



# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



## Minutes of the Parish Council meeting held on 14th July 2016 at TOWER HALL at 7.30pm

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CHAIRMAN:	J Wright Esq.
PRESENT:	Mrs M Brown, Miss A Cracknell, Ms C Evans, Mr D Francis (arrived after during item 5e), Mr M Newton, Mrs B Richardson-Todd, Mr M Sones, Mr B Ward, Mr J Westrup, Mr R Whiting, Mr J Withey, Mr J Wright
APOLOGIES:	Mr D Francis (would arrive later), Mrs C Gower (Holiday), Mr P Richings (Working). County Cllr C Hudson (another meeting), PCSO M Sarbutts (off duty).
CLERK:	Mr M R Bentley
ALSO PRESENT:	Member of the public = 10 Mrs J Potter (Assistant Clerk)

As Mr Richings the Chairman of the Parish Council was unavailable, Mr Wright the vice-Chairman of the Parish Council chaired this 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 as detailed above. Mr Ward proposed acceptance of reasons for councillor absence, seconded by Mr Sones with all in favour.

### 2. TO CO-OPT A NEW PARISH COUNCILLOR FOR TOWER WARD

The Councillor vacancy had been advertised on parish noticeboards, website and an advert had been placed in the newsletter which went to every household. To date there had been no expressions of interest. The matter would be agendered again for the September Council meeting. Meanwhile the Council would continue with one Councillor less than the required fifteen.

### 3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 12th May 2016

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

Miss Cracknell said that it had not been recorded on the minutes that she had thanked County Cllr Hudson for his article in the Ipswich Star. It was agreed that this should be included in the minutes. Mr Newton proposed acceptance of the minutes with the aforesaid inclusion, seconded by Mr Westrup, 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.

Mr Withey, Mr Sones and Miss Cracknell all declared a local non-pecuniary interest in item 10c as they were all Trustees of Parish Halls Rushmere St Andrew.

## 5. PUBLIC PARTICIPATION

The Chairman proposed that item 5d (now 5a) should be brought forward to this point in the meeting – all agreed.

### a. Pre-Planning Presentation from Simon Roger Properties on Proposed Development at Clovelly Close

Mr Sebastian Abigail [SA] had arranged to give a short presentation regarding development proposals for an area of land at the junction of Clovelly Close and Bladen Drive. Mr Abigail had carried out a letter drop of nearby residents informing them of the presentation. The development proposal was for 1x5 bedroom, 1x4 bedroom, 2x3 bedroom and 2x2 bedroom houses. Mr Abigail had been made aware of the Council *policy on providing 'informal views' prior to planning application submission.*

Questions/comments from Parish Councillors:- Have you seen SCDC yet? [SA] No.

Questions/comments from members of the public included:- A good scheme but worried about environmental impact as big oak trees have been removed, hence the development in not improving the impact on the area as claimed. [SA] took the point about loss of trees and would ensure that ecological stuff is put back on the site to hopefully give a new gain on biodiversity.

Development will cause inconvenience and extra parking on road etc. [SA] density is less than other developments. All houses have 4 parking spaces except for 2 bed houses.

Resident in Clovelly had trouble getting in and out of drive when they were cutting down the trees. [SA] During construction there will be a traffic management plan in place and all vehicles will be kept on-site. Also concern that if there are problems with traffic etc. during construction who do they complain to? Mr Newton stated that he hopes the developer will have given contact information to the local residents. The Clerk added that the conditions attached to any subsequent approval should also tightly define construction operating conditions.

A resident asked what the procedures were for planning applications to be processed. – Mr Wright and Mr Newton responded.

[SA] asked for comments or concerns about the scheme. It was agreed that Mr Abigail and any residents who had further comments or questions would retire to the committee room for further discussions whilst the Council continued with normal meeting business. The Chairman thanked Mr Abigail for his presentation.

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

None, other than the above Clovelly Close presentation.

