



Rushmere St. Andrew Parish Council

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THESE MINUTES CONTAIN AN 'IN CONFIDENCE' APPENDIX WHICH IS NOT FOR PUBLICATION (PAGE 7 OMITTED FOR THIS PUBLIC COPY)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 11th October 2018 at VILLAGE HALL at 7.30pm

CHAIRMAN: Mrs B Richardson-Todd

COMMITTEE MEMBERS PRESENT: Mrs M Brown, Miss A Cracknell, Ms C Evans, Mr D Francis, Mr C Griggs, Mr M Newton, Mr R Nunn, Mrs B Richardson-Todd, Mr P Richings, Mrs S Todd, Mr B Ward, Mr Westrup

APOLOGIES: Mr Shields (work commitment), Mr Wright (unwell)

OTHER APOLOGIES: Mr R Whiting

ABSENT (no apologies)

CLERK: Mrs S Stannard, Mrs S Jenkins (Assistant Clerk), minutes taken by Mrs Stannard.

ALSO PRESENT: 0 members of the public

1. APOLOGIES, APPROVAL OF ABSENCE, PROTOCOL & CONDUCT REMINDERS

The Chairman reminded Councillors of the 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. Miss Cracknell proposed acceptance of reasons for councillor absence, seconded by Mrs Brown with ALL in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 9th August 2018

The Chairman reminded Councillors to note the list of cheques issued. One alteration was made – added 'Mr C Griggs' to the Committee Members present. Mr Francis proposed acceptance of the minutes, seconded by Mr Westrup with ALL in favour. The minutes were duly signed as a correct record with the above-mentioned alteration.

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 also declared a non-pecuniary interest as a member of the British Horse Society.

Miss Cracknell declared a non-pecuniary interest as a member of the Parish Halls – Rushmere St Andrews Committee.

4. PUBLIC PARTICIPATION

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

None

b. County Councillor Report

A written report was received from Mr Whiting and distributed at the meeting. No County Councillors were present at the meeting. The contents were noted and no matters arising.

c. District Councillor Report

The monthly District Councillor report was distributed at the meeting. The contents were noted.

Matters arising: A number of questions were asked about collection of brown and green bins and a discussion about this followed. Miss Cracknell asked if more beach huts are going to be erected and Mr Newton responded that he was not aware of any.

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

Mr Richings stated that some trees have been trimmed along Bixley Lane. This work was not carried out by the land owner and permission was not asked before the works were carried out. The land owner is aware of the situation.

Miss Cracknell made Councillors aware that horses has been led through the path at the cemetery. She also asked if a sign can be added at the path at Lamberts Lane that no horses are allowed. The Clerk will report this to the Rights of Way team at Suffolk County Council.

5. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM (SNT)

There was no police attendance.

a. SNT Monthly Report and Tasking Priorities

The Woodbridge SNT report and the PCSO report for September 2018 had been distributed with the agenda for this meeting. The Ipswich East SNT report for September is not available yet. A further report compiled by the PCSO, Mr Sarbutts was distributed at the meeting. The reports were noted.

Matters arising – The Clerk informed Councillors that more information about the Doorbell Scheme is available on the Suffolk Constabulary website. Councillors to contact the Clerk if they require more information.

b. Police Community Support Officer (PCSO) Service Level Agreements

The Clerk informed Councillors that the Parish Council has not received the Service Level Agreement for the PCSO from October 2018 – March 2019 yet. It is expected that Suffolk Constabulary will forward this to the Parish Council in the next week or two. It is anticipated that the draft Service Level Agreement for the next two years (Suffolk Constabulary is proposing a two-year agreement) will be available for consideration at the beginning of November 2018.

c. Police Surgeries

The Clerk informed Councillors that police surgeries will be held on the following dates in the parish:

October 9th & 23rd

November 6th & 20th

December 4th & 18th

All surgeries will be held at Tower Hall in the main hall. Councillors noted this.

6. FINANCE MATTERS

a. To Note Receipt of 2nd Precept Payment

The Clerk stated that the second Precept payment for the 2018/19 financial year had been received from Suffolk Coastal District, with £58,300 being transferred to the Parish Council account on 28th September 2018. This was noted by Councillors.

b. To Note Annual Insurance Premium Renewal

The annual insurance premium of £1,812.73 to CAS Ltd (Community Action Suffolk) was paid on 2nd October 2018. This was year 5 of 5 under their long-term preferential rate undertaking. There had however, been a small increase (£24.40) owing to additional items being covered. Noted by Councillors.

