



# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



**Minutes of the Parish Council meeting held on 12<sup>th</sup> March 2020 at VILLAGE HALL at 7.30pm**

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CHAIRMAN: Mrs B Richardson-Todd

PRESENT: Ms C Evans, Mr M Newton, Mrs B Richardson-Todd, Mr B Ward, Mr D Francis.

APOLOGIES: Mrs A Bridger (another commitment), Mrs M Brown (unwell), Mr J Westrup (unwell), Mr R Nunn (unwell), Miss Cracknell (family commitment), Mrs S Todd (family commitment), Mr P Richings (family commitment), Mr R Whiting (another commitment), Mr J Wright (unwell), Mr C Griggs (family commitment)

OTHER APOLOGIES: None

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

ALSO PRESENT: Cllr C 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.

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

## **2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 9<sup>th</sup> January 2020**

Mrs Richardson-Todd reminded Councillors to note the list of cheques issued. Mr Francis proposed acceptance of the minutes. This was seconded by Ms Evans, 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.

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 Ward questioned the increases in the use of buses but cutting funding for it.

Mr Francis commented that it is a good idea to supply crossing patrols with videoing equipment.

### **c. District Councillor Report**

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

Councillor Hedgley reported that a statement has been published by Steve Gallant against the northern bypass but that they will look at improvements at the Copdock Interchange, Orwell Bridge and at Sevenhills.

Councillor Hedgley also reported that East Suffolk Council will take over parking enforcement in about two months, they are looking at reducing coin payments for parking in East Suffolk and providing contactless pay facilities to pay for parking and/or a number to ring to make payments.

Matters arising: None

Mrs Richardson-Todd thanked Mr Whiting and Mr Hedgley for their reports.

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

Councillor Hedgley commented that the BBC is doing a series about housing and that East Suffolk Council is featured in the series.

Mr Newton informed Councillors that East Suffolk Council has received the Inspector's report regarding the Suffolk Coastal Local Plan with the proposed modifications. An eight-week consultation will follow after ratification by East Suffolk Council scheduled for the July meeting. Mr Newton also commented that the number 72 bus will be cancelled as it is not used by enough people. Mr Newton informed Councillors about the projects that he provided funding for from his Enabling Communities Grant.

Mrs Richardson-Todd commented that the CPR and Defibrillator training session was a very successful event.

## **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 – none

### **c. Other Police Matters**

The Clerk informed Councillors that the new PCSO, Eleanor Miles has joined the Constabulary and is currently getting practical training. There will be a short gap between Gemma finishing and Eleanor taking over, but the Constabulary will keep this to a minimum and in the meantime the Parish Council can contact Eleanor and Gemma if needed. The Parish Council will be refunded should there be a gap. Councillors noted this.

## 6. FINANCE

### a. To Note The Record Of The General Purpose and Finance Committee

Mrs Richardson-Todd reported that meeting of the GP&F had been held on 13 February. A copy of the UNAPPROVED minutes for the meetings had been issued to all Councillors. The GP&F record was noted.

### b. To Agree £1,800 be Transferred from Budget (Election Costs) to Earmarked Reserves – Beech Road Passageway

The Clerk advised that the election costs were much lower than anticipated as it was an uncontested election and it is nearly the end of the financial year hence it is extremely unlikely that the money budget for elections will be needed. The Council owns the passageway that leads to the Yew Tree Play Area. At the PA&S meeting in January it was agreed to remove the broken wire fencing along the passageway in Beech Road. Since the fence has been removed residents contacted the parish clerk about replacing the fencing along the passageway and it is suggested to earmark £1,800 to replace the fencing and clear the vegetation along the passageway.

Mr Francis proposed that £1,800 be transferred from the Election Costs Budget Item to Earmarked Reserves for the Beech Road Passageway. Mr Newton seconded the proposal. Resolved with ALL in favour.

### c. Other Financial Matters

None

## 7. PLANNING AND DEVELOPMENT

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

Barbara Richardson-Todd reported that meetings of the P&D had been held on 30<sup>th</sup> January and 4<sup>th</sup> March. 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

None

## 8. PARISH AMENITIES AND SERVICES

### a. To Note the Record of the Parish Amenities and Services Committee Meeting

Mrs Richardson-Todd 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

## 9. GENERAL PARISH MATTERS & CORRESPONDENCE

### a. Parish Council Representative Reports

#### Public Transport Liaison – Mr Richings

The Clerk distributed a report by Mr Richings regarding bus services in the village.

#### 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 SALC meeting as it is at the same time as the Parish Council meeting. Councillors noted this.

