



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the General Purposes & Finance Committee meeting held on 14th June 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 M Newton, Mr R Nunn, Mrs B Richardson-Todd, Mr P Richings, Mrs S Todd, Mr B Ward, Mr Westrup, Mr Wright

APOLOGIES: Mr Whiting (family commitment), Mr Shields (family issue)

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. ELECTION OF CHAIRMAN OF THE GENERAL PURPOSE & FINANCE COMMITTEE

Mrs Richardson-Todd asked for nominations for Chairman of the General Purpose & Finance Committee for the forthcoming year.

Miss Cracknell nominated Mrs Richardson-Todd and this was seconded by Mr Wright. There were no other nominations. Mrs Richardson-Todd was duly elected unopposed as Chairman – Resolved: Carried with ALL in favour.

2. 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. Mr Nunn proposed acceptance of reasons for councillor absence, seconded by Miss Cracknell with ALL in favour.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 12th April 2018

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

4. 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.

There were no other declarations made.

5. PUBLIC PARTICIPATION

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

None

b. County Councillor Report

No report received. No County Councillors present at the meeting.

c. District Councillor Report

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

A discussion followed about the brown bin service and payment for this service. Mr Newton will contact SCDC about whether cash and cheque payments are allowed.

Mr Nunn mentioned that he recently purchased a compost bin from SCDC and he was not made aware of the fact that he will be charged postage for the bin.

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

Mr Francis reported that the footpath along Bredon Drive in close proximity to Fellbrigg Avenue is overgrown. He also mentioned that the hedge along the footpath in Bixley Lane at the junction with Bladen Drive is overgrown. Mr Francis stated that there is no lock on the rubbish bin in Broadlands Way (close to Foxhall Road) but that it seems secure. The Clerk will report these issues.

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 May and the PCSO report for May 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 – None

b. Update Regarding Police Community Support Officer (PCSO) Service Level Agreement Year Commencing 1st April 2018

The Clerk reported that the Chairman signed the draft Service Level Agreement after it was approved at the Parish Council meeting in May 2018 and it was subsequently returned to Suffolk Constabulary. The Clerk has received a copy of the signed Service Level Agreement. The Clerk wrote to the Police and Crime Commissioner, with a copy of the letter forwarded to the Deputy Chief Constable, expressing the Parish Council's disappointment with the way the Service Level Agreement was handled. A discussion followed regarding this.

[Mr Wright left the meeting at this point]

7. FINANCE MATTERS

a. Funding Requests Submitted for District Council Community Infrastructure Levy (CIL) 2018/19

The Clerk reminded Councillors that it was agreed at the PA&S meeting in May that delegated authority be given to the Clerk, Assistant Clerk, Chairman and Vice-Chairman to determine which particular projects the Parish Council will submit for Suffolk Coastal District Council (SCDC) Community Infrastructure Levy (CIL) funding. The funding available is the CIL district pot (i.e the district CIL money minus 15% CIL money paid directly to parish councils and minus an administration fee for the district council to manage CIL. In our case the 15% CIL money the Parish Council received to date equates to £1,272.23 and the money has to be spent within 5 years of receiving it else it has to be returned to the District Council).

The CIL district council pot was 2.4 million pounds on the 31 March 2018. It is likely that it has increased since then. Subsequently the Clerk, Assistant Clerk, the Chairman and the Vice-Chairman agreed that funding applications be submitted for the following projects:

- Playford Road Traffic Calming - £56,000
- Broke Hall Playing Field Equipment – 24,864.90 (with the inclusive roundabout that was identified as a priority)
- Claverton Way and Chatsworth Drive Traffic Management Feasibility Study - £5,000

The planning officer that originally emailed the request for funding applications indicated that ideally funding proposals should be linked to recent developments that has occurred in the parish and any match funding would make it more likely to receive CIL funding. Development that the Parish Council received CIL funding for was around Beech Road and Linksfield Road. It was agreed that regardless of this if funding proposals are not submitted then the Parish Council do not have a chance of obtaining any funding at all. No feedback has been received from Suffolk Coastal District Council regarding the funding submissions to date. *Note: it is likely that SCDC will make a decision in about the CIL funding applications in October 2018.*

A number of councillors express their disappointment with submitting a funding proposal for the traffic management measures in Playford Road without it being considered by full Parish Council. The Clerk indicated that the merits of the schemes will be considered by full council at the meeting in July but that the funding requests for CIL money had to be submitted within the very short timescales allowed for funding applications. Mr Newton commented that if the Council secures funding and does not agree with the proposal that the money can be returned to Suffolk Coastal District Council.

b. Update Regarding Submission of Annual Governance and Accountability Return (AGAR) 2018/19

The Clerk reported that all the required information has been submitted to the External Auditors, PFK Littlejohn LLP by the requested deadline. The period for the public rights and publication of unaudited Annual Governance and Accountability Return started on Monday, 11 June and it will finish on Friday, 20 July 2018. The information has been published on the Parish Council noticeboards and website. Councillors noted this.

