



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Council meeting held on 14th November 2019 at VILLAGE HALL at 7.30pm

CHAIRMAN: P Richings

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

APOLOGIES: None

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

ALSO PRESENT: District Cllr Hedgley
Members of the public = 0

1. APOLOGIES, APPROVAL OF ABSENCE, PROTOCOL & CONDUCT REMINDERS

The Chairman reminded Councillors of 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.

[Mr Griggs and Councillor Hedgley joined the meeting]

No apologies, all councillors present.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 12th September 2019

Mr Richings reminded Councillors to note the list of cheques issued. Mr Wright proposed acceptance of the minutes. This was seconded by Mr Nunn, with ALL in favour. The minutes were duly signed as a correct record with the mentioned amendments.

3. DECLARATIONS OF COUNCILLOR INTEREST

Mr Whiting stated that as a member of Suffolk County Council he may be asked to reconsider any matter 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.

Mr Newton declared a 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 other declarations were made.

4. PUBLIC PARTICIPATION

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

None

b. County Councillor Report

A written report from Mr Whiting was distributed with the agenda for the meeting. Mr Whiting indicated that he is unable to discuss the report as a result of the purdah period.

Matters arising – Mrs Richardson-Todd expressed her disappointment with the cuts to public health spending.

c. District Councillor Report

A written report from Cllrs Hedgley and Fryatt was distributed at the meeting.

Matters arising: Cllr Hedgley reported on dog fouling; cartons that cannot be recycled, Suffolk County electoral boundary review, East Suffolk Community Partnerships and Planning Seminars. He also reported that he has some Enabling Communities grant left. Community groups that have projects that they need funding for is welcome to contact him.

Matters arising – Ms Evans asked if the Commoners could purchase biodegradable dog poo bags. Currently they can only purchase plastic bags. Cllrs Hedgley to enquire about this and report back to the Parish Council.

Mr Newton reported on the Local Wildlife News magazine that he distributed to Councillors, the East Suffolk Council meeting that was cancelled as a result of the purdah period and a special Council meeting that will be held on 16th December.

Mr Richings thanked Mr Whiting, Mr Newton and Mr Hedgley for their reports and attendance.

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

Mr Nunn reported that he relayed the message about the start date for the Foxhall Road pedestrian crossing to a member of the Heathlands Association and that he received a complaint about the advertisement sign at the Golf Hotel that reduces visibility at the junction of Heathlands Park and Foxhall Road. Clerk to report to Suffolk County Council. Mr Nunn reported that he met an engineer from Anglian Water after the Clerk reported the sewer overflow at the Mill Stream. A long discussion regarding this followed. Cllr Hedgley to contact James Mallander at East Suffolk Council regarding this and report back.

Mr Francis enquired about the problems associated with events at Foxhall Stadium. The Clerk reported that the formula is currently being updated and it will be published on the East Suffolk Council website once finalised. The manager at Foxhall Stadium apologised in an East Anglia Daily Times article about the problems that occurred during a recent event held at the Stadium and promised that measures will be taken to ensure this does not happen again. Parish Council will monitor situation. Mr Francis asked that a contribution to the chosen charity in memory of Mr Phil West be considered.

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

There was no police attendance.

a. Safer Neighbourhood Team Area Reports and Tasking Priorities

Magazines are available on-line.

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.

Matters arising – A discussion following about review mechanisms for the PCSO, anti-social problems at Rushmere Heath that had reduced but anti-social behaviour at play areas that have increased.

c. Other Police Matters

Mr Richings and the Clerk informed Councillors regarding the replacement for the PCSO, Gemma Read. The position has been offered to a candidate subject to the appropriate vetting and assessments. Further updates to follow.

6. TO CONSIDER A PARISH NEIGHBOURHOOD PLAN

Mr Richings provided Councillors with a summary of the Neighbourhood Briefing Session that was held on 30th October 2019. A long discussion followed about the advantages, disadvantages and requirements of a neighbourhood plan.

Mr Wright proposed that a Neighbourhood Working Group be established to investigate whether a neighbourhood plan for the parish would be feasible and whether sufficient parishioners would be interested to join a working group. The working group will make recommendations to Parish Council regarding such a Plan. Mr Whiting seconded with the MAJORITY in favour. Councillors on the working group will include:

Mr Whiting, Mrs Bridger, Mr Wright, Mr Griggs, Mrs Richardson-Todd, Ms Evans and Miss Cracknell.

