



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



**Minutes of the General Purposes & Finance Committee meeting held on 15th June 2017 at
TOWER HALL at 7.30pm**

CHAIRMAN: Mr J Wright Esq.

COMMITTEE MEMBERS PRESENT: Miss A Cracknell, Mr D Francis, Ms C Evans, Mrs C Gower,
Mr R Nunn, Mrs B Richardson-Todd, Mrs S Todd, Mr B Ward,
Mr J Westrup, Mr J Wright

APOLOGIES: Mrs M Brown (Holiday), Mr M Newton (SCDC Engagement),
Mr P Richings (SCDC Engagement),
Parish, County & District Cllr Mr R Whiting (another meeting).

CLERK: Mr M R Bentley; Mrs S Stannard (Assistant Clerk)

ALSO PRESENT: 2 members of the public,

Mr Withey (GP&F Chairman) had retired at the end of the last GP&F meeting, and Mr Richings (PC Chairman) was absent. Mr Wright as vice-Chairman of the council temporarily assumed the Chair in order to execute item one of the agenda.

1. ELECTION OF CHAIRMAN OF THE GP&F

Miss Cracknell proposed Mrs Richardson-Todd as Chairman of the GP&F, seconded by Mr Westrup, Mrs Richardson-Todd was not sure if she wanted to take on Chairmanship of a meeting. There were no other nominations, so it was agreed that the PC vice-Chairman, Mr Wright would chair this evenings meeting, to allow Mrs Richardson-Todd time to consider her position before the next GP&F. Hence there was no vote taken at this stage.

2. 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. Mrs Gower proposed acceptance of reasons for Councillor absence, seconded by Mr Westrup, with all in favour.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 13TH April 2017

Mr Wright reminded Councillors to note the list of cheques issued.

The Clerk asked Councillors to note that their copies of the minutes, showed Ms Evans as both attending and given apologies, she had in fact given apologies. Mr Nunn should have been shown as in attendance and Mr Westrup was on holiday and not on a family engagement. The minute book copy had already been amended. Mr Nunn proposed acceptance of the minutes, seconded by Mr Ward, with ALL in favour. The minutes were duly signed as a correct record.

4. DECLARATIONS OF COUNCILLOR INTEREST

There were no declarations made

5. PUBLIC PARTICIPATION

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

Members of the Public raised concerns with:-

- a) Speeding On Bixley Drive – Mr Wright stated that CSW had commenced and he would try to get an evening session arranged for Bixley Drive.
- b) Issues with long weeds on the bend in Bixley Drive – Mr Wright would have a word with Mr Chater, the land owner.
- c) Potholes in Ashdown Way – the public were asked to log the problem on the SCC Highways web reporting tool if they had access to the web.

b. County Councillor Report

No report submitted

c. District Councillor Report

Mr Newton's District Councillor written report was distributed at the meeting. There were no matters arising.

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

Mr Nunn - Request from a resident of Heathlands Park for a centre refuge in Foxhall Road so that elderly residents could cross after getting off the bus opposite Bennetts.

Mr Francis – Complaints received about state and length of grass on verges.- Scheduled cutting was overdue.

Mrs Todd – Appeared to be an abandoned blue van at the Bixley Drive end of Chatsworth Drive – Clerk to report to Police.

Mr Wright - Sam Chater was complaining about litter in the Nursery car park and also spillage over into Tower Hall car park, Mr Chater had subsequently cleared it up and could not believe the amount of litter deposited. Police were called and attended last night, looked at the youths gathered and then went away.

Miss Cracknell. - Her daughter went round at the weekend and filled a sack with litter. She also said that lads had deliberately kicked a football at her and her daughter as they walked across the Sandlings

Mr Wright - Police are concentrating on arson problems on the heath at the moment.

Mrs Stannard – Her husband had contacted PCSO Sarbutts regarding an issue with a vehicle being driven in Broadlands Way.

6. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM

There was no police attendance. The monthly PCSO report and monthly SNT reports from Ipswich East and Woodbridge had been distributed with the agenda.

a. SNT Monthly Report and Tasking Priorities

Priorities were as listed in each of the SNT Area reports distributed with the agenda.

7. FINANCE MATTERS

The Police had at last acknowledged the 12 days that PCSO Sarbutts was abstracted during the last 12 months and agreed a £172.04 credit against the current bill whilst Kesgrave have a £344.09 credit. The Clerk had requested an amended invoice via Leigh Jenkins the Police Business Manager.

The Clerk reported that the Annual Return had now been sent off to BDO the external auditors.

8. CEMETERY MATTERS

a. To Consider the Recommendation of CMAP for Procedures/Rules for Burial of Ashes

It was agreed that this matter should be deferred until the next GP&F meeting as matters concerning Exclusive Rights, Registration, Exhumation, Diocesan Faculty, Consecrated Ground all came into the equation when considering the principles and rules for burial or scattering of ashes. From investigations carried out by the Clerk and Assistant Clerk the matter was quite complex and further advice and clarification was being sought both from the Diocesan Registrar and the ICCM.

b. To Approve the Report of the Cemetery Management Advisory Panel Dated 7th June 2017

Miss Cracknell recommended approval of the CMAP report, seconded by Ms Evans. Resolved with ALL in favour.

9. NEWSLETTER AND WEB EDITORIAL BOARD REPORT

a. Presentation on Creation of a Council Facebook page (Mrs Richardson-Todd and Mrs Gower)

Mrs Richardson-Todd gave a short PowerPoint presentation on the advantages of using Social Media such as Facebook whilst Mrs Gower showed some typical examples of local councils who are utilizing Facebook in order to bring more information to the community (Links from Rendlesham, Capel St Mary and East Suffolk websites)

b. To Consider the Recommendation of the NWEF Policy for Publication of Articles in Other Media

Comments from Councillors regarding setting up a Council Facebook account included:-

Mr Westrup - Not in favour as he felt Facebook was a load of rubbish.

Mr Francis - His Tablet gets cluttered already, he also asked how many people read the PC newsletter.

Mrs Todd - It should be a closed group site.

Ms Evans – A good idea as young people are interested in politics

Miss Cracknell - Does not have any computing or smart phone facility

Mr Ward – His opinion has changed - there are issues e.g. No regulation. How would staff cope with it?

Assistant Clerk - Uses it a lot with a closed group for school issues.

Clerk – Issues with security, data protection, personal information and information theft, time taken to set up and moderate.

Mr Wright – Does not want to kill it off but there are issues as to who will manage the pages.

It was agreed that a meeting be set-up with Mrs Gower, Mrs Richardson-Todd, Assistant Clerk and Clerk to carry out a feasibility study and report back at a later meeting. The study would also cover other media issues and consider whether the Newsletter requires a re-vamp and/or should it be produced in colour.

c. To Approve the Report of the Newsletter & Web Editorial Panel Dated 5th June 2017

Mr Ward proposed approval of the NWEF report, seconded by Mrs Richardson-Todd with all in favour.

10. GENERAL PARISH MATTERS AND CORRESPONDENCE

a. To Note Matters Arising Since Publication of Agenda

- Mr Richings had sent the Clerk some information on the closure of the Post Office/Newsagent at Heath Road. There was little news at the moment apart from the fact that the business had folded and the Post Office head office had stated they were going to try and get a sub-Post Office counter reopened ASAP.
- Mr Richings had forwarded some recent bus service changes for reporting to Councillors. namely:-

First were changing their bus services along the Woodbridge Road corridor with effect from 2nd July 2017. It's all associated with them taking over the service 800 Park & Ride services from Ipswich Buses from that date. Although this service passes along Woodbridge Road, it is not scheduled to stop within the Parish so is of minimal interest.

The other existing First services (63/64/65) along this corridor are subject to timetable change from that date.

