



# Rushmere St. Andrew Parish Council

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**THESE MINUTES CONTAIN AN 'IN CONFIDENCE' APPENDIX WHICH IS NOT FOR PUBLICATION (PAGE 7 OMITTED FOR THIS PUBLIC COPY)**

**Minutes of the Parish Council meeting held on 8 March 2018 at  
THE VILLAGE HALL at 7.30pm**

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CHAIRMAN: P Richings Esq.

PRESENT: Mrs M Brown, Miss A Cracknell, Ms C Evans, Mr M Newton, Mr R Nunn, Mrs B Richardson-Todd, Mr P Richings, Mr M Shields, Mrs S Todd, Mr B Ward, Mr J Westrup

APOLOGIES: Mr D Francis (family commitment), Mr R Whiting (family commitment), Mr J Wright (unwell)

CLERK: Mrs S Stannard; Mrs S Jenkins (Assistant Clerk)

ABSENT: None

ALSO PRESENT: Member of the public = 2

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

## 2. CO-OPTION OF COUNCILLOR

The Councillor vacancy caused by the resignation of Mrs Gower in January 2018 had been formally advertised on 19<sup>th</sup> January 2018. Suffolk Coastal District Council (SCDC) had not received notice from electors requesting a Poll and co-option was therefore authorised on 9<sup>th</sup> February 2018. There had been some inquiries regarding the vacancy but no-one decided to pursue it. If anyone is interested in applying they are welcome to contact the Chairman or the Clerk.

## 3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 11th January 2018

Mr Richings reminded Councillors to note the list of cheques issued. One amendment was made to the minutes, "2018" was added to the heading after "11<sup>th</sup> January" on Page 1. Miss Cracknell proposed acceptance of the minutes, seconded by Mrs Brown, 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.

No other declarations were made.

## 5. PUBLIC PARTICIPATION

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

Two members of the public attended the meeting and they were interested in item 5d.

### b. County Councillor Report

No written County Councillor report was submitted. No County Councillors were present at the meeting.

**c. District Councillor Report**

The written report from District Councillor Newton was distributed at the meeting. Matters arising - discussions took place regarding increase in council tax in the 18/19 financial year, the Garden Waste Scheme that Suffolk Coastal District Council (SCDC) is introducing in the 2018/19 financial year and air quality in the Rushmere St Andrew parish and at Melton Hill.

Mr Richings stated that the Parish Council was not consulted on planning application DC/18/0203/VLA, variation of legal agreement in relation to affordable housing on land fronting Broadlands Way South West of District Centre, Bixley Farm. The Committee Report for this application however stated that the Parish Council did not comment on the application. Mr Newton and the Clerk will question why the Parish Council was not consulted on this application.

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

The members of the public were interested in whether progress has been made regarding catering for the Beacon Event. The Clerk stated that the Beacon Working Group will look into options for catering at the event and the group will make a decision about catering nearer the event. The Assistant Clerk will contact the Rapid Relief Team to obtain more information from them about what catering options they are able to provide.

**6. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM (SNT)**

There was no Police attendance.

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

The Ipswich East and Woodbridge monthly SNT newsletters for February had been distributed with the agenda for this meeting along with the Policy Community Safety Officer (PCSO) report for February.

A further report from the PCSO, Mr Sarbutts was distributed at the meeting.

**Matters arising from SNT Reports**

Mr Richings pointed out that Mr Sarbutts was able to assist with the investigation concerning the attack on a jogger on Foxhall Heath near Kelvedon Drive.

Mr Newton stated that the images on page two of the report produced by Mr Sarbutts were not very clear. Mr Shields indicated that this is because it is reproductions of images. Mr Shields advised that important aspects to note in the pictures would be clothing, the way that suspects carry themselves, etc.

**b. To Consider the 'Funded PCSO Service Level Agreement (SLA)' with effect from 1<sup>st</sup> April 2018**

The Clerk had written to the Suffolk Constabulary Business Liaison Manager a number of times about a draft Service Level Agreement. Unfortunately, the Clerk has not received a draft service level agreement for the Council's consideration. The Business Liaison Manager indicated that he did not anticipate changes to the PCSO scheme.

A number of councillors expressed their frustration and disappointment that it is nearly the end of the financial year and that a draft service level agreement has not been issued by Suffolk Constabulary.

Mr Ward proposed that delegated authority be given to the Clerk and the Chairman to finalise and sign the Service Level Agreement for the PCSO for 2018/19 provided that the Service Level Agreement does not exceed the allocated budget of £12,500 and that the conditions of the agreement are the same as the current Service Level Agreement (2017/18). The proposal was seconded by Mr Newton, resolved with the majority in favour.

**7. FINANCE**

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

The UNAPPROVED Minutes of the meeting held on 8<sup>th</sup> February 2018 had been issued to all Councillors.

