



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Council meeting held on 8th September 2016 at TOWER HALL at 7.30pm

CHAIRMAN: P Richings Esq.

PRESENT: Mrs M Brown, Ms C Evans, Mr D Francis, Mrs C Gower, Mr M Newton,
Mrs B Richardson-Todd, Mr P Richings, Mr M Sones, Mrs S Todd (after item 2),
Mr R Whiting, Mr J Withey, Mr J Wright

APOLOGIES: Miss A Cracknell (Prior engagement), Mr B Ward (Holiday),
Mr J Westrup (Holiday).
County Councillor C Hudson

CLERK: Mr M R Bentley

ALSO PRESENT: Member of the public = 2 initially, then 1 after item 2
Mrs J Potter (Assistant Clerk)

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

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. Mr Withey proposed acceptance of reasons for councillor absence, seconded by Mr Wright with all in favour.

2. TO FILL A TOWER WARD PARISH COUNCILLOR VACANCY BY CO-OPTION

Two people had expressed an interest in filling the vacant Tower Ward Councillor post.

The vacancy caused by the resignation of Mrs Clarke had been formally advertised on 21st April 2016. SCDC had not received notice from electors requesting an election and co-option was therefore appropriate to fill the vacancy.

Two applicants for the vacant Tower Ward Councillor position had attended this evening: Mr Sean Richardson-Todd a resident of Village Ward but eligible for this Tower Ward vacancy and Mrs Sarah Todd resident of Tower Ward. Both applicants introduced themselves to the council and made a brief statement on why they wanted to be a Councillor and what qualities they felt they could bring to the post.

The two applicants were briefly asked to leave the room whilst councillors debated and voted. Mr Whiting proposed a secret ballot, seconded by Mr Withey with all in favour.

The clerk reminded councillors that a clear majority would be required and that although the vacancy was for Tower Ward all Councillors were entitled to vote in the co-option process.

Voting was carried out on paper slips and counted by the Clerk and Assistant Clerk. Mrs Sarah Todd returned the majority of votes, It was therefore resolved that Mrs Todd be co-opted a Parish Councillor.

Mrs Todd signed the Declaration of Acceptance of the Office of Councillor. The Chairman thanked Mr Richardson-Todd for his interest and hoped he would come forward when a vacancy next occurred.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 14th July 2016

Mr Richings reminded Councillors to note the list of cheques issued. Mrs Potter pointed out that there was a correction in item 9b second sentence in that the words '...for a minimum of three years...' should be deleted. Mr Newton proposed acceptance of the minutes with the aforesaid correction made, seconded by Mr Whiting, with ALL in favour. The minutes were duly signed as a correct record.

4. DECLARATIONS OF COUNCILLORS 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 Whiting stated that as a member of Suffolk Coastal District Council and Suffolk County Council he may be asked to reconsider any matter from this meeting at District or County 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 or County level before coming to a decision.

5. PUBLIC PARTICIPATION

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

None

b. County Councillor Report

The County Council report was distributed at the meeting. Mr Whiting also reported that drainage works in Bell Lane had now been completed.

He also reported that work to stabilise Holly Lane verges with £2,000 from the Parish Council and £1,000 from County Councillor Whiting's Locality Budget had now been given a start date of 13th September and was expected to take 4 days. The Clerk stated that on being notified of the start date he had written to SCC requesting release of the £1,000 Locality Budget money.

c. District Councillor Report

The District Councillor report was distributed at the meeting. It was also reported that the Enabling Communities Budget had increased from £5.5k to £6k per District Ward Councillor.

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

- Owing to falling attendances at the Parish Council Remembrance Day Service at St Andrews Church there was some discussion on whether the service could be merged with the full church service on the nearest Sunday to Remembrance Day or whether it could form part of the RBL service organised for Kesgrave. Mr Whiting was asked about arrangements for that service as last year he and County Cllr Hudson had arrived at St Andrews Church after they had finished at Kesgrave but not in enough time to attend the PC service.

Mr Whiting stated that Mr Don Whinney organised the RBL Service at Kesgrave. The Clerk would obtain contact details and Mrs Potter would speak to Mr Whinney to see if the services could be co-ordinated on timing, although it was agreed that no major changes should be made until after the 100th Anniversary of 1918. Mrs Potter would also contact the Rev. Heather Marsden, Minister at the Baptist Church regarding her availability to hold the service at St Andrews.

- Mrs Richardson-Todd reported that she had received a letter from the agent acting for the applicant of 163 Playford Road requesting councillor support for the recent planning application.
- Mr Wright enquired whether we were going to do anything about the Macmillan Coffee Morning on 30th Sept as he had received the information pack from Macmillan. Mrs Gower was trying to arrange a joint venture with the Ipswich School Sports Ground as the venue.
- Mr Wright was disappointed to see all the youths in the Bixley Farm Plaza last night and it was a tragedy that all the work done by PCSOs Sarbutts and Moss has been undone. He stated that we should be writing to the Police Commissioner and Chief Constable. This was echoed by councillors.

