



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Council meeting held on 11th July 2019 at VILLAGE HALL at 7.30pm

CHAIRMAN: P Richings

PRESENT: Mrs M Brown, Miss A Cracknell, Mr C Griggs, Mr R Nunn, Mrs B Richardson-Todd, Mr P Richings, Mrs S Todd, Mr R Whiting, Mr Wright, Mr B Ward, Mr D Francis

APOLOGIES: Mr J Westrup (family commitment), Mr M Newton (another commitment), Ms Evans (unwell)

Other apologies: District Cllrs T Fryatt; Cllr D McCallum; Cllr G Lynch.

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

ALSO PRESENT: District Cllr Hedgley
Members of the public = 3

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 Mr Nunn, with ALL in favour.

2. TO FILL A PARISH COUNCIL VACANCY IN THE TOWER WARD BY CO-OPTION

The Councillor vacancy arose as a result of an uncontested election in May 2019. The requirement to formally advertise the vacancy therefore did not apply as electors could not call for an election. The vacancy was advertised locally.

Two enquiries were received regarding the co-option process and two interested candidates were present at the meeting. The interested candidates introduced themselves and gave Councillors a brief history of their life, family and work and why they were interested in becoming a councillor in the parish. The candidates left the room. Councillors voted on which candidate (if any) to co-opt. Mrs Bridger was co-opted as Parish Councillor. Mr Richings thanked the other candidate who then left the meeting. Mr Richings congratulated Mrs Bridger, she signed the Declaration of Acceptance of Office and took a seat with other Councillors.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 9th May 2019

Mr Richings reminded Councillors to note the list of cheques issued. Mr Wright proposed acceptance of the minutes subject to the following amendments:

Correct typo on page 2 to 'street lighting'

Correct typo on page 6 to 'Item 13'.

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

4. DECLARATIONS OF COUNCILLOR INTEREST

Mr Whiting stated that as a member of Suffolk County Council he may be asked to reconsider any matter including the Ipswich Northern route from this meeting at County Council and at any relevant

Committee/Sub Committee and in so doing, shall take into account all relevant evidence and representations made at the County level before coming to a decision.

No other declarations were made.

5. PUBLIC PARTICIPATION

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

District Councillor Report & Public Forum

b. County Councillor Report

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

Mr Whiting reported on the proposals for reducing the speed limit on Foxhall Road and proposals for farmland owned by Suffolk County Council.

Matters arising – A discussion followed regarding the speed limit on Foxhall Road and the Bell Lane/ Foxhall Road junction.

c. District Councillor Report

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

Mr Hedgley spoke about the Ipswich Northern Relief Road consultation and a pressure group that is opposed to the relief road.

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

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

Mr Nunn reported that the sewer pump truck was at Brendon Drive twice during the last few weeks. Clerk to follow up the reasons for the call outs.

Mr Francis reported on the original planning consent for Nuffield Hospital. A discussion followed about the overgrown vegetation at the entrance to Nuffield Hospital and along Foxhall Road; and Suffolk County Council Highways self-help. The self-help initiative will be considered at an appropriate parish council meeting.

A member of the public complained about lack of visibility at Playford Road/ Humber Doucy Lane when cars leave their driveways and incidents with a neighbour that he has reported to the PCSO but not received a reply yet. Mr Wright and Mr Whiting provided feedback regarding the Playford Road Traffic Calming Scheme and the Community Speedwatch initiative. The Clerk to contact the PCSO about the incidents reported in Playford Road.

6. 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 June were not available to distribute. Matters arising – None

b. PCSO Report (funded Police Community Safety Officer)

Written reports from the PCSO were distributed at the meeting. The reports were noted.

Mr Wright reported that the Clerk, the Assistant Clerk and Mr J Wright met the PCSO on 10th July. The anti-social behaviour on the Sandlings LNR was discussed. Mr Richings emphasised the need for members of the public to report any anti-social behaviour. Mr Whiting reported anti-social behaviour at the old Rectory in The Street. The Clerk to contact Miss Cracknell and the PCSO regarding anti-social behaviour at the Old Rectory.

