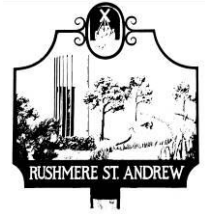




Rushmere St. Andrew Parish Council

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"Seek The Common Good"



THESE MINUTES CONTAIN AN 'IN CONFIDENCE' APPENDIX WHICH IS NOT FOR PUBLICATION (PAGE 8 OMITTED FROM THIS PUBLIC COPY)

Minutes of the Parish Council meeting held on 8th November 2018 at TOWER HALL at 7.30pm

CHAIRMAN: P Richings

PRESENT: Miss A Cracknell, Ms C Evans, Mr D Francis, Mr C Griggs, Mr Newton, Mr R Nunn, Mr P Richings, Mr M Shields, Mrs S Todd, Mr J Westrup, Mr R Whiting

APOLOGIES: Mrs B Richardson-Todd (another commitment), Mr J Wright (unwell), Mr B Ward (unwell), Mrs M Brown (unwell).

CLERK: Mrs S Stannard – Clerk; Mrs S Jenkins – Assistant Clerk. Minutes taken by Mrs Stannard

ALSO PRESENT: Members of the public = 0

1. APOLOGIES, APPROVAL OF ABSENCE, PROTOCOL & CONDUCT REMINDERS

The Chairman reminded Councillors of the 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 above. Miss Cracknell proposed acceptance of apologies and reasons for absence, seconded by Mr Newton, with ALL in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 13th September 2018

Mr Richings reminded Councillors to note the list of cheques issued. Mr Newton proposed acceptance of the minutes, seconded by Mr Whiting, with ALL in favour. The minutes were duly signed as a correct record.

3. DECLARATIONS OF COUNCILLOR 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 Newton declared a non-pecuniary interest as a member of the British Horse Society.

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.

No other declarations were made.

4. PUBLIC PARTICIPATION

- a. **To Identify Public Participation with Respect to Items on this Agenda**
None

b. County Councillor Report

A written report from Mr Whiting was distributed at the meeting. Mr Whiting reported that he has made the deputy portfolio holder of Suffolk County Council aware of the flooding issues around Beech Road and the overgrown hedges at Playford Road and The Street. Mr Whiting informed councillors of the planned road closure at Playford Road. He also reported that there is sufficient funding available for the design of the Foxhall Road crossing.

Matters arising – Mr Newton mentioned concerns about the disappearing footway along Playford Road and The Street as a result of soil and rubbish migrating onto the footpath. Mr Whiting is aware of this and has made the responsible officers aware of this at Suffolk County Council.

c. District Councillor Report

A written report from Mr Newton was distributed at the meeting.

Mr Newton reported that the most significant issue mentioned in the report was the removal of brown bins. Mr Newton informed councillors about the discussions he has had with the officers at Suffolk Coastal District Council regarding joining of the parish boundaries. This has to be discussed in more detail and he will report back at the next meeting.

Matters arising – A number of questions were asked about brown and green bins.

Mr Richings thanked Mr Whiting and Mr Newton for their reports.

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

Miss Cracknell reported that there were horse riders with horses on the footpaths at Lamberts Lane and Holly Lane that churned up the ground. Miss Cracknell stated that there is a sign at The Street prohibiting horse riding on the footpath but no notice at Lamberts Lane. The Clerk will contact the Rights of Way Team about this.

Mr Nunn informed Councillors that a resident complained about dog fouling at the cemetery. The Clerk will ask the Contractors, SCL to clear this.

