



# Rushmere St. Andrew Parish Council

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**THESE MINUTES CONTAIN AN 'IN CONFIDENCE' APPENDIX WHICH IS NOT FOR PUBLICATION (Page 8 OMITTED FOR THE PUBLIC COPY)**

**Minutes of the Parish Council meeting held on 12th July 2018 at TOWER HALL at 7.30pm**

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CHAIRMAN: P Richings

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

APOLOGIES: Mr M Newton (family commitment)

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

ALSO PRESENT: Members of the public = 12

*The Chairman moved item 2 forward on the agenda.*

## **2. 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 above. Mr Wright proposed acceptance of apologies and reasons for absence, seconded by Mrs Richardson-Todd, with ALL in favour.

## **1. TO FILL A PARISH COUNCIL VACANCY IN THE TOWER WARD BY CO-OPTION**

The Councillor vacancy caused by the resignation of Mrs Gower in January 2018 had been formally advertised on 19<sup>th</sup> January 2019. Suffolk Coastal District Council had not received notice from electors requesting a poll and co-option was therefore authorised on the 9<sup>th</sup> of February 2018.

There had been several people enquire and backed out regarding the co-option process. There was one interested person at this meeting and the Clerk had previously given Mr Chris Griggs all the relevant information. Mr Griggs introduced himself giving Councillors a brief history of his life, family and work. Councillors then voted on whether to co-opt Mr Griggs.

Mr Wright proposed that Mr Griggs be co-opted as a Parish Councillor, seconded by Mr Whiting with ALL in favour. Mr Griggs then signed the Declaration of Acceptance of Office and took a seat with other councillors.

## **3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 10th May 2018**

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

## **4. DECLARATIONS OF COUNCILLOR INTEREST**

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.

## 5. PUBLIC PARTICIPATION

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

Request for a pedestrian crossing on Foxhall Road at the Golf Hotel.

### b. County Councillor Report

A written report from the County Councillor, Mr Robert Whiting, was distributed with the agenda. Matters arising – None.

### c. District Councillor Report

District Cllr Newton's written report was distributed at the meeting. Mr Whiting provided Councillors with an update regarding upgrades to the Deben swimming pool and the roll out of the bin scheme. Mrs Richardson-Todd indicated that she tried to contact the Deben swimming pool but the number does not seem to work. Mr Whiting will follow this up.

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

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

A member of the Heathlands Residents Association spoke on behalf of the Association. He indicated that the Association would like to make a request for a safe crossing of Foxhall Road at the Golf Hotel. He informed councillors that it is unsafe to cross the road as it is a very busy road with many cars travelling fast. The bus stop is on the opposite side of the road and residents of Heathlands therefore cross Foxhall Road at the Golf Hotel. The resident said that he understood that the Parish Council may have money to contribute towards a crossing.

Mr Wright and Mr Whiting provided members of the public and councillors with some information regarding a possible crossing on Foxhall Road, including that this is a highway matter. Mr Nunn felt that this request should be discussed with item 10 – to consider support for Playford Road Traffic Management Report. Mr Nunn stated that vehicles speed along Foxhall Road and several accidents have occurred over the last few years and that Foxhall Road should be prioritised over Playford Road. It was debated whether this request should be discussed as part of item 10 or if it should be dealt with as a separate item. It was agreed that this is a separate item and that it will be referred to the PA&S Committee meeting of the 19<sup>th</sup> July 2018.

*The members of the public left the meeting at this point.*

Mr Wright informed Councillors of the arrangements for friends and family to remember Stanley Chambers.

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

There was no Police attendance.

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

This had been distributed with the agenda for this meeting and another report was distributed at the meeting. The reports were noted. Matters arising – Mr Shields reported that he raised the following issues at the recent Safer Neighbourhood Team meeting – nuisance caused by motorcycles in the village; ASB along Broadlands Way and the parking issues in Claverton Way.

### b. SNT Area Reports and Priorities

The Ipswich East and Woodbridge SNT reports for June had been distributed with the agenda for this meeting. The reports were noted. Matters arising – None.

