



# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



## Minutes of the General Purposes & Finance Committee meeting held on 12th October 2017 at TOWER HALL at 7.30pm

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CHAIRMAN:	Mrs B Richardson-Todd
COMMITTEE MEMBERS PRESENT:	Mrs M Brown, Miss A Cracknell, Mr D Francis, Mr M Newton, Mr R Nunn, Mrs B Richardson-Todd, Mr P Richings, Mrs S Todd, Mr B Ward, Mr J Westrup,
APOLOGIES:	Ms C Evans (unwell), Mrs C Gower (Family commitment), Mr J Wright (unwell)
CLERK:	Mr M R Bentley & Mrs S Stannard
ALSO PRESENT:	0 member of the public, Parish, County & District Cllr Mr R Whiting;

Cllr James Wright had sent a letter to the Clerk following his sudden admittance to hospital with a heart attack – he had requested that it was distributed to the Council Members.

### 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 Nunn proposed acceptance of reasons for councillor absence, seconded by Mr Ward with all in favour.

On behalf of the Council the Chairman expressed our wishes for a speedy recovery to James Wright following his recent heart attack.

### 2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 10th August 2017

Mrs Richardson-Todd reminded Councillors to note the list of cheques issued. Miss Cracknell proposed acceptance of the minutes, seconded by Mr Westrup, 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

County Councillor Whiting reported that the improvements to Bell Lane and Beech Rd junctions with the A1214 were now complete. Over the next 9 months other road improvements were scheduled at various pinch points, whilst new LED lighting would be installed. A new pedestrian crossing opposite Cambridge Road would commence installation next week. Cllr Whiting was still pursuing drainage improvements at the ITFC entrance and other problem areas.

No replacement had yet been found for Deborah Cadman the Chief Exec of SCC.

#### c. District Councillor Report

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

**Matters Arising from Report: -**

Mr Newton stated that the Woods Lane closure in Melton was going to cause huge problems for local traffic in shutting for 4 months. SCDC did turn down the application for housing adjacent to that road but it was passed following an appeal.

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

Mr Newton reported that 'Sportsmed East' would like to see a defibrillator installed on their premises at Woodbridge Road. He had no ECB money to allocate, neither did District Cllr Whiting. It was agreed to agenda this matter for the next PA&S meeting. See minuted item 9a(i)

Miss Cracknell stated that SCDC had confirmed to Mrs Robertson of SORRI that 155 The Street and adjoining property had both now been boarded up following vandalism.

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

There was no police attendance.

**a. SNT Monthly Report and Tasking Priorities**

The Ipswich East SNT and the Partnership Funded PCSO reports for September had been distributed with the agenda. There had been no report available for the Woodbridge SNT in August and September but the October report was distributed at this meeting along with a further report from PCSO Sarbutts specifically covering information relating to the parish area covered by the Ipswich East SNT Office.

**b. ASB resulting from parking at Foxhall Stadium Saturday 7<sup>th</sup> Oct**

There had been major problems with car parking when a Saturday event took place at Foxhall Stadium. This was a major Stock Car event which had resulted in surrounding roads on Bixley Farm being blocked with parked vehicles along with abusive actions and words from some of the vehicle occupants. The Police had been informed and were due to meet the management of the stadium to discuss traffic management.

**Matters Arising from Police reports: -**

Mr Newton – The SID on Playford Road near the old Falcon site appears to flash whatever speed you are doing – It was unclear who owned that particular SID device:- Check with Mike Sarbutts to see who owns it.

Mr Westrup – People are still able to comment on the proposed changes to The Thoroughfare in Woodbridge. The Library can be used to send comments into the consultation.

**6. FINANCE MATTERS**

**a. To note Receipt of 2<sup>nd</sup> Precept Payment**

The Clerk stated that the 2<sup>nd</sup> Precept payment for 2017/18 had been received from SCDC, with £56,000 being transferred to the PC bank account on 29<sup>th</sup> September. Noted by Councillors

**b. To Note Annual Insurance Premium Renewal**

The annual insurance premium of £1,788.33 to CAS Ltd (Community Action Suffolk) was paid on 26<sup>th</sup> September. This was year 4 of 5 under their long term preferential rate undertaking. There had however, been a small increase (£70) owing to additional items being covered (£1,699.87+18.13=£1,718). Noted by Councillors.

