



Rushmere St. Andrew Parish Council

www.rushmerestandrew.onesuffolk.net

"Seek The Common Good"



Minutes of the Annual Parish Council meeting held on 9th May 2019 at TOWER HALL at 7.30pm

CHAIRMAN: P Richings

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

APOLOGIES: Mrs S Todd (family commitment), Mr Whiting (another commitment)

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

ALSO PRESENT: Members of the public = 1

Councillors signed their declaration of Acceptance of Office, witnessed by the Clerk.

1. ELECTION OF THE CHAIRMAN OF THE PARISH COUNCIL & Signing of Declaration of Acceptance of Office of Councillors & Signing of Declaration of Acceptance of Office of Chairman

Mr Richings asked for nominations for Chairman of the Parish Council for the forthcoming year.

Mr Nunn nominated Mr Richings and this was seconded by Mr Griggs. There were no other nominations. Mr Richings was duly elected unopposed as Chairman – Resolved: Carried with ALL in favour.

Mr Richings then signed the Chairman's Acceptance of Office form, witnessed by the Clerk.

2. ELECTION OF THE VICE-CHAIRMAN OF THE PARISH COUNCIL

Mr Richings asked for nominations for the post of Parish Council Vice-Chairman.

Mrs Barbara Richardson-Todd was nominated by Miss Cracknell, seconded by Mr Griggs. There were no other nominations. Mrs Richardson-Todd was duly elected unopposed as Vice-Chairman. Resolved: Carried with ALL in favour.

3. 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.

Apologies were noted as above. Miss Cracknell proposed acceptance of apologies and reasons for absence, seconded by Ms Evans, with ALL in favour.

4. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 14th March 2019

Mr Richings reminded Councillors to note the list of cheques issued. Mr Newton proposed acceptance of the minutes, seconded by Miss Cracknell, with ALL in favour. The minutes were duly signed as a correct record.

5. 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 other declarations were made.

6. TO CONSIDER CO-OPTION OF PARISH COUNCILLOR VACANCIES IN TOWER WARD

Two vacant seats remained after the Parish Council elections on 2 May 2019. Formal notice is not required as this is not a mid-term vacancy. There was one interested person at the meeting, Mr J Wright that was previously a councillor. Mr Richings proposed that Mr Wright be co-opted, seconded by Mr Francis with ALL in favour. Mr Wright thanked all councillors for their support and signed the Declaration of Acceptance of Office and took a seat with other councillors.

7. PUBLIC PARTICIPATION

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

None

b. County Councillor Report

Mr Whiting's report was circulated with the agenda for the meeting. Mr Nunn asked about the changes regarding street lightning. The Clerk circulated an email from Mr Whiting regarding this. Councillors noted the information.

c. District Councillor Report

Mr Richings welcomed Mr Newton as district councillor to the meeting. Mr M Newton provided a verbal report at the meeting. Mr Newton informed Councillors that there are 3 district councillors for the Beech ward (Kesgrave); 2 district councillors for the Village ward (Carlford & Fynn Valley) and 1 district councillor for the Tower ward. District Councillors for the Beech ward are Mr Lawson, Mr Lynch and Ms McCallum. The District Councillors for the Village ward are Mr Fryatt and Mr Hedgeley. Mr Newton is the District Councillor for Tower ward. Councillors noted this.

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

Miss Cracknell expressed her disappointment that a resident that was interested in an allotment plot was unable to secure a plot. The Clerk responded indicating that there are no vacant plots at the allotments at present and the resident was informed accordingly and her name was added to the waiting list. The resident was contacted when a plot became available, but she had taken on a plot at KALGA and she was no longer interested in becoming a tenant at the allotments in the parish.

Ms Evans reported that a member of the public was seen digging up wildflowers at Church Meadows and asked if this can be reported. It was agreed that the Clerk would report it to the PCSO and that this will be discussed with Mr Baker and Mr Ross during the Sandlings and Mill Stream walkabout on Monday 13th May 2019.

POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM (SNT)

There was no police attendance.

e. Report from the Funded Police Community Safety Officer (PCSO)

The PCSO reports for April had been distributed with the agenda for this meeting. Reports for May were circulated at the meeting. Matters arising – Miss Cracknell reported drug issues along Lamberts Lane. The Clerk to report this to the PCSO.

f. SNT Area Reports and Priorities

The Ipswich East report for March and Woodbridge SNT report for April had been distributed with the agenda for this meeting. The report for April for Ipswich East SNT was not available yet.
Matters arising from police reports: None

8. TO NOTE APPROVAL BY THE PC MEETINGS (12/10/2017, 12/07/2018, 10/05/2018, 08/03/2018, 08/11/2018, 10/01/2019 & 14/03/2019) OF POLICY STATEMENTS AND RE-AFFIRM AS CURRENT

For audit purposes it was noted that the following updated documents were approved by the mentioned full Parish Council meetings and they were re-affirmed as current.

Apologies and Non-Attendance at Meetings - SALC Fact sheet	08/03/2018
Council Policy on Protocols for Public Participation in Council Meetings	14/03/2019
Dispensation - Policy on implementation & Delegation of Authority	08/03/2018
Freedom of Information Act - The New Model Publication Scheme & Guide to Information V2	10/05/2018
Parish Council Policies on Committee & Advisory Panels, Representatives, Officers and Boards.	08/03/2018
Parish Council Policy & Guidance on Donations & Grants	12/10/2017
PC Policy on Noticeboard Content	08/03/2018
Policy on Planning Application Site Visits & the Managing of "Simple" Planning Applications	08/03/2018
Beacon Working Party Terms of Reference	08/03/2018
Voting Rights at Committee Advisory Panel & Working Party Meetings	10/05/2018
Equal Opportunities Policy	08/03/2018
Health & Safety General Policy Statement -	10/05/2018
PC Policy on Data Protection -	12/07/2018
Protocols for providing informal views prior to planning application submission	08/03/2018
Subject Access Request Policy	12/07/2018
Subject Access Request Procedure	12/07/2018
Privacy Policy	12/07/2018
Document Retention Policy	10/01/2019
Cookie Policy	12/07/2018
Mailchimp Policy	12/07/2018
Lone Working Policy	08/11/2018

Mr Richings proposed that the above-mentioned documents be noted as current with no changes required, seconded by Mr Nunn with ALL in favour. Noted for audit purposes.

9. TO CONFIRM APPOINTMENTS OF OFFICERS TO THE PARISH COUNCIL (Clerk, Responsible Finance Officer, Assistant Clerk, Registrar of Burials).

- a. **To re-confirm the appointment of Mrs S Stannard as the Clerk & Responsible Finance Officer to the Council – Confirmed.**
- b. **To re-confirm the appointment of Mrs S Jenkins as the Assistant Clerk – Confirmed.**
- c. **To re-confirm Mr A Duncan as the Registrar of Burials – Confirmed.**

Mr Richings proposed acceptance of the above appointments listed under a-c, seconded by Mr Wright. Resolved: Carried with ALL in favour.

10. TO CONFIRM MEMBERS AFFILIATION TO COMMITTEES & ADVISORY PANELS AND REPRESENTATIVES ON PARTNER ORGANISATIONS & BOARDS

The following appointments were confirmed. Note that the Parish Council Chairman and Vice-Chairman are ex-officio voting members of all committees, sub-committees, advisory panels and working parties.

- a. **General Purposes & Finance Committee**
All members of the Parish Council except Mr Whiting, Mr Wright and Mr Nunn.
- b. **Planning and Development Committee**
Miss Cracknell, Mr Francis, Mr Newton, Mr Nunn, Mrs Richardson-Todd, Mr Richings, Mr Ward, Mr Whiting and Ms Evans.

c. Parish Amenities and Services Committee

Mrs Brown, Ms Evans, Mr Francis, Mr Griggs, Mr Newton, Mr Nunn, Mrs Richardson-Todd, Mr Richings, Mrs Todd, Mr Ward, Mr Westrup, Mr Whiting.

d. Cemetery Management Panel

Miss Cracknell, Ms Evans, Mr Griggs, Mr Richings, Mr Whiting, Mr Wright, Mrs Richardson-Todd, Mr Duncan (Registrar) [attendee only, does not qualify as a voting member].

e. Allotment Advisory Panel

Mr Francis, Mr Richings, Mr Westrup (also Allotment Manager), Mrs Richardson-Todd, Mr Wright, Dr Wood (Allotment Tenant), Mrs Smith (Allotment Tenant).

