



# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



Minutes of the Parish Council meeting held on 9th March 2017 at  
TOWER HALL, Broadlands Way at 7.30pm

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CHAIRMAN: P Richings Esq.

PRESENT: Mrs M Brown, Miss A Cracknell, Ms C Evans, Mr D Francis, Mr M Newton,  
Mrs B Richardson-Todd, Mr P Richings, Mrs S Todd, Mr B Ward, Mr J Westrup,  
Mr J Withey, Mr J Wright, Mr R Nunn (from item 2 onwards)

APOLOGIES: Mrs C Gower (work commitment), Mr R Whiting (family commitment),

CLERK: Mr M R Bentley, Mrs S Stannard (Assistant Clerk)

ALSO PRESENT: Members of the public = 8

## 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 welcomed back Ms Evans who had been unwell

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 PARISH COUNCILLOR VACANCY IN TOWER WARD BY CO-OPTION

The vacancy caused by the resignation of Mr Sones had been formally advertised on 13<sup>th</sup> January 2017. SCDC had not received notice from electors requesting a poll within 14 days of the above date and co-option was therefore appropriate to fill the vacancy.

Two persons had initially expressed an interest in filling the vacant Tower Ward Councillor position.

One applicant for the vacant position had notified the Clerk yesterday that his circumstances had changed and he would not now be available for co-option as he was moving away from the area. Mr Ronald Nunn, a previous Parish Councillor attended this meeting and had expressed an interest in re-joining the council. Mr Nunn gave a brief statement on why he wanted to re-join the council.

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

Voting was carried out by a show of hands. Mr Nunn returned a majority of votes, It was therefore resolved that Mr Nunn be co-opted a Parish Councillor.

Mr Nunn signed the Declaration of Acceptance of the Office of Councillor and took a place at the council table.

## 3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 12th January 2017

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

## 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.

## 5. PUBLIC PARTICIPATION

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

The 8 members of the public had all attended in connection with maintenance issues in Bixley Lane.—See 6d

### b. County Councillor Report

There was no written report from County Councillors

### c. District Councillor Report

Mr Wright asked Mr Newton if we could use the article in his report for insertion in the parish Newsletter. Mr Newton confirmed it was OK as there was no copyright on the District Council news briefings.

Miss Cracknell pointed out that the contract letters for beach huts sent out by SCDC along with reply-paid envelopes were all incorrect and had to be reissued. She felt this was a complete waste of SCDC resource.

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

**Bixley Lane:** The attending residents of Bixley Lane wanted to know who was responsible for the trees in Bixley Lane as the lane was blocked two weeks ago by a fallen tree which after calls to SCC Rights of Way was eventually cleared on 7<sup>th</sup> March. The Clerk and Cllrs explained the history of issues with the Lane went back over a number of years and included attempts to get it added to the SCC Definitive Footpath map.

It was agreed that Mr Wright would attempt to organise a meeting with residents, Rights of Way personnel and the Parish Council in order to establish boundaries and ownership. The residents would need to bring their Deeds to the meeting.

**History of Rushmere Village Event:** Mrs Richardson-Todd read out a letter from Ron Spore (SORRI) explaining some of the history of the Common and stated that there were plans to hold a history exhibition with display stands from a number of local organizations on Friday 7<sup>th</sup> 2pm to 8pm and Sat 8<sup>th</sup> 10am to 4pm. The event would be advertised in the EADT and In Touch magazine.

*[Five members of the public left at this point]*

**Playford Lane Street Sign:** Mr Westrup stated that complaints had been received as the Playford Lane roadside street sign was about to fall off. The Clerk had reported this to SCC last year, but would do so again.

**Bell Lane Housing Development:** Mr Francis reported that the proposed housing development appeal for Bell Lane was going to a 'Hearing in Public' and was someone from the PC going to attend at SCDC on 25<sup>th</sup> April, 10am? Mr Francis would probably attend.

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

There was no Police attendance

### a. SNT Monthly Report and Tasking Priorities

A report from PCSO Sarbutts and the Ipswich East SNT report had been distributed with the agenda. There was no new report available from the Woodbridge SNT.

The Clerk reported that PCSO Sarbutts was abstracted from his normal duties for the day on Tuesday 7<sup>th</sup> March to help with 'Scene Preservation' in Nacton Crescent where there had been a firearms incident.

Inspector Andy Pursehouse is to replace Inspector Roger Salmon who would be moving to the PHQ Control Room with effect from 27<sup>th</sup> March.

### b. To Accept the 'Funded PCSO Service Level Agreement' (SLA) wef 1<sup>st</sup> April 2017

The Clerk and Chairman held a meeting with Leigh Jenkins, Police Business Liaison Manager on 1<sup>st</sup> March to discuss the draft fully funded PCSO SLA. The Kesgrave Town Council Business Manager, Diane Jimpson also attended the meeting. Both councils had identified a number of changes required to the SLA prior to the meeting and Mr Jenkins attended with a revised version which prompted some robust discussion. The main contention points being the lack of evening cover by PCSOs. The Police were unable to change this point at the moment as the six month Policing Review had still not been completed. However, Mr Jenkins pointed out that if evening work was re-established the SLA would be updated accordingly. As a compromise the SLA had been modified to allow evening overtime working when funded by the two parish/town councils.

