



# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



Minutes of the Parish Council meeting held on 13th July 2017 at  
THE VILLAGE HALL at 7.30pm

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CHAIRMAN: P Richings Esq.

PRESENT: Mrs M Brown, Ms C Evans, Mr D Francis, Mr R Nunn, Mrs B Richardson-Todd,  
Mr P Richings, Mr B Ward, Mr J Westrup, Mr J Wright

APOLOGIES: Miss A Cracknell (Recovering from Operation), Mrs C Gower (Holiday),  
Mr M Newton (Family Commitment), Mrs S Todd (Work Commitment).  
County Cllr S Lawson

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

ABSENT (No Apologies) Mr R Whiting

ALSO PRESENT: Members of the public = 3.

## 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 Wright proposed acceptance of reasons for councillor absence, seconded by Mrs Richardson-Todd with all in favour.

Reasons for absence were not accepted from:- Mr R Whiting although apologies were sent by Mr Whiting later in the evening.

## 2. TO FILL A PARISH COUNCILLOR VACANCY IN TOWER WARD BY CO-OPTION

There had been one expression of interest in the vacancy. The Clerk had sent information about the role to Mrs Keshini Thurairaj. At the meeting two additional ladies arrived for consideration, however neither had received any information regarding the role of a councillor. They had expressed their interest to a Councillor at the Parish Review meeting and had simply been told to turn up on the night.

After some discussion it was felt all three candidates should have the same information, including regulations regarding eligibility prior to the co-option process and it was agreed that the co-option should be deferred until August when a special PC meeting would be held immediately prior to the 10<sup>th</sup> August GP&F meeting. Meanwhile the Clerk would send out the necessary details to Mrs Corcoran and Mrs Sibley.

## 3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 11th May 2017

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

## 4. DECLARATIONS OF COUNCILLORS INTEREST

There were no declarations made.

## 5. PUBLIC PARTICIPATION

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

Two members of the public had an interest in the policing items on the agenda

**b. County Councillor Report**

Nothing received

**c. District Councillor Report**

The District Councillor report was distributed at the meeting. There were no matters arising

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

Mr Westrup – No through road sign at Playford Lane was now completely broken – Mrs Stannard would contact highways yet again. This would be attempt No.3 to get the sign repaired.

Mr Wright – There were now 6 people in the CSW team and the 10<sup>th</sup> session has taken place. Plenty of evidence gathered to suggest that speeding is taking place.

Mrs Richardson-Todd – There are no 30mph signs in Playford Road when leaving Ipswich. Mr Wright stated that this has been a problem for some time. Mr Ward asked if the PC could write to SCC Highways requesting 30mph roundels be placed in the road to help reduce speeds.- Consider whole signage in Playford Road at next PA&S. Mr Westrup – The Police are frequently along Playford Road with their speed camera.

Mrs Richardson-Todd – Attended a media conference last week and spoke to Matt Woor who would be willing to come along and speak to the council about Facebook etc.

Member of Public (Mrs Corcoran) - Lamberts Lane foliage growth is a disgrace and the lane is too narrow now - can we write to Highways and report the state of the overgrown hedging. Also youngsters are a menace on their motorbikes along that road. The Clerk stated that the public should make use of the SCC Highways reporting tool to help in raising awareness of such highway maintenance issues.

Assistant Clerk – We have already written to SCC to request Lamberts Lane be designated as a ‘quiet lane’. The response was that no funding was available as it would cost £2,500 to implement. Mr Wright – Would it be beneficial if a whole block of roads was designated a ‘quiet lane’.

Member of Public (Mrs Thurairaj) – There was also a problem with motorcycles in Broadlands Way.

Member of Public (Mrs Sibley) - If we are paying £9,0000 a year for the PCSO why is he not attending our meetings and there is a general lack of police presence especially around Broke Hall school during collection and delivery times. She has never seen the police there. Several members of the Council stated that they had frequently seen PCSO Sarbutts in the area of the school – Clerk to get some stats on the frequency of his visits to the area around the school.

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

There was no Police attendance

**a. SNT Monthly Report and Tasking Priorities**

Tasking priorities were as per the SNT reports for June which had been distributed along with the agenda.