**c. Police Surgeries**

The Clerk informed members that Mr Mike Sarbutts had suggested holding police surgeries in Kesgrave and Rushmere St Andrew. It will be aimed at providing members of the public an opportunity to come along and talk to Mr Sarbutts in confidence about any issues or concerns they have. It proved to be very successful in the past and it was a very useful direct link to the public. The public are very sensitive about reporting issues, and therefore Mr Sarbutts is suggesting particular venues for the surgeries rather than being visible in public places. Mr Sarbutts proposed that the surgeries be alternated between Tower Hall and the Village Hall every couple of weeks for an hour between 11am – 12 noon. Mr Sarbutts will draw up a poster which will be advertised on his Twitter account and it will be added to the Constabulary website. It can also be added to the Parish Council noticeboards and website.

Councillors expressed concerns about the times and venues proposed for the surgeries, visibility of the police and the PCSO in the parish and week links between the community and the police. It was felt that if any issues are raised at the police surgeries that they need to be dealt with and feedback provided to the individuals.

It was agreed that the PCSO, Mr Mike Sarbutts should continue with the surgeries for a couple of times at each venue and report back to the Parish Council. Once feedback is received the Parish Council will review the situation.

**7. TO CONSIDER AND APPROVE UPDATES TO THE FOLLOWING POLICY STATEMENTS**

**a. Policy on Safeguarding Vulnerable Adults**

The Clerk reported that she is investigating whether the Parish Council needs a policy for safeguarding vulnerable adults. Clerk will report on this at the next parish council meeting.

**b. General Data Protection Regulations Policy Documents and Procedures**

- Data Protection Policy

The Clerk briefed Councillors regarding the data protection policy. The policy will provide guidance to employees regarding what is expected of them in terms of the General Data Protection Regulations. Mr Westrup proposed that the Data Protection be adopted by the Parish Council, seconded by Mr Whiting with ALL in favour.

- Subject Access Request Policy

The Clerk introduced the policy. The Parish Council need to have a policy in place to specify how any subject access requests will be dealt with. The policy sets out responsibilities, timescales and procedures if any such requests are received. Mr Westrup proposed that the Subject Access Request Policy be adopted by the Parish Council, seconded by Mr Nunn with ALL in favour.

- Subject Access Request Procedure

The Clerk explained the procedure to Councillors and indicated that the Parish Council is required to have a Subject Access Request Procedure. This is very similar to the policy but provides further detail as to how the Parish Council will deal with any Subject Access Request received. Mr Westrup proposed that the procedure be adopted by the Parish Council, seconded by Mr Whiting with ALL in favour.

- Privacy Policy

The Clerk introduced the Privacy Policy to Councillors and explained that the policy has been available on the Parish Council website since the 20<sup>th</sup> May 2018 to ensure the Parish Council complied with the

General Data Protection Regulations. This policy will need to be retrospectively approved. The policy sets out to the public, contractors, councillors and staff what information the Parish Council has and how we deal with this information. Mr Westrup proposed that the Parish Council adopt this policy retrospectively, seconded by Mr Whiting with ALL in favour.

- Document Retention Policy

The clerk briefed councillors on the document retention policy. The policy sets out how long the Parish Council will keep particular documents and how the Parish Council will dispose of any documents that are no longer needed. Mr Westrup proposed that the policy be adopted by the Parish Council, seconded by Mr Whiting with ALL in favour.

The Clerk reminded Councillors to add these policies and procedures to Section 10 of their Parish Councillors Handbook.

## 8. FINANCE

### a. To Note the Record of the General Purpose and Finance Committee Meeting 14/06/2018

Mrs Richardson-Todd reported on a meeting held since the last PC meeting. Copies of the GP&F minutes of the 14<sup>th</sup> June had been issued to all Councillors. The GP&F record was noted.

**Matters Arising:** None

### b. Other Financial Matters

None

## 9. PLANNING AND DEVELOPMENT

### a. To Note the Record of the Planning and Development Committee Meeting 14/06/2018

Mr Richings reported that the last meeting of the P&D meeting had been held on 14<sup>th</sup> June 2018. A copy of the unapproved minutes of that date had been issued to all Councillors. Two errors will need correction – **Miss** Cracknell (typo) and include Mr Wright's name on the list of Councillors present. The P&D record was noted.