7. 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 13 June 2019. Copies of the UNAPPROVED minutes had been issued to all Councillors. The GP&F record was noted.

Matters Arising: None

b. To Report on the Revised NEST Pension Submissions

The Clerk advised Councillors that NEST paid £602.19 into the general parish council account on 10th June 2019 for the revised pensions submissions (corrections) for the 2017-18 and 2018-19 financial years. The Parish Council paid £321.15 to the Clerk and Assistant Clerk for the revised employee contributions with £281.04 remaining in the Parish Council account for the revised employer contributions. No charges were applied for the revised submissions. Councillors noted this.

c. To Consider Dennis Gooch Memorial Contribution

The Clerk advised Councillors that Mr Francis attended the funeral of the late Mr Dennis Gooch as a representative of the Parish Council. Donations in memory of Mr Gooch may be left for 'Parkinson's UK'. The Clerk advised that there is currently £1,000 in the charity budget left to allocate in the 2019/20 financial year. Note: The policy states that a maximum of £250 can be allocated in one year for a particular charity.

Mr Whiting proposed that £250 be allocated to Parkinson's UK in memory of the late Mr Dennis Gooch, seconded by Mr Wright with ALL in favour.

d. To Consider Mobile Phones for the Parish Office

The Clerk informed councillors that the efficiency of the Parish Council would be improved if mobile phones are acquired for the parish office. This would also be beneficial from a lone working point of view.

The Assistant Clerk provided Councillors with details regarding the options for mobile phones ranging from £15- £20 per month for 36 months and £8.50 per month for 36 months for the Registrar of Burials.

Mr Wright proposed that suitable mobile phones be purchased for the Parish Office (Clerk, Assistant Clerk and Registrar of Burials) ranging from £15 - £20 per month for 36 months, seconded by Mr Whiting. Resolved with ALL in favour.

e. Other Financial Matters

None

8. PLANNING AND DEVELOPMENT

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

Mr Richings reported that the last meeting of the P&D had been held on 26th June 2019. A copy of the UNAPPROVED minutes had been issued to all Councillors. The P&D record was noted.

Matters Arising: None

b. To Note Ipswich Northern Route Public Consultation Event Dates

A copy of details for the public consultation and public events for the Ipswich Northern Relief Route was distributed with the agenda for the meeting. Councillors noted this. Councillors agreed that a public meeting in the parish regarding the Ipswich Northern Relief Route will be helpful to gain a better understanding of parishioners' views regarding the consultation. Mr Whiting to request the leader of Suffolk County Council that Suffolk County Council resource such a meeting. Mr Whiting to inform the Clerk of the outcome.

c. Other Planning Matters

None

9. 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 16th May 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

10. TO APPROVE TOPPLE TEST TO BE CARRIED OUT AT 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 regarding a topple test and was informed that this would be free of charge. After completion of the test Masters Ltd will provide the Parish Council with a quotation of what work is needed at the cemetery as a result of the test.

It was agreed that the Clerk will contact other companies about a topple test at the Lawn Cemetery. Mr Griggs will provide the Clerk with contact details of appropriate companies and this will be considered at the GP&F meeting in August.

11. TO APPROVE INTRODUCTION OF DEPOSIT AT THE ALLOTMENTS FOR NEW TENANTS

Advice was sought from the National Allotment Society regarding charging of deposits at the allotments for new tenants and they advised that it is acceptable to introduce a deposit for new tenants. The reason for introducing a deposit is to encourage new tenants to look after their plots and to think carefully about taking on a plot, as there has been recent issues with paying to have overgrown plots strimmed and put back to an acceptable state for a new tenant to take over. The Allotment Panel recommended to Parish Council that a deposit of £50 for a full plot and £25 for half a plot is introduced for new tenants at the allotments.

Mr Whiting proposed that in order to obtain a commitment from new tenants, a one off deposit of £50 (whole plot) and £25 (half plot) will be charged upfront and held by the Parish Council for the duration of the tenancy and returned at the end of the tenancy, providing the plot is left in the same condition prior to the commencement of the tenancy, seconded by Miss Cracknell and agreed by ALL.

