all the years of hard work put in by the Match Funded PCSO.

Mr Whiting said he was pleased that the Speedwatch scheme had come together. Mr Wright said the speed-gun locations had been accepted by the Police in both parishes (Playford & RSA).

6. FINANCE MATTERS

a. To Approve the Unaudited Financial Accounts for the Year Ending 31st March 2016

The Clerk had distributed copies of the summary of unaudited financial accounts for year-end 31st March 2016. The Clerk asked members to note that the account papers showed an approximation of £148,764 for the residue of the PWLB loan. The final figure had now been obtained from the PWLB and was £146,847.84. The Clerk explained all main variances on the previous year's accounts and answered questions from Councillors. The full account document itemising each transaction was not distributed as it amounted to 20 pages but was available if required.

RECEIPTS: Of note were:- Total receipts at £165,548 was up £31,205 on the previous year (£134,343). Burial receipts were up by £3,857. The Council had gratefully received a total of £32,825 in grant money compared to £8,259 the previous year.

A VAT Refund at £5,539 was the amount re-claimed for 2014/15 transactions, a decrease of £1,324 on the previous year.

PAYMENTS: 'Total payments' for the year at £206,887 were up from £119,374. This was largely accounted for by the expenditure on constructing the cemetery extension pathways (£42,710), seeding and shrub planting (£9,104), with £24,270 being spent on play area enhancements,

Of course all the expenditure means that the council is due a significant VAT refund this year of £20,705.

Thus total cash assets at the bank were £136,303 at 31st March 2016 a decrease of £41,829 on the previous year. Of those cash assets £83,249 remains as earmarked reserves.

The end of year balance in the general account was £8,645 greater than the amount at the end of the previous year, whilst the cemetery current account balance ended the year £35,515 lower than the previous. The Business Base Rate Tracker account was depleted by £14,969.

Mr Withey recommended that the unaudited accounts should be approved as presented, seconded by Mr Wright, with ALL in favour. The Clerk, Chairman and Vice-Chairman then signed the unaudited accounts as approved.

Mr Wright expressed thanks to the Clerk for the work that has gone onto preparing the accounts. This was echoed by Mr Richings.

b. Assistant Clerk – To Review & Authorise Payment for Hours worked for year ending 31st March 2016.

The Assistant Clerk left the room for this agenda item. The Assistant Clerk had submitted her timesheet on 2nd April for a total of 75.5 hours for March. This was a total of 74.25 hours over allocation for the year and 39.45 hours over the GP&F agreed 5% over-run. Mrs Potter had felt that the Clerk should have paid her the agreed 5% overspill last month as he would have known she was going to go over the normal limit and then sort out the further excess in April. However as the Clerk had not received the timesheet data until 2nd April he felt it was correct to wait for confirmation of time worked.

Hours within 5% overspill	34.8 hours x £13.25= £461.10 gross but subject to any required PAYE & NI
Hours outside overspill	39.45 hours x £13.25=£522.71 gross but subject to any required PAYE & NI
	Total £983.81

Mr Sones proposed that the Assistant Clerk be paid for hours accrued outside the already agreed 5% overspill amount, seconded by Mr Westrup with ALL in favour.

There were several comments regarding the ever increasing workload of the Clerks

It was also agreed as part of the same resolution that the base allocation (58 hours) and over-spill hours (+5%) for the Assistant Clerk should remain as already agreed last year.

[Mr R Whiting left the meeting at this point]

The Chairman suggested taking the next two items together. The Clerk left the room for the debate and joined the Asst Clerk who was still waiting outside the chamber.

c. Clerk - To Review Salary w.e.f 1st April 2016

Mr Richings tabled papers for both the Clerk and Asst Clerk with a scenario of a one-step increment on the current NALC pay-scales which had been fixed in 1st Jan 2015.

d. Assistant Clerk – To Review Salary and Contracted Hours w.e.f 1st April 2016

An additional factor in calculating the Asst Clerk pay was that she had now completed five years employment and should receive extra holiday.

Mr Withey proposed a one-step increment in pay to Salary Scale Point 37 for the Clerk, seconded by Mr Westrup. Agreed by Councillors.

Mr Withey proposed a one-step increment in pay to Salary Scale Point 30 for the Assistant Clerk, seconded by Mrs Clarke. Agreed by Councillors.

The Clerk and Assistant Clerk returned to the room and were thanked for their commitment to the Parish Council.

e. To Report Internal & External Audit Dates

Councillors were asked to note that the internal audit date to be carried out by Heelis & Lodge had been set as Wednesday 4th May. With respect to the external audit, BDO LLP had informed the Clerk that the final date for receipt of the Annual Return was 27th June. As Council expenditure for 2015/16 was over £200,000 it meant that an 'Intermediate Audit' was required. The Clerk had informed BDO that this had been triggered and had now received a further questionnaire and request for evidence papers (Minutes, policies etc).

f. To Consider Re-Allocation of Portion of the Alan Eaton Earmarked Fund

At the PC meeting of 11th July 2013, £1,138.25 of the Alan Eaton Earmarked Fund had been allocated towards purchase of shrubs and a dedicated tree in the new cemetery extension. As the landscaping had now been carried out and completely funded from the cemetery budget it had been suggested by the Cemetery Panel that the earmarked money should be rededicated towards seating in the new extension with a plaque in memory of Alan on a specified seat.

