



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THESE MINUTES CONTAIN AN 'IN CONFIDENCE' APPENDIX WHICH IS NOT FOR PUBLICATION (PAGE 7 OMITTED FROM THIS PUBLIC COPY)

Minutes of the Parish Council meeting held on 13th September 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, Mrs B Richardson-Todd, Mr P Richings, Mr Shields, Mrs S Todd, Mr B Ward, Mr J Westrup, Mr R Whiting

APOLOGIES: Mrs M Brown (unwell), Mr J Wright (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. Mrs B Richardson-Todd proposed acceptance of apologies and reasons for absence, seconded by Miss Cracknell, with ALL in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 12th July 2018

Mr Richings reminded Councillors to note the list of cheques issued. The Clerk pointed out that Mr M Shields' and Mrs S Todd's names were omitted from the 'present' list on the minutes. This omission was corrected on the copy of the minutes in the minute book prior to the meeting. Mr Francis proposed acceptance of the minutes with the above-mentioned correction, seconded by Mr Evans, 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 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 the County Councillor, Mr Robert Whiting, was distributed with the agenda. Mr R Whiting reported that he had spoken to officers at Suffolk County Council regarding the pedestrian crossing in Foxhall Road. Subsequently Mr Whiting attended a site meeting with a principal engineer from Suffolk County Council and representatives from the Parish Council (Mr Richings, Mr Nunn and the Clerk). The officer from Suffolk County Council indicated that it should be possible to add a pedestrian crossing in close proximity to the Golf Pub. Mr Barber will consider this in more detail and then funding will have to be sourced. Mr Whiting also reported that he met the Chief Executive of Suffolk County Council during the week.

No matters arising.

c. District Councillor Report

A written report from the District Councillor, Mr Newton was distributed with the agenda for the meeting.

Mr Newton reported that the green and brown bins still seems to be big issues. Mr Whiting asked when Chestnut Close is likely to receive green bins. Mr Newton indicated that it is likely that it will be in October and it should be the same as everywhere else in the district.

No matters arising.

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

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

None

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 –

Mr Newton reported that a car mounted the grass verge on Bent Lane and speculated that this is a result of the speed at which the car was driving. He commented that he is pleased that the Parish Council is working with others to implement a traffic calming scheme along Playford Road. Mrs Richardson-Todd queried why Mr Sarbutts followed youths in Grange Farm for a number of hours as he reported in his monthly report and asked whether this is an efficient use of his time. Mrs Richardson-Todd also asked for more information about the ring doorbells initiative. Mr Shields asked whether more information is available regarding the Affray incident in Broadlands Way. The Clerk will follow this up.

b. Safer Neighbourhood Team Area Reports and Priorities

The Woodbridge Safer Neighbourhood Team report for August had been distributed with the agenda for this meeting and the Ipswich Safer Neighbourhood Team report for August was distributed at the meeting. The reports were noted. Matters arising – A question was asked why Broadlands Way appearing as a priority in the SNT Newsletter for Ipswich but on Mr Sarbutts report it refers to it as being quiet. The Clerk responded indicating that this is a result of past problems at the Plaza that was reported at the SNT meetings but that the PCSO reports cover more recent periods.

c. Police Surgeries

The Clerk informed members that the PCSO, Mr Mike Sarbutts held a police surgery in the Mobile Police Station at Tower Hall on the 22nd August 2018. The next police surgery is scheduled for 19th September 2018. It will be held in the Mobile Police Station on the 19th September 2018 at Tower Hall

from 11am to 12noon. The surgeries have been advertised through the website and on the parish council noticeboards. Mr Sarbutts is also advertising it through his twitter account and on the Suffolk Constabulary's website. Mr Sarbutts will provide the Parish Council with feedback about the surgeries after the 19th September. Councillors noted this.

d. To Consider Continuing the PCSO Service Level Agreement

The Chairman, Mr Richings and The Clerk met with representatives of the Constabulary on the 12th September 2018. Representatives from Kesgrave Town Council were also present at the meeting. During the meeting the following points were raised:

The Constabulary is looking at improving communication with PCs/TCs regarding Service Level Agreements and handling these in a more efficient and timely manner.

