



# 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**THESE MINUTES CONTAIN AN 'IN CONFIDENCE' APPENDIX WHICH IS NOT FOR PUBLICATION  
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**Minutes of the General Purposes & Finance Committee meeting held on 14<sup>th</sup> February 2019 at  
VILLAGE HALL at 7.30pm**

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CHAIRMAN: Mrs B Richardson-Todd

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

APOLOGIES: Ms Evans (unwell), Mr Newton (another commitment), Mr Shields (family commitment), Mr J Westrup (family commitment), Mr J Wright (another commitment).

OTHER APOLOGIES: County Councillor R Whiting (another commitment)

ABSENT (no apologies) None

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

## **2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 13<sup>th</sup> December 2018**

The Chairman reminded Councillors to note the list of cheques issued. Mr Ward proposed acceptance of the minutes seconded by Mrs Brown with ALL in favour. The minutes were duly signed as a correct record.

## **3. DECLARATIONS OF COUNCILLOR INTEREST**

No declarations were made.

## **4. PUBLIC PARTICIPATION**

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

None

**b. County Councillor Report**

No County Councillors were present at the meeting and no reports received.

**c. District Councillor Report**

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

Matters arising: None

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

Mr Nunn reported that he has spoken to Mr Baker about the boardwalk and the tree located in the Mill Stream/ Sandlings LNRs. Mr Baker will investigate these issues.

Miss Cracknell reported that she was informed by a resident of the parish that the resident has been knocked by cars speeding along Playford Lane heading towards the Kesgrave Allotments on two separate occasions. Councillors expressed their concern about these incidents. The Clerk will contact the PCSO and KALGA regarding this.

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

There was no police attendance.

**a. SNT Monthly Report and Tasking Priorities**

The Woodbridge and Ipswich East SNT reports for January 2019 had been distributed at the meeting.

Matters arising – None.

**b. PCSO Monthly Reports**

The PCSO report for January 2019 was circulated with the agenda. The report was noted.

Matters arising – Councillors were concerned to note the increase in crime levels in the parish.

**6. FINANCE MATTERS**

**a. To Note Expenditure Authorised under Delegated Powers**

None

**b. To Consider the Bank Reconciliation and Budget Monitoring for the period ending 31.01.19**

The Clerk distributed a bank reconciliation for January 2019. 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 and budget monitoring sheet for January 2019 be approved; seconded by Mr Francis and ALL in favour.

**c. To Consider Charity Donation Requests for 2018/19**

The Clerk reported that there was currently £1,000 in the charity budget left to allocate in the 2018/19 financial year. Subsequent requests for charity donations were received from:

- Heathlands Community Preschool for an interactive screen

- Kesgrave Community Library for £200 for book stands and display material for children's books
- Suffolk Accident and Rescue Services (SARS)
- Broke Hall Community Primary School £238 to support children with dyslexia
- New Beginnings – Fresh Start
- East Anglia Children's Hospice (EACH)

Councillors debated the merits of supporting each of the organisations and the benefits that the organisations have to local residents. Mr Richings proposed that

£250 be allocated to Broke Hall Community Primary School

£200 be allocated to Kesgrave Community Library

£220 be allocated to Heathlands Community Preschool

£165 be allocated to Suffolk Accident and Rescue Service

£165 be allocated to New Beginnings – Fresh Start

Seconded by Mr Griggs. Resolved with ALL in favour.

**d. 2019/20 Precept Request Acknowledgement**

The Clerk reported that the Precept Request for 2019/20 was submitted to Suffolk Coastal District Council on the 17<sup>th</sup> January 2019. The request was acknowledged by Suffolk Coastal District Council on 18<sup>th</sup> January 2019. Councillors noted this.

**e. To Note Pension Contribution Increases from April 2019**

The Clerk informed Councillors about increases in pension contributions that will apply from April 2019. The employer contributions will increase from 2% to 3%. Councillors noted this. It was also noted that employee contributions will increase from 3% to 5%.

**f. To Note Approval of Grants for Inclusive Roundabout at Broke Hall Playing Field**

The Clerk informed Councillors that Suffolk Coastal District have approved the grants from the Enabling Communities Budgets of Councillors Newton and Dean for the inclusive roundabout at Broke Hall Playing Field. Councillors noted this.