c. Office 365 and Computer Encryption Progress Report

The Clerk reported that the migration to Office 365 is now completed. Another laptop has been purchased and is being used by the Assistant Clerk and all the encryption on the hard drives and on both laptops are completed. Councillors noted this.

d. To Note Expenditure under Delegated Powers

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

Supply of additional memory on the older laptop and encryption for older laptop - £132 + VAT. The older laptop was very slow and it needed encryption to ensure the Parish Council comply with GDPR before this legislation came into force. Councillors noted this.

e. To Consider the Bank Reconciliation and Budget Monitoring for the Period Ending 31/05/2018

The Clerk distributed a bank reconciliation for April and May 2018 and explained the various figures. Following this a budget monitoring sheet was distributed to Councillors. The Clerk explained the figures.

It was agreed to approve the bank reconciliation and Budget Monitoring sheet.

8. CEMETERY MANAGEMENT REPORT

a. To Note the Record of the Cemetery Management Advisory Panel Meeting Dated 21/05/2018

The UNAPPROVED Minutes of the meeting held on 21st May 2018 had been issued to all Councillors. Councillors noted the report.

Matters arising from Cemetery Report – Mr Ward asked whether there is an update regarding the land dispute at the cemetery. The Clerk indicated that there is no further update. Mr Ward requested that this issue will be referred to Parish Council in July 2018.

b. Recent Matters General Update

The Assistant Clerk reported that she was contacted by an Assistant Church Warden from St Andrews Church and that a lady tripped over a paving slab at the Lawn Cemetery. She scrapped her knee and reported it to the church. A number of slabs are loose at the Lawn Cemetery. SCL Landscape Management Ltd provided a quotation to repair option 1) just this one loose slab or option 2) all of the loose slabs.

A discussion followed about if any specification regarding pavement slabs exist and the merits of replacing the pavement slabs.

Miss Cracknell proposed that SCL Landscape Management Ltd be appointed at a total cost of £355 + VAT as per their quote to lift all the loose pavement slabs, dig the roots of the hedge out and relay the slabs at the Rushmere St Andrew Lawn Cemetery. This was seconded by Mr Nunn with ALL in favour.

c. Under 18 Burial Fees

The Assistant Clerk reported that recently the government announced a funeral fund for grieving parents will be established to pay for burial and cremation costs. The press release indicated that local authorities will waive fees with central government funding this. No details are available as to how the fund would be operated, etc. The Cemetery Management Panel recommended that the GP&F committee consider making no charges for internments up to but not including the age of 18 but not including exclusive rights.

Mr Richings proposed that delegated authority be given to the Clerk and Chairman/ Vice Chairman to consider Burial Fees for under 18s on a case by case basis until more information is available. Mrs Richardson-Todd seconded this with ALL in favour.

d. Reprint and Revision of Cemetery Booklet

The Assistant Clerk reported that a reprint of the Cemetery Regulations booklet is necessary with very few leaflets remaining for distribution to funeral directors, stonemasons, etc. The Cemetery Management Advisory Panel recommended a number of changes to the Cemetery Regulations: including a diagram of the specifications of burying loose ashes and text in the regulations to refer to this; a new picture on the cover of the regulations and adding the words 'Edition 3' and 'Rushmere St Andrew The Lawn Cemetery' on the cover of the regulations.

It was agreed that the above-mentioned amendments be made to the regulations.

A quotation was obtained from Hot of the Press for £300 to print 500 booklets. Miss Cracknell proposed that 'Hot of the Press' be appointed to print 500 cemetery regulation booklets at a price of £300 + VAT. This was seconded by Ms Evans and agreed by ALL.

9. NEWSLETTER AND WEB EDITORIAL BOARD REPORT

The Assistant Clerk reported that the cost of the Spring Newsletter was £1,395.00. The total income from advertisements should be £487.50; which leaves a cost of £907.50. To date a number of positive responses were received about the changes to the Newsletter. Several positive responses were also received from members of the public about the Parish Council articles in the InTouch magazines.

10. UPDATE REGARDING WORK CARRIED OUT TO SHOW COMPLIANCE WITH GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Clerk reported that significant progress has been made towards compliance with the General Data Protection Regulations (GDPR). Notably a data audit has been completed for the parish (and a meeting was held with the Registrar of Burials); a Privacy Policy and Information about Cookies has been added to the website, notices are displayed at the office and Tower Hall making the public aware of the CCTV system and that the CCTV system is managed by Parish Halls. A Data Retention and Protection Policy, Subject Access Request Procedure and Subject Access Request Policy have been drafted and this will be considered at the Parish Council meeting in July 2018 together with other policies relating to the GDPR.

The Chairman of the GP & F committee thanked the Clerk and Assistant Clerk for all their efforts.

Mr Newton had a query relating to page 193 of the new issue of the Standing Orders document that was distributed with the agenda. The Clerk will investigate this and report back.

