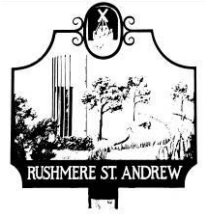




Rushmere St. Andrew Parish Council

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"Seek The Common Good"



THESE MINUTES CONTAIN AN 'IN CONFIDENCE' APPENDIX WHICH IS NOT FOR PUBLICATION (PAGE 8 OMITTED FOR THIS PUBLIC COPY)

**Minutes of the General Purposes & Finance Committee meeting held on 12th April 2018 at
TOWER 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 R Nunn, Mrs B Richardson-Todd, Mr P Richings, Mr M Shields, Mrs S Todd, Mr B Ward, Mr Westrup

APOLOGIES: Mr Newton (family commitment), Mr Whiting (family commitment), Mr Wright (unwell)

ABSENT (no apologies)

CLERK: Mrs S Stannard; Mrs S Jenkins (Assistant Clerk). Minutes taken by Mrs Stannard.

ALSO PRESENT: 1 member of staff from Suffolk Coastal District Council;
0 member of the public

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

The Chairman welcomed Ms Cattermole from Suffolk Coastal District Council to the meeting.

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. Miss Cracknell 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 February 2018

The Chairman reminded Councillors to note the list of cheques issued. Miss Cracknell proposed acceptance of the minutes, seconded by Mr Ward, with ALL in favour. The minutes were duly signed as a correct record with no alterations.

3. DECLARATIONS OF COUNCILLOR INTEREST

Mr Richings declared a private interest in item 7g, his son-in-law provided one of the quote for the upgrades proposed.

4. PUBLIC PARTICIPATION

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

None

b. County Councillor Report

No report received and there were no County Councillors present at the meeting. Mrs Richardson-Todd stated that she spoke to Mr Whiting before the meeting and there were no local issues to report.

c. District Councillor Report

The monthly District Councillor report was distributed with the agenda for the meeting. The contents were noted. Matters arising – None.

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

Mr Francis mentioned that there is a litter bin missing on Broadlands Way. The Clerk responded indicating that this has been reported to Suffolk Coastal Norse asking if anyone removing rubbish in the parish has spotted the 'missing bin'. The Clerk is awaiting a response from Suffolk Coastal Norse whether this was a lockable bin or not. The 'missing' bin was reported to the PCSO, Mr Mike Sarbutts.

Miss Cracknell reported that all the trees were cut down at Nr 155 The Street in the middle of the bird nesting season and that this is very disappointing. She also reported that the caravan is back at Nr 22 Ickworth Crescent and that it is parked on the road. The Clerk will contact Mr Sarbutts about this.

Mr Shields asked if any feedback has been received from Mr Whiting about the report regarding Playford Road. The Clerk indicated that she has not received an update and that she will follow this up.

5. PUBLIC SPACE PROTECTION ORDERS (PSPO) UPDATE – MR R BEST, SUFFOLK COASTAL DISTRICT COUNCIL

Ms J Cattermole from Suffolk Coastal District Council gave a presentation about Public Space Protection Orders. She indicated that to designate a PSPO there needs to be sufficient evidence to support the need for such an order. She informed Councillors that there are other ways to deal with anti-social behaviour such as Dispersal Orders and Community Protection Notices if PSPOs are not designated. Mr Westrup asked whether the PSPOs cover drugs. Ms Cattermole indicated that there are no orders in Suffolk that cover drugs apart from the Latitude Festival and that these orders are difficult to enforce. Mr Shields asked if the PSPOs would cover dog fouling. Ms Cattermole was not sure whether PSPOs cover dog fouling and indicated that she will send this information to the Clerk after the meeting.

Mrs Richardson-Todd thanked Ms Cattermole for her presentation and attending the meeting.

[Ms Cattermole left the meeting].

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

There was no police attendance.

a. SNT Monthly Report and Tasking Priorities

The Ipswich East and Woodbridge SNT reports for March and the PCSO report for March had been distributed with the agenda for this meeting. A further written report compiled by the PCSO, Mr Mike Sarbutts was distributed at the meeting. The reports were noted.

