



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



THESE MINUTES CONTAIN AN 'IN CONFIDENCE' APPENDIX WHICH IS NOT FOR PUBLICATION (Page 7 OMITTED FOR THIS PUBLIC COPY)

Minutes of the General Purposes & Finance Committee meeting held on 14th December 2017 at TOWER HALL at 7.30pm

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| CHAIRMAN: | Mrs B Richardson-Todd |
| COMMITTEE MEMBERS PRESENT: | Mrs M Brown, Mr D Francis, Ms C Evans, Mr M Newton, Mr R Nunn, Mrs B Richardson-Todd, Mr P Richings, Mr M Shields, Mrs S Todd, Mr B Ward, Mr J Westrup |
| APOLOGIES: | Miss A Cracknell (unwell), Mrs C Gower (family commitment), Mr J Wright (Unwell). County & District Cllr R Whiting (family commitment) New Assistant Clerk - Mrs S Jenkins (leaving event) |
| ABSENT (no apologies) | None |
| CLERKS: | Mr M R Bentley (minutes); Mrs S Stannard |
| ALSO PRESENT: | 3 members of the public PCSO M Sarbutts. |

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 Mr Nunn with all in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 12th October 2017

The Clerk pointed out there was an error at the bottom of page 1 in that Deborah Cadman had been spelt as Cavanagh in the distributed copies. This had been corrected for the minute book copy.

Mrs Richardson-Todd reminded Councillors to note the list of cheques issued. Mrs Brown 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 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

None identified

b. County Councillor Report

No report

c. District Councillor Report

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

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

None identified

13. PERSONNEL & LEGAL MATTERS

At this point in the meeting the Chairman suggested that it may be prudent to bring item 13 on the agenda forward in order that the public could return for the rest of the meeting.

It was agreed that item 13 be brought forward and that the public and press be excluded under the Public Bodies (Admission to Meetings) Act 1960.

[Members of the public & Police temporarily left the meeting room]

The minutes for item 13 are attached as an 'In Confidence' Appendix at the end of the normal Minutes of this meeting.

5. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM

[Members of the public & Police returned to the meeting room]

a. SNT Monthly Report and Tasking Priorities

The PCSO and SNT Monthly reports had been distributed with the agenda for this meeting.

PCSO M Sarbutts attended the meeting and reported:– Local burglaries were re-occurring via rear of properties. Report to police if any suspicious activity. There had been a big downturn in noise from the Bixley Farm Centre since the car park barrier had been installed at 'Busy Bees'.

A member of public asked if there was any evidence of increase in crime with the street lights out. PCSO Sarbutts stated that any crime increase was more down to people not locking their cars.

Comment was passed that PCSO Sarbutts report was better and more readable than the official SNT report.

It was also reported that poor parking was still a problem in Claverton Way during school drop-off/pick-up times and drivers often gave verbal abuse if approached regarding their poor parking.

b. To Consider Partnership PCSO Funding for year commencing 1st April 2018

The discussion took into account previous monthly reports from the Partnership funded PCSO, Councillors and Officers of the Council as well as reports from other Councils regarding the pro and cons of the first year of operation of the full partnership funding. The Clerk reported that KTC were minded to provide two-thirds funding for 2018/19 and had put money into their provisional budget.

There was some concern expressed regarding the on-going parking issues in Claverton Way during school arrival/leaving times and Mrs Todd felt that there was insufficient site-attendance by the police in trying to resolve the issues.

Mr Nunn proposed that the Council provides one third (£12,500) of the total funding for 2018/19 for 'The Partnership Funded PCSO' as part of a joint Service Level Agreement (SLA) with Kesgrave Town Council and Suffolk Police. This was seconded by Mr Ward and resolved in favour on a majority vote.

Note: This decision forms part of the budget build in section 7d of this agenda and the resultant Budget & Precept recommendation will be carried into the 11th January 2018 full Parish Council meeting for ratification.

6. GDPR To Consider Level of Cover/Funding

A report on the changes to the data protection regime had been distributed with the agenda for this meeting. Current thinking at NALC level was that in order to comply with the new legislation, Councils would have to appoint an external DPO as Officers and Councillors would be barred owing to conflict of interest. This was yet to be confirmed by SALC, but if true, it would mean appointing an external company

to handle the Councils compliance with the new General Data Protection Regulations which come into force on 25 May 2018. Full sign-up with an external company would be in the region of £6,200 in the first year for a parish the size of RSA, whilst a lesser commitment would cost approximately £2,200 in the first year but involve more background work for the council officers in preparing the necessary paperwork and records.