**g. To Provide an Update regarding On-line Banking and Agree Approval for Clerk to Access Online Banking**

The Clerk informed Councillors that the signatories Mr Francis, Mr Richings and Mr Westrup all have access to online banking and will be able to approve payments online. The Clerk however does not have access to online banking and will need to be added as a signatory to have access to online banking to be able to add payments. Two of the other three signatories will still approve payments in accordance with the financial regulations. Mr Richings proposed that the Clerk be added as a signatory, seconded by Mr Ward with ALL in favour.

**7. CEMETERY MATTERS**

**a. Clearance of Maintenance Strip at the Lawn Cemetery**

The Clerk reported that rubbish has been left on the maintenance strip at the Lawn Cemetery. It was agreed that the Clerk will contact the PCSO, Suffolk Coastal and SALC regarding this. The Clerk will also obtain quotes for a fence along the edge of the maintenance strip.

**b. Queries from Councillors and Any Other Matters**

None

**8. GENERAL PARISH MATTERS AND CORRESPONDENCE**

**a. To Agree Amount Allocated for Prizes for the Parish Newsletter for 2019/20**

The Assistant Clerk reported that the Newsletter Panel recommended that £50 be allocated for prizes for the newsletter in the 2019/20 financial year. (Note: Section 214 and section 111 of the Local Government Act 1972 would enable the Parish Council to do this as the parish newsletter provides information about the

services of the Parish Council). Mr Richings proposed that £50 be allocated for prizes for the summer and winter 2019 editions of the parish newsletter, seconded by Mr Ward with ALL in favour.

**b. Recent Matters General Update**

None

**9. GENERAL PARISH MATTERS AND CORRESPONDENCE**

**a. To Agree Quote for Purchase of Time Capsule at Broke Hall Primary School for the Beacon Legacy**

The Beacon Working Party recommended that a time capsule be purchased for the Beacon Legacy project to plant a hedge at Broke Hall Primary School. This will be funded from the grant received from the Enabling budgets of Suffolk Coastal District Councillors Whiting, Newton and Dean. The Assistant Clerk provided councillors with information about the time capsule, acid free paper, pens, etc be purchased for a maximum cost of £500.

Mrs Brown proposed that a time capsule, asset free paper, pens and bags be purchased for a maximum amount of £500, seconded by Mr Richings. Resolved with ALL in favour.

**b. To Note the Timetable for Local Elections in England – 2 May 2019 – Covering District and Parish Council Elections**

The Parish Clerk informed Councillors that the notice of election for East Suffolk will be published on Friday, 15<sup>th</sup> March 2019. In order to manage the heavy load of potential nominations parish clerks were encouraged to bulk register nomination forms from parish councillors. The Clerk will make an appointment to register nomination forms. The closing date for nominations is 4pm on Wednesday 3<sup>rd</sup> April 2019. The pre-election period will be from 15<sup>th</sup> March to 2<sup>nd</sup> May. Nomination papers must be submitted for each person that wants to stand in the election (including current councillors).

**c. To Note Matters Arising Since Publication of Agenda**

None

**d. Dates to Note**

Monday, 25<sup>th</sup> February – end of consultation on Suffolk Coastal Final Draft Local Plan

Tuesday, 12<sup>th</sup> March, Planning and Development Meeting, Village Hall, 7.30pm

Wednesday, 13<sup>th</sup> March – end of consultation on Ipswich Local Plan Preferred Options and SPD documents

Thursday, 14<sup>th</sup> March, Parish Council Meeting, Tower Hall, 7.30pm

Thursday, 21<sup>st</sup> March, PA&S Committee Meeting, Tower Hall, 7.30pm

Monday, 25<sup>th</sup> March, SALC area meeting, Riverside Centre, Stratford St Andrew

Friday, 29<sup>th</sup> March – end of Sizewell C Stage 3 Consultation

**10. DETERMINATION OF ITEMS FOR FUTURE AGENDA**

Clearance of maintenance strip at cemetery

Nomination forms

**11. PERSONNEL & LEGAL MATTERS**

The minutes for item 11 are attached as an 'In Confidence' Appendix at the end of the normal Minutes of this meeting. The appendix is omitted from this public copy.

