



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Council meeting held on 12th January 2017 at TOWER HALL at 7.30pm

CHAIRMAN: P Richings Esq.

PRESENT: Mrs M Brown, Mr D Francis, Mrs C Gower, Mr M Newton, Mrs B Richardson-Todd, Mr P Richings, Mrs S Todd, Mr B Ward, Mr J Withey, Mr J Wright

APOLOGIES: Miss A Cracknell (Another commitment), Ms C Evans (Unwell), Mr J Westrup (Holiday), Mr R Whiting (another commitment).
County Cllr C Hudson (other council business)

CLERK: Mr M R Bentley

ALSO PRESENT: Member of the public = 1
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 Clerk stated that owing to work commitments Mr Sones had this week regretfully tendered his resignation from the Council. The Clerk had initiated the statutory requirements with SCDC for advertising the vacant post in Tower Ward (i.e 10 Ward Electors requesting a poll within 14 working day, else co-option rules apply).

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

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 10th November 2016

Mr Richings reminded Councillors to note the list of cheques issued. Mr Newton proposed acceptance of the minutes, seconded by Mr Francis, 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 – The member of public was simply observing.

b. County Councillor Report

There was no County Councillor report this month.

c. District Councillor Report

Mr Newton's District Councillor report was distributed with the agenda for this meeting.

Mr Newton also reported that:- The Beach Hut consultation had started; The Melton Hill office furniture sale had taken place and any remaining furniture had been auctioned off to staff, raising £870.98 for charity.

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

Mrs Brown reported that the Kesgrave Library would spend the donation from the PC on a summer reading challenge event.

Mr Francis reported that following refurbishment the Golf Hotel was re-opened by the Mayor of Ipswich. Mr Francis was perturbed as the Golf was in Rushmere St Andrew. Mr Newton commented that as a matter of protocol as the Mayor of Ipswich was out of his area he should not have worn the chain of office without permission from the Chairman of Suffolk Coastal DC.

Mr Francis reported that the manhole cover in the road outside 780/782 Foxhall Road appeared to have dropped further. The Clerk last reported it last June but it had been deemed within limits. The Clerk would report it to SCC Highways again.

Mr Newton had chased up a query regarding enforcement where problems appear to be allocated a reference number but do not appear on the published enforcement schedule. Apparently they will not appear until active enforcement action actually commences.

5. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM

There was no Police attendance

a. Monthly Report

The Match Funded PCSO monthly report was distributed with the agenda. In addition only the Ipswich East SNT report was distributed with the agenda as the Woodbridge SNT report had not been updated. However, subsequent to this both Woodbridge and Ipswich East had published new reports (December and January respectively) and these were tabled at this meeting.

b. Current SNT Tasking Priorities

As detailed in the above reports – Woodbridge- a) Speeding, b) Parking, c) ASB

Ipswich East – a) Rough Sleepers in Duke St, b) Drug Dealing Holywells Park, c) ASB Use of vehicles Millennium Way, Kesgrave

c. Policing Review - Update

The Clerk had written to Leigh Jenkins (Suffolk Police, Business Administrator) this week requesting a progress report on the policing review. – No response to date.

Matters arising from SNT Reports

6. FINANCE

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

The UNAPPROVED Minutes of the meeting held on 8th December 2016 had been issued to all Councillors and Mr Withey reported on the meeting.

Matters arising from GP&F Report

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

b. Assistant Clerk Retirement – Report on Final Total of Hours Worked 2016/17

Mrs Potter had in the lead up to retirement been finishing a number of actions as well as handing over the reins to Mrs Stannard. This had resulted in a number of hours worked over and above the normal of 58 per month for which she had been paid (522 hours paid). The total extra hours worked from April to the end of December was 138.75 hours plus 20 hours expected in January to finally finish everything off. Councillors noted the additional hours worked by Mrs Potter during the past 10 months. Her employment with the Council would now formally terminate at the end of January 2017.

7. PLANNING & DEVELOPMENT

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

Mr Richings reported on three meetings (22/11/16, 08/12/16 & 04/01/17) 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 to report

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 17th November 2016. 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

Fencing at Busy Bees nursery – There was still no date available from the nursery manager, although they had said an order has been placed for repair.

9. PRECEPT - To Confirm and Approve the Budget and Precept Requirements for 2017/18

.An overall draft budget and precept for 2017/18 at £117,348 overall spend with a Precept request for £112,000 had been recommended to the full council by the GP&F meeting of 8th December.

This represented a 5% increase on the 2016/17 precept per band D equivalent property or £2.12 increase per year per dwelling (based on Band D average).

Mr Withey proposed that the whole budget and precept package be approved with a total precept of £112,000 in support of an estimated Parish Council spend of £117,348 for 2017/18. This was seconded by Mr Wright.
Resolved: Carried on a unanimous decision. The Clerk would send the formal request to SCDC for a 2017/18 precept of £112,000.