12. TO RE-ALLOCATE MONEY EARMARKED FOR THE INFORMATION BOARD AT CHESTNUT POND

The Clerk informed Councillors that £2,000 is earmarked from the late Alan Eaton bequest for an information board at Chestnut pond. During May 2019 the Parish Council received grant funding for the information board and the earmarked funding from the late Alan Eaton bequest is no longer needed for this purpose and can be re-allocated.

Mr Richings proposed that the £2,000 from the late Alan Eaton bequest for the information board at Chestnut pond be reallocated for an alternative purpose, seconded by Mrs Richardson-Todd resolved with ALL in favour.

13. TO REVIEW THE PARISH COUNCIL POLICIES ON COMMITTEES & ADVISORY PANELS, REPRESENTATIVES, OFFICERS & BOARDS

The Clerk recommended to Councillors that the Parish Council Policies on Committees & Advisory Panels, Representatives, Officers and Boards would benefit from a review following member affiliation to committees and advisory panels at the Annual Parish Council Meeting in May 2019.

Mr Whiting proposed that the Parish Council Policies on Committees & Advisory Panels, Representatives, Officers and Boards be amended to read: "The GP&F [Executive] Committee (GP&F) shall have between 12 -14 serving members". Seconded by Mr Griggs with ALL in favour.

A new document will be issued.

14. TO CONSIDER AN AUTUMN 2020 SCARECROW FESTIVAL

The Allotment Panel recommended the idea of a Parish Scarecrow Festival in September / October 2020 to Parish Council. It would incorporate:

- A display of scarecrows around the allotments and the parish.
- A walk with a meeting point at the Allotments with tea coffee etc.
- Charity fundraiser by charging a £1 entry fee.
- Prize for best scarecrow, best plot etc.
- Involve local businesses, groups, schools.
- Bring together both sides of the parish.
- Involve young and old.
- Information stalls at the allotments on gardening and the environment.

The Allotment panel could be responsible for planning the event and reporting back to the PA&S Committee and Parish Council.

Mrs Richardson-Todd proposed that a Scarecrow Festival be held in the parish in September/ October 2020, seconded by Mr Griggs resolved by a MAJORITY in favour.

15. VE DAY 75 CORRESPONDENCE

The Parish Clerk received a letter from Mr Bruno Peek regarding the 75th anniversary of the end of WW2 in Europe to be held on 8-10 May 2020.

It was agreed that the Parish Council will not follow the national celebrations/ commemorations for the VE Day 75 but consider an alternative local commemoration of the VE & V-J Day in the parish such as a tree planting or seat dedication and tea party.

16. GENERAL PARISH MATTERS & CORRESPONDENCE

a. To Note Matters Arising Since Publication of Agenda

The Clerk advised Councillors that she received three emails from a resident regarding the Playford Road Traffic Calming Scheme and public participation at Council meetings. Councillors noted the contents of the emails.

The Clerk reported that a member of the public contacted her about speeding along Beech Road. Clerk to refer issue to Community Speedwatch and Police Speed Van.

b. Dates to Note

Wednesday, 17th July 2019, P&D Committee, Village Hall, 7.30pm

Thursday, 18th July 2019, PA&S Committee, Tower Hall, 7.30pm

Thursday, 8th August 2019, GP&F Committee, Tower Hall, 7.30pm

17. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Local VE & V-J commemoration

Reallocation of late Alan Eaton bequest

Suffolk County Council Highways self-help

Ipswich Northern Relief Road Consultation – P&D; Public meeting

18. CLOSE OF MEETING

The meeting closed at 9. 31pm

---COUNCILLORS to note items BELOW ---

The following expenditure had been incurred and income received since the items listed in the Minutes of the General Purpose and Finance Committee meeting of 13th June 2019