Mr Whiting proposed a letter should be sent to Tim Passmore (PCC) and the Chief Constable regarding ASB and lack of PCSO evening cover. Seconded by Mr Wright. It was suggested the actual text of the letter be approved at the PA&S meeting next week.

- Mr Whiting was concerned that Playford Parish Council had not heard of any progress with Speedwatch. Mr Wright stated that he had emailed the Clerk at Playford regarding the training dates.

6. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM

There was no Police attendance

a. Monthly Report

The PCSO monthly report was distributed with the agenda for this meeting, but the parish location of crimes was missing. There was a subsequent revision issued by PCSO Sarbutts and the Clerk read out the location information for the listed crimes.

b. Current SNT Tasking Priorities

August Newsletters from both the Ipswich East and Woodbridge SNTs were distributed at this meeting and they contained the priorities for the relevant SNT.

Matters arising from SNT Reports

As usual there was discussion about the lack of PCSO cover in the evenings and subsequent ASB in the Bixley Farm area. Testament to this was the fact that whilst the meeting was under way members could hear car tyres screeching in Broadlands Way and very loud motorcycle engines. See also item 5d of these minutes.

7. FINANCE

a. To Note The Record Of The General Purposes And Finance Committee

The UNAPPROVED Minutes of the meeting held on 11th August 2016 had been issued to all Councillors. There were no matters arising from the GP&F report and minutes. Councillors noted the report.

b. To Note the Completion of the External Audit and Approve the Audit Report (Annual Return)

A qualified comment had been made on the 2015/16 Annual Return and the Clerk had been in telephone and email contact with BDO (the auditors) in respect of the comment which was:- *Gifted or adopted assets should not be given an estimated value on the annual return, it should be included at a £1 or nil, as it cost nothing to the smaller authority. This means that all of the assets in Kelvedon Drive and Yewtree Grove should be valued at £1. All of the assets in Chestnut Close, apart from those purchased by the council in 2015, should also be stated at a cost/value of £1. This is in line with the regulations set out in the Practitioners Guide.*

Mr Sones proposed approval and acceptance of the completed Annual Return and associated Audit Report comments. Seconded by Mr Whiting with ALL in favour (see also 5c)

c. To Approve Re-Adjusted Asset Register as a Result of the Auditor Report

An interim version (V25) of the asset register had been produced which reflects the ruling by BDO that gifted assets must have a zero or £1 valuation. This had the effect of reducing the asset valuation from £142,681 down to £116,544. That figure now includes the new adult exercise equipment at Tower Hall play area and other assets acquired since 31 March 2015. In the Annual Return for 2016/17 the figure for 2015/16 will have to be re-stated and that figure will be below £116,544 – (Note Clerk & Asst Clerk to calculate correct figure for the 2016/17 Annual Return. BDO had stated that we do not need to re-state the asset value until that time.

Mr Sones proposed approval of the re-adjusted asset register, seconded by Mr Whiting, with ALL in favour.

d. Other Financial Matters

Notification had been received from SCC stating they will longer be supporting town and parish websites hosted on the 'Onesuffolk' service with effect from 1st November 2016.

CAS (Community Action Suffolk) had agreed to become the new service provider. However there would be an annual fee of £50+VAT for them to support the service. Anyone not wishing to continue will need to back-up their files by 1st November and complete an opt-out form. Those wishing to opt-in would need to sign up by 1st November otherwise their web files will be removed from the system on 1st November.

Mr Richings stated the council needed the website to continue without interruption and proposed that we continue with support from CAS and that a Direct Debit be established for the annual fee. This was seconded by Mr Withey with ALL in favour.

8. PLANNING & DEVELOPMENT

a. TO NOTE THE RECORD OF THE PLANNING AND DEVELOPMENT COMMITTEE

Mr Richings reported on one meeting (15/08/16) held since the last PC meeting. Copies of the P&D minutes of those dates had been issued to all Councillors.

Matters arising from P&D Report

There were no matters arising from the P&D report and minutes. Councillors noted Mr Richings report.

b. OTHER PLANNING MATTERS

Mr Wright reported on a matter at 66 Kelvedon Drive where the owner had been cutting down trees at the side of the dwelling on what appeared to possibly be open space. A neighbour had subsequently complained. Mr Wright had investigated and explained to the complainant that we had no jurisdiction over the matter at all as the land was assigned to that dwelling by the original developer.

9. PARISH AMENITIES AND SERVICES

a. TO NOTE THE RECORD OF THE PARISH AMENITIES AND SERVICES COMMITTEE

Mr Wright reported on the meeting held on 21st July. A copy of the unapproved minutes of that date had been issued to all Councillors.

Matters arising from PA&S Report

There were no matters arising from the PA&S report and minutes. Councillors noted Mr Wright's report.

b. OTHER PA&S MATTERS

Holly Lanes verge consolidation – Covered under item 5b, County Councillor Report.

