



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



**THESE MINUTES CONTAIN AN 'IN CONFIDENCE' APPENDIX WHICH IS NOT FOR PUBLICATION
(PAGES 10 OMITTED FOR THIS PUBLIC COPY)**

Minutes of the Parish Council meeting held on 10th March 2022 at 7.30pm at the Village Hall

CHAIRMAN: Mr P Richings

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

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

OTHER APOLOGIES: Cllr S Lawson, Cllr D McCallum

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

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

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. He indicated that the thoughts of the Parish Council are with the Ukrainian people.

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

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 13th January 2022

Mr Richings reminded Councillors to note the list of payments made. Miss Cracknell proposed acceptance of the minutes without any amendments. This was seconded by Mr Westrup with ALL in favour. The minutes were duly signed as a correct record with the 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 Wright declared that he is related to the person that made a request under item 16a.

4. PUBLIC PARTICIPATION

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

None

b. County Councillor Report

A written report from Cllr Lawson was made available prior to the meeting.

Matters arising – Mr Ward queried whether amended specifications are available for the speedbumps to be rectified in Playford Road. The Clerk to follow this up with Cllr Lawson. Mr Wright reported on the ANPR results for Arundel Way. The Clerk to submit a Freedom of Information request regarding speeding recordings along Arundel Way.

c. District Councillor Report

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

Matters arising – Cllrs Newton and Hedgley indicated that they have some Enabling Communities Grant Funding available but that applications will have to be submitted as soon as possible.

Mr Richings thanked Cllrs Lawson, Hedgley and Newton for their reports/ inputs.

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

Miss Cracknell queried whether a replacement tree will be planted at Limes Pond where a tree was cut down. Mr Wright responded indicated that the tree was not in a healthy condition and that another tree will be planted in a different location in the parish as after discussions with Greenways it was considered that this is not a suitable location for a replacement tree.

Miss Cracknell queried the trees that have cut down at Nr 138 The Street whether TPOs applied to these or not. Clerk has been in contact with tree officer regarding this awaiting response.

Mr Wright reported that he will attend a briefing session on key issues in the parish to be hosted by the Community Partnership. If any councillors would like him to raise any issues please contact him after the meeting.

Mr Wright reported on the Community Speedwatch initiative in the parish, a broken street sign at Birchwood Drive and flooding at Bell Lane.

Mr Whiting informed Councillors that the streetlight at the corner of The Street/ Holly Lane is not working and asked that a request be submitted to replace the light with a LED light. Clerk to follow up.

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 prior at the meeting.

Matters arising – None

Councillors noted this.

b. Other Matters

The Clerk advised that PCSO will be based mainly at Woodbridge but will also be working from Heath Road.

6. FINANCE

a. To Note the Record of the General Purpose & Finance Committee Meeting of 10/02/2022

Mr Driver reported that the last meeting of the GP&F had been held on 10th February 2022. 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

The Clerk advised that the following expenditure was approved under delegated authority:

Delegated authority was given for repairs to the spinner at Tower Hall. Eastern Play Services repaired the spinner at a cost of £395.18 plus VAT. This payment was authorised for safety reasons.

Delegated authority was given for purchase of locks for the land adjacent to Woodbridge Road to purchase locks to secure the land at a cost of £53.98 and reimbursement to Mr Wright. This payment was authorised for safety reasons.

c. To Allocate CIL funding to be spent by 25 October 2022

The Clerk advised that the Parish Council has received the following CIL payments from East Suffolk Council to date:

DATE RECEIVED	AMOUNT RECEIVED
25/10/2016	£84.92
25/10/2017	£1,272.23
26/10/2018	£2,583.02
2019	£0
28/04/2020	£6,481.83
15/04/21	£6,117.92
26/10/2021	£2,291.37
TOTAL	£18,831.29