**12. CLOSE OF MEETING**

The Chairman closed the meeting at 8.47 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 10<sup>th</sup> January 2019

#### GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04/01/2019	Mrs S Stannard	Postage of documents	4055	-	£ 38.70	-	Admin
09/01/2019	Barclays	Commission Charges - 15 Nov - 12 Dec			£ 23.75		Admin
10/01/2018	Mrs S Jenkins	InDesign Training Manual	4056	-	£ 10.99	-	Admin
10/01/2019	Suffolk Police and Crime Com	Funded PCSO 01/04/18-31/03/2019	4058	£ -	£ 9,437.17	£ -	Crime
10/01/2019	Mr Robert Potter	Litter Clearance December 2018	4059	£ -	£ 62.50	£ -	Litter
10/01/2018	Mr Robert Potter	Noticeboard and Letter Rounds Dec 2018	4060	£ -	£ 24.00	£ -	S142
10/01/2019	Cloudflex Systems Ltd	Update Router Firmware; Install InDesign	4061	£ 84.00	£ 70.00	£ 14.00	Admin
15/01/2018	Signs for you Ltd	Purchase and Installation of new sign at Chestnut Play Area	4062	£ 84.41	£ 70.34	£ 14.07	PF&POS
15/01/2018	Mrs S Stannard	InDesign membership for year Jan 2019- Dec 2018	4063	£ -	£ 238.42	£ -	Admin
15/01/2019	Mrs Barbara Richardson-Todd	Travel costs to SALC - Dec 2017 to Dec 2018	4064	£ -	£ 93.60	£ -	Training
22/01/2019	Net Salaries paid after PAYE & NI - Jan 2019		4065,4066		£ 2,366.62		Salary
29/01/2019	NEST	Pension contributions Jan 2019	D/D		£ 120.92		Pension
31/01/2019	51st Ipswich Scouts	Services of Scouts and Beavers at Beacon Eve	4067	£ -	£ 300.00	£ -	Misc
31/01/2019	The Orwell Singers	Services of Orwell Singers at Beacon Event	4068	£ -	£ 100.00	£ -	Misc

#### CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
02/01/2019	Anglian Water	Anglian Water - Est Bill 04/06/2018 - 03/12/2018	D/D		£ 20.09		Maintenance
09/01/2019	Barclays	Bank charges - 15 Nov to 12 Dec			£ 11.20		Admin
04/01/2019	Suffolk Coastal Norse	Extra 4 cuts at closed churchyard	1259	£ 561.60	£ 468.00	£ 93.60	Maintenance
08/01/2019	Mr A Duncan (D Atkins)	Cemetery Admin	1260	£ -	£ 20.00	£ -	Admin
10/01/2019	SCL L/S MGT Ltd	Cemetery Maintenance Dec 2018	1261	£ 476.40	£ 397.00	£ 79.40	Maintenance
15/01/2019	Cooks Waste Kare Ltd	Skip Hire Mtce - 03/01/2019	1262	£ 158.40	£ 132.00	£ 26.40	Maintenance
15/01/2019	Mr A Duncan (Whiting; F)	Cemetery Admin	1263	£ -	£ 60.00	£ -	Admin
17/01/2019	Cooks Waste Kare Ltd	Skip Hire Mtce - 10/01/2019	1264	£ 158.40	£ 132.00	£ 26.40	Maintenance
29/01/2019	Cooks Waste Kare Ltd	Skip Hire Mtce - 25/01/19	1265	£ 158.40	£ 132.00	£ 26.40	Maintenance
29/01/2019	Mr A Duncan (Davey;Gra	Cemetery Order Forms	1266	£ -	£ 60.00	£ -	Admin

#### ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
10/01/2019	SCL L/S Mgt Ltd	Trimming of trees at The Street	4057	£ 312.00	£ 260.00	£ 52.00	PF&POS

#### INCOME RECEIVED during January 2019

General Account (grant SCC, advertisements, loyalty reward)	£2,073.75
Business Base Rate Tracker	£0
Cemetery Account	£3,182.24

#### ACCOUNT BALANCES AS AT 31 January 2019

General Account	£119,408.78
Business Base Rate Tracker	£54,349.88
Cemetery Account	£61,815.09