



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the General Purposes & Finance Committee meeting held on 9th February 2017 at THE VILLAGE HALL at 7.30pm

- CHAIRMAN: Mr J Withey
- COMMITTEE MEMBERS PRESENT: Mr D Francis, Mrs B Richardson-Todd, Mr P Richings, Mrs S Todd, Mr B Ward, Mr J Withey, Mr J Wright
- APOLOGIES: Mrs M Brown (holiday), Miss A Cracknell (unwell), Ms C Evans (unwell), Mrs C Gower (unwell), Mr M Newton (another engagement), Mr J Westrup (holiday), County Councillor C Hudson
- CLERK: Mr M R Bentley
Mrs S Stannard (Assistant Clerk)
- ALSO PRESENT: 1 member of the public,
County & District Councillor 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 Richardson-Todd 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 8th December 2016

Mr Withey reminded Councillors to note the list of cheques issued. Mr Ward proposed acceptance of the minutes, seconded by Mr Wright. Resolved in favour with one abstention. The minutes were duly signed as a correct record with no alterations.

3. DECLARATIONS OF COUNCILLOR INTEREST

Mr Withey declared a local non-pecuniary interest in agenda item 7a as he was a trustee and committee member of Parish Halls-Rushmere St Andrew.

4. PUBLIC PARTICIPATION

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

None identified

b. County Councillor Report

The monthly County Councillor report had been distributed with the agenda for this meeting. In addition County Cllr Whiting reported that the roadside hedging in Playford Road and The Street had been cut. Dropped kerbs were to be installed in Pardoe Place and Sandpit Close - funded from his Locality Budget.

Roadworks were scheduled for Edmonton Road to alleviate flooding and a traffic island will be rebuilt opposite Kiln Farm on the A1214. Roadworks would also take place at Kesgrave High School and £700 Locality Budget funding had been supplied to Kesgrave Town Council towards establishment of a joint community Speedwatch scheme with this parish. The highway engineers were drafting out a scheme to ease congestion in the area of Bell Lane and Dr Watsons Lane by creating a peak time no right turn out of or into Dr Watsons Lane.

Mr Richings observed that he had been looking at the SCC Highways Forward Plan document and noted that alleviation of flooding outside the ITFC training ground and at 39 Playford Road were part of the plan but there was no implementation date scheduled.

c. District Councillor Report

The monthly District Councillor report was distributed at the meeting. The contents were noted and Mr Richings particularly noted paragraph two regarding the planned outsourcing from the police to the local authorities of civil parking enforcement.

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

Mrs Richardson-Todd mentioned that Kesgrave News had an article on how the Town Council worked and suggested a similar article would be useful for our newsletter.

Mrs Todd stated that three people had contacted her with concerns about parking near Broke Hall School. It was suggested that she forward those complaints to PCSO Sarbutts.

Mr Francis said the bollards in St Andrews Walk had been hit and bent right over. Mrs Stannard stated that we were aware of the problem and the site agents had already been notified. Mr Francis also said that the wall at the rear of the One Stop shop had been knocked over again.

A parked van had been churning up the grass verge in Broadlands Way; owner apparently lives in Foxhall Road. Suggested that Registration details were taken and the information passed to PCSO Sarbutts.

The member of public asked if the council would be supporting the 'battles over beacons' next year. The project would be on the March PA&S agenda.

5. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM

There was no police attendance.

a. Monthly Report

The match funded PCSO report was distributed with the agenda for this meeting. In addition an Ipswich East report from the PCSO was distributed at the meeting along with the February on-line report from Woodbridge. There was no new on-line report from the Ipswich East SNT.

b. Current SNT Tasking Priorities

Woodbridge SNT priorities would remain the same as last month:- Speeding, Parking and ASB. It was unknown at the moment if Ipswich East had changed priorities.

c. Funded PCSO/ Policing Review - Update (if available)

A draft SLA for the fully funded PCSO had finally arrived from the Police Business Manager. Copies had been distributed with the agenda. Following a meeting with the Chairman, vice-Chairman, Clerk and PCSO Mike Sarbutts a modified version of the SLA had been produced and was tabled at this meeting. If the GP&F Committee were happy with the proposed changes the document was to be passed via Kesgrave TC and then a meeting would be set up with the Police Business Manager in order negotiate an agreement on the SLA.

