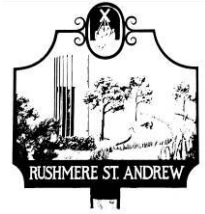




# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



**THESE MINUTES CONTAIN AN 'IN CONFIDENCE' APPENDIX WHICH IS NOT FOR PUBLICATION (PAGE 7 OMITTED FOR THIS PUBLIC COPY)**

**Minutes of the Parish Council meeting held on 14th March 2019 at TOWER HALL at 7.30pm**

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CHAIRMAN: P Richings

PRESENT: Mrs M Brown, Miss A Cracknell, Ms C Evans, Mr C Griggs, Mr Newton, Mr P Richings, Mrs S Todd, Mr Wright, Mr B Ward, Mr D Francis

APOLOGIES: Mr R Nunn (another commitment), Mrs B Richardson-Todd (another commitment), Mr M Shields (another commitment), Mr J Westrup (family commitment), Mr Whiting (another commitment)

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

ALSO PRESENT: Members of the public = 2

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

The Chairman read out 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. Mr Wright 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 10<sup>th</sup> January 2019**

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.

## **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.

No other declarations were made.

## **4. PUBLIC PARTICIPATION**

**a. To Identify Public Participation with Respect to Items on this Agenda**  
15a 1

**b. County Councillor Report**

A written report from Mr Whiting was distributed with the agenda for the meeting.

Matters arising – None

**c. District Councillor Report**

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

Matters arising – None

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

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

Mr Wright reported that the Beacon Legacy project the tree planting at Broke Hall School went very well. A total of 130 trees were planted. Mr Richings thanked the Assistant Clerk and Beacon Working Group. Mr Wright informed Councillors that one more event will be held as part of the Beacon Legacy and this is the Legacy Dedication event that will be held in May 2019.

The Chairman moved item 15a forward on the agenda.

**15 a PERSONNEL & LEGAL MATTERS**

The minutes for item 15a are attached in an 'In confidence' agenda at the end of the normal minutes of this meeting.

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

There was no police attendance.

**a. Safer Neighbourhood Team Area Reports and Tasking Priorities**

The Ipswich East and Woodbridge Safer Neighbourhood Team reports for March (February statistics) were not available to distribute. Matters arising – None

**b. PCSO Report (funded Police Community Safety Officer)**

A written report by the PCSO had been distributed at the meeting. The report was noted.

The Clerk reported that she has been informed by Mr Stiff from Suffolk County Council that the faded parking lines in Claverton Way will be refreshed in the next month.

Mr Wright reported that a group was gathering in the Tower Hall play area in the evenings again. It was agreed to report this to the PCSO.

**6. FINANCE**

**a. To Note the Record of the General Purpose and Finance Committee Meeting**

Mr Richings reported on the last GP&F meeting held on 14 February 2019. Copies of the UNAPPROVED minutes had been issued to all Councillors. The GP&F record was noted.

**Matters Arising:** None

**b. To Approve the Revised Asset Register and Insurance Schedule for Year Ending 31<sup>st</sup> March 2019**

The Clerk advised that the date of the document that was distributed should be amended to 31<sup>st</sup> March 2019. Copies will be re-issued.

A revised asset register/ insurance schedule - Issue 29 had been distributed to Councillors with the agenda to this meeting. The Clerk advised that the revisions include: replacement date and cost for Sammy Snail at

Chestnut Play Area was amended; the new seat at the Sandlings LNR was added; the cost of the replacement seats at The Street were altered and description amended and a new laptop was added for the Parish Office.

Ms Evans proposed approval of the revised asset register and insurance schedule with the amended date of 31<sup>st</sup> March 2019 for the 2018/19 financial year (Issue 19). Seconded by Miss Cracknell with ALL in favour.

