



Rushmere St. Andrew Parish Council

www.rushmerestandrew.onesuffolk.net

"Seek The Common Good"



THESE MINUTES CONTAIN AN 'IN CONFIDENCE' APPENDIX WHICH IS NOT FOR PUBLICATION (PAGE 7 OMITTED FOR THIS PUBLIC COPY)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 9th August 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, Mr Wright

APOLOGIES: Mr Shields (family commitment), Mr Richings (work commitment)

OTHER APOLOGIES: Assistant Clerk - Mrs S Jenkins (family commitment)

ABSENT (no apologies)

CLERK: Mrs S 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. Mr Wright 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 14th June 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.

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.

There were no other declarations made.

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.

[Ms Evans joined the meeting].

Matters arising – Several councillors expressed their concern about the impact of the ‘temporary’ closure of the recycling centre in town on traffic on Foxhall Road. It was agreed that the Clerk will write to Mr Whiting to express the concern of the Parish Council regarding the ‘temporary’ closure of the recycling centre in town and the impact this is likely to have on Foxhall Road. In the letter the Parish Council will also seek assurance that the profits made from selling the recycling site in Portman Road will be used to develop a recycling site elsewhere in or close to the town centre.

Mr Wright report that the SID was deployed on Foxhall Road.

c. District Councillor Report

The monthly District Councillor report was distributed at the meeting. Mr Newton provided a verbal summary of his report. The contents were noted. Matters arising – A short discussion followed about the Draft Suffolk Coastal District Plan and Mr Newton reminded Councillors about the drop-in session to be held at the Village Hall on the 16th August from 4-7.30pm.

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

Mr Wright reported that the Clerk received correspondence regarding dead fish and weeds in Limes Pond and that the matter was investigated. Mr Wright has observed lots of healthy fish in the ponds and he indicated that the weeds provide oxygen in the ponds. The problems experienced at the ponds are not unique, it is a result of the weather and this is a problem all across East Anglia. Mr Wright reported that the drains are blocked in the vicinity of the ponds and it was agreed that the Clerk will write to Suffolk County Council regarding the blocked drains.

Mr Griggs stated that there were about 15 dead fish in Limes pond a week and a half ago and there is also a traffic cone in the pond. Mr Wright reported that only one fish corpse is still visible in the pond. It was agreed that the state of the pond will be reviewed regularly and if needed any dead fish will be removed and that the traffic cone will also be removed in such a case.

Mrs Todd inquired about the InTouch article published regarding police surgeries in the parish. The Clerk indicated that more information regarding this will be provided under Item 5.

Mr Nunn reported that he came across the lady with the pack of dogs on the Mill Stream/ Sandlings LNR again. He is in contact with Mr Sarbutts regarding this. A discussion following regarding dog walkers with several dogs and Miss Cracknell expressed her concern about a man she came across walking 8-10 dogs. It was agreed Miss Cracknell will pass this information to Mr Sarbutts. Mr Newton indicated that he felt it would be best to deal with any issues through the police and if it remains a problem to consider this as part of the Public Space Protection Orders when they are reviewed.

Mr Nunn passed a new email address for Mr Peter Ross to the Clerk.

Mr Nunn stated that he noted that traffic is being monitored in Bell Lane and he wondered why. No one had any information regarding this.

Mr Wright reported that it was agreed that he would visit the location where a request was received for consideration of dragon’s teeth along Claverton Way. He reported that he visited the location and he provided councillors with an update regarding this. It was agreed that the Parish Council will write to the member of the public that attended the PA&S meeting in July 2018 indicating the Parish Council has no objection if the lady would like to install dragon’s teeth at this location but that permission would first have to be obtained from Suffolk County Council.

5. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM (S/NT)

There was no police attendance.

a. SNT Monthly Report and Tasking Priorities

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

Matters arising –

The Clerk informed Councillors that an article was published in the InTouch magazine advertising police surgeries that will be held in the Parish. This was an error by InTouch magazine as the information was not correct and Mr Sarbutts did not confirm that it could be published. Two police surgeries will go ahead in the Rushmere St Andrew parish, these are the surgeries on the 22 August and the 19th September from 11 – 12 noon at Tower Hall. Mr Sarbutts will use the mobile police station for these surgeries. All other surgeries in the parish have been cancelled due to the internal review process at the Constabulary and clashes with events at the halls. Posters regarding the surgeries will be displayed on the notice boards and on the website. Mr Sarbutts will advertise the events on his twitter account and on the Constabulary website. Councillors noted this.

b. Police Community Support Officer (PCSO) Service Level Agreement After 30th September 2018

