



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Council meeting held on 8th June 2023 at 7.30pm at the Village Hall

CHAIRMAN: Mr R Whiting

PRESENT: Mr B Ward, Mr J Westrup, Mr J Wright, Miss A Cracknell, Mr R Whiting, Mr D Francis, Mr R Nunn, Mrs M Odam, Mr M Newton, Mr Noske, Mrs M Brown, Mr C Griggs

APOLOGIES: Mr K Driver (Unwell)

OTHER APOLOGIES:

CLERK: Mr P Massey- Clerk. Minutes taken by Mr P Massey.
Mrs S Stannard – Assistant Clerk

ALSO PRESENT: Members of the public 3. County Councillor: Stuart Lawson.

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

The Chairman welcomed everyone to the meeting. He reminded Councillors of the Code of Conduct, protocol for debate and statutory rights to film, record, photograph or otherwise report on the proceedings of the meeting.

Apologies was received as above. Miss A Cracknell proposed that the apologies be accepted, seconded by Mr B Ward. Resolved with ALL in favour.

2. TO FILL A PARISH COUNCIL VANCANCY IN THE BEECH WARD BY CO-OPTION

The Councillor vacancy caused by Mrs Evans not seeking re-election in May 2023. SCDC had not received notice from electors requesting a Poll and co-option was therefore authorised.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 11th MAY 2023

Miss A Cracknell highlighted that she does not wish to be part of the Community and Engagement Committee, and this should be amended in the previous minutes. Mr J Wright proposed acceptance of the Parish Council minutes with this amendment. This was seconded by Miss A Cracknell with ALL in favour.

The minutes were amended duly signed as a correct record.

4. DECLARATIONS OF COUNCILLOR INTEREST

No declarations were made.

The Chairman moved item 7 and item 13 forward on the agenda.

7. TO CONSIDER RESPONSE TO CONSULTATION CONCERNING THE PROPOSED CLOSURE OF HUMBER DOUCY LANE TO MOTORISED TRAFFIC.

Mr Whiting explained the three proposals from Suffolk County Council. The plans were discussed between the councillors and it was decided that a Public Meeting would be called to discuss the proposals with the residents of Rushmere St Andrew. The date was set for the 20th June at the Village Hall at 1930. The Clerk and the Assistant Clerk would notify the streets in the Parish that could be potentially affected by the proposals with an invitation to the meeting. It was decided that the notice would also be published on the Parish Council social media and Website.

Two members of the public raised concerns over the impact the proposal could have on the residents and businesses situated in Rushmere St Andrew.

Mr J Wright proposed that the public meeting, invitations and social media post be organised as a matter of priority. Seconded by Mr D Francis. Resolved with ALL in favour.

13. TO AGREE NEXT STEPS WITH REGARDS TO PLAYFORD ROAD TRAFFIC CALMING SCHEME

Mr Whiting explained the Suffolk County Council's plans to rectify issues with the traffic calming scheme, this including raising the high of the speed bumps to the correct specifications.

Mr J Wright proposed that delegated authority be given to the Chairman to deal with the matter. Seconded by Mr C Griggs. Resolved with MAJORITY in favour. Mr J Westrup abstained.

5. PUBLIC PARTICIPATION

a. Members of Public/Parish Councillors may Raise Items Relating to this Agenda or any Matter Concerning the Parish

Mr J Wright updated the Council on the allotments and the Anglian Water works. No Matters Arising. Mrs M Brown asked for information on the grass verges and when they would be cut as they are very overgrown. Assistant Clerk to contact East Suffolk Council for schedule and report the issue. Mr D Francis stated that the parking on Broadlands way was still an issue. The Assistant Clerk explained that the issue was raised with Suffolk County Council. Awaiting feedback.

b. County Councillor Report

County Councillor Stuart Lawson talked of his continued works with Rushmere St Andrew and Kesgrave and building on relationships with the Clerk and Assistant Clerk. He provided a verbal report on current projects such as the Broadlands Way Bus Stop. No Matters Arising.

c. District Councillor Report

None

6. FINANCE

a. To Note Expenditure Authorised under Delegated Powers

The Assistant Clerk reported that delegated authority was given by the Chairman and the Clerk for safety reasons for two new office chairs. Three quotes were obtained for two chairs to give lumbar support under the DSE assessment. The new chairs were purchased from Amazon at a total cost of £157.24 plus VAT.

The Councillors noted this.

The Assistant Clerk reported that delegated authority was given by the Chairman and the Clerk for safety reasons for an air-conditioning unit. Three quotes were obtained for a unit to allow for a safe working temperature at Tower Hall during periods of increased temperature. The air conditioning unit was purchased from Amazon at a total cost of £383.32 plus VAT.

