



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Council meeting held on 8th July 2021 at 7.30pm at the Village Hall

CHAIRMAN: Mr P Richings

PRESENT: Mrs M Brown, Mrs B Richardson-Todd, Mr B Ward, Mr R Whiting, Mr J Wright, Mr P Richings, Mr K Driver, Mr D Francis, Mr C Griggs, Miss A Cracknell.

APOLOGIES: Mr J Westrup (family commitment), Ms Evans (family commitment), Mr R Nunn (another commitment)

OTHER APOLOGIES: Cllr S Lawson

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

ALSO PRESENT: Cllr Hedgley, Members of the public = 1

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

The Chairman welcomed everyone to the meeting. He then 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 from Mr Westrup, Ms Evans and Mr Nunn. Mr Wright proposed that the apologies be accepted, seconded by Mr Whiting. Resolved with ALL in favour.

2. TO FILL A PARISH COUNCIL VACANCY IN THE TOWER WARD BY CO-OPTION

The Councillor vacancy arose as a result of the resignation of Mrs Amanda Bridger. A notice of the vacancy in the Tower Ward was displayed on the noticeboards in the parish and on the parish council website. The notice was displayed from 11 June 2021 until 1st July 2021. East Suffolk informed the Parish Council that a by-election was not needed and that a parish councillor can be co-opted.

One interested candidate, Mr Bentley was present at the meeting and introduced himself and gave Councillors a brief history of their life, family and work and why he was interested in becoming a councillor in the parish. Mrs Richardson-Todd and Mr Driver indicated that a member of the Neighbourhood Plan Working Group was also interested in the vacancy.

Mr Richings proposed that Mr Bentley be co-opted as councillor. This was seconded by Mr Francis. *[Mr Bentley left the room]*. A majority voted against Mr Bentley to be co-opted as Parish Councillor. *[Mr Bentley returned]*. The chairman explained to the candidate that Councillors would like to give the other candidate a chance for co-option too and invited Mr Bentley to attend the next parish council meeting to be considered for co-option.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 5th May 2021

Mr Richings reminded Councillors to note the list of payments made. Mr Wright proposed acceptance of the minutes without any amendments:

This was seconded by Mr Driver, with MAJORITY in favour. The minutes were duly signed as a correct record with the amendments.

4. DECLARATIONS OF COUNCILLOR INTEREST

No declarations were made.

5. PUBLIC PARTICIPATION

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

None

b. County Councillor Report

A written report from Mr Lawson was made available with the agenda for the meeting.

Matters arising – Mr Wright stated that he was encouraged by the support provided by Mr Lawson for local organisations.

c. District Councillor Report

Written reports from Cllrs Hedgley and Fryatt were made available with the agenda for the meeting.

Matters arising – Cllr Hedgley made Councillors aware of information that will be sent to households regarding what is allowed and what is not allowed in recycling bins and funding that is available from East Suffolk Council for the establishment of new wildflower habitats or maintenance of existing habitats in the district. Funding proposals for wildflower habitats will be considered by the Parish Amenities and Services Committee.

Mr Richings thanked Cllrs Lawson and Hedgley for their reports.

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

Mr Whiting reported that nappies are still being dumped at bins in the parish. It was agreed to include an article in the next newsletter. Mr Whiting reported the dangerous fence along the footpath between Playford Road and The Street. The officers have reported this several times to Suffolk County Council and made County Councillors aware of this.

Mr Griggs reported that a resident contacted him about one of the photos in the newsletter where a lady is walking six dogs and pointed out that this is illegal. She also pointed out that the reference about not allowing dogs into certain areas of the Commons should be anyone not just dogs.

Mr Driver reported that the Commoners are aware the signs about Conservation Areas have been removed/vandalised. The signs may be replaced.

6. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM (SNT)

There was no police attendance.

a. Report from funded PCSO

Written reports from the PCSO were made available prior at the meeting.

Matters arising – Mr Richings and Mr Wright reported on a meeting held with the PCSO on 2nd July 2021 at Tower Hall. Mr Richings, Mr Wright, the Clerk and Assistant Clerk attended the meeting. It was a very positive meeting with the PCSO and aspects such as community Speedwatch, anti-social behaviour, obstruction of pathways, etc were discussed. Mr Whiting mentioned that the Parish Council will have to consider whether it is worth while signing up for future SLA agreements considering hours of the PCSO, etc when the current agreement expires.