**c. To Agree £5,000 be Transferred from General Reserves to Earmarked Reserves – Election Costs**

The Clerk advised Councillors that the current amount in Earmarked Reserves for Election Costs would not cover a contested election as advised by Suffolk Coastal District Council. Given the amount budgeted in 2019/20 for elections and the current amount in the earmarked reserves it is recommended that £5,000 be moved from general reserves to earmarked reserves for election costs. Currently £3,350 in earmarked funds for election costs. Estimated that the cost for the local elections in May would be about £5,100. In the 2019/20 budget £2,000 was budgeted for election costs. After the local elections in May it is possible that there could be local by-elections and hence the recommendation to earmark £5,000 for local elections with the current amount.

Mr Wright proposed that £5,000 be moved from general reserves to earmarked reserves for election costs. Seconded by Mrs Brown with ALL in favour.

**d. To Review and Approve the Financial Regulations**

The document was last updated, reviewed and adopted on 10/05/2017. The Clerk had examined the document and no changes appeared to be necessary as of the date of this meeting.

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

**e. Other Financial Matters**

None

**7. PLANNING AND DEVELOPMENT**

**a. To Note the Record of the Planning and Development Committee Meeting**

Mr Richings reported that the last meetings of the P&D meeting had been held on 12<sup>th</sup> March 2019, 12<sup>th</sup> February 2019 and 14<sup>th</sup> January 2019. A copy of the APPROVED minutes of the January and UNAPPROVED February meeting had been issued to all Councillors. The minutes of the meeting held on 12<sup>th</sup> March 2019 had not been issued. The P&D record was noted.

**Matters Arising:** None

**b. Other Planning Matters**

None

**8. PARISH AMENITIES AND SERVICES**

**a. To Note the Record of the Parish Amenities and Services Committee Meeting**

Mr Wright reported that the last meeting of the PA&S meeting had been held on 17<sup>th</sup> January 2019. A copy of the UNAPPROVED minutes of that date had been issued to all Councillors. The PA&S record was noted.

**Matters Arising:** None

**b. To Agree Action regarding Outstanding Allotment Tenancy Fee**

The Parish Council charge allotment fees in arrears. The Clerk informed Councillors that the tenancy fee of £50 for one of the previous allotment holders are still outstanding despite contacting the person about the outstanding fee at several occasions. This allotment holder's tenancy was terminated as his plot was overgrown and despite several notices to ask him to clear and cultivate the plot this was not done. He was finally given notice that his tenancy will be terminated at the end of August 2018. The Assistant Clerk advised that to send a solicitor's letter would cost £40 + VAT and the Clerk advised that a cost of £35 is payable to make a claim at the small claims court and then the paperwork, etc will still need to be completed by the officers.

Councillors considered this carefully. It was agreed that the Allotment Panel and the PA&S Committee should review deposits and charging for allotment fees in arrears.

Mr Francis proposed that given the cost of sending a solicitor's letter or making a claim at the small claims court and officer time involved in the administration of this that the outstanding £50 owed to the Parish Council at the allotments be written off. This was seconded by Mr Wright with ALL in favour.

**9. UPDATE REGARDING GENERAL DATA PROTECTION REGULATION COMPLIANCE**

The Clerk informed councillors that the task of sorting through documents is nearly completed. Subsequently there are about 20 black bags with confidential paperwork that will need to be shredded. The Clerk sourced three quotes for confidential shredding of documents. The quotes are from:

Shred Station: On-site - £5 per bag (minimum of 15 bags)

Data Shredders: £60 + VAT on site 150kgs (10-15 bags). This equates to £4-£6 per bag; charge of 25p per kg after this (Local company at Whitehouse Business Centre in Ipswich)

Glasswells: £10 per bag

Mr Wright proposed that delegated authority be given to the clerk to arrange for the shredding of confidential documents/ paperwork that no longer needs to be stored by the Parish Council, seconded by Ms Evans with ALL in favour.

