



# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



## Minutes of the Parish Council meeting held on 10<sup>th</sup> September 2020 at 7.00pm via a virtual meeting

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CHAIRMAN:	Mr P Richings
PRESENT:	Mrs Brown, Mr M Newton, Mrs B Richardson-Todd, Mr B Ward, Mr D Francis, Mr R Whiting, Mr J Westrup, Mr J Wright, Mr P Richings, Mrs S Todd, Mr Nunn, Mr Griggs, Mrs Bridger, Miss Cracknell.
APOLOGIES:	Ms Evans was unable to join the virtual meeting due to technical issues. She apologised after the meeting.
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.

No apologies received prior to meeting. Ms Evans was unable to join the virtual meeting due to technical issues. She apologised after the meeting.

### 2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 20<sup>th</sup> August 2020

Mr Richings reminded Councillors to note the list of cheques issued. Mr Wright proposed acceptance of the minutes. This was seconded by Mr Newton, 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

**c. District Councillor Report**

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

Matters arising – Mr Wright asked about the tariffs for the new parking regulations. Mr Newton will follow this up and provide the Clerk with this information.

Mr Ward expressed his disappointment that provision is not made for cash payments at car parks anymore. Mr Newton responded and said that payments can be made by credit card. East Suffolk Council is currently absorbing the transaction costs.

Miss Cracknell stated that there are problems with the operation of the Green Waste bin collection. Mr Newton will make enquiries about this and send the information to the Clerk for distribution.

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 Westrup asked if a Speed Indicator Device at The Street could be added to the next Parish Council agenda both the legality of it and the cost of a SID. Mr Richings asked if councillors wanted other locations to be considered for the location of a SID. Mr Nunn asked that Foxhall Road also be considered for the location of a SID.

Mr Nunn reported that the Heathlands Homeowners Association contacted him about trucks parking on Heathlands Road and blocking the access/ exit to Heathlands Park. Clerk to refer this to the PCSO. Mr Nunn also stated that the advertisement sign at the Golf Hotel is impacting on visibility at the junction. Clerk to report this to Suffolk County Council.

Mr Newton informed Councillors that the definitive maps and other maps can be viewed on the East Suffolk Council website. He will provide a short demonstration of this after the meeting for interested councillors.

Mr Whiting reported that a resident contacted him about the grass verge adjacent to Nr 30 Birchwood Drive. Mr Wright, parish tree warden will investigate this initially and if needed the Clerk will contact Mr Peter Ross from East Suffolk Council regarding the overgrown area. Mr Whiting also reported that the resident was concerned about CCTV attached to the lamp post. It is thought that this was set up by a national dog charity helping an owner searching for a missing dog. Mr Wright responded indicating that a notice regarding the CCTV should be displayed and a policy regarding this should be completed. It is thought that this is not the case and it therefore should be removed.

Mr Whiting reported that he received correspondence regarding the grass verge at Nr 81 The Street. It was agreed to monitor the situation and if needed to refer this to Suffolk County Council.

**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 distributed at the meeting. The reports were noted.

Matters arising – None

**b. Other Police Matters**

The Clerk reported that she is impressed by the response of the new PCSO, Ms Eleanor Miles to queries and complaints regarding anti-social behaviour in the parish. Mr Richings confirmed this; his wife had reported anti-social behaviour and the PCSO had been in contact on several occasions to discuss and address the issues. Councillors noted this.

**6. TO AUTHORISE OFFICERS TO INVESTIGATE POSSIBLE SOLUTIONS TO ENHANCE ACCESS TO VIRTUAL MEETINGS**

The Clerk and Assistant Clerk and Councillors that attended the IT group reported on the discussions that was held the previous night. The issues councillors were having to connect to online meetings were discussed and the best approach to address these issues. It was agreed that it would be best to look at the needs of individual councillors and solutions targeted at the individual issues.

Mr Whiting proposed that officers be authorised to investigate possible solutions to enhance councillors access to virtual meetings. This was seconded by Mrs Bridger. Resolved by ALL.

**7. TO DETERMINE CRITERIA FOR RESUMING PARISH COUNCIL MEETINGS IN VILLAGE AND TOWER HALL**

The Chairman stated that it would be useful to have a discussion on a date and the criteria for resuming Parish Meetings in the Village and Tower Hall were discussed to enable the availability of venues when needed and ensure the efficient organisation of Council meetings.

The current evolving situation and government guidelines with regards to COVID-19 were discussed. It was agreed to continue with virtual meetings for the time being and to review this in January 2021. This was seconded by Mr Wright. Resolved with ALL in favour.