The Councillors noted this.

b. Other matters

None.

8. TO CONSIDER AND AGREE SUBSCRIPTION TO PARISH ONLINE

Mr Whiting explained what Parish Online was and how it would impact and potentially benefit the Parish Council. The Clerk showed an informative video presentation on Parish Online and outlined that a free 30 day trial had taken place and the system would be a beneficial asset. The annual cost to the subscription of Parish Online is £240 plus VAT.

Mr J Westrup proposed the Parish Council subscribe to Parish Online at a cost of £240 plus VAT per Annum. Seconded by Mr J Wright. Resolved with ALL in favour.

9. TO CONSIDER AND AGREE THE PURCHASE OF A LAPTOP FOR PARISH COUNCIL USE

The Assistant Clerk explained to the council that a laptop was required, which would be allocated to the Chairman. The reason is because the Chairman is currently using his personal laptop and the memory is not sufficient for the workload. Cloudflex who are the councils IT providers have provided a quote for the laptop which include: The Laptop, Carry Case, Mouse, Microsoft 365 and setting up the profiles to the Chairmans position. The total for this is £975.04 plus VAT.

Mr D Noske proposed that Cloudflex be instructed to complete the transaction for the purchase and installation of software as per their quote of £975.04 plus VAT. Seconded by Mr C Griggs. Resolved with ALL in favour.

10. TO CONSIDER AND AGREE SUBSCRIPTION TO AMAZON PRIME BUSINESS USE.

Mr Whiting explained that the Parish Council office uses Amazon as its preferred supplier for stationary, office supplies and other goods. A subscription to Prime Business would eliminate the need to pay package and posting and provide faster service. The cost of the annual subscription is £80 plus VAT.

Mr C Griggs Proposed that the Clerk subscribe to Amazon Prime at an annual cost of £80 plus VAT. Seconded by Mr J Westrup. Resolved by ALL in favour.

11. TO CONSIDER AND AGREE PHONE REQUIREMENTS OF THE PARISH COUNCIL.

Mr Whiting reported that the current set up for mobile phones systems for the Clerk and Assistant Clerk were pay as you go and for the Chairman and Vice Chairman using their personal devices, it was explained that this was not practical cost wise for the pay as you go and didn't allow for the work-life balance of the Chairman and Vice Chairman and compromised safeguarding issues. Three quotes were obtained for monthly phone contracts for 4 phones.

In all cases the following quotes were for 4 phones with unlimited call and texts on a 36 month contract. data allowance varies per provider as below:

Three- £0 upfront cost. 80 GB data. £76 plus VAT per month

EE- £50 plus VAT upfront cost. 50 GB data. £100 plus VAT per month

Vodafone- £157.50 plus VAT upfront cost. 25GB data. £105.40 plus VAT per month.

Mr J Westrup proposed that delegated authority be given to the Clerk for four phone contracts to be set up via direct debit for the Parish Council use, going with Three's quote of £76 plus VAT per month on a 36-month contract. Seconded by Mr C Griggs. Resolved with MAJORITY in favour. Mr D Noske abstained.

12. TO CONSIDER AND AGREE A DEBIT CARD FOR THE PARISH COUNCIL.

Mr Whiting reported that the current set up for local purchase is for the individual to purchase with their own funds and claim the money back from the Parish Council. This is not ideal and the best way forward to resolve this would be to have a Parish Council Debit Card. Advice was asked from the internal auditor and SALC regarding this and the advice were that it would be acceptable, as long as this is approved by council at a council meeting, safeguards and spending limits are in place.

The following safeguards and spending limits are proposed: Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council before any order is placed.

Mr R Whiting proposed that a Parish Council debit card be obtained and restricted to the Clerk and it will be restricted to a single transaction maximum value of £500 unless authorised by the council. Seconded by Miss A Cracknell. Resolved with ALL in favour.

14. TO NOTE CORONATION EXPENDITURE

Invoices for the following have been paid: First Aid £105; Martin Colbert Photography £195; Communities Together £350; St Andrews Church – £195 WSA - £25. Mr R Whiting reported the final costs of the Coronation event. Total spend: £7,857.69. Grant money received £5,234.94.

Councillors noted this.

15. FEEDBACK ON ANNUAL PARISH MEETING

The Clerk reported that the total budget allocated for the annual parish meeting was £500. The total spend was £324.40. Mr Whiting reported that it was a successful event. Mr Ward requested an itemised bill which the Assistant Clerk is to provide.

Councillors noted this.