f. Newsletter & Website Editorial Advisory Panel

Mrs Brown, Mr Newton, Mrs Richardson-Todd, Mr Richings, Mr Griggs, Mr Wright

g. Representatives on Boards and Partner Organisations:-

The following posts were confirmed:-

- | | |
|--|-------------------------------|
| i. Community Emergency Adviser – | Mrs S Todd |
| ii. Representative on SALC – | Mrs Richardson-Todd |
| iii. PC Contact for Safeguarding of Children & Vulnerable Adults - | Mrs Richardson-Todd/Mrs Brown |
| iv. Public Transport Liaison Officer – | Mr Richings |
| v. Parish Paths Liaison Officer – | Mr Ward |
| vi. Parish Council Representatives on Parish Halls Management Committee – | Miss Cracknell |
| vii. Tree and Pond Warden - | Mr Wright |
| viii. Representative on the Woodbridge SNT ASB Group – | Mr Richings |
| ix. Representative on Kesgrave Community Library - | Mrs Brown |

Mr Richings proposed acceptance of the above appointments as listed under items a-g, seconded by Mr Newton. Resolved: Carried with ALL in favour.

11. TO NOTE APPROVAL BY THE PC MEETING (14/03/19) OF THE 'ASSET REGISTER AND INSURANCE VALUATION' LIST FOR YEAR ENDING 31/03/2019

The PC meeting of March (14/03/2019) had approved the revised asset register, so this meeting merely notes the fact for audit purposes. The asset register now had an asset valuation of £129,761 (based on original purchase costs).

12. TO NOTE APPROVAL BY PC MEETING (14/03/2019) OF THE FINANCIAL REGULATIONS AND RE-AFFIRM AS CURRENT

The document was last re-affirmed as current on 14/03/2019. The Clerk had examined the document and no changes appeared to be necessary as of the date of this meeting. This was noted for audit purposes.

13. TO REPORT THE LEVEL OF INSURANCE COVER AND TO CONSIDER INCREASING FIDELITY COVER

The Clerk reported that the Parish Council insurance cover under the Community Action Suffolk (CAS) Group Policy for Parish Councils (Zurich Select Policy) was next due for renewal on 1st October 2019. Premium paid in October 2018 was £1,812.73. The insurance-cover was currently aligned with the asset register insurance replacement value at £129,761.

The Internal Auditor indicated in her report that the current level of Fidelity cover is just below the recommended guidelines of year end balances plus 50% of the precept and that this be reviewed by Council. It is likely that the Parish Council will also receive the CIL money for £45,200 for the Playford Road Traffic Calming Scheme in the 2019/20 financial year. Current fidelity cover is £250,000. Year-end balance of £225,514.41 plus half of the precept (£60,000) equals £285,514.41. This together with the CIL grant of £45,200 equals £330,714.41. The Clerk advised that she received a quote from CAS to increase the fidelity cover from £250 000 to £350 000 and that this would equate to an increase of £173.60 to the annual premium.

Mr Nunn proposed that the current level of Fidelity cover of the Parish Council be increased to £350,000 this was seconded by Mr Wright and agreed by ALL in favour.

14. TO NOTE APPROVAL BY PC MEETING (14/03/2019) OF THE 'PARISH RISK ANALYSIS' DOCUMENT AND RE-AFFIRM AS CURRENT

The document was last re-affirmed as current on 14/03/2019. The Clerk had examined the document and no changes appeared to be necessary as of the date of this meeting.

Mr Nunn proposed that the Parish Risk Analysis document dated 14/03/2019 be noted as current with no changes required, seconded by Mr Richings with ALL in favour. Noted for audit purposes.

15. TO REVIEW THE 'STANDING ORDERS' DOCUMENT

Amendments made to the NALC Standing Orders (SO) 2018 was approved on 08/03/2018 by the Parish Council. The Clerk reviewed this document and informed Councillors that the standing orders are current and it is not considered that any reviews are required.

Mr Richings proposed that the Parish Council Standing Orders dated 08/03/18 be affirmed as current, this was seconded by Mr Nunn. Resolved: Carried with ALL in favour.

16. FINANCE

a. To note the record of the General Purposes & Finance Committee Meeting 11/04/19

The UNAPPROVED Minutes (pink paper) of the meeting held on 11th April 2019 had been previously distributed to all Councillors.

The GP&F report was noted by Councillors.

Matters arising – None.

b. To ratify the approval by the GP&F of the unaudited financial accounts for the year ended 31/03/2019

The GP&F at the meeting on 11th April 2019, approved the financial accounts for year-end 31st March 2019. This decision now required ratification by the full Council.

