



Rushmere St. Andrew Parish Council

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THESE MINUTES CONTAIN AN 'IN CONFIDENCE' APPENDIX WHICH IS NOT FOR PUBLICATION (Page 11 OMITTED FOR THE PUBLIC COPY)

Minutes of the Annual Parish Council meeting held on 10th May 2018 at VILLAGE HALL – HUMBER DOUCY LANE at 7.30pm

CHAIRMAN: P Richings

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

APOLOGIES: Mr M Shields (another commitment), Mrs S Todd (family commitment)

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

ALSO PRESENT: Members of the public = 0

1. ELECTION OF THE CHAIRMAN OF THE PARISH COUNCIL & signing of Declaration of Acceptance of Office of Chairman

Mr Richings asked for nominations for Chairman of the Parish Council for the forthcoming year.

Mr Wright nominated Mr Richings and this was seconded by Miss Cracknell. There were no other nominations. Mr Richings was duly elected unopposed as Chairman – Resolved: Carried with ALL in favour.

Mr Richings then signed the Chairman's Acceptance of Office form, witnessed by the Clerk.

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 Ward proposed acceptance of apologies and reasons for absence, seconded by Mr Whiting, with ALL in favour.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 8th March 2018

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

4. TO FILL A PARISH COUNCILLOR VACANCY IN TOWER WARD BY CO-OPTION

No one had expressed an interest in filling the vacant Tower Ward Councillor post. If anyone is interested in applying they are welcome to contact the Chairman or the Clerk.

5. 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.

6. ELECTION OF THE VICE-CHAIRMAN OF THE PARISH COUNCIL

Mr Richings asked for nominations for the post of Parish Council Vice-Chairman.

Mr Wright was nominated by Mr Nunn, seconded by Mr Richings. There were no other nominations.

Mr Wright was duly elected unopposed as Vice-Chairman. Resolved: Carried with ALL in favour.

7. PUBLIC PARTICIPATION

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

None

b. County Councillor Report

No written County Councillor report was submitted. Mr Whiting reported on the number of potholes that has been repaired in Suffolk in the last few weeks, the numbers of potholes due to be repaired, the number of roads due for resurfacing and the number of potholes that the public have reported via the online reporting tool in the year. Mr Whiting informed Councillors that after the Suffolk Show improvement works are scheduled for the roundabout at St Augustus Church and the roundabout at the Warren Heath Sainsburys.

Councillors expressed concern about the quality of pothole repairs; roads where the surfaces has been stripped but that are not repaired and inefficient ways of operating when some potholes are repaired and others are left only to return in a few months to repair potholes that were left the first time round.

c. District Councillor Report

District Cllr Newton's written report was distributed with the agenda. Matters arising – Councillors expressed concern about brown bins that were not emptied on the day it was due to be emptied. It was questioned whether residents that paid at the start of the financial year for the brown bin removal service will get a discount at the end of the period given the amnesty period. Cllr Newton will discuss the amnesty period with the officers at Suffolk Coastal District Council but it was also mentioned that this may be difficult to administer any discounts to residents that signed up early. The viability of operating the brown bin service was questioned, and the response was that it is viable to operate in other districts.

Concern was also expressed about the Adastral Park planning permission and the impact it will have on traffic flows and the lack of a joined strategy with Ipswich Borough Council. Mr Newton responded indicating that the improvements to the road infrastructure was included as conditions to the Adastral Park planning permission.

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

A question was asked about the date and time of the Annual General Meeting of the Rushmere Common.

Mr J Wright provided an update regarding the Community Speedwatch initiative. He reported that the speedgun is currently being recalibrated. He mentioned that government considers Community Speedwatch to be a cost effective and friendlier way to reduce speeds on roads.

8. 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. Matters arising – Councillors commented on the police report that highlights the risk/ concern when young people break into a site. It was noted that fences are maintained to reduce this risk. It was noted that the Kesgrave Annual Meeting was well attended and whether the Parish Council could inquiry about how the Town Council draw in members of the public. Several councillors indicated that this was not their perception that the meeting was well attended.

b. SNT Area Reports and Priorities

The Ipswich East and Woodbridge SNT reports for April had been distributed with the agenda for this meeting.

