



# Rushmere St. Andrew Parish Council

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**THESE MINUTES CONTAIN AN 'IN CONFIDENCE' APPENDIX WHICH IS NOT FOR PUBLICATION (PAGE 6 OMITTED FOR THIS PUBLIC COPY)**

**Minutes of the General Purposes & Finance Committee meeting held on 11<sup>th</sup> April 2019 at VILLAGE HALL, Humber Doucy Lane 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, Mrs B Richardson-Todd, Mr P Richings, Mrs S Todd, Mr B Ward, Mr Westrup

APOLOGIES: Mr Griggs (family commitment), Mr M Newton (another commitment), Mr Nunn (family commitment), Mr Whiting (another commitment), Mr Wright (family commitment)

OTHER APOLOGIES: Mrs S Jenkins – Assistant Clerk (family commitment)

ABSENT (no apologies)

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.

Apologies were noted as detailed above. Miss Cracknell proposed acceptance of reasons for councillor absence, seconded by Mr Richings with ALL in favour.

## **2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 14<sup>th</sup> February 2019**

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

Ms Evans proposed acceptance of the minutes with the following alterations:

Public Forum: 'broadwalk' replaced with 'boardwalk' and general expenditure table to include category column.

This was seconded by Mr Ward, with ALL in favour. The minutes were duly signed as a correct record with the above-mentioned alterations.

## **3. DECLARATIONS OF COUNCILLOR INTEREST**

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 with the agenda for the meeting. The contents were noted. Matters arising – Mr Richings reported that the times streetlights were switched off in the parish have changed. The Clerk to inquire about these changes.

**c. District Councillor Report**

The Chair reported that due to the purdah period a monthly District Councillor report was not available to distribute at the meeting. Matters arising – None. Councillors noted this.

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

Mr Francis reported that an article written by Mr Brander was published in the East Anglia Daily Times questioning the money to be spent on speedbumps in Playford Road.

Mr Richings reported on a new bus service on Sundays at Bixley Farm.

(Note: information available on parish council website)

**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 March or April were not available to distribute. Matters arising – None

**b. PCSO Reports**

The PCSO reports were not available to distribute. These reports will be distributed in due course. Matters arising – None

**6. FINANCE MATTERS**

**a. To Approve the Unaudited Financial Accounts for the Year Ending 31<sup>st</sup> March 2019**

The summary pages of the unaudited financial accounts for year ending 31 March 2019 was distributed to Councillors at the meeting.

The Clerk explained all main variances on the previous year's accounts. The full account document itemising each transaction was not distributed as it amounted to 33 pages but was available if required.

**RECEIPTS:** Of note were:- Total receipts at £183,618.10 was £5,320.87 more than the previous year (£178,297.23). Burial receipts were down by £4,930.00 at £32,589.00. The Council had gratefully received a total of £21,079.88 in grant money compared to £12,867.23 the previous year. There was also an increase in the precept from £112,000 for 2017/18 to £116,600.00 for 2018/19.

**PAYMENTS:** 'Total payments' for the year at £137,531.43 were down from £141,096.58 the previous year. This was accounted for by asset improvements the previous year at play areas, investment in Community Speedwatch equipment the previous year, lower expenditure in 2018/19 for the PCSO as a result of reduction in hours of the PCSO; changes in the legislation regarding pest control that meant the contract with pest control no longer continued in the 2018/19 financial year; and as a result of the warmer weather in the 2018/19 financial year the maintenance costs for the play areas, ponds, cemetery and the allotments were lower than the previous year.

Total cash assets at the bank were £227,872.47 at 31<sup>st</sup> March 2019, an increase of £47,590.70 on the previous year. Of those cash assets £170,334.04 was Earmarked Reserves. The year ended with £2,358.06 of cheques not reconciled (cleared).

The end of year balance in the general account was £27,059.42 better off than the previous year and the cemetery current account balance ended the year £20,422.99 better off than the previous year, a result from more income from burials. The cemetery account was also boosted by a number of people paying for Exclusive Rights of Burial in advance of passing away. The Business Premium account remained static with £108.32 of interest paid in.

Mr Francis recommended that the unaudited accounts be approved as presented, seconded by Mr Westrup, with ALL in favour. The Clerk and the Chairman then signed the unaudited accounts as approved. The Chairman expressed thanks on behalf of the Council for all the work that had gone into preparing the accounts. It was agreed that if the Vice-Chairman was not able to sign the end of the

year accounts that the Chair of the General Purpose and Finance Committee would sign the end of the year accounts.

**b. To Report Internal & External Audit Dates**

The Clerk reported that the internal audit to be carried out by Heelis and Lodge would be held on 17<sup>th</sup> April and for the external audit by PKF Littlejohn the papers had to be lodged with them by 1<sup>st</sup> July 2019. Councillors noted the dates.

**c. To Note Renewal of Information Commissioner's Office (ICO) Data Protection Subscription**

The Information Commissioners Office Data Protection annual subscription of £35 was renewed on 23<sup>rd</sup> March 2019. Councillors noted the renewal.

