



# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



## Minutes of the Parish Council meeting held on 10th November 2016 at TOWER HALL at 7.30pm

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CHAIRMAN: P Richings Esq.

PRESENT: Mrs M Brown, Miss A Cracknell, Mr D Francis, Mrs C Gower, Mr M Newton, Mrs B Richardson-Todd, Mr P Richings, Mrs S Todd, Mr B Ward, Mr J Westrup, Mr R Whiting, Mr J Wright

APOLOGIES: Ms C Evans (unwell), Mr M Sones (unwell children) Mr J Withey, (unwell), County Cllr C Hudson,

CLERK: Mr M R Bentley

ALSO PRESENT: Members of the public = 2  
Mrs J Potter (Assistant Clerk)  
Mrs S Stannard (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.

The Chairman also made the following statement regarding a recent incident:- *In all things Parish-orientated, I always look to the Clerk as my sage – the font of all knowledge. Without knowledge, his role becomes less effective.*

*A couple of months ago, he became aware of a leaflet distribution which he knew nothing about. The leaflet contained contact details for a person who happens to be a serving Parish Councillor and Parishioners who contacted him were incorrectly assuming it had come at the behest of the Parish Council. This made it rather difficult for him as, in this instance, he turned out not to be the font of all knowledge. This generated additional workload for him to investigate and find out what was going on.*

*We've got no problem with any Councillor canvassing people on any matter but, as a matter of pure courtesy, could you please let the Clerk know beforehand so he's in the knowledge loop. In so doing, he would be in the position to, and is more than happy to, give you appropriate advice should he spot any omission, error or ambiguity which may subsequently lead Parishioners to erroneously believing the canvass is being carried out on behalf of the Parish Council.*

*In this specific case, wording such as "I'm doing this as an individual and my views do not necessarily reflect those of the Parish Council" would probably have provided sufficient clarity within the leaflet and reduced the Clerk's workload.*

Apologies were noted as detailed above. Mr Westrup proposed acceptance of reasons for councillor absence, seconded by Mr Whiting with all in favour.

### 2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 8th September 2016

Mr Richings reminded Councillors to note the list of cheques issued.

Mr Richings stated that Item 5b referred to work starting on Holly Lane in 'August', but he thought it should have been September – Confirmed as September. Also reference to item 5c within item 6b should in fact reference item 5d. - Confirmed

Mr Wright proposed acceptance of the minutes, seconded by Mrs Brown, with ALL in favour. The minutes were duly signed as a correct record with the above corrections made.

### 3. 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.

Mr Whiting declared a LNPI in agenda item 5c as he had provided funding for the Speed Watch scheme via his County Councillor Locality Budget.

#### **4. PUBLIC PARTICIPATION**

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

The two members of the public had a question regarding council policy on planning applications.

##### **b. County Councillor Report**

The County Councillor report was distributed with the agenda.

In addition County Cllr Whiting reported on local issues – Ropes Drive West Roundabout – work to start next week and would take place overnight. The emergency work by Anglian Water that caused horrendous delays on the A1214 was to replace a faulty main valve. They have now put the valve in question off the highway to avoid future major disruption.

Mr Whiting also stated that he was partly funding a new crossing point on the A1214 near Kiln Farm. There would be an island in the road and a modified road layout. The hedgerow along the A1214 in Kesgrave had now been cut back.

Mr Francis stated that according to an Ipswich Star article SCC had extended the Kier MG contract until 2023. Mr Wright added that their 100 week notification system had been modified and the 18month waiting list was now down to 3 or 4 months. Mr Richings drew attention to Kiers latest faux-pas where they were white lining in Foxhall Road and the lining stops before a bunch of roadside weeds then continues after the weeds.

Mr Richings asked what had happened about the illuminated information road-sign that was removed from Woodbridge Road. Mr Whiting stated that it was still in storage.

Mr Richings stated that Broke Hall Primary School was a catalyst for all manner of parking issues and he was now looking to our SCC Councillors to check if the catchment area is correct for that school and does it require a revision of admission policy?

##### **c. District Councillor Report**

The District Councillor report was distributed with the agenda. In addition District Cllr Newton reported that there was a mistake in the report regarding the date for inspection of surplus furniture at Melton. It should read 5<sup>th</sup> November. The transfer of personnel to the new HQ starts this month.