**Matters Arising:** None

### b. Draft Suffolk Coastal Local Plan (Preferred Options) Consultation

The Clerk informed Councillors that the Parish Council has been notified of the public consultation on the First Suffolk Coastal Draft Plan which will run from 20<sup>th</sup> July to 14<sup>th</sup> September 2018. Town/ Parish Councils are invited to attend a briefing session on Wednesday 18<sup>th</sup> July 2018 from 7-8pm at East Suffolk House. The Chairman, the Vice-Chairman and the Clerk will attend a one-hour session at Suffolk Coastal to discuss issues raised in the consultation document. Public consultation/ engagements sessions will be held at various venues throughout July and August 2018 with the wider public. One of these sessions will be held at Rushmere St Andrew Village Hall, Humber Doucy Lane, on Thursday, 16<sup>th</sup> August 2018 from 4 – 7.30pm. Should any councillors like to attend the briefing session on the 18<sup>th</sup> July they need to let the Clerk know as soon as possible.

## 10. PARISH AMENITIES AND SERVICES

### a. To Note the Record of the Parish Amenities and Services Committee Meeting 17/05/2018

Mr Wright reported that the last meeting of the PA&S meeting had been held on 19<sup>th</sup> June 2018. A copy of the unapproved minutes of that date had been issued to all Councillors. Mr Nunn stated that Brendon Drive need to be replaced with Euston Drive. The PA&S record was noted.

**Matters Arising: None**

## **11. TO CONSIDER SUPPORT FOR THE PLAYFORD ROAD TRAFFIC MANAGEMENT REPORT**

The Chairman introduced this item and reminded Councillors that the PA&S Committee recommended that the Parish Council support the implementation of the Playford Road Traffic Management Scheme (Option A) and contribute financially to the scheme.

Several Councillors expressed their concern that this issue seems to be considered in isolation and that residents have complained about speeding in Foxhall Road, The Street and at other locations in the Parish and these are not considered as well. The Clerk informed Councillors that she received one email from a resident complaining about the speeding of cars along Foxhall Road and this should be addressed rather than traffic calming measures along Playford Road.

Mr Whiting and others spoke about how residents have highlighted speeding along Playford Lane at numerous occasions for a number of years and more recently this was highlighted at the neighbourhood plan meeting. The result of the Community Speedwatch checks showed the high speeds that vehicles travel along Playford Road. Mr Whiting initiated a feasibility study to investigate traffic management measures along Playford Road as a result of the number of complaints from residents he received and the results of the Speedwatch sessions. It is likely that £28 000 would be available from Mr Whiting's locality budget/ SCC this year to implement this particular scheme. However, if the Parish Council does not support the implementation of this scheme Mr Whiting indicated that this money will not be available in the next financial year.

A very long debate followed about the merits of the scheme and information contained in the feasibility report and the summary report that Mr Wright produced, whether the Parish Council supports the scheme, if it is supported which option in the feasibility report is preferred and if the Parish Council wish to contribute financially towards the scheme. It was also debated whether the Parish Council should continue with the CIL funding application and if so if it should be amended as suggestion by SCDC, Local Plan Officers.

Mrs Richardson-Todd proposed that the Parish Council support the Traffic Management Calming Scheme along Playford Road and that Option A in the feasibility report be supported, seconded by Mr Griggs with a MAJORITY in favour. Two councillors voted against this and two Councillors abstained. Mr Nunn and Mr Westrup voted against this.

Mrs Richardson-Todd proposed that the Parish Council contribute £5,400 from its general reserves towards the implementation of Option A of the Traffic Management Report, seconded by Ms Evans with a MAJORITY in favour. Two councillors voted against this and two Councillors abstained. Mr Nunn and Mr Westrup voted against this.

Mr Wright proposed that the Parish Council continue with the CIL application to Suffolk Coastal District Council for funding for the Playford Road Traffic Calming Scheme and that the application be amended to reflect the agreed Parish Council contribution and a contribution from Mr Whiting towards the implementation of the scheme. The exact details of how much Mr Whiting is able to contribute towards the scheme will be determined by the Clerk and Mr Whiting. This proposal was seconded by Ms Evans with a MAJORITY in favour and 2 abstentions.