16. PARISH MATTERS & CORRESPONDENCE

a. Correspondence Received

None

b. Forthcoming Meeting Dates

Community and Engagement Committee Meeting, Thursday 29th June at 1930 at Village Hall

Parish Council Meeting, Thursday 13th July at 1930 at Village Hall

Environment and Services Committee Meeting, Thursday 20th July at 1930 at Tower Hall

Planning and Transport Committee Meeting, Thursday 7th September at 1930 at Tower Hall

17. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None Arising

18. CLOSE OF MEETING

The chairman closed the meeting at 2030.

--COUNCILLORS to note items BELOW --

The following expenditure had been incurred and income received since the items listed in the Minutes of the Parish Council meeting of 11th May 2023.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
02/05/2023	Mr P Massey	Coronation event - coconuts		Internet payment 934		£12.50	Misc
02/05/2023	Mr P Massey	Coronation event - cable ties		Internet payment 935		£3.00	Misc
02/05/2023	Mr P Massey	Coronation event - prizes		Internet payment 936		£133.89	Misc
02/05/2023	Parish Halls - Rushmere St	Hire of meeting rooms and parish office - Jan to June 2023		Internet payment 937		£3,306.33	Misc
02/05/2023	Ipswich YM Rugby club	Kitchen support & road crossing		Internet payment 938		£140.00	Misc
02/05/2023	Mrs S Stannard	Zoom subscription Apr 2023 - Apr 2024		Internet payment 939	£287.76	£239.80	£47.96 Admin
02/05/2023	Mr J Nicholls	Parish handyman weekly inspections		Internet payment 940		£202.20	Litter
02/05/2023	Norfolk and Suffolk 4x4 Resp	Coronation event - parking control		Internet payment 943		£121.60	Misc
04/05/2023	Mr Wright	Coronation Event - Sandwich Platters		Internet payment 944		£560.00	Misc
04/05/2023	Mr Wright	Coronation Event - B&M - washing up liquid		Internet payment 945		£2.99	Misc
04/05/2023	Mr Wright	Coronation Event - Stationary		Internet payment 946		£5.00	Misc
04/05/2023	Mr Wright	Coronation Event - Refreshments		Internet payment 947		£36.07	Misc
04/05/2023	Mr Wright	Coronation Event - Refreshments		Internet payment 948		£183.85	Misc
04/05/2023	Mr Wright	Coronation Event - Refreshments		Internet payment 949		£61.56	Misc
04/05/2023	Mr Wright	Coronation Event - Refreshments		Internet payment 950		£148.91	Misc
04/05/2023	Mr Wright	Coronation Event - Refreshments		Internet payment 951		£78.71	Misc
04/05/2023	Mr Wright	Coronation Event - Refreshments		Internet payment 952		£47.60	Misc
04/05/2023	Mr Wright	Coronation Event - Refreshments		Internet payment 953		£3.00	Misc
04/05/2023	JEP Business Services	Noticeboard and letter rounds - March & April 2023		Internet payment 954		£120.00	S142
04/05/2023	Lydia Woods Artist	Coronation - Map illustration, Waymaker Design, Leaflet Desi		Internet payment 955		£425.00	Misc
04/05/2023	Mrs S Stannard	Coronation Event - games		Internet payment 956		£2.00	Misc
04/05/2023	SALC	Training clerk's sessions - P Massey		Internet payment 957	£216.00	£180.00	£36.00 Training
04/05/2023	Amazon	Paper office		Internet payment 958	£36.90	£30.75	£6.15 Admin
04/05/2023	Amazon	Paper office		Internet payment 959	£36.89	£30.74	£6.15 Admin
09/05/2023	Barclays Bank	Bank Charges				£8.50	Admin
10/05/2023	PWBL	6 Monthly Loan Repayment		D/D		£10,665.41	S19
11/05/2023	Mr P Massey	Refreshments Annual Meeting		Internet payment 960		£10.55	Misc
11/05/2023	Ipswich Borough Council	Installation of marker posts, production of signage, path clear		Internet payment 961	£1,422.00	£1,185.00	£237.00 Misc
11/05/2023	Heelis and Lodge	Internal audit 2022/23		Internet payment 963		£280.00	£0.00 Admin
11/05/2023	SCL Landscape Management	Pond maintenance - April 2023		Internet payment 964	£144.00	£120.00	£24.00 Pond
11/05/2023	SCL Landscape Management	Play areas maintenance - April 2023		Internet payment 966	£519.60	£433.00	£86.60 PF&POS
11/05/2023	Evolve Business Solutions	Printer contract 12/02/2023 -11/05/2023		Internet payment 967	£75.06	£62.55	£12.51 Admin
11/05/2023	Amazon	Stationary office		Internet payment 968	£36.43	£30.35	£6.08 Admin
11/05/2023	Mrs S Stannard	Title deed maps - land ownership		Internet payment 970		£9.00	Admin
11/05/2023	Mrs S Stannard	Refreshments Annual Event		Internet payment 974		£12.30	Misc
15/05/2023	BT Group PLC	Office phone		D/D	£279.89		Admin
17/05/2023	Gotelee Solicitors LLP	Transfer of land Bixley Farm		Internet payment 975		£350.00	Misc
17/05/2023	St John Ambulance	First Aid for Event		Internet payment 976	£126.72	£105.60	£21.12 Misc
17/05/2023	Communities Together East	Services provided at Coronation Event		Internet payment 977		£350.00	Misc
17/05/2023	Waldringfield School Associa	Games provided for Coronation Event		Internet payment 978		£25.00	Misc
17/05/2023	PCC St Andrew	Venue, facilities provided for Coronation Event		Internet payment 979		£150.00	Misc
17/05/2023	Communities Action Suffolk	Website Training, SSL Certificate		Internet payment 980	£81.00	£67.50	£13.50 Training
18/05/2023	Amazon	Stationary office		Internet payment 981	£24.01	£19.99	£4.02 Admin
18/05/2023	Amazon	Card coronation programmes		Internet payment 982	£33.03	£27.51	£5.52 Misc
18/05/2023	Amazon	Stickers coronation programmes		Internet payment 983	£5.89	£4.91	£0.98 Misc
18/05/2023	Amazon	Stickers coronation programmes		Internet payment 984	£5.89	£4.91	£0.98 Misc
18/05/2023	Amazon	Competitions coronation		Internet payment 985	£49.78	£41.49	£8.29 Misc
18/05/2023	Amazon	Games prizes coronation		Internet payment 986	£22.99	£19.16	£3.83 Misc
18/05/2023	Amazon	Chair office		Internet payment 987	£188.69	£157.24	£31.45 Asset
18/05/2023	Amazon	Pens Coronation		Internet payment 988	£10.48	£8.73	£1.75 Misc
18/05/2023	Mrs S Stannard	Refreshments Annual Meeting		Internet payment 989		£42.00	Misc
18/05/2023	Mrs S Stannard	Top up mobile phone		Internet payment 990		£11.89	Admin
18/05/2023	Martin Colbert Photography	Photos Coronation Event Coverage		Internet payment 991		£195.00	Misc
23/05/2023	Mr P Massey	Annual meeting refreshments		Internet payment 992		£266.27	Misc
23/05/2023	Ms L Ford	Coronation Streetparty		Internet payment 993		£100.00	S137
25/05/2023	Net salaries paid after NI, Tax, Pension - May 2023			Internet payment 995 & 996		£3,853.44	Salary
25/05/2023	Nest	Pension contributions - May 2023		D/D		£280.09	Pension
25/05/2023	Mrs S Stannard	Refreshments Annual Meeting		Internet payment 997		£11.38	Misc
25/05/2023	Mrs S Stannard	Refreshments Annual Meeting		Internet payment 998		£34.86	Misc