Mr Richings proposed that the Alan Eaton Earmarked Fund be reallocated towards cemetery seating, seconded by Mrs Brown, with all in favour.

g. Change of Name: Barclays Business Base Rate Tracker Account

The Clerk requested Councillors to note the Barclays Bank will change the name of the Business Base Rate Tracker Account to a Business Premium Account wef 6th June 2016.

h. To Note Renewal of ICO Data Protection Subscription

Councillors were asked to note that the annual subscription of £35 had been paid to the Information Commissioners Office for registration as a Data Holder.

i. To Note Renewal of ICCM Subscription

Councillors were asked to note that the annual subscription of £90 had been paid for membership renewal of the Institute of Crematorium and Cemetery Management

7. CEMETERY MATTERS

a. To Approve the report of the Cemetery Management Advisory Panel Meeting Dated 03/03/16

Mrs Clarke reported on the meeting held 3rd March 2016. Unapproved minutes of that meeting had been distributed with the agenda for this meeting.

Miss Cracknell recommended approval of the CMAP report, seconded by Mr Richings. Resolved: with ALL in favour.

8. TO APPROVE THE NEWSLETTER AND WEB EDITORIAL BOARD REPORT

Mrs Potter reported on the meeting held on 23rd March 2016. Unapproved Minutes of that meeting had been distributed with the agenda for this meeting.

Mrs Clarke proposed acceptance of the Newsletter and Web Editorial Board report, seconded by Mr Richings with all in favour

9. TO APPROVE AN UPDATE TO STANDING ORDERS

Following the re-issue of Finance Regulations last month to take account of the 2015 Regulations for Public Contracts it was now necessary to update the Standing Orders to take account of references to the Financial Regulations where contracts were involved. Accordingly S.O Section 18a(v), 18c, 18d(vii) and 18f had been updated with the whole document re-issued as version 3.2.

Mr Wright recommended approval and adoption of the updated Standing Orders, seconded by Ms Evans, with all in favour.

10. GENERAL PARISH MATTERS AND CORRESPONDENCE

a. Letter from Ipswich Wanderers FC

Letter received with an invitation to a Local Partnership Day where IWFC would present opportunities that they can offer the local community. Saturday 30th April 12.30pm. contact Keith Lloyd to reserve a place – lunch for two, match day hospitality, guided tour, and free admission to the big game.

Noted by Councillors but no direct interest in attending – Miss Cracknell stated that when the FC applied to the PC for some grant finding several years ago the grounds of the club were in a real mess and they were still like it.

b. Email from resident re un-tidy site

An email from a resident to the Clerk had raised two issues a) the mess opposite Hill Farm Cottage and b) the planning abuses at the moto-cross track at Hill Farm. The submission by the resident included photos of the mess at the cottage. The resident also stated that he had an appointment to see Dr Dan Poulter MP on 15th April in respect of this complaint.

It was agreed that the Clerk should forward the correspondence to the SCDC Enforcement Team and inform the complainant of our action.

c. HM Garden Party

Mr Richings stated that as PC Chairman he had received an invite to attend with his wife, a garden party being held by HM The Queen at Buckingham Palace. This followed a letter that the Clerk had received from SALC stating that three sets of tickets were available for the County and invited nominations for Council Chairman and Guest to attend. The Clerk had nominated the Chairman and Mr Richings name had been drawn from the hat.

d. HM 90th Birthday Celebrations – Arrangements

The Working Party had met on 13th April and the notes from the meeting were tabled. A copy of the notes would be sent to those not attending this meeting. The event was confirmed as scheduled for Saturday 18th June at the Sandlings POS starting at 11.00am.

e. Letter from Cllr Mrs J Clarke

At this point in the meeting Mr Richings opened a letter received this evening from Mrs Clarke. Owing to her other commitments Mrs Clarke would be stepping down as a Councillor with effect from the end of this meeting.

Mr Richings thanked Julie for her for commitment over the years and for her Chairmanship of several committees during that time. The Clerk added his sincere thanks for Julie's support and help for the last 14 years.

11. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None identified

12. CLOSE OF MEETING

The Chairman closed the meeting at 9.25pm

---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 10th March 2016.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
10-03-16	Kesgrave Town Co	Donation to Kesgrave Community Library	578	£ -	£ 150.00	£ -	S137
10-03-16	Playquip Leisure C	Repairs to TH Access gate	579	£ 246.00	£ 205.00	£ 41.00	PF&POS
10-03-16	SALC	20 Copies Good Cllr Guide	580	£ -	£ 45.00	£ -	Admin
15-03-16	Robert Potter	Noticeboard servicing & letter delivery-Feb	581	£ -	£ 38.50	£ -	S142
15-03-16	Robert Potter	Litter Clearance - February	582	£ -	£ 25.00	£ -	Litter
21-03-16	HMRC	PAYE & NI Jan to March 2016	583	£ -	£ 1,998.59	£ -	PAYE
22-03-16	Information Commi	Data Protection Annual Registration	D.D	£ -	£ 35.00	£ -	Admin
23-03-16	Net Salaries paid after PAYE & NI - March 2016		584/S.O	£ -	£ 2,022.84	£ -	Salary

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
01-03-16	Anglian Water	Cemetery water supply Nov16	D.D	£ -	£ 24.34	£ -	Metered Water
10-03-16	A Duncan	Cemetery Admin	1087	£ -	£ 20.00	£ -	Admin
15-03-16	Cooks Waste Kare Ltd	Cemetery Mtce 01/03/16	1088	£ 138.00	£ 115.00	£ 23.00	Maintenance

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
15-03-16	Anglian Water	Allotment Water bill (E) 13-11 to 10-	D.D	£ -	£ 69.34	£ -	Metered Water

INCOME RECEIVED During March 2016

Cemetery £1,025

Interest on Base Rate Tracker £6.76

Grants £7,616

ACCOUNT BALANCES AS AT 31st March 2016

General Account £77,481

Business Base Rate Tracker £54,211

Cemetery Account £4,610