



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



**Minutes of the Parish Council meeting held on 14th September, 2017 at
THE VILLAGE HALL at 7.30pm**

CHAIRMAN: J Wright Esq.
PRESENT: Mrs M Brown, Miss A Cracknell, Mr D Francis, Mr M Newton, Mr R Nunn,
Mrs B Richardson-Todd, Mr B Ward, Mr J Westrup, Mr R Whiting, Mr J Wright
APOLOGIES: Mrs M Brown (Holiday), Ms C Evans (unwell), Mrs C Gower (Family Matter),
Mr P Richings (Family Engagement), Mrs S Todd (Family Engagement).
CLERK: Mr M R Bentley, Mrs S Stannard (Assistant Clerk)
ABSENT: None
ALSO PRESENT: Member of the public = 0

As the PC Chairman, Mr Richings had tendered apologies; the PC Vice-Chairman Mr Wright 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 as detailed above. Mr Whiting proposed acceptance of reasons for Councillor absence, seconded by Mr Ward with all in favour.

Mrs Richardson-Todd raised a point of order stating that there is no need to accept apologies because if a person does not turn up they would be expelled after 6 months (Mrs Richardson-Todd was quoting from a SALC lecture as part of her Leadership Course). The Clerk advised Mrs Richardson-Todd that the procedure we used was correct as he had been through this with SALC and NALC several years ago – he would explain fully after the meeting,

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

The Councillor vacancy caused by the resignation of Mr Withey in April 2017 had been formally advertised on 18th April 2017. SCDC had not received notice from electors requesting a Poll and co-option was therefore authorised on 10th May 2017. One person had continued to express an interest in filling the vacant Tower Ward Councillor post following the deferment of the co-option process at the July meeting of the PC.

The person who had shown an interest had stated several days before this meeting that she would attend for the co-option process. Unfortunately, she did not attend the meeting and as she had left no personal details, Councillors were unable to carry out the co-option process. The item was therefore deferred until the November meeting of the Parish Council.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 13th July 2017

Mr Wright reminded Councillors to note the list of cheques issued. Mr Nunn proposed acceptance of the minutes, seconded by Mr Westrup, 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.

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.

5. PUBLIC PARTICIPATION

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

None

b. County Councillor Report

There was no written county councillor report submitted. County Cllr R Whiting verbally reported: Deborah Catling the SCC CEO had a new job and the new appointment process was still be carried out. Sue Cook is the interim CEO. Some streamlining of jobs had been carried out and within SCC Highways, David Chenery had changed jobs, Derek Oldham had retired and Tony Buckingham was now in Halesworth.

Improvements had been carried out at the Bell Lane and Beech Road junctions with the A1214. Dropped kerb footpath works had now been completed at Sandlings Crescent, Pardoe Place and in Broke Hall estate.

c. District Councillor Report

The written report from District Cllr Newton was distributed at the meeting with some discussion taking place regarding the Local Plan Review.

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

Mr Wright – There were indications that some administration work was underway at the Chater building group.

Mr Wright – Recent CSW visit in Playford Road – In general monitored speeds were down on the previous experience, so there were some indications that the message was getting through to drivers..

6. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM

There was no Police attendance

a. SNT Monthly Report and Tasking Priorities

The Partnership Funded PCSO report for August had been distributed with the agenda along with the Ipswich East monthly SNT report -. There was no new report available from the Woodbridge SNT.

Lamberts Lane – Motorbike nuisances. Mr Ward suggested that it would be useful if PCSO Sarbutts could call on Mrs Corcoran (see Clerk for address details) to gain further information about the problem.

The Clerk reported that PCSO Sarbutts would be on late turn Friday this week.

Matters arising from SNT Reports

Comments on new style police report - Mr Whiting said it was very lightweight and wanted more info on the sheet. Is more detail available? Why does the report include non police related events on the newsletter especially when they are out of date?

