



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Council meeting held on 9th June 2020 at 7.00pm via a virtual meeting

CHAIRMAN: Mr P Richings

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

APOLOGIES: Miss A Cracknell (unable to join virtual meeting), Mr R Nunn (unable to join virtual meeting)

OTHER APOLOGIES: None

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 Whiting proposed acceptance of apologies and reasons for absence, seconded by Mrs Richardson-Todd, with ALL in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 12th March 2020

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

3. DECLARATIONS OF COUNCILLOR INTEREST

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.

Mr Whiting declared a non-pecuniary interest 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.

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 made available with the agenda for the meeting.

Matters arising – None

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

Ms Evans asked if any local roads will be closed and turned into cycle lanes. Councillors informed Ms Evans that this does not affect any of the roads in the parish and that the East Anglia Daily Times article referred to roads in the Rushmere ward within Ipswich Borough.

Mr Wright reported that he has been in touch with a gentleman that films walks in Kesgrave and Rushmere St Andrew and that the possibility of adding videos of local walks to the Rushmere St Andrew parish council website is being investigated. Councillors noted this.

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 Wright asked if the PCSO is aware of the empty nitrogen oxide gas cannisters that are left on the Sandlings and Mill Stream LNRs and in the play areas in the parish. The Clerk confirmed that the PCSO is aware of this.

c. Other Police Matters

None.

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

7. TO APPROVE THE ASSET REGISTER FOR YEAR ENDING 31/03/2020

The PC meeting of September 2019 had approved the asset register dated September 2019. The Internal Audit Report for 2019-20 recommended that the asset register be updated to 31/03/2020 to ensure that the correct figure is entered in the AGAR. The updated asset register was made available for councillors to view. The only change from September 2019 is that the date of the asset register needs to be updated to 31/03/2020.

Ms Evans proposed that the Asset Register for 31 March 2020 be approved, seconded by Mr Wright.
Resolved with ALL in favour.

8. FINANCE

a. To approve the audited financial accounts for the year ended 31/03/2020

The summary pages of the audited financial accounts for year ending 31 March 2020 was made available for Councillors at the meeting.

The Clerk explained all main variances on the previous year's accounts. The full account document itemising each transaction was not distributed as it amounted to 33 pages but was available if required.

RECEIPTS: Of note were:- Total receipts at £167,092.76 was £16 525.34 less than the previous year (£183,618.10). Burial receipts were down by £12 409.40 at £20 179.60. The Council had gratefully received a total of £15,385.00 in grant money compared to £21,079.88 the previous year. There was also an increase in the precept from £116,600 for 2018/19 to £120,000.00 for 2019/20.

PAYMENTS: 'Total payments' for the year at £157,602.25 were up from £137,531.43 the previous year (increase of £20,070.82). This was accounted for by asset improvements in the parish, increases in the net salary payments, PAYE and pension with both the hours of the clerk and assistant clerk that increased during the 2019/20 financial year and a significant increase in expenditure at play areas and public open spaces. During 2019-20 a tree survey for the play areas and other land owned by the parish was completed and subsequently the works recommended to trees in the survey completed. A number of improvements and repairs to play equipment also contributed to increases in expenditure for the 2019/20.

Total cash assets at the bank were £235,004.9200 at 31st March 2020, an increase of £9,490.51 on the previous year. Of those cash assets £173,969.96 was Earmarked Reserves. The year ended with £20 of cheques not reconciled (cleared).

The end of year balance in the general account was £9,421.20 better off than the previous year and the cemetery current account balance ended the year £2,369.23 worse off than the previous year, a result from the expenditure on the headstones that needed work as identified in the topple test. The Business Premium account remained static with £100.48 of interest paid in.

Mr Whiting recommended that the unaudited accounts be approved as presented, seconded by Mrs Richardson-Todd, with ALL in favour. The Chairman then signed the unaudited accounts as approved and the Clerk and Vice-Chairman will sign the accounts after the meeting. The Chairman expressed thanks to the Clerk on behalf of the Council for all the work that had gone into preparing the accounts.

b. To approve the Annual Governance and Accountability Return 2019/20 Part 3, Section 1 – Annual Governance Statement 2019/20

Taking this and item 8b & c together:- The Clerk made copies of the Annual Governance and Accountability Return Part 3 (Sections 1 and 2) available 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 Wright proposed acceptance of the Annual Return Section 1 as a true and correct submission, seconded by Ms Evans. Resolved: Carried with ALL in favour.

c. To approve the Annual Governance and Accountability Return 2019/20 Part 3, Section 2 – Accounting Statements 2019/20

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.