It is expected that interviews for PCSO posts will be held in the beginning of October 2018. It was indicated that the Parish Council will be contacted regarding the candidates and that the PC will be able to provide an input into the process but will not be able to attend the interviews.

Our current Service Level Agreement is until the end of September 2018 and the Constabulary is proposing that this agreement be extended with the same monetary amounts as in the current agreement until the end of March 2019. It is proposed that more information is included in this agreement on indemnity/ legal aspects and priorities/ requirements from Rushmere St Andrew Parish Council and Kesgrave Town Council.

More significant amendments are proposed by the Constabulary for the Service Level Agreements for next year, including looking at two-year agreements; and Parish Councils/ Town Councils that will have to contribute towards a car should they want their PCSOs to have access to a car.

Mr Shields asked whether provision is made in the budget for a PCSO for a year at the rates included in the Service Level Agreement. The Clerk confirmed that this was the case.

Mr Newton proposed that Rushmere St Andrew Parish Council approve the extension of the current Service Level Agreement for the provision of a PCSO in Rushmere St Andrew and Kesgrave for six months from 1st October 2018 to 31st March 2019 at the same costs than the current agreement with the inclusion of legal indemnity clauses proposed by Suffolk Constabulary and inclusion of the following requirements from the Parish Council:

The PCSO will predominantly work in the civil parish of Rushmere St Andrew (and Kesgrave)

The PCSO must be able to drive with access to a marked identifiable police car

Dealing with crime and anti-social behaviour (noise, litter, vandalism, drugs, etc) particularly at open spaces and play areas in the parish; reducing speeding in the parish by deploying the SID at appropriate locations and providing support to the Community Speedwatch scheme; dealing with parking issues at Broke Hall School and key locations in the parish and any other local policing concerns identified in the parish.

The PCSO must attend Parish Council and other executive meetings (once every month) or produce monthly reports to be considered at the meetings regarding his activities in the Parish

Provision of a high visibility presence in the Parish

Liaising and engaging with the Parish Council, local community and other stakeholders

This was seconded by Miss Cracknell with ALL in favour.

6. FINANCE

A. To Note the Record of the General Purpose and Finance Committee Meeting 09/08/2018

Mrs Richardson-Todd reported on a meeting held since the last PC meeting. Copies of the GP&F minutes of the 9th August had been issued to all Councillors. The GP&F record was noted.

Matters Arising:

None

b. To Note the Completion of the External Audit and Approve the Audit Report (Annual Governance and Accountability Return) – if Received

The external audit papers had been received back from PKF Littlejohn LLP this week stating 'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.' No other matters are drawn to the attention of the authority. The Notice of the Conclusion of the External Audit will be displayed on the noticeboards and the website from the 17th of September 2018.

Mrs Richardson-Todd proposed approval of the external auditors report and certificate, seconded by Mr Nunn and with ALL in favour.

b. Other Financial Matters

None

7. PLANNING AND DEVELOPMENT

a. To Note the Record of the Planning and Development Committee Meeting 22/08/2018

Mr Richings reported that the last meeting of the P&D meeting had been held on 22nd August 2018. A copy of the unapproved minutes of that date had been issued to all Councillors. The P&D record was noted.

Matters Arising: None

b. Other Planning Matters

A Planning and Development Committee Meeting was held prior to the Parish Council meeting. The minutes have not been issued.

8. PARISH AMENITIES AND SERVICES

a. To Note the Record of the Parish Amenities and Services Committee Meeting 19/07/2018

Mr Richings reported that the last meeting of the PA&S meeting had been held on 19th July 2018. A copy of the unapproved minutes of that date had been issued to all Councillors. The PA&S record was noted.

Matters Arising: None

9. TO CONSIDER A LONE WORKING POLICY

The Clerk mentioned that a Councillor were concerned that on occasion the Clerk or the Assistant Clerk work alone in the office. Councillors agreed that the Clerk will draft procedures and a Lone Working policy for consideration at the next Parish Council meeting. The procedure and policy will include Councillors visiting residents.

10. GENERAL PARISH MATTERS & CORRESPONDENCE

a. Remembrance Service

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 also agreed to contact Masters to clean the outside war memorial as per their contract.