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

There was no Police attendance.

a. Report from the Funded Police Community Safety Officer (PCSO)

A written report by the PCSO had been distributed with the agenda for this meeting and another report from the PCSO was distributed at the meeting. The reports were noted. Matters arising – It was noted by Councillors that Mr Sarbutts will not continue as a PCSO. Mr Whiting stated that robust monitoring mechanisms should be in place with regards to the SLA. Mr Nunn expressed his disappointment that it took such a long while to install the barrier at the Nursery.

b. Safer Neighbourhood Team Area Reports and Priorities

The Ipswich East and Woodbridge Safer Neighbourhood Team reports for November were distributed at the meeting. The reports were noted. Matters arising – None

c. To Agree Ongoing PCSA Service Level Agreement (October 2018 – March 2019)

The Clerk informed Councillors that Mr Mike Sarbutts, the PCSO currently in post is taking redundancy at the end of the year and is currently working his notice period. The Constabulary has subsequently contacted Rushmere Parish Council and Kesgrave Town Council indicating that there is an opportunity for considering of an experienced PCSO who has expressed an interest in the role however this would be on a part time basis of 26 hours per week. In the event that the Council does not wish to accept the

proposed resource on 26 hours per week, the alternative is to wait whilst external recruitment processes commence for a future fulltime resource. This may result in a gap in provision of a PCSO from when the current incumbent takes redundancy and a new full time resource has been appointed. In this event, the Constabulary would not charge the councils for any period of time where the Councils were without a resource and a pro rata rebate would be calculated. Kesgrave Town Council is supportive of appointing a PCSO on a part time basis of 26 hours per week, but it would need formal approval at their next Council meeting. The current costs for the full time PCSO would be applied on a pro rata basis.

The Clerk informed Councillors that the Council has received a draft SLA from October 2018 – March 2019. The agreement included several new aspects such as a six month notice period; payment for a police vehicle if this is required; aspects relating to sickness leave less than 28 consecutive days; and potentially liable for re-training/ redundancy costs if the contract is terminated early. It was agreed that these amendments be queried with the Constabulary. Councillors discussed the suggestion of a PCSO employed on a part time basis of 26 hours per week.

Mr Whiting proposed that the Council accept a PCSO employed on a part time basis for 26 hours a week seconded by Mr Nunn with ALL in favour. It was agreed that the effectiveness of this arrangement be discussed by the Council in January 2019.

[Mr Richings and Mr Shields left the meeting and re-joined the meeting shortly after].

d. To Consider New PCSO Service Level Agreement for 2019/2021

The Clerk informed Councillors that the Council has received a draft Service Level Agreement for beginning of April 2019 until end of March 2021. The Clerk highlighted changes from the current Service Level Agreement that is proposed by the Constabulary. A discussion followed about the draft proposed by the Constabulary. It was agreed that the Clerk will contact the Constabulary requiring additional information on the following aspects:

- How does the PCSO role fit within the wider changes to the organisation;
- Reasons for including a six month notice period;
- Clarifications about the cost implications for 15.2 (b) - the Chief Constable shall use all reasonable endeavours to re-deploy the PCSO(s) during the notice period but in the event that this is not possible, the Sponsor(s) shall be responsible for the costs of dismissal/termination of his/her employment; and
- Clarification that if the sponsors pay for a police car whether this vehicle be specifically allocated to the PCSO for Rushmere and Kesgrave and whether it would be an identifiable police car.

6. FINANCE

a. To Note the Record of the General Purpose and Finance Committee Meeting 11/10/2018

Mrs Richardson-Todd reported on the last GP&F meeting held in October. Copies of the UNAPPROVED minutes had been issued to all Councillors. The GP&F record was noted.

Matters Arising: None

b. To Note Receipt of CIL Payment Received

The Clerk informed Councillors that the Parish Council has received a remittance advice from Suffolk Coastal District Council advising that £2,583.02 was paid into the Rushmere St Andrew Parish Council account on 26 October 2018. This payment was for developments in the parish at the part rear garden of 19 Linkfield, Rushmere St Andrew and 15% of the payments are passed to the Parish Council as Neighbourhood funding. CIL Rules state that CIL expenditure must be reported by 31st December in the year following the payment. The Parish Council received £84.92 in the 2016/17 year; £1,272.23 in the 2017/18 and now £2,583.02 in the 2018/19 financial year. The Parish Council has to spend the

money within 5 years else it has to be paid back to the District Council. To date none of the CIL payments received has been allocated for a particular project. Councillors noted this.

