



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Council meeting held on 11th January 2018 at THE VILLAGE HALL at 7.30pm

CHAIRMAN:	P Richings Esq.
PRESENT:	Mrs M Brown, Miss A Cracknell, Ms C Evans, Mr D Francis, Mr R Nunn, Mr M Shields, Mrs B Richardson-Todd, Mr P Richings, Mr B Ward and Mr J Westrup.
APOLOGIES:	Mr M Newton (family commitment), Mrs S Todd (family commitment), Mr J Wright (unwell) and Mr R Whiting (unwell).
CLERK	Mrs S Stannard
ASSISTANT CLERK	Mrs S Jenkins
ABSENT (no apologies):	None
ALSO PRESENT:	Member of the public = 0

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

The Chairman reminded Councillors of the Code of Conduct, protocol for debate and statutory rights to film, record, photograph or otherwise report on the proceedings of the meeting.

The Chairman wished everyone a Happy New Year and welcomed the new Assistant Clerk, Mrs Jenkins.

The Chairman informed Councillors that Mrs C Gower resigned on 10th January as a Parish Councillor. The Casual Vacancy notice for a Councillor will be displayed on the website and noticeboards until the 8th February 2018. After this period (if there is no by-election) a councillor can be co-opted.

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

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 9th November 2017

Mr Richings reminded Councillors to note the list of cheques issued. Miss Cracknell proposed acceptance of the minutes, seconded by Mrs Evans, with ALL in favour. The minutes were duly signed as a correct record with no alterations.

3. DECLARATIONS OF COUNCILLORS INTEREST

None.

4. PUBLIC PARTICIPATION

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

None.

b. County Councillor Report

There was no County Councillor report.

c. District Councillor Report

The District Councillor written report from Mr Newton was distributed at the meeting.

Matters Arising –

Mr Westrup expressed his disappointment with regards to the introduction of charges to households who would like their brown bins emptied by SCDC. Mr Francis stated that some areas in the Suffolk Coastal

District have bigger brown bins than the Rushmere St Andrew Parish. Mr Richings reported that as he understood the new arrangements, all households in the district will receive an offer of a bigger bin as part of the new charges. Several councillors expressed their disappointment with regards to the introduction of charges for the brown bin service in the district.

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

Miss Cracknell reported that she attended the induction of the New Vicar, Revd Caroline Wilson at the St Andrews Church.

5. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM

There was no Police attendance

a. SNT Monthly Report and Tasking Priorities

The Ipswich East monthly SNT December newsletter had been distributed with the agenda for this meeting along with the Partnership Funded PCSO Report. The Woodbridge monthly SNT December newsletter is not available yet.

A further report from the PCSO, Mr Sarbutts was distributed at the meeting. Miss Cracknell stated that she preferred the format of the report prepared by Mr Sarbutts as opposed to the format of the SNT newsletters.

Matters arising from SNT Reports

Mr Westrup reported that he was disappointed with the high increase of 6.8% in the precept proposed by the Police and Crime Commissioner for 2018/19. He completed the survey and indicated that it is much higher than the current rate of inflation and he found it unacceptable. The survey closed on 10th January 2018.

Mr Francis stated that he went to the One Stop Shop before Christmas and there were a number of youths gathered at the Nursery car park playing football and he asked if anything can be done about this. Miss Cracknell mentioned that on the occasions when she went to the shop and youths were gathered in the Nursery car park she found the youths were not intimidating. The Clerk indicated that Mr Sarbutts will be made aware of any anti-social behaviour such as noise at unsociable hours, litter, etc at the Nursery car park.

b. Other Police Matters

The Clerk had written to Mr Leigh Jenkins (Suffolk Police, Business Administrator) this week requesting an update regarding a joint Service Level Agreement (SLA) with Kesgrave Town Council and Suffolk Police. No response to date. Once an update is received this will be reported.

6. FINANCE

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

The UNAPPROVED Minutes of the meeting held on 14th December 2017 had been issued to all Councillors. Mr Shields' name was omitted from the list of councillors present at the meeting. The Clerk will correct this. Councillors noted the report.

Matters arising from GP&F Report

Mr Westrup queried the way Band D is calculated. Mr Richings explained how Band D properties are calculated.

Councillors were reminded that S137 Donations will be considered at the GP&F meeting in February.

b. Other Financial Matters

None.

7. PLANNING & DEVELOPMENT

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

Mr Richings reported on two meetings (12/12/17 & 08/01/18) held since the last PC meeting. Copies of the P&D APPROVED minutes of the meeting held on 12/12/17 had been issued to all Councillors and UNAPPROVED minutes of the meeting held on 08/01/18 were distributed at the meeting. Councillors noted the report.

Matters arising from P&D Report -

None

b. OTHER PLANNING MATTERS

None.

8. PARISH AMENITIES AND SERVICES

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

A copy of the UNAPPROVED minutes of the PA&S meeting held on 16/11/17 had been issued to all Councillors. Councillors noted the report.

Matters arising from PA&S Report

None

b. OTHER PA&S MATTERS

None

9. PRECEPT – To Confirm and Approve the Budget and Precept Requirements for 2018/19

An overall draft budget for 2018/19 at £121,582 overall spend with a Precept request for £116,600 had been recommended to full council by the GP&F meeting of 14th December 2017.