Mr Francis made Councillors aware that the British Legions will hold a service on Thursday, 8th November where school children will place crosses on the graves of service men. There are three graves of service

men in the Rushmere Lawn Cemetery and it was agreed that Mr Francis will lay crosses at the three graves on behalf of the Parish Council.

b. Recently Published Rushmere St Andrew Book by Tom Tyler

The Assistant Clerk informed Councillors that there are copies of the book written by Tom Tyler about Rushmere St Andrew available at the Parish Office.

c. To Note Matters Since Publication of the Agenda

None

d. Dates to Note

Monday, 17 September, SALC Area Meeting, Riverside Centre, Stratford St Andrew, 7pm

Wednesday 19th September, Mill Stream/ Sandlings Walkabout, gate at Water Tower, 10am

Thursday 20th September, PA&S Committee Meeting, Tower Hall, 7.30pm

Tuesday 25th September, Beacon Working Group, 10 am, Parish Office

Thursday, 11th October, GP&F Committee Meeting, Village Hall, 7.30pm

Thursday, 18th October, Annual General Meeting of the Allotment Holders, Tower Hall, 7.30pm

Thursday, 1st November 2018, Safer Neighbourhood Team Meeting, 10.30am Woodbridge Police Station

11. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

12. PERSONNEL & LEGAL MATTERS

The minutes for item 12 are attached as an 'In Confidence' Appendix at the end of the normal Minutes of this meeting. Not attached in this public copy.

13. CLOSE OF MEETING

The meeting closed at 9.31pm

---COUNCILLORS to note items BELOW ---

The following payments had been made since those listed in the Minutes of the GP&F committee meeting of 09th August 2018.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
09/08/2018	Martin C Gilbert Lim	Electronic PAT Testing Parish Office - July 2018	967	£ 40.32	£ 33.60	£ 6.72	Admin
09/08/2018	Mr R Potter	Litter clearance - July 2018	968	£ -	£ 62.50	£ -	Litter
09/08/2018	Mr R Potter	Letter and noticeboard rounds - July 2018	969	£ -	£ 63.00	£ -	S142
09/08/2018	SCL L/S Mgt Ltd	Installation of seat on Sandlings LNR	971	£ 184.80	£ 154.00	£ 30.80	Misc
09/08/2018	SCL L/S Mgt Ltd	Re-fixing the bin at Yew Tree Grove as quoted	972	£ 100.80	£ 84.00	£ 16.80	Maint
09/08/2018	SCL L/S Mgt Ltd	Removal of two benches at The Street, St And	973	£ 54.00	£ 45.00	£ 9.00	Maint
13/08/2018	BT Plc	Parish Office - Telephone Bill	D/D	£ 169.49	£ 141.24	£ 28.25	Admin
22/08/2018	Net salaries paid after PAYE & NI - Aug 2018		974,975		£ 2,366.62		Salary
28/08/2018	NEST	Pension contributions - Aug 2018	D/D		£ 120.92		Pension

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
09/08/2018	SCL L/S Mgt Ltd	Maintenance of Allotments - July 2018	970	£ 106.20	£ 88.50	£ 17.70	Maintenance

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
01/08/2018	Anglian Water	Anglian Water - Actual Bill 08/12/17-03/06/18	D/D		£ 4.02		Maintenance
09/08/2018	Mr A Duncan (E Howard,	Cemetery Admin	1236	£ -	£ 80.00	£ -	Admin
09/08/2018	SCL L/S MGT Ltd	Maintenance at cemetery - July 2018	1237	£ 320.40	£ 267.00	£ 53.40	Maintenance
09/08/2018	SCL L/S MGT Ltd	Installation of drop down bollars at cemetery	1238	£ 288.00	£ 240.00	£ 48.00	Maintenance

INCOME RECEIVED During August 2018

Cemetery	£5,370.62 (Enabling communities grant for Beacon Event and Newsletter Advertisement)
Allotments	£0
General (Advertisements in Spring 2018 Newsletter)	£1,865.00

ACCOUNT BALANCES AS AT 31st August 2018

General Account	£113,218.45
Business Base Rate Tracker	£48,845.46
Cemetery Account	£54,295.72