



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Council meeting held on 8th September 2022 at 7.30pm at the Tower Hall

CHAIRMAN: Mr R Whiting

PRESENT: Mr B Ward, Mr K Driver, Mr J Westrup, Mr J Wright, Mrs B Richardson-Todd, Miss A Cracknell, Mr R Whiting, Mr D Francis, Mr D Noske, Mrs M Brown, Mr N Nunn (family commitment)

APOLOGIES: Ms Evans (family commitment), Mr P Richings (family commitment), Mr M Newton (family commitment), Mr C Griggs (family commitment)

OTHER APOLOGIES: Mr S Lawson (other commitment), Mrs D McCullum (other commitment)

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

ALSO PRESENT: Cllr Hedgley, Members of the public = 0

A minute's silence was held in respect of the death of Her Majesty Queen Elizabeth II

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 Mrs B Richardson-Todd. Resolved with ALL in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 14 JULY 2022

Mr J Wright proposed acceptance of the minutes *without any amendments*. This was seconded by Mr J Westrup with ALL in favour. The minutes were duly signed as a correct record.

3. DECLARATIONS OF COUNCILLOR INTEREST

None

4. PUBLIC PARTICIPATION

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

Mrs B Richardson-Todd asked if the Parish Council should think about doing something for the mourning period for HM Queen Elizabeth II or for the coronation of the new king. It was agreed this would be progressed. The Clerk to send a letter of condolence to the Royal Family on behalf of the Parish.

The clerk reported that St Andrew's Church will have a book of condolence available to sign.

Mr D Francis raised the issue of weeds in Clovelly Close. Recent spray of weeds has not worked. The Clerk ask a road engineer and County Councillor Stuart Lawson to meet with Mr Francis.

Mr J Wright reported the water at Limes Pond is low. The Greenways Project will be clearing it. Speedwatch has noted additional traffic on Arundel Way due to road works in other areas and speeding of parents and carers taking children to school.

b. County Councillor Report

Written report from Cllr Lawson was made available with the agenda for the meeting. Mr J Wright noted the Parish Council is grateful for the work on Playford Road by County Councillor Stuart Lawson. Delegation to meet at Playford Road including Mr R Whiting, Mrs B Richardson-Todd, Mr B Ward and Mr J Wright.

c. District Councillor Report

Written report from Cllr Hedgley was made available with the agenda for the meeting.

A question was asked, what is a design champion and Mr C Hedgley said he would find out and report back.

Details on Ease the Squeeze, a campaign to help people with the cost of living by East Suffolk Council was highlighted by Mr C Hedgley. The clerk to include details in the next 'Your Rushmere' magazine.

5. 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 with the agenda for the meeting.

The PCSO Report was noted.

There were no matters arising from the reported minutes.

b. Other Matters

None

6. FINANCE

a. To Note the Record of the General Purpose & Finance Committee Meeting of 11/08/2022

Mr Driver reported that the last meeting of the GP&F had been held on 11th August 2022. Copies of the UNAPPROVED minutes had been made available to all Councillors.

The GP&F record was noted.

There were no matters arising from the reported minutes.

b. To Note Expenditure Authorised under Delegated Powers

The Clerk advised that there was no expenditure approved under delegated authority.

c. Other Matters

None.

7. PLANNING AND DEVELOPMENT

a. To Note the Record of the Planning and Development Committee Meeting of 18/07/2022 and 09/08/2022

Mr Whiting reported that the last two meetings of the P&D had been held on 18th July 2022 and 9th August 2022. Copies of the APPROVED for 18th July 2022 and the UNAPPROVED minutes for 9th August 2022 had been made available to all Councillors.

The P&D record was noted.

There were no matters arising from the reported minutes.

8. TO NOTE THE RECORD OF THE PARISH AMENITIES AND SERVICES COMMITTEE OF 21/07/2022

Mr Wright reported that the last meeting of the PA&S had been held on 21st July 2022. Copies of the UNAPPROVED for 21st July 2022 had been made available to all Councillors.

The PA&S record was noted.

There were no matters arising from the reported minutes.

9. TO CONSIDER AND APPROVE THE PURCHASE OF FOUR DEDICATED COUNCILLOR EMAIL ADDRESSES FOR A TEST PERIOD

The Parish Clerk explained that as a step towards using dedicated Parish Council emails instead of personal ones, a test period of 6 months is proposed with 4 councillors as follows:

chairman@rushmere-st-andrew.org.uk

vicechairman@rushmere-st-andrew.org.uk

paschairman@rushmere-st-andrew.org.uk

gpfchairman@rushmere-st-andrew.org.uk

These are generic so if the chairman changes the email address does not have to.

The email can be added to Outlook or accessed through a website.