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

The two members of public wanted to know councillors stance on allowing council land and POS to have access for new building work.

Several members of the Council and the Clerk explained the process of looking at planning applications both from the Parish Council point of view as a statutory consultee and the District Council as the Local Planning Authority. In addition it was stressed and important to note that each case was debated on its merits and in line with both local and national planning regulations irrespective of whomever currently owned the land.

*[Members of public left at this point after thanking the Council for the information and guidance]*

Miss Cracknell reported that 155 The Street has been vandalised. Neighbours had contacted SCDC and there had been people there today putting up wooden barriers around the property.

## 5. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM

There was no Police attendance

### a. Monthly Report

The MF PCSO report was distributed along with the agenda, plus the Woodbridge SNT report for October. The East Ipswich SNT report was the same as last month (October) and was therefore not sent out to Cllrs.

PCSO Sarbutts own version of an Ipswich East SNT report was distributed at this meeting.

### b. Current SNT Tasking Priorities

As shown in the respective SNT reports namely:-

**Woodbridge SNT:** Speeding, Parking, ASB (October report)

**Ipswich East SNT:** ASB on Rushmere Heath, ASB use of mopeds in open spaces around East Ipswich, ASB around Selkirk Rd Co-op.

### Matters arising from SNT Reports

Mr Westrup stated there had been a VAS (Vehicle Activated Sign) in Playford Road for a period then it went away. Clerk and Mr Wright explained the system of moving the VAS speed equipment round within the county on a rotating basis.

Miss Cracknell said there was one permanently in Westerfield so can we have one too. Mr Whiting stated – No as SCC is only doing portable ones now.

Out of date food problem at the One Stop shop – Mrs Potter said that the SCDC Environmental people could do nothing about it and there was no legislation covering the problem. Mrs Gower asked if the One Stop had CCTV which could be used to track the food problems.

### c. Match Funded PCSO – Six Month Review Report

As of the date of this meeting there had be no six month review report from Suffolk Police. There had, however, been a letter received from PCSO Sarbutts with his views on the potential effects of losing the funded PCSO service next April. A copy was distributed to Cllrs at this meeting.

PCSO Sarbutts had also contacted the Clerk and Chairman with information on a recent internal meeting between Unison and HR regarding PCSO working hours, (It was understood that no decision would be made until after the roll-out of new PC rotas in January).

Emails had also been sent to Leigh Jenkins the Business Manager again echoing the parish council concerns for our future involvement in the Funded PCSP scheme.

There was still no response from the original letter sent to the PCC (other than acknowledgement of the letter) or the Chief Constable.

It was agreed that the six-month review by the police should be on all delegated committee agendas for the next few months.

### d. Joint Speedwatch Scheme with Playford – To Approve the Inclusion of Kesgrave in the Scheme.

The Clerk stated that this item should have been about formally endorsing the establishment of a 3-way Community Speedwatch Scheme, comprising us, Playford PC and Kesgrave TC, unfortunately the wheels have come off in that Playford took a decision at their PC meeting last week to withdraw from the scheme before it has even actively commenced. They have apparently cited lack of communication and fear of not getting a fair share of the equipment if Kesgrave join the scheme. Clerk has written to the Clerk at Playford requesting a meeting to try and resolve the issues.

Mr Whiting said he would be happy to fund whatever the outcome as all parties came under his County Council remit. Mr Wright stated that he had put a lot of effort into this. Different people had been putting forward different points and the impression was given by an innocent email that Kesgrave wanted to take it over.

It was agreed to defer this matter until the December GP&F to give Clerk time to discuss with Playford PC.

## 6. FINANCE

### a. TO NOTE THE RECORD OF THE GENERAL PURPOSES AND FINANCE COMMITTEE

The UNAPPROVED Minutes of the meeting held on 13<sup>th</sup> October 2016 had been issued to all Councillors.

### **Matters arising from GP&F Report**

There were no matters arising from the GP&F report and minutes. Councillors noted the report.

#### **b. To Approve a Pension Provider**

The Clerk stated that although there is currently no active automatic pension trigger for the present Council employees they all have the prerogative to opt-in if they so wish. We have by our staging date of 1<sup>st</sup> Feb 2017 to make a declaration of having put certain staff pension procedures in place. One of these is to register with the Pension Regulator, which has been done, the other is to select and register with a pension scheme provider. This is a legal requirement but the council will need to approve the selection of the provider.

