



# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



Minutes of the Parish Council meeting held on 9<sup>th</sup> January 2020 at VILLAGE HALL at 7.30pm

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CHAIRMAN: Mr 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 J Wright, Mr B Ward, Mr D Francis.

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

OTHER APOLOGIES: Cllr C Hedgley (another commitment), Cllr Tony Fryatt (another commitment)

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

ALSO PRESENT: 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.

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 SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 14<sup>th</sup> November 2019

Mr Richings reminded Councillors to note the list of cheques issued. Mr Newton proposed acceptance of the minutes. This was seconded by Mr Francis, with ALL in favour. The minutes were duly signed as a correct record with no amendments.

## 3. DECLARATIONS OF COUNCILLOR INTEREST

Mr Whiting declared a non-pecuniary interest as a member of Suffolk County Council and also stated that 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.

Matters arising – Mr Whiting provided an update on the Foxhall Road pedestrian crossing and the Playford Road Traffic Calming Scheme. A discussion followed about the advertisements on the verge

next to the Golf Hotel. It was agreed that the Clerk/ Assistant Clerk will write to the Golf Hotel asking them to remove the advertisements on the road verge.

**c. District Councillor Report**

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

Matters arising: None

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 Newton reported that the funding for the picnic benches in the parish has been approved and that this will be installed in due course. He asked whether there would be support from Councillors to provide funding from Mr Newton's Enabling Communities budget for a defibrillator at the Village Hall in Humber Doucy Lane. It was agreed that this will be considered at the General Purpose and Finance Committee meeting in February 2020.

Mrs Bridger asked about the roadworks in The Street. Mr Richings referred Mrs Bridger to the [roadworks.org](http://roadworks.org) website.

Mrs Richardson-Todd thanked the Clerk and Assistant Clerk with the progress of the Parish Council to become paperless.

Mr Nunn conveyed the thanks of the Heathlands Homeowners Association to the Parish Council and Mr Whiting for the installation of a pedestrian crossing at Foxhall Road. Mr Nunn provided feedback regarding the issues with the pumping station at Euston Avenue. Mr Nunn is currently liaising with the Environment Agency and Anglian Water about this. Mr Nunn reported that the entrance to the footpath at Euston Avenue is very muddy. It was agreed that the Clerk would report this to Mr James Baker from Greenways.

Mr Francis reported fly tipping along Broadlands Way but also reported that this was removed earlier that day. Mr Wright stated that he had reported the fly tipping the previous day.

**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 – Mr Newton asked clarity about the crime figures included in the statistics provided by the PCSO. The Clerk to clarify this with the PCSO.

**c. Other Police Matters**

The Clerk informed Councillors that the new PCSO, Eleanor Miles is due to join the Constabulary on 3<sup>rd</sup> February. Gemma Read will remain in her post for a bit longer. There may be a short gap between

Gemma finishing and Eleanor taking over, but the Constabulary will keep this to a minimum and final dates will be confirmed as soon as possible. The Parish Council will be refunded should there be a gap. Councillors noted this.

## **6. UPDATE ON PARISH NEIGHBOURHOOD PLAN**

The Clerk informed Councillors that the article asking for volunteers to join a Neighbourhood Plan working group was published in the January edition of the InTouch magazine and that leaflets regarding this had been distributed to some of the properties in the parish. The remainder of the leaflets will be distributed in the next couple of weeks. Four parishioners have to date volunteered to join a parish neighbourhood working group. Two of the volunteers are from the Village ward; one from Beech ward; and one from Tower ward.

Mr Whiting stated that he has money in his Locality Budget left to fund part of the neighbourhood plan but that a funding application from the parish will need to be submitted before the end of the month. Mrs Bridger proposed that delegated authority be given to the Clerk, the Chairman and Vice-Chair to submit a funding application to Mr Whiting for funding for a neighbourhood plan for the parish and that the funding application be ratified at the GP&F meeting in February. Mr Wright seconded this with ALL in favour.

## **7. TO CONSIDER AN EMERGENCY PLAN FOR THE PARISH**

The Clerk met Mr Keith Fawkner-Simpson during December 2019 to discuss emergency plans. Mr Fawkner-Simpson is the Emergency Planning Officer for the Suffolk Joint Emergency Planning Unit. Mr Fawkner-Simpson indicated that it would be beneficial if an emergency plan existed for the parish but that this is not a requirement. Should the Parish Council want to progress with this they can do so and Mr Fawkner-Simpson would provide support along the way, however it would be the Parish Council that would write the plan and a working group will have to be established to complete a plan. It was agreed that Mrs Todd, Mr Richings, The Clerk and Assistant Clerk would make a recommendation to Parish Council regarding progressing with a neighbourhood plan or not. Mrs Todd asked that if the Parish Council does not go ahead with an emergency plan that her role as a Parish Council Community Emergency Advisor be clearly defined. It was agreed to define the roles of all Parish Council representatives.