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

Matters Arising: None

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 meetings of the P&D had been held on 12th September, 1st and 29th October 2019 and prior to the Parish Council meeting earlier that night. A copy of the APPROVED and UNAPPROVED minutes for the meetings in September/October had been issued to all Councillors. The P&D records were noted.

Matters Arising: None

b. 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 19th September 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

11. GENERAL PARISH MATTERS & CORRESPONDENCE

a. Parish Council Representative Reports

Meeting with Chater Land Holdings Ltd – Mr Richings/ Mr Wright

Mr Richings and Mr Wright provided feedback regarding a meeting that they attended with Mr Guy Chater regarding land ownership and maintenance in the parish. Notes of the meeting were distributed with the agenda for the meeting.

Public Transport Liaison – Mr Richings

Mr Richings reported on a meeting he attended on 29th October at Martlesham Parish Office with Woodbridge Town Council, Kesgrave Town Council and Martlesham Parish Council and First Buses.

Parish Halls Management Committee – Miss Cracknell

Miss Cracknell did not attend the last meeting of the Parish Halls Management Committee and had nothing to report. Miss Cracknell later added that Mrs Potter is due to retire in the new year. Vacancies for a secretary/ treasurer (job shared) are currently advertised on the Parish Halls website.

Public Footpath Liaison Officer – Mr Ward

Nothing to report

SALC – Mrs Richardson-Todd

Mrs Richardson -Todd reported that she was unable to attend the last meeting but that the Clerk had distributed the SALC e-newsletter to Councillors and this provided a very good summary of issues discussed.

Community Emergency Adviser – Mrs Todd

Nothing to report. It was agreed to investigate whether an Emergency Plan is needed for the parish.

Safeguarding of Children & Vulnerable Adults – Mrs Richardson-Todd/ Mrs Brown

Nothing to report.

Tree & Pond Warden – Mr Wright

Nothing to report.

Safer Neighbourhood Team Group (SNT) – Mr Richings

Nothing to report. The next SNT meeting will be held on 28th November 2019.

Stop Campaign Group – Mrs Bridger

Mrs Bridger reported that she attended a couple of social events that the campaign group held to keep the momentum going. At the events some discussion took place about how traffic problems in and around Ipswich can be reduced/ resolved.

Suffolk Community Partnership Meeting - Mr Newton

Mr Newton reported that key issues in the different areas were discussed. Some of the proposals/ suggestions that were made to address the identified issues included community transport and facilities/activities for the youth to reduce anti-social behaviour.

b. To Identify a Parish Council Representative to Attend the East Suffolk Community Partnership Meetings

It was agreed to defer this item until more information is available about when and where the Community Partnership meetings will be held, time commitments required, etc.

c. To Identify a Parish Council Representative to Town and Parish Council Planning Forums and Identify Items for the Agenda of their Next Meeting

Mr Francis volunteered to attend the Planning Forum as the Parish Council representative and this was agreed by Parish Council. The Clerk will provide Mr Francis with necessary information.