The Chairman stated that Suffolk Constabulary has announced that they are reducing the number of PCSO's from 81 full time equivalents PCSO to 48 full time posts. The 48 PCSOs will comprise of 27 'Link Officers', 3 school liaison officers and 18 match funded or fully funded PCSOs. Subsequently the Parish Council received a letter from the Deputy Chief Constable, Mr Stephen Jupp. In the letter the Police and Crime Commissioner and Chief Constable reaffirmed their commitment to the continued provision of 'funded' PCSOs. The Constabulary is currently reviewing Service Level Agreements and funding arrangements across all of the funded PCSO roles. It is expected that there will be engagement with the PC regarding the provision of Kesgrave & Rushmere St Andrew PCSO role in September 2018.

The Clerk reported that she received an email from the PCSO, Mr Mike Sarbutts questioning whether the Parish Council is likely to renew the Service Level Agreement as he needed to submit his preferences and apply for his current role in early September. It would be beneficial for Mr Sarbutts to know if a similar SLA are proposed by the Constabulary whether the PC would support the continuation of the current arrangements regarding a PCSO.

Mr Wright proposed that the Parish Council write to Suffolk Constabulary expressing their satisfaction with the work that Mr Sarbutts has done as a PCSO in the Parish over the last eight years, seconded by Mr Nunn with the MAJORITY in favour. One Councillor abstained.

It was also agreed that the Clerk would write to the Deputy Chief Constable asking for the continuation of the current SLA with the inclusion of working hours after 6pm.

6. FINANCE MATTERS

a. 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 ended on Friday, 20 July 2018. The external auditors acknowledge receipt of all the required information but we have not received any other correspondence from them to date. Councillors noted this.

b. To Note Expenditure under Delegated Powers

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

Re-fixing of rubbish bin at Yew Tree Play Area - £84 + VAT. This was a health and safety issue and it needed to be fixed as a matter of urgency. Councillors noted this.

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

The Clerk distributed a bank reconciliation for June 2018 and explained the various figures. The Clerk has not received the bank statements for July 2018 yet and was therefore unable to complete a reconciliation for July 2018. Following this a budget monitoring sheet was distributed to Councillors. The Clerk explained the figures.

It was agreed to approve the bank reconciliation for June 2018 and Budget Monitoring sheet for June & July 2018.

7. CEMETERY MANAGEMENT REPORT

a. Update regarding the Reprint of the Cemetery Booklet

The Clerk informed Councillors that she received 500 booklets of the third edition of the cemetery regulations. The new booklet was distributed to councillors. Miss Cracknell commented on the writing on memorials that is still distinguishable. A question was asked whether this would cause a problem in terms of the GDPR but the Clerk confirmed that the GDPR would only apply to data of the living. Councillors noted this information.

b. Any other matters

None

8. NEWSLETTER AND WEB EDITORIAL BOARD REPORT

a. To note the Record of the Newsletter and Web Editorial Panel Meeting Dated 4th July 2018

The UNAPPROVED minutes of the meeting held on 4th July 2018 had been issues to all Councillors. Councillors noted the report. Mrs Brown made Councillors aware that Mr Shields was elected as Chairman of the Newsletter and Web Editorial Panel.

Matters arising – None

9. TO CONSIDER RESPONSE TO LOCAL GOVERNMENT BOUNDARY COMMISSION REGARDING EAST SUFFOLK COUNCIL ELECTORAL REVIEW

The Independent Boundary Commission for England is asking comments on the plans for the Council ward boundaries for the new East Suffolk Council. At the PC meeting in July the draft recommendations from SCDC to the Boundary Commission for England was considered. However the Boundary Commission are proposing some amendments to these recommendations that impact on Rushmere St Andrew. The Boundary Commission is proposing to split the parish of Rushmere St Andrew into three wards. An extract of their recommendation for Rushmere St Andrew was distributed with the GP&F agenda. A one-councillor Rushmere St Andrew ward is proposed for the south of the parish; and a two councillor ward for Carlford & Fynn Valley; and a three councillor ward for Kesgrave. The following draft recommendations are also proposed:

The recommendations are that Rushmere St Andrew Parish Council should comprise 15 councillors, as at present representing three wards:

Parish Ward	Number of Parish Councillors
Rushmere St Andrew Beech	2
Rushmere St Andrew Tower	10
Rushmere St Andrew Village	3

A long debate followed about these recommendations. It was agreed that individuals can comment on the recommendations and that the Parish Council will not comment at this stage.