Matters arising from police reports: None

c. To Consider the 'Funded Police Community Support Officer (PCSO) Service Level Agreement (SLA) 2018/2019

The Clerk has received a letter from the Suffolk Constabulary indicating that the Constabulary is working on its Medium Term Financial Plan and as part of it they are reviewing a number of areas of their service delivery. In the letter the commitment to enable districts, parishes and other organisations to pay for PCSOs should they so wish is confirmed. Over the next few months the Constabulary will be reviewing existing contracts to ensure amongst other things that the feedback from those who have a PCSO is taken into account. Subsequently the Clerk, Assistant Clerk and Chairman met with a representative from Suffolk Constabulary to discuss current arrangements regarding the PCSO. Issues such as evening working and appropriate support for the PCSO were mentioned as aspects that the Parish Council would like the Suffolk Constabulary to look at. The representative promised that the Parish Council will receive feedback upon conclusion of the review.

Whilst the review is taking place the Clerk has received a draft service level agreement for the Funded Police Community Support Officer (with Kesgrave Town Council) for six months from April – September 2018. Only two modifications are proposed from the 2017/18 Service Level Agreement relating to agreed sum payable and the overtime hourly rate. The agreed sum payable will increase from £31,712 to £32,823 per annum. This would equate to a contribution of £5,470.50 for six months for Rushmere St Andrew Parish Council. The sum falls within the approved budget. The overtime hourly rate will increase from £16.48 to £17.01 per hour.

Mr Wright proposed that the Funded PCSO SLA agreement as presented to run from 1st April 2018 – 30th September 2018 be agreed and signed, seconded by Mr Nunn, with a majority in favour.

It was agreed that the Clerk would write to the Mr Tim Passmore the Police and Crime Commissioner and the Deputy Chief Constable Mr Jupp expressing their disappointment regarding the handling of the Service Level Agreement and the time it has taken to receive a draft agreement.

9. TO NOTE APPROVAL BY THE PC MEETING (08/03/18) OF POLICY STATEMENTS

For audit purposes it was noted that the following updated documents were approved by the full Parish Council on 08/03/18:

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

10. TO CONFIRM APPOINTMENTS OF OFFICERS TO THE PARISH COUNCIL (Clerk, Responsible Finance Officer, Assistant Clerk, Registrar of Burials).

- a. **To re-confirm the appointment of Mrs S Stannard as the Clerk & Responsible Finance Officer to the Council – Confirmed.**
- b. **To re-confirm the appointment of Mrs S Jenkins as the Assistant Clerk – Confirmed.**
- c. **To re-confirm Mr A Duncan as the Registrar of Burials – Confirmed.**

Mr Whiting proposed acceptance of the above appointments listed under a-c, seconded by Mrs Richardson-Todd. Resolved: Carried with ALL in favour.

11. TO CONFIRM MEMBERS AFFILIATION TO COMMITTEES & ADVISORY PANELS AND REPRESENTATIVES ON PARTNER ORGANISATIONS & BOARDS

The following appointments were confirmed. Note that the Parish Council Chairman and Vice-Chairman are ex-officio voting members of all committees, sub-committees, advisory panels and working parties.