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

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

d. To approve and note the internal audit report for year ending 31/03/2020

The internal audit report from Heelis & Lodge was made available for councillors to view. No adverse issues were raised. The internal auditor made two recommendations/ observations:

The Internal Auditor recommended that the Asset Register should be updated as of 31/03/2020. This recommendation was considered and implemented under item 7 of this agenda.

The second recommendation from the Internal Auditor was that the completion of the external audit for 2018-19 should be published on the website. This is now available on the Parish Council website.

Mr Westrup proposed approval of the internal audit report for year ending 31/03/2020, seconded by Mrs Richardson-Todd. Resolved: Carried with ALL in favour.

e. To consider and approve the statement of review of control and audit procedures

The Clerk made Councillors aware that the Statement of the Review of Control and Audit Procedures and the audit plan risk assessment, which had been made available for councillors to view, 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.

Mr Westrup proposed that the Statement of Review of Control and Audit Procedures and the audit plan risk assessment be approved, seconded by Mrs Brown. Resolved: Carried with ALL in favour.

f. To confirm appointment of the Internal Auditor for 2020/21

Heelis and Lodge was the appointed internal auditor for the previous financial year 2019-20. The Clerk asked Councillors to confirm whether the Council still wished Heelis and Lodge to continue as the Internal Auditor for year 2020/21. The fee of £215 will be held for the 2020/21 financial year.

Mr Whiting proposed that Heelis and Lodge should continue as the appointed internal auditor for 2020/21, seconded by Mr Westrup. Resolved: Carried with ALL in favour.

g. 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.

Mr Whiting proposed acceptance of the nominated bank account signatories, seconded by Mrs Bridger. Resolved: Carried with ALL in favour.

h. 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 Richardson-Todd proposed existing arrangement for direct debits remain in place, seconded by Ms Evans. Resolved: Carried with ALL in favour.

i. 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 and to re-affirm subscriptions to the Allotment Society (£60 pa) and Society of Local Council Clerks (£63 pa) 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 February 2020 there were 5216 electors in the parish. This equates to £42,353.92 in the 2019/20 financial year. In the 2019/20 financial year £2,182.92 was spent on S137 expenditure.

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

j. To 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 £85,215.34 as at 31st March 2020.

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

It was agreed that the Clerk will inform councillors of the interest rate at a future meeting, for councillors to consider whether early payment of the outstanding loan would make significant savings.

k. To note receipt of 1st payment of Council Precept for 2020/21

The Clerk reported that the first Precept payment of £61,500 for the current year had been received on 1st May 2020. A similar amount would be received in September 2020. This was noted by Councillors.

9. TO APPROVE THE DONATION OF A BENCH AT CHESTNUT POND

The Clerk informed Councillors that she received correspondence from Mrs Bird, her husband recently passed away and she would like to donate a seat to be located at Chestnut Pond in memory of her husband to commemorate the many years they shared in the parish.

Mr Wright proposed that the Parish Council approve the donation of a bench to be located at Chestnut Pond provided that the cost of the seat and installation of the seat is paid for by Mrs Bird, seconded by Newton. Resolved with ALL in favour.

10. TO CONSIDER AND APPROVE QUOTATION FOR PRINTING OF THE PARISH NEWSLETTER

The Assistant Clerk reported that the current Printer Hot Off The Press is no longer trading. Three quotes have been obtained to print the Summer edition 'Your Rushmere' Newsletter based on 12 pages, full colour print throughout and 150gsm silk paper. The quotes are, Suffolk Design & Print £538, Leiston Press £655 and Kall Kwik Bury £700 including delivery.

Mrs Bridger proposed that the Parish Council appoint Suffolk Design and Print to print the Summer 'Your Rushmere' Newsletter, 12 pages, full colour throughout on 150gsm paper and including delivery, seconded by Mr Wright with ALL in favour.

