



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



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

CHAIRMAN: Mr P Richings

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

APOLOGIES: Miss A Cracknell (unable to join virtual meeting), Mr R Nunn (unable to join virtual meeting), Mrs A Bridger (another meeting), Mrs S Todd (another commitment), Mrs M Brown (unwell)

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 Wright proposed acceptance of apologies and reasons for absence, seconded by Mr Ward, with ALL in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 9th June 2020

Mr Richings reminded Councillors to note the list of cheques issued. Mr Wright 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.

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

[Mr Whiting joined the meeting]

c. District Councillor Report

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

Matters arising: Mr Wright expressed his thanks to East Suffolk Council to support vulnerable residents during the COVID-19 pandemic. He stated that he would be keen for the Parish Council to investigate how all the support available to residents can be centralised.

Mr Richings thanked Mr Whiting and Mr Hedgley for their reports.

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

Mr Whiting reported that Miss Cracknell expressed her concern to him about the overflowing litter bins on the Sandlings LNR and at Tower Hall. A long discussion followed about the litter on the Heath and at Tower Hall.

Mr Newton reported that he had a conversation with Mr Brander about the Playford Road sign that has been removed and referred him to Suffolk County Council's online reporting tool. A discussion followed about the sign that has been removed.

Mr Wright reported that he recently went to all the areas owned by the parish and that all is in good order, particularly the allotments. He thanked Mr Westrup for his work at the allotments as allotment manager. Mr Wright also reported low water levels at the ponds.

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 – A typo in the report that referred to Rushmere St Andrew Town Council rather than Parish Council was noted. Ms Evans reported problems on the Heath with underaged drinking, rubbish left behind and nitro oxide cannisters. The Clerk to contact the PCSO asking her to get in touch with

the OneStop shop and reinforce that when selling alcohol to young people to check the age of the buyers.

c. Other Police Matters

None

[Mr Hedgley and Mrs Richardson-Todd joined the meeting].

Mr Richings expressed his thanks to East Suffolk Council with their support to help vulnerable residents in the parish during the COVID-19 pandemic.

6. TO CONSIDER AND APPROVE THE REPLACEMENT OF A NOTICEBOARD AT LIMES POND

The Assistant Clerk reported that the noticeboard at Limes Pond needs replacing as it is currently not safe since the legs are starting to rot.

Mr R Whiting has offered to part fund a like for like replacement wooden noticeboard from his Enabling Communities Budget based on the Parish Council funding the first £800. Quotes have been received for a replacement oak noticeboard from Greenbarnes who supplied the noticeboard at the Parish Cemetery at £1,660.94, from Noticeboard Company at £ 1,235 plus vat and from Noticeboards Online at £ 1,660 plus vat.

A quote from SCL Landscape Management has been received to dismantle and dispose of the existing noticeboard and install the new noticeboard at £105 plus vat. SCL Landscape Management's work was of high quality, they have been the contractor for many years and are fully aware of the requirements.

Mr Griggs proposed approval of the quote for an oak noticeboard from Greenbarnes at £1,660.94 plus vat and installation of the noticeboard and disposal of the existing noticeboard by SCL Landscape Management as their previous work has been of high quality at £105.00, seconded by Mr Newton and agreed by ALL.

7. TO CONSIDER ADDITIONAL LITTER AND DOGGY BINS AT SANDLINGS LNR & TOWER HALL CAR PARK & CHESTNUT POND

The Assistant Clerk reported that the rubbish bins on the Sandlings Local Nature Reserve (LNR) and at Tower Hall car park are overflowing and the Fido bin on the Sandlings LNR had been reported as overflowing. No additional collections are available.

The Assistant Clerk reported that the necessary permissions has been obtained from Suffolk Coastal Norse, East Suffolk and Parish Halls for the installation of additional bins next to the current bins at Tower Hall car park and The Sandlings near the bench opposite the 5 a-side goals. The cost of each bin including installation is £225 plus VAT.

To install a Fido bin is £195 plus vat. However, Suffolk Coastal Norse pointed out that a litter bin which is far bigger could be installed at £225 plus vat and they can put stickers on the litter bin stating that 'dog waste can be placed in this bin'.

Mr J Westrup has requested the bin at Chestnut pond to be moved. The cost of this is approximately £20 depending on the ease of relocation.

A discussion followed about the need for additional bins on the Sandlings LNR and at Tower Hall car park.

Mr Wright proposed to purchase and install 2 rubbish bins at the Sandlings LNR (one near the 5 a-side goals) and 1 rubbish bin at the Tower Hall car park at £225 plus vat each, seconded by Mr Whiting and agreed by ALL.