- a. General Purposes & Finance Committee**
All members of the Parish Council except Mr Whiting.
- b. Planning and Development Committee**
Miss Cracknell, Mr Francis, Mr Newton, Mr Nunn, Mrs Richardson-Todd, Mr Richings, Mr Shields, Mr Ward, Mr Whiting, Mr Wright.
- c. Parish Amenities and Services Committee**
Mrs Brown, Ms Evans, Mr Francis, Mr Newton, Mr Nunn, Mr Richings, Mrs Todd, Mr Ward, Mr Westrup, Mr Whiting, Mr Wright.
- d. Cemetery Management Panel**
Miss Cracknell, Ms Evans, Mr Richings, Mr Whiting, Mr Wright, Mr Duncan (Registrar) [attendee only, does not qualify as a voting member].
- e. Allotment Advisory Panel**
Mr Francis, Mr Richings, Mr Wright, Mr Westrup (also Allotment Manager), Dr Wood (Allotment Tenant), Mrs Smith (Allotment Tenant).
- f. Newsletter & Website Editorial Advisory Panel**
Mrs Brown, Mr Newton, Mrs Richardson-Todd, Mr Richings, Mr Wright, Mr Shields.
- g. Representatives on Boards and Partner Organisations:-**
The following posts were confirmed:-
 - i. **Community Emergency Adviser** – Mr Wright
 - ii. **Representative on SALC** – Mrs Richardson-Todd
 - iii. **PC Contact for Safeguarding of Children & Vulnerable Adults** - Mrs Richardson-Todd/Mrs Brown
 - iv. **Public Transport Liaison Officer** – Mr Richings
 - v. **Parish Paths Liaison Officer** – Mr Ward
 - vi. **Parish Council Representatives on Parish Halls Management Committee** – Miss Cracknell
 - vii. **Tree and Pond Warden** - Mr Wright
 - viii. **Representative on the Woodbridge SNT ASB Group** – Mr Shields, Mr Richings
 - ix. **Representative on Kesgrave Community Library** - Mrs Brown

Mr Richings proposed acceptance of the above appointments as listed under items a-g, seconded by Mr Wright. Resolved: Carried with ALL in favour.

12. TO NOTE APPROVAL BY THE PC MEETING (08/03/18) OF THE 'ASSET REGISTER AND INSURANCE VALUATION' LIST FOR YEAR ENDING 31/03/2018

The PC meeting of March (08/03/2018) had approved the revised asset register, so this meeting merely notes the fact for audit purposes. The asset register now had an asset valuation of £129,136 (based on original purchase costs).

13. TO REVIEW & APPROVE THE FINANCIAL REGULATIONS

The document was last updated, reviewed and adopted on 11/03/2017. The Clerk had examined the document and no changes appeared to be necessary as of the date of this meeting.

Mr Whiting proposed that the Financial Regulations document should be noted as current with no changes required, seconded by Mr Nunn with ALL in favour. Noted for audit purposes.

14. TO REPORT THE LEVEL OF INSURANCE COVER

The Clerk reported that the Parish Council insurance cover under the Community Action Suffolk Group Policy for Parish Councils (Zurich Select Policy) was next due for renewal on 1st October 2018. Premium paid in October 2017 was £1,788.33. The insurance-cover was currently aligned with the asset register insurance replacement value at £129,136. We have also added the laptop for the Assistant Clerk to the insurance policy. This will have no additional cost to the Parish Council.

The Internal Auditor indicated in her report that the current level of Fidelity cover is just below the recommended guidelines of year end balances plus 50% of the precept and that this be reviewed by Council. Current fidelity cover is £200,000. Year end balance plus £179,427.74 + ½ of the precept (£58,800) = £237,727.74. The Clerk advised that she received a quote to increase the fidelity cover from £200 000 to £250 000 and that this would equate to an increase of £27.01 to the annual premium.

Mr Wright proposed that the current level of Fidelity cover of the Parish Council be increased to £250,000, this was seconded by Mr Whiting and agreed by ALL in favour.

15. TO REVIEW AND APPROVE THE PARISH RISK ANALYSIS DOCUMENT (Last Approval 11/05/2017)

A revised risk analysis document (version 18) had been distributed along with the agenda for this meeting. Updates include the reference to an electronic copy of burial records that is now available, the outlet at Chestnut Pond is now being checked by contractors and not a volunteer anymore, reference has been added to compliance with the General Data Protection Regulations (GDPR). There may be a need to expand upon this in further detail as we progress with compliance with the GDPR.

Mr Richings proposed approval of the Parish Council Risk Analysis Document version 18 dated 10/05/18, this was seconded by Mr Nunn. Resolved: Carried with ALL in favour.

