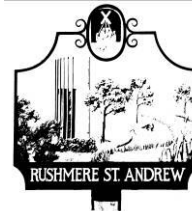




# Rushmere St. Andrew Parish Council

[www.rushmerestandrew.onesuffolk.net](http://www.rushmerestandrew.onesuffolk.net)

*"Seek The Common Good"*



## Minutes of the General Purposes & Finance Committee meeting held on 8<sup>th</sup> August 2019 at TOWER HALL, at 7.30pm

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CHAIRMAN:	Mrs B Richardson-Todd
COMMITTEE MEMBERS PRESENT:	Mrs M Brown, Miss A Cracknell, Ms C Evans, Mr D Francis, Mr C Griggs, Mr M Newton, Mrs B Richardson-Todd, Mr P Richings, Mr B Ward
APOLOGIES:	Mrs S Todd (work commitment), Mr J Westrup (family commitment)
OTHER APOLOGIES:	Mrs S Jenkins – Assistant Clerk (family commitment), Cllr C Hedgley (another commitment), Mr R Whiting (another commitment)
ABSENT (no apologies)	Mrs A Bridger apologised after the meeting.
CLERK:	Mrs S Stannard. Minutes taken by Mrs Stannard.
ALSO PRESENT:	0 members of the public

### 1. 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. Miss Cracknell proposed acceptance of reasons for councillor absence, seconded by Mr Griggs with ALL in favour.

Apologies were noted as detailed above.

### 2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 13<sup>th</sup> June 2019

The Chairman reminded Councillors to note the list of cheques issued.

Mr Richings proposed acceptance of the minutes with the following alterations, seconded by Mr Newton with ALL in favour:

Page 2: 5a should read 5b

Correct typo – 'Hedgeley' to 'Hedgley' on pages 1 and 2.

### 3. DECLARATIONS OF COUNCILLOR INTEREST

Mr Newton declared a local non-pecuniary interest as a member of East Suffolk 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 declarations were made.

### 4. PUBLIC PARTICIPATION

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

None

**b. County Councillor Report**

The monthly County Councillor report was distributed at the meeting. The contents were noted.  
Matters arising – No matters arising.

**c. District Councillor Report**

A District Councillor report were circulated from Councillors Hedgley and Fryatt at the meeting. Councillors noted the report. Mr Newton gave a verbal report about meeting the Leader of East Suffolk Council and showing him the Tower ward. Mr Richings thanked Mr Newton for meeting Mr Gallant.

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

Mr Newton suggested that the Parish Council should investigate whether more could be done to keep the parish tidy and stated that he is willing to chair a working party to investigate this. It was agreed to consider this suggestion at the next parish council meeting.

Miss Cracknell informed Councillors that she did not receive her summer parish newsletter nor did the St Andrew's Church. The Assistant Clerk to investigate.

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

There was no police attendance.

**a. SNT Monthly Report and Tasking Priorities**

The Ipswich East and Woodbridge Safer Neighbourhood Team reports for June and July were not available to distribute. Matters arising – None. Clerk to follow this up with the Safer Neighbourhood Team.

**b. PCSO Reports**

The PCSO reports for July were not ready for distribution at the meeting. Matters arising – Clerk to contact the PCSO and express the Parish Council's disappointment that the monthly reports were not received in time for the meeting.

**6. FINANCE MATTERS**

**a. To Note Expenditure Authorised Under Delegated Powers**

The Clerk reported on the following expenditure authorised under delegated powers:

Reseating of dislodged memorial on safety grounds at a cost of £145 + vat for Masters Ltd. Councillors noted this.

**b. To Consider the Bank Reconciliation and Budget Monitoring for the Period Ending 31.08.19**

The Clerk distributed a bank reconciliation for June and July 2019. She explained the various figures. Following this a budget monitoring sheet was distributed to Councillors. The Clerk explained the figures.

Ms Evans proposed that the bank reconciliation and budget monitoring sheet for June and July 2019 be approved; seconded by Mr Richings and resolved with ALL in favour.

**c. Update Regarding Submission of Annual Governance and Accountability Return (AGAR) 2018-19**

The Clerk reported that the dates of the period for the exercise of Public Rights ended on Friday, 26<sup>th</sup> July 2019.

