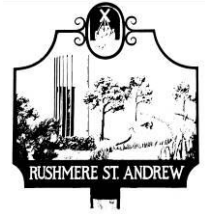




Rushmere St. Andrew Parish Council

www.rushmerestandrew.onesuffolk.net

"Seek The Common Good"



THESE MINUTES CONTAIN AN 'IN CONFIDENCE' APPENDIX WHICH IS NOT FOR PUBLICATION (PAGE 6 OMITTED FOR THIS PUBLIC COPY)

Minutes of the Parish Council meeting held on 10th January 2019 at TOWER HALL at 7.30pm

CHAIRMAN: P Richings

PRESENT: Mrs M Brown, 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 M Shields, Mrs S Todd, Mr J Westrup, Mr B Ward, Mr Wright

APOLOGIES: Mr Whiting (family commitment).

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

ALSO PRESENT: Ms G Read – PCSO for Rushmere St Andrew and Kesgrave
Members of the public = 0

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

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

Mr Richings reminded Councillors to note the list of cheques issued. Miss Cracknell proposed acceptance of the minutes, seconded by Mrs Richardson-Todd, 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

None

b. County Councillor Report

No County Councillors were present at the meeting. A written report from Mr Whiting was distributed at the meeting.

Matters arising – A discussion followed about the report. A question was asked about who will pay for the proposed Lake Lothing Third Crossing as this is not mentioned in the report. Mr Wright expressed his disappointment about reducing funding for the Citizens Advice Bureau.

c. District Councillor Report

A written report from Mr Newton was distributed with the agenda for 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 Nunn asked Councillors if they are aware of the shared equity dwellings behind Tower Hall play area that are for sale. Mr Richings provided more information about this and referred Councillors to the Orwell Housing website for further details.

Miss Cracknell reported that a member of the public was very complimentary about maintenance of the Rushmere Lawn Cemetery. Councillors noted this.

Mrs Richardson-Todd was approached by a member of the public that was concerned about the parking at the Broke Hall Primary School.

Mr Griggs was approached by a member of the public about an overflowing bin at One Stop Shop over the Christmas period.

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

Mr Richings introduced the PCSO, Ms Read to Councillors. The PCSO provided feedback to Councillors on what she has been doing over the past few weeks. A discussion followed about parking enforcement at the Broke Hall School. Other issues discussed were anti-social behaviour at Tower Hall; speeding on Playford Road/The Street/ Foxhall Road/ Broadlands Way/ Bixley Drive/ Arundle Way, anti-social behaviour on the Commons and the part time hours of the PCSO. The PCSO will follow up what is happening with regards to the refreshing of the lines in Claverton Way.

a. Safer Neighbourhood Team Area Reports and Priorities

The Ipswich East and Woodbridge Safer Neighbourhood Team reports for January were distributed at the meeting. The reports were noted. Matters arising – None

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

A written report by the PCSO had been distributed at the meeting. The report was noted. Matters arising – None.

Mr Wright expressed his frustration with faded double yellow lines around Broke Hall. Suffolk County Council promised to refresh this last year and this has not been done yet. It was agreed that the Parish Clerk will write to Suffolk County Council to ask them to refresh the lines.

c. To Consider New PCSO Service Level Agreement for 2019/2021

The GP&F Committee deferred the consideration of the draft PCSO Service Level Agreement (2019/2021) to the Parish Council meeting on 10th January 2019. A copy of the draft document was distributed to all councillors. A long discussion followed about the draft agreement.

Mr Francis proposed that the Funded PCSO Service Level Agreement to run from 1st April 2019 to 31st March 2021 be agreed to and signed by Rushmere St Andrew Parish Council, seconded by Mr Wright, with the MAJORITY in favour. The Chairman will sign the agreement on behalf of the Parish Council.

d. Police Surgeries

The PCSO held several police surgeries in the parish last year. The surgeries for the year have now finished and Councillors were asked if they would support the continuation of the surgeries. The Clerk provided Councillors with more information regarding attendance of the surgeries.

It was agreed that the surgeries should not continue for the foreseeable future unless the PCSO feels strongly that the surgeries are particularly useful, and it is important to continue with the surgeries.

6. FINANCE

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

Mrs Richardson-Todd reported on the last GP&F meeting held on 13 December 2018. Copies of the UNAPPROVED minutes had been issued to all Councillors. The GP&F record was noted.

Matters Arising: None

b. 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 12th December 2018. A copy of the UNAPPROVED minutes of that date had been issued to all Councillors. A meeting is scheduled for Monday, 14 January at Tower Hall at 7.30pm. The P&D records 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 15th November 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

b. Other Parish Amenities and Services Matters

None

9. PRECEPT - To Confirm and Approve the Budget and Precept Requirements for 2019/20

An overall draft budget for 2019/20 at £124,670 overall spend with a Precept request for £120,000 had been recommended to full council by the GP&F meeting of 13th December 2018.

This represented a 2.2% increase on the 2018/19 precept band D equivalent property or £1.03 increase per year per dwelling (based on Band D property average).