11. TO CONSIDER A FUNDING REQUEST FROM RUSHMERE GOOD NEIGHBOURHOOD SCHEME

The Clerk reported that she received a funding request from the Rushmere Good Neighbour Scheme. The Scheme developed from the Rushmere Community Support Group and it was initially set up as a response to help in the Rushmere area during the Covid lockdown.

Under the guidance and support of CAS a Good Neighbourhood Scheme was formed to continue to support the community longer term. The area they cover is Rushmere St Andrew, Broke Hall and Bixley Farm and Rushmere ward in Ipswich.

Councillors debated the merits of supporting this organisation and the benefits that the organisation provide to local residents.

Mr Whiting proposed that this item be deferred until more information is available about their mandate, finances, etc. This was seconded by Mr Wright. Resolved with ALL in favour.

12. TO NOTE THE RECORD OF THE PLANNING AND DEVELOPMENT COMMITTEE Meeting

Mr Richings reported that meetings of the P&D had been held on 20th May and earlier the evening. A copy of the APPROVED minutes for the May meeting had been made available to all Councillors. The P&D record was noted.

Matters Arising: None

13. GENERAL PARISH MATTERS & CORRESPONDENCE

The Clerk advised that she has received several emails from a resident about the bollards at Chestnut Pond and the Playford Road Traffic Calming Scheme. Councillors noted this.

The Assistant Clerk advised that she received correspondence from a resident about the rubbish on the Mill Stream/ Sandlings LNR. Councillors noted this.

14. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

15. CLOSE OF MEETING

The chairman closed the meeting at 20.25pm.

--COUNCILLORS to note items BELOW ---

The following expenditure had been incurred and income received since the items listed in the Parish Council meeting of 12th March 2020

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
07/04/2020	Jim Nicholls	Parish Caretaker -weekly inspections		Internet payment 132	£ -	£ 93.00	PF&POS
07/04/2020	SCL Landscape Management Ltd	Maintenance at Play Areas March 2020		Internet payment 133	£ 61.20	£ 51.00	PF&POS
07/04/2020	SCL Landscape Management Ltd	Maintenance at Ponds March 2020		Internet payment 134	£ 72.00	£ 60.00	Pond
07/04/2020	Parish Halls -Rushmere St Andrew	Hire of Meeting Rooms for 6 Months Jan - 20th Mar 2020		Internet payment 135		£ 508.00	Hire
07/04/2020	Parish Halls -Rushmere St Andrew	Hire of Parish Office for 6 Months Jan - Jun 2019		Internet payment 136		£ 1,996.50	Hire
07/04/2020	Suffolk Assn of Local Councils	Annual Subscription 20-21		Internet payment 137		£ 1,107.82	S137
23/04/2020	Mrs S Jenkins	Data for Parish Mobile - March/April 2020		Internet payment 141		£ 10.00	Admin
23/04/2020	Net salaries paid after NI, Tax & Pension - April 2020			Internet payment 143, 144		£ 2,655.53	Salary
23/04/2020	Cloudflex Systems Ltd	Rebuild of laptop to resolve issues		Internet payment 145	£ 270.00	£ 225.00	Admin
23/04/2020	Nest	Pension contributions - employer & employee - April 2020		D/D		£ 149.03	Pension
29/04/2020	Mrs S Stannard	Subscription to Standard Pro Zoom until 28/04/2020 - 27/04		Internet payment 146	£ 287.76	£ 239.80	Admin
19/05/2020	SCL Landscape Management Ltd	Maintenance of Play Areas Apr 2020		Internet payment 149	£ 574.20	£ 478.50	PF&POS
19/05/2020	SCL Landscape Management Ltd	Maintenance of Ponds Apr 2020		Internet payment 150	£ 72.00	£ 60.00	PF&POS
26/05/2020	Cloudflex Systems Ltd	Supply Office 365 Subscriptions for year May 2020 - Apr 21		Internet payment 153	£ 318.00	£ 265.00	Admin
26/05/2020	Net salaries paid after NI, Tax & Pension - May 2020			Internet payment 154, 155		£ 2,655.13	Salary
23/05/2020	Nest	Pension contributions - employer & employee - April 2020		D/D		£ 149.03	Pension
03/06/2020	JEP Business Services	Noticeboard Rounds May 2020		Internet payment 156		£ 21.00	S142
20/06/2020	The National Allotment Society	Annual Subscription 20-21		Internet payment 157	£ 66.00	£ 55.00	S137
20/06/2020	SLCC	Annual Subscription 20-21		Internet payment 158		£ 65.00	S137
20/06/2020	Mrs S Jenkins	Newsletter Prize Summer 2020		Internet payment 159		£ 21.99	S142
20/06/2020	SCL Landscape Management Ltd	Maintenance at play Areas May 2020		Internet payment 160	£ 438.00	£ 365.00	PF&POS
20/06/2020	SCL Landscape Management Ltd	Maintenance at ponds May 2020		Internet payment 161	£ 144.00	£ 120.00	PF&POS
20/06/2020	Mrs S Jenkins	Parish Mobile - Data June 2020		Internet payment 165		£ 10.00	Admin
24/06/2020	Net salaries paid after NI, Tax & Pension - June 2020			Internet payment 166, 167		£ 2,720.13	Salary
24/06/2020	HMRC	Tax and NI - Apr, May, Jun 2020		Internet payment 168		£ 1,926.96	PAYE
24/06/2020	Nest	Pension contributions - employer & employee - June 2020		D/D			Pension