8. TO CONSIDER AND APPROVE CONTRACT FOR 4 INSPECTIONS AT PLAY AREAS 2020-21

The Inspection Contract for Play Area inspections at Broke Hall, Chestnut, Tower Hall, Kelvedon and Yew Tree Grove Chestnut is due for renewal. PlayQuip Leisure has been asked to quote for a further year. No increase in fees is proposed from the previous contract which is £2419.80 plus vat for 4 inspections per year to be carried out at our instruction.

PlayQuip Leisure's work was of high quality, they have been the contractor for many years and are fully aware of the safety and other requirements.

Mr Griggs proposed acceptance of the new 1 year contract with Play Quip Leisure at £2419.80 plus vat, seconded by Mr Wright and agreed by ALL.

9. TO CONSIDER AND APPROVE A REPLACEMENT FENCE AT THE PASSAGEWAY AT BEECH ROAD

The Parish Council own the passageway that leads from Beech Road to Yew Tree play area. The Parish Council removed an old derelict fence along the passageway last year but there is a need to install a fence to replace the one that was removed. Mr J Wright, Mr P Richings, The Clerk and Assistant Clerk met at Beech Road to discuss the installation of a fence at Beech road passageway on 5th March 2020. Mr J Wright also met various contractors on site to discuss requirements in order to acquire quotes for the work to, remove all existing concrete posts, cut existing vegetation to the ground, leave the section from the front of the shop to the roadway footpath install 27 m of 1.8 m high close boarded fencing with 3 cant rails and gravel board and to supply new concrete posts.

Three quotes were received for the above-mentioned work including from SCL Landscape Management Ltd that quoted £1,700 plus vat, KJ Fencing that quoted £1,910 plus vat and SPC Building Services that quoted £3,180 plus vat to complete the work.

A discussion followed about the need for a fence, the requirements and quotes received.

Mr Wright proposed approval of the quote from SCL Landscape Management Ltd to replace the fence at Beech Road Passageway at £1,700 + vat with the proviso that this is done after the bird nesting season from September onwards seconded by Mr Francis and agreed by ALL.

10. TO CONSIDER AND APPROVE PRESSURE WASHING AT PLAY AREAS IN PARISH

The Assistant Clerk reported that given the COVID-19 pandemic there is a need to pressure wash the play areas in the parish.

A quote from SCL Landscape Management has been received to pressure wash the Broke Hall, Tower Hall, Kelvedon, Chestnut and Yew Tree Grove play areas for the same price as last year at £750.00 plus vat. SCL Landscape Management's work was of high quality, they have been the contractor for many years and are fully aware of the requirements.

Mr Griggs proposed approval of the quote to pressure wash the play areas at the Broke Hall, Tower Hall, Kelvedon, Chestnut and Yew Tree Grove Play Areas at £750 plus vat from SCL Landscape Management Ltd, seconded by Ms Evans and agreed by ALL.

A discussion followed about the government requirements for re-opening of outdoor play areas and the implications for re-opening play areas in the parish. It was agreed to following a pragmatic view and re-open play areas in the parish.

Mr Wright proposed that the play areas in the parish be re-opened as soon as practically possible provided all the play areas are pressure washed, a safety inspection is completed for each of the play areas and laminated notices are added to all the entrance gates at the play areas reminding users of the risks and requirements for using the play areas. The exact wording of the notices will be determined by the Chairman of the Parish Council, the Chairman of the Parish Amenities and Services Committee, the Clerk and the Assistant Clerk. The proposal was seconded by Mr Whiting. Resolved with a MAJORITY in favour.

11. TO CONSIDER AND APPROVE MOVING OF THE GOAL POSTS AT BROKE HALL PLAY AREA AND SANDLINGS LNR

There is a need to move the 5 aside goal posts at the Sandlings LNR and at Broke Hall Playing Field. A quote from SCL Landscape Management has been received to move the goal posts at both locations including to topsoil and re seed old goal mouths at a total of £788.00+vat.

SCL Landscape Management's work was of high quality, they have been the contractor for many years and are fully aware of the requirements.

Mr Westrup proposed approval of the quote to from SCL Landscape Management Ltd, to move the 5 aside goal posts at Sandlings LNR and Broke Hall Play Area including to top soil and re seed old goal mouths a total of £788.00+vat , seconded by Mr Ward and agreed by ALL.

12. FINANCE

a. To Note Expenditure Authorised under Delegated Powers

The Clerk advised that SCL Landscape Management was appointed to replace the gate post at the allotments for £65 + VAT during May 2020.