Matters arising – Mr Richings noted that in Mr Sarbutts' report three crimes were recorded in the parish since the Parish Council meeting in March. One of the crimes recorded was for possession of a controlled drug - Broadlands Way. Mr Richings stated that the PCSO/ police reports could be an important source of evidence for Public Space Protection Orders. He noted that Mr Sarbutts is planning to work more late shifts as the weather is getting better. Mr Richings reported that the youths have moved from gathering at the end of the bus lane to parking in Broadlands Way.

Mr Westrup questioned who will enforce PSPOs as Ms Cattermole reported that it is difficult to enforce these.

Ms Evans mentioned that drug taking is evident on the Commons. Ms Evans also reported that the Golf Club has problems with drinking, drugs and dog fouling on their land. Even though this has been

reported to the police no checks were made. Mr Nunn mentioned problems with littering and fires that are started in the woods. The Clerk will discuss these issues with Mr Sarbutts. Mr Shields will raise this at the Safer Neighbourhood Team meeting in May. Ms Evans will provide the Clerk and Mr Shields with the appropriate information.

b. Update Regarding Service Level Agreement for Funded Police Community Support Officer (PCSO) (with Kesgrave Town Council)

The Clerk reported that the Parish Council has not received a draft Service Level Agreement to consider. The Clerk informed Councillors that Kesgrave Town Council forwarded a letter to the Clerk from the Deputy Chief Constable addressed to the Kesgrave Town Council regarding the Service Level Agreement. In the letter Suffolk Constabulary confirms their commitment to enable parishes who wish to pay for PCSOs to do so; and it refers to existing contracts that will be renewed to ensure, amongst other factors, that feedback from those who have a PCSO is taken into account. Councils will be contacted to ensure participation in the process. The Deputy Chief Constable indicated that he would like to extend the current PCSO provision under the existing contractual arrangements for six months whilst the review is completed.

It was agreed that the Clerk will write to the Deputy Chief Constable, Mr Stephen Jupp to request a draft copy of the Service Level Agreement.

7. FINANCE MATTERS

a. To Approve the Unaudited Financial Accounts for the Year Ending 31st March 2018

The summary pages of the unaudited financial accounts for year ending 31 March 2018 was distributed to Councillors at the meeting.

The Clerk explained all main variances on the previous year's accounts. The full account document itemising each transaction was not distributed as it amounted to 27 pages but was available if required.

RECEIPTS: Of note were:- Total receipts at £178,297.23 was £12,561.80 more than the previous year (£165,735.43). Burial receipts were up by £9,740 at £37,519. The Council had gratefully received a total of £12,867.23 in grant money compared to £8,126.56 the previous year. There was also an increase in the precept from £105,458.36 for 2016/17 to £112,000 for 2017/18.

PAYMENTS: 'Total payments' for the year at £141,096.58 were down from £159,772.33 the previous year. This was accounted for by asset improvements the previous year at play areas, equipment for the parish office that was purchased the previous year, acquiring of defibrillators in the parish the previous year, higher expenditure at the allotments the previous year and lower salary costs in 2017/18.

Thus total cash assets at the bank were £180,281.74 at 31st March 2018, an increase of £27,139.93 on the previous year. Of those cash assets £125,017.37 was Earmarked Reserves. The year ended with £854.00 of cheques not reconciled (cleared).

The end of year balance in the general account was £6,623.93 better off than the previous year and the cemetery current account balance ended the year £20,467.44 better off than the previous year, a result from more income from burials. The cemetery account was also boosted by a number of people paying for Exclusive Rights of Burial in advance of passing away. The Business Premium account remained static with a meagre £36.56 of interest paid in.

