



# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



**Minutes of the General Purposes & Finance Committee meeting held on 8th February 2018 at  
TOWER HALL at 7.30pm**

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CHAIRMAN: Mr P Riching

COMMITTEE MEMBERS PRESENT: Miss A Cracknell, Mr D Francis, Mr M Newton, Mr R Nunn, Mr P Richings, Mr M Shields, Mr B Ward, Mr J Wright

APOLOGIES: Mrs B Richardson-Todd (holiday), Mr John Westrup (holiday), Mrs M Brown (holiday), Mrs S Todd (holiday), Ms C Evans (another commitment), Mr Whiting (family commitment)

ABSENT (no apologies)

CLERK: Mrs S Stannard; Mrs S Jenkins (Assistant Clerk)

ALSO PRESENT: 1 member of the public

## **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.

The Chairman welcomed Mr Wright to the meeting.

Apologies were noted as detailed above. Miss Cracknell proposed acceptance of reasons for councillor absence, seconded by Mr Newton with ALL in favour.

## **2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 14th December 2017**

The Chairman pointed out there was an error on page 1 in that Mr M Shields name was omitted from the 'Committee Members Present' in the distributed copies. This had been corrected for the minute book copy.

Mr Richings reminded Councillors to note the list of cheques issued. Mr Nunn proposed acceptance of the minutes, seconded by Mr Shields, 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.

Mr Newton declared a local non-pecuniary interest as a member of the Greenways Countryside Project Steering Group.

## **4. PUBLIC PARTICIPATION**

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

None.

### **b. County Councillor Report**

No report.

**c. District Councillor Report**

The monthly District Councillor report was distributed at the meeting. The contents were noted. Matters arising – Miss Cracknell asked how to sign up to the garden waste scheme if you do not have access to internet. Mr Newton indicated that individuals that would like to sign up to the scheme that do not have access to internet could do so by phoning the switchboard at Suffolk Coastal District Council and asking to speak to the appropriate contact person at SCDC dealing with the garden waste scheme. Mr Francis asked how individuals could access a bigger bin. Mr Newton responded by indicating that individuals could sign up for this via the Suffolk Coastal District Council website.

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

Mr Newton expressed his concern about noting in minutes of meetings when councillors are away on holiday. It was agreed that in the next set of minutes when councillors are away on holiday that this will be recorded as a family commitment.

**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 report for January and the PCSO report for January had been distributed with the agenda for this meeting. There was no online December or January report available for Woodbridge SNT. A written report compiled by the PCSO, Mr Mike Sarbutts was distributed at the meeting.

Matters arising – Mr Wright pointed out that Mr Sarbutts' report stated that cars that are legally parked outside Nr 28 Chatsworth Road caused traffic issues. Mr Wright felt that this needs to be addressed. It was agreed that the Clerk/ Asst Clerk will write to Suffolk County Council making them aware of the traffic issues that are caused by cars parking legally outside Nr 28 Chatsworth Road and requesting that double yellow lines be added outside Nr 28 Chatsworth Road.

The traffic problems at Broke Hall Primary School were discussed. The Assistant Clerk reported on the actions that Broke Hall Primary School is taking to try and address traffic issues at and around the school. It was noted that Mr Sarbutts has visited the school regularly and checked for illegal and dangerous parking at and around the school.

Mr Shields asked whether anything else can be done to resolve the parking issues at the school as he has been contacted by residents about their concerns. He queried whether there is an action plan to resolve the issues. Mr Wright reported that the Parish Council and the school identified a solution to the problem – a one-way system – a number of years ago. The only organisation that can implement these suggestions is SCC and they were not supportive of a one-way system or other suggestions made by the school and Parish Council to resolve the parking issues. The situation cannot be resolved without the support and involvement of SCC.

**b. Update Regarding PCSO Service Level Agreement Year Commencing 1st April 2018**

The Clerk reported that KTC has agreed to provide money in their budget for (two-thirds) funding for a PCSO for 2018/19. The Clerk contacted the Police Business Manager regarding a new PCSO service level agreement and he will forward the draft PCSO Service Level Agreement for the year commencing 1<sup>st</sup> April 2018 to the Clerk in due course. The Police Business Manager anticipated that the draft PCSO Service Level Agreement will be very similar to the current PCSO agreement with the addition of any agreed national increases in salaries. The draft Service Level Agreement will be considered at the Parish Council meeting in March.

**6. FINANCE MATTERS**

**a. To Consider Charity Donation Requests**

The Clerk reported that there was currently £750 in the charity budget left to allocate in the 2017/18 financial year. Subsequent requests for charity donations were received from:-

Kesgrave Library;  
Heathlands Pre-School;  
Headway Suffolk; and  
Suffolk Accident Rescue Service.