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
03/06/2019	The National Allotment Society	Annual Subscription 2019-20	4129	£ 67.00	£ 55.83	£ 11.17	Admin
03/06/2019	Mrs S Jenkins	Newsletter prize for Summer 2019 edition	4130	£ -	£ 18.99	£ -	S142
04/06/2019	Bank charges	Charges from 15 Apr - 12 May 2019		£ -	£ 15.20	£ -	Admin
13/06/2019	CloudFlex Systems	Office 365 Licences June 2019 to May 2020	4131	£ 306.48	£ 255.40	£ 51.08	Admin
13/06/2019	Staples UK Limited	Stationary, Printer Ink, etc	4132	£ 371.41	£ 309.51	£ 61.90	Admin
13/06/2019	PlayQuip Leisure Company	Supply and install new gate closer units at Yew Tree	4134	£ 938.33	£ 781.94	£ 156.39	PF&POS
13/06/2019	SCL L/S MGT Ltd	Maintenance Ponds May 2019	4135	£ 144.00	£ 120.00	£ 24.00	Pond
13/06/2019	SCL L/S MGT Ltd	Maintenance Play Areas May 2019	4136	£ 343.80	£ 286.50	£ 57.30	PF&POS
13/06/2019	Mr Robert Potter	Litter clearance May 2019	4137	£ -	£ 50.00	£ -	Litter
13/06/2019	Mr Robert Potter	Noticeboard and letter rounds - May 2019	4138	£ -	£ 66.00	£ -	S142
19/06/2019	Write Here Ipswich Ltd	Printing of Summer Newsletters	4139	£ -	£ 830.00	£ -	S142
21/06/2019	Net Salaries Paid after PAYE, NI & Nest - June 2019		4140; 4141	£ -	£ 2701.97	£ -	Salary
21/06/2019	HMRC	Tax and NI - Apr, May, June 2019	4142	£ -	£ 1,990.26	£ -	PAYE
26/06/2019	NEST	Pension Payments - Employee+Employer	D/D	£ -	£ 150.15	£ -	Pension
26/06/2019	Mrs S Jenkins	Nest Pension repayments	4143	£ -	£ 156.71	£ -	Misc
26/06/2019	Mrs S Stannard	Nest Pension repayments	4144	£ -	£ 164.44	£ -	Misc
26/06/2019	Mr Curtis Largent	Painting of gates at play areas	4145	£ -	£ 295.00	£ -	PF&POS

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
03/06/2019	Mr A Duncan	Cemetery Order Forms (Mr & Mrs Howard; T Rice)	1280	£ -	£ 40.00	£ -	Admin
03/06/2019	Cooks Waste Kare Ltd	Skip exchange 23/05/2019	1281	£ 165.00	£ 137.50	£ 27.50	Maintenance
04/06/2019	Bank charges	Charges from 15 Apr - 12 May 2019		£ -	£ 10.60	£ -	Admin
13/06/2019	SCL L/S MGT Ltd	Maintenance at cemetery May 2019	1282	£ 735.00	£ 612.50	£ 122.50	Maintenance
13/06/2019	Mr A Duncan	Cemetery Order Forms (E Ely; V Farthing)	1283	£ -	£ 40.00	£ -	Admin
18/06/2019	Anglian Water Business	Anglian Water - Est Bill 07/03/18-	D/D	£ -	£ 31.52	£ -	Metered Water
26/06/2019	Mr A Duncan	Cemetery Order Forms (D Clarke; H Bush)	1284	£ -	£ 40.00	£ -	Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
13/06/2019	SCL L/S MGT Ltd	Maintenance at Allotments - May 2019	4133	£ 212.40	£ 177.00	£ 35.40	Maintenance
18/06/2019	Anglian Water	Allotment Water Bill -	D/D	£ -	£ 23.09	£ -	Metered Water

INCOME RECEIVED during June 2019

General Account	(Loyalty reward, allotments, pension Nest)	£617.73
Business Base Rate Tracker		£27.11
Cemetery Account		£2.12

ACCOUNT BALANCES AS AT 30 June 2019

General Account	£138,093.77
Business Base Rate Tracker	£54,404.09
Cemetery Account	£66,926.61