Mr Richings proposed full Parish Council approval and ratification of the GP&F decision for the financial accounts year ending 31st March 2019, seconded by Ms Evans. Resolved: Carried with ALL in favour.

c. To approve the Annual Governance and Accountability Return 2018/19 Part 3, Section 1 – Annual Governance Statement 2018/19

Taking this and item 17c & d together:- The Clerk distributed copies of the Annual Governance and Accountability Return Part 3 (Sections 1 and 2) to Councillors. The Clerk briefly explained the various entries in the document and stated that Section 1 must be approved by Council before Section 2.

Mr Nunn proposed acceptance of the Annual Return Section 1 as a true and correct submission, seconded by Mr Wright. Resolved: Carried with ALL in favour.

d. To approve the Annual Governance and Accountability Return 2018/19 Part 3, Section 2 – Accounting Statements 2018/19

The Clerk briefly explained the various entries in the document and stated that Section 2 must be approved by Council before it can be submitted to the external auditors.

Mr Wright proposed acceptance of the Annual Governance and Accountability Return Section 2 as a true and correct submission, seconded by Ms Evans. Resolved: Carried with ALL in favour.

Section 1 of the Annual Return was signed by the Chairman of the meeting and the Clerk, whilst Section 2 was signed by the Chairman and the Responsible Financial Officer (Clerk). The document would now be sent to PKF Littlejohn (External Auditor) along with other requested papers.

e. To approve and note the internal audit report for year ending 31/03/2019

The internal audit report from Heelis & Lodge was distributed at the meeting. No adverse issues were raised. The internal auditor made two recommendations/ observations:

The Internal Auditor recommended that the Fidelity Cover be reviewed in line with the recommended guidelines of year end balances plus 50% of the precept.

Increasing the Fidelity Cover was discussed and agreed under item 14.

The second recommendation from the Internal Auditor was that the correct 'pensionable earnings' figure to be used be confirmed with NEST.

The Clerk advised that NEST provided her with the correct 'pensionable earnings' figures and that this will be discussed under item 17g.

Mr Nunn proposed approval of the internal audit report for year ending 31/03/2019, seconded by Mrs Richardson-Todd. Resolved: Carried with ALL in favour.

f. To confirm appointment of Internal Auditor for 2019/20

Heelis and Lodge was the appointed internal auditor for the previous financial year. The Clerk made Councillors aware that the Statement of the Review of Control and Audit Procedures, which had been distributed with the agenda for the meeting, reviews the internal audit procedures and scope of the work by the internal auditor. According to this document the current internal auditor Heelis and Lodge fulfils the independency and competency tests. The Clerk asked Councillors to confirm whether the Council still wished Heelis and Lodge to continue as the Internal Auditor for year 2019/20. The fee of £215 will be held for the 2019/20 financial year.

Mr Westrup proposed that Heelis and Lodge should continue as the appointed internal auditor for 2019/20, seconded by Mrs Richardson-Todd. Resolved: Carried with ALL in favour.

g. To Note Revised Submission for Nest Pension Contributions 2017/18 and 2018/19

As discussed under Item 17e one of the recommendations of the Internal Audit report was to confirm the correct pensionable earnings figure used with NEST. The Clerk contacted NEST and they confirmed that revised submissions should be made for both employees and the Parish Council for the 2017/18 and 2018/19 financial years. The Clerk briefed councillors on the details regarding the revised submissions. There may be a nominal charge to submit the revised submissions. Councillors noted this.

h. To confirm bank authorised signatories

Current bank account signatories were:- Mr D Francis, Mr P Richings, Mr J Westrup and Mrs Stannard. Mrs Stannard has been added as a signatory to initiate electronic payments.

Mrs Brown proposed acceptance of the nominated bank account signatories, seconded by Miss Cracknell. Resolved: Carried with ALL in favour.

i. To confirm existing standing orders & direct debits

There are no standing orders. Variable amount direct debits were active for:-

BT – Parish Council telephone bill

Anglian Water – Allotments and Cemetery water supply

Public Works Loan Board – 6 monthly building loan repayments for Tower Hall

Information Commissioners Office – The annual subscription for registration as a Data Controller.

Community Action Suffolk - Annual Web portal fee.

Nest – Pension payments.