The Clerk had allocated £2,200 for the lower commitment in the GP&F budget to be discussed in item 7d. He suggested that in the fullness of time if it was decided to opt for the £6,200 package then the additional funds would have to come from the set-aside amount allocated to the future Parish Room.

No decision was taken on level of funding at this stage as it was felt that more information would soon be available from SALC, however, let the budget proposal remain as quoted.

7. FINANCE MATTERS

a. To Consider Charity Donation Requests

A request had been received from DAS (the Disability Advice Service). The request had included information regarding the help provided within the parish during the past year.

The Clerk stated that we usually give a small donation to Kesgrave Community Library as many parishioners use the service. Mrs Brown stated that she would ask the Library to submit a request for funding for a nominated project. Final consideration of charity donations from the 2017/18 allocation would be at the 8th February 2018 GP&F Meeting.

Mr Richings proposed a donation of £250 to DAS seconded by Mr Francis with all in favour.

b. To Nominate an Additional Cheque Signatory

As Mr Wright was on long term sick and had been lined up to take on the third signatory role, it was felt that another person should be nominated and enrolled with Barclays Bank as a signatory. As a Barclays bank customer, Mr Westrup stated that he was happy to accept the role.

Mr Nunn proposed that Mr Westrup be nominated as the third signatory for the Parish Council bank accounts, seconded by Mr Ward, with all in favour. The three cheque signatories will therefore be Mr Richings, Mr Francis and Mr Westrup. It was also agreed that with Mr Bentley retiring, Mrs Stannard should be enrolled with the bank as the operator of the accounts in place of Mr Bentley.

c. To Review the Current Financial Position

The Clerk reported that the account balances at 30th November 2017 were:

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|--|--|
| Balance in Business Premium Account Includes £5k contingency and £15k cemetery earmarked funds. Parish Room replacement fund £40,215 (after payment of new office setup); plus other smaller earmarked amounts). | £54,232 (30/11/16 was £54,225) |
| Balance in General Account 2 nd half of Precept paid to PC on 29 th Sept was £56,000. Items still to be paid include:- Mill Stream/Sandlings maintenance £3,375; Salaries £10,000; Admin £600; POS & parish maintenance £2,500 (estimated). | £105,345 (30/11/16 was £93,160) |
| Balance in Cemetery Current Account Cemetery expenditure outgoings in current period to end Nov totalling £10,013, | £31,589 (30/11/16 was £19,576) |

The Clerk also reminded councillors of the Governance & Accountability Guidance on reserves which state:- Earmarked reserves, which are set aside for specific purposes and for savings for future projects, should be realistic and approved by the council. It is generally accepted that general (ie un-earmarked) revenue reserves usually lie within the range of three to twelve months of gross expenditure. However, the amount of general reserve should be risk assessed and approved by the Council.

SCDC had issued advice in the precept letter which stated that:- *'In determining your precept it is often advisable to look beyond the requirements of the coming financial year and to make provision for projects and expenses further ahead. This allows you to have sufficient monies in hand to meet those costs without the need to increase precepts unduly in any one given year.'*

d. To Consider the GP&F Committee Budget for 2018/19

The Clerk distributed draft copies of a proposed GP&F budget with the agenda that laid out a suggested expenditure (after allowance for income) of £90,832 for 2018/19, an increase of £1,865 on the current year.

Mr Francis proposed acceptance of a GP&F Budget for 2018/19 of £90,832 seconded by Mr Nunn,.

Resolved: With ALL in favour. Decision would now be carried forward into the next item to build the full budget and precept.

e. To Recommend to the PC a Council Budget & Precept for 2018/19

The Clerk reported that the parish specific precept letter had been received from SCDC detailing the final date for precept applications (19th January 2018) and detailing the calculation for equivalent band D properties as 2543.34, an increase of 8.69 properties.

The 2018/19 budget for the PA&S and Allotments had been provisionally agreed at the PA&S meeting of 16th November 2017. A budget of £24,895 plus £1,500 for allotments was recommended for forwarding to this GP&F Committee.

A provisional 2018/19 P&D budget of £250 to be recommended to the GP&F was agreed at the P&D meeting of 22nd November. The same amount as the previous year.

Taking all budgets into account including the above agreed GP&F budget, Mr Westrup proposed that the GP&F accept the overall draft budget and precept for 2018/19 at £121,582 overall spend with a Precept request for **£116,600** and to recommend this for acceptance to the next full Parish Council meeting on 11th January 2018. Proposal Seconded by Mr Richings. **Resolved:** with ALL In favour.

This represented a 3.8% increase on the 2016/17 precept per band D equivalent property or £1.66 increase per year per dwelling (based on Band D average).