The Clerk reminded Councillors that this new approved version should be placed in section 4 of their handbook to replace Issue 17.

16. TO REVIEW THE 'STANDING ORDERS' DOCUMENT

A copy of the NALC Standing Orders (SO) 2018 was distributed with the agenda for the meeting. Changes include responsibilities under Data Protection Legislation, responsibilities under the freedom of information legislation and transparency requirements, information about obligations with regards to contracts; and references to the Annual Governance and Accountability returns had been updated. The changes as it appeared on the NALC Standing Orders (SO) 2018 document had been made to the Model Standing Orders for Local Councils that was last confirmed as current by the Rushmere St Andrew Parish Council on 08/03/2018 (version 3.4).

Mr Wright proposed approval of the Parish Council Standing Orders dated 08/03/18 with the addition of the changes proposed in the NALC Standing Orders 2018, this was seconded by Mr Whiting. Resolved: Carried with ALL in favour.

An up to date copy of the Standing Orders that reflect the NALC 2018 changes was signed by Mr Richings (version 3.5) and this will be distributed to all councillors.

17. TO REVIEW AND APPROVE UPDATES TO THE FOLLOWING POLICY STATEMENTS:

a. Freedom of Information Act and PC Policy on Data Protection

Policy on Freedom of Information Act

The Clerk advised that changes are recommended to the schedule of charges, increasing the cost of photocopying a black and white A4 sheet of paper from 5p to 10p and a colour copy from 10p to 40p; postage costs have also increased and it was recommended to delete the previous cost and replace it with 'current cost of 2nd class stamp up to A5 size' and 'current cost of 2nd class stamp A4 size'.

Mr Whiting proposed approval of the Freedom of Information Act – The New Model Publication Scheme and Guide to Information with the above-mentioned changes, seconded by Mr Wright, with ALL in favour.

Protocols for Public Participation

The Clerk advised that the document be amended to include reference to the General Data Protection Regulations.

Mr Richings proposed that the policy be amended to include reference to the General Data Protection Regulations, seconded by Mr Whiting with ALL in favour.

[This item was dealt with after item 16d]

Cookies

The Assistant Clerk proposed that wording be included on the website relating to the use of cookies. This was agreed by councillors.

b. Policy on Safeguarding of Children & Vulnerable Adults

The Clerk advised that Mrs Brown and Mrs Richardson-Todd recently attended a conference about Safeguarding Children and Vulnerable Adults. The conference covered policy aspects and the Clerk will review the current policy with Mrs Brown and Mrs Richardson-Todd based on the information provided at the conference. Councillors noted this.

c. Voting Rights at Committee Advisory Panel and Working Party Meetings

The Clerk advised that this policy be amended to reflect the correct NALC references. The content and implications remain unchanged.

Mr Richings proposed that the policy be amended to reflect the correct NALC references. This was seconded by Mr Wright with ALL in favour.

d. Health and Safety General Policy Statement

The Clerk advised that no changes are needed at present and that the policy can be confirmed as current.

Mr Richings proposed that the policy be confirmed as current, seconded by Mr Nunn with ALL in favour.

18. FINANCE

a. To note the record of the General Purposes & Finance Committee Meeting 12/04/18

The UNAPPROVED Minutes (pink paper) of the meeting held on 12th April 2018 had been previously distributed to all Councillors.

The GP&F report was noted by Councillors.

Matters arising – None.

b. To ratify the approval by the GP&F of the unaudited financial accounts for the year ended 31/03/2018

The GP&F at the meeting on 12th April 2018, approved the financial accounts for year-end 31st March 2018. This decision now required ratification by the full Council.

Mr Westrup proposed full PC approval and ratification of the GP&F decision for the financial accounts year ending 31st March 2018, seconded by Mr Francis. Resolved: Carried with ALL in favour.

c. To approve the Annual Governance and Accountability Return 2017/18 Part 3, Section 1 – Annual Governance Statement

Taking this and item 18d together:- The Clerk had distributed copies of the Annual Governance and Accountability Return Part 3 (Sections 1 and 2) to Councillors along with the agenda for this meeting. The Clerk briefly explained the various entries in the document and stated that Section 1 must be approved by Council before section 2.