All the above to be checked by Parish Council Chairman against bank statements on a regular basis.

Mrs Brown proposed existing arrangement for direct debits remain in place, seconded by Miss Cracknell. Resolved: Carried with ALL in favour.

j. To confirm S137 expenditure powers for specific financial commitments

The PC meeting of 11th November 2004 passed a resolution authorising expenditure during the course of the year under Section 137 of the Local Government Act (1972) in support of Community Action Suffolk (CAS) and Suffolk Association of Local Councils (SALC) subscriptions and purchase of Remembrance wreaths. The above resolution seeks to re-confirm those arrangements for the current financial period.

S137 provides for an expenditure of up to £8.12 per elector for the year 2019/20 on community items not covered by other statutory powers. In December 2018 there were 5151 electors in the parish. This equates to £41,826.12 in the 2019/20 financial year. In the 2018/19 financial year £7,603.92 was spent on S137 expenditure.

Mr Richings proposed acceptance for the noted S137 commitments of subscription payments to SALC and Community Action Suffolk, plus S137 expenditure on wreaths; Seconded by Miss Cracknell. Resolved: Carried with ALL in favour.

k. To re-confirm S19 expenditure powers for specific financial commitments

Loan repayments to the Public Works Loan Board (PWLB) for the building of Tower Hall came under the Section 19 Power of Expenditure within the Local Government Act (1972) following the transfer of Tower Hall to charitable status. The resolution seeks to re-confirm those arrangements for the payments due in May and November of the current financial period (£10,665.41 per payment). Outstanding balance of the loan was noted at £101,758.23 as at 31st March 2019.

Ms Evans proposed acceptance of the noted commitment under S19 expenditure powers to pay the loan repayments on Tower Hall, seconded by Mr Ward. Resolved: Carried with ALL in favour.

l. To note the VAT reclaim submission for 2018/19

The Clerk reported that a VAT reclaim for £7,215.11 had been submitted to HMRC in respect of the year ending 31st March 2019. This was noted by Councillors.

m. To note receipt of First Payment of Council Precept

The Clerk reported that the first Precept payment of £60,000 for the current year had been received on 30th April 2019. A similar amount would be received in September 2019. This was noted by Councillors.

n. To Report on Banking Online Progress

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. The Clerk has not received a response from Barclays Bank yet.

The Clerk had discussions with the Internal Auditor about banks and she recommended Unity Trust bank. Some of the advantages of Unity Trust bank are easier processes to change mandates; three signatories that approve payments and higher interests on savings. Cheques can be paid in at Natwest and cash at the post office.

It was agreed to wait for feedback from Barclays Bank before a decision is made regarding banking.

17. TO APPROVE THE STATEMENT OF REVIEW OF CONTROL AND AUDIT PROCEDURES

The latest version of the "*Statement of Review of Control and Audit Procedures*" and '*Review of Audit Effectiveness*' check list were distributed with the agenda. The Clerk briefly explained the questions being asked by the review.

It was agreed that the Parish Council met the Control and Audit procedure criteria.

Mr Richings proposed acceptance of both the Statement of Review and the Review of Effectiveness of Internal Audit, seconded by Mr Nunn. Resolved: Carried with ALL in favour.

18. TO CONFIRM ARRANGEMENTS FOR DISPENSATION & DELEGATION OF AUTHORITY

A requirement of the Parish Council policy on Dispensation was that it should be reviewed each year for currency. It was noted there were no dispensations in place as of the date of this meeting and issue 5.0 had been distributed to councillors for approval.

Mr Richings proposed that delegation of authority should remain with the Clerk in consultation with the Chairman and that it was noted there were no dispensations in place as of the date of this meeting, seconded by Mrs Brown. Resolved: Carried with ALL in favour.

19. TO NOTE THE RECORD OF THE PLANNING AND DEVELOPMENT COMMITTEE

Mr Richings reported that the last two meetings of the P&D had been held on 12th March and 18th April 2019. Copies of the UNAPPROVED P&D minutes had been issued to all Councillors.

The P&D records were noted.

Matters Arising: Minutes of 18/04/2019 - Mrs Richardson-Todd's name should be deleted from the list of councillors present.

20. TO NOTE THE RECORD OF THE PARISH AMENITIES AND SERVICES COMMITTEE

Mr Richings reported that the last meeting of the PA&S had been held on 21st March 2019. A copy of the unapproved minutes of that date had been issued to all Councillors.