The annual sum quoted for the fully funded PCSO was £31,712 the RSA portion of that would be £10,570.66 per annum. It was likely that reintroduction of full shift working for PCSOs would (unofficially) add about £3,000 to the total annual cost (This parish portion would be £1,000)

Mr Wright proposed that the draft SLA be submitted to the police with the changes made as identified by this council. Seconded by Mr Richings. Resolved in favour with 2 abstentions.

There had still been no output from the police regarding the review of the 'New Policing Model'. The Sgt at Woodbridge had also been asked and he stated that even internally they had not received any feedback on the matter, although it was still rumoured that they were looking at PCSO shift patterns/working hours.

Other Policing Matters

The Clerk had received an email from a resident complaining about rubbish and ASB in the Busy Bees car park at Bixley Farm. Clerk had responded and sent a copy to PCSO Sarbutts and Inspector R. Salmon.

6. PARISH COUNCILLOR VACANCY

The 14 day notification period for calling a poll had passed on 2nd Feb and the council was now free to co-opt a new councillor. Adverts had been displayed on all parish noticeboards and on the website. It was hoped to fill the vacancy at the March meeting of the Council. The Clerk had received an expression of interest at the beginning of this week, the person concerned had decided to withdraw today.

7. FINANCE MATTERS

[County/District Cllr R Whiting left the meeting at this point.]

a. To Consider a Contribution Towards CCTV Upgrade at Tower Hall

Letter received from Parish Halls requesting that the Council considers a grant towards the refurbishment of the CCTV system at Tower Hall. The system was at present unable to record as the controller had failed. Cameras required replacing with modern equivalents and with the parish office now in-situ a monitor inside the office and an extra camera overlooking the main door were required in order that staff in the office were able to see who was entering the building, especially when a female employee was lone working.

Parish Halls was asking the Council to consider a grant of £1,300 towards the total cost of £3,072. It was noted that two of the existing cameras monitor the play area under the ownership of the Parish Council.

The Clerk stated that there was a sum of £1,084 remaining from the £10,000 budget he had been allocated to set up the new parish office. In addition there was £250 remaining in the PC charity budget for this year. The Clerk suggested the GP&F may wish to consider joining the two sums to make up the grant request, especially as Parish Halls was a registered charity and the PC really needed the security enhancement now we had equipment and personnel to protect at Tower Hall.

Mr Francis recommended allocation of £1,000 from the parish office budget along with the £250 from the charity budget to go towards the security upgrade at Tower Hall. Seconded by Mr Wright and resolved in favour with one abstention.

b. Query Regarding Mrs Potters Final Pay

The Clerk had made final payment for extra hours to Mrs Potter at the end of January and supplied the requisite P45 for end of employment. Mrs Potter had subsequently queried the hourly rate at which the extra time was paid. The Clerk now realised that the wrong rate for calculating the extra time had been used and had paid Mrs Potter £21.75 less than she was due.

Mrs Potter was also claiming that holiday pay rules changed in 2014/15 under Case Law and that from July 2015 employers now had to pay holiday pay for extra time worked over and above scheduled hours. She was thus claiming an additional £453.66 under this ruling.

The Clerk apologised for the error in the hourly rate, but had only received the figures yesterday and had still to verify the claim in respect of extra holiday pay.

Mr Wright proposed that the Clerk research the claim and then reported back at the March meeting of the PC. Seconded by Mr Ward, Resolved with all in favour.

8. CEMETERY MATTERS

a. To Note Progress on Cemetery Extension Southern Boundary Issues

The Clerk reported that wattle screening and shrubs were now in place in front of our access gate on the southern boundary of the new cemetery extension.