Mr Wright proposed that the whole budget and precept request be approved with a total precept request of £120,000 in support of an estimated Parish Council spend of £124,670 for 2019/20. This was seconded by Mr Newton and ALL in favour. Resolved: Carried on a unanimous decision.

The Clerk would send the formal request to SCDC for a 2019/20 precept of £120,000.

A final approved copy of the 2019/20 budget paper would be issued with the February GP&F agenda.

The Clerk was thanked for all her work.

10. TO AMEND THE DOCUMENT AND ELECTRONIC RETENTION POLICY

The Clerk distributed an amended policy and provided councillors with the relevant information. Mr Richings proposed that the amended policy be approved, Mr Nunn seconded with ALL in favour.

11. GENERAL PARISH MATTERS & CORRESPONDENCE

a. To Note Matters Since Publication of the Agenda

i. Parish Halls website

Parish Halls now have their own website and the parish halls information will be removed from the Parish Council website in due course. A reference to the new website and contact details for parish halls however will remain on the Parish Council website. Councillors noted this.

ii. Suffolk Coastal Local Plan Consultation

The Clerk reported that she received correspondence from the Suffolk Coastal Local Plan Team about the consultation regarding the final draft Suffolk Coastal Local Plan. Suffolk Coastal District Council approved the final draft Local Plan for publication at their full Council meeting on 3rd January. The Plan will be published for 6 weeks from Monday 14th January until Monday 25th February 2019, during which time representations will be invited in relation to legal and procedural requirements and the soundness of the Plan.

iii. Correspondence by Bob Brander

The Clerk reported on the correspondence she received from a resident regarding the Playford Road sign, public participation at meetings of the Council and publishing of email addresses of councillors. The correspondence was noted.

i. Sizewell C Stage 3 Pre-Application Consultation

The Clerk reported that she received correspondence regarding Sizewell C Stage 3 Pre-Application Consultation and a briefing session that is planned. The Clerk provided councillors with the relevant information. It was agreed that Mr Westrup will attend a briefing session regarding the consultation on behalf of the Parish Council.

b. Dates to Note

Monday, 14th January 2019, Planning and Development Committee, Tower Hall, 7.30pm

Thursday, 17th January 2019, Parish Amenities and Services Committee, Tower Hall, 7.30pm

Thursday, 14th February 2019, GP&F Committee Meeting, Village Hall, 7.30pm

12. PERSONNEL AND LEGAL MATTERS

The minutes for item 13 are attached as an 'In Confidence' Appendix at the end of the normal minutes of this meeting. These minutes contain an 'in confidence' appendix which is not for publication (page 6 omitted for this public copy.)

13. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Exclusive Rights at Cemetery

Possible publication of Councillor email addresses.

14. CLOSE OF MEETING

The meeting closed at 9.00 pm

---COUNCILLORS to note items BELOW ---

The following payments had been made since those listed in the Minutes of the GP&F committee meeting of 13th December 2018.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
06/12/2018	Ipswich School Enterprises Limi	Refreshments at Beacon Event	4046	£ -	£ 10.00	£ -	Admin
06/12/2018	Mr Robert Potter	Noticeboard and Letter Rounds Nov 2018	4047	£ -	£ 45.00	£ -	S142
06/12/2018	Mr Robert Potter	Litter Clearance Nov 2018	4048	£ -	£ 50.00	£ -	Litter
13/12/2018	Mrs Potter	Christmas Cards	4049	£ -	£ 15.39	£ -	Admin
17/12/2018	Net salaries paid after PAYE & NI - Dec 2018		4050&4052	£ -	£ 2,366.62	£ -	Salary
17/12/2018	Mrs S Stannard	Namesco Limited - renewal of email addresses for ye	4051	£ 19.80	£ 16.50	£ 3.30	Admin
17/12/2018	Staples UK Ltd	Office stationery supplies -paper, ink, etc	4053	£ 442.10	£ 368.42	£ 73.68	Admin
18/12/2018	HMRC	Tax and NI - Oct, Nov & Dec 2018	4054	-	1503.49	-	PAYE
20/12/2018	NEST	Pension contributions Dec 2018	D/D		120.92		Pension

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
24/12/2018	Anglian Water	Anglian Water - Est Bill 04/09/18-	D/D	£ -	£ 143.60	£ -	Metered Water

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
06/12/2018	Mr A Duncan (Broom; Da	Cemetery Admin	1255	£ -	£ 40.00	£ -	Admin
06/12/2018	Mrs S Stannard	Postage to sent file to DAS Law - cemetery dispute	1256	£ -	£ 17.70	£ -	Admin
17/12/2018	Mr A Duncan	Cemetery	1257	£ -	£ 40.00	£ -	Admin
17/12/2018	Cooks Waste Kare Ltd	Skip Hire Mtce - 04/12/18	1258	£ 158.40	£ 132.00	£ 26.40	Maintenance

INCOME RECEIVED During December 2018

Cemetery £960.00
 General (Newsletter advertisements) £247.80

ACCOUNT BALANCES AS AT 31st December 2018

General Account £129,926.51
 Business Base Rate Tracker £54,349.88
 Cemetery Account £59,622.54