**Matters arising from SNT Reports**

Potential move of Ipswich East SNT Headquarters. Clerk had heard that the Ipswich East SNT were looking for new premises as they had outgrown the present house in Heath Road. If we knew of any premises which may be suitable to let them know.

**7. FINANCE**

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

The UNAPPROVED Minutes of the meeting held on 15<sup>th</sup> June 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 the report.

**b. OTHER FINANCIAL MATTERS**

- i. The existing Burial Register had been brought into use in the year 2000 and was now full. The Clerk had ordered a new bespoke Register to match existing binding and

lettering etc. This would be ready in about 6 to 7 weeks. As the Register is bespoke the cost is high at £835 + VAT. The supplier of the original Register had quoted this figure but there was little point in trying to get a quote elsewhere as this was a specialist printing area. The new Register should last 35 to 40 years as it has more pages than the previous Register.

Noted by Councillors

- ii. The Clerk had received two final demands for payment from the Police Finance department at Martlesham in respect of the invoice for the Partnership Funded PCSO service. Clerk had phoned the finance Dept. and explained that we were waiting for a credit note for PCSO abstractions before we made payment. They were unaware of this. We then received the second final demand followed by the credit note. Clerk had contacted the finance manager and explained the whole scenario and received an apology via email.

Noted by Councillors

## **8. PLANNING & DEVELOPMENT**

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

Mr Richings reported on two meetings (19/06/17 and 6/07/17) 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 the report.

### **b. Parish Review – Feedback from Public Meeting 20/06/17 (If available yet)**

The report on the Parish Review Meeting had not yet been received from the SCDC Active Communities Team, so this item deferred until the report becomes available.

### **c. 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 18<sup>th</sup> May 2017 A copy of the unapproved minutes of that date had been issued to all Councillors.

#### **Matters arising from PA&S Report**

Mr Wright stated that all three Defibrillators installed by the Parish Council were now operational and available at the Baptist Church (The Street), Tower Hall (Broadlands Way) and Broke Hall Co-op (Penshurst Road).

Councillors noted Mr Wright's report.

### **b. To Consider Working Party membership for '2018 Battles Over Tribute Event'**

A site meeting was held with Ipswich School on 18/05/17 and the PA&S meeting on 18/05/17 made a recommendation to the PC to set up a Working Group to work with Ipswich School in setting up the event to be held on 11<sup>th</sup> Nov 2018. At the PA&S Mrs Gower and Mr Wright and Ms Evans volunteered to be members of the Working Group.

This evening Mr Westrup also volunteered to join the Working Group.

Mr Wright stated that he already has ideas for lighting the big bonfire.

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

None identified

## **10. TRANSFER OF LAND TO THE PC – THE STREET**

Mrs Stannard reported that:- As of 28<sup>th</sup> June 2017 the Parish Council now owned the land in The Street at the rear of Laburnham Gardens. The Solicitor was just finalising the land registration process. There are a couple of conditions attached to the land transfer: - No erection of buildings, no trade to be carried out and the area had to remain as undeveloped land. Noted by Councillors

## **11. SALC SUFFOLK COASTAL AREA MEETING 19/06/17 – REPORT BACK (Mrs B Richardson-Todd)**

A report from Mrs Richardson-Todd who attended the area meeting had been distributed with the agenda for this meeting.

Mrs Richardson-Todd also reported that at the SALC meeting:-

- Police Superintendent Antonis spoke about the challenge in changing policing priorities within the Force
- Sue Halls (Kesgrave) spoke about upcoming changes in the bus service which would give less off-peak services in the area
- Kevin Archer (Kesgrave) spoke about running Facebook pages at KTC – there were four people running it and they would be happy for someone to come and talk to us when they have the set-up fully sorted.
- Grundisburgh PC spoke about ways of attracting people to the annual meeting.
- Also mentioned was the general move of parking issues from police enforcement over to civil enforcement by District Councils in Spring 2018.

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

### **a. Merchant Navy Day**

The Clerk had received notification that Merchant Navy day was to be held on 3<sup>rd</sup> September 2017 and local authorities were being urged to fly the Red Ensign from 1<sup>st</sup> to 4<sup>th</sup> September as the 3<sup>rd</sup> fell on a Sunday. This would normally either be on a council building or suitable flagpole. As this Parish Council did not have a flagpole it raised an interesting discussion point and would be added to the next PA&S agenda, albeit too late for the Merchant Navy day this year.