The Clerk advised that PlayQuip Leisure Ltd was appointed to fix the gate at Tower Hall play area to carry out repairs to the gate including the re-alignment to the opposite post for £375 + VAT and to supply and install a gate stop in the grassed area with a bump stop for £90 + VAT.

These payments were authorised on safety grounds under delegated powers by the Chairman and the Clerk.

Councillors noted this.

b. To Consider the Bank Reconciliation and Budget Monitoring for the Period Ending 31.05.20

The Clerk distributed a bank reconciliation and budget monitoring sheet for May 2020. She explained the various figures.

Mr Richings proposed that the bank reconciliation and budget monitoring sheet for May 2020 be approved; seconded by Mr Ward and resolved with ALL in favour.

c. To note the VAT reclaim submission for 2019/20

The Clerk reported that a VAT reclaim for £11,332.27 had been submitted to HMRC in respect of the year ending 31st March 2020. This was noted by Councillors.

13. TO NOTE THE RECORD OF THE PLANNING AND DEVELOPMENT COMMITTEE

Mr Richings reported that a meeting of the P&D had been held on 2th July 2020. A copy of the UNAPPROVED minutes for the meeting will be made available to all Councillors in due course. This was noted.

Matters Arising: None

14. GENERAL PARISH MATTERS & CORRESPONDENCE

The Clerk reported that she received correspondence from East Suffolk Council stating that closed churchyards will be treated as 'conservation areas' and the grass will not be cut at these locations. This includes the Rushmere Lawn Cemetery. It was agreed that the Clerk will contact the St Andrews Church regarding the correspondence. The Clerk will then write a letter to East Suffolk Council indicating that the Parish Council do not agree with this decision for East Suffolk to reduce the grass

cutting at the closed churchyard at St Andrews Church. It is felt that this is not the right location to keep as a conservation area particularly as the Parish Council and St Andrews Church are still paying for grass cuts. Mr Newton will also contact East Suffolk Council about the correspondence.

The Clerk reported that she received correspondence from Mrs Richardson-Todd about problems that she is experiencing with joining zoom meetings. It was agreed that a working group will be formed consisting of Mrs Richardson-Todd, Mr Whiting, Mrs Bridger and Mr Griggs and the Assistant Clerk to consider these problems.

15. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Early payment of loan (Tower Hall).

16. CLOSE OF MEETING

The chairman closed the meeting at 20.55pm.

---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 9th July 2020

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
13/07/2020	PlayQuip Leisure Ltd	Repairs to the gate including re-alignment to opposite post	Internet payment 169	£ 450.00	£ 375.00	£ 75.00	PF&POS 01/07/2020
13/07/2020	PlayQuip Leisure Ltd	Supply and install gate stop at Tower Hall	Internet payment 170	£ 108.00	£ 90.00	£ 18.00	PF&POS 01/07/2020
13/07/2020	Police and Crime Commissioner for Suffolk	Fully funded PCSO and vehicle (1/3 of cost) 27/04/2020 -	Internet payment 171		£ 2,360.63		Crime
13/07/2020	PlayQuip Leisure Ltd	Four Maintenance Inspections at Play Areas	Internet payment 172	£ 2,903.76	£ 2,419.80	£ 483.96	PF&POS 12/06/2020
13/07/2020	JEP Business Services	Noticeboard Rounds June 2020	Internet payment 173		£ 42.00		S142
13/07/2020	Suffolk Digital Print & Design	Printing of Summer Parish Newsletter	Internet payment 175		£ 538.00		S142
27/07/2020	Net Salaries Paid After Tax, NI & Pension - July 2020		Internet payment 176,177		£ 2,676.93		Salary
30/07/2020	Nest	Pension contributions - employer & employee - July 2020	D/D		£ 149.03		Pension

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
13/07/2020	Cooks Waste Kare Ltd	Skip exchange 23/06/2020	Internet payment 174	£ 170.00	£ 141.67	£ 28.33	Maintenance

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
14/07/2020	Anglian Water	Water charges	D/D	£ 60.64			Metered Water

INCOME RECEIVED during July 2020

General Account (newsletter advertising, VAT refund)	£11,532.97
(grants, newsletter advertising, allotment deposit, interest)	
Business Base Rate Tracker	£0
Cemetery Account	£775.00

ACCOUNT BALANCES AS AT 31 July 2020

General Account	£159,532.97
Business Base Rate Tracker	£54,492.09
Cemetery Account	£64,487.54