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
07/04/2020	SCL Landscape Manager	Maintenance of cemetery March 2020		Internet payment 139	£ 580.80	£ 484.00	Maintenance
08/04/2020	Cooks Waste Kare Ltd	Skip exchange 19/03/2020		Internet payment 140	£ 158.40	£ 132.00	Maintenance
23/04/2020	ICCM	Annual Cemetery Subscription fee 2020-21		Internet payment 142		£ 95.00	Admin
24/04/2020	Mr A Duncan	Service Order form (Mrs J Tripp)		Cheque No. 1299		£ 20.00	Contract Admin
12/05/2020	Cooks Waste Kare Ltd	Skip exchange 29/04/2020		Internet payment 147	£ 170.00	£ 141.67	Maintenance
19/05/2020	SCL Landscape Manager	Maintenance of cemetery Apr 2020		Internet payment 148	£ 664.80	£ 554.00	Maintenance
19/05/2020	Mr A Duncan	Service Order form (Ms M Cubitt)		Cheque No. 1300		£ 20.00	Contract Admin
19/05/2020	Cooks Waste Kare Ltd	Skip exchange 07/05/2020		Internet payment 153	£ 170.00	£ 141.67	Maintenance
19/05/2020	Mr A Duncan	Service Order forms (Lewis, Davies, Hall)		Cheque No 1301		£ 60.00	Admin
20/06/2020	SCL Landscape Manager	Maintenance of cemetery May 2020		Internet payment 163	£ 664.80	£ 554.00	Maintenance
20/06/2020	Cooks Waste Kare Ltd	Skip exchange 27/05/2020		Internet payment 164	£ 170.00	£ 141.67	Maintenance
20/06/2020	Mr A Duncan	Service Order forms (Gooding; Biggins)		Cheque No 1302		£ 40.00	Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
07/04/2020	SCL L/S MGT Ltd	Maintenance at Allotments - March 2020		Internet payment 138	£ 151.20	£ 126.00	Maintenance
12/05/2020	SCL L/S MGT Ltd	Maintenance at Allotments - Apr 2020		Internet payment 151	£ 106.20	£ 88.50	Maintenance
12/05/2020	SCL L/S MGT Ltd	Replacement of gate post at allotments		Internet payment 152	£ 78.00	£ 65.00	Maintenance
20/06/2020	SCL Landscape Mar	Maintenance at Allotments May 2020		Internet payment 162	£212.40	£ 177.00	Maintenance

INCOME RECEIVED during May 2020

General Account (50% of precept) £ 61,500

(grants, newsletter advertising, allotment deposit, interest)

Business Base Rate Tracker £0

Cemetery Account (loyalty) £840.00

ACCOUNT BALANCES AS AT 31 May 2020

General Account £163,320.72

Business Base Rate Tracker £54,466.46

Cemetery Account £62,164.38