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

The Clerk reported that two wasp nests had been eradicated at the allotments at a cost of £70.

### **c. Dates to Note**

20<sup>th</sup> July, PA&S Meeting, 7.30pm, Tower Hall

20<sup>th</sup> July, SCDC ASB Meeting, 10.30am Woodbridge Police Station – rescheduled as originally on 13<sup>th</sup> July.

8<sup>th</sup> August, Newsletter Panel meeting, 7.30pm, Parish Office.

10<sup>th</sup> August, GP&F Meeting, 7.30pm, Tower Hall, 7.30pm

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

To consider purchase, erection and location of a parish council flagpole – PA&S Meeting

To consider creation of a 'Quiet Lane' in Lamberts Lane.- PA&S Meeting

Co-option of a Parish Councillor - Special PC meeting prior to GP&F meeting on 10<sup>th</sup> August

30mph signage in Playford Road – PA&S Meeting

## **14. PERSONNEL MATTERS**

*NOTE: This item is subject to exclusion of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960.*

**Minutes of decisions for this item are attached as a confidential appendix for Councillors only (Page 6)**

## **15. CLOSE OF MEETING**

The Chairman closed the meeting at 9.21pm.

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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 15<sup>th</sup> June 2017.

### GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
14-06-17	Robert Potter	Noticeboards & Letters - May	779	£ -	£ 93.00	£ -	S142
14-06-17	Robert Potter	Litter Clearance - May	780	£ -	£ 62.50	£ -	Litter
14-06-17	Playquip Leisure	Reparis to TH Play Area- Access gate	781	£ 390.00	£ 325.00	£ 65.00	PF&POS
14-06-17	Royal Mail Group	PO Box subscription - Annual renewal	782	£ 318.00	£ 265.00	£ 53.00	Admin
14-06-17	SCL L/S Mgt Ltd	Play Area Mtce - May	783	£ 600.00	£ 500.00	£ 100.00	PF&POS
14-06-17	SCL L/S Mgt Ltd	Pond Mtce - May 17	785	£ 132.00	£ 110.00	£ 22.00	Pond
14-06-17	Haywood Moon	Legal fees for Xfer of land at The Street	786	£ 486.00	£ 406.00	£ 80.00	Legal
20-06-17	SCL L/S Mgt Ltd	Move of five-a-side goals BHPF & Sandlin	787	£ 945.60	£ 788.00	£ 157.60	PF&POS
20-06-17	M Bentley	Wireless Mouse for parish laptop - via Am	788	£ -	£ 9.99	£ -	Admin/clerk
20-06-17	M Bentley	Hi-Vis waistcoats for CSW operatives via	789	£ -	£ 39.62	£ -	Misc
22-06-17	HMRC	PAYE & NI Contributions - April-June	792	£ -	£ 1,733.03	£ -	PAYE
27-06-17	Net Salaries paid after PAYE & NI - June 2017		790/SO/791	£ -	£ 2,060.33	£ -	Salary

### CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
14-06-17	SCL L/S Mgt Ltd	Cemetery Mtce May 17	1164	£ 861.00	£ 717.50	£ 143.50	Maintenance
14-06-17	Mr A Duncan	Cemetery Admin	1165	£ -	£ 20.00	£ -	Contract Admin
20-06-17	SCL L/S Mgt Ltd	Make up sunken graves	1166	£ 690.74	£ 575.62	£ 115.12	Maintenance

### ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
14-06-17	SCL L/S Mgt Ltd	Allotment Grass Cut - May 17	784	£ 212.40	£ 177.00	£ 35.40	Maintenance

### INCOME RECEIVED During June 2017

Cemetery £1,920

Newsletter Advertising £243

### ACCOUNT BALANCES AS AT 30<sup>th</sup> June 2017

General Account £100,909

Business Base Rate Tracker £54,232

Cemetery Account £29,988

**APPENDIX: Not Printed in this version as IN CONFIDENCE MATERIAL**