Mr Westrup said he had been receiving comments from residents in The Street that youths were gathering on Motor Bikes at Chestnut pond.

7. FINANCE

a. To Note the Record of the General Purposes and Finance Committee

The UNAPPROVED Minutes of the meeting held on 10th August 2017 had been issued to all Councillors.

Matters arising from GP&F Report

It was stated that Matt Woor from SCC was supposed to give a talk at this evenings meeting regarding setting up social media access points for local authorities. The Clerk apologised – he had simply not had time to arrange it.

b. To Note the Completion of the External Audit and Approve the Audit Report (Annual Return)

The external audit papers had been received back from BDO this week stating 'there were no matters which came to our attention which required the issuing of a separate additional issues arising report' Hence we have a clean bill of health despite the earlier queries over salaries and differences in payments with respect to the previous year which they had queried.

Mr Whiting proposed approval of the annual return and certificate, seconded by Mr Nunn with all in favour.

c. Other Financial Matters

None, but see PA&S below

8. PLANNING & DEVELOPMENT

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

Mr Wright reported on two meetings (27/07/17 & 30/08/17) 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 P&D report.

b. OTHER PLANNING MATTERS

Forthcoming SCDC full Planning meeting on 21st Sept – request received from parishioner that someone from the PC attends in support of a refusal on the application below.

DC/17/2437/FUL	67 Holly Road, Kesgrave	IP5 1HX	Erection of single storey front, side and rear extension (including reconstruction of roof to attic accommodation) - amended and reduced scheme that refused Planning Permission DC/17/1143/FUL
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Mr Newton explained that when a Council referred an application they should go and support that referral as the full Planning Committee would be pleased to see a Parish Council member there in support of the objection. Mr Nunn queried why it should have any bearing on the result if there are people there just to repeat what had already been written?

Mr Wright stated that he was already committed and would have gone if available. Mr Francis would check his diary and try to attend if free

9. PARISH AMENITIES AND SERVICES

Mr Wright reported on the meeting held on 20th July 2017. A copy of the unapproved minutes of that date had been issued to all Councillors.

a. To Note the Record of the Parish Amenities and Services Committee

Noted by Councillors

b. To Consider Exceptional PA&S Expenditure

Estimate received from Playquip to remove and repair the 'Air Walker' at Tower Hall for subsequent relocation in another play area at £687.72. The Playquip manager felt that the continual failures of this equipment were down to abuse at this location as other specimens of the same kit had not failed at all.

Playquip had also quoted to cover the worn surfaces around the adult play equipment with bonded rubber strips to eliminate soil erosion £472.74 and to install new non-moving part apparatus in place of the Air Walker either 'Leg Stretch' at £981 or 'Push Up and Dip' at £1,137. Prices are ex VAT but include installation.

Miss Cracknell commented that we did not really need to replace the AirWalker with another apparatus.

As this was not scheduled in the PA&S budget, the Clerk suggested that should council wish to proceed with this work then funding should come either from reserves or the money originally allocated for the security fencing at Tower Hall Play Area. Mr Wright proposed that £2,000 be used from reserves with the rest to be decided at the next PA&S meeting, Seconded by Mr Westrup. Agreed in favour on a majority vote.

Matters arising from PA&S Report

There were no matters arising from the PA&S report and minutes. Councillors noted Mr Wright's report.

c. Other PA&S Matters

None

10. GENERAL PARISH MATTERS & CORRESPONDENCE

a. Remembrance Day Service

It was confirmed by Mrs Stannard that this will take place at 11am on Sat 11th November at St Andrews Church with Rev Heather Marsden (Baptist Minister) officiating and the Kesgrave RBL contingent in attendance.

b. To Note Matters Arising Since Publication of Agenda

- i. Temporary Road closure – The Street for gas main connection outside No.135 from 25th to 29th September.
- ii. 1st Kesgrave Beavers – Request to go Pond Dipping in our Duck Pond on 21st September. Agreed provided they have insurance etc in place.

c. Dates to Note

21st Sept – Mill Stream/Sandlings Walkabout, Meet 10am at Water Tower

21st Sept – PA&S Meeting, Tower Hall, 7.30pm

26th September - P&D meeting, Tower Hall, 7.30pm

10th October – Allotment AGM, 7.30 Village Hall

12th October – GP&F Meeting, Tower Hall, 7.30pm

11. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None identified

NOTE: Item 12 below is subject to exclusion of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960.