Councillors debated the merits of supporting each of the organisations and the benefits that the organisations have to local residents. Mr Wright proposed that £200 be allocated to the Kesgrave library; £150 to be allocated to Heathlands Pre-School; £150 to be allocated to Headway Suffolk and £250 be allocated to Suffolk Accident Rescue Service. Mr Francis seconded the proposal. Resolved with ALL in favour.

**b. 2018/19 Precept Request Acknowledgement**

The Clerk reported that the Precept Request for 2018/19 was submitted to Suffolk Coastal District Council on the 15<sup>th</sup> January 2018. The request was acknowledged by SCDC on 16<sup>th</sup> January 2018. Councillors noted this.

**c. To Formulate Request for Enabling Community Funding Donation**

The Clerk reported that Councillor Dean still has £2125 remaining in her Enabling Communities budget for the 2017/2018 financial year. It was suggested that the Parish Council identify projects in the parish that this funding can be spent on and that a funding request be submitted to Councillor Dean for the identified projects. The Clerk contacted Mr James Baker from Greenways for suggestions and she received the following requests for improvements on the Sandlings LNR: Information board - £1400; initial work to excavate the reed ponds - £500; and the provision of 2 rustic seats - £180. Other suggestions from officers included a replacement for Sammy Snail at Chestnut Play Area - £885 + VAT (sit on option - £783 +VAT); and new equipment to replace the Air-Walker at Tower Hall Play Area – Leg Stretch - £981 or a Push Up and Dip - £1,137.

Mr Wright stated that the replacement of Sammy Snail should be considered as part of maintenance under the PA&S budget. A number of councillors expressed their reluctance to spend more money on play equipment at Tower Hall play area as several of the equipment have been vandalised in the last few years. Mr Wright stated that he felt that environmental projects would be more beneficial to the local community. Mr Newton indicated that a significant proportion of the Enabling Communities budgets in the last two years have been spent on play equipment and village halls. Miss Cracknell proposed that a request be submitted to Cllr Dean for funding from her Enabling Communities budget for an information board - £1400; initial work on the excavation of the ponds - £545 and for two rustic seats - £180 on the Sandlings LNR. This was seconded by Mr Francis with ALL in favour. Mr Newton requested that the Clerk submit this proposal as a matter of urgency.

**d. Briefing Regarding Annual Governance & Accountability Return (AGAR) Process**

The Clerk attended a recent briefing session by the external auditors for the 2017/18 financial year, PKF Little John, regarding the new Annual Governance and Accountability Return (AGAR) that will replace the previous Annual Return. All forms have to be submitted to the external auditors by the 11<sup>th</sup> June unless an extension is requested. Given the scheduled Parish Council and GP&F Committee meeting dates it is not anticipated that an extension for the submission of the AGAR forms would be necessary. The new AGAR forms are very similar to the Annual Return. Councillors noted this information.

**7. CEMETERY MATTERS**

**a. Recent Matters General Update**

The Clerk reported that the first burial of loose ashes was on the 31<sup>st</sup> January 2018 at the Lawn Cemetery. The Registrar of Burials is unable to officiate any loose burial of ashes at the Lawn Cemetery. Mr Bentley and Mrs Jenkins officiated this first burial of loose ashes at the cemetery. There

were a few issues that arose and these were resolved on the day. These matters will be on the agenda of the next CMAP meeting. Councillors noted this.

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

The Assistant Clerk stated that the next Newsletter Panel meeting is scheduled for 5 March 2018.

The Assistant Clerk reported that One Suffolk has recently upgraded the website platform. This has caused a number of the links to move/ disappear, etc. Mr Potter is currently amending these. Mr Potter has maintained the website on a voluntary basis for a number of years but he has indicated that he would like to hand the maintenance of the website over to officers. It is likely that this will happen over the course of the next few weeks.

## **9. RESPONSE TO SCDC/WDC INFORMAL ELECTORAL REVIEW CONSULTATION**

The Clerk reported that she received an email from SCDC on the 22<sup>nd</sup> January 2018. The correspondence indicated that for SCDC and Waveney District Councils to form a new single Council, the Local Government Commission for England will be undertaking a formal review to draw up a new pattern of Council Wards for what will become East Suffolk District Council. These are the electoral areas represented by one or more District Councillor. It is likely that the new wards will be larger than the current district wards, i.e. they will cover more parishes and therefore more electorate due to there being few Councillors in the new District Council. It has to be noted that the parish boundaries will not be affected by this review. Input at this stage to help formulate the new Warding Map for the new Council. The online survey has to be completed by Monday 19<sup>th</sup> February 2018.