## **8. TO CONSIDER A DONATION TO THE CAPEL WARD FUND, IPSWICH & COLCHESTER HOSPITALS CHARITY**

The Clerk reported that Councillors wanted to consider making a donation to the mentioned charity in memory of Mr Phil West, that served on the Rushmere St Andrew Parish Council for many years. The maximum amount that can be allocated per charity is £250 and this will be paid from the Council's charity budget of which £750 is left to allocated in the 2019/20 financial year. Councillors debated the merits of supporting the mentioned charity.

Mr Wright proposed that £250 be allocated to the Capel Ward fund, Ipswich & Colchester Hospitals Charity in memory of Mr Phil West. Mr Whiting seconded the proposal. Resolved with ALL in favour.

## **9. TO CONSIDER AND APPOINT CONTRACTOR FOR AD-HOC AND REGULAR WORK IN THE PARISH**

The Clerk informed Councillors that Mr Potter ended the litter clearance contract with the parish at the end of December 2019 and he no longer check the play areas in the parish as a volunteer. The Clerk/ Assistant Clerk was unable to identify a volunteer willing to take this on. Therefore, the vacancy for a parish caretaker was widely advertised in the parish during December 2019. Two people contacted the Parish Clerk that were interested in this role as a contractor, but after meeting with the Clerk and Mr Wright one of the interested parties decided that he was not interested in this role. A discussion followed about employing the interested person, Mr Nicholls, as a contractor and parish caretaker.

Mr Whiting proposed that Mr Nicholls be appointed on a contract basis, subject to the appropriate checks, at £12 per hour for a maximum of 20 hours a month as Parish Caretaker. This role would include checking of play areas and assets of the Council, DIY jobs in the parish, litter clearance and other work to support

the core business of the Parish Council. Delegated authority is given to the Clerk and the Chairman to agree any hours over and above this in order to carry out any maintenance in the parish if necessary. Mr Wright seconded the proposal. Resolved with ALL in favour.

## **10. TO AGREE ACTION REGARDING NON-PAYMENT OF ALLOTMENT FEES OF FORMER TENANT**

The Parish Council charge allotment fees in arrears. The Clerk advised councillors that the tenancy fee of £29.25 for one of the previous allotment holders, Mr Murapa is still outstanding despite contacting him about the outstanding fee at several occasions. This allotment holder's tenancy was terminated as his plot was overgrown and despite several notices to ask him to clear and cultivate the plot this was not done. He was given notice that his tenancy will be terminated on 14 November 2019.

The cost of a solicitor's letter would be £40 + VAT and it would cost £35 to make a claim at the small claims court. The Parish Council has reviewed deposits at the allotments and since August 2019 deposits have been introduced for new tenants. This did not apply to Mr Murapa as he became a tenant prior to deposits being introduced at the allotments. Councillors considered this carefully.

Mr Whiting proposed that given the cost of sending a solicitor's letter or making a claim at the small claims court that the outstanding £29.25 owed to the Parish Council at the allotments be written off. This was seconded by Mr Wright with ALL in favour.

## **11. 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 3 December 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

## **12. 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 14 November and 4<sup>th</sup> December. A copy of the APPROVED and UNAPPROVED minutes for the meetings had been issued to all Councillors. The P&D records were noted.

**Matters Arising:** None

#### **b. Other Planning Matters**

Mr Richings informed Councillors that the next Planning and Development meeting will be held on 30<sup>th</sup> January at the Village Hall, subject to confirmation from planning that the Parish Council can still comment on the relevant applications by the end of January 2020.

## **13. 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 21<sup>st</sup> November 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

#### 14. PRECEPT - To Confirm and Approve the Budget and Precept Requirements for 2020/21

An overall draft budget for 2020/21 at £126,487 overall spend with a Precept request for £123,000 had been recommended to full council by the GP&F meeting of 3rd December 2019.

This represented a 1.9% increase on the 2019/20 precept band D equivalent property or £0.91 increase per year per dwelling (based on Band D property average).

Mr Richings proposed that the whole budget and precept request be approved with a total precept request of £123,000 in support of an estimated Parish Council spend of £126,487 for 2020/21. This was seconded by Mr Wright and ALL in favour. Resolved: Carried on a unanimous decision.

The Clerk would send the formal request to East Suffolk Council for a 2020/21 precept of £123,000.

A final approved copy of the 2020/21 budget paper would be issued with the February GP&F agenda.

#### GENERAL PARISH MATTERS & CORRESPONDENCE

##### a. Parish Council Representative Reports

###### Public Transport Liaison – Mr Richings

Mr Richings informed councillors that the village has lost the evening First bus route. Councillors noted this.

###### Parish Halls Management Committee – Miss Cracknell

None

###### Public Footpath Liaison Officer – Mr Ward

None

###### SALC – Mrs Richardson-Todd

Mrs Richardson-Todd stated that she is unable to attend the forthcoming SALC meeting. It was agreed that Mrs Brown will attend the next SALC meeting on behalf of Mrs Richardson-Todd.