**8. TO AMEND THE PARISH COUNCIL POLICIES ON COMMITTEES & ADVISORY PANELS & REPRESENTATIVES & OFFICERS & BOARDS**

The Clerk reported that the Parish Council Policies on Committees & Advisory Panels & Representatives & Officers & Boards need amendment to reflect the issues experienced during the COVID-19 Pandemic. Changes proposed include

- Additions regarding meetings in Section 2.2 General purpose & Finance (GP&F); 2.4 Parish Amenities & Services Committee (PA&S); 2.5 Cemetery Management Advisory Panel (CMAP); 2.6 Allotment Management Advisory Panel (AMAP); and 2.7 Newsletter and Website Editorial Advisory Panel (NWEAP) to reflect that in the current situation the number of meetings for the various Committees and Panels referred to in the policy document may not be achievable.

Mr Richings proposed that the above-mentioned changes be made to the Parish Council Policies on Committees & Advisory Panels & Representatives & Officers & Boards document with the proviso that the meetings in the policy document may be achieved for the Allotment Panel and Newsletter Panel. Seconded by Mr Nunn. Resolved with ALL in favour.

## 9. TO REVIEW THE 'STANDING ORDERS' DOCUMENT

The Clerk reported that the National Association of Local Government has notified SALC and subsequently Parish Councils of changes to the model standing orders. It is recommended that councils include these amendments when they review standing orders. The changes are:

Section 18 – Financial controls and Procurement (parts f and g)

*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 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.*

*g) A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a 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 OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.*

Mr Wright proposed that the above-mentioned changes be made to the Standing Orders document. Seconded by Mrs Brown. Resolved with ALL in favour.

## 10. FINANCE

### a. To Note Expenditure Authorised under Delegated Powers

None.

### b. To Approve Revised Asset Register/ Insurance Valuation

A revised asset register/ insurance schedule was made available to Councillors. The Clerk advised that the revisions include: two picnic benches one at Broke Hall Playing Field and one at Chestnut Pond and a seat at the Sandlings LNR. The purchase cost on the asset register is currently at £139,799. The Insurance cover is aligned with the asset register.

The Clerk reported that the Parish Council insurance cover was due for renewal. This is year 2 of 3 of the long-term agreement under Community Action Suffolk Group Parish Protect Plan (Royal and Sun Alliance). The premium under the Parish Protect Plan (including tax and commission) if £1,276.80 is due in October 2020 and it is the same as last year as per the long-term agreement.

The fidelity limit is £350,000 as recommended by the internal auditor. A policy exclusion for viruses, diseases and pandemic exclusions are now included in the policy.

Mr Nunn proposed approval of the revised asset register for 2020/21 and the renewal of year 2 of 3 of the long-term agreement under Community Action Suffolk Group Parish Protect Plan (Royal and Sun Alliance) with a premium of £1,276.80, seconded by Mr Richings. Resolved with ALL in favour.

### c. To Consider the Bank Reconciliation and Budget Monitoring for the Period Ending 31.08.20

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

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

**d. Other Financial Matters**

None

**11. PLANNING AND DEVELOPMENT**

**a. To Note the Record of the Planning and Development Committee**

Mr Richings reported that a meeting of the P&D had been held on 20th August 2020 and a meeting is scheduled for 15<sup>th</sup> September. A copy of the minutes for the meeting were made available to all Councillors. This was noted.

**Matters Arising:** None

**b. To Note the Record of the Neighbourhood Plan Working Group Meeting**

Mr Whiting reported that a meeting of the P&D had been held on 7<sup>th</sup> September 2020. A copy of the minutes for the meeting are not available yet but will be made available to all Councillors in due course. This was noted.

**Matters Arising:** The Clerk to forward the slides from the Sroughton public event to Mr Wright and Mrs Bridger.

**12. GENERAL PARISH MATTERS & CORRESPONDENCE**

The Clerk reported that she received a notification from East Suffolk Council that the government Planning Inspector has found that the Suffolk Coastal Local Plan satisfies the requirements of Section 20(5) of the Planning and Compulsory Purchase Act 2004 (as amended) and is sound, subject to a number of main modifications being incorporated into the plan. Aiming for the Council's Cabinet to consider the Suffolk Coastal Local Plan, as modified, at its meeting on 17<sup>th</sup> September before it is considered for adoption by full council on 23<sup>rd</sup> September. Councillors noted this.

The Clerk reported that she received a notification was received from Suffolk Highways that the formal consultation regarding the proposed traffic calming measures for Playford Road. Representations can be made to Suffolk Highways until 18<sup>th</sup> September 2020. Subsequently the Clerk has received several emails from a resident regarding the Playford Road Traffic Calming Scheme, public participation at meetings, declarations of interests at meetings. The Parish Council responded to the resident about these issues and no new issues were raised. Councillors noted this.