The PA&S record was noted.

Matters Arising:

There were no matters arising from the reported minutes.

21. TO APPROVE AWARD OF CIL LEVY FUNDING AGREEMENT BETWEEN EAST SUFFOLK COUNCIL AND RUSHMERE ST ANDREW PARISH COUNCIL FOR PLAYFORD ROAD TRAFFIC CALMING MEASURES

The Clerk reported that £45,200 was awarded by East Suffolk Council from district CIL money for the Playford Road Traffic Calming Scheme. Before East Suffolk Council will transfer the funding, a CIL Levy Funding Agreement must be signed by the relevant parties. Initially the funding for the scheme would have been transferred directly to Suffolk County Council rather than the money be transferred to the Parish Council which will then transfer it to Suffolk County Council.

East Suffolk Council has contacted the Clerk indicating that as Suffolk Highways will be implementing the scheme Suffolk County Council is no longer willing to receive the funding directly and sign the CIL funding agreement with East Suffolk Council. The Parish Council therefore has to receive the funding in the first instance and sign the CIL funding agreement with East Suffolk Council.

A copy of the draft agreement was distributed to Councillors with the agenda for the meeting. Councillors considered the agreement.

Miss Cracknell proposed that the Parish Council sign the CIL Levy Funding Agreement with East Suffolk Council provided the Chairman and Vice-Chairman sign on behalf of the Parish Council and the Proper Officer shall witness their signatures, seconded by Ms Evans. Resolved: Carried with MAJORITY in favour.

22. TO APPROVE QUOTATIONS FOR PARISH PHOTOGRAPHY PORTFOLIO

The Assistant Clerk has received a quote from Martin Colbert Photography for £295 to take photographs around the parish. All photographs will be provided in hi-resolution and lower resolution and re-touched and prepared for either screen display or printing. The photographs will be used in newsletters and on the website. The Newsletter, Editorial and Web Panel recommended approval of the quotation to Parish Council.

Mr Griggs proposed acceptance of the quote from Martin Colbert Photography for £295 to provide photographs of the parish seconded by Mr Newton. Resolved: Carried with ALL in favour.

23. GENERAL PARISH MATTERS & CORRESPONDENCE

a. Annual Parish Meeting

This was due to take place on Tuesday 21st May at Village Hall with a 7.30pm start time.

b. Correspondence Received

The Clerk advised that she has received correspondence from a resident regarding public participation at Council Meetings. The Clerk had copies of all correspondence received from this resident at the meeting for Councillors to read. The Clerk reported that a letter has been sent from the Parish Council to this resident to respond to the various issues raised by the

resident. No new issues were raised in the latest two emails received from the resident and a response was therefore not considered necessary.

The Clerk had received correspondence regarding planning permission for a wall at Number 1 Shrublands Drive and faded road markings at the junction of Shrubland Drive and Broadlands Way. The Clerk has contacted East Suffolk Council regarding planning permission and the Assistant Clerk reported the faded road markings to Suffolk County Council. Councillors noted this.

The Clerk had received correspondence from the new Communities Officer for the parish asking to meet the council during an informal meeting. It was agreed that the Clerk, Assistant Clerk and Chairman will meet the Communities Officer for an informal meeting.

The Clerk reported that she had received an invitation for Councillors to attend a Planning Forum to be held on Friday, 7th June 9.30am - 12pm in the Deben Conference Room at East Suffolk House in Melton. The purpose of the meeting is to discuss key changes within the planning service. Any councillors that are interested in attending to contact the Clerk before 17th May 2019.

The Clerk received correspondence from a resident regarding parking in Newby Drive making it unsafe for pedestrians to walk along the Close. The Clerk referred the resident to Suffolk County Council regarding their request for bollards on the grassed verge and the Clerk has contacted the PCSO about the correspondence. Councillors noted this.

The Clerk received correspondence from the coordinator at Oak Tree Low Carbon Farm regarding an open day to be held on Saturday 25th May. A notice regarding this is available on the Parish Council website. The coordinator has also offered to host a separate visit to the farm for councillors or to attend a parish council meeting and provide a presentation about the farm. Councillors to contact the Clerk if they are interested in these offers. Councillors noted the open day.