Our IT provider CloudFlex Systems has provided a quote at £5.30 per month and a one off administration fee to create user profiles, purchase licences and mailboxes at £110 (includes all 4 emails). Total for 6 months £237.20

Mrs B Richardson-Todd proposed to approve the purchase of 4 email addresses for dedicated Parish Councillor use from CloudFlex Systems for a test period of 6 months at a total amount of £237.20 plus VAT seconded by Mr J Wright and agreed by MAJORITY.

Mr C Hedgley entered the room at 7.50pm

10. TO CONSIDER AND APPROVE PROPOSAL TO PURCHASE A NEW LAPTOP AND NECESSARY SOFTWARE FOR DEDICATED USE WITH DATA FROM SIDS

Mr J Wright explained that the data from the SIDs needs to be downloaded via Bluetooth. Therefore a laptop is required to download the data and send it off for analysis. Following that, receive the processed data and produce statistics and graphs which can be shared at committee meetings etc.

Mr J Wright thanked the Assistant Clerk for the work done on the SIDs.

After researching various laptop options the Clerk requested CloudFlex Systems, our IT provider to recommend a sturdy laptop fit for purpose. They have recommended a Lenovo Thinkpad T470 Ultrabook PC with Windows 10 which is the operating system needed for the SID's data download. The quote for the laptop including software, security, 2 year warranty, laptop bag and mouse is £ 487.90 plus VAT. It is envisaged that this laptop will also be able to be used by a Councillor in the future

Councillors agreed to fund out of general reserves. They have looked at the risks associated with using general reserves and noted there will be savings in terms of hire costs etc and it would have a very small impact on the general reserves.

Mr J Wright proposed to approve the purchase of a Lenovo Thinkpad T470 including software and set up and a 2 year warranty from Cloudflex Solutions at £487.90 plus Vat seconded by Mr D Noske and Agreed by MAJORITY.

11. TO CONSIDER AND APPROVE THE SEASONAL CUT ON THE LAND AT WOODBRIDGE ROAD

The Clerk reported that a quote has been received from The Greenways Countryside Project and as they have been instrumental in this project from the beginning no other quote has been sourced.

James Baker from the Greenways Countryside Project has recommended that although ordinarily, all or most of the cut material could probably remain on site as habitat piles. This year, due to the perceived fire risk, it may be best to remove most of the arisings.

They propose to mow around 80% of the grassland (leaving a few small areas as refuges for insects and other wildlife) and remove the majority from the site, in one large trailer load. Any excess material can be safely secreted as habitat piles under the trees and hedges.

The work will include a minor trim back of the informal path at the eastern end of the site and cut around the bramble patch to prevent it spreading too much further. They will also mow and rake the strip outside the fencing, beside the driveway. Total cost £500 plus Vat.

Miss A Cracknell proposed to appoint The Greenways Countryside Project to cut the land at Woodbridge Road at £500 plus Vat seconded by Mr J Wright. Resolved with ALL in favour.

12. TO CONSIDER AND APPROVE THE LEVELLING OF THE PATH NEXT TO THE HEDGE AT LAWN CEMETERY SUBJECT TO PERMISSION FROM LANDOWNERS

The Assistant Clerk reported that 2 quotes have been received to level the path next to the Lawn Cemetery which is proving to be a trip hazard. A positive response has been received from the Footpath Officer at SCC.

A letter to be sent from the Parish Office notifying the owners of the Lodge of the work.

SCL Landscape Management Ltd have quoted to lay type 1 crushed granite material (20 tonnes) spread level and compact with vibrating roller to fill the current hollow, leaving a more even surface with a slight camber to shed water. Laying a permeable membrane between the clay soil and type 1. Total £1350 plus Vat.

The Greenways Project have spoken with the Footpath Officer and quoted £2,390 plus Vat for a longer lasting higher quality material used at local areas such as the National Trust.

This will be funded out of cemetery funds.

Miss A Cracknell proposed to appoint The Greenways Project to level the footpath next to the Lawn Cemetery at £2,390 plus Vat, seconded by Mr J Westrup and agreed by All.

13. TO CONSIDER AND APPROVE CEMETERY MAINTENANCE CONTRACTS

SCL Landscape Management have this contract and have done a excellent job so no other quotes have been sourced. They have quoted the same rates for another 3 years. The Assistant Clerk read out the details of the quote.

Mrs B Richardson-Todd proposed to appoint SCL Landscape Management Ltd with the Cemetery Maintenance Contract on the same terms as previously agreed seconded by Miss A Cracknell and agreed by All.

14. GENERAL PARISH MATTERS & CORRESPONDENCE

a. Correspondence Received

Mr R Whiting went through the details of the issue with eh maintenance of trees at 5 St Andrews Close and the resident's request for clarification over the boundary.