## **12. TO CONSIDER ADDING MAILCHIMP TO THE WEBSITE AND ASSOCIATED POLICY**

The Assistant Clerk spoke about the use of Mail Chimp as an alternative to using Facebook to keep residents updated with relevant information. The Assistant Clerk informed Councillors that the Newsletter & Web Editorial Panel recommended to Parish Council that the use of Mail Chimp be incorporated into the design of the new Parish Council website. The Assistant Clerk introduced an associated policy for the use of Mailchimp. Mr Wright proposed that Mailchimp be incorporated into the design of the website and that the associated policy be adopted, this was seconded by Ms Evans with a MAJORITY in favour. Two Councillors abstained to vote.

### **13. TO CONSIDER DRAFT RECOMMENDATIONS FOR EAST SUFFOLK DISTRICT COUNCIL WARDING**

The Clerk received correspondence from Suffolk Coastal District Council giving the Parish Council an opportunity to comment on the Draft Recommendations for the Electoral review of East Suffolk. The correspondence indicates that in May 2018 the government agreed to set up a new local authority called East Suffolk District Council. The Commission is now drawing up ward boundaries for the new authority in time for its first elections in May 2019. An eight- week consultation period started on the 3<sup>rd</sup> July 2018 on the draft recommendations for the new ward boundaries and comments are asked as part of the public consultation process. The consultation process closes on the 27<sup>th</sup> August 2018. Councillors received a copy of the draft recommendations from SCDC with the agenda for the meeting. Mr Wright proposed that a comment be forwarded to the boundary commission that it would be preferred that the ward be called Fynn Valley, this was seconded by Miss Cracknell with ALL in favour.

### **14. REQUEST TO SELL STRIP OF LAND AT THE STREET**

The Clerk received a request from residents of one of the properties in Laburnum Close backing onto the strip of land at The Street wanting to buy some of the land backing onto their property from the Parish Council. They indicated that they would like to buy an area of 7m by 8m. The resident also complained that this strip of land is overgrown.

The Clerk informed Councillors that is the part of the piece of land that was gifted from Greene King to the Parish Council in June 2017. Once the Parish Council acquired the land, Greenways was appointed to trim the vegetation. This has made a significant difference to the state of this strip of land and the intention was to keep it as an area for wildlife and not to trim the vegetation too much.

The residents did not indicate what they would like to do with the land.

Mr Wright stated that this is one of the last pieces of land for wildlife in the parish and he would recommend that it be kept and guarded from a nature point of view. Mr Westrup stated that he felt it should be kept and it took a lot of effort for the Parish Council to acquire this land. Mr Westrup proposed that the Parish Council should decline the offer to sell the land, seconded by Mr Wright and ALL in favour. It was agreed to refer the maintenance of the strip of land at The Street to the PA&S Committee.

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

#### **a. To Note Matters Since Publication of the Agenda**

The Clerk received correspondence relating to speeding in The Street. This was referred to the PA&S Committee.

#### **b. Dates to Note**

Wednesday 18<sup>th</sup> July, Briefing session Draft Suffolk Coastal Local Plan, SCDC Council Offices at East Suffolk House Woodbridge, 7-8pm

Thursday 19<sup>th</sup> July, PA&S Meeting, Tower Hall, 7.30pm

Monday, 23<sup>rd</sup> July, Allotment Advisory Management Panel, 6.30pm walkabout at the allotments followed by a meeting at the Village Hall Committee Room

Wednesday, 25<sup>th</sup> July, Chair; Vice-Chair and Clerk meet Planning Team regarding Draft Suffolk Coastal Local Plan, SCDC Offices, 12-1pm



Thursday 9<sup>th</sup> August, General Purpose and Finance Meeting, Village Hall, 7.30pm

Thursday 16<sup>th</sup> August, Public participation drop in sessions for the Draft Suffolk Coastal Local Plan, Rushmere Village Hall Humber Doucy Lane, 4 - 7.30pm

4<sup>th</sup> September, Cemetery Management Panel meeting, Walkabout at the cemetery at 6.45pm and meeting to follow at the Village Hall Committee Room.

