



# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



Minutes of the Parish Council meeting held on 14th January 2016 at  
VILLAGE HALL at 7.30pm

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CHAIRMAN: Mrs J Clarke.

PRESENT: Mrs M Brown, Mrs J Clarke, Ms C Evans, Mr D Francis, Mrs C Gower,  
Mr M Newton, Mrs B Richardson-Todd, Mr B Ward, Mr J Westrup, Mr J Withey,  
Mr J Wright

APOLOGIES: Miss A Cracknell (another engagement), Mr P Richings (holiday),  
Mr M Sones (Working away), Mr R Whiting (heavy cold).

CLERK: Mr M R Bentley

ABSENT: None

ALSO PRESENT: Member of the public = 0; PCSO M Sarbutts, PCSO J Moss.  
Mrs J Potter (Assistant Clerk)

As the PC Chairman Mr Richings had tendered apologies, the Vice Chairman, Mrs Clarke chaired the meeting.

## 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 and accepted as detailed above.

## 2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 12th November 2015

Mrs Clarke reminded Councillors to note the list of cheques issued. Mr Withey proposed acceptance of the minutes, seconded by Mr Ward, with ALL in favour. The minutes were duly signed as a correct record with no alterations.

## 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.

## 4. PUBLIC PARTICIPATION

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

None

### b. County Councillor Report

Distributed prior to the meeting via email/letter. There were no matters arising

### c. District Councillor Report

Mr Newton's District Councillor written report, also endorsed by Mr Whiting was distributed at the meeting.

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

Mr Wright showed one of the cemetery name-plates his family were going to donate as names for each section of the cemetery. Councillors approved the design and construction. It was agreed that Mr Wright would liaise with members of the Cemetery Management Panel regarding the placement of the name-plates. Mr Wright was thanked by the Chairman.

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

PCSOs M Sarbutts and J Moss attended and reported.

### **a. Monthly Report**

One monthly police report had been sent out with the agenda, whilst the other had been tabled at this meeting. PCSO Sarbutts stated that access to the crime reporting system had now changed and the monthly report now steers people to the website where the stats are available.

St Andrews Walk ASB problems were now much reduced. Mrs Gower asked why the improvement had happened. – It was a combination of constant work and new powers being available for the PCSOs to use.

Mr Wright proposed thanks to the PCSOs for the work they had put in.

### **b. Current SNT Tasking Priorities**

Given the current policing situation Sgt Andy Buck had requested that priorities remain as set in October. This was agreed by the 12PT meeting on 12<sup>th</sup> January

- Tackling anti-social use of motor vehicles at Martlesham Heath Business Park.
- Promote safe cycling throughout the Kesgrave SNT area.
- Monitoring the speeding of vehicles on roads within the Kesgrave Safer Neighbourhood Team area, including villages within the district.

### **c. Funding of a PCSO Post - To Reconsider Budget Needs as a Result of the Policing Review**

Cost of a fully funded PCSO has been quoted as £31,972. On the current basis of 1/3 RSA and 2/3 Kesgrave this would mean a new cost of approx £11K, an increase of £6k on present cost. PCSO Sarbutts was asked what the station complement would be under the new scheme. Ipswich East would have 9 PCSOs, 6 PCs and 2 Sgts, whilst Woodbridge would have 3 PCSOs, 2 PCs and 1 Sgt. PCSO Sarbutts explained that everyone at the SNT offices have to re-apply for their jobs and select 3 favourite places to work in the future.

It was agreed that the PC required more information before committing to a fully funded PCSO and a small working group could work on the matter. The budgeting would be addressed in section 12 of this agenda.

## **6. FINANCE**

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

The UNAPPROVED Minutes of the meeting held on 10<sup>th</sup> December 2015 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. Speedwatch Funding – To Confirm Sources Prior to Budget Setting**

Mrs Potter had now obtained more information on set-up costs which would be £1500. Ongoing costs would be:- Replacement batteries £40; Calibration £100 every 3 years; Replacement signs £80; Training is paid by the police.

Playford PC were interested in working with us and District Cllr Whiting would try and fund the initial cost.

Each group has to have 6 people – 2 teams of three.

Mr Wright proposed that providing Cllr Whiting funds the set-up cost this PC would fund the £200 maintenance per year seconded by Mrs Richardson-Todd. Resolved in favour on a majority vote with one abstention.

## **7. PLANNING & DEVELOPMENT**

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

Three meetings (17/11/15, 10/12/15, 07/01/16) had been 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 the report.