Mr Withey proposed that the Funded PCSO SLA agreement to run from 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018 should be adopted and signed, seconded by Mr Wright, with all in favour.

The next GP&F to consider delegation of PCSO overtime requests to the Clerk and also to decide a schedule for regular evening patrols by PCSO Sarbutts.

**c. To Consider Applying for 'Public Space Protection Orders'**

Letter received from SCDC stating that in October 2017 a number of ASB Bylaws and Orders were being repealed and if ongoing control is required it would be necessary to replace them with PSPOs. SCDC were therefore requesting feedback on any POS areas affected and which areas may meet the test for issuing a PSP. Responses to SCDC were required by 17<sup>th</sup> March 2017. The following locations were put forward by Councillors:- Bixley Farm Plaza/Broadlands Way for general youth ASB problems. The Chatsworth Drive/Claverton Way area for ASB use of vehicles dropping/collecting children at Broke Hall School. Rushmere Common for dog fouling and ASB plus any other open area within the Parish for the same reason. This included the Mill Stream and Sandlings Local Nature Reserves. The definition of ASB in the above contexts was to also include on-street alcohol consumption.

Mr Withey proposed that the above areas should be submitted to SCDC for consideration for PSPOs, seconded by Mr Wright, with all in favour.

**d. 12PT Tasking Group**

**i. To Note Closure of the Group**

After considerable debate and assessment of the SCDC ASB meetings held at Woodbridge Police Station it had been reluctantly agreed by 12 PT members that the group should close with effect from the meeting held on 23<sup>rd</sup> February 2017. The decision had not been helped by the current arrangement of local SNT team distribution and strategies.

**ii. Disbursement of 12PT Funds**

Funds held by KTC on behalf of the 12PT amounted to £3,154. Most of these had been accrued by the sale of security items by the old Kesgrave & District SNT office. It was agreed at the meeting on 23<sup>rd</sup> February that the funds would be distributed as follows: Purchase of mobile Speed Indicating Device (SID) approx. £2,600 with the remaining amount being donated to EACH, the East Anglian Childrens Hospice.

The SID device would be stored by the RSA & Kesgrave CSW Group and used by the police only within the 12PT group of parishes. PCSO Mike Sarbutts had volunteered to be 'controller' for the device.

**7. FINANCE**

**a. To Note the Record of The General Purposes & Finance Committee**

The UNAPPROVED Minutes of the meeting held on 9<sup>th</sup> February 2017 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 Mr Witney's report.

**b. To Approve the Revised Asset Register and Insurance Schedule for Year Ending 31<sup>st</sup> March 2017.**

A revised asset register/insurance schedule dated 31st March 2017 (Issue 26) had been distributed to Cllrs with the agenda for this meeting. Insurance cover had been revalued along with the addition of the new office equipment, new cemetery seats, a replacement noticeboard at Heathlands and listing of play area size estimates in hectares.

Miss Cracknell proposed approval of the revised asset register & insurance schedule. Seconded by Mr Withey with all in favour.

Councillors were reminded that the revised version should replace the copy in the Blue Cllr Handbooks.

**c. To Consider a Claim for Holiday Pay on Overtime Hours Worked**

*NOTE: This item is subject to exclusion of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960. As members of the public were present the Chairman moved this item to the end of the agenda and the minutes for that portion of the meeting would be held 'In Confidence' to protect personal data.*

**d. To Assign a New Parish Council Cheque Signatory**

Currently the council had 2 cheque signatories with Mr Withey agreed as a signatory but not signed up with Barclays as it was known that he would be retiring from the Council next month. The Clerk was therefore keen to re-assign the third signatory to give better resilience to the cheque signing process. Current signatories were Mr Richings and Mr Francis.

Mrs Richardson-Todd proposed Mr Wright as a signatory, seconded by Mr Nunn with all in favour.

The Clerk would arrange for the appropriate papers to be signed.

**e. Other Financial Matters**

None

**8. PLANNING & DEVELOPMENT**

**a. To note the record of the planning and development committee**

Mr Richings reported on three meetings (19/01/17, 13/02/17 & 06/03/17) 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**

None

**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<sup>th</sup> January 2017. A copy of the unapproved minutes of that date had been issued to all Councillors.

Good progress was being made with the defibrillators as all three had now been ordered.

**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**

The Clerk reported on the downed tree at Limes Pond as a result of storm Doris on 23<sup>rd</sup> February. Work had been proceeding to remove the tree fallen right across the pond and onto the peripheral fence. The contractor SCL had removed two 20 ton lorry loads with a third due to complete the work. The insurance company had stated that we could only claim for repair to the damaged fence and for cutting the tree back away from the fence.

Mr Nunn reported that a big tree was down at bottom of Kentwell Close and it had been reported to Peter Ross at Suffolk Coastal Norse Ltd. There was also an as yet unreported tree down on the Mill Stream boardwalk off Bixley Lane and near the big manhole.