## 16. DETERMINATION OF ITEMS FOR FUTURE AGENDA

PA&S – Crossing Foxhall Road

PA&S - Maintenance of strip of land at The Street

PA&S - Speeding in The Street

## 18. CLOSE OF MEETING

The meeting closed at 9.50pm

---COUNCILLORS to note items BELOW ---

The following payments had been made since those listed in the Minutes of the GP&F committee meeting of 14<sup>th</sup> June 2018.

### GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc.	VAT	Cost exc.	VAT	VAT	Category
04/06/2018	Mr R Potter	Design and print of Spring 2018 Newsletter	941	£ -	£ -	£ 1,395.00	£ -	S142	
04/06/2018	Mr R Potter	Sand down and paint of Spinner at Tower Hall	942	£ -	£ -	£ 50.00	£ -	PF&POS	
04/06/2018	Suffolk Coastal Nons	Replacement of Litter Bin at Tower Hall car park	944	£ 270.00	£ -	£ 225.00	£ 45.00	Litter	23/05/2018
04/06/2018	Business Services	Increase fidelity cover on insurance to £250 000	945	£ -	£ -	£ 5.58	£ -	Admin	
04/06/2018	Cloudflex Systems	Upgrade of Laption (Clerk) & Encryption	946	£ 132.00	£ -	£ 110.00	£ 22.00	Admin	23/05/2018
14/06/2018	Mr R Potter	Litter clearance - May 2018	947	£ -	£ -	£ 50.00	£ -	Litter	
14/06/2018	Mr R Potter	Noticeboards & Letters - May 2018	948	£ -	£ -	£ 39.00	£ -	S142	
14/06/2018	SCL L/S Mgt Ltd	Maintenance - Ponds - May 2018	950	£ 132.00	£ -	£ 110.00	£ 22.00	PF&POS	31/05/2018
14/06/2018	SCL L/S Mgt Ltd	Maintenance playareas - May 2018	951	£ 597.60	£ -	£ 498.00	£ 99.60	PF&POS	31/05/2018
21/06/2018	Net salaries paid after PAYE & NI - June 2018		952,953	£ -	£ -	£ 2,366.82	£ -	Salary	
21/06/2018	HMRC	Tax & PAYE - Apr, May, Jun 2018	954	£ -	£ -	£ 1,503.29	£ -	PAYE	
27/06/2018	NEST	Pension contributions - June 2018	D/D	£ -	£ -	£ 120.92	£ -	Pension	
21/06/2018	Staples UK Ltd	Office stationery supplies -paper, etc	955	£ 46.21	£ -	£ 38.51	£ 7.70	Admin	12/06/2018

### ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc.	VAT	Cost exc.	VAT	VAT	Category
14/06/2018	SCL L/S Mgt Ltd	Maintenance at Allotments - May 2018	949	£ 257.40	£ -	£ 214.50	£ 42.90	Maintenance	31/05/2018

### CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc.	VAT	Cost exc.	VAT	VAT	Category
04/06/2018	A Duncan (Ford, Haw, Et	Cemetery Admin	1225	£ -	£ -	£ 80.00	£ -	Admin	
14/06/2018	SCL L/S MGT Ltd	Cemetery Maintenance May 2018	1226	£ 851.10	£ -	£ 709.25	£ 141.85	Maintenance	31/05/2018
16/07/2018	Anglian Water	Anglian Water - Est Bill 07/03/18-06/06/18	D/D	£ -	£ -	£ 25.63	£ -	Metered Water	
21/06/2018	Cooks Waste Kare Ltd	Skip Hire - Mtce 11/06/2018	1227	£ 158.40	£ -	£ 132.00	£ 26.40	Admin	16/06/2018
21/06/2018	A Duncan (J Smith; L Sr	Cemetery Admin	1228	£ -	£ -	£ 40.00	£ -	Admin	
25/06/2018	A Duncan (Sawyer, Trom	Cemetery Admin	1229	£ -	£ -	£ 60.00	£ -	Admin	

### INCOME RECEIVED During June 2018

Cemetery	£200.00
Allotments	£0
General (Advertisements in Spring 2018 Newsletter)	£355.50

### ACCOUNT BALANCES AS AT 30<sup>th</sup> June 2018

General Account	£114,015.73
Business Base Rate Tracker	£54,295.72
Cemetery Account	£47,071.05