A final approved copy of the 2017/18 budget paper would be issued with the February GP&F agenda

10. GENERAL PARISH MATTERS & CORRESPONDENCE

a. WW1 Beacons of Light 11th November 2018

Letter received from Mr Bruno Peek (Pageantmaster) via SALC.announcing a national tribute on 11th November 2018 at 7pm to acknowledge the end of WW1 by the lighting of 1000 beacons. Co-ordination of the project starts in April 2017. Further information from Mr Peek on 07737 262913, email brunopeek@mac.com.

Mr Wright: There is no reason why we should not have a bonfire beacon in both halves of the parish.

Mr Withey: We should also take into consideration the gas version of the beacons.

Mr Newton: Would see if he could use the remaining £1,000 of his 2016/17 EC Budget towards the project.

Mr Richings: We could speak to the commoners to see if we could use their land for the event then it would straddle both halves of the parish as a single event.

It was agreed this item should be added to March PA&S agenda for a full discussion

b. To Note Matters Arising Since Publication of Agenda

i) Temporary Closure C331 The Street

Suffolk County Council had announced an order closing the C331, The Street outside number 61 to facilitate Anglian Water pipe repair outside No.61. The diversion route will be The Street, Playford Road, Humber Doucy Lane and vice versa from 16/01/2017 - 18/01/2017.

ii) Suspicious Activity

The Clerk had received a report from a resident in Tuddenham Lane with concerns that tents had been erected in local wooded land and washing was seen hanging on a line. There was now also a lot of rubbish lying around. The resident was concerned about security and safety of her property and young family.

The Clerk had forwarded the information to PCSO Mike Sarbutts to see if he was aware of it and if any help can be given by the PC.

c. Dates to Note

16th January, 7.30pm, Tower Hall – Meeting with SCDC Planning Policy Team
19th January, 6.15pm. Tower Hall, P&D Meeting
19th January, 7.30pm, Tower Hall, PA&S Meeting
9th February, 7.30pm, Village Hall, GP&F Meeting

11. DETERMINATION OF ITEMS FOR FUTURE AGENDA

PA&S Committee March agenda – Parish Event for WW1 Beacon of Light 11th November 2018

12. CLOSE OF MEETING

The Chairman closed the meeting at 8.30pm

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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 8th December 2016.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
05-12-16	Mrs S Stannard	Stamps and postage	703	£ -	£ 25.50	£ -	Admin/clerk
05-12-16	M Bentley	Official Christmas cards via CFGC	704	£ -	£ 24.95	£ -	Admin/clerk
05-12-16	SALC	New Councillor training - S Todd	705	£ 120.00	£ 100.00	£ 20.00	Training
05-12-16	Robert Potter	Notieboards & letters round - November	706	£ -	£ 63.00	£ -	S142
05-12-16	Robert Potter	Litter Clearance - November x 2	707	£ -	£ 25.00	£ -	Litter
05-12-16	Robert Potter	Autumn 2016 Newsletter - Design & Print	708	£ -	£ 970.00	£ -	S142
05-12-16	SALC	AGM Supper - B Richardson-Todd	709	£ 12.00	£ 10.00	£ 2.00	Misc
20-12-16	SALC	Clerk networking day-M Bentley, S Stannard	710	£ 38.40	£ 32.00	£ 6.40	Admin
20-12-16	Net Salaries paid after PAYE & NI - December 2016		711/12/13/14/SO	£ -	£ 2,687.74	£ -	Salary
20-12-16	HMRC	3 monthly PAYE & NI Submission	714	£ -	£ 2,282.71	£ -	PAYE

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
20-12-16	F Masters Ltd	War memorial cleaning	1128	£ 144.00	£ 120.00	£ 24.00	Maintenance
20-12-16	SCL L/S Mgt Ltd	Cemetery Hedge cut 30/11/1	1129	£ 594.00	£ 495.00	£ 99.00	Maintenance
20-12-16	SCL L/S Mgt Ltd	Cemetery Mtce (Holly) 24-11	1130	£ 120.00	£ 100.00	£ 20.00	Maintenance
20-12-16	Cooks Waste Kare Ltd	Cemetery Mtce 07/12/16	1131	£ 138.00	£ 115.00	£ 23.00	Maintenance
20-12-16	Mr A Duncan	Cemetery Admin	1132	£ -	£ 60.00	£ -	Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
15-12-16	Anglian Water	Water bill 19/08 to 18/11	D/D	£ -	£ 158.10	£ -	Metered Water

INCOME RECEIVED During December 2016

Cemetery £6,705
Business Premium Interest £6.76
Allotments £94.85

ACCOUNT BALANCES AS AT 31st December 2016

General Account £85,152
Business Premium Account £54,232
Cemetery Account £24,888