Mr Richings recommended that the unaudited accounts be approved as presented, seconded by Ms Evans, with ALL in favour. The Clerk and the Chairman then signed the unaudited accounts as approved. The Chairman expressed thanks on behalf of the Council for all the work that had gone into preparing the accounts. It was agreed that if the Vice-Chairman was not able to sign the end of the year accounts that the Chair of the General Purpose and Finance Committee would sign the end of the year accounts.

b. To Report Internal & External Audit Dates

The Clerk reported that the internal audit to be carried out by Heelis and Lodge would be held on 18th April and for the external audit by PKF Littlejohn the papers had to be lodged with them by 11th June. Councillors noted the dates. *Note: The Internal Auditor has since requested that the internal audit be postponed to the 3rd May 2018.*

c. To Note Renewal of Information Commissioner's Office (ICO) Data Protection Subscription

The Information Commissioners Office Data Protection annual subscription of £35 was renewed on 23rd March 2018. Councillors noted the renewal.

d. To Note Renewal of Institute of Cemetery and Cremation Management (ICCM) Subscription

The annual subscription of £90 to the Institute of Cemetery and Crematorium Management will be renewed in April 2018. Councillors noted this.

e. To Consider Appointment of DPO Centre as Data Protection Officer for 2018-19

The Clerk explained that the General Data Protection Regulation will take effect in the UK from 25 May 2018. It will replace the existing law on data protection and gives individuals more rights and protection regarding how their personal data is used by organisations. Local councils and parish meetings must comply with its requirements, just like any other organisation. One of the main changes to note is that the GDPR places a much greater emphasis on transparency, openness and the documents you need to keep in order to show that you are complying with the legislation. It will impose new burdens on Councils including new reporting requirements and increased fines and penalties.

The GDPR requires Councils to appoint a Data Protection Officer. Recommendations from NALC and SALC are that an external Data Protection Officer be appointed. SALC has negotiated with the DPO Centre and they are able to provide this external service to Councils in Suffolk that would like to sign up. Around 120 councils have expressed interest in the services of the DPO Centre.

Miss Cracknell proposed that the DPO Centre be appointed as the Data Protection Officer for the Parish Council for 2018/19 at a cost of £600, subject to any further information that becomes available which changes the need to appoint an external DPO. Mr Richings seconded the proposal with the MAJORITY in favour. One councillor abstained from voting.

f. To Consider Society of Local Council Clerks (SLCC) Subscription

The Clerk explained that currently the Council does not have a subscription with the Society of Local Council Clerks. This organisation provides access to a team of experienced advisers; bi-weekly news bulletins, an online professional forum with the latest sector news and information, best practice advice on a range of topics in the members' area of the website, bi-monthly magazine, latest legislation and regulations, savings on council products and services; and representation with government, sector partners and stakeholders. The cost of a yearly subscription is £165 on a rolling basis.

Mr Ward proposed that the Council subscribe to the SLCC at a cost of £165 for 2018/19. This was seconded by Mrs Brown with ALL in favour.

g. To Consider Purchase of Laptop and Publishing Programme for Assistant Clerk, Office 365 for Parish Office and Encryption of Data on Hard Drives and Laptops

The Parish Clerk explained that the office would run a lot more efficient if dropbox is upgraded to Office 365. The local drives and laptops also need to be encrypted to ensure compliance with the GDPR. It would be very useful to have another laptop for the Assistant Clerk to use for maintaining the website and for running a publishing programme. The Clerk indicated that two quotations were received; one from CloudFlexSystems at a cost of £960.56 + VAT and one from Astute Technical Solutions at a cost of £1,169.96. The quotes include the cost of an Office 365 subscription for one year and the cost of the (same) laptop.

Mr Westrup proposed that CloudFlexSystems be appointed at a total cost of £960.56 + VAT as per their quote for the laptop, migrating to Office 365 and the encryption of data on hard drives and laptops. This was seconded by Ms Evans and approved with the MAJORITY in favour. Two councillors (Mr Richings was one of the councillors) abstained from voting.

8. CEMETERY MANAGEMENT REPORT

a. To Note the Record of the Cemetery Management Advisory Panel Meeting Dated 06/03/2018

The UNAPPROVED Minutes of the meeting held on 6th March 2018 had been issued to all Councillors. Councillors noted the report.

Matters arising from Cemetery Report – None.