7. OFFICE PRINTER

a. To Approve Disposal of Life Expired Printer from Asset Register

At the Parish Council meeting on 11th March it was reported that the HP Officejet Pro X476dw office printer was not fit for purpose any longer and that it has reached the end of its lifetime. Subsequently it was agreed that delegated authority be given to the Chairman, Clerk and Assistant Clerk to purchase a printer and maintenance contract up to a maximum of £5,000 over three years. On the 12th May 2021 the office printer was replaced with a new printer. Details of the new printer and maintenance contract will be provided in item 7b. It is not possible to repair or sell the printer and it has reached the end of its lifetime. It is therefore recommended that the printer be disposed of and deleted from the Parish Council Asset Register. The value of the printer is £439.

Mr Wright proposed that the HP Officejet Pro X476dw office printer be disposed of and deleted from the Parish Council Asset Register as it is not viable to repair it or to sell it. This was seconded by Mr Griggs with ALL in favour.

b. To Note Acquisition of Replacement Printer

The Assistant Clerk reported that following £5,000 (over 3 years) being allocated for the purchase of a new printer for the Parish Office a Konica Minolta colour A3 printer was installed on 12th May 2021 by Evolve Business Solutions, Ipswich.

Four quotes were sourced from Mid Solutions 4d, Evolve Business Solutions, EBM and XBM. Taking into consideration reviews and location of supplier, Evolve Business Solutions came out as the best.

The decision to buy the printer outright was made as this was £708 cheaper than to lease over 5 years and the printer should last around 8 years. The outright purchase price is £2157.00 plus VAT.

The full service and maintenance contract over 5 years includes the cost of all remedial and preventative maintenance, parts and labour and toner. The cost of this is based on, per copy price of each copy printed. Toner is delivered to the office prior to it running out.

Overall, the estimated cost of the printer including toner and maintenance over 3 years is £783 based on x400 B&W copies and x100 colour copies per month. This will be a saving on the costs of toner paid in respect of the previous printer.

Previous cost of toner over 3 years based on like for like usage over 3 years without maintenance £1,800 p.a.

Total cost over 3 years is £2157 printer plus Maintenance contract £783 = £2940.

The replacement printer will be added to the asset register.

Councillors noted this.

8. SPEEDING

a. To Consider Whether to Submit Application To Suffolk County Council for Use of Automatic Number Plate Recognition Camera (ANPR) in Parish

The Clerk informed Councillors that Suffolk County Council and Suffolk's Police and Crime Commissioner and Suffolk Constabulary (the Suffolk Roadsafe Partnership), has launched the use of Automatic Number Plate Recognition cameras to tackle speeding hot spots across the county. The pilot is funded from SCC's 2020 fund and will run for 2 years. The Automatic Number Plate Recognition (ANPR) cameras are being used to help detect and deter speeding offences that have been highlighted in Suffolk villages, and educate drivers on the importance of road safety.

An ANPR camera will be installed at a site where it has been identified by a parish council, with support from their county councillor, there is a problem with speeding and / or rat running on roads with a 20 or 30mph speed limit. The devices will be moved between sites and will remain in situ for up to one week per site. There is an option of extending this period if needed.

An ANPR device identifies a speeding vehicle by capturing an image of the number plate of the vehicle. Data will then be shared with the Police and the County Council. The County Council will write to the owner of the vehicle on behalf of both parties explaining their vehicle has been registered as speeding. Repeat offences at a particular location could prompt the deployment of SafeCam (Police's enforcement team) and the issue of fines to those who breach the speed limit.

b. To Identify Suitable ANPR Locations

Mr Wright provided a summary of potential suitable ANPR locations that he identified. A discussion followed regarding the locations.

Mrs Richardson-Todd proposed that delegated authority be given to Mr Wright and the Clerk to submit ANPR requests to Suffolk County Council for some of the higher volume roads in the parish where speeding tends to be an issue. This was seconded by Mr Whiting with ALL in favour.

9. FINANCE

a. To Note the Record of the General Purpose & Finance Committee Meeting of 10/06/2021

Mr Richings reported that the last meetings of the GP&F had been held on 10th June 2021. Copies of the UNAPPROVED minutes had been made available to all Councillors.