**c. To Approve the Revised PC Policy & Guidance on Donations and Grants**

Following requests from the public to purchase benches and seats in an already crowded seating area at the Lawn Cemetery it had been decided there should be a policy in place for guidance on informing people that we could not at present place any new seats in the cemetery. The existing policy on donations and grants had therefore been expanded to include seats, benches and trees and the Cemetery panel subsequently made a recommendation of approval to the GP&F.

Mr Newton proposed approval of the PC policy on Donations and Grants, seconded by Mr Richings, with all in favour. The Clerk reminded Councillors that this document should replace the existing one in their blue Councillors Handbook.

## **7. CEMETERY MATTERS**

### **a. To Approve the report of the Cemetery Management Advisory Panel Meeting Dated 29<sup>th</sup> August 2017**

Mrs Stannard reported on the current status with the intrusion onto cemetery land. Our solicitors had contacted the person concerned and a brief response had been received stating that they would contact the solicitor with a formal reply. That had not been forthcoming and we were now in the process of ascertaining the likely fees if the Parish Council were to proceed and take court action.

Mr Richings recommended approval of the CMAP report, seconded by Mr Ward, with ALL in favour.

### **b. To Approve the Cemetery Panel Recommendation on Burial Fees**

Following long discussions regarding the so named 'scattering of ashes' the Officers of the council had established that the only scattering permissible was to bury loose ashes (rather than an urn) but even this method was a registerable action on consecrated land. As a result, the cemetery panel had reviewed the fees payable and decided that the original fees of £35 for resident and £70 for non-resident were not enough to cover the councils' costs and were therefore recommending that the fee be raised to £85 and £170 respectively. All other fees would remain the same. Changes were to be effective from 1<sup>st</sup> January 2018.

Miss Cracknell proposed acceptance of the CMAP recommendations on fees, seconded by Mrs Brown, with all in favour.

## **8. NEWSLETTER AND WEB EDITORIAL BOARD REPORT**

### **a. To Approve the Report of the NLWEAP Dated 8<sup>th</sup> August 2017**

Mrs Brown thanked Mrs Stannard for her work in getting the autumn newsletter published.

Mrs Stannard reported that it had cost £752 to publish and we had received £393 in advertising fees.

It was intended to break new ground with the spring edition and publish the front and rear pages in colour.

Mr Newton proposed approval of the NLWEAP Report seconded by Mr Richings with all in favour.

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

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

#### **i. Request for Defibrillator from Sportsmed East (via District Cllr Newton)**

This was a slightly confusing request as the implication was that they wanted to pay for a defibrillator, but in next paragraph they wanted to invoice the PC after the start of next financial year – this was following a conversation with Mr Newton who had indicated that we had not budgeted for anything like that in this current year.

To be agendered for next PA&S

#### **ii. Local Nature Reserve (Mill Stream/Sandling) improvements**

A cheque for £2,360 had been received from County Councillor Stuart Lawson's Locality Budget for identified improvement work to the Sandlings/Mill Stream LNR. Greenways had been informed and requested to schedule the work as soon as possible.

#### **iii. Doggie Bin – Bixley Lane/Broadlands Way**

This doggie bin had been damaged on the same evening as the Foxhall Stadium problem last Saturday and was going to cost £275 to replace. The Clerk and Chairman had authorised replacement under delegated power as this was a very well used bin and already people had been piling up bags next to the bin.

### **b. Remembrance Day – Arrangements**

Mrs Stannard reported that she had managed to arrange the Remembrance service for 11am on Saturday 11<sup>th</sup> November at St Andrews Church. Heather Marsden the Minister of Rushmere Baptist Church would officiate and Mr Don Whinney of the Royal British Legion (RBL) would lead the tribute from the RBL which would include a flag bearer and bugler.

The Clerk thanked Mrs Stannard for the work she had put in to organize this event.

### **c. SALC Area Meeting – Report Back**

Mrs Richardson-Todd had attended the SALC Suffolk Coastal Area meeting on 18<sup>th</sup> September and her report had been distributed with the agenda for this meeting. A copy of the PowerPoint presentation given by Mark Stevens, Asst Director (Operations) SCC Highways on Service Delivery & Improvement had been sent to those Councillors on email and a paper copy sent to those without email.

Mrs Richardson-Todd was thanked for attending the meeting and for producing the report.