What might be of most interest is that they are introducing a new service 68 running from Kesgrave (Grange Farm) to Ipswich which deviates from the Woodbridge Road corridor "to and fro" along Heath Road via the hospital (Garratt Anderson bus stop) – 5 hourly trips each way Monday through Saturday in the 1000 to 1500 period. That's the one KTC were campaigning for some months ago

b. Dates to Note

19th June 2017, P&D Meeting, 7.30pm Tower Hall

19th June 2017, SALC Area Meeting, 7pm, Riverside Centre, Stratford St Andrew,

20th June 2017, Parish Review Evening, 7.30pm Village Hall

22nd June 2017, Woodbridge ASB SNT meeting, 10am, Woodbridge Police/Fire Station

13th July 2017, PC Meeting, 7.30pm, Village Hall

20th July 2017, PA&S Meeting, Tower Hall

11. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Facebook and review of media

Regulations for 'scattering of ashes'

12. CLOSE OF MEETING

The Chairman closed the meeting at 9.15pm

---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 11th May 2017.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
09-05-17	SALC	Annual Subscription 2017	765	£ -	£ 1,060.71	£ -	S137
09-05-17	Robert Potter	Noticeboards & Letters - March /April	766	£ -	£ 117.00	£ -	S142
09-05-17	Robert Potter	Litter Clearance - March/April	768	£ -	£ 87.50	£ -	Litter
09-05-17	SCL L/S Mgt Ltd	Play Area Mtce - April 17	769	£ 343.80	£ 286.50	£ 57.30	PF&POS
09-05-17	SCL L/S Mgt Ltd	Chestnut Pond Mtce - April 17	771	£ 42.00	£ 35.00	£ 7.00	Pond
10-05-17	PWLB	6 Monthly repayment on Tower Hall loan	DD	£ -	£ 10,665.41	£ -	S19
11-05-17	Heelis & Lodge	Internal Audit Fee 2016/17	772	£ -	£ 185.00	£ -	Admin
11-05-17	Robert Potter	Design & Print Spring 17 Newsletter	773	£ -	£ 1,287.00	£ -	S142
12-05-17	BT	Parish Office - Telephone Bill	DD	£ 165.59	£ 138.00	£ 27.59	Admin
19-05-17	Robert Potter	Print & Laminate 25 Maps A3	774	£ -	£ 45.00	£ -	Admin
25-05-17	Robert Potter	Design & re-setting of adverts for newslett	776	£ -	£ 25.00	£ -	S142
25-05-17	Net Salaries paid after PAYE & NI - May 2017		777/778/S.O	£ -	£ 2,061.13	£ -	Salary

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
19-05-17	Cooks Waste Kare Ltd	Skip Hire - Mtce 6/5/17	1161	£ 138.00	£ 115.00	£ 23.00	Maintenance
25-05-17	Mr A Duncan	Cemetery Admin	1162	£ -	£ 60.00	£ -	Admin
26-05-17	Cooks Waste Kare Ltd	Skip Hire - Mtce 09/5/17	1163	£ 144.00	£ 120.00	£ 24.00	Maintenance

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
09-05-17	Robert Potter	Strimming overgrown plot X1B	767	£ -	£ 30.00	£ -	Maintenance
09-05-17	SCL L/S Mgt Ltd	Allotment Grass - April 17	770	£ 106.20	£ 88.50	£ 17.70	Maintenance
15-05-17	Anglian Water	Allotment Water Bill - 19/1/16 - 7/3/1	DD	£ -	£ 132.21	£ -	Metered Water

INCOME RECEIVED During May 2016

Cemetery £235

Newsletter Advertising £218

VAT Refund 2016-17 £11,954

SCDC ECB Grant (Play Equipt) £6,750

ACCOUNT BALANCES AS AT 30th May 2016

General Account £108,442

Business Base Rate Tracker £54,232

Cemetery Account

£29,784