###### Community Emergency Adviser – Mrs Todd

None

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

None

###### Tree & Pond Warden – Mr Wright

Mr Wright reported that a tree fell over in Bixley Lane. The Parish Council contacted the landowner, Chater Land Holdings Ltd and the tree has been removed. The ponds are looking good and no issues to report.

###### Safer Neighbourhood Team Group (SNT) – Mr Richings

Mr Richings informed Councillors of staff changes at the SNT. Mr Richings attended a SNT meeting on 28<sup>th</sup> November and he reported the anti-social behaviour at Kelvedon Play Area and the issues with parking around Broke Hall School.

###### Stop Campaign Group – Mrs Bridger

Mrs Bridger stated that the Stop Campaign held various engagement events during the last couple of months.

###### Suffolk Community Partnership Meeting - Mr Newton

Mr Newton reported on the date and venue of the next Suffolk Community Partnership meeting in February.

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

The Clerk advised that the next Community Partnership Meeting is being held at 6.30pm on Thursday, 20<sup>th</sup> February 2020 at the Martlesham Community Hall, Felixstowe Road, Martlesham. Further details, including an agenda, will be sent closer to the meeting, but the focus of the meeting will be on the three priorities that were agreed at an earlier workshop:

- Reduce social isolation and loneliness
- Environmental care and sustainable transport
- Support people to age well / Traffic and road safety (equal number of votes)

It was agreed that Mrs Brown will be Parish Council representative on the East Suffolk Community Partnership meetings.

**c. To Note Matters Arising Since Publication of Agenda**

The Clerk reported that she received numerous emails from a resident in the parish about public participation at meetings and the Playford Road Traffic Calming Scheme. The correspondence was noted. The Clerk stated that she had a file with the correspondence and circulated it to councillors to look at the correspondence.

The Clerk reported that a resident contacted her about the large quantity of soil at the site in Bixley Lane. Councillors noted this.

**d. Dates to Note**

Thursday, 16<sup>th</sup> January 2020, PA&S Committee, Tower Hall, 7.30pm

Thursday, 23<sup>rd</sup> January 2020, SALC, East Suffolk forum at Darsham Village Hall

Thursday, 30<sup>th</sup> January 2020, P&D Committee, Village Hall, 7.30pm

Thursday, 13<sup>th</sup> February 2020, GP&F Committee, Tower Hall, 7.30pm

**12. DETERMINATION OF ITEMS FOR FUTURE AGENDA**

Emergency Plan

Neighbourhood Plan

**13. CLOSE OF MEETING**

The chairman closed the meeting at 8.58pm.

---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 3<sup>rd</sup> December 2019

**GENERAL EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04/12/2019	Fullrays leaflet distribution	Distribution of winter 2019 newsletter		Internet payment (69)	£	161.70	S142
04/12/2019	Mr Robert Potter	Litter Rounds November 2019		Internet payment (70)	£	50.00	Litter
04/12/2019	Mr Robert Potter	S142 Rounds November 2019		Internet payment (71)	£	96.00	S142
17/12/2019	SCL L/S MGT Ltd	Maintenance Ponds - Nov 2019		Internet payment (74)	£ 72.00	£ 60.00	Pond
17/12/2019	Mrs S Stannard	Data for parish mobile phone - Dec 2019		Internet payment (75)	£	10.00	Admin
17/12/2019	Net Salaries paid after Tax, NI & Nest - Dec 2019			ternet payments (77 & 78)	£	2,658.57	Salary
17/12/2019	HMRC	Tax and NI - Oct, Nov, Dec 2019		Internet payment (79)	£	1,990.46	PAYE
17/12/2019	Mrs S Stannard	Renewal of hosting of emails		Internet payment (80)	£	19.80	Admin
18/12/2019	Chris Saunders	Design and production of Chestnut Pond Display Board		Internet payment (81)	£	400.00	Misc
28/12/2019	Nest	Pension Payments - Employee + Employer Nov 2019		D/D	£	150.15	Pension

**CEMETERY EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04/12/2019	Cooks Waste Kare Ltd	Skip exchange/2019		Internet payment (72)	£ 165.00	£ 137.50	Maintenance
17/12/2019	SCL L/S MGT Ltd	Cemetery Maintenance - Nov 2019		Internet payment (76)	£ 216.00	£ 180.00	Maintenance

**ALLOTMENT EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
17/12/2019	SCL L/S MGT Ltd	Maintenance of Allotments - Nov 2019		Internet payment (73)	106.2 £	88.50	Maintenance

**INCOME RECEIVED during December 2019**

General Account (allotment fees, advertising)	£284.13
Business Base Rate Tracker	£27.14
Cemetery Account (loyalty)	£2.20

**ACCOUNT BALANCES AS AT 31 December 2019**

General Account	£128,784.79
Business Base Rate Tracker	£54,458.36
Cemetery Account	£68,958.23