[The Committee agreed to consider Item 6c & 6d as one item].

c. To Consider Future Banking Arrangements and d. To Consider Online Banking

The Clerk reported that the Parish Council had received a letter from Barclays Bank regarding changes to the Parish Council Barclays Community Account(s). The letter notifies the Parish Council that the annual debit turnover has exceeded the threshold of £100,000 and the Parish Council Community account tariff(s) will be migrated to a standard price plan (mixed payments) on 13 November 2018. Barclays offer two price plans – a mixed payment plan which is best suited for accounts that mainly use cash, cheques or a range of ways to make and receive payments; and e-payments plan – best suited for accounts that are mainly used to make and receive payments electronically through online banking, mobile banking and debit cards. The Clerk advised that if the Parish Council move to online banking and an e-payments plan it is estimated that the monthly charges would be less than a mixed payment plan with cheque payments.

The Clerk informed councillors of what other banks offer in terms of community accounts.

The Clerk advised that online banking will improve efficiency. A number of Parish Councils use online banking and most companies now prefer electronic payments as opposed to cheques payments. Sufficient financial controls would still exist with payments that will have to be authorised by two 'signatories' before it can be made. The 'signatories' log on via internet and authorise the payments electronically. A discussion followed regarding future banking arrangements and online banking.

Mr Nunn proposed that the Parish Council switch from cheque payments to online banking and once online banking is enabled the Parish Council request Barclays to migrate to an e-payments plan. In the meantime, the Parish Council will investigate bank accounts offered by other banks in particular those offered by the Co-Op. Mr Ward seconded this resolved with the MAJORITY in favour.

It was agreed that a request be made at the Annual General Meeting of the Allotment Holders that electronic transfers be made to the Parish Council in future.

e. Increase in Hiring Costs for Meeting Rooms and Parish Office from January 2019

(Note: First payment will be due in April 2019).

The Clerk informed Councillors that the hiring costs for meeting rooms (Village hall and Tower Hall); and the Parish Office will increase from January 2019 but that the first payment will only be due in April 2019. The cost for hiring of meeting rooms will increase from £1800 to £2000. This represents a 11% increase. The cost for hiring the parish office will increase from £3000 to £3630. This represents a 21% increase.

The reasoning given by Parish Halls for the increase was that this was the first increase in nearly four years and due to substantial increases in costs the fees had to be increased by 10% for all hirers. In addition to the 10% increase for the hire of the parish office it was stated that as a direct result of having the parish office at Tower Hall electrical costs have increased by £300 per annum, making the total increase for the hire of the office £3630 (10% + £300). Parish Halls felt it to be fair considering the Parish Council is the largest user of the halls' premises.

A long discussion followed about the increase. Mr Richings proposed that the Clerk and Chairman write a letter to the Parish Halls trustees to indicate that the Parish Council is very concerned about the increase and to ask Parish Halls to substantiate the figures, Mr Nunn seconded this with the MAJORITY in favour. Miss Cracknell and another councillor abstained from voting.

f. To Note Expenditure Authorised under Delegated Powers

The Clerk reported that the following expenditure has been incurred under delegated powers:

Removal of broken branches from Chestnut Pond - £75+VAT. This was a health and safety issue and the branches needed to be removed as a matter of urgency. Councillors noted this.

g. To Consider the Bank Reconciliation and Budget Monitoring for the Period Ending 31.08.2018

The Clerk distributed a bank reconciliation for July, August and September 2018. A conciliation for September was also included as the bank statements for September were received in time for the meeting. She explained the various figures. Following this a budget monitoring sheet was distributed to Councillors. The Clerk explained the figures.

Mr Richings proposed that the bank reconciliation for July, August and September 2018 and Budget Monitoring sheet for August & September 2018 be approved; seconded by Mr Ward and ALL in favour.

h. Any Other Matters

None

7. CEMETERY MATTERS

a. To Approve the Report of the Cemetery Management Advisory Panel Dated 4th September 2018

The UNAPPROVED minutes of the meeting held on 4th September 2018 had been issued to all Councillors. Mr Richings proposed that the report be approved, seconded by Ms Evans with ALL in favour.