Mr Newton queried whether Council need to vote on excluding the public at each occurrence. Clerk would check.

12. PERSONNEL MATTERS – Clerk Retirement

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)

13. CLOSE OF MEETING

The Chairman closed the meeting at 8.55pm.

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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 10th August 2017

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
08-08-17	Suffolk Coastal No	New doggie bin Kelvedon Dr 4/7/17	808	£ 342.00	£ 285.00	£ 57.00	Asset
08-08-17	Suffolk Coastal No	Replacement Litter Bin - Fox/Arundel walk	809	£ 270.00	£ 225.00	£ 45.00	Asset
08-08-17	SCL L/S Mgt Ltd	Pond Mtce 26/07/17	811	£ 66.00	£ 55.00	£ 11.00	Pond
08-08-17	SCL L/S Mgt Ltd	Play Area Mtce July 17	812	£ 259.80	£ 216.50	£ 43.30	PF&POS
08-08-17	M Bentley	Barrier tape and Zip ties - via Amazon	813	£ -	£ 21.39	£ -	Admin/clerk
09-08-17	Robert Potter	Litter Clearance - July	815	£ -	£ 62.50	£ -	Litter
09-08-17	Robert Potter	Noticeboards & Letters - July	816	£ -	£ 96.00	£ -	S142
12-08-17	BT	Parish Office - Telephone Bill	D/D	£ 161.27	£ 134.40	£ 26.87	Admin
24-08-17	Playquip Leisure	Supply & Install new equip Yewtree Grove	817	£ 8,100.00	£ 6,750.00	£ 1,350.00	Asset
24-08-17	Staples UK Ltd	Office stationery supplies -paper, ink etc	818	£ 438.60	£ 365.50	£ 73.10	Admin
24-08-17	KJ Fencing Service	Move doggie bin Playford Lane	819	£ -	£ 90.00	£ -	Maint
24-08-17	Net Salaries paid after PAYE & NI - August 2017		820/821/S.O	£ -	£ 2,060.53	£ -	Salary

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
08-08-17	Cooks Waste Kare Ltd	Skip Hire - Mtce 26/07/17	1173	£ 144.00	£ 120.00	£ 24.00	Maintenance
08-08-17	SCL L/S Mgt Ltd	Cemetery Mtce - July 17	1174	£ 897.00	£ 747.50	£ 149.50	Maintenance
08-08-17	A Duncan	Cemetery Admin	1175	£ -	£ 40.00	£ -	Admin
24-08-17	Cooks Waste Kare Ltd	Skip Hire - Mtce 15/08/17	1176	£ 144.00	£ 120.00	£ 24.00	Maintenance
24-08-17	A Duncan	Cemetery Admin	1177	£ -	£ 80.00	£ -	Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
08-08-17	SCL L/S Mgt Ltd	Allotment Grass Cut July 17	810	£ 106.20	£ 88.50	£ 17.70	Maintenance
08-08-17	Cooks Waste Kare L	Skip Hire for mtce 28/07/17	814	£ 144.00	£ 120.00	£ 24.00	Maintenance

INCOME RECEIVED During August 2017

Cemetery £1,820

SCC Locality Grant £360

ACCOUNT BALANCES AS AT 31st August 2017

General Account £88,343

Business Base Rate Tracker £54,232

Cemetery Account £31,926

APPENDIX: Not Printed in this version as IN CONFIDENCE MATERIAL