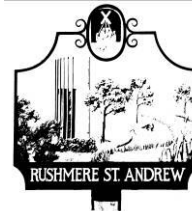




# Rushmere St. Andrew Parish Council

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

*"Seek The Common Good"*



## Minutes of the General Purposes & Finance Committee meeting held on 13<sup>th</sup> June 2019 at TOWER HALL, at 7.30pm

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

### 1. ELECTION OF CHAIRMAN OF THE GENERAL PURPOSE AND FINANCE COMMITTEE

Mrs Richardson-Todd asked for nominations for Chairman of the GP&F Committee for the forthcoming year.

Miss Cracknell nominated Mrs Richardson-Todd and this was seconded by Ms Evans. There were no other nominations. Mrs Richardson-Todd was duly elected unopposed as Chairman – Resolved: Carried with ALL in favour.

### 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 detailed above. Mr Newton proposed acceptance of reasons for councillor absence, seconded by Miss Cracknell with ALL in favour.

### 3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 11<sup>th</sup> April 2019

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

Mr Richings proposed acceptance of the minutes with no alterations.

This was seconded by Miss Cracknell, with ALL in favour. The minutes were duly signed as a correct record.

### 4. 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.

## **5. PUBLIC PARTICIPATION**

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

The Chair welcomed Mr Hedgeley to the meeting. It was agreed that Mr Hedgeley will speak under item 5b.

### **b. County Councillor Report**

The monthly County Councillor report was distributed with the agenda for the meeting. The contents were noted. Matters arising – Miss Cracknell asked about whether the Parish Council has considered the New Highways Self Help scheme. The Clerk responded that the Parish Council has not considered this and that it could be added to the agenda of the next Parish Council. Mr Newton asked if an article could be included in the next parish council newsletter making the public aware that they can volunteer for the Self Help scheme. It was agreed that this suggestion will be referred to the next Newsletter Panel meeting.

### **c. District Councillor Report**

District Councillor reports were circulated from Councillors Hedgley and Fryatt, the May report was circulated with the agenda for the meeting and the June report was circulated at the meeting. Councillors Hedgley and Newton gave verbal updates at the meeting. Councillor Hedgeley has been elected as the Chairman and Councillor Robinson as Vice-Chairman of East Suffolk Council. Councillor Steve Gallant has been elected as the Leader of East Suffolk Council and Councillor Craig Rivett as Deputy Leader. The Matters arising – None.

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

Mr Francis reported that he received a leaflet with the bus timetable and that the new bus service for a Sunday was not on the leaflet. Mr Richings responded indicating that 'First' runs the Sunday service, and that this would be on a separate leaflet.

## **6. 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 May were distributed with the minutes for the meeting. Matters arising – None

### **b. PCSO Reports**

The PCSO reports for May and June were distributed with the agenda for this meeting. Matters arising – None

## **7. FINANCE MATTERS**

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

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

A fallen tree at Limes pond was reported by SCL Landscape Management. They made the site safe and due to the threat to public safety delegated authority from the Chairman and Clerk was used to instruct SCL Landscape Management to complete the work and clear the site at a cost of £105 plus VAT.

SCL Landscape Management was instructed to remove the top of a rotten hawthorn tree at Kelvedon Play Area as a matter of public safety under delegated authority. The cost was £130.00 plus VAT.

SCL Landscape Management was instructed to remove a swing that was attached to one of the Willow trees in the corner at Chestnut Pond. Due to the threat to public safety delegated authority was used to instruct the contractors to carry out this task at a cost of £45 + VAT.

**b. To Consider the Bank Reconciliation and Budget Monitoring for the Period Ending 31.05.19**

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

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

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

The Clerk reported that the dates of the period for the exercise of Public Rights will start on Monday, 17<sup>th</sup> June 2019 and it will end on Friday, 26<sup>th</sup> July 2019.

The Clerk reported that 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.

**d. To Report on Communications with Barclays Bank**

The Clerk reported that she received a letter in February 2019 confirming that she was added as a signatory to enable her to initiate electronic payments. She then applied for the required electronic cards & information. Despite all this she is still unable to initiate electronic payments and only one additional signatory can approve payments. A letter has been sent to Barclays Bank expressing disappointment with how the bank has handled the parish council's request to enable online banking and asking for compensation; enabling the Clerk to initiate electronic payments as a matter of urgency; and enabling two other signatories to approve electronic payments.