Mr Ward mentioned that the pavement to the right of the hedge and gates are dropping and that this is a result of vehicles driving over the flagstones. The Clerk reported that the Parish Council has received complaints in the past when vehicles have driven over graves in this area and that the graves had to be filled up with soil and reseeded. The Clerk spoke to the Registrar of Burials to see if any funeral directors/ grave diggers could be identified and contacted to ask them to refrain from driving along the pavement. Unfortunately, the Registrar of Burials has not been able to identify anyone in particular. It was agreed to consider different options such as sleeping policemen, etc to alleviate the problem and to consider any repairs required to the flagstones as a result of vehicles driving over the stones at the next Cemetery Management Advisory Panel meeting.

9. NEWSLETTER AND WEB EDITORIAL BOARD REPORT

a. To Note the Record of the Newsletter, Web and Editorial Advisory Panel Meeting Dated 05/03/2018

The UNAPPROVED Minutes of the meeting held on 5th March 2018 had been issued to all Councillors. Councillors noted the report.

Matters arising from the Newsletter and Web Editorial Panel – None.

The Assistant Clerk reported that she has received all the articles for the Spring newsletter and that she is meeting with Mr Rob Potter on the 23rd April to discuss the layout of the newsletter. The Assistant Clerk informed Councillors that she received a request from the Secretary of the Parish Halls asking if an advertisement for caretakers at the halls could be included in the newsletter and if this could be included free of charge. Mr Richings proposed that Parish Halls be allowed to include an advertisement for caretakers for the halls in the Spring Newsletter and that this be free of charge. Ms Evans seconded this, resolved with ALL in favour.

10. TO CONSIDER THE ANNUAL PARISH MEETING FORMAT

The Clerk reported that the Annual Parish Meeting will be held on the 22nd May 2018 at Tower Hall. It was recently mentioned at a SALC training session that having refreshments and an interesting speaker at the annual meeting may generate interest for members of the public to attend the meeting. Suggestions would be welcomed. Councillors debated this and it was agreed to keep the format the same for the annual meeting in May 2018 but to reconsider the format for the annual meeting in 2019.

11. GENERAL PARISH MATTERS AND CORRESPONDENCE

a) To Note Matters arising since publication of the agenda

Cleaning of the personal belongings box at the cemetery

The Clerk informed Councillors that the box at the cemetery was cleaned by SCL Landscape Management for a cost of £50 + VAT as it needed a good clearout and it was starting to get mouldy. This was authorised by the Clerk and the Chairman as this needed to be done urgently to prevent damage to the box. Councillors noted this.

Photography Request - Allotments

The Clerk reported that she received an email from an A level photography student at St Albans High School. The student lives in the Rushmere St Andrew Parish and is doing a project about people in their natural environment. As a result, the student would like to photograph people at the allotments. The student is asking permission to visit the Rushmere St Andrew Allotment site and take photographs.

It was agreed that the student could contact the Allotment Manager regarding the request. Permission to take photographs of anyone and to enter any of the allotment plots has to be obtained first.

Name for a possible new Ward Tower and Fynn Valley

The Clerk reported that she received an email from Cllr Mark Newton asking for suggestions for a name if the recommendation is made to the Local Government Boundary Commission for England that a new Ward be formed by joining Tower and Fynn Valley into one Ward with two Cllrs. Suggestions by Councillors included 'Rushmere St Andrew and'. The Clerk will contact Mr Newton regarding the suggestions.

Spring Open Day – Oak Tree Low Carbon Farm

The Clerk reported that she received an email about a Spring Open Day to be held at Oak Tree Low Carbon Farm on the 21st April.

b) Dates to Note

Wednesday 18th April, Internal Audit with Heelis & Lodge, 9.15am, Parish Office

Tuesday 1st May, Beacon Working Group Meeting, Parish Office, 10.30am

Thursday 3rd May, Safer Neighbourhood Team Meeting, Woodbridge joint police/ fire service building, 10.30am

Thursday 10th May, Annual Meeting of Parish Council and Parish Council Meeting, 7.30pm at Village Hall

Thursday 17th May, PA&S Committee, 7.30pm at Tower Hall

Tuesday 22nd May, Annual Parish meeting, 7.30pm at Tower Hall

12. DETERMINATION OF ITEMS FOR FUTURE AGENDA

St Andrew Church exhibition in June 2018

Annual Parish Meeting 2019

13. PERSONNEL AND LEGAL MATTERS – In Confidence Appendix.

14. CLOSE OF MEETING

The Chairman closed the meeting at 9.55pm.