Mr Whiting proposed acceptance of the Annual Return Section 1 as a true and correct submission, seconded by Mr Nunn. Resolved: Carried with ALL in favour.

d. To approve the Annual Governance and Accountability Return 2017/18 Part 3, Section 2 - Accounting Statement

The Clerk briefly explained the various entries in the document and stated that Section 2 must be approved by Council before it can be submitted to the external auditors.

Mr Wright proposed acceptance of the Annual Governance and Accountability Return Section 2 as a true and correct submission, seconded by Mr Nunn. Resolved: Carried with ALL in favour.

Section 1 of the Annual Return was signed by the Chairman of the meeting and the Clerk, whilst Section 2 was signed by the Chairman and the Responsible Financial Officer (Clerk). The document would now be sent to PKF Littlejohn (External Auditor) along with other requested papers.

e. To approve and note the internal audit report for year ending 31/03/2018

The internal audit report from Heelis & Lodge was distributed at the meeting. No adverse issues were raised. The internal auditor made two recommendations/ observations:

The Internal Auditor recommended that the new Data Protection Regulations should form part of the Council's Risk Assessment; and that the Fidelity Cover be increased.

The Risk Assessment was discussed under item 15. The Clerk advised that the Risk Assessment now includes reference to the General Data Protection Regulations. If needed this will be further reviewed as the Council prepares for the GDPR regulations that will come into force on 25th May 2018.

Increasing the Fidelity Cover was agreed under item 14.

Miss Cracknell proposed approval of the internal audit report for year ending 31/03/2018, seconded by Mrs Brown. Resolved: Carried with ALL in favour.

f. To confirm appointment of Internal Auditor for 2018/19

Heelis and Lodge (H&L) was the appointed internal auditor for the previous financial year. The Clerk made Councillors aware that the Statement of the Review of Control and Audit Procedures, which had been distributed with the agenda for the meeting, reviews the internal audit procedures and scope of the work by the internal auditor. According to this document the current internal auditor Heelis and Lodge fulfils the independency and competency tests. The Clerk asked Councillors to confirm whether the Council still wished Heelis and Lodge to continue as the Internal Auditor for year 2018/19. The fee for 2017/18 will be held at £215 for the 2018/19 financial year.

Mr Newton proposed that Heelis and Lodge should continue as the appointed internal auditor for 2018/19, seconded by Mrs Richardson-Todd. Resolved: Carried with ALL in favour.

g. To confirm bank authorised signatories

Current bank account signatories were:- Mr D Francis, Mr P Richings and Mr J Westrup.

Mrs Evans proposed acceptance of the nominated bank account signatories, seconded by Miss Cracknell. Resolved: Carried with ALL in favour.

h. To confirm existing standing orders & direct debits

There are no standing orders. Variable amount direct debits were active for:-

BT – Parish Council telephone bill

Anglian Water – Allotments and Cemetery water supply

Public Works Loan Board – 6 monthly building loan repayments for Tower Hall

Information Commissioners Office – The annual subscription for registration as a Data Controller.

Community Action Suffolk - Annual Web portal fee.

Nest – Pension payments.

All the above to be checked by Parish Council Chairman against bank statements on a regular basis.

Mrs Richardson-Todd proposed existing arrangement for direct debits remain in place until further review or changes notified, seconded by Miss Cracknell. Resolved: Carried with all in favour.

i. To re-confirm S137 expenditure powers for specific financial commitments

The PC meeting of 11th November 2004 passed a resolution authorising expenditure during the course of the year under Section 137 of the Local Government Act (1972) in support of Community Action Suffolk (CAS) and Suffolk Association of Local Councils (SALC) subscriptions and purchase of Remembrance wreaths. The above resolution seeks to re-confirm those arrangements for the current financial period. S137 provides for an expenditure of up to £7.86 per elector for the year 2018/19 on community items not covered by other statutory powers. In December 2017 there was 5123 electors in the parish. This equates to £40,266.78 and in the 2017/18 financial year £2,105 was spent on S137 expenditure.