**d. Dates to Note**

25<sup>th</sup> October, P&D Meeting, Tower Hall, 7.30pm

26<sup>th</sup> October, SNT Meeting, Woodbridge Police/Fire Station, 10.30am

9<sup>th</sup> November, PC Meeting, Village Hall, 7.30pm

16<sup>th</sup> November, PA&S Meeting, Tower Hall, 7.30pm

**10. DETERMINATION OF ITEMS FOR FUTURE AGENDA**

Request for Defibrillator – Next PA&S

Set 2018/19 budgets at next meetings of all committees

**11. CLOSE OF MEETING**

The Chairman closed the meeting at 8.35pm

---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 14<sup>th</sup> September 2017.

**GENERAL EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
10-09-17	Robert Potter	Litter clearance - Aug 17	822	£ -	£ 50.00	£ -	Litter
10-09-17	Robert Potter	Noticeboards & Letters - August 17	823	£ -	£ 42.00	£ -	S142
10-09-17	Robert Potter	Laying of slab at TH Defibrillator	824	£ -	£ 35.00	£ -	Misc
10-09-17	M Bentley	Land Registry search fee	825	£ -	£ 6.00	£ -	Admin/clerk
10-09-17	SCL L/S Mgt Ltd	Pond Mtce - Aug 17	826	£ 108.00	£ 90.00	£ 18.00	Pond
10-09-17	SCL L/S Mgt Ltd	Play area mtce - Aug 17	827	£ 343.80	£ 286.50	£ 57.30	PF&POS
10-09-17	BDO LLP	External Audit fee 2016/17	829	£ 480.00	£ 400.00	£ 80.00	Admin
14-09-17	The Play Inspectio	Play area RoSPA training 12-09-17	830	£ 594.00	£ 495.00	£ 99.00	Training
14-09-17	Royal British Legio	2 x Wreaths for Remembrance Day	831	£ -	£ 45.00	£ -	S137
26-09-17	Playquip Leisure C	Removal & storage of Airwalker at THPA	832	£ 465.43	£ 387.86	£ 77.57	PF&POS
26-09-17	Mr T Stannard	Toolstation - 3x new padlocks BHPA inne	833	£ -	£ 29.34	£ -	PF&POS
26-09-17	SALC	Training - Leadership Skill - B Richardson	834	£ 120.00	£ 100.00	£ 20.00	Training
26-09-17	SALC	Training - Social Media - S Stannard	835	£ 33.60	£ 28.00	£ 5.60	Training
26-09-17	Business Services	Annual council insurance premium	836	£ -	£ 1,788.33	£ -	Admin
26-09-17	Net Salaries paid after PAYE & NI - September 2017		837/838/S.O	£ -	£ 2,143.18	£ -	Salary
26-09-17	HMRC	PAYE & NI Contributions - July to Sept	839	£ -	£ 1,788.87	£ -	PAYE

**CEMETERY EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
10-09-17	SCL L/S Mgt Ltd	Cemetery Mtce - Aug inc He	1178	£ 1,777.50	£ 1,481.25	£ 296.25	Maintenance
10-09-17	Cooks Waste Kare Ltd	Skip Hire - Mtce 31/08/17	1179	£ 144.00	£ 120.00	£ 24.00	Maintenance
10-09-17	A Duncan	Cemetery Admin	1180	£ -	£ 60.00	£ -	Admin
14-09-17	Shaw & Sons Ltd	Supply bespoke Burial Regis	1181	£ 1,002.00	£ 835.00	£ 167.00	Admin
14-09-17	A Duncan	Cemetery Admin	1182	£ -	£ 20.00	£ -	Admin
26-09-17	A Duncan	Cemetery Admin	1183	£ -	£ 20.00	£ -	Admin
26-09-17	Cooks Waste Kare Ltd	Cemetery Mtce12/09/17	1184	£ 144.00	£ 120.00	£ 24.00	Maintenance

**ALLOTMENT EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
10-09-17	SCL L/S Mgt Ltd	Allotment Grass Cut - Aug 17	828	£ 851.40	£ 709.50	£ 141.90	Maintenance

**INCOME RECEIVED During September 2017**

Cemetery	£2,575
Precept (2 <sup>nd</sup> payment)	£56,000
Allotments	£1,364
Other income	£350

**ACCOUNT BALANCES AS AT 30<sup>th</sup> September 2017**

General Account	£131,226
Business Base Rate Tracker	£54,232
Cemetery Account	£31,293