### b. County Councillor Report

The written County Cllr report from Cllr Hudson had been distributed along with the agenda for this meeting.

County Cllr Whiting reported that:- Playford PC were very keen to proceed with the joint Speedwatch project; The cover for Carlford Division by Mr Whiting and Mr Hudson had now ceased; Phase two of the Bell Lane flood management was due to start soon; Plans for a crossing point on the A1214 at Cambridge Road were still being finalised; A site visit with ITFC had been carried out and the football club had accepted responsibility for the flooding in Playford Road – they will install a slot drain and clear the soakaway – SCC will in parallel design some further soakaway provision for that stretch of road.

Mr Wright stated that now they had sufficient volunteers for Speedwatch, the training schedule would commence in September.

### c. District Councillor Report

The written District Cllr report from Cllr Newton had been distributed along with the agenda for this meeting. There were no matters arising.

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

John Westrup – Foxhall recycling – Now it is closed on Wednesdays, Thursday has become a major traffic gridlock hazard as the people who could not get there on Wednesday are adding to the normal Thursday complement of visitors to the site. County Cllr Whiting stated that Matthew Hicks at SCC was the person to contact to complain.

*[Mr Francis arrived at the meeting at this point]*

Mrs Richardson-Todd – The recent SALC area meeting she attended were discussed whether councils still wanted to be called ‘parish councils’. Mr Withey felt the old saying applied ‘if it ain’t broken don’t fix it’

Mrs R-Todd also said they were hoping to get Phil Ridley (Head of Planning) to attend the September meeting. Mr Wright suggested they may like to invite Nick Newton, the SCDC tree man or the Heritage Asset person to a future meeting as they had both recently given excellent presentations at the SCDC World of Planning event.

Mr Wright said HM the Queens 90<sup>th</sup> Birthday/Jubilee walk Re-launch event at the Sandling/Jubilee Walk was a great success despite the inclement weather. He thanks everyone for their help with managing the event.

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

There was no Police attendance

### **a. Monthly Report**

One report from PSCO Sarbutts had been distributed with the agenda and a second report was distributed at this meeting.

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

Both Ipswich East and Woodbridge SNT had published Priorities and stats on the police website. Woodbridge figures were for July whilst Ipswich East was still showing May with a distinct lack of other information.

#### **Matters arising from SNT Reports**

Many councillors were not happy with policing under the new scheme as it did not appear to be delivering sufficient cover during the evenings.

## **7. FINANCE**

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

The UNAPPROVED Minutes of the meeting held on 9<sup>th</sup> June 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. OTHER FINANCIAL MATTERS**

At the last PA&S it had been agreed that a proposal be put to the next full PC meeting (i.e. this one) to fund from council reserves the £3,000 necessary for work on the verges at Holly Lane. As this had not been put under item 12 of those minutes (items for next agenda) the Clerk had unfortunately omitted it from this agenda.

A brief discussion on the matter therefore took place during which the Clerk asked County Cllr Whiting if he was now clear on his available Locality Budget status and whether there might be any chance of even a small grant towards the work. Mr Whiting said he would go away and consider the request again.

## **8. PLANNING & DEVELOPMENT**

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

In the absence of Mr Richings, Mr Wright reported on three P&D meetings (23/05/16, 15/06/16 & 06/07/16) 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**

Mr Wright reported that he had examined the fence on the corner Mannington Close which Miss Cracknell had reported during the last P&D meeting as being attached to the street name plate for support – Mr Wright had seen the owner who said it was temporary until they can get shrubs to grow to prevent pedestrians cutting the corner across his land. Mr Wright had said it was probably not in order for them to nail the fence to the street nameplate.

Councillors noted the report.

### **b. OTHER PLANNING MATTERS**

Mr Newton reported that the Mulberry Corner planning application was agendered for the SCDC Planning Committee next Thursday.

Mr Wright mentioned the interesting talk that he and the Clerk attended on non-designated heritage assets where buildings which are not listed can be registered under the scheme to protect them. The talk was part of the World of Planning meeting held by SCDC at Melton which also included an excellent presentation regarding Tree Preservation Orders.