Councillors debated the considerations for the consultation and links to surrounding communities. It was agreed that the Parish Council wishes to comment that the current parish boundaries should be retained but without any division in terms of wards in the parish as this has been unhelpful and makes it difficult to maintain a clear unified identity in the parish. The Clerk will complete the online survey.

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

### **a) To note matters arising since publication of the agenda**

#### **Rubbish Bin – Tower Hall**

A rubbish bin at Tower Hall in the corner at the car park has gone missing. The Clerk has contacted Suffolk Norse to check whether the missing bin has been seen elsewhere in the parish but nothing has been spotted. Suffolk Norse confirmed that this particular bin was installed by an old supplier and could not be locked. A replacement black Topsy Royal Bin (lockable type) plus installation would cost £225 + VAT. The Clerk has informed the PCSO, Mr Mike Sarbutts that the bin was stolen.

Mr Newton proposed acceptance of the quote of £225 + VAT for the replacement of the rubbish bin at Tower Hall car park. This was seconded by Mr Nunn with ALL in favour. The Clerk will order a new bin.

#### **Phone call from Broke Hall Primary School**

The Clerk was contacted by Mr Pollard, the Business Manager at Broke Hall Primary School about concerns regarding increase in traffic and cars pulling on to pavements to get past narrow points in the road. The Broke Hall Primary School and the Clerk reported this to SCC Highways to ask for extra signage along Chatsworth Road/ Claverton Way to remind drivers about school children and reducing their speed around the school. Mr Mike Sarbutts is also aware of this, he visited the school on several occasions and will report it to SCC Highways. The Parish Council has not received a response from SCC yet regarding the request for extra signage.

#### **Air quality consultation**

The Clerk reported that she received an email from SCDC offering the PC a chance to view and comment on Suffolk Coastal District Council's Annual Air Quality Status Report (ASR) for the District for 2017. The report was recently approved by the Department of Environment, Food and Rural Affairs (Defra). The consultation closes on Monday, 19<sup>th</sup> March 2018. Councillors noted the consultation.

## Plaza – car park

The agents at the plaza has informed the Clerk that they have appointed Green Parking to control the parking in the car park outside the One Stop shop. They have installed ANPR (Automatic Number Plate Recognition) cameras and parking will be limited to 60 mins. Customers that require parking for longer need to register their car registration with the appropriate retailer at the plaza; the retailer will log their details on the system and then these customers will not receive a fine.

The system is being operated by Green Parking and is not a moneymaking operation it is solely to prevent the misuse of the car park.

Councillors expressed concern about the apparent lack of signage and that it seems a short period that is allowed for free parking.

### b) Dates to Note

Wednesday, 20<sup>th</sup> February, 10.30 am, Beacon Working Group, Parish Office (note: it should read Tuesday, 20<sup>th</sup> February)

Tuesday, 27<sup>th</sup> February, 7.30pm, Cemetery Management Advisory Panel, Committee Room, Village Hall

Monday, 5<sup>th</sup> March, 10.30am, Newsletter and Website Editorial Panel, Parish Office

Thursday, 8<sup>th</sup> March, 10.30am, SNT Meeting, Woodbridge joint police/ fire service building

Thursday, 8<sup>th</sup> March, 7.30pm, PC Meeting, Village Hall

Thursday, 15<sup>th</sup> March, 7.30pm, PA&S Committee Meeting, Tower Hall

Mr Newton stated that on the 15<sup>th</sup> February SCDC has their planning committee meeting and 22<sup>th</sup> February the SCDC has their full Council meeting to discuss Council Tax and the Budget for the new financial year.

## 11. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Replacement of Sammy Snail – PA&S Committee in March

## 12. CLOSE OF MEETING

The Chairman closed the meeting at 8.50pm.

---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 18<sup>th</sup> January 2018 – 31<sup>st</sup> Jan 2018.

### GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
25/01/2018	Salaries	Salary - Jan 18		£ -	£ 3,783.53	£ -	Salary
25/01/2018	NEST	Pension Payment - Employee + Employee	D/D	£ -	£ 47.08	£ -	Pension

### CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
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### ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
15/01/2018	Anglian Water Busin	Allotment Water	D/D	£ -	£ 55.39	£ -	Metered Water

### INCOME RECEIVED during January 2018

General Account	£0
Business Base Rate Tracker	£0
Cemetery Account	£2,210.00

### ACCOUNT BALANCES AS AT 31<sup>st</sup> January 2018

General Account	£95,916.32
Business Base Rate Tracker	£54,241.61
Cemetery Account	£39,146.40