10. SUCCESSION PLANNING

a. Parish Office – Progress Report

The Clerk reported that the office furniture was now in place, the phone line had been transferred but there were problems with getting the broadband working correctly – BT were due a site visit on 13th Sept. The parish phone number was currently diverting calls to the Clerk's home number until the office was fully up and running. IT equipment had been delivered to the contractor as was being setup. The new Assistant Clerk had now signed and returned a copy of her contract of employment.

The Chairman requested that thanks be recorded to the Clerk for the work he had put in to organise the new office installation.

11. GENERAL PARISH MATTERS & CORRESPONDENCE

a. To Note Matters Arising Since Publication of Agenda

The Clerk reported that a copy of letter to the Chief Executive of SCDC had been received from Little Bealings PC who were formally complaining about the 'Kesgrave Neighbourhood Area Application' in that SCDC failed on a number of counts to follow correct procedures relating to the consultation process in respect of the fact that Little Bealings had been included within the proposed boundary of the Neighbourhood Plan without the agreement of the PC.

Councillors noted the letter and showed concern, but at this stage felt that this was a matter for Little Bealings and SCDC to resolve.

b. Dates to Note

12th September, 7.30pm, P&D Meeting, Village Hall Committee Room

15th September, 7.30pm, PA&S Meeting, Tower Hall

19th September, 7.00pm, Suffolk Coastal Area Meeting, Stratford St Andrew

19th September, 6.15pm, Traffic & Pedestrian WP, Kesgrave Town Council Offices

20th September, 7.30pm, Newsletter Editorial Meeting, Parish Office, Tower Hall

6th October, 7.30pm, Allotment Holders AGM, Tower Hall

13th October, 7.30pm, GP&F Meeting, Village Hall

12. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Letter to PCC and Chief Constable – PA&S meeting 15th September

13. CLOSE OF MEETING

The Chairman closed the meeting at 9:12pm

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---COUNCILLORS to note items BELOW ---

The following expenditure had been incurred and income received since the items listed in the Minutes of the GP&F committee meeting of 11th August 2016.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
11-08-16	Business Services	Additional insurance premium for new TH	636	£ -	£ 8.64	£ -	Admin
11-08-16	Suffolk Coastal No	Install litter bin near water tower	637	£ 258.00	£ 215.00	£ 43.00	Asset
11-08-16	Suffolk Coastal No	Install doggie bin in The Street	638	£ 354.00	£ 295.00	£ 59.00	Asset
11-08-16	Robert Potter	Noticeboards & letters round - July	639	£ -	£ 38.50	£ -	S142
11-08-16	Robert Potter	Litter clearance - July	640	£ -	£ 50.00	£ -	Litter
11-08-16	Deane Computer S	3 x computers for new office	641	£ 1,773.60	£ 1,478.00	£ 295.60	Asset
11-08-16	SCL L/S Mtce Ltd	Play area mtce - July	643	£ 259.80	£ 216.50	£ 43.30	PF&POS
12-08-16	BT	Parish office phone bill 03/07 to 03/11	D/D	£ 113.90	£ 94.92	£ 18.98	Admin
25-08-16	SCL L/S Mtce Ltd	Pond Mtce - July Limes x2 Chestnut x 1	644	£ 122.35	£ 101.96	£ 20.39	Pond
25-08-16	Mrs J Potter	Special Delivery via P.Office to 10A tenan	646	£ -	£ 6.45	£ -	Admin/clerk
25-08-16	Net Salaries paid after PAYE & NI - August 2016		648/649/S.O	£ -	£ 2,121.52	£ -	Salary
25-08-16	TwoPointZero IT Lt	Equipment for new parish office	650	£ 1,505.45	£ 1,254.54	£ 250.91	Asset

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
11-08-16	Cooks Waste Kare Ltd	Cemetery Mtce 19/7/16	1105	£ 138.00	£ 115.00	£ 23.00	Maintenance
11-08-16	A Duncan	Cemetery Admin	1106	£ -	£ 40.00	£ -	Admin
25-08-16	SCL L/S Mgt Ltd	Cemetery Mtce June 16	1107	£ 1,163.90	£ 969.92	£ 193.98	Maintenance
25-08-16	SCL L/S Mgt Ltd	Cemetery Mtce - Ornamental	1108	£ 942.00	£ 785.00	£ 157.00	Maintenance
25-08-16	SCL L/S Mgt Ltd	Cemetery Mtce - July	1109	£ 833.92	£ 694.93	£ 138.99	Maintenance
25-08-16	A Duncan	Cemetery Admin	1110	£ -	£ 120.00	£ -	Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
11-08-16	SCL L/S Mtce Ltd	Grass Mtce - July	642	£ 212.40	£ 177.00	£ 35.40	Maintenance
25-08-16	Robert Potter	Strimming overgrown vegetation	645	£ -	£ 35.00	£ -	Maintenance
25-08-16	Mr J Westrup	Lock & keys for horse paddock acce	647	£ -	£ 42.84	£ -	Asset

INCOME RECEIVED During August 2016

Newsletter Advertising £99

SCDC ECB Grant (Defibrillator) £2,000

ACCOUNT BALANCES AS AT 31st August 2016

General Account £89,653

Business Base Rate Tracker £54,218

Cemetery Account £23,224