## **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 19/05/16. 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. To Agree Terms of Lease for Baptist Church Car Parking**

Mr Westrup reported on a meeting held on 7<sup>th</sup> July with the Baptist Church where modified terms were presented for the lease of the car parking area. Also in attendance were Mrs Potter and Mr Wright. A revised rent of £1,000 per annum for three years, then reverting to £500 per annum, with the first payment on 1<sup>st</sup> October this year was proposed. The Church representatives would have to take this proposal back to their meeting on 20<sup>th</sup> July. It was hoped a report back would be available for the PA&S meeting on 21<sup>st</sup> July.

There followed a vigorous discussion regarding the ongoing rental charges. Mr Sones and Mrs Richardson-Todd felt that the ongoing charges were too low to cover our maintenance responsibilities on the land. Mr Wright stated that if we insisted on £1k per year ongoing charges then we would lose the deal. Mr Francis noted that the piece of land in question was bare of topsoil so would be of little other use.

Mr Westrup proposed that if the Church committee agreed to the revised terms as he had presented them, then this PC should proceed to set up the lease agreement. Seconded by Miss Evans and resolved in favour on a majority vote with one abstention.

### **c. OTHER PA&S MATTERS**

None arising

## **10. SUCCESSION PLANNING**

### **a. Recruitment of New Assistant Clerk – Progress Report**

The clerk reported that there had been 10 enquiries for the Asst Clerk role. Five had returned application forms and all five selected for interview. One had since dropped out as they had obtained another position. Interviews were scheduled for 26<sup>th</sup> July.

### **b. Opening/Staffing Hours for New Parish Office**

This had been raised at the last meeting for councillors to give some thought over. Ideas forthcoming this evening were 10am to 12pm and 2pm to 4pm for 3 days/week or even 10am to 2pm. Mrs Potter suggested that more people would want to come pop in during the mornings when more use was being made of the hall. Mr Whiting stated that opening times should be considered and agreed once the new person was appointed as it may be necessary to fit in with their own schedule. This made sense and was agreed by all.

### **c. To Agree Terms & Conditions for Lease of Parish Office**

Following a meeting between Mr Richings, Miss Cracknell and two independent representatives of Parish Halls, plus Mrs Potter as Secretary of the Halls, a revised set of conditions for the leasing arrangements had been issued. These were then discussed at the Parish Halls Committee meeting on 30<sup>th</sup> June where further changes had been agreed resulting in a letter received from Parish Halls on 11<sup>th</sup> July with the revised offer as presented to this meeting.

Mr Newton proposed acceptance of the conditions put forward by Parish Halls, seconded by Mr Whiting with two abstentions (Trustees of Parish Halls) and the rest in favour.

The Clerk would now write to the Secretary of Parish Halls accepting the conditions of lease.

## **11. SCDC Engagement Forums – To Consider a Response**

Letter received from SCDC inviting comments on proposals to hold Engagement Forums with Town/Parish Councils to cover all aspects of community involvement and the potential future merger of the district council.

It was generally agreed that the forums would provide a good opportunity for councils to be updated and discuss future initiatives. Clerk to respond to SCDC by 20<sup>th</sup> July.

## 12. GENERAL PARISH MATTERS & CORRESPONDENCE

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

#### i. Temporary Traffic Order Bixley Drive

From 25/07/16 to 28/07/16 Bixley Drive will be closed owing to installation of gas mains outside No. 20 Bixley Drive. Diversion will be via Bladen Drive, Broadlands Way and Foxhall Road with vice-versa for the opposite direction.