The funding has to be spent within 5 years of receipt else it has to be returned to East Suffolk Council. On 4th October 2021 the Parish Council spent £180.00 on litter equipment. This means that £1,187.31 has to be spent before 25/10/2022. The Forward Planning/ Policy Formulation Working Group recommends to Parish Council that this be allocated towards equipment for the Speed Indicator Devices (SIDs) in the parish. Funding was received from Councillor Mark Newton's Enabling Communities Budget of £3,4247.91 and £452.09 is still needed to purchase the SID. The installation of the posts would cost £570 (5 posts to be installed by Suffolk County Council). It is proposed to also purchase additional brackets, batteries and locks at a cost of £970 to ensure that the SIDs can be operated effectively in the parish. (£264.87 from other cil funding). One quote was sourced from Wescotec. The reason for this was that this company was recommended by Suffolk County Council who has dealt with numerous SID processes. The company was also recommended by several other parish councils.

The Parish Council has been informed that we have been advised by Suffolk County Council that the locations requested for approval will be the locations where posts will be installed for SIDs subject to confirmation from residents and the Rushmere Commoners.

Mr Driver proposed that £2,000 be allocated for to top-up the grant funding secured from Councillor Newton to purchase a SID, payment to Suffolk County Council for the installation of 5 posts, 4 sets of brackets, 1 set of locks and two batteries from Wescotec. Seconded by Mr Noske. Resolved with ALL in favour.

d. Update on Highway Matters

Playford Road speed roundle - The Clerk informed Councillors that a Speed Roundle was not included in the Traffic Calming Scheme for Playford Road funded by East Suffolk CIL funding.

Councillor Lawson is currently investigating the possibility of including this and the cost associated with this.

Tuddenham Lane no through road sign – A request was received via Councillor Noske for a no through road sign at the bridleway at Tuddenham Road. SCC officers indicated that this can be done but will have to be funded from either Councillor Lawson's budget or the Parish Council. Councillor Lawson asked for an indication of the costs relating to this and it was estimated that for the installation of an "Dead End" sign, at the junction of Tuddenham Lane / Seven Cottages Lane / Lamberts Lane, Rushmere St Andrew will cost in the region of £ 1100 - £ 1250 depending upon several variable factors including the nature and complexity of the project, the location and type of underground utilities apparatus.

Holly Lane path – A request was received from Councillor Westrup for the repair of Holly Lane path. This was reporting on the highway tool but the response received from officers were that the path is not in such a poor state of repair that it will be prioritised for repairs. This issue was escalated to Councillor Lawson who is currently looking at what can be done if anything.

e. Other Matters – Standpipe at Lawn Cemetery

The Clerk advised that one of the standpipes at the Lawn Cemetery is leaking. A plumber has been to have a look but has indicated that the cost of repairing the tap is likely to be much more than £500 and it is a matter of urgency that it is repaired. He has had to dig down and it is very difficult to give an exact estimate of how much the work will cost and it may even be necessary that the standpipe be replaced. It may also be that the plumber needed the help of SCL Landscape Maintenance Ltd, the contractors that look after the maintenance at the cemetery, with breaking up of the concrete. Two other quotes were asked but none received.

Mrs Richardson-Todd proposed that Mr Steve Evans be appointed to fix the leaking standpipe at the Lawn Cemetery for a maximum amount of £2,000 in total. If it is the best solution to the problem the tap may be replaced. Delegated authority be given to Mr Richings, Mr Whiting and the Clerk to agree the best solution. Seconded by Mr Ward. Resolved with ALL in favour.

7. PLANNING AND DEVELOPMENT

a. To Note the Record of the Planning and Development Committee Meeting of 20/01/2022 & 02/03/22

Mr Richings reported that the last meeting of the P&D had been held on 20th January and 2nd March 2022. Copies of the APPROVED and UNAPPROVED minutes had been made available to all Councillors.

The P&D record was noted.

Matters Arising:

There were no matters arising from the reported minutes.

b. Update on Submission of Rushmere St Andrew Neighbourhood Plan

The Rushmere St Andrew Neighbourhood Plan was submitted on 15th February 2022. East Suffolk Council reviewed it for legal compliance and has unfortunately raised a number of issues that they consider need to be addressed before the Regulation 16 consultation can start.