The Clerk received a request for planting of a tree at the new extension of the Lawn Cemetery. This will be referred to the Cemetery Panel for consideration.

c. Forthcoming Meeting Dates

Monday 13th May, Sandlings and Mill Stream LNR Walkabout, 10.30am

Thursday 16th May, Safer Neighbourhood Team Meeting, Woodbridge Police Station, 10.30am

Thursday 16th May, PA&S Meeting, Tower Hall, 7.30pm

Tuesday 21st May, Annual Parish Meeting, Village Hall, 7.30pm

Thursday 23rd May, Beacon Legacy Event, Broke Hall School, 10.45am

Monday 3rd June, Suffolk Coastal SALC area meeting, Riverside Centre

Thursday 13th June, GP&F Meeting, Tower Hall, 7.30pm

24. DETERMINATION OF ITEMS FOR FUTURE AGENDA

CMAF – request for planting of tree at new extension of cemetery

25. CLOSE OF MEETING

The meeting closed at 9.03pm.

---COUNCILLORS to note items BELOW ---

The following payments had been made since those listed in the Minutes of the GP&F committee meeting of 11th April 2019.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04/04/2019	Bank charges	Charges from 13 Feb - 12 Mar 2019		£	-	£ 15.80	Admin
16/04/2019	Suffolk Assn of Local Councils	Annual Subscription 2019-20	4103	£	-	£ 1,074.10	S137
16/04/2019	SCL L/S MGT Ltd	Maintenance Play Areas Mar 2019	4104	£	259.80	£ 216.50	PF&POS
16/04/2019	SCL L/S MGT Ltd	Maintenance Ponds Mar 2019	4105	£	48.00	£ 40.00	Pond
16/04/2019	Datashredders Limited	Shredding of confidential paperwork	4106	£	90.00	£ 75.00	Admin
16/04/2019	Mr Robert Potter	Noticeboard and letter rounds Mar 2019	Online Payment	£	-	£ 39.00	S142
16/04/2019	Mr Robert Potter	Litter rounds Mar 2019	4107	£	-	£ 50.00	Litter
16/04/2019	Signs for You	Sign at Broke Hall Playing Field	4108	£	58.50	£ 48.75	PF&POS
16/04/2019	PlayQuip	Maintenance inspections at Playareas for annum 2019	4109	£	2,903.76	£ 2,419.80	PF&POS
16/04/2019	Parish Halls -Rushmere St Andrew	Hire of Meeting Rooms for 6 Months Jan - Jun 2019	4110	£	-	£ 1,000.00	Hire
16/04/2019	Parish Halls -Rushmere St Andrew	Hire of Parish Office for 6 Months Jan - Jun 2019	4111	£	-	£ 1,815.00	Hire
24/04/2019	Net salaries paid after PAYE, NI & Pension - April 2019					£ 2,637.37	Salary
29/04/2019	Heelis & Lodge	Internal Audit fee for 2018-19	4114	£	-	£ 215.00	Admin
29/04/2019	Nest	Pension contributions April 2019	D/D	£	-	£ 150.15	Pension

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
01/04/2019	Anglian Water	Anglian Water - Est Bill 08/12/17-06/03/18	D/D			19.96	Metered Water
04/04/2019	Bank charges	Charges from 13 Feb - 12 Mar 2019				13.5	Admin
16/04/2019	SCL L/S MGT Ltd	Cemetery Maintenance Mar 2019	1272	£	410.40	£ 342.00	Maintenance
16/04/2019	ICCM	Annual Cemetery Subscription 2019-20	1273	£	-	£ 95.00	Admin
16/04/2019	Cooks Waste Kare Ltd	Skip exchange 25/03/2019	1274	£	158.40	£ 132.00	Maintenance
16/04/2019	Mr A Duncan	Cemetery Order forms (H Hoy; Quale)	1275	£	-	£ 40.00	Admin
29/04/2019	Cooks Waste Kare Ltd	Skip exchange 10/04/2019	1276	£	165.00	£ 137.50	Maintenance

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
30/04/2019	SCL L/S MGT Ltd	Maintenance at Allotments - April 2019	4125	£	257.40	£ 214.50	Maintenance

INCOME RECEIVED During April 2019

Cemetery	£3,392.70
Allotments	£0
General (50% Precept & Loyalty Reward)	£60,003.16

ACCOUNT BALANCES AS AT 30th April 2019

General Account	£156,651.74
Business Base Rate Tracker	£54,376.98
Cemetery Account	£68,133.61