The Clerk reported that the completed Annual Governance and Accountability Return and associated papers had been submitted to the external auditor PKF Littlejohn by the deadline of 1<sup>st</sup> July 2019 and the Clerk had received an acknowledgment. Councillors noted this.

**7. CEMETERY MANAGEMENT REPORT**

**a. To Note the Record of the Cemetery Management Advisory Panel Meeting Dated 26<sup>th</sup> June 2019**

The Clerk reported that the last meeting of the Cemetery Panel had been held on 26<sup>th</sup> June 2019. A copy of the unapproved minutes of that date had been issued to all Councillors.

Councillors noted this.

Matters arising: There were no matters arising from the reported minutes.

**b. To Consider a Topple Test at the Rushmere Lawn Cemetery**

The Clerk informed councillors there is a need to carry out a topple test at the Rushmere Lawn cemetery. The Clerk contacted Masters Ltd and Spencer Wix Stone Masons for a quote for a topple test. Masters Ltd could carry out the topple test free of charge and produce a quotation at the end of the test of what additional work is needed. Spencer Wix Stone Masons quoted £120- £150 + VAT to carry out the topple test at the cemetery and if further tests are needed on particular memorials it would cost £120 - £150 for these tests. Spencer Wix will then provide a list/ quotation of what work is needed.

Mr Griggs informed councillors that Spencer Wix are better qualified to complete topple tests.

Miss Cracknell proposed that Spencer Wix be appointed at a cost of £150 + VAT to complete the topple test at the Rushmere Lawn Cemetery. Mrs Brown seconded and resolved with ALL in favour.

**c. Queries from Councillors and Any Other Matters**

None

**8. NEWSLETTER AND WEB EDITORIAL BOARD REPORT**

**a. Queries from Councillors and Any Other Matters**

None

**9. GENERAL PARISH MATTERS AND CORRESPONDENCE**

**a) Update Regarding Suffolk County Council Highways Self-Help Scheme**

The Clerk informed Councillors that Suffolk County Council launched their highways self-help scheme on 15<sup>th</sup> May which seeks to empower Suffolk people to do more for their communities. Several town and parish councils have expressed concerns regarding insurance cover, etc. SALC is currently in contact with Devon County Council that has implemented a similar scheme to obtain more information about pitfalls, etc. As soon as this information is available it will be forwarded to town and parish councils. Establishing a working panel to look at tidying the parish was discussed earlier in the meeting.

**b) Update Regarding Ipswich Northern Route Consultation**

The Clerk advised Councillors that the Ipswich School Sports Centre has been booked for 2 September 2019 for a meeting for residents to discuss the Ipswich Northern Route. It was agreed that this would not be a parish council meeting but a public meeting. A poster regarding the meeting will be published on all noticeboards and on the parish council website. An article will be included in the InTouch magazine to advertise the meeting. Invitations to the meeting will be sent to all district and county councillors that represent the parish; Dr Dan Poulter, MP; Mr Steve Gallant and Mr Tim Passmore. Emails will be sent to all residents that contacted the clerk about the consultation. Booking for the meeting is required and a questionnaire for residents to complete on the night will be available.

**c) To Note Matters Arising Since Publication of Agenda**

The Clerk reported on the claim that the Parish Council submitted for Bixley Lane to be added to the definitive map. Clerk to investigate whether to ask Secretary of State to direct the Local Authority to determine the claim within a specific time period.

**d) Dates to Note**

Thursday, 22<sup>nd</sup> August 2019, Planning and Development Committee, Tower Hall, 7.30pm

Monday, 2<sup>nd</sup> September 2019, Meeting for parishioners to discuss northern bypass, ISSC, 7.30pm

Monday, 2<sup>nd</sup> September, SALC Area Meeting, Riverside Centre, Stratford St Andrew, 7pm

Thursday, 5<sup>th</sup> September 2019, Allotment Management Advisory Panel

Thursday, 12<sup>th</sup> September 2019, Parish Council Meeting, Village Hall, 7.30pm

Thursday, 19<sup>th</sup> September 2019, PA&S Meeting, Tower Hall, 7.30pm

Thursday, 26<sup>th</sup> September 2019, Cemetery Management Advisory Panel, Lawn Cemetery walkabout followed by a meeting at The Village Hall, 6.30pm.