**d. To Note Renewal of Institute of Cemetery and Cremation Management (ICCM) Subscription**

The annual subscription of £95 to the Institute of Cemetery and Crematorium Management will be renewed in April 2019. Councillors noted this.

**e. To Consider Subscription to National Allotment Society**

The Clerk explained that currently the Council does not have a subscription with the National Allotment Society. The National Allotment Society is a not-for-profit organisation. The National Allotment Society offers membership to individuals, local allotment associations, schools, local authorities and land owners. Each type of membership offers a host of benefits and support services. The cost of a yearly subscription for a land owner/local authority is £55. A joining fee of £1 for new members are payable.

Mr Francis proposed that the Council subscribe to the National Allotment Society at a cost of £1 joining fee and £55 for the yearly subscription for 2019/20. This was seconded by Mr Richings with ALL in favour.

**f. To Review Renewal of Society of Local Council Clerks (SLCC) Subscription**

The Clerk explained that currently the Council has a subscription with the Society of Local Council Clerks and the renewal is due in May 2019. This organisation provides access to a team of experienced advisers; bi-weekly news bulletins, an online professional forum with the latest sector news and information, best practice advice on a range of topics in the members' area of the website, bi-monthly magazine, latest legislation and regulations, savings on council products and services; and representation with government, sector partners and stakeholders. The cost of a yearly subscription for a land owner/ local authority is £63.

Mr Richings proposed that the Council renew the yearly subscription with the SLCC at a cost of £63 for 2019/20. This was seconded by Miss Cracknell with ALL in favour.

**7. CEMETERY MANAGEMENT REPORT**

**a. To Note Maintenance Required to Cemetery Entrance Gate**

The Clerk advised Councillors that the Entrance Gate at the Lawn Cemetery needed sanding down and painting and two old signs had to be removed. A quotation was sourced from Timberworx to do the work. The quotation was for £110.00 to sand down and paint the gate and to remove two old signs at the gates. The Clerk advised that they have been instructed to carry on with this work as they quoted for this as part of the quotation to paint the gates at Broke Hall Playing Field that was approved by the PA&S Committee in March 2019.

Councillors noted this.

**b. Update Regarding Clearance of Maintenance Strip at Lawn Cemetery**

At the GP&F meeting in February the Clerk advised Councillors that rubbish has been left on the maintenance strip at the Lawn Cemetery. It was agreed that the Clerk will contact the PCSO, Suffolk Coastal and SALC regarding this. The Clerk will also obtain quotes for a fence along the edge of the maintenance strip.

The Clerk contacted East Suffolk Council about this and was advised that the rubbish can be removed but at a cost if the Parish Council is the landowner. The cost to remove the waste is £44 for three items and £15 for every item after this.

The Clerk contacted the PCSO and this is not something the police deals with but if all other options have been pursued then the PCSO will contact the landowner in question.

A quote was received from Timberworx for a close boarded fence at a cost of 2,800.00 (40m of 5ft feather edge fencing).

It was agreed that the Parish Council will write a letter to the neighbour asking him to remove the rubbish. If he does not remove the rubbish as requested the Parish Council will contact the PCSO to speak to him and then the possibility of a fence will be considered.

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

### **a. To Note Dates for Distribution of 2019 Parish Council Newsletters**

The Clerk advised Councillors that the copy deadline for the Summer edition will be 24<sup>th</sup> May 2019 and the newsletter will be distributed by 28<sup>th</sup> June 2019. The copy deadline for the Winter edition will be 25<sup>th</sup> October 2019 and the newsletter will be distributed by 29<sup>th</sup> November 2019. Councillors noted this.

## **9. GENERAL PARISH MATTERS AND CORRESPONDENCE**

### **a) Beacon Legacy – Hedge Planting Correspondence**

The Clerk advised that a resident from Claverton Way complained about the trees that were planted at Broke Hall School as part of the legacy project. He was reassured that it is a hedge with 100 plants and not full-size trees that were planted. The resident seemed content with the response. Councillors noted this.

### **b) Request for Street Light in Linkfield**

The Clerk received an email of one of the residents of Linkfield for a request from several residents along the track for a street light. Ms Evans clarified that the land belongs to the Rushmere Commons and it was agreed to inform the resident that they should contact the Rushmere Commoners.

### **c) To Note Matters arising since publication of the agenda**

#### **Report from Cllr M Brown – Suffolk Coastal Area Forum 25 March 2019**

Mrs Brown distributed a written summary of the SALC Suffolk Coastal Area Forum held on 25<sup>th</sup> March 2019 that she attended. It was questioned whether an Emergency Plan for Rushmere St Andrew is needed. This will be considered at a future Parish Council meeting.

#### **Election**

The Clerk received correspondence from Electoral Officer at East Suffolk Council indicating that East Suffolk Council did not receive more valid nominations than seats available for the Parish Council so there will NOT be a poll for Rushmere St Andrew on 2 May 2019.