10. GENERAL PARISH MATTERS AND CORRESPONDENCE

a) To Note Matters arising since publication of the agenda

The Clerk informed Councillors that she received correspondence about fly tipping along Bixley Lane. The Clerk will report this to SCDC and the appropriate landowners.

b) Dates to Note

Thursday 16th August, Public participation drop in sessions for the Draft Suffolk Coastal Local Plan, Rushmere Village Hall Humber Doucy Lane, 4 - 7.30pm

Wednesday 22nd August, Police surgeries, outside Tower Hall in mobile police station, 11am-12noon

Wednesday 22nd August, Planning and Development Committee, Tower Hall, 7.30pm

Tuesday 4th September, Cemetery Panel Meeting, 6.45pm walkabout the Cemetery followed by a meeting at the Village Hall Committee Room

Thursday 6th September, Safer Neighbourhood Team meeting, Woodbridge Police Station, 10.30am

Tuesday 11th September, Beacon Working Party Meeting, 10.00am, Parish Office, Tower Hall

Monday 17th September, SALC Suffolk Coastal Area Meeting

Wednesday 19th September, Police surgery, outside Tower Hall in mobile police station 11am – 12 noon.

Thursday 13th September, Parish Council, Tower Hall, 7.30pm

Thursday 20th September, Parish Amenities and Services Committee, Tower Hall, 7.30pm

11. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

12. PERSONNEL & LEGAL MATTERS

The minutes for item 12 are attached as an 'In Confidence' Appendix at the end of the normal Minutes of this meeting. Not attached in this public copy.

13. CLOSE OF MEETING

The Chairman closed the meeting at 9.00pm.

---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 12th July 2018

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
02/07/2018	Signs for you Ltd	Signs at Broke Hall playing field - June 2018	957	£ 171.46	£ 142.88	£ 28.58	PF&POS
12/07/2018	SCL L/S Mgt Ltd	Maintenance of play areas - June 2018	959	£ 777.60	£ 648.00	£ 129.60	PF&POS
12/07/2018	SCL L/S Mgt Ltd	Maintenance of ponds - June 2018	960	£ 144.00	£ 120.00	£ 24.00	PF&POS
12/07/2018	Mr R Potter	Litter clearance - June 2018	961	£ -	£ 50.00	£ -	Litter
12/07/2018	Mr R Potter	Letter rounds - June 2018	962	£ -	£ 24.00	£ -	S142
19/07/2018	Mrs S Jenkins	Envelopes - Admin	963	£ -	£ 1.50	£ -	Admin
23/07/2018	Net salaries paid after PAYE & NI - July 2018		965,966	£ -	£ 2,366.62	£ -	Salary
26/07/2018	NEST	Pension contributions - July 2018	D/D	£ -	£ 120.92	£ -	Pension

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
02/07/2018	Signs for you Ltd	Signs at cemetery - June 2018	1230	£ 236.37	£ 196.98	£ 39.40	Admin
12/07/2018	SCL L/S MGT Ltd	Maintenance at cemetery - June 2018	1231	£ 759.00	£ 632.50	£ 126.50	Maintenance
19/07/2018	Write Here Ipswich Ltd	Printing of cemetery regulations June 2018	1232	£ -	£ 300.00	£ -	Admin
19/07/2018	Cooks Waste Kare Ltd	Skip Hire - Mtce 10.07/2018	1233	£ 158.40	£ 132.00	£ 26.40	Maintenance
19/07/2018	Mr A Duncan (C Bridgwa	Cemetery Admin	1234	£ -	£ 20.00	£ -	Admin
19/07/2018	SCL L/S MGT Ltd	Fix path at cemetery	1235	£ 426.00	£ 355.00	£ 71.00	Maintenance

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
16/07/2018	Anglian Water	Anglian Water - Est Bill 07/03/18-06/06/18	D/D	£ -	£ 55.36	£ -	Metered Water
02/07/2018	SCL L/S Mgt Ltd	Maintenance of Allotments - April 2018	956	£ 212.40	£ 177.00	£ 35.40	PF&POS
12/07/2018	SCL L/S Mgt Ltd	Maintenance of Allotments - June 2018	958	£ 212.40	£ 177.00	£ 35.40	PF&POS
19/07/2018	SCL L/S Mgt Ltd	Strimming of Plot 6 - Maintenance Jun 208	964	£ 24.00	£ 20.00	£ 4.00	Maintenance

INCOME RECEIVED during July 2018

General Account £63.00 (Newsletter advertisements)
 Business Base Rate Tracker £0
 Cemetery Account £2,760.00

ACCOUNT BALANCES AS AT 31 July 2018

General Account £109,896.26
 Business Base Rate Tracker £54,295.72
 Cemetery Account £48,277.28