This represented a 3.8% increase on the 2017/18 precept band D equivalent property or £1.66 increase per year per dwelling (based on Band D property average).

Mr Westrup proposed that the whole budget and precept request be approved with a total precept request of £116,600 in support of an estimated Parish Council spend of £121,582 for 2018/19. This was seconded by Mrs Richardson-Todd and ALL in favour. Resolved: Carried on a unanimous decision. The Clerk would send the formal request to SCDC for a 2018/19 precept of £116,600.

A final approved copy of the 2018/19 budget paper would be issued with the February GP&F agenda.

10. GENERAL PARISH MATTERS & CORRESPONDENCE

a. To Note Matters Arising Since Publication of Agenda

i) Junction improvements planned on Foxhall Road and Heath Road, Ipswich

Suffolk County Council has announced junction improvements planned on Foxhall Road and Heath Road. Work starts from Monday 22 January 2018 for 12 weeks. Foxhall Road will be closed from 5th Feb to 14th April from the roundabout to Darnford Gardens (about 60 metres) with the official diversion route via Foxhall Road, Bell Lane, Main Road, Heath Road and vice versa.

The junction improvements will be publicised on the PC website and noticeboards and the Clerk has made Broke Hall Primary School aware of it.

b. Dates to Note

Thursday, 18th January, PA&S, Tower Hall, 7.30pm

Thursday, 25rd January, SNT Meeting Woodbridge 10.30am

Tuesday, 30th January, P&D, Tower Hall, 7.30pm

11. DETERMINATION OF ITEMS FOR FUTURE AGENDA

S137 Donations
Matt Woor, SCC regarding Social Media.

12. CLOSE OF MEETING

The Chairman closed the meeting at 8.20pm.

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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 14th December 2017.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
12/12/2017	SALC	Finance training - Stannard	872	£ 90.00	£ 75.00	£ 15.00	Training
12/12/2017	Robert Potter	Litter Clearance - Nov 17	873	£ -	£ 37.50	£ -	Litter
12/12/2017	Robert Potter	Noticeboards & Letters - Nov 17	874	£ -	£ 21.00	£ -	S142
12/12/2017	Staples UK Ltd	Office stationery supplies -paper, ink etc	875	£ 342.17	£ 285.14	£ 57.03	Admin
14/12/2017	Mrs Richardson-To	Travel costs to SALC - June to Nov	876	£ -	£ 50.40	£ -	Admin
14/12/2017	M Bentley	Post Office - 100x1st Class, 100x2nd clas	877	£ -	£ 121.00	£ -	Admin/clerk
19/12/2017	Parish Halls RSA	Key cutting for Asst Clerk door keys TH	878	£ -	£ 23.50	£ -	Misc
28/12/2017		Net salaries paid after PAYE & NI - Dec 17	879, SO, 880		£ 2,518.51		Salary
19/12/2017	HMRC	PAYE & NI - Oct-Dec 17	881	£ -	£ 2,681.21	£ -	PAYE
21/12/2017	NEST	Pension Payment -Employee+Employer	D/D	£ -	£ 25.14	£ -	Pension
19/12/2017	Disability Advice S	Charity Donation	882	£ -	£ 250.00	£ -	S137
05/01/2018	SCL L/S Mgt Ltd	Play Area Maintenance Dec 2017	883	£ 48.00	£ 40.00	£ 8.00	PF&POS
11/01/2018	Robert Potter	Noticeboards & Letters - Dec 17	884	£ -	£ 21.00	£ -	S142
11/01/2018	Robert Potter	Litter Clearance - Dec 17	885	£ -	£ 37.50	£ -	Litter

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
12/12/2017	SCL L/S Mgt Ltd	Cemetery Mtce - Nov 17	1194	£ 320.40	£ 267.00	£ 53.40	Maintenance
19/12/2017	A Duncan	Cemetery Admin	1195	£ -	£ 20.00	£ -	Admin
02/01/2018	Anglian Water Business	Cemetery Water 8/9/17-7/12/17	DD	£ 25.45			Maint
04/01/2018	Cooks Waste Kare Ltd	Cemetery Mtce - 11/12/17	1196	£ 144.00	£ 120.00	£ 24.00	Maintenance
05/01/2018	SCL L/S Mgt Ltd	Cemetery Maintenance Dec 17	1197	£ 236.10	£ 196.75	£ 39.35	Maintenance
11/01/2018	A Duncan	Cemetery Admin	1198	£ -	£ 20.00	£ -	Admin
11/01/2018	A Duncan	Cemetery Admin	1199	£ -	£ 20.00	£ -	Admin
18/11/2018	Cooks Waste Kare Ltd	Cemetery Mtce - 01/18	1200	£ 144.00	£ 120.00	£ 24.00	Maintenance
18/01/2018	S.Jenkins	Cemetery Admin	1201	£ 3.00	£ 2.50	£ 0.50	Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
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INCOME RECEIVED During December 2017

General Account - £11.00

Business Base Rate Tracker - £9.51

Cemetery Account - £6,494.00

ACCOUNT BALANCES AS AT 29th December 2017

General Account – 98,007.05

Business Base Rate Tracker - £54,241.61

Cemetery Account - £35,693.85