The Clerk had examined those schemes which were open to small employers and had come to the conclusion that the safest scheme was the National Employment Savings Trust – known as NEST – which was set up by government and has to accept all employers who want to use it for automatic enrolment.

Mr Whiting recommended that the PC enrolls with the NEST scheme, seconded by Mrs Richardson-Todd, agreed with all in favour. The Clerk would now enrol with the NEST scheme before 1<sup>st</sup> February 2017.

#### **c. To Suggest Potential Recipients/Projects for District Councillor ECB funding**

Projects suggested for funding via the District Cllr ECB (Enabling Communities Budget) at this meeting were:- A white gate traffic calmer in The Street; A community party. Mr Newton asked for any further suggestions to be submitted by the end of the year.

#### **d. Budget Setting 2017/18 – Timetable**

The Clerk stated that the proposed timetable for the 2017/18 budget build would be:-

Thursday 17<sup>th</sup> November – The PA&S would set a draft budget for its own and the Allotment panel requirements for recommendation to the GP&F meeting on 8<sup>th</sup> December. The P&D would set a budget at its next meeting on 22<sup>nd</sup> November again for recommendation to the GP&F.

The GP&F meeting would set out its own budget requirements and taking into account the PA&S, Allotment and P&D budgets would make a recommendation to the full Parish Council meeting of 12<sup>th</sup> January for the full Precept and Budget for 2017/18. The letter from SCDC requesting our Precept requirement normally arrives mid-December with response required by mid-January.

The Clerk asked Councillors to note that there would be no Council Tax Relief Grant next year as the current year was the final year of the run-down of the scheme.

Mrs Gower asked if we had to include the policing budget in the figures – The Clerk responded with 'Yes but we can buy some time if necessary as the final decision would not have to be made until the January PC meeting on 12<sup>th</sup> January.'

#### **e. OTHER FINANCIAL MATTERS**

None

## **7. PLANNING & DEVELOPMENT**

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

Mr Richings reported on three meetings (12/09/16, 04/10/16 & 02/11/16) 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. To review this Council's Options Following the Decision by SCDC to Limit the Proposed Kesgrave & District Neighbourhood Plan Area to Encompass the Kesgrave Town Council Area Only**

For the sake of clarity on understanding the issues there follows an extract from P&D Minutes of 04/10/16:-

*'Mr Wright and the Clerk attended a meeting at SCDC on 26<sup>th</sup> September following a substantial number of objections being lodged regarding the proposed plan boundary consultation for the Kesgrave Neighbourhood Plan (KNP). The following are the notes from that meeting as published by Andy MacGibbon Planning Policy Officer at SCDC.*

*“Regulation 6A of the Neighbourhood Planning (General) Regulations 2012 (as amended) <http://www.legislation.gov.uk/ukxi/2012/637/regulation/5/made> states that a Local Authority in receipt of an application from a relevant body must determine the application. The Area Application consultation was duly run between 4th July to 2nd September 2016.*

*As a result of the consultation period, a large number of objections were received regarding the extent of the proposed KNP area. In particular, a large number of residents of Little Bealings, Playford and Rushmere St. Andrew expressed their opposition to being involved in the plan. Little Bealings and Playford Parish Councils submitted formal letters of opposition to any parts of their areas being included in the proposed KNP. Whilst pre application consultation with Little Bealings and Playford Parish Councils was not a statutory requirement of the process, it may have been prudent of the relevant body to undertake engagement to ascertain early responses on the likelihood of gaining agreement regarding the suitability of the proposed area. Following the close of the Area Application consultation period, a meeting was held between representatives of Suffolk Coastal District Council (SCDC), Kesgrave Town Council and Rushmere St Andrew Parish Council to discuss the next steps forward. Jonathan Ogden for Kesgrave Town Council, Mel Bentley and James Wright for Rushmere St. Andrew Parish Council, and Cllr Tony Fryatt, Hilary Hanslip and Andy MacGibbon for SCDC attended.*

*During the meeting 3 options for the KNP were discussed. Namely that:*

- Kesgrave Town Council withdraw the KNP altogether and instead work closely with SCDC through the Local Plan Review regarding the future development of the Town Council area;*
- Kesgrave and a part of Rushmere St. Andrew (Tower ward) proceed together with a neighbourhood plan covering this reduced area; and*
- Kesgrave Town Council proceeds alone with a neighbourhood plan covering only the extent of the Town Council area and that Rushmere St. Andrew Parish Council will consider the option of producing its own separate neighbourhood plan at a later date.*