Miss Cracknell proposed acceptance for the noted S137 commitments of subscription payments to SALC and Community Action Suffolk, plus S137 expenditure on wreaths; Seconded by Mr Whiting. Resolved: Carried with ALL in favour.

j. To re-confirm S19 expenditure powers for specific financial commitments

Loan repayments to the Public Works Loan Board (PWLb) for the building of Tower Hall came under the Section 19 Power of Expenditure within the Local Government Act (1972) following the transfer of Tower Hall to charitable status. The resolution seeks to re-confirm those arrangements for the payments due in May and November of the current financial period (£10,665.41 per payment). Outstanding balance of the loan was noted at £117,521.27 as at 31st March 2018.

Mr Richings proposed acceptance of the noted commitment under S19 expenditure powers to pay the loan repayments on Tower Hall, seconded by Mr Nunn. Resolved: Carried with ALL in favour.

k. To note the VAT reclaim submission for 2017/18

The Clerk reported that a VAT reclaim for £9,590.31 had been submitted to HMRC in respect of the year ending 31st March 2018. This was noted by Councillors.

l. To note receipt of First Payment of Council Precept

The Clerk reported that the first Precept payment of £58,300 for the current year had been received on 27th April 2018. A similar amount would be received in September 2018. This was noted by Councillors.

19. TO APPROVE THE STATEMENT OF REVIEW OF CONTROL AND AUDIT PROCEDURES

The latest version of the "*Statement of Review of Control and Audit Procedures*" and '*Review of Audit Effectiveness*' check list were distributed with the agenda. The Clerk briefly explained the questions being asked by the review.

It was agreed that the Parish Council met the Control and Audit procedure criteria.

Mr Richings proposed acceptance of both the Statement of Review and the Review of Effectiveness of Internal Audit, seconded by Mr Whiting. Resolved: Carried with ALL in favour.

20. TO CONFIRM ARRANGEMENTS FOR DISPENSATION & DELEGATION OF AUTHORITY

A requirement of the Parish Council policy on Dispensation was that it should be reviewed each year for currency. It was noted there were no dispensations in place as of the date of this meeting and issue 5.0 had been distributed to councillors for approval.

Mr Richings proposed that delegation of authority should remain with the Clerk in consultation with the Chairman and that it was noted there were no dispensations in place as of the date of this meeting, seconded by Miss Cracknell. Resolved: Carried with ALL in favour.

21. GENERAL DATA PROTECTION REGULATIONS UPDATE

The Clerk provided Councillors with an update regarding the appointment of the DPO Centre as the external data protection officer for the Parish Council. The government tabled an amendment to the Data Protection Bill to exempt all parish and town councils and parish meetings in England from appointing an external Data Protection Officer. Following this announcement, the DPO Centre has decided to withdraw their offer of service as a Data Protection Officer to Town and Parish Councils.

The officers are now progressing compliance with the GDPR internally.

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

Mr Richings reported on two meetings (27th March and 1st May) held since the last PC meeting. Copies of the P&D minutes of the 27th March had been issued to all Councillors. Copies of the minutes of the meeting held on the 1st of May was distributed at the meeting.

The P&D record was noted.

Matters Arising: None

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

Mr Richings reported that the last meeting of the PA&S had been held on 15th March 2018. A copy of the unapproved minutes of that date had been issued to all Councillors. The PA&S record was noted.

Matters Arising:

There were no matters arising from the reported minutes.