**10. PUBLICATION OF CONTACT DETAILS OF PARISH COUNCILLORS**

A member of the public requested that councillors email addresses be published. It was agreed that this be considered by Council.

Councillors debated the merits of publishing councillor's email addresses. It was pointed out that councillors are not provided with Rushmere St Andrew email addresses at present and some councillors make use of their own personal email addresses. It would cost in the region of £600 through Office 365 to provide parish councillors with email addresses and shared space.

Mr Wright proposed that personal email addresses of councillors not be published on Parish Council noticeboards and on the website at present. This was seconded by Mr Ward and agreed by ALL. It was advised that members of the public should email the officers of the Parish Council and that correspondence be reported to Councillors at Parish Council and other Committee meetings.

**11. TO REVIEW THE PARISH COUNCIL PUBLIC PARTICIPATION POLICY**

The Clerk distributed an amended policy and provided councillors with the relevant information. One amendment is proposed – that the reference in the policy to the Data Protection Act of 1998 Act be amended to the Data Protection Act of 2018. The Clerk advised that no other amendments are considered necessary as the stage.

Mr Richings proposed that the amended policy be approved, Ms Evans seconded with ALL in favour.

## **12. TO REVIEW AND APPROVE THE PARISH RISK AND ANALYSIS DOCUMENT**

A revised risk analysis document (version 19) had been distributed along with the agenda for this meeting. Updates include reference to regular checks by volunteers between RoSPA safety checks; amendments to regulations regarding pest control contracts; amendments to risks identified at the Lawn Cemetery (as recommended by the Cemetery Panel), reference to the Data Protection Act of 2018 rather than 1998 and reference to appropriate policies and procedures to comply with General Data Protection Regulations and the Data Protection Act of 2018.

Mr Richings proposed approval of the Parish Council Risk Analysis document version 19 dated 14 March 2019 with the amendment that 'Suffolk Coastal Pest Control' will be replaced with the 'approved contractor'. Seconded by Mr Wright with ALL in favour.

A new document will be issued.

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

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

The Clerk informed councillors that the Suffolk Fire and Rescue Service are consulting Town and Parish Councils on their views on how they manage the risks it faces across the county. The closing date for the consultation is 7 April 2019 at 5pm. It was agreed that the parish council will not comment on this consultation, individual councillors that comment on this should they wish to.

The Clerk informed councillors of correspondence she received from a resident in the parish about public participation at council meetings. This correspondence was noted.

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

Friday, 15<sup>th</sup> March 2019 – Notice of Election

Thursday, 21<sup>st</sup> March 2019, PA&S Committee, Tower Hall, 7.30pm

Monday, 1<sup>st</sup> April 2019, Clerk's appointment to return nomination papers, 10 am

Wednesday, 3<sup>rd</sup> April 2019, Closing date for returning nomination papers

Thursday, 4<sup>th</sup> April 2019, SNT meeting, Woodbridge Police Station, 10am

Thursday, 11<sup>th</sup> April 2019, GP&F Committee, Village Hall, 7.30pm

Wednesday, 17<sup>th</sup> April 2019, Internal Audit, Parish Office, 9am

Thursday, 25<sup>th</sup> April 2019, Newsletter Panel, Parish Office, 7pm

Thursday, 23<sup>th</sup> May 2019, Beacon Legacy - Time Capsule & Plaque Dedication, Broke Hall School, 10.45am

## **14. DETERMINATION OF ITEMS FOR FUTURE AGENDA**

Allotment panel – deposits & charging fees upfront.

## **15. CLOSE OF MEETING**

The meeting closed at 9.15pm

---COUNCILLORS to note items BELOW ---

The following payments had been made since those listed in the Minutes of the GP&F committee meeting of 12<sup>th</sup> February 2019.