*National Planning Practice Guidance (NPPG) provides a list of criteria which can be considerations when deciding the boundaries of a neighbourhood plan proposed area (Paragraph: 033 Reference ID: 41-033-20140306) <http://planningguidance.communities.gov.uk/blog/guidance/neighbourhood-planning/designating-a-neighbourhood-area/> Of these, based on consultation feedback, great weight was attached to ‘whether the area forms part of a coherent estate either for business or residents’ in coming to a decision. As such, the latter option was identified as the most appropriate way forward.*

*This recommendation was passed to, and accepted by, Cllr Fryatt (the Cabinet Member).*

*Accordingly, the Neighbourhood Plan boundary for the Kesgrave Neighbourhood Plan Area, to be approved no later than the 30th September 2016, will show the plan area covering the Town Council area only”*

*The clerk explained that this PC would now need to make a decision at the November meeting as to whether it wished to proceed with an independent NP or work closely with SCDC on a forthcoming local plan review. Hilary Hanslip (SCDC) had explained at that SCDC meeting that a review of the Local Plan was about to commence with an aimed completion date of 2019. This would be about the same timing as for a Neighbourhood Plan. She also explained that SCDC were keen to work much closer with Town and Parish councils following the lessons learned from the current Local Plan and the recent close Working Party liaison with Parish Councils on the compilation and review of the Site Allocations and Area Specific Policies document.*

*Mr Sones felt that the PC should be satisfied that the new framework will give us the same level of protection and that we have a voice right the way through the process. Mr Whiting commented that even after a lot of hard work the Parish Plan of 2010 was more or less obsolete when finished so we need to be very careful what we commit to’.*

*Mrs Richardson-Todd stated that we should defer a decision and call a meeting of all residents to discuss the options available.*

*Mr Wright felt it better to go with the new proposals.*

*Mr Whiting suggested inviting Hilary Hanslip (Planning Policy at SCDC) to a council meeting to talk about Neighbourhood Plans and the Local Plan Review.*

*Mr Sones felt we would not be able to get enough members of the public together to carry out the NP process and the whole scheme would probably fall behind the new Core Strategy.*

Mr Whiting proposed inviting Hilary Hanslip to a special meeting, seconded by Mrs Richardson-Todd.  
Resolved: In favour with 1 abstention. The Clerk would look at suitable dates in January and progress with SCDC Planning.

**c. Any Other Planning Matters**

The Clerk stated that Mulberry Corner planning application had now been approved by SCDC, but no details available yet.

**8. PARISH AMENITIES AND SERVICES**

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

Mr Wright reported on the meeting held on 15th September 2016. A copy of the unapproved minutes of that date had been issued to all Councillors.

**Matters arising from PA&S Report**

There was an enquiry as to whether a quote had been obtained for the make-over of the lay-by at Chestnut Pond. – The Clerk reported that he still had to contact Derek Oldham (SCC Highways).

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

**b. OTHER PA&S MATTERS**

None

**9. GENERAL PARISH MATTERS & CORRESPONDENCE**

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

Mrs Gower asked for thanks to be expressed to PCSO Sarbutts for the extra report.

The Clerk reminded Councillors that the Remembrance Ceremony would be held at 11.50am on 11<sup>th</sup> November at St Andrews Church. The Kesgrave & District RBL would be attending but there was still a lack of Clergy available to officiate.

**b. Dates to Note**

11<sup>th</sup> Nov, 11.50am, St Andrews Church – Remembrance ceremony

17<sup>th</sup> Nov, 7.30pm, Tower Hall – PA&S Meeting

22<sup>nd</sup> Nov, 7.30pm, Tower Hall, P&D Meeting

24<sup>th</sup> Nov, 10.30am, Woodbridge Police Station, SNT ASB meeting –

28<sup>th</sup> Nov, 6.30pm, Melton Council Chamber, Town & Parish Liaison Meeting

8<sup>th</sup> Dec, 7.30pm, Village Hal, GP&F Meeting

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

Neighbourhood Plan

Speed Watch Scheme progress

**11. CLOSE OF MEETING**

The Chairman closed the meeting at 9.45pm

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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 13<sup>th</sup> October 2016.

## GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04-10-16	Staples (UK) Ltd	Supplies for new parish office	665	£ 388.18	£ 323.48	£ 64.70	Admin
09-10-16	Glasdon UK Ltd	Replacement noticeboard & fittings	668	£ 813.55	£ 677.96	£ 135.59	Asset
09-10-16	Robert Potter	Litter clearance - Aug/Sept	669	£ -	£ 112.50	£ -	Litter
09-10-16	Robert Potter	Noticeboards & letters round - Aug/Sept	670	£ -	£ 114.50	£ -	S142
09-10-16	Suffolk Police&Crir	Match Funded PCSO 1/10/16 to 31/3/17	672	£ -	£ 2,616.50	£ -	Crime
13-10-16	Glasdon UK Ltd	Replacement noticeboard glass (Bixley D	673	£ 55.03	£ 45.86	£ 9.17	Maint
13-10-16	Parish Halls RSA	Hall/Room hire Jul-Dec Hall) Sep-Dec (Off	674	£ -	£ 1,900.00	£ -	Hire
13-10-16	M Bentley	various non-asset items for new parish off	675	£ -	£ 43.00	£ -	Misc
24-10-16	SCL L/S Mtce Ltd	Play area mtce - September (2 visits)	676	£ 285.00	£ 237.50	£ 47.50	PF&POS
24-10-16	Business Services	Annual Parish Council Insurance	678	£ -	£ 1,699.87	£ -	Admin
24-10-16	Cloudflex Systems	Parish Office IT kit and setup	679	£ 3,133.20	£ 2,611.00	£ 522.20	Asset
24-10-16	SALC	Clerk training - S Stannard 11/10 & 18/10	680	£ 120.00	£ 100.00	£ 20.00	Training
24-10-16	M Bentley	Items for new office (via Amazon)	681	£ -	£ 157.80	£ -	Asset
24-10-16	Staples (UK) Ltd	Supplies for new office	682	£ 306.72	£ 255.60	£ 51.12	Admin
24-10-16	Staples (UK) Ltd	Printer supplies	683	£ 70.99	£ 59.16	£ 11.83	Admin
25-10-16	Net Salaries paid after PAYE & NI - October 2016		685/6/7/SO	£ -	£ 2,662.94	£ -	Salary
25-10-16	Staples (UK) Ltd	Supplies for new office	688	£ 6.77	£ 5.64	£ 1.13	Admin

## CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
23-09-16	A Duncan	Cemetery Admin	1115	£ -	£ 40.00	£ -	Admin
04-10-16	A Duncan	Cemetery Admin	1116	£ -	£ 20.00	£ -	Admin
09-10-16	Robert Potter	Clean & Repaint 7 seats	1117	£ -	£ 99.50	£ -	Maintenance
09-10-16	Cooks Waste Kare Ltd	Cemetery Mtce 29/09/16	1118	£ 138.00	£ 115.00	£ 23.00	Maintenance
24-10-16	A Duncan	Cemetery Admin	1119	£ -	£ 60.00	£ -	Admin
24-10-16	SCL L/S Mgt Ltd	Cemetery Mtce - Sept. 3 visit	1120	£ 1,055.40	£ 879.50	£ 175.90	Maintenance
25-10-16	HJM Memorials	Refund on memorial fee	1121	£ -	£ 135.00	£ -	Admin

## ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04-10-16	K J Fencing Services	Labour fee for new fence erection	666	£ -	£ 2,370.00	£ -	Maintenance
06-10-16	Lumberjacks Ltd	Materials for allotment fencing	667	£ 1,357.93	£ 1,131.61	£ 226.32	Maintenance
06-10-16	Lumberjacks Ltd	Materials for allotment fencing	667	£ 472.70	£ 393.92	£ 78.78	Maintenance
06-10-16	Robert Potter	Strimming overgrown plot X1B	671	£ -	£ 12.00	£ -	Maintenance
24-10-16	SCL L/S Mtce Ltd	Grass Mtce - September	677	£ 106.20	£ 88.50	£ 17.70	Maintenance

## INCOME RECEIVED During October 2016

Cemetery	£265
CIL Payment	£84.92
Allotments	£1,087

## ACCOUNT BALANCES AS AT 31<sup>st</sup> October 2016

General Account	£111,635
Business Base Rate Tracker	£54,225
Cemetery Account	£21,010