8. LAND ADJACENT TO WOODBRIDGE ROAD

a. Update on Land Adjacent to Woodbridge Road

The Clerk advised that the project has largely been completed now. Mr Whiting gave a summary of all the works completed. Awaiting land transfer to progress. Councillors noted this.

9. FORWARD PLANNING/ POLICY FORMULATION WORKING GROUP

a. To Note Minutes of the Working Group Meeting of 25/01/2022 & 03/03/2022

Mr Whiting reported that the first meeting of the Working Group had been held on 25th January and an informal meeting on 3rd March 2022. Copies of the UNAPPROVED minutes and notes had been made available to all Councillors.

The Working Group meeting record and notes were noted.

Matters Arising:

There were no matters arising from the reported minutes.

b. Update on Matters Discussed

Mr Whiting reported on the matters discussed including that the current office is largely fit for purpose but that additional storage facilities at Tower Hall would be beneficial.

10. TO NOTE THE RECORD OF THE PARISH AMENITIES AND SERVICES COMMITTEE OF 20/01/2022

Mr Wright reported that the last meeting of the PA&S had been held on 20th January. Copies of the UNAPPROVED minutes had been made available to all Councillors.

The PA&S record was noted.

Matters Arising:

There were no matters arising from the reported minutes.

11. TO REVIEW STANDING ORDERS DOCUMENT

The Standing Order document was last approved on 11/03/2021. The Clerk reviewed the document and reported that minor amendments be made to conform with the NALC Model Standing Orders revised in 2020. The minor amendments proposed are:

Item 5 Ordinary Council Meetings

J

x Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;

Page Item 17 Accounts and accounting statements

D ii to the full council the accounting statements for the year in the form of Section 21 of the annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

Item 18 – Financial controls and procurement

C A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreements).

F A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

Miss Cracknell proposed to approve the revised standing orders with the above-mentioned amendments. Seconded by Mrs Richardson-Todd. Resolved with ALL in favour.

12. TO REVIEW PARISH COUNCIL POLICY STATEMENTS

The Clerk reported that the following policies below are fit for purpose and that they can be approved as current.

	Document Title	Date / last update
1.	Apologies and Non-Attendance at Meetings	08/03/2018
2.	Council Policy on Protocols for Public Participation in Council Meetings	14/03/2019
3.	Dispensation - Policy on implementation & Delegation of Authority	08/03/2018
4.	Freedom of Information Act - The New Model Publication Scheme & Guide to Information V2	10/05/2018
5.	Parish Council Policies on Committee & Advisory Panels, Representatives, Officers and Boards.	10/09/2020
6.	Parish Council Policy & Guidance on Donations & Grants	12/10/2017
7.	PC Policy on Noticeboard Content	08/03/2018
8.	Policy on Planning Application Site Visits & the Managing of "Simple" Planning Applications	08/03/2018
9.	Policy on Safeguarding of Children & Vulnerable Adults	12/03/2015
10.	POS&FWP Terms of Reference	18/08/2011
11.	Beacon Working Party Terms of Reference	08/03/2018
12.	Statement of Review of Control & Audit Procedures -	10/05/2018
13.	Voting Rights at Committee Advisory Panel & Working Party Meetings	10/05/2018
14.	Equal Opportunities Policy	08/03/2018
15.	Health & Safety General Policy Statement -	10/05/2018
16.	PC Policy on Data Protection -	12/07/2018
17.	Protocols for providing informal views prior to planning application submission	08/03/2018
18.	Subject Access Request Policy	12/07/2018
19.	Subject Access Request Procedure	12/07/2018
20.	Privacy Policy	12/07/2018
21.	Document Retention Policy	10/01/2019
22.	Cookie Policy	12/07/2018
23.	Mailchimp Policy	12/07/2018
24.	Lone Working Policy	08/11/2018
25.	Web Accessibility Statement	22/09/2020

It was agreed that Mrs Richardson-Todd and Mr Wright will lead on the creation of an emergency plan for the parish.