### **b. To Consider Response to Planning Application DC/15/4672/OUT Land to East of Bell Lane**

The Clerk and Mr Francis had attended a Kesgrave TC meeting on 13<sup>th</sup> January at which this outline application was debated. There were also at least 100 members of public present at the meeting. Any response from this council had to be with SCDC by 18<sup>th</sup> January (extended deadline), hence the response below was submitted for approval by the PC as no immediate P&D meeting was scheduled:-

*“As this proposal is likely to have a major influence on traffic through Rushmere St Andrew via the Foxhall Road feeder into Ipswich, we submit the following observations:-*

- *The Site Allocations and Area Specific Policies document (Page 147) refers to the site (Ref 3013) under the SHLAA Scheme as being discounted for development since it is contrary to Spatial Strategy Policy SP20 of Eastern Ipswich Plan Area.*
- *In implementing the Suffolk Coastal District Local Plan 2013, section 6.37, table 6.1 (Infrastructure identified as necessary for the delivery of the Core Strategy) of the Plan lists the risks in not achieving the infrastructure requirements for the Eastern Ipswich Plan Area. In the main those identified risks under the headings of Infrastructure, Education, Healthcare, Road Network & Waste Water are already a reality without the addition of an additional 300 homes in that area. The mitigating solutions must be implemented before any further development work is allowed to proceed, else SCDC is in default of its own Core Strategy requirements.*
- *There are serious concerns regarding the expansion of Cedarwood Green School in that additional land allocated is on the opposite side of a bridleway and this has security management implications especially as the school is a Primary school.*
- *Given the local history of poor vehicular access to schools this proposal does nothing to improve that situation but would appear to make the situation for Cedarwood Green far worse,*
- *Probably the biggest concern is the major impact on traffic levels in Bell Lane and the spill over onto the A1214 and Foxhall Road. A single access point onto Bell Lane with an estimated 1,879 vehicle movements per day is not tenable. – The 1,879 figure is extracted from chapter 11, Traffic & Transportation, of the Environmental Impact Assessment document (submitted by the applicant), which also states a projected increase of 39% in Bell Lane traffic and 19% increase in Foxhall Road Traffic.*

*It is for the above reasons that Rushmere St Andrew Parish Council recommends REFUSAL of this proposal.”*

Mr Wright proposed approval of the draft response, seconded by Mrs Gower with all in favour.

#### **c. To Consider Response to Planning Application DC/15/4788/OUT Ipswich Rd, Martlesham**

Although not a statutory consultee on the above application it was felt we should comment owing to the likely impact on the village from extra traffic on the A1214 and Playford Road. It was agreed the Clerk should submit a response along the above lines and then report at the next P&D meeting

#### **d. Other Planning Matters**

Amended details had been received for planning application DC/15/4488/FUL, Rushmere Baptist Church. There was a short response time hence the need to bring it before this meeting.

The car park layout had been redesigned with a bicycle store added. They had also changed the two entrances to the car park into a single wide entrance by removing two small trees. Suggested response was:-*“Rushmere St Andrew Parish Council recommends APPROVAL. We note that this is an improved scheme for parking and includes a bicycle shelter, although it unfortunately does not increase the availability of parking spaces.”*

Mr Withey proposed approval of the amended application details, seconded by Mr Ward with all in favour.

### **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 19<sup>th</sup> November 2015. 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. Rats Problem at Allotments – To Decide on Further Action**

Mr Westrup reported that since publication of the agenda. The offending chicken feed boxes at the allotment had all been removed and the pest control lady from SCDC reported that the problem had now gone away so no further action required.

#### **c. Other PA&S Matters**

The Assistant Clerk reported that as of 2<sup>nd</sup> December 2015 the Parish Council now owned the land occupied by the Ipswich School Sports Centre. A letter had also been sent to Greene King regarding the strip of land at the rear of the site with a view to the PC obtaining it to manage and protect it as natural woodland.

#### **9. THE NEW AUDIT REGIME – To Consider Options**

Following the closure of the Audit Commission, a new company has been setup to administer audits for local authorities. There is now an option to opt out of the new system and appoint your own external auditor. However a strict process must be applied in order to opt out. Councils not opting out will be under a five year arrangement and the SLB (Sector Led Body) does not have to seek further agreement from councils.

Mr Withey proposed that the Parish Council **opts in** to the new audit scheme (opt in is the default and no response is required). Seconded by Mr Wright, with all in favour

#### **10. SUCCESSION PLANNING**

The Clerk tabled a draft document on succession planning with the intent of giving notice that both he and the assistant clerk intend to retire over the next 2 years. Assistant Clerk in December 2016 and The Clerk in December 2017. The document also focussed on future accommodation for the Council and employees.