d. To Note Matters Arising Since Publication of Agenda
None

e. Dates to Note

Thursday, 21st November 2019, PA&S Committee, Tower Hall, 7.30pm

Tuesday, 3rd December 2019, Village Hall, 7.30pm

12. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Emergency Plan

13. CLOSE OF MEETING

The chairman closed the meeting at 9.21pm

---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 10th October 2019

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
01/10/2019	SALC	Councillor Training - A Bridger		Internet payment (31)	£ 144.00	£ 120.00	£ 24.00 Training
01/10/2019	Ben Miller	Tree work as recommended by tree survey Sept 19		Internet payment (32)	£ 1,620.00	£ 1,350.00	£ 270.00 PF&POS
01/10/2019	Mrs S Stannard	12 month subscription to Bitdefender Internet security		Internet payment (33)		£ 64.33	Admin
01/10/2019	Mrs S Stannard	Parish Mobile Phone, top-up Sept/ Oct 2019		Internet payment (34)		£ 10.00	Admin
07/10/2019	Barclays	Bank charges 13 Aug - 12 Sept				£ 12.60	Admin
10/10/2019	Business Services at CAS Ltd	Annual council insurance premium - 1 Oct 19 - 30 Sept 20		Internet payment (35)		£ 1,276.80	Admin
10/10/2019	Parish Halls -Rushmere St Andrew	Hire of Meeting Rooms for 6 Months Jan - Jun 2019		Internet payment (36)		£ 1,000.00	Hire
10/10/2019	Parish Halls -Rushmere St Andrew	Hire of Parish Office for 6 Months Jan - Jun 2019		Internet payment (37)		£ 1,815.00	Hire
10/10/2019	Mr Robert Potter	Litter rounds - Sept 2019		Internet payment (38)		£ 62.50	Litter
10/10/2019	Mr Robert Potter	Noticeboard and letter rounds - Sept 2019		Internet payment (39)		£ 48.00	S142
10/10/2019	SCL L/S MGT Ltd	Maintenance of Play Areas - Sept 2019		Internet payment (40)	£ 177.60	£ 148.00	£ 29.60 PF&POS
10/10/2019	SCL L/S MGT Ltd	Maintenance Ponds and extra work - Sept 2019		Internet payment (41)	£ 492.00	£ 410.00	£ 82.00 Pond
10/10/2019	SCL L/S MGT Ltd	Installation of Salt Bin Foxwood Crescent		Internet payment (42)	£ 198.00	£ 165.00	£ 33.00 Asset
16/10/2019	RBL Poppy Appeal	2 x Wreaths for Remembrance Day		Cheque No 4167		£ 45.00	S137
23/10/2019	Police and Crime Commissioner for Suffolk	Fully funded PCSO and vehicle (1/3 of cost) 01/10/2019 - 31/03/2020		Internet payment (45)		£ 4,351.67	Crime
23/10/2019	PlayQuip Leisure Company	Supply and install new basket ball back board & hoop		Internet payment (46)	£ 836.05	£ 696.71	£ 139.34 PF&POS
23/10/2019	Net salaries Paid after PAYE, NI & Nest Oct 2019			Internet payment 47, 48		£ 2,658.97	Salary
23/10/2019	Mrs A Bridger	Travel cost to SALC - September 2019		Internet payment (49)		£ 25.20	Training
28/10/2019	Nest	Pension Payments - Employee + Employer Oct 2019		D/D		£ 150.15	Pension
30/10/2019	Community Heartbeat	Cardiac Arrest Response Seminar		Internet payment (51)	£ 210.00	£ 175.00	£ 35.00 Training
30/10/2019	Mrs S Jenkins	Newsletter prize for Winter 2019 edition		Internet payment (52)		£ 24.34	S142
30/10/2019	Mrs S Stannard	Data for parish mobile phone - Nov 2019		Internet payment (53)		£ 10.00	Admin

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
07/10/2019	Barclays	Bank charges 13 Aug - 12 Sept			£ 9.40		
10/10/2019	SCL L/S MGT Ltd	Cemetery Maintenance - Sept 2019		Internet payment (43)	£ 1,110.60	£ 925.50	£ 185.10 Maintenance
10/10/2019	F Masters Ltd	Ground anchor Smy memorial		Internet payment (44)	£ 174.00	£ 145.00	£ 29.00 Maintenance
23/10/2019	Mrs S Jenkins	Postage for letter regarding cracked memorial		Internet payment (50)		£ 1.60	Admin
30/10/2019	TownsWebArchiving	50% deposit digitisation and transcription of cemetery records		Internet payment (54)	£ 1,568.96	£ 1,307.47	£ 261.49 Admin
30/10/2019	Spencer Wix Stone Mas	Fixing of 9 headstones at Lawn Cemetery		Internet payment (55)	£ 1,620.00	£ 1,350.00	£ 270.00 Maintenance

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
10/10/2019	Anglian Water	Allotment Water Bill -	D/D	£ -	£ 92.78	£ -	Metered Water

INCOME RECEIVED during October 2019

General Account (allotment fees, advertising)	£1,248.98
Business Base Rate Tracker	£0
Cemetery Account (loyalty)	£1.88

ACCOUNT BALANCES AS AT 31 October 2019

General Account	£153,249.06
Business Base Rate Tracker	£54,431.22
Cemetery Account	£70,289.13