**13. DETERMINATION OF ITEMS FOR FUTURE AGENDA**

Speed Indicator Devices at The Street and Foxhall Road.  
Allocating Community Infrastructure Levy funding

**14. CLOSE OF MEETING**

The chairman closed the meeting at 20.37pm.

**--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 20<sup>th</sup> August 2020

**GENERAL EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
02/09/2020	Mrs S Jenkins	PPE Equipment	Internet payment 200	£ 68.13	£ 56.77	£ 11.36	Admin
02/09/2020	Mrs S Jenkins	Parish Mobile - Data Aug 2020	Internet payment 201		£ 10.00		Admin
02/09/2020	Jim Nicholls	Parish Caretaker -weekly inspections Aug 2020	Internet payment 202		£ 105.00		PF&POS
03/09/2020	Suffolk Coastal Norse	Installation of 4 new litter bins and move 1 bin	Internet payment 205	£ 1,104.00	£ 920.00	£ 184.00	PF&POS
03/09/2020	Mrs S Stannard	New padlock barrier at Broke Hall Playing Field	Internet payment 206		£ 16.99		PF&POS
03/09/2020	JEP Business Services	Noticeboard rounds Aug 2020	Internet payment 207		£ 21.00		S142
03/09/2020	SCL Landscape Management Ltd	Moving of 5-a-side goals at Broke Hall Play Area	Internet payment 196	£ 472.80	£ 394.00	£ 78.80	PF&POS
18/09/2020	SCL Landscape Management Ltd	Maintenance at ponds - Aug 2020	Internet payment 208	£ 96.00	£ 80.00	£ 16.00	Pond
18/09/2020	SCL Landscape Management Ltd	Maintenance at play areas - Aug 2020	Internet payment 209	£ 519.60	£ 433.00	£ 86.60	PF&POS
18/09/2020	Net salaries paid after tax, NI & pension		Internet payment 211, 212		£ 2,676.73		
18/09/2020	Business Services at CAS Ltd	Annual Insurance Premium - 01/10/2020-30/09/2021	Internet payment 213		£ 1,276.80		Admin
18/09/2020	HMRC	Tax and NI - Jul, Aug, Sept 2020	Internet payment 214		£ 1,927.16		PAYE
30/09/2020	JEP Business Services	Noticeboard and letter rounds - September 2020	Internet payment 217		£ 42.00		S142
30/09/2020	Jim Nicholls	Parish Caretaker -weekly inspections Sept 2020	Internet payment 218		£ 105.00		PF&POS
30/09/2020	Mrs S Stannard	Bitdefender Internet Security 01/10/2020-30/09/2021	Internet payment 219	£ 62.66	£ 52.22	£ 10.44	Admin
30/09/2020	Greenbarnes Ltd	Purchase of Noticeboard Limes Pond	Internet payment 219	£ 1,993.13	£ 1,660.94	£ 332.19	PF&POS
30/09/2020	Four Square Healthcare Ltd	Purchase of Defibrillator and Cabinet	Internet payment 220	£ 1,631.94	£ 1,359.95	£ 271.99	Misc

**CEMETERY EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
02/09/2020	Mrs S Stannard	Cutting of key for Cooks Waste Kare (bollard at cemetery)	Internet payment 203		£ 7.00		Admin
02/09/2020	Cooks Waste Kare Ltd	Skip exchange 17/08/2020	Internet payment 204	£ 170.00	£ 141.67	£ 28.33	Maintenance
18/09/2020	SCL Landscape Management Ltd	Maintenance at cemetery - Aug 2020	Internet payment 215	£ 754.80	£ 629.00	£ 125.80	Maintenance
02/09/2020	Cooks Waste Kare Ltd	Skip exchange 28/08/2020	Internet payment 216	£ 170.00	£ 141.67	£ 28.33	Maintenance

**ALLOTMENT EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
18/09/2020	SCL Landscape Management Ltd	Maintenance at allotments- Aug 2020	Internet payment 210	£ 106.20	£ 88.50	£ 17.70	Maintenance

**INCOME RECEIVED during September 2020**

General Account (1/2 precept, grants, allotment rents)	£117,469.90
Business Base Rate Tracker	£7.54
Cemetery Account	£1,680.80

**ACCOUNT BALANCES AS AT 30 September 2020**

General Account	£262,229.79
Business Base Rate Tracker	£54,499.63
Cemetery Account	£62,160.59