Barclays Bank responded and offered the Parish Council £150 compensation for the problems experienced with switching to Online Banking. The Clerk has been informed that she has been added as a signatory. Barclays indicated that they cannot change the system of one signatory initiating payment and one other signatory approving electronic payments.

Councillors noted this. The banking arrangements will be reviewed in six months.

**e. To Nominate Councillors to Monitor Bank Accounts/ Schedule of Payments (Other than Signatories)**

The Clerk informed councillors that if the Parish Council continue with online banking with Barclays Bank then to accord with the financial regulations two councillors have to be nominated that can

monitor bank accounts/ schedules of payments on a regular basis. This has to be councillors that are not currently signatories.

Mr Richings nominated Mr Ward and Mrs Todd to monitor bank accounts and schedules of payments. Seconded by Mr Westrup. Resolved with ALL in favour.

## **8. CEMETERY MANAGEMENT REPORT**

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

The Clerk advised that Timberworx has been appointed to sand down and paint the entrance gate and to remove two old signs at the cemetery. The Clerk advised that the work will be carried out in the next few weeks.

Councillors noted this.

### **b. To Consider Quotation for Sign at Cemetery Gate**

The Clerk informed Councillors that the sign that reads 'Dogs must be kept on a short lead at all times' at the cemetery needs to be replaced. It is was attached to a short post close to the entrance gate, but it was damaged by vehicles driving into it. Clerk received a quote from Signs4You to attach a new smaller sign to the entrance gate (200mm x150mm; 3mm composite aluminium). The quote was for £58.75 + VAT.

Mr Francis proposed that Signs4You be appointed as per the quote of £58.75 + VAT to replace the 'Dogs must be on short leads at all times' sign at the cemetery and attach it to the small entrance gate and remove the old post, seconded by Miss Cracknell. Resolved with ALL in favour.

### **c. To Consider Quotations for Replacement of Bollard and No Parking Sign**

The Clerk informed Councillors that the bollard at the entrance to the lane at the cemetery cannot be locked at present. The reason for this is that it has started to rust and it is preventing it slotting back into the hole. The rust can be grinded down and the post shortened to allow it to lock again. It will be more cost effective in the long run to replace the bollard with a new one. SCL Landscape Management provided a quote to replace the bollard. The quote was for £385 + VAT.

The Clerk reported that cars park in front of the bollard at the entrance to the lane at the cemetery and this would be problematic particularly if contractors, funeral directors, etc needed to access the cemetery from the lane. The Clerk received a quote from Signs4You for £42.50 + VAT to attach a 'no parking' sign to the bollard.

Mr Newton proposed that SCL Landscape Management Ltd be appointed to replace the bollard at the entrance to the lane at the cemetery as per their quote of £385 + VAT. Seconded by Miss Cracknell with ALL in favour.

Mr Ward proposed that Signs4You be appointed to provide and attach a 'No parking sign' to the bollard at the entrance to the lane at the cemetery. Seconded by Ms Evans. Resolved with ALL in favour.

### **d. Update Regarding Clearance of Maintenance Strip at Lawn Cemetery**

The Clerk informed Councillors that she wrote to the neighbour regarding clearing of the maintenance strip. The neighbour has cleared the maintenance strip and will keep the gate clear.

### **e. Queries from Councillors and Any Other Matters**

None

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

### **a. To Note the Unapproved Minutes of Meeting Held on 25<sup>th</sup> April 2019**

Mrs Richardson-Todd reported that the last meeting of the NEWP had been held on 25th April 2019. A copy of the unapproved minutes of that date had been issued to all Councillors.

The NEWP record was noted.

Matters Arising:

There were no matters arising from the reported minutes.

### **b. Queries from Councillors and Any Other Matters**

None

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

### **a) To Note Matters Arising Since Publication of Agenda**

The Clerk reported that she received several emails from a resident regarding the Playford Road Traffic Calming Scheme. Correspondence received were available for Councillors to read. It was not considered that any new issues were raised. Councillors noted this.

The Clerk reported that the Environment Agency is consulting the public about the draft national flood and coastal erosion risk management strategy for England. Councillors noted this.

The Clerk informed Councillors about the Suffolk Day celebrations. Councillors noted this.

The Clerk reported that she received correspondence about the VE Day 75. This was referred to the Parish Council for further consideration.