Matters arising – None

b. To Approve the Cemetery Panel Recommendation on Burial Fees for 2019

The Cemetery Panel reviewed income and expenses at the last cemetery panel meeting and recommended that all fees remain the same for 2019. Mr Richings proposed acceptance of the Cemetery Management and Advisory Panel recommendations that all cemetery fees remain the same for 2019, seconded by Mr Ward. Resolved with ALL in favour.

c. To Approve the Job Description for the Rushmere St Andrew Burial Authority Registrar

A copy of the job description for the burial registrar was distributed and considered by Councillors. The Clerk confirmed that Mr Duncan remains the Burial Registrar and the job description formalises his current working practices. The job description was considered by the Cemetery Panel and it was recommended that the GP&F Committee approve the document. Mr Nunn proposed approval of the job description for the Burial Registrar, seconded by Miss Cracknell. Resolved with ALL in favour.

d. Any Other Matters

It was agreed at the last Cemetery Management Advisory Panel meeting to continue with the contract with Masters to clean the outside memorial at the St Andrew's Church. A quote of £54 + VAT was received for cleaning the memorial. Miss Cracknell proposed that the quote by Masters for £54 + VAT be accepted, seconded by Mr Newton with ALL in favour.

8. NEWSLETTER AND WEB EDITORIAL BOARD REPORT

a. To Approve the Newsletter and Web Editorial Panel (NEWP) Recommendation to Purchase InDesign Package for Editing the Newsletter and Provide Training for Assistant Clerk in use of InDesign Package

The software required to take the production of the newsletter inhouse is InDesign. The cost is £16.64 excl VAT per month. Training for the Assistant Clerk in the use of InDesign would be £495 + VAT. It was proposed by Mr Westrup, seconded by Mrs Brown and agreed by ALL that InDesign be purchased at a cost of £199.68 + VAT per annum.

Mr Westrup proposed that the Assistant Clerk attend a training course for InDesign at a cost of £495+ VAT, seconded by Mr Richings with ALL in favour.

b. Any Other Matters

None

9. LOCAL GOVERNMENT BOUNDARY COMMISSION REGARDING EAST SUFFOLK COUNCIL ELECTORAL REVIEW – IMPLICATIONS FOR PARISH COUNCIL

The consultation of the Independent Boundary Commission for England for the Council ward boundaries for the new East Suffolk Council closed on 27 August 2018. During the consultation, local people and organisations were asked to comment on the draft recommendations for new ward boundaries across East Suffolk. The Commission will consider all the submissions they received and whether the evidence applied to the whole of East Suffolk or just a part of the Council.

It was agreed that Mr Newton and the Clerk would contact Suffolk Coastal District Council to ask whether para 104 in the draft document meant that the Local Authority could change the parish boundary.

10. GENERAL PARISH MATTERS AND CORRESPONDENCE

a) Broke Hall School Governor Vacancy

Mrs Brown informed Councillors that she has decided to stand down as a governor and asked whether anyone else is interested in becoming a governor at Broke Hall School. It is likely that the role will change from that of a governor to a Trustee in the near future.

b) To Note Matters arising since publication of the agenda

The Clerk informed Councillors that she received correspondence from Suffolk Coastal District Council regarding a review of all parliamentary polling districts and polling places. The consultation period for the review runs between 8 October – 30 November 201. It was agreed that this will be considered by the Parish Council in November.

The Clerk informed Councillors that she received correspondence from Mr Bob Brander complaining about the traffic calming scheme planned for Playford Road. Councillors noted the correspondence.

The Clerk informed Councillors about road resurfacing planned for Bixley Drive and Bladen Drive from 16 to 19 October and for Humber Doucy Lane from 24 October to 27 October. The Clerk had also received notice that resurfacing at Leiston Recycling Centre is planned from 30 October to 1 November and that the centre will be closed between these dates.

c) Dates to Note

Thursday, 18th October, Annual General Meeting of the Allotment Holders, Tower Hall, 7.30pm

Monday, 22nd October, Planning and Development Committee Meeting, Committee Room Village Hall, 7.30pm

Thursday, 1st November, Safer Neighbourhood Team Meeting, Woodbridge Police Station, 10.30am

Thursday, 8th November, Parish Council Meeting, Tower Hall, 7.30pm

Thursday, 15th November, Parish Amenities and Services meeting, Tower Hall, 7.30pm

Thursday 29th November, Newsletter and Web Advisory Panel, Parish Office, Tower Hall, 7pm.

11. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Polling consultation

Local Government Boundary Commission East Suffolk Council Electoral Review

12. PERSONNEL & LEGAL MATTERS

The minutes for item 13 are attached as an 'In Confidence' Appendix at the end of the normal Minutes of this meeting. These minutes contain an 'in confidence' appendix which is not for publication (page 7 omitted for this public copy).

13. CLOSE OF MEETING

The Chairman closed the meeting at 9.30 pm.

---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 13th September 2018

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc.	VAT	Cost exc.	VAT	VAT	Category	
07/09/2018	Suffolk County Council	Playford Road Traffic Calming Scheme	976	£	-	£	5,400.00	£	-	S137
13/09/2018	PKF Littlejohn LLP	External Audit Fee 2017/18	977	£	480.00	£	400.00	£	80.00	Admin
13/09/2018	Mr R Potter	Letter and noticeboard rounds - Aug 2018	978	£	-	£	21.00	£	-	S142
13/09/2018	Mr R Potter	Litter clearance - Aug 2018	979	£	-	£	50.00	£	-	Litter
13/09/2018	Staples UK Ltd	Office stationery supplies -paper, ink	980	£	703.44	£	607.03	£	96.41	Admin
13/09/2018	Signs for you Ltd	Signs in parish	981	£	144.45	£	120.38	£	24.08	PF&POS
13/09/2018	SCL L/S Mgt Ltd	Maintenance Playareas - Aug 2018	982	£	693.60	£	578.00	£	115.60	PF&POS
13/09/2018	SCL L/S Mgt Ltd	Cleaning of Playareas	983	£	720.00	£	600.00	£	120.00	PF&POS
13/09/2018	SCL L/S Mgt Ltd	Maintenance at ponds - Aug 2018	985	£	72.00	£	60.00	£	12.00	PF&POS
13/09/2018	SCL L/S Mgt Ltd	Removal of ivy at Yew Tree Play Area	986	£	24.00	£	20.00	£	4.00	PF&POS
13/09/2018	Mrs S Stannard	Cleaning produces for cleaning of Office Carpet	987			£	13.00			Admin
20/09/2018		Net salaries paid after PAYE & NI - Sept 2018	988,989			£	2,366.62			Salary
20/09/2018	Mr Curtis Largent	Timberworx - refurbishment of seats in parish	990	£	-	£	750.00	£	-	PF&POS
20/09/2018	HMRC	Tax and NI - July, Aug, Sept 2018	991	£	-	£	1,503.69	£	-	PAYE
25/09/2018	RBL Poppy Appeal	5 Wreaths	992			£	79.00			S137
25/09/2018	PCC St. Andrew, Rushmere	Booking of Church Hall for P&D Committee Meet	993			£	55.50			Hire
25/09/2018	The Orwell Singers	Payment of Song sheets from Alan Simmons Mu	994			£	74.45			Admin
28/09/2018	NEST	Pension contributions - Sept 2018	D/D	£	-	£	120.92	£	-	Pension

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc.	VAT	Cost exc.	VAT	VAT	Category	
13/09/2018	SCL L/S MGT Ltd	Maintenance at cemetery - Aug 2018	1239	£	414.60	£	345.50	£	69.10	Maintenance
13/09/2018	Signs for you Ltd	Signs at cemetery -Aug 2018	1240	£	121.90	£	101.58	£	20.32	Maintenance
20/09/2018	Cooks Waste Kare Ltd	Skip Hire - Mtce 02/09/2018	1241	£	158.40	£	132.00	£	26.40	Maintenance

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc.	VAT	Cost exc.	VAT	VAT	Category	
13/09/2018	SCL L/S Mgt Ltd	Maintenance of Allotments - Aug 2018	984	£	151.20	£	126.00	£	25.20	Maintenance

INCOME RECEIVED during September 2018

General Account £58,300.00 (2nd Precept Payment)

Business Base Rate Tracker £27.07

Cemetery Account £2,210.00

ACCOUNT BALANCES AS AT 28 September 2018

General Account £158,584.75

Business Base Rate Tracker £54,322.79

Cemetery Account £50,518.96