[Mr Richings, Mr Shields and Miss Cracknell left the meeting and re-joined shortly after].

c. To Note Receipt of Correspondence Regarding CIL Applications

The Clerk received correspondence from Suffolk Coastal District Council indicating that £45,200 was allocated for the delivery of the Playford Road Traffic Calming Scheme in the parish. The funding will be made available subject to the following conditions:

- Provision of an agreement between SCC and RSA detailing the traffic calming measures to be undertaken
- Provision of three separate quotes for the cost of the Traffic Calming Scheme as outlined in the CIL Payment Project Proposal form
- Provision of a copy of the feasibility study including a detailed breakdown of costs.

It was agreed that the Clerk will contact the planning officer at Suffolk Coastal District Council to discuss the first and second conditions. It would be better if the money is paid to Suffolk County Council directly since they will implement the scheme and it may not be possible for Suffolk County Council to obtain 3 different quotes.

The Clerk also received correspondence from Suffolk Coastal District Council indicating that they regret to inform the Parish Council that the funding requests for Claverton Way and Chatsworth Drive Traffic Management Feasibility Study; and Broke Hall Playing Field Play Equipment was not successful. The reasons why the requests were not successful were:

- Claverton Way and Chatsworth Drive Traffic Management Feasibility Study does not qualify under the Regulation 123 list as it is not considered to be of strategic nature in the wider context of Suffolk Coastal. Also, funding of such a study or report does not guarantee the delivery of infrastructure which would be contrary to the CIL regulations;
- Broke Hall Playing Field Play Equipment – It was considered that this project does not relate to or support new development.

Mr Whiting suggested that some of the CIL money discussed under item 6c be allocated for a feasibility study for Claverton Way/ Chatsworth Drive.

d. Other Financial Matters

Mr Griggs has recently attended four councillor training sessions in the evening at SALC in Claydon. Financial rules state that travel and expense claims have to be approved by Council. The recommended current mileage amount to pay tax free is 45 pence per mile (the total claim from Mr Griggs was for 66 miles at 45 pence per mile).

Mr Whiting proposed that the Parish Council reimburse travel claims for official business out of the parish at 45 pence per mile and that the mileage claim of Mr Griggs for councillor training at SALC be approved. Seconded by Mr Richings and agreed by ALL.

7. PLANNING AND DEVELOPMENT

a. To Note the Record of the Planning and Development Committee Meetings 02/11/2018 and 22/11/18

Mr Richings reported that the last meetings of the P&D meeting had been held on 2nd October and 22nd October 2018. He also pointed out that another meeting was held on 13th September 2018. A copy of the approved and unapproved minutes of these dates had been issued to all Councillors. The P&D records was noted.

Matters Arising: None

8. PARISH AMENITIES AND SERVICES

a. To Note the Record of the Parish Amenities and Services Committee Meeting 20/09/2018

Mr Richings reported that the last meeting of the PA&S meeting had been held on 20th September 2018. A copy of the unapproved minutes of that date had been issued to all Councillors. The PA&S record was noted.

Matters Arising: Noted

9. LOCAL GOVERNMENT BOUNDARY COMMISSION – EAST SUFFOLK COUNCIL ELECTORAL REVIEW – IMPLICATIONS FOR PARISH COUNCIL

This was discussed under item 4c. It was agreed that Mr Newton will report back regarding this at the next meeting.

10. TO CONSIDER A LONE WORKING POLICY

At the previous Parish Council meeting it was agreed that the Clerk will draft a Lone Working policy for consideration at the next Parish Council meeting. The policy will include Councillors visiting residents. The Clerk distributed a draft policy and provided councillors with the relevant information. Mr Whiting proposed that the draft policy be approved, Mr Nunn seconded with ALL in favour.