**10. DETERMINATION OF ITEMS FOR FUTURE AGENDA**

Bixley Lane claim; Working group to look at tidying the parish.

**CLOSE OF MEETING**

The Chairman closed the meeting at 20.51pm.

---COUNCILLORS to note items BELOW ---

The following expenditure had been incurred and income received since the items listed in the Minutes of the Parish Council meeting of 11<sup>th</sup> July 2019

### GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
05/07/2019	Barclays	Bank charges 13 May - 12 Jun 2019			£ 18.80		Admin
11/07/2019	Mrs S Stannard	Postage of Speedgun for recalibration	4146	£ -	£ 27.60	£ -	Admin
11/07/2019	Fullrays	Distribution of summer 2019 newsletter	4147	£ -	£ 161.70	£ -	S142
11/07/2019	SCL L/S MGT Ltd	Fix sign at Broke Hall Play Area	4149	£ 54.00	£ 45.00	£ 9.00	PF&POS
11/07/2019	SCL L/S MGT Ltd	Remove rope at Chestnut Pond	4150	£ 54.00	£ 45.00	£ 9.00	PF&POS
11/07/2019	SCL L/S MGT Ltd	Maintenance June at Play areas	4151	£ 723.60	£ 603.00	£ 120.60	PF&POS
11/07/2019	SCL L/S MGT Ltd	Maintenance June at Ponds	4152	£ 144.00	£ 120.00	£ 24.00	Pond
11/07/2019	PlayQuip Leisure Company	Supply and install inclusive roundabout	4153	£ 9,136.80	£ 7,614.00	£ 1,522.80	PF&POS
11/07/2019	Mr Robert Potter	Noticeboards and letter rounds - June 2019	4154	£ -	£ 51.00	£ -	S142
11/07/2019	Mr Robert Potter	Litter rounds June 2019	4155	£ -	£ 50.00	£ -	Litter
18/07/2019	H M Beesley	Illustration of Chestnut pond	4156	£ -	£ 325.00	£ -	Misc
18/07/2019	Kingfisher Direct Ltd	Replacement grit bin Foxwood Crescent	4157	£ 98.39	£ 81.99	£ 16.40	Misc
18/07/2019	Speedar Limited	Recalibration of speedgun	4158	£ 84.60	£ 70.50	£ 14.10	Misc
18/07/2019	Parkinson's UK	S137 Donation 2019-20 in memory of D Gooch	4159	£ -	£ 250.00	£ -	S137
18/07/2019	Net salaries paid + NI + PAYE + Pension Jul 2019			41,604,161		2658.77	Salary
23/07/2019	Nest	Pension Payments - Employee+Employer July 2019	D/D		£ 150.15		Pension
25/07/2019	Mrs S Stannard	Parish Mobile Phone	4162	£ -	£ 309.00	£ -	Asset
25/07/2019	Mrs S Stannard	Starter pack for parish mobile phone	4163		£ 10.00		Admin

### CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
05/07/2019	Barclays	Bank charges 13 May - 12 Jun 2019			£ 10.25		Admin
11/07/2019	Cooks Waste Kare Ltd	Skip exchange 25/06/2019	1285	£ 165.00	£ 137.50	£ 27.50	Maintenance
11/07/2019	SCL L/S MGT Ltd	Maintenance at cemetery June 2019	1286	£ 759.00	£ 632.50	£ 126.50	Maintenance
18/07/2019	Cooks Waste Kare Ltd	Skip exchange 11/07/2019	1287	£ 165.00	£ 137.50	£ 27.50	Maintenance
18/07/2019	Mr A Duncan	Cemetery Order Forms (Goodman, Burgess, Williams - 9	1288	£ -	£ 60.00	£ -	Admin

### ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
11/07/2019	SCL L/S MGT Ltd	Maintenance of Allotments - June 2019	4148	£ 212.40	£ 177.00	£ 35.40	Maintenance

### INCOME RECEIVED during July 2019

General Account	£296.65
Business Base Rate Tracker	£3,277.05
Cemetery Account	£0

### ACCOUNT BALANCES AS AT 31 July 2019

General Account	£119,868.65
Business Base Rate Tracker	£54,404.09
Cemetery Account	£68,269.41