Mr J Wright, Mr R Whiting and the Assistant Clerk to meet on site and check the boundary in order to give a more informative answer.

b. Forthcoming Meeting Dates

P&D Committee Meeting, Thursday 15th September 2022 at 6.30pm at Tower Hall

PA&S Committee Meeting, Thursday 15th September 2022 at 7.30pm at Tower Hall

Annual Walkabout Sandlings and Mill Stream LNRs 28th September at 10am by the 5 a-side goal posts on The Sandlings.

15. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Investigate about doing something for the mourning period for HM Queen Elizabeth II or for the coronation of the new king.

16. CLOSE OF MEETING

The chairman closed the meeting at 8.28 pm.

---COUNCILLORS to note items BELOW ---

The following payments had been made since those listed in the Minutes of the GP&F committee meeting of 11th August 2022.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
06/06/2022	Mrs S Stannard	Locks Chestnut Pond	Internet payment 651		£ 35.14		PF&POS
06/06/2022	Mrs S Stannard	Paper for office	Internet payment 652		£ 7.00		Admin
06/06/2022	JEP Business Services	Noticeboard Rounds - May 2022	Internet payment 653		£ 84.00		S142
06/06/2022	Mr J Nicholls	Parish caretaker rounds - May 2022	Internet payment 654		£ 147.00		PF&POS
23/06/2022	Safer Village Driving	Membership fee 2022/2023	Internet payment 655		£ 50.00		S137
08/06/2022	Barclays	Bank charges 13 Apr - 12 May			£ 8.50		Admin
10/06/2022	Mr Nigel Cook (Cuckfield Jub	Cuckfield Jubilee Street Party	Internet payment 657		£ 100.00		S137
10/06/2022	Mrs S Jenkins	Summer Newsletter Prize	Internet payment 658		£ 25.50		S142
21/06/2022	SCL Landscape Management	Maintenance Ponds - May 2022	Internet payment 662	£ 144.00	£ 120.00	£ 24.00	Pond
21/06/2022	SCL Landscape Management	Broke Hall Jubilee Event - May 2022	Internet payment 663	£ 348.00	£ 290.00	£ 58.00	Misc
21/06/2022	SCL Landscape Management	Maintenance Play areas - May 2022	Internet payment 664	£ 519.60	£ 433.00	£ 86.60	PF&POS
23/06/2022	Net salaries paid after Tax, NI & Pension - June 2022		Internet payment 666 & 667		£ 3,067.49		Salary
23/06/2022	HMRC	Tax and NI - Apr, May, June 2022	Internet payment 668		£ 2,918.65		PAYE
23/06/2022	Nest	Pension payments - Employer and Employee - June 2022	D/D		£ 193.65		Pension
04/07/2022	Barclays	Bank charges 13 May 0 12 June			£ 8.50		Admin
06/07/2022	Signs for You	Signs at Broke Hall Playing Field	Internet payment 669	£ 254.70	£ 212.25	£ 42.45	PF&POS
06/07/2022	Mr J Nicholls	Parish caretaker rounds - June 2022	Internet payment 670		£ 81.00		PF&POS
06/07/2022	JEP Business Services	Noticeboard Rounds - June 2022	Internet payment 671		£ 21.00		S142
06/07/2022	Suffolk Digital Print and Design	Printing of summer newsletter 2022	Internet payment 672		£ 1,398.00		S142
06/07/2022	Mrs S Jenkins	Stationary Office	Internet payment 673		£ 16.99		Admin
06/07/2022	SCL Landscape Management	Maintenance - Play Areas - June 2022	Internet payment 674	£ 403.80	£ 336.50	£ 67.30	PF&POS
06/07/2022	SCL Landscape Management	Maintenance Ponds - June 2022	Internet payment 675	£ 144.00	£ 120.00	£ 24.00	Pond
19/07/2022	Eastern Play Services Ltd	Quarterly Inspections Play Areas	Internet payment 678	£ 300.00	£ 250.00	£ 50.00	PF&POS
19/07/2022	Mrs S Jenkins	Mobile phone office top up	Internet payment 679		£ 15.00		Admin
19/07/2022	Amazon	Stationary Office	Internet payment 680	£ 58.96	£ 49.13	£ 9.83	Admin
26/07/2022	Net salaries paid after Tax, NI & Pension - June 2022		Internet payment 681 & 682		£ 3,672.29		Salary
26/07/2022	Amazon	Stationary Office	Internet payment 683	£ 32.56	£ 27.13	£ 5.43	Admin
26/07/2022	Amazon	Fan for Office	Internet payment 684	£ 44.48	£ 37.07	£ 7.41	Admin
26/07/2022	Amazon	Stationary Office	Internet payment 685	£ 35.61	£ 29.68	£ 5.93	Admin
26/07/2022	Amazon	Stationary Office - Stamps	Internet payment 686		£ 100.28		Admin
26/07/2022	Amazon	Stationary Office	Internet payment 687	£ 5.71	£ 4.76	£ 0.95	Admin
26/07/2022	Amazon	Stationary Office	Internet payment 688	£ 7.12	£ 5.93	£ 1.19	Admin
26/07/2022	Westcotec	Speed Indicator Devices, Batteries, Bracket	Internet payment 689	£ 9227.94	£ 7,689.95	£ 1,537.99	Misc
29/07/2022	Nest	Pension contributions - July 2022	D/D		£ 251.34		Pension
04/08/2022	Barclays	Bank charges 13 June - 12 July			£ 8.50		
08/08/2022	JEP Business Services	Noticeboard rounds - July 2022	Internet payment 692		£ 63.00		S142
08/08/2022	PCC St Andrew, Rushmere	Hire of Hall for Planning and Development Co	Internet payment 693		£ 60.00		Hire
08/08/2022	SCL Landscape Management	Maintenance Ponds - July 2022	Internet payment 694	£ 72.00	£ 60.00	£ 12.00	Pond
08/08/2022	SCL Landscape Management	Maintenance Play Areas - July 2022	Internet payment 697	£ 585.6	£ 488.00	£ 97.60	PF&POS
08/08/2022	Amazon	Paper for office	Internet payment 698	£ 18.69	£ 15.57	£ 3.12	Admin
12/08/2022	BT Group Plc	Office phone hire charges	D/D	£ 241.20	£ 201.00	£ 40.20	Admin
25/08/2022	Nest	Pension contributions - amendment July 20	D/D		£ 3.11		Pension
25/08/2022	Net salaries paid after Tax, NI & Pension - June 2022		Internet payment 701 & 702		£ 3,623.29		Salary
25/08/2022	Mr J Nicholls	Parish caretaker rounds July 2022	Internet payment 703		£ 135.00		PF&POS
27/08/2022	Fullrays Leaflet Distribution	Parish summer newsletter	Internet payment 704		£ 224.00		S142
31/08/2022	Nest	Pension contributions - amendment Aug 20	D/D		£ 254.45		Pension
06/08/2022	Barclays	Bank charges 13 Jul - 14 Aug			£ 8.50		Admin