Mr Richings proposed that the standing orders be re-affirmed as current with no changes required, seconded by Mr Ward with ALL in favour. Noted for audit purposes.

13. TO REVIEW THE FINANCIAL REGULATIONS

The Clerk advised that the regulations conforms with the model financial regulations for England 2019 drafted by the National Association of Local Government. The only amendments to the previous regulations that was adopted last year include reference to 2019 regulations as opposed to 2016 and the inclusion of when the regulations was last approved (after the table of contents).

Miss Cracknell proposed that the financial regulations be amended with the above changes and confirmed as current and approved. Mrs Richardson-Todd seconded the proposal. Resolved with ALL in favour.

14. TO APPROVE THE ASSET REGISTER AND NOTE INSURANCE COVER

A revised asset register/ insurance schedule - Issue 34 had been made available to Councillors with the agenda to this meeting. The Clerk advised that the additions since it was last approved in October 2021 include: Dell Inspiron Laptop at a purchase cost of £689. The asset register now had an asset valuation of £149,702 (based on original purchase costs).

Mrs Richardson-Todd proposed approval of the revised asset register for 31st March 2022 for the 2021/22 financial year (Issue 34) with the addition of the extra dog bin at Linksfield. Seconded by Miss Cracknell with ALL in favour.

The Clerk reported that the Parish Council insurance cover aligns with the asset register and fidelity cover of £500,00 is provided with Zurich Municipal. Councillors noted this.

15. TO REVIEW THE PARISH RISK ANALYSIS DOCUMENT

The document was last re-affirmed as current on 11/03/2021. The Clerk had examined the document and recommends that it be approved as current.

Mr Richings proposed that the Parish Risk Analysis document dated 10/03/2022 be approved, seconded by Mr Newton with ALL in favour.

16. GENERAL PARISH MATTERS & CORRESPONDENCE

a. To Consider Donations for Trees at Lawn Cemetery

The Clerk informed Councillors that a request was received for a donation of two Rowan trees at the lawn cemetery. The Parish Council's policy refers to donations of trees that will be considered on a case-by-case bases taking into account the requested location, type of specimen, future maintenance and impact on other vegetation.

A site meeting was held with members of the Cemetery Management Panel on Wednesday, 9th March at 10.30 at the Lawn Cemetery. The proposal was to plant the two trees either side of one of the benches at the top of the cemetery, adjacent to the hedge. There is currently a gap in the trees that follows the line of where it is proposed the trees be planted and it is not anticipated that there would be potential problems with root growth, etc. The Parish Council policy indicates that any work should be carried out with the selected contractor of the parish council and that the monies be paid into the account of the parish council prior to any work taking place (including the cost of VAT as this is not recoverable on donations from the public).

Mr Driver proposed that two Rowan trees be planted either side of the bench pointed out to the cemetery management panel during a site visit to the cemetery on 9th March at the top end of the cemetery near the hedgerow provided that the monies for planting of the trees be paid to the parish council prior to the tree planting and that the selected contractor of the parish council plant the trees. Seconded by Mr Richings. Resolved with MAJORITY in favour. Mr Wright abstained.

b. To Consider the Format of the Annual Parish Meeting

Mr Whiting drafted a proposed format for the annual parish meeting. This was circulated with the agenda for the meeting. Councillors considered this.

Mr Whiting proposed that the suggested format be followed and the organisations mentioned be invited to the annual meeting. Mr Wright seconded the proposal. Resolved with ALL in favour.

c. Correspondence Received

The Clerk reported that correspondence was received from the organisers of the Festival of Suffolk 2022. The festival will mark the Queen's platinum jubilee. A symbolic torch will tour the county of Suffolk from Friday 13th March until Wednesday 1st June in order to start the Festival of Suffolk and celebrate the queens jubilee. In Rushmere St Andrew on 31st May and have been asked by organisers to nominate a worthy individual/ individuals to carry the torch and give information why nominate. These could include local heroes or notable characters chosen in recognition for their service to the community. The torch bearer will be transported by e-rickshaw which is equipped to carry passengers of all ages and abilities. Mr Jason Alexander from Rubbish Walks was nominated by the Parish Council.