11. GENERAL PARISH MATTERS AND CORRESPONDENCE

a) To Note Matters arising since publication of the agenda

The Clerk reported that she received a call from a resident backing onto the strip of land fronting onto The Street, Rushmere St Andrew. The resident enquired whether the Council will sell the land backing onto their property to them. She complained about the overgrown vegetation on this strip of land. The request for purchasing the land will be referred to the Parish Council meeting in July and if applicable the issue of maintenance of the land will be referred to the Parish Amenities and Services in July.

The Clerk reported that she received correspondence regarding a consultation on travel to school services from Suffolk County Council. Councillors noted this.

The Clerk reported that she received correspondence regarding a road closure on Woodbridge Road. Councillors noted this.

The Clerk reported that she received correspondence from Mr Brander. Councillors noted this.

b) Dates to Note

Saturday 23rd June, Celebration Exhibition at Rushmere St Andrew Parish Church at 2pm. The exhibition will run from 23rd June – 30th June from 2pm – 7pm.

Wednesday 4th July, Newsletter and Editorial Panel Meeting at 10.30am at Parish Office

Thursday 5th July, Safer Neighbourhood Team meeting, 10.30am at Woodbridge Police Station

Tuesday 10th July, Beacon Working Group meeting, 10.00am at the Parish Office

Thursday 12th July, Parish Council meeting, 7.30pm at Tower Hall

Thursday 19th July, Parish Amenities and Services (PA&S) meeting, 7.30pm Tower Hall

Monday 23rd July, Allotment Advisory Panel, Walkabout 6.30pm at the allotments & followed by meeting at Rushmere Village Hall in the Committee Room

12. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Parish Council Meeting – Traffic calming measures in Playford Road and the land dispute at the cemetery.

Parish Amenities and Services – Maintenance at the Strip of land on The Street.

13. CLOSE OF MEETING

The Chairman closed the meeting at 9.08pm.

---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
27/04/2018	NEST	Pension contributions - Apr 2018	D/D		£ 118.80		
01/05/2018	Mrs S Stannard	Radiator for office (Martlesham Toolstation)	928	£ 29.55	£ 24.63	£ 4.93	Asset
10/05/2018	Heelis & Lodge	Internal Audit Fee 2017/18	929	£ -	£ 215.00	£ -	Admin
10/05/2018	SLCC	SLCC Subscription 2018/19	930	£ -	£ 64.00	£ -	Admin
10/05/2018	SCL L/S Mgt Ltd	Maintenance Playareas - April 2018	931	£ 462.60	£ 385.50	£ 77.10	PF&POS
10/05/2018	SCL L/S Mgt Ltd	Maintenance Ponds - April 2018	932	£ 108.00	£ 90.00	£ 18.00	PF&POS
10/05/2018	Mrs S Jenkins	Laptop bag and mouse	933	£ -	£ 19.98	£ -	Admin
10/05/2018	Mr R Potter	Litter clearance - April 2018	934	£ -	£ 62.50	£ -	Litter
10/05/2018	Mr R Potter	Noticeboards & Letters - April 2018	935	£ -	£ 42.00	£ -	S142
10/05/2018	Mrs S Stannard	LCPAS Data Protection Pack 2	936	£ -	£ 30.00	£ -	Admin
10/05/2018	PlayQuip Leisure	Replacement Springer at Chestnut (Sammy Sr	937	£ 1,062.00	£ 885.00	£ 177.00	PF&POS
10/05/2018	PWLB	6 Monthly repayment on Tower Hall loan	D/D		£ 10,665.41		S19
14/05/2018	BT	Parish Office - Telephone Bill	D/D	£ 163.74	£ 136.45	£ 27.29	Admin
17/05/2018	Cloudflex Systems	Supply Office 365 and Encryption	938	£ 648.72	£ 540.60	£ 108.12	Admin
23/05/2018		Net salaries paid after PAYE & NI - May 2018	939 & 940		£ 2,398.09		Salary
29/05/2018	NEST	Pension contributions - May 2018	D/D		£ 123.04		Pension

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
10/05/2018	A Duncan (M Ginn; B Sa	Cemetery Admin	1220	£ -	£ 100.00	£ -	Admin
10/05/2018	SCL L/S MGT Ltd	Cemetery Maintenance Apr 2018	1221	£ 96.00	£ 80.00	£ 16.00	Maintenance
10/05/2018	SCL L/S MGT Ltd	Cemetery Maintenance Apr 2018	1222	£ 771.00	£ 642.50	£ 128.50	Maintenance
17/05/2018	A Duncan (B King)	Cemetery Admin	1223	£ -	£ 20.00	£ -	Admin
23/05/2018	A Duncan (D Broom)	Cemetery Admin	1224	£ -	£ 20.00	£ -	Admin

ALLOTMENT EXPENDITURE

None

INCOME RECEIVED during May 2018

General Account	£9,590.31 (VAT claimed for 2017/18 expenditure)
Business Base Rate Tracker	£0
Cemetery Account	£2,305.00

ACCOUNT BALANCES AS AT 31 May 2018

General Account	£120,794.84
Business Base Rate Tracker	£54,268.66
Cemetery Account	£47,802.15