### **Matters arising from GP&F Report**

Councillors noted the unapproved minutes. The Clerk reported that the funding request for £2125 for improvements on the Sandlings/ Mill Stream Local Nature Reserves was supported by Councillor Dean and approved by SCDC. The funding is expected to be transferred to the Parish Council in the next couple of weeks. The Parish Council would like to thank Mr Newton for his help in securing this funding.

#### **b. To Approve Disposal of Air Walker from Assets**

In September 2017 the Clerk reported to the Parish Council that the Air Walker at the Tower Hall Play Area had to be repaired. This was the third time that the Air Walker at Tower Hall play area had to be repaired since it was purchased in 2015. The purchase cost of the Air Walker was £1180.

The PlayQuip manager felt that the continued failures of this equipment were down to abuse at location as other specimens of the same kit has not failed at all. Hence, he proposed that the Air Walker be replaced with alternative equipment. The quote to repair (or to repair and relocate) the Air Walker to another play area was for £687.72.

The Parish Services and Amenities Committee subsequently agreed that it would not be feasible to keep repairing the Air Walker at the Tower Hall play area. Relocating the Air Walker to one of the other play areas in the parish was also discounted as the other play areas in the parish either already has similar equipment or no space for such equipment. Given these circumstances and the safety risk the broken Air Walker posed, it was agreed at the end of last year to remove it from the Tower Hall play area and to store it. The possibility of selling the Air Walker was investigated but no one has shown an interest in purchasing such equipment and it is not considered possible to sell it. Miss Cracknell suggested investigating the possibility of selling it for scrap metal.

Mr Westrup proposed that the Air Walker be disposed of and that it be deleted from the Parish Council Asset Register as it is not viable to repair it or sell it. This was seconded by Miss Cracknell with ALL in favour. The Clerk/ Assistant Clerk will investigate if it could be sold for scrap metal before disposing of it.

#### **c. To Approve the Revised Asset Register and Insurance Schedule for Year Ending 31<sup>st</sup> March 2018**

A revised asset register/insurance schedule dated 31st March 2018 (Issue 28) had been distributed to Councillors with the agenda for this meeting. The defibrillators and cabinets, the Radar speedgun, the multi play equipment at Yew Tree and doggiebin at Kelvedon Drive have been added to the register. The spring seesaw at Yew Tree and Air Walker at Tower Hall Play Area have been removed from the register.

Mr Nunn proposed approval of the revised asset register and insurance schedule for 2018/19 (Issue 28). Seconded by Mr Mrs Richardson-Todd with all in favour.

Councillors were reminded to file the approved 2018 Asset Register in their councillors' handbook.

#### **d. OTHER FINANCIAL MATTERS**

None

### **8. PLANNING & DEVELOPMENT**

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

Mr Richings reported that on 30 January 2018 and 6<sup>th</sup> March P&D meetings were held. Copies of the approved P&D minutes of 30 January 2018 had been issued to all Councillors. Minutes for the meeting on 6 March have not been issued yet.

#### **Matters arising from P&D Report**

Councillors noted Mr Richings report, the approved and unapproved minutes. Mrs Richardson-Todd queried if any members of the public attended the meeting on the 30 January 2018. It was confirmed that no members of the public attended this meeting.

**b. OTHER PLANNING MATTERS**

Mr Richings reported on the Chater application for a variation of the legal agreement under agenda item 5c.

**9. PARISH AMENITIES AND SERVICES**

**a. TO NOTE THE RECORD OF THE PARISH AMENITIES AND SERVICES COMMITTEE**

Mr Richings reported on the meeting held on 18<sup>th</sup> January. A copy of the unapproved minutes 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 the unapproved minutes and Mr Riching's report.

**b. OTHER PA&S MATTERS**

The Clerk will contact Mr Whiting for an update regarding the 30mph signage in Playford Road and report back at the next PA&S meeting.

**10. TO APPROVE REVISIONS TO COUNCIL 'STANDING ORDERS'**

The Clerk advised that no changes to the standing orders are deemed necessary. Mr Richings proposed that the Standing Orders be confirmed as current. This was seconded by Mr Nunn with all in favour.

**11. TO RECONFIRM PARISH COUNCIL POLICY STATEMENTS**

A revised Index of the Parish Council Policy Statements was distributed with the agenda for the meeting. Mr Nunn proposed that the policies listed below be reconfirmed as current, seconded by Mr Shields. All in favour.

Policy 1 : Apologies and Non-attendance of Meetings – SALC Fact Sheet – 08/03/2018

Policy 2 : Council Policy on Protocols for Public Participation in Council Meetings - 08/03/2018

Policy 3 : Dispensation – Policy on Implementation & Delegation of Authority - 08/03/2018

Policy 5 : Parish Council Policies on Committees, Advisory Panels, Representatives, Officers and Boards - 08/03/2018

Policy 7 : PC Policy on Noticeboard Content - 08/03/2018

Policy 8: Policy on Planning Application Site Visits & the Managing of 'Simple' Planning Applications - 08/03/2018

Policy 14 : Equal Opportunities Policy - 08/03/2018

Policy 17 : Protocols for providing informal views prior to planning application submission - 08/03/2018

A draft Terms of Reference for the Beacon Working Group was circulated with the agenda. Mr Richings proposed acceptance of the Terms of Reference for the Beacon Working Group, seconded by Mr Newton. All in favour.