The GP&F record was noted.

Matters Arising:

There were no matters arising from the reported minutes.

b. To Note Expenditure Authorised under Delegated Powers

Delegated approval has been authorised for the following urgent work: SCL Landscape Management Services to repair hole in fencing and pole sticking out which is a potential hazard for children running into it at quoted price of £50.00+vat. This is for health and safety reasons.

c. To Consider Charging for Receipts of Cheques

The Clerk provided a summary to councillors of the number of cheques the Parish Council received over the last year and a half and the costs to bank and for the bank to process the cheques received. Generally it was felt that the Parish Council would like to provide residents/ households with an opportunity to pay by cheque without charging more but that the Parish Council would like to encourage businesses to pay monies in electronically.

Mr Richings proposed that the Clerk to write to companies that still pay by cheque to warn them that charges for cheques may be introduced from January 2022. He also proposed that this item will be referred to the next Cemetery Panel Meeting for consideration. Seconded by Mr Wright. All in favour.

d. To Review Suitability of Business Premium Account

The Clerk provided a summary of the interest earned on the Business Premium Account. A discussion followed regarding the account and the interest earned. Mr Whiting proposed that the Business Premium Account be kept but that more money be moved into the business premium account. Seconded by Mr Richings. All in favour.

e. To Allocate Community Infrastructure Levy to Purchase Litter Equipment for Use in Parish

The Clerk advised that to date the Parish Council has received £16,539.92 Community Infrastructure Levy funding from East Suffolk Council. The money has to be spent within 5 years of receipt else it has to be returned to East Suffolk Council. The first payment of £84.92 was received on 25/10/2016 and therefore has to be spent by 24/10/2021.

The Assistant Clerk spoke to Jason Alexander at Rubbish Walks, and they have agreed to provide training and support for litter picks. An advert was placed in InTouch and Your Rushmere asking for volunteers. To facilitate future volunteer litter picks the purchase of equipment including, Litter pickers, handiloop bag openers and rubbish bags totalling £200 is required. East Suffolk Council confirmed that CIL monies can be used for litter picking equipment.

Mr Driver proposed to allocate £200 of Community Infrastructure Levy to purchase litter equipment for use in Parish, seconded by Mr Wright and agreed by ALL.

f. Update on Playford Road Traffic Calming Scheme

The Parish Council was promised an update on the issues/ problems raised with Suffolk County Council regarding the scheme but to date has not received an update. It has been agreed with the Finance Team at SCC that the invoice of £45,200 will not be paid until these issues have been resolved. The Clerk has now contacted County Councillors Stuart Lawson and Debbie McCallum regarding this. Issues raised with SCC include:

- The speed bumps are not effective and the parish council is unconvinced that the speeding along Playford Road has been reduced by the speed bumps. Numerous comments have been received from residents reinforcing this concern.
- Some of the speed bumps are degrading/ failing (especially at Nr 12 Playford Road) even before the scheme has been completed and this is unacceptable.
- None of the electrical connections have been made. Illumination of the warning signs along the north and south of Playford Road have not been completed.
- The streetlight at the roundabout at Playford Road/ The Street is missing a head.
- A new post has been erected alongside an old rusty post at the roundabout at The Street/ Playford Road. The old post has not been removed.
- The give way sign at Bent Lane has not been replaced and once replaced will need to be illuminated.
- The yellow backing to the 30mph sign along the south of Playford Road is missing.
- Some markings along Playford Road has already disappeared.

The Clerk will submit a Freedom of Information Request to Suffolk Constabulary and Suffolk County Council regarding speeds recorded on Playford Road.

The Clerk and Mr Wright will meet Cllr Stuart Lawson at Playford Road to discuss issues with the scheme.

g. Other Matters

None

10. TO NOTE THE RECORD OF THE PLANNING AND DEVELOPMENT COMMITTEE MEETINGS OF 05/05/2021; 01/06/2021; 29/06/2021

Mr Richings reported that the last meetings of the P&D had been held on 5th May 2021, 1st June 2021 and 29th June. Copies of the APPROVED (05/05/2021 & 01/06/2021) and UNAPPROVED (29/06/2021) minutes had been made available to all Councillors.

The P&D records were noted.