All councillors that completed nomination forms should have received an email from the Elections Officer at East Suffolk Council reminding them to return their expenses return, declaration of Acceptance of Office and Register of Interest. Deadline for the return expenses form is 30 May 2019.

### **d) Dates to Note**

Wednesday, 17<sup>th</sup> April, Internal Audit with Heelis & Lodge, 9.15am, Parish Office

Thursday, 18<sup>th</sup> April, P&D Meeting, Tower Hall, 7.30pm

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

Thursday 9<sup>th</sup> May, Annual Meeting of Parish Council and Parish Council Meeting, 7.30pm at Tower Hall

Thursday 16<sup>th</sup> May, PA&S Committee, 7.30pm at Tower Hall

Thursday 16<sup>th</sup> May 2019, Safer Neighbourhood Team Meeting, 10.30am at Woodbridge Police Station

Tuesday 21<sup>st</sup> May, Annual Parish meeting, 7.30pm at Village Hall

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

## 10. DETERMINATION OF ITEMS FOR FUTURE AGENDA

The possibility of an Emergency Plan should be investigated.

## 11. PERSONNEL AND LEGAL MATTERS – In Confidence Appendix.

## 12. CLOSE OF MEETING

The Chairman closed the meeting at 9.55pm.

---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 14<sup>th</sup> March 2019

### GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
07/03/2019	Barclays	Commision charges 14 Jan - 12 Feb		£ -	£ 16.80	£ -	Admin
15/03/2019	SALC	Training Allotment management workshop. S S	4087	£ 43.20	£ 36.00	£ 7.20	Training
15/03/2019	Staples UK Ltd	Stationary, stamps, etc	4088	£ 305.68	£ 296.40	£ 9.28	Admin
15/03/2019	Speedar Limited	Recalibration of Speedgun Community Speedv	4089	£ 84.60	£ 70.50	£ 14.10	PF&POS
15/03/2019	Ipswich Borough Council	Greenways and Sandlings LNR maintenance	4090	£ 4,206.00	£ 3,505.00	£ 701.00	Maint
15/03/2019	Mr Robert Potter	Litter clearance - February 2019	4091	£ -	£ 50.00	£ -	Litter
15/03/2019	Mr Robert Potter	Noticeboard and letter rounds	4092	£ -	£ 21.00	£ -	S142
15/03/2019	Mrs S Stannard	Land registry search - POS	4093	£ -	£ 3.00	£ -	Admin
15/03/2019	Ipswich Borough Council	Information board,seats & dreging of ponds Mil	4094	£ 2,550.00	£ 2,125.00	£ 425.00	PF&POS
15/03/2019	Ipswich Borough Council	Maintenance of strip of land at The Street	4095	£ 360.00	£ 300.00	£ 60.00	PF&POS
15/03/2019	Ipswich Borough Council	Desilting of ponds at Mill Stream LNR	4096	£ 3,360.00	£ 2,800.00	£ 560.00	PF&POS
15/03/2019	Cloudflex Systems Ltd	It support - printer connection	4097	£ 108.00	£ 90.00	£ 18.00	Admin
18/03/2019	Net Salaries Paid Including PAYE and NI		4098,4099		£ 2,366.62		Salary
18/03/2019	HMRC	Tax and NI - Jan, Feb & Mar 2019	4100	£ -	£ 1,503.49	£ -	PAYE
20/03/2019	Curtis Largent	Timberworks - remove bench Foxhall Road, res	4101	£ -	£ 395.00	£ -	PF&POS
21/03/2019	Nest	Pension - Feb 2019	D/D	£ -	£ 120.92	£ -	Pension
22/03/2019	ICO	Data protection registration renewal - until 22/0	D/D	£ -	£ 35.00	£ -	Admin
27/03/2019	Mrs S Jenkins	Stationary for time capsule - Beacon Legacy P	4102	£ -	£ 218.86	£ -	Admin

### CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
07/03/2019	Barclays	Commission charges 14 Jan - 12 Feb 2019		£ -	£ 10.95	£ -	Admin
15/03/2018	Mr A Duncan (S Haste; F	Cemetery Admin	1270	£ -	£ 40.00	£ -	Admin
15/03/2019	SCL L/S MGT Ltd	Cemetery Maintenance Feb 2019	1271	£ 138.00	£ 115.00	£ 23.00	Maintenance

### ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
22/03/2019	Anglian Water	Anglian Water - Est Bill 04/12/2018 - 03/03/2019	D/D	£ -	£ 97.13	£ -	Metered Water

### INCOME RECEIVED during March 2019

General Account (Grant, Payment Norse work at Sandlings LNR, Loyalty reward) £1,738.36

Business Base Rate Tracker £27.10

Cemetery Account £722.19

### ACCOUNT BALANCES AS AT 31 March 2019

General Account £108,289.72

Business Base Rate Tracker £65,205.77

Cemetery Account £54,376.98