Remaining policies that need to be reviewed will be considered at the Parish Council meeting in May.

**12. GENERAL PARISH MATTERS & CORRESPONDENCE**

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

None

**b. Dates to Note**

Thursday 15th March, PA&S Meeting, 7.30pm Tower Hall  
Monday 19th March, SALC Area Meeting, TBA (Mrs Richardson-Todd possible attendee)  
Tuesday 27<sup>th</sup> March, P&D Meeting, Village Hall, 7.30pm  
Thursday 29th March, Closing date for Newsletter Copy  
Thursday 12th April, GP&F meeting, 7.30pm Tower Hall  
Wednesday 18th April, Internal Audit with Heelis & Lodge, 9.15am, Parish Office  
Thursday 3<sup>rd</sup> May 2018, SNT Meeting, Woodbridge joint police/ fire service building, 10.30am

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

Review of policies that need to be updated. Possibly the Service Level Agreement for the PCSO.

**14. PERSONNEL & LEGAL MATTERS – In Confidence Appendix**

**15. CLOSE OF MEETING**

The Chairman closed the meeting at 8.50pm.

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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 8<sup>th</sup> February 2018

**GENERAL EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
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08/02/2018	PlayQuip Leisure	Grease of Bearings at Tower Hall Play Area	889	£ 186.00	£ 155.00	£ 31.00	PF&POS
12/02/2018	BT	Office Phone bill 04/11 - 03/02	D/D	£ 163.14	£ 135.95	£ 27.19	Admin
13/02/2018	Robert Potter	Litter Clearance - Jan 2018	890	£ -	£ 50.00	£ -	Litter
13/02/2018	Robert Potter	Noticeboards & Letters - Jan 2018	891	£ -	£ 84.00	£ -	S142
13/02/2018	Parish Halls RSA	Storage at Village Hall P - Jan - Dec 2018	892	£ -	£ 250.00	£ -	Admin
13/02/2018	Suffolk Accident Rescue Service	Charity Donation	893	£ -	£ 250.00	£ -	S137
13/02/2018	Heathlands Community Preschool	Charity Donation	894	£ -	£ 150.00	£ -	S137
13/02/2018	Headway Suffolk	Charity Donation	895	£ -	£ 150.00	£ -	S137
13/02/2018	Kesgrave Community Library Group	Charity Donation	896	£ -	£ 200.00	£ -	S137
23/02/2018	SALC	Finance training - S Stannard	897	£ 30.00	£ 25.00	£ 5.00	Training
23/02/2018	SALC	Councillor training - M Shields	898	£ 132.00	£ 110.00	£ 22.00	Training
23/02/2018	Net Salaries paid after PAYE & NI - Feb 2018		899,900		2356.43		
23/02/2018	Ipswich Borough Council	Maintenance of the strip of land off The Street by Greenways	901	£ 330.00	£ 275.00	£ 55.00	PF&POS
23/02/2018	Ipswich Borough Council	Improvements on Sandlings & Mill Stream LNR (Grant received from S Lawson Locality Budget received 31/10/17)	902	£ 2,832.00	£ 2,360.00	£ 472.00	PF&POS
27/02/2018	NEST	Pension Payment - Employee + Employer	D/D	£ -	£ 47.08	£ -	Pension

## CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
08/02/2018	Cooks Waste Kare Ltd	Cemetery Maintenance 31 Dec 2017	1202	£ 144.00	£ 120.00	£ 24.00	Maintenance
08/02/2018	S Jenkins	Cemetery Admin	1203	£ -	£ 26.00	£ -	Admin
08/02/2018	A Duncan	Cemetery Admin	1204	£ -	£ 40.00	£ -	Admin
13/02/2018	SCL L/S Mgt Ltd	Cemetery Mtce - Jan 18	1205	£ 356.40	£ 297.00	£ 59.40	Maintenance
23/02/2018	A Duncan	Cemetery Admin	1206	£ -	£ 40.00	£ -	Admin
23/02/2018	Cooks Waste Kare Ltd	Cemetery Maintenance - 17	1207	£ 144.00	£ 120.00	£ 24.00	Maintenance

## ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
15/12/2017	Anglian Water Busin	Allotment Water - adjustment for 11/	D/D	£ -	£ 0.30	£ -	Metered Water

## INCOME RECEIVED During February 2018

Cemetery	£1,915.00
Newsletter Advertising	£59.00
Allotments	£0

## ACCOUNT BALANCES AS AT 28<sup>th</sup> February 201 8

General Account	£91,158.67
Business Base Rate Tracker	£54,241.61
Cemetery Account	£40,588.90