Matters Arising:

There were no matters arising from the reported minutes.

11. TO NOTE THE RECORD OF THE PARISH AMENITIES AND SERVICES COMMITTEE MEETING OF 18/03/2021

Mr Richings reported that the last meeting of the PA&S had been held on 18th March 2021. Copies of the UNAPPROVED minutes had been made available to all Councillors. These minutes were noted at the last Parish Council meeting.

12. GENERAL PARISH MATTERS & CORRESPONDENCE

a. Correspondence Received

The Clerk reported that the modification Order to include Bixley Lane on the Definitive Map has been published. After the 17th August the Order will be confirmed if no objections to the Order were received. If any objections were received, the outcome will be determined by a planning inspector.

The Clerk reported that she received complaint from a resident regarding speeding along Playford Road and the Playford Road Traffic Calming Scheme. The Assistant Clerk reported that she received a complaint from a resident regarding speeding in The Street. The complaints were noted and will be referred to the Community Speedwatch Team/ PCSO.

b. Forthcoming Meeting Dates

East Suffolk community partnership: Kesgrave, Rushmere, Martlesham, Fynn Valley, Monday 12th July at 2pm via Zoom

Parish Amenities and Services Meeting, Thursday 15th July 2021 at 7.30pm at Tower Hall

Neighbourhood Plan Working Group Meeting, Wednesday 21nd July 2021 at 7.30pm via Zoom

General Purpose and Finance Meeting, Thursday 12th August at 7.30pm at Tower Hall

Cemetery Panel Meeting, Thursday 2nd September 2021 at 6.30pm walkabout followed by meeting at Tower Hall

Allotment Panel Meeting, Tuesday 14th September 6.30pm walkabout followed by meeting at Village Hall

Newsletter Panel Meeting Thursday 21th October at 7pm at Tower Hall

13. CLOSE OF MEETING

The chairman closed the meeting at 9.25pm.

-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 meeting of 10th June 2021

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
14/06/2021	Mr J Nicholls	Weekly inspections/ litter pick; Repair sign post at Chestnut Play Area; Cleaned graffiti tags; Grass strimming at benches; hanging signal cemetery - May 2021				£ 114.00	Litter
14/06/2021	JEP Business Services	Noticeboard rounds - May 2021	Internet payment 377		£	42.00	S142
14/06/2021	Mrs S Jenkins	Parish Mobile Phone Data - May 2021	Internet payment 378		£	10.00	Admin
14/06/2021	Mrs S Jenkins	Cable for Laptop	Internet payment 379		£	16.99	Admin
14/06/2021	SLCC	Renewal of membership for May 2021- April 2022	Internet payment 380		£	208.00	S137
24/06/2021	Mr J Nicholls	Materials for painting of fence at Kelvedon Play Area	Internet payment 381		£	20.07	PF&POS
24/06/2021	Suffolk Assn of Local Councils	Chairperson and leadership training online - Kev Driver	Internet payment 383	£ 120.00	£	100.00	Maint
24/06/2021	Mrs S Stannard	Paper for printer & refuse bags	Internet payment 384		£	5.50	Admin
24/06/2021	Net salaries paid after PAYE, NI & Pension - June 2021		Internet payment 385		£	2,788.29	Salary
24/06/2021	HMRC	Tax and NI - Apr, May, June 2021	Internet payment 389, 390		£	2,143.98	PAYE
			Internet payment 391		£		

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
14/06/2021	Mr A Duncan	Cemetery order forms - Holmes, Leveridge, Berry, Scarlett	Internet payment 382		£	80.00	Admin
24/06/2021	ICCM	Annual Membership 2021-22	Internet payment 386		£	95.00	Admin
24/06/2021	Mrs S Stannard	Parking to pay in cheques	Internet payment 387		£	1.80	Admin
24/06/2021	Mr A Duncan	Cemetery order forms - Cynthia Noble	Internet payment 388		£	20.00	Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
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INCOME RECEIVED during June 2021

General Account (allotment deposits, interest)	£0
Business Base Rate Tracker	£1.36
Cemetery Account (burial income, transfer, interest)	£5,870.35

ACCOUNT BALANCES AS AT 30th June 2021

General Account	£233,236.21
Business Base Rate Tracker	£54,503.71
Cemetery Account	£85,138.88