Miss Cracknell requested that the council note in conjunction with her concerns for the entrance to 155 The Street that the big silver birch was planted for the Queen's Jubilee and the black poplar is the only one in Rushmere St Andrew.

**10. TO APPROVE A REVISED POLICY DOCUMENT ON COMMITTEES AND ADVISORY PANELS**

A revised policy document on committees and advisory panels had been distributed to Councillors with this agenda. The main change to the document was to section 2.7 on Newsletter and Web Editorial Board/Panel. This section had been re-written to better cover the work and responsibilities of the editorial panel. The editorial panel had reviewed the proposed changes.

Mr Richings proposed approval and acceptance of the revised policy document on committees and advisory panels, seconded by Mr Withey with all in favour.

**11. TO APPROVE A REVISION TO COUNCIL 'STANDING ORDERS'**

The Chairman and Clerk felt that there was some misunderstanding on how councillors should communicate with other agencies and members of the public as the Code of Conduct and existing wording on Standing Orders was vague to say the least. Section 26b had thus been added to Standing Orders and was now subject to approval by the Council.

Mr Withey proposed acceptance of the revision to Standing Orders with the addition of S.O 26b provided the word 'written' was removed from the first sentence of the new Order, This was seconded by Miss Cracknell with all in favour.

**12. GENERAL PARISH MATTERS & CORRESPONDENCE**

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

- i. **Paws on Patrol** – email received from PCSO Mike Sarbutts regarding the potential restarting of the 'Paws on Patrol' scheme to run across two parishes and calling for a contact point in each of the two parishes. Mr Nunn expressed an interest but required more information. Clerk to contact Mike and request more information for Mr Nunn.
- ii. **No Cold Calling Zones** – Mrs Richardson-Todd asked if the Council could set up 'no cold calling zones' across our parish. She would send some information she had received regarding the scheme to the Clerk.

**b. Dates to Note**

Thursday 16<sup>th</sup> March, SCDC SNT ASB Meeting, Woodbridge Fire/Police Station, 10.30am  
 Thursday 16<sup>th</sup> March, PA&S Meeting, 7.30pm Tower Hall  
 Monday 20<sup>th</sup> March, SALC Area Meeting, Stratford St Andrew, 7pm-9pm (*Mrs Brown possible attendee*)  
 Friday 31<sup>st</sup> March, Closing date for Newsletter Copy  
 Saturday 1<sup>st</sup> April, Allotment open morning, 10am to Midday  
 Thursday 13<sup>th</sup> April, GP&F meeting, 7.30pm Tower Hall  
 Thursday 27<sup>th</sup> April, Internal Audit with Heelis & Lodge, 9.15am, Parish Office.  
 April 7<sup>th</sup> 2pm-8pm and 8<sup>th</sup> 10am-4pm, Parish History Exhibition, Village Hall

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

GP&F meeting – Evening duties/PCSO overtime.

**7c To Consider a Claim for Holiday Pay on Overtime Hours Worked**

**Agenda Item 7c** moved to this point on the business of the evening but reported as a separate 'In Confidence' minute for the eyes of Parish Councillors only with members of the press & public excluded in accordance with the *Public Bodies (Admission to Meetings) Act 1960*.

The remaining members of the public were asked to leave at this point.

**14. CLOSE OF MEETING**

The Chairman closed the meeting at 9.48pm.

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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 09/02/2017

**GENERAL EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
09-02-17	Parish Halls RSA	Rent for storage room, Jan to Dec 2017	723	£ -	£ 250.00	£ -	Hire
09-02-17	Robert Potter	Noticeboards & Letters round - January	724	£ -	£ 45.00	£ -	S142
09-02-17	Robert Potter	Litter clearance - January x 2	725	£ -	£ 25.00	£ -	Litter
09-02-17	UK Servers Ltd	Basic Hosting renewal 1 year via M Bentle	726	£ 24.00	£ 20.00	£ 4.00	Admin/clerk
12-02-17	BT	Parish Office phone & Internet 4/2 to 3/5	D/D	£ 137.54	£ 113.30	£ 24.24	Admin
24-02-17	Parish Halls RSA	Contribution towards CCTV upgrade	727	£ -	£ 1,300.00	£ -	S19
24-02-17	Net Salaries paid after PAYE & NI - February 2017		728/729/S.O	£ -	£ 1,933.33	£ -	Salary

**CEMETERY EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
09-02-17	Mr A Duncan	Cemetery Admin	1140	£ -	£ 20.00	£ -	Admin
09-02-17	Cooks Waste Kare Ltd	Cemetery Mtce 24/01/17	1141	£ 138.00	£ 115.00	£ 23.00	Maintenance
24-02-17	Mr A Duncan	Cemetery Admin	1142	£ -	£ 20.00	£ -	Admin

**INCOME RECEIVED During February 2017**

Cemetery £3,310  
 Grants £2,700

**ACCOUNT BALANCES AS AT 28<sup>th</sup> February 2017**

General Account £80,902  
 Business Base Rate Tracker £54,232  
 Cemetery Account £25,358