



Rushmere St. Andrew Parish Council

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Minutes of the Parish Council meeting held on 11th January 2023 at 7.30pm at Village Hall

CHAIR: Mr R Whiting

PRESENT: Mr R Whiting, Mr B Ward, Mr D Francis, Mr R Nunn, Mr D Noske, Miss A Cracknell, Mr P Philpot, Mr K Driver, Mr Griggs

APOLOGIES: Mr Wright (family commitment), Mrs Odam (another commitment), Mr Westrup (another commitment), Mr M Newton (another commitment), Mrs M Brown (Unwell) Mr P Blundell (another commitment)

OTHER APOLOGIES: Cllr Hedgley (another commitment) Cllr Lawson (another commitment)

CLERK: Mr P Massey Clerk. Minutes taken by Mr P Massey.

ALSO PRESENT: 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.

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

2. DECLARATIONS OF COUNCILLOR INTEREST

Mr Driver declared a non-pecuniary interest in item 14 as a managing trustee of Rushmere Commoners Committee.

3. TO SIGN, AS A CORRECT RECORD, THE MINUTES OF THE COUNCIL MEETING HELD ON 14TH DECEMBER 2023

Mr Griggs proposed acceptance of the Parish Council minutes with the following amendments: The meeting was held at Tower Hall not Village Hall. This was seconded by Mr Noske. Resolved with ALL in favour.

The minutes were duly signed as a correct record.

4. PUBLIC PARTICIPATION

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

Miss Cracknell informed council of some potentially low hanging branches on the footpath next to the YM Rugby pitch and public footpath in Rushmere Village. The Clerk will report this on the highways tool.

Miss Cracknell informed council of an issue with refuse collections and councillors were informed that district council has been informed. Councillors noted this.

Mr Ward asked if there was any update on Humber Doucy Lane development proposals. Council were informed that no updates were available. Councillors noted this.

Mr Driver discussed issues with parking on Bixley Drive, with vehicles causing visibility issues. The Clerk will reach out to the Community Police Officers.

Mr Francis reported damage on the road from lorries due to the development of the new houses which needs repairing. The Clerk will report this on the highways tool.

a. County Councillor Report

No report received and no councillors present.

b. District Councillor Report

A District Councillor's report from Councillor Dan Clery was distributed with the agenda for the meeting. Matters arising: None.

5. FINANCE

a. To Note Expenditure Authorised under Delegated Powers

None to report.

b. To Consider the Bank Reconciliation and Budget Monitoring for the Period Ending 31/10/23

A bank reconciliation and budget monitoring for December 2023 were made available with the agenda for the meeting. Councillors considered this.

Mr Griggs proposed that the bank reconciliation be approved, seconded by Mr Noske. Resolved with ALL in favour. Mr Driver proposed that the budget monitoring be approved. Seconded by Mr Griggs. Resolved with ALL in favour.

c. Other Matters

CILCA- There are additional fees which need to be paid to SLCC in order to undertake the CILCA training. The fees agreed already for the training are £380. The Additional fee for the qualification to SLCC is £450. There is money remaining in the training budget to allow for this additional cost. Councillors considered this.

Mr Griggs proposed that the additional costs be approved, seconded by Mr Philpot. Resolved with ALL in favour.

6. TO CONSIDER AND APPROVE REMEDIAL ACTION FOR WALL AT KELVEDON PLAY AREA

Mr Whiting reported that the wall at Kelvedon Play Area is unsafe and it was recommended by the East Suffolk Building Inspector, Mr Wright, chairman of the Environment and Services Committee and Mr Nunn to source quotes for the removal of the wall and replacing it with rails. Quotes were asked from DRL Property Maintenance, Quinton Builders and Woodworx.

A quote was received from Woodworx for the following:

Details	
To supply and erect Harris fencing to secure the site while work is carried out.	
To remove the brick wall from the lamppost, just after the curve and consolidate with a new brick pillar constructed with the existing bricks we remove from the wall. Up to and including the brick pillar by the entrance gate.	
To supply and install all new bow top railings to approx. height of 1200mm and approximately 20M in length. To include radial rails to match the foot print of the existing brick wall.	
To colour match the railings to the council colour and refresh the existing railings to match.	
To remove all debris from site.	

Total contract value £8,972.28

VAT @ 20%	£1,794.46
Total cost	£10,766.74

No quote was received from Quinton Builders

A quote was received from DRL Property Maintenance for the following:

- Remove unstable and cracking wall. (Approximately 20M)
- To re-use bricks from the wall where possible to consolidate.
- To supply and install bow top railings, staggered in height to allow for the slope and to meet the existing gate.