Community Emergency Adviser – Mrs Todd  
None

Safeguarding of Children & Vulnerable Adults – Mrs Richardson-Todd/ Mrs Brown  
None

Tree & Pond Warden – Mr Wright  
None

Safer Neighbourhood Team Group (SNT) – Mr Richings  
None

Stop Campaign Group – Mrs Bridger  
None

Suffolk Community Partnership Meeting – Mrs Brown  
Mrs Brown will attend the next community partnership meeting.

#### **b. SALC CORRESPONDENCE**

The Clerk reported on the latest communications from SALC and NALC (National Association of Local Councils) regarding the Coronavirus situation. The Parish Council will use government advice to inform decisions about meetings, working from home, etc. Parish Council officers will be monitoring the situation and check advice regularly. The Local Government Association (LGA) has published a very useful list of different government advice sources including those for employers.

Where the law does not provide for a particular scenario (e.g. the holding of the annual council meeting outside of the statutory time frame, if the government advises against meetings being held) the Parish Council guided by the government as to what should happen. SALC and NALC will be engaging with government on this and a range of other issues and will keep Parish and Town Councils updated on any developments. While officers expect to continue to work as normal for the immediate future, they are preparing for other eventualities such as working from home.

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

The Clerk reported that the Council has received £2,000 from Councillor Mark Newton's Enabling Communities Budget for the installation of a defibrillator at the Village Hall.

#### **d. Dates to Note**

Thursday, 19<sup>th</sup> March 2020, PA&S Committee, Tower Hall, 7.30pm  
Thursday, 9<sup>th</sup> April 2020, GP&F Committee, Tower Hall, 7.30pm  
Monday, 27<sup>th</sup> April, Cemetery Panel, Parish Office, 7pm

#### **10. DETERMINATION OF ITEMS FOR FUTURE AGENDA**

None

#### **11. CLOSE OF MEETING**

The chairman closed the meeting at 8.30pm.

---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
03/02/2020	Barclays	Bank charges 13 Dec - 12 Jan			£	16.05	Admin
05/02/2020	Mrs S Stannard	DBS Check Parish Caretaker				33.40	PF&POS
05/02/2020	Parish Halls -Rushmere St Andrew	Rent for storage room at Village Hall				250.00	Hire
05/02/2020	Mr Robert Potter	S142 Noticeboard and Letter Rounds Jan 2020			£	78.00	S142
05/02/2020	Fullrays leaflet distribution	Distribution of neighbourhood planning leaflet Dec 2019			£	107.80	Misc
05/02/2020	Mrs S Stannard	Refreshments for neighbourhood planning working group			£	13.64	Misc
12/02/2020	BT Group PLC	Parish Office - Telephone Bill from			D/D	£ 180.72	Admin
13/02/2020	Mrs S Jenkins	Cable for Projector at Halls			£	15.99	Admin
25/02/2020	Net Salaries after NI, Tax, Pension - Feb 2020				Internet payments 109,110	£ 2,658.57	Salary
25/02/2020	Mr Jim Nicholls	Care Taker Inspections Play Areas, Ponds, Litter			£	82.75	PF&POS
27/02/2020	Mrs S Stannard	Parish Mobile Data			£	10.00	Admin
27/02/2020	DAS	Charity donation 2019/20			£	100.00	S137
27/02/2020	EACH	Charity donation 2019/20			£	150.00	S137
27/02/2020	Kesgrave Community Library	Charity donation 2019/20			£	100.00	S137
27/02/2020	SARS	Charity donation 2019/20			£	100.00	S137
27/02/2020	Suffolk Neighbourhood Watch Association	Charity donation 2019/20			£	50.00	S137
28/02/2020	Nest	Pension Payments - Employee + Employer - Feb 2020			D/D	£ 150.15	Pension

## CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
03/02/2020	Barclays	Bank charges 13 Dec - 12 Jan			£	11.30	Admin
13/02/2020	SCL L/S MGT Ltd	Cemetery Maintenance - Jan 2020		£ 90.00	£	75.00	Maintenance
27/02/2020	Mr A Duncan	Cemetery Order Form (M Gvozdenovic)			£	20.00	Contract Admin

## ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
13/02/2020	SCL L/S MGT Ltd	Trim of hedge at allotments		£ 1,860.00	£	1,550.00	Maintenance

## INCOME RECEIVED during February 2020

General Account (allotment fees, advertising)	£10,095.51
(grants, newsletter advertising, allotment deposit, interest)	
Business Base Rate Tracker	£0
Cemetery Account (loyalty)	£451.06

## ACCOUNT BALANCES AS AT 28 February 2020

General Account	£126,258.75
Business Base Rate Tracker	£54,458.36
Cemetery Account	£70,874.06