### **b) Dates to Note**

Thursday, 20<sup>th</sup> June, Allotment Management Advisory Panel, Parish Office, 7pm

Wednesday, 26<sup>th</sup> June, Planning and Development Meeting, Tower Hall, 7.30pm

Thursday, 27<sup>th</sup> June, Cemetery Management Advisory Panel, Parish Office, 7pm

Thursday, 11<sup>th</sup> July, Parish Council Meeting, Village Hall, 7.30pm

Thursday, 18<sup>th</sup> July 2019, Parish Amenities and Services Meeting, 7.30pm

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

VE DAY 75 correspondence

### **CLOSE OF MEETING**

The Chairman closed the meeting at 8.40pm.

---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 9<sup>th</sup> May 2019

### GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
09/05/2019	Bank charges	Charges from 13 March - 14 April			£ 18.80		Admin
09/05/2019	Suffolk Police and Crime Commissioner	Fully funded PCSO and vehicle (1/3 of cost) 01/04/2019 - 30/09/2019	4115	£ -	£ 4,351.67	£ -	Crime
09/05/2019	The Society of Local Council Clerks	Subscription for 2019-20	4116		£ 63.00		S137
09/05/2019	Mr Robert Potter	Noticeboard and letter rounds Apr 2019	4117	£ -	£ 84.00	£ -	S142
09/05/2019	Mr Robert Potter	Litter clearance Apr 2019	4118	£ -	£ 62.50	£ -	Litter
09/05/2019	SCL L/S MGT Ltd	Fell dead tree overhanging road; removing waste from Limes Pond	4119	£ 126.00	£ 105.00	£ 21.00	PF&POS
09/05/2019	SCL L/S MGT Ltd	Remove dead tree at Kelvedon Playarea	4120	£ 156.00	£ 130.00	£ 26.00	PF&POS
10/05/2019	PWLB	6 Monthly repayment on Tower Hall loan	D/D		£ 10,665.41		S19
14/05/2019	BT Group PLC		D/D	£ 179.34	£ 149.45	£ 29.89	Admin
16/05/2019	Post Office Ltd (Ipswich Borough Council)	Tree Inspections in parish	4121	£ 2,016.00	£ 1,680.00	£ 336.00	PF&POS
16/05/2019	RidgeQuest Limited	Time Capsule & Plaque for Beacon Legacy	4122	£ 582.00	£ 485.00	£ 97.00	Misc
16/05/2019	Business Services at CAS Ltd	Fidelity increase on insurance - £173.60	4123	£ -	£ 18.31	£ -	Admin
16/05/2019	SCL L/S MGT Ltd	Maintenance at ponds - April 2019	4124	£ 132.00	£ 110.00	£ 22.00	Pond
16/05/2019	SCL L/S MGT Ltd	Maintenance at play areas - April 2019	4126	£ 920.40	£ 767.00	£ 153.40	PF&POS
22/05/2019	Net salaries paid after Tax, NI & Pension - May 2019		4127, 4128		£ 2,636.97		Salary
24/05/2019	Nest	Pension contributions May 2019	D/D		£ 150.15		Pension

### CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
09/05/2019	Bank charges	Charges from 13 March -14 April			£ 8.00		Admin
09/05/2019	Cooks Waste Kare Ltd	Skip exchange 25/04/2019	1277	£ 165.00	£ 137.50	£ 27.50	Maintenance
09/05/2019	A Duncan (B King)	Expired cheque returned by Mr Duncan	1223	£ -	£ 20.00	£ -	Admin
09/05/2019	A Duncan (B King)	Cemetery Order Forms (B King; B Beaumont; P Kemp)	1278	£ -	£ 60.00	£ -	Admin
16/05/2019	SCL L/S MGT Ltd	Cemetery Maintenance April 2019	1279	£ 955.20	£ 796.00	£ 159.20	Maintenance

### ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
16/05/2019	SCL L/S MGT Ltd	Maintenance at Allotments - Apr 2019	4125	£ 257.40	£ 214.50	£ 42.90	Maintenance

### INCOME RECEIVED during May 2019

General Account (Grant Information board, HMRC Tax refund, Compensation bank, loyalty reward)  
£8,433.86

Business Base Rate Tracker £841.60

Cemetery Account £0

### ACCOUNT BALANCES AS AT 31 May 2019

General Account £141,965.25  
Business Base Rate Tracker £54,376.98  
Cemetery Account £67,271.61