24. GENERAL PARISH MATTERS & CORRESPONDENCE

a. Annual Parish Meeting

This was due to take place on Tuesday 22nd May at Tower Hall with a 7.30pm start time.

b. Forthcoming Meeting Dates

Thursday 17th May, PA&S Meeting, Tower Hall, 7.30pm

Tuesday, 22nd May, Cemetery Management Panel meeting, Parish Office at Tower Hall, 10.00am

Tuesday 22nd May, Annual Parish Meeting, Tower Hall, 7.30pm

30st May and 31st May – Suffolk Show

Monday 4th June, Suffolk Coastal SALC area meeting, Riverside Centre

Thursday 5th July, Safer Neighbourhood Team Meeting, Woodbridge Police Station, 10.30am

Tuesday, 10th July, Beacon Working Group, Rushmere St Andrew Parish Office, 10.00am

c. Other Matters

- Request from Ipswich School Sports Centre to display posters on notice boards and link on the website

It was agreed that this may be of interest to residents of the parish and that the posters can be added to the noticeboards and a link to the website.

- Request from Kesgrave Town Council to advertise a vacancy for a Service Development Officer at Jubilee Hall, Kesgrave on the Parish Council website

It was agreed that this may be of interest to residents of the parish and that the vacancy can be advertised on the website.

- Rehallowing 50 years celebration at St Andrews Church - exhibition

It was agreed that the Parish Council would like to have a table at the exhibition to display materials/ information about the Parish Council.

25. DETERMINATION OF ITEMS FOR FUTURE AGENDA

General Data Protection Legislation

Safeguarding Vulnerable Adults and Children Policy

Format of Annual Parish Meeting for 2019

[Mr Wright left the meeting].

27. CLOSE OF MEETING

The meeting closed at 9.13pm

---COUNCILLORS to note items BELOW ---

The following payments had been made since those listed in the Minutes of the GP&F committee meeting of 12th April 2018.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
12/04/2018	SALC	Annual Subscription Fee 2018/19	916	£ -	£ 1,060.92	£ -	S137
12/04/2018	Robert Potter	Litter clearance - March 2018	917	£ -	£ 37.50	£ -	Litter
12/04/2018	Robert Potter	Noticeboards & Letters - March 2018	918	£ -	£ 42.00	£ -	S142
12/04/2018	Parish Halls - Rushr	Meeting Room Hire - Jan to Jun18	919	£ -	£ 900.00	£ -	Hire
12/04/2018	Parish Halls - Rushr	Tower Hall Office hire - Jan to Jun 17	920	£ -	£ 1,500.00	£ -	Hire
12/04/2018	PlayQuip Leisure	12 Months play area & RoSPA inspection	921	£ 5,081.58	£ 4,234.65	£ 846.93	PF&POS
24/04/2018	Mrs S Stannard	Purchase of laptop for Asst Clerk	922	£ 449.99	£ 374.99	£ 75.00	Asset
24/04/2018	Mrs S Stannard	Purchase of HP 3 year hardware support	923	£ 44.97	£ 37.48	£ 7.50	Admin
24/04/2018	Staples UK Ltd	Office stationery supplies -paper, ink	924	£ 330.54	£ 275.45	£ 55.09	Admin
24/04/2018	The Garden Furniture Centre Ltd	Purchase of Eco Park Bench for Sandling	925	£ 299.99	£ 249.99	£ 50.00	Asset
24/04/2018		Net salaries paid after PAYE & NI - Apr 2018	926,927		£ 2,335.37		

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
12/04/2018	SCL L/S MGT Ltd	Cemetery Maintenance Mar 2018	1216	£ 368.40	£ 307.00	£ 61.40	Maintenance
12/04/2018	Cooks Waste Kare Ltd	Skip Hire - Mtce 20/03/18	1217	£ 144.00	£ 120.00	£ 24.00	Maintenance
12/04/2018	Cooks Waste Kare Ltd	Skip Hire - Mtce 04/04/18	1218	£ 158.40	£ 132.00	£ 26.40	Maintenance
12/04/2018	ICCM	Annual Membership Renewal 18/19	1219	£ -	£ 90.00	£ -	Admin

INCOME RECEIVED During April 2018

Cemetery £2,670.00
 50% Precept £58,300.00
 Allotments £25.00

General (Seat at Sandlings) £453.99

ACCOUNT BALANCES AS AT 30th April 2018

General Account £130,545.02

Business Base Rate Tracker	£54,268.66
Cemetery Account	£46,484.15