---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 8th March 2018

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
06/03/2018	Ipswich Borough C	Annual maintenance work Sandlings & Mi	903	£ 4,152.00	£ 3,460.00	£ 692.00	PF&POS
06/03/2018	Staples UK Ltd	Office stationery supplies -paper, ink etc	904	£ 179.99	£ 149.99	£ 30.00	Admin
06/03/2018	Robert Potter	Litter Clearance - February 2018	905	£ -	£ 50.00	£ -	Litter
06/03/2018	Robert Potter	Noticeboard & Letters - February 2018	906	£ -	£ 78.00	£ -	S142
06/03/2018	Robert Potter	Web design - Admin	907	£ -	£ 100.00	£ -	Admin
20/03/2018	Net Salaries paid after PAYE & NI - March 2018		908,909,910	£ -	£ 2,756.43		Salary
20/03/2018	Mrs S Jenkins	Hobbycraft - paper for Beacon invitations	910		£ 10.00		Admin
22/03/2018	Mrs S Stannard	Namesco Limited - hosting of email Mar 1	912	£ 24.00	£ 20.00	£ 4.00	Admin
22/03/2018	HMRC	PAYE & NI - Jan - Mar 18	913		£ 401.25	£ -	PAYE
22/03/2018	SALC	Clerks Training - S Jenkins	914	£ 120.00	£ 100.00	£ 20.00	Training
22/03/2018	Mrs S Stannard	Post Office - 100x2nd class stamps	915		£ 54.05	£ -	Admin
22/03/2018	Mrs S Stannard	Postage of invitation - Beacon event	915		£ 12.32	£ -	Admin
22/03/2018	Mrs S Stannard	Postage of Speedar gun for recalibration	915		£ 14.78	£ -	Admin
22/03/2018	Mrs S Stannard	Mail bag for Speedar gun	915		£ 2.30	£ -	Admin
23/03/2018	ICO	Data protection registration renewal - until	D/D	£ -	£ 35.00	£ -	Admin
27/03/2018	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
06/03/2018	A Duncan (D Clarke; E W	Cemetery Admin	1208	£ -	£ 80.00	£ -	Admin
06/03/2018	Cooks Waste Kare Ltd	Cemetery Maintenance - 24 I	1209	£ 144.00	£ 120.00	£ 24.00	Maintenance
06/03/2018	Suffolk Coastal Norse Ltd	Cemetery Maintenance - extr	1210	£ 561.60	£ 468.00	£ 93.60	Maintenance
08/03/2018	SCL L/S Mgt Ltd	Cemetery Maintenance - Feb	1211	£ 48.00	£ 40.00	£ 8.00	Maintenance
08/03/2018	F Masters Ltd	Cemetery Maintenance - Top	1212	£ 1,764.00	£ 1,470.00	£ 294.00	Maintenance
20/03/2018	Cooks Waste Kare Ltd	Cemetery Maintenance - 5 M	1213	£ 144.00	£ 120.00	£ 24.00	Maintenance
20/03/2018	Toolstation Martlesham H	Cemetery Admin - spray pair	1214		£ 4.52		Admin
27/03/2018	A Duncan (B Cole; J Mar	Cemetery Admin	1215	£ -	£ 40.00	£ -	Admin

ALLOTMENT EXPENDITURE

None

INCOME RECEIVED during March 2018

General Account £2,125.00
 Business Base Rate Tracker £27.05
 Cemetery Account £6,980.00

ACCOUNT BALANCES AS AT 31 March 2018

General Account £81,230.30
 Business Base Rate Tracker £54,268.66
 Cemetery Account £44,782.78