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
08/06/2022	Barclays Bank	Bank charges			£ 9.05		Admin
06/06/2022	Cooks Waste Kare Ltd	Skip exchange at Lawn Cemetery on 25/05/2022	Internet payment 656	£ 192.41	£ 160.34	£ 32.07	Maintenance
20/06/2021	Anglian Water	Water charges	D/D		£ 27.06		Metered Water
21/06/2022	Mr K Brazier	Assistant Registrar at lawn cemetery - May 2022	Internet payment 659		£ 70.00		Admin
21/06/2022	SCL Landscape Management	Maintenance cemetery - May 2022	Internet payment 665	£ 1,197.00	£ 997.50	£ 199.50	Maintenance
04/07/2022	Barclays Bank	Bank charges 14 May 12 June			£ 9.40		Admin
06/07/2022	SCL Landscape Management	Maintenance at cemetery - June 2022	Internet payment 677	£ 754.80	£ 629.00	£ 125.80	Maintenance
26/07/2022	Cooks Waste Kare Ltd	Skip exchange at Lawn Cemetery - 20/07/2022	Internet payment 690	£ 192.41	£ 160.34	£ 32.07	Maintenance
26/07/2022	Mr K Brazier	Assistant Registrar at Lawn Cemetery - June 2022	Internet payment 691		£ 135.00		Admin
02/08/2022	Barclays Bank	Bank charges 13 June - 12 Jul			£ 14.60		Admin
08/08/2022	SCL Landscape Management	Maintenance at cemetery - July 2022	Internet payment 699	£ 552.60	£ 460.50	£ 92.10	Maintenance
08/08/2022	Mr K Brazier	Assistant Registrar at Lawn Cemetery - July 2022	Internet payment 700		£ 165.00		Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
21/06/2022	SCL L/S MGT Ltd	Maintenance at Allotments - May 2022	Internet payment 661		£ 212.40	£ 177.00	£ 35.40
06/07/2022	SCL L/S MGT Ltd	Maintenance at Allotments - June 2022	Internet payment 676		£ 270.60	£ 225.50	£ 45.10
08/08/2022	SCL L/S MGT Ltd	Maintenance at Allotments - July 2022	Internet payment 695		£ 106.20	£ 88.50	£ 17.70
08/08/2022	SCL L/S MGT Ltd	Fencing, track, posts at allotments	Internet payment 696		£1,008.00	£ 840.00	£ 168.00

INCOME RECEIVED During August 2022

General	£0
Business	£0
Cemetery	£656.32

ACCOUNT BALANCES AS AT 31st August 2022

General Account	£234,032.93
Business Base Rate Tracker	£54,511.90
Cemetery Account	£97,176.65