8. CEMETERY MATTERS

a. To Approve Amendments to the Lawn Cemetery Regulations

The Clerks had recently confirmed with the Diocesan Registrar and Institute of Cemetery and Crematorium Managers (ICCM) that changes were required to the existing Lawn Cemetery Regulations to comply with the law relating to consecrated ground and scattering/burial of ashes not held in a container.

It had also been decided at the last CMAP meeting that only BRAMM (British Register of Accredited Memorial Masons) registered stonemasons would be allowed to install headstones in the Lawn Cemetery in order to ensure standards regarding headstone installation we adhered to.

Addendum Regulation 45 - Additional Scheme for Loose Burial of Cremated Remains

Placement of loose ashes in a pre-designated area (common plot) within the Lawn Cemetery for which no exclusive rights of burial are required and no memorial headstone is permitted. NOTE: Formal registration in the Register of Burials is, however, required and ashes cannot be placed or scattered on the surface of the ground (under the turf is the normal method). Reservation of spaces in this area will not be permitted.

Addendum Regulation 46 – BRAMM Accreditation

Only BRAMM accredited memorial masons will be allowed to carry out memorial works within Rushmere St Andrew Lawn Cemetery.

Mr Newton proposed acceptance of amendments to the Lawn Cemetery Regulations, seconded by Ms Evans. Resolved: with ALL in favour. Mr Newton also asked if BRAMM could be explained in the Addendum.

9. NEWSLETTER AND WEB EDITORIAL BOARD REPORT

a. To Confirm Advertising rates for 2018

Mrs Stannard presented the suggested revised rates for advertising in the Newsletter WEF from 1st January 2018. These would help offset increased production costs for moving to colour on the front /rear pages as a minimum (4 sides approx. £80 extra, so two issues would be £160). Mrs Stannard suggested that for the commercial rates, the £44 fee should be increased to £45, the £22 fee to £24, the £11 fee to £13, with no change to the £132 and £264 rates. Whilst for the community rates, the £22 fee to £23, the £11 fee to £12, the £5.50 fee to £6.50, with no change to the £66 and £132 rates

Mrs Brown proposed acceptance of the revised advertising rates for 2018, seconded by Mr Newton; agreed with ALL in favour.

10. COMMUNITY INFRASTRUCTURE LEVY (CIL) - To Allocate Funds to a Project

A letter had been received from SCDC reminding the PC that we had not yet submitted a report regarding the allocation of the £84.92 CIL payment made during the financial year 2016/17.

It was agreed that a report should be submitted stating that the £84.92 CIL money would be placed as an Earmarked Reserve and added to CIL monies received in the 2017/18 year (£1,272.23 to date) for allocation to a larger project.

The Clerks would respond to SCDC before the end of December and place a report on the Parish website.

11. GENERAL PARISH MATTERS AND CORRESPONDENCE

a. SALC AGM Report

A report from Mrs Richardson-Todd who attended the AGM was tabled at this meeting.

Mrs Richardson-Todd was thanked attending the SALC AGM and for preparing the interesting report.

b. To Note Matters Arising Since Publication of Agenda

None

c. Dates to Note

Thursday, 11th Jan, 7.30pm, PC Meeting, Village Hall

Thursday, 18th Jan, 7.30pm, PA&S Committee Meeting, Tower Hall

12. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

13. PERSONNEL & LEGAL MATTERS – This item was dealt with immediately after item 4 on the agenda.

14. CLOSE OF MEETING

The Chairman formally closed the business of the meeting 9.15pm. However as this was the last meeting that Mr Bentley would attend as Clerk prior to his retirement at the end of December, the Parish Council Chairman (Mr Richings) read out a message of thanks to Mr Bentley for his 16 years' service as the Clerk to the Council and 10 years as a Parish Councillor. A presentation of gifts from Councillors and others then followed.

---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 9th November 2017.