Mrs Potter had written to the Councils solicitor with details of the infringement on Council land by a resident of St Andrews Church Close – now waiting on suggested course of action from the solicitor.

b. Other Cemetery Matters

The dedicated 'Ashes Scattering' area was now complete and a generic headstone in place, Four new seats had been installed in the cemetery extension (Hornbeam area).

9. NEWSLETTER AND WEB EDITORIAL BOARD REPORT

A meeting of the Newsletter & Editorial Board was scheduled for 20th Feb 7.30pm at the Parish Office.

10. PARISH COUNCILLOR ID CARDS

Parish Councillor ID cards had date expired, so the Clerk would take fresh photographs of councillors at the end of the meeting for insertion into new identity cards.

11. GENERAL PARISH MATTERS AND CORRESPONDENCE

a. To Note Matters Arising Since Publication of Agenda

1. Communication from Mr Brander.

The Clerk read out three new emails received from Mr Brander. General consensus was that it was difficult to interpret the underlying message. The Contents were noted.

2. Anglian Water (AW)

Letter received from AW regarding the opening of the water and waste water market to business, public sector and charity customers. This basically meant that business customers would be free to choose a different water supplier from 1st April 2017. No action required if we were happy to remain with Anglian Water Business (National) Limited as the renamed arm of AW serving business customers would now be known.

b. Dates to Note

13th February, P&D meeting, 7.30pm, Village Hall Committee Room

20th February, Newsletter Editorial Board, 7.30pm, Tower Hall Parish Office

23rd February, 12PT meeting, 10am, Royal British Legion Hall Kesgrave

9th March, PC meeting, 7.30pm, Tower Hall

16th March, PA&S meeting, 7.30pm, Tower Hall

12. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Next PC Meeting – Mrs Potter – outstanding holiday pay.

13. CLOSE OF MEETING

The Chairman closed the meeting at 8.42pm

---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 12th January 2017.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04-01-17	Robert Potter	Noticeboards & letters round - December	715	£ -	£ 42.00	£ -	S142
04-01-17	Robert Potter	Litter Clearance - December	716	£ -	£ 25.00	£ -	Litter
12-01-17	Kesgrave Library C	Grant Donation	717	£ -	£ 250.00	£ -	S137
12-01-17	DAS (East Suffolk)	Charity Donation	718	£ -	£ 250.00	£ -	S137
12-01-17	FS-New Beginings	Charity Donation	719	£ -	£ 250.00	£ -	S137
28-01-17	Net Salaries paid after PAYE & NI - Jan 2017		720/21/22/SO	£ -	£ 3,680.05	£ -	Salary

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
01-01-17	Anglian Water	Cemetery water bill 18/8 to 2	D/D	£ -	£ 6.44	£ -	Metered Water
04-01-17	SCL L/S Mgt Ltd	Cemetery Mtce & willow fenc	1133	£ 300.00	£ 250.00	£ 50.00	Maintenance
04-01-17	Cooks Waste Kare Ltd	Cemetery Mtce 13/12/16	1134	£ 138.00	£ 115.00	£ 23.00	Maintenance
04-01-17	Suffolk Coastal Norse	Extra 4 grass cuts - closed c	1135	£ 561.60	£ 468.00	£ 93.60	Maintenance
12-01-17	SCL L/S Mgt Ltd	Cemetery Ashes kerb area	1136	£ 1,397.64	£ 1,164.70	£ 232.94	Project
12-01-17	F Masters Ltd	Granite Plaque for Ashes plo	1137	£ 840.00	£ 700.00	£ 140.00	Project
19-01-17	Orwell Mencap	4 x Kenton benches for ceme	1138	£ 1,920.00	£ 1,600.00	£ 320.00	Asset Improvem
19-01-17	Mr A Duncan	Cemetery Admin	1139	£ -	£ 20.00	£ -	Admin

INCOME RECEIVED During January 2017

Cemetery £2,639

ACCOUNT BALANCES AS AT 30th January 2017

General Account £80,867
Business Premium £54,232
Cemetery Account £22,226