**GENERAL EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04/02/2019	Suffolk Assn of Local Councils	Election Briefing S Stannard, Riverside Centre	4069	£ 30.00	£ 25.00	£ 5.00	Training
04/02/2019	Mrs S Stannard	3 Padlocks for Broke Hall Playing Field	4070	£ 29.40	£ 24.50	£ 4.90	PF&POS
04/02/2019	Parish Halls - Rushmere St Andrew	Storage facility at Village Hall (Parish Room) Jan - Dec 2019	4071	£ -	£ 250.00	£ -	Hire
04/02/2019	Barclays	Commission Charges - 13 Dec - Jan		£ -	£ 14.25	£ -	Admin
12/02/2019	BT Plc	Parish Office - Telephone Bill from 4 Nov 2018 - 1 Feb	D/D	£ 177.39	£ 147.83	£ 29.57	Admin
07/12/2019	Mr Robert Potter	Noticeboard and letter rounds January 2019	4072	£ -	£ 60.00	£ -	S142
07/02/2019	Mr Robert Potter	Litter Clearance January 2019	4073	£ -	£ 50.00	£ -	Litter
12/02/2019	Mr Curtis Largent	Treat benches and fix plaques to seats at The Street (£120 for treatment of seats + £20 fix plaques - minus £90 for outstanding newsletter advertisement payments)	4074	£ -	£ 50.00	£ -	PF&POS
18/02/2019	Mrs S Jenkins	InDesign Training	4075	£ -	£ 150.00	£ -	Training
20/02/2019	Net Salaries paid after PAYE & NI - Feb 2019		4076, 4077		£ 2,366.82		Salary
21/02/2019	Nest	Pension - Feb 2019	D/D		£ 120.92		Pension
26/02/2019	Ipswich Plastics Ltd	Perspex for Noticeboard Arundle Way	4078	£ 120.90	£ 100.75	£ 20.15	PF&POS
26/02/2019	Kesgrave Library Community Group	Charity Donation	4079	£ -	£ 200.00	£ -	S137
26/02/2019	Heathlands Community Preschool	Charity Donation	4080	£ -	£ 220.00	£ -	S137
26/02/2019	Suffolk Accident Rescue Service	Charity Donation	4081	£ -	£ 165.00	£ -	S137
26/02/2019	Fresh Start New Beginnings	Charity Donation	4082	£ -	£ 165.00	£ -	S137
26/02/2019	Broke Hall Community Primary School	Charity/Public Body Donation	4083	£ -	£ 250.00	£ -	S137
26/02/2019	Clarke Fencing Ltd	Fencing at Broke Hall School - Beacon Legacy Project	4084	£ 726.25	£ 605.21	£ 121.04	Misc
26/02/2019	D/W Fencing	Fencing at Broke Hall School - Beacon Legacy Project	4085	£ -	£ 750.00	£ -	Misc
27/02/2019	Mrs S Stannard	Purchase of plants for hedge planting at Broke Hall - Beacon Legacy Project	4086	£ 127.50	£ 106.25	£ 21.25	Misc

**ALLOTMENT EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
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**CEMETERY EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04/02/2019	Cooks Waste Kare Ltd	Skip Hire 31/01/2019	1267	£ 158.40	£ 132.00	£ 26.40	Maintenance 31/01/19
04/02/2019	Barclays	Bank charges - 13 Dec - Jan		£ 9.95			Admin
12/02/2019	Mr A Duncan (A. Horlock Cemetery Admin		1268	£ -	£ 40.00	£ -	Admin
26/02/2019	Cooks Waste Kare Ltd	Skip Hire 15/02/2019	1269	£ 158.40	£ 132.00	£ 26.40	Maintenance 16/02/19

**INCOME RECEIVED During February 2019**

Cemetery ( £3,780.99  
 General (grant inclusive roundabout, interest) £7,616.85

**ACCOUNT BALANCES AS AT 28<sup>th</sup> February 2019**

General Account £122,921.25  
 Business Base Rate Tracker £54,349.88  
 Cemetery Account £64,692.93