GENERAL EXPENDITURE

| Paid Date | Supplier | Item | Cheque No. | Cost inc. VAT | Cost exc. VAT | VAT | Category |
|-----------|---|---|------------|---------------|---------------|---------|-------------|
| 01-11-17 | CAS Ltd | Web Hosting - Annual Fee | D/D | £ 60.00 | £ 50.00 | £ 10.00 | Admin |
| 09-11-17 | Signs For You | New signs for play areas etc | 857 | £ 103.20 | £ 86.00 | £ 17.20 | Maint |
| 09-11-17 | Robert Potter | Litter Clearance - October 2017 | 858 | £ - | £ 62.50 | £ - | Litter |
| 09-11-17 | Robert Potter | Noticeboards & Letters - October 2017 | 859 | £ - | £ 48.00 | £ - | S142 |
| 09-11-17 | SCL L/S Mgt Ltd | Pond Maintenance - October 2017 | 860 | £ 66.00 | £ 55.00 | £ 11.00 | Pond |
| 09-11-17 | SCL L/S Mgt Ltd | Play Area Mtce - October 2017 | 862 | £ 259.80 | £ 216.50 | £ 43.30 | PF&POS |
| 09-11-17 | SCL L/S Mgt Ltd | Extra work TH Play Area - soil & seed | 863 | £ 240.00 | £ 200.00 | £ 40.00 | PF&POS |
| 10-11-17 | PWLB | 6 Monthly repayment on Tower Hall loan | D/D | £ - | £ 10,665.41 | £ - | S19 |
| 12-11-17 | BT | Office Phone bill 04/08 - 03/11 | D/D | £ 156.71 | £ 130.60 | £ 26.11 | Admin |
| 16-11-17 | SALC | AGM Buffet Fee 7/11/17 B Richardson-To | 864 | £ 10.00 | £ 8.34 | £ 1.67 | Misc |
| 16-11-17 | T Stannard | Homebase - fixings for new signs | 865 | £ - | £ 19.56 | £ - | Misc |
| 16-11-17 | Cards for Good Ca | Official Christmas cards for PC to send out | 866 | £ - | £ 7.50 | £ - | Misc |
| 25-11-17 | M Bentley | LCPAS Store - Purchase of GDPR Temp | 867 | £ - | £ 30.00 | £ - | Admin/clerk |
| 25-11-17 | Net Salaries paid after PAYE & NI - December 2017 | | 869/SO/870 | £ - | £ 2,518.71 | £ - | Salary |
| 25-11-17 | Suffolk Coastal No | Replacement Doggie Bin-Bixley Lane | 871 | £ 354.00 | £ 295.00 | £ 59.00 | Asset |
| 27-11-17 | NEST | Pension Payments - Employee+Employee | D/D | £ - | £ 25.14 | £ - | Pension |

CEMETERY EXPENDITURE

| Paid Date | Supplier | Item | Cheque No. | Cost inc. VAT | Cost exc. VAT | VAT | Category |
|-----------|----------------------|------------------------------|------------|---------------|---------------|----------|-------------|
| 09-11-17 | SCL L/S Mgt Ltd | Cemetery Mtce - October 17 | 1186 | £ 640.80 | £ 534.00 | £ 106.80 | Maintenance |
| 09-11-17 | Kelvin Abbott | Cemetery Seat Clean & Stair | 1187 | £ - | £ 258.00 | £ - | Maintenance |
| 09-11-17 | A Duncan | Cemetery Admin | 1188 | £ - | £ 20.00 | £ - | Admin |
| 16-11-17 | Birketts LLP | Legal Advice re Boundary Dis | 1189 | £ 789.00 | £ 659.00 | £ 130.00 | Legal Fees |
| 16-11-17 | Cooks Waste Kare Ltd | Cemetery Mtce | 1190 | £ 144.00 | £ 120.00 | £ 24.00 | Maintenance |
| 16-11-17 | A Duncan | Cemetery Admin | 1191 | £ - | £ 20.00 | £ - | Admin |
| 25-11-17 | A Duncan | Cemetery Admin | 1192 | £ - | £ 20.00 | £ - | Admin |
| 28-11-17 | A Duncan | Cemetery Admin | 1193 | £ - | £ 80.00 | £ - | Admin |

ALLOTMENT EXPENDITURE

| Paid Date | Supplier | Item | Cheque No. | Cost inc. VAT | Cost exc. VAT | VAT | Category |
|-----------|---------------------|----------------------------------|------------|---------------|---------------|---------|---------------|
| 09-11-17 | SCL L/S Mgt Ltd | Allotment Grass Cut - October 17 | 861 | £ 106.20 | £ 88.50 | £ 17.70 | Maintenance |
| 09-11-17 | SCL L/S Mgt Ltd | Extra work plot 6a allotment | 863 | £ 198.00 | £ 165.00 | £ 33.00 | Maintenance |
| 15-11-17 | Anglian Water Busin | Allotment Water | D/D | £ - | £ 0.30 | £ - | Metered Water |

INCOME RECEIVED During November 2017

| | |
|------------------------|--------|
| Cemetery | £1,030 |
| Newsletter Advertising | £44 |
| Allotments | £98 |

ACCOUNT BALANCES AS AT 30th November 2017

| | |
|----------------------------|----------|
| General Account | £105,344 |
| Business Base Rate Tracker | £54,232 |
| Cemetery Account | £31,589 |