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
02/05/2023	Birketts	Legal advice on boundary issues at Lawn Cemetery		Internet payment 941	£ 120.00	£100.00	£ 20.00 Admin
02/05/2023	TownsWebArchiving	Data backup		Internet payment 942	£ 164.34	£136.95	£ 27.39 Admin
09/05/2023	Barclays Bank	Bank Charges				£11.15	Admin
11/05/2023	SCL Management Ltd	Maintenance cemetery - April 2023		Internet payment 971	£ 754.80	£629.00	£ 125.80 Maintenance
11/05/2023	Mr K Brazier	Registrar cemetery - Administration April 2023		Internet payment 972		£ 128.25	Admin
11/05/2023	Mr K Brazier	Materials lids lawn cemetery		Internet payment 973		£ 65.01	Admin
23/05/2023	Sunskips Ltd	Skip exchange at Lawn Cemetery - 16/05/2023		Internet payment 994	£ 223.00	£185.83	£ 37.17 Maintenance

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
11/05/2023	SCL Landscape Mar	Track improvements, rehanging of gates and replacing gate posts		Internet payment 962	£ 6,624.00	£ 5,520.00	£ 1,104.00 Maintenance
11/05/2023	SCL Landscape Mar	Maintenance - April 2023		Internet payment 965	£ 212.40	£ 177.00	£ 35.40 Maintenance

INCOME RECEIVED during May 2023

General Account (allotment deposits, tenancy fees, grant)	£166.59
Business Base Rate Tracker (interest)	£0
Cemetery Account (burial income, interest)	£6,690.63

ACCOUNT BALANCES AS AT 31st May 2023

General Account	£245,720.59
Business Base Rate Tracker	£54,626.81
Cemetery Account	£118,577.74