Councillors were asked to feed-back comments and ideas at the February GP&F meeting to move the document on towards adoption.

#### **11. GENERAL PARISH MATTERS & CORRESPONDENCE**

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

Email received from SCDC regarding the Right to Bid on land adjacent to 155 The Street. SCDC are in receipt of a letter from solicitors acting on behalf of the owners of the land indicating they wish to put the land out for disposal. This has triggered a 6 week interim moratorium period in which the nominators of the Asset of Community Value (Stepping Stones for Biodiversity) have to decide whether they wish to pursue developing a business case to also bid for the land. The deadline for this decision is 24<sup>th</sup> February 2016. In the meantime the owners of the land are seeking a review of the decision to nominate this asset, the review taking place on 9<sup>th</sup> February 2016. Noted by councillors.

##### **b. Dates to Note**

21<sup>st</sup> January, 7.30pm, PA&S Meeting Tower Hall

25<sup>th</sup> January, 6.15pm, KTC Neighbourhood Plan Steering Group, KTC Offices

26<sup>th</sup> January, 7.30pm, Parish Halls Committee meeting, Tower Hall

11<sup>th</sup> February, 7.30pm, GP&F Meeting, Tower Hall

#### **12. PRECEPT – To Confirm & Approve the Budget & Precept Requirements for 2016/17**

Following earlier discussion on PCSO funding it was apparent that additional funding should be put in place to cover the cost of a yet to be confirmed fully funded PCSO. Mr Withey proposed that a further £6,000 should be added to the 'crime prevention' portion of the budget to cover the additional cost of a fully funded PCSO. Mrs Clarke proposed an amendment to limit the budget increase to £3,000 with a further £3,000 drawn from reserves should the full PCSO funding go ahead. Mr Withey then seconded the amendment. Resolved: Carried with all in favour.

Mr Newton proposed that the £3,000 crime prevention increase should be accepted and the whole package approved to give a total precept of £105,458.36 with an additional £341.64 Council Tax Support Grant in support of an estimated Parish Council spend of £105,800 for 2016/17. Seconded by Mrs Brown

**Resolved:** Carried on a unanimous decision. The Clerk would send the formal request to SCDC for a 2016/17 precept of £105,458.36 plus support grant of £341.64.

It was further agreed that a small working party be setup to progress the possibilities relating to the Suffolk Constabulary Policing Review and fully funded PCSOs. It was agreed that the Clerk with Mrs Clarke, Mr Wright and Mr Ward would form the working party.

#### **13. DETERMINATION OF ITEMS FOR FUTURE AGENDA**

Succession planning: for next GP&F.

#### 14. CLOSE OF MEETING

The Chairman closed the meeting at 9.32pm

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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 10<sup>th</sup> December 2015

#### GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
10-12-15	Mrs Jean Potter	Postage for RoSPA certificates	554	£ -	£ 17.75	£ -	Admin/clerk
10-12-15	M Bentley	Purchase of official Xmas cards	555	£ -	£ 11.48	£ -	S137
10-12-15	Business Services	Parish Insurance Policy renewal	556	£ -	£ 1,567.20	£ -	Admin
21-12-15	HMRC	PAYE & NI October to December 15	558	£ -	£ 1,998.59	£ -	PAYE
28-12-15	Net Salaries paid after PAYE & NI - Dec 2015		557/S.O	£ -	£ 2,022.84	£ -	Salary

#### CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
01-12-15	Anglian Water	Cemetery water supply 13/8/	D/D	£ -	£ 46.75	£ -	Metered Water
10-12-15	Cooks Waste Kare Ltd	Cemetery Mtce 26/11/15	1077	£ 138.00	£ 115.00	£ 23.00	Maintenance
10-12-15	Mrs Jean Potter	Postage for new cemetery bc	1078	£ -	£ 24.21	£ -	Admin

#### ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
15-12-15	Anglian Water	Allotment Water bill 13/8 to 12/11	D/D	£ -	£ 169.58	£ -	Metered Water

#### INCOME RECEIVED During December 2015

Cemetery	£905
RoSPA Course fees	£891
Allotments	£42

#### ACCOUNT BALANCES AS AT 31<sup>st</sup> December 2015

General Account	£95,535
Business Base Rate Tracker	£54,205
Cemetery Account	£6,984