11. UPDATE REGARDING GDPR COMPLIANCE

a. Storage of Documents

The Clerk informed Councillors that part of the GDPR compliance process is to sort through documentation and determine what has to be kept and what can be safely disposed of in accordance with the Parish Council's Data Retention Policy. There are lots of documents to sort through at the Village Hall. The Clerk has been asked by the Secretary of Parish Halls to remove all the documents that is not stored in cabinets and to tidy the room as it was identified in a recent risk assessment as a high fire risk. There are a large number of documents to sort through and it was suggested to arrange a date to meet at the Committee Room and sort through the documents. All documentation will be reviewed annually.

b. Other Considerations

To conform with the GDPR regulations only the Clerk & Assistant Clerk now has access to the PC website. It does leave the problem that the Assistant Clerk has to manage the Parish Halls section of the website as well. It was agreed to keep the Parish Halls information on the Parish Council website until the end of January and then this information will be removed. Clerk to contact Secretary of Parish Halls regarding this.

12. GENERAL PARISH MATTERS & CORRESPONDENCE

a. Arrangements Remembrance Service 11/11/2018 at 10am

The Reverend from the St Andrews Church, The Street invited the Parish Council to be part of the church's Remembrance Service on Sunday, 11 November at 10am at the Church. The Parish Council was also invited to lay wreaths at the memorials during the service. It was agreed that the Parish Council would join the Remembrance Service of the church and lay 2 wreaths during the service.

It was agreed that Mr Richings and Mr Westrup will lay the 2 wreaths on behalf of the Parish Council.

b. Consultation from Suffolk Coastal about polling stations

The Clerk informed Councillors that Suffolk Coastal District Council is currently consulting the public about polling stations. The consultation was discussed, and it was noted.

c. To Note Matters Since Publication of the Agenda

The Clerk reported on the correspondence she received from a resident regarding Playford Road Traffic Calming Scheme. The correspondence was noted.

d. Dates to Note

Sunday, 11th November, Remembrance Service, St Andrews Church, 10am

Sunday, 11th November, Beacon Event, ISSC, 5 – 7pm

Thursday 15th November, PA&S Committee Meeting, Tower Hall, 7.30pm

Thursday, 29th November Newsletter and Web Advisory Panel, Parish Office Tower Hall, 7pm

Thursday, 13th December, GP&F Committee Meeting, Village Hall, 7.30pm

13. PERSONNEL & LEGAL MATTERS

The minutes for item 13 are attached as an 'In Confidence' Appendix at the end of the normal Minutes of this meeting. Not attached in this public copy.

14. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

15. CLOSE OF MEETING

The meeting closed at 9.35 pm

---COUNCILLORS to note items BELOW ---

The following payments had been made since those listed in the Minutes of the GP&F committee meeting of 11th October 2018.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
02/10/2018	SALC	Cemetery Management Training; S Jenkins 0 18	995	£ 98.40	£ 82.00	£ 16.40	Training
02/10/2018	Mr Robert Potter	Noticeboards & Letter rounds - Sept 2018	996	£ -	£ 66.00	£ -	S142
02/10/2018	Mr Robert Potter	Litter clearance - Sept 2018	997	£ -	£ 50.00	£ -	Litter
02/10/2018	Mr Robert Potter	Cleaning and maintenance of noticeboards	998	£ -	£ 108.00	£ -	Maint
02/10/2018	Mr Bean Entertainments	Candy Floss and Popcorn at Beacon Event	999	£ -	£ 180.00	£ -	S137
02/10/2018	Mrs S Jenkins	Slime making kit - Newsletter Autumn 2018 prize	4000	£ -	£ 19.99	£ -	Admin
02/10/2018	Business Services at CAS Ltd	Annual council insurance premium - 1 Oct 18 - 3C	4001	£ -	£ 1,812.73	£ -	Admin
02/10/2018	Bullfinch Gas Equipment Ltd	Gas Beacon for Beacon Event on 11 Nov 2018	4002	£ 432.00	£ 360.00	£ 72.00	Admin
11/10/2018	Genesis Orwell Mencap	Purchase of 2 Henley Benches for installation at The Street to replace	4003	£ 1,060.00	£ 883.33	£ 176.67	Asset
11/10/2018	Mr M Bentley	Bit defender antivirus for computers/ laptop	4004	£ -	£ 60.78	£ -	Admin
11/10/2018	Parish Halls - Rushmere St And	Meeting Room Hire - Jul to Dec 18	4005	£ -	£ 900.00	£ -	Hire
11/10/2018	Parish Halls - Rushmere St And	Tower Hall Office hire - Jul to Dec 18	4006	£ -	£ 1,500.00	£ -	Hire
11/10/2018	S.C.L L/S MGT Ltd	Removal of broken branches from Chestnut Pond	4007	£ 90.00	£ 75.00	£ 15.00	Pond
11/10/2018	S.C.L L/S MGT Ltd	Maintenance at ponds - Sept 2018	4010	£ 144.00	£ 120.00	£ 24.00	Pond
11/10/2018	S.C.L L/S MGT Ltd	Maintenance at play areas - Sept 2018	4011	£ 259.80	£ 216.50	£ 43.30	PF&POS
11/10/2018	SALC	Councillor Training - Mr C Griggs	4013	£ 123.60	£ 103.00	£ 20.60	Training
22/10/2018		Net salaries paid after PAYE & NI - Oct 2018	4014,4015		£ 2,366.82		Salary
22/10/2018	Mrs S Jenkins	Beacon Event	4016	£ -	£ 370.53	£ -	Misc
22/10/2018	Staples UK Ltd	Office stationery supplies -paper	4017	£ 33.58	£ 27.98	£ 5.60	Admin
22/10/2018	Signs for you Ltd	Sign in parish at Broke Hall Playing Field	4018	£ 78.46	£ 65.38	£ 13.08	PF&POS
25/10/2018	NEST	Pension contributions - October 2018	D/D	£ -	£ 120.92	£ -	Pension
29/10/2018	Unity Insurance Service	Insurance for Beacon Event	4019		£ 221.76	£ -	Admin
29/10/2018	Flogas Britian Limited	Gas Cylinders for Beacon Event	4020	£ -	£ 47.25	£ -	Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
15/10/2018	Anglian Water	Anglian Water - Est Bill 07/06/18-03/09/18	D/D	£ -	£ 53.67	£ -	Metered Water
11/10/2018	S.C.L L/S MGT Ltd	Clearance of Plot 6 at Allotments	4008	£ 198.00	£ 165.00	£ 33.00	Maintenance
11/10/2018	S.C.L L/S MGT Ltd	Maintenance at allotments - Sept 2018	4009	£ 212.40	£ 177.00	£ 35.40	Maintenance

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
01/10/2018	Anglian Water	Anglian Water - Est Bill 07/06/18-03/09/18	D/D	£ -	£ 19.82	£ -	Maintenance
02/10/2018	A Duncan (Green; Miller)	Cemetery Admin	1242	£ -	£ 40.00	£ -	Admin
11/10/2018	Mr Curtis Largent (Timbe)	Refurbishment of seats at cemetery	1243	£ -	£ 550.00	£ -	Maintenance
11/10/2018	Cooks Waste Kare Ltd	Skip Hire Mtce - 26/09/2018	1244	£ 158.40	£ 132.00	£ 26.40	Maintenance
22/10/2018	Cooks Waste Kare Ltd	Skip Hire Mtce - 09/10/2018	1246	£ 158.40	£ 132.00	£ 26.40	Maintenance
22/10/2018	A Duncan (Ward; Spence)	Cemetery Admin	1247	£ -	£ 40.00	£ -	Admin
30/10/2018	A Duncan (C & B Clark;)	Cemetery Admin	1248	£ -	£ 60.00	£ -	Admin

INCOME RECEIVED During October 2018

Cemetery	£9,390.00
Allotments (rent)	£2,689.04
General (SCC funding for seats at The Street, CIL money)	£3,783.02

ACCOUNT BALANCES AS AT 31st October 2018

General Account	£154,109.94
Business Base Rate Tracker	£54,322.79
Cemetery Account	£58,783.94