#### ii. Grass cutting and weed spraying

A flyer from SCC Highways had been distributed to Councillors giving details of the verge grass cutting and kerbside weed spraying schedule for the year. A complaint had recently been made to Mr Richings about the state of the kerbside weeds. Mr Richings had replied to the complainant pointing out the schedules, but added that some area may get missed owing to parked vehicles, especially near Broke Hall School,

#### iii. Work on Heath Road and A1214

It was reported that work was due to start along Heath Road on 25<sup>th</sup> July to replace gas mains. Works would be in progress for at least 6 weeks.

#### iv. UK armed forces day

Email received from SALC requesting information as to whether any groups in the parish had celebrated Armed Forces day on 25<sup>th</sup> June and if any celebrations were being planned for next year. Responses to be sent to Jim Brown at Suffolk County Council with a summary of your activities or plans [jim.brown@suffolk.gov.uk](mailto:jim.brown@suffolk.gov.uk).

### b. Dates to Note

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

1<sup>st</sup> August, Neighbourhood Plan Steering Group Meeting, Kesgrave Town Council, 7.15pm

11<sup>th</sup> August, GP&F Meeting, Village Hall, 7.30pm

## 13. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Holly Lane verge next PC

## 14. CLOSE OF MEETING

The Chairman closed the meeting at 9.35pm

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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 9<sup>th</sup> June 2016

### GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
09-06-16	Royal Mail Group Ltd	PO Box Subscription renewal	607	£ 312.00	£ 260.00	£ 52.00	Admin
09-06-16	P J Print (East Ang)	Print 6,000 Jubilee Walk Leaflets	608	£ -	£ 310.00	£ -	S142
09-06-16	Mrs J Potter	100 first and 12 second class stamps	609	£ -	£ 70.60	£ -	Admin/clerk
09-06-16	Robert Potter	Litter clearance - May	610	£ -	£ 62.50	£ -	Litter
09-06-16	Robert Potter	Noticeboards & Letter round - May	611	£ -	£ 65.50	£ -	S142
09-06-16	Buisness Services	Portaloo Insurance for HM90th event	613	£ -	£ 27.37	£ -	Admin
09-06-16	SCL L/S Mtce Ltd	Play area mtce 22/416	614	£ 301.80	£ 251.50	£ 50.30	PF&POS
09-06-16	SCL L/S Mtce Ltd	Pond Mtce - April 16	615	£ 61.18	£ 50.98	£ 10.20	Pond
15-06-16	SCL L/S Mtce Ltd	Pond Mtce = May 16	617	£ 80.35	£ 66.96	£ 13.39	Pond
28-06-16	Net Salaries paid after PAYE & NI - June 2016		619/620/SO	£ -	£ 2,163.20	£ -	Salary
28-06-16	HMRC	3 monthly PAYE & NI payment Apr- July	621	£ -	£ 2,429.15	£ -	PAYE

## CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
09-06-16	SCL L/S Mgt Ltd	Cemetery Mtce - Feb 2016	1098	£ 427.04	£ 355.87	£ 71.17	Maintenance
09-06-16	SCL L/S Mgt Ltd	Cemetery Mtce April 2016	1099	£ 510.20	£ 425.17	£ 85.03	Maintenance
15-06-16	SCL L/S Mgt Ltd	Cemetery Mtce - May 2016	1100	£ 570.60	£ 475.50	£ 95.10	Maintenance

## ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
09-06-16	Robert Potter	Strimming overgrown plots X1b & X4e	612	£ -	£ 20.00	£ -	Maintenance
09-06-16	SCL L/S Mtce Ltd	Grass Mtce - 07/04/16	616	£ 106.20	£ 88.50	£ 17.70	Maintenance
15-06-16	SCL L/S Mtce Ltd	Grass Mtce - May 16	618	£ 106.20	£ 88.50	£ 17.70	Maintenance

## INCOME RECEIVED During June 2016

Cemetery	£1,655
Newsletter Advertising	£605
Bank Interest	£7
VAT Refund from 2015/16	£20,705

## ACCOUNT BALANCES AS AT 30<sup>th</sup> June 2016

General Account	£118,345
Business Base Rate Tracker	£54,218
Cemetery Account	£11,491