[Miss Cracknell left the meeting].

The Assistant Clerk reported that a request for using Broke Hall Playing Field for boot camps by a private instructor was received. It was agreed that this request be added to the PA&S agenda.

d. Forthcoming Meeting Dates

Thursday 17th March, PA&S Meeting at 7.30pm at Tower Hall

Thursday 14th April, GP&F Meeting at 7.30pm at Tower Hall

17. DETERMINATION OF ITEMS FOR FUTURE AGENDA

19. CLOSE OF MEETING

The chairman closed the meeting at 21.19pm.

-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 February 2022

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
02/02/2022	Parish Halls - Rushmere St Andrew	Storage room - Village Hall		Internet payment 550		£ 250.00	Hire
02/02/2022	JEP Business Services	Noticeboard & letter rounds - December & January 2022		Internet payment 551		£ 84.00	S142
02/02/2022	Mrs S Jenkins	First Aid Kit for Office/ Events		Internet payment 552		£ 18.59	Admin
04/02/2022	Barclays	Bank charges 13 Dec - 12 Jan				£ 8.50	Admin
14/02/2022	BT Group Plc	Office Phone Hire		D/D	£ 220.74	£ 183.95	Admin
09/02/2022	SCL Landscape Management Ltd	Broke Hall Play Area Maintenance - February 2022		Internet payment 553	£ 96.00	£ 80.00	PF&POS
09/02/2022	Suffolk Coastal Norse	Install two new Glasdon Fido Bins at Linksfield		Internet payment 554	£ 355.66	£ 296.38	Asset
09/02/2022	Suffolk Coastal Norse	Install new Glasdon Fido Bin at Limes Pond		Internet payment 555	£ 295.87	£ 246.56	Asset
17/02/2022	Mrs S Jenkins	Stationary for office		Internet payment 558		£ 24.95	Admin
17/02/2022	Mrs S Stannard	Trees for Jubilee event at Broke Hall Playing Field		Internet payment 559	£ 73.90	£ 61.58	Misc
17/02/2022	Kesgrave Library Community Group	Donation 2021/22		Internet payment 560		£ 250.00	S137
17/02/2022	51st Ipswich Scouts	Donation 2021/22		Internet payment 561		£ 250.00	S137
17/02/2022	Disability Advice Service	Donation 2021/22		Internet payment 562		£ 250.00	S137
17/02/2022	Net Salaries after PAYE, NI & Pension - February 2022			Internet payments 558, 559		£ 3,046.01	Salary
25/02/2022	Evolve Business Solution	Printer contract 12/11/2021-11/02/2022		Internet payment 567	£ 72.00	£ 60.00	Admin
25/02/2022	Nest	Pension contributions - February 2022		D/D		£ 189.03	Pension

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
02/02/2022	Mr A Duncan	Service Order Forms - A Hall		Internet payment 549		£ 20.00	Admin
04/02/2022	Barclays Bank	Bank charges 13 Dec - 12 Jan				£ 12.20	Admin
09/02/2022	SCL Landscape Manager	Maintenance cemetery - January 2022		Internet payment 556	£ 184.20	£ 153.50	Maintenance
09/02/2022	Suffolk Coastal Norse	Four extra cuts at churchyard April - November 2021		Internet payment 557	£ 578.40	£ 482.00	Maintenance
17/02/2022	Mr A Duncan	Training provided to Assistant Registrar of Burials		Internet payment 563		£ 200.00	Admin
17/02/2022	Mr A Duncan	Service order form: D Pilcher		Internet payment 564		£ 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 February 2022

General Account (newsletter advertisements, refund insurance cancelled with CAS)	£896.14
Business Base Rate Tracker (interest)	£0
Cemetery Account (burial income, interest)	£2,415.72

ACCOUNT BALANCES AS AT 28th February 2022

General Account	£223,679.12
Business Base Rate Tracker	£54,506.43
Cemetery Account	£94,514.72