Total contract value	£9,847.24
VAT @ 20%	£1,969.45
Total cost	£11,816.69

Mr Driver recommended that Woodworx be appointed at a cost of £8,972.28 +VAT to carry out the works as proposed in the quote. CIL funding should be allocated to fund this project as it poses a danger to a public area. Seconded by Mr Nunn. Resolved with ALL in favour.

7. TO CONSIDER AND APPROVE REPLACEMENT SWING SEATS AND WOBBLE BOARD AT TOWER HALL PLAY AREA

Mr Whiting informed Councillors that several issues were mentioned in the recent ROSPA report with regards to the chains of the swings both infant and other swings and the links of the wobble board. Given that these are old and there are issues with the chains, links, etc quotes were sourced for the replacement of the swing seats and chains, infant swing seats and chains and a replacement wobble board and links and tightening the wobble board eye bolts.

Quotes were sourced from PlayQuip. This companies supply and install the equipment and are fully insured and qualified to carry the works. The quotes from PlayQuip was for £616 for the replacement of the swings and £88 each swing for the chains for both the toddler swings and the other swings. The wobble board will be £615 for the replacement board, bolts and links. Installation is £300. So in total the cost is £1883 + VAT

An additional quote was sourced from Premier Play Solutions who supply and install and are fully insured and qualified to carry out the works. The quotes from Premier play solutions was for £2,400 for the replacement swings and chains for both the toddler and junior swings. The wobble board will be £2,100 for the replacement board, bolts and links. So in total the cost is £4,500 + VAT

Another quote was sourced from Sovereign Play who Supply ad install the equipment and are fully insured and qualified to carry out the works. The quote from Sovereign Play was for the replacement swings and replacement wobble board at a total cost of £2557.95 + VAT

The last quote was received from Kompan Lets Play who supply and deliver but do not install. The quote received was for the swing replacement at £199 + VAT for each swing at a total cost of £796 + VAT. No wobble board was available. Total Cost for Just the swings is £796 + VAT (No installation)

Mr Griggs proposed that £1,883 + VAT be allocated from earmarked reserves for the replacement swings and wobble board in Tower Hall Play Area and that PlayQuip be appointed at a cost of £1,883 + VAT as per their quote. Seconded by Mr Nunn. Resolved with ALL in favour.

8. TO CONSIDER AND APPROVE DEVELOPMENT OF SENSORY GARDEN

Mr Whiting explained the play area is no longer fit for purpose and the proposal is to replace it with a sensory garden. The Clerk has meetings set up to talk with relevant organisations to discuss the benefits and costs of sensory gardens and is happy to report this back to councillors. Enquiries have been initiated with regards to any license requirements or change of usage.

Mr Noske proposed that Kelvedon Play area would be better suited to be used for an alternative purpose such as a sensory garden, especially with Tower Hall Play area just 5 minutes walk away. It was proposed that the clerk should research and develop ideas on the sensory garden and report back to Parish Council. Seconded by Mr Griggs. Resolved with ALL in favour.

9. TO CONSIDER AND ALLOCATE COMMUNITY INFRASTRUCTURE LEVY

(Item 9 was considered with Item 6)

The Clerk distributed an updated CIL report to Councillors. This detailed the total CIL amounts received, money spent, CIL money allocated and CIL money to allocated.

Councillors noted the report, as the debate for the allocation of CIL money had already taken place during item 6.

10. TO CONSIDER AND APPROVE WORKS AT LAWN CEMETERY

Mr Whiting advised that it would be beneficial to improve the paths at the cemetery and to link the path at the new urn burials to the path at the older part of the cemetery. A map was distributed to show the councillors the proposal. Two options to upgrade the paths were considered one for blockpaving and another for tarmacking.

Three quotes were requested.

A quote was received from D J Moyse Surfacing. The quote for blockpaving was £24,950 + VAT and £15,000 + VAT for tarmacking.

Other Quotes from Booth Tarmacadam, and Taydal were requested but never received.

Mr Philpot proposed that the quote from D J Moyse Surfacing for tarmacking as per their quote of £15,000 +VAT be accepted. Funds from the Cemetery Account should be allocated for this. Seconded by Miss Cracknell. Resolved with ALL in favour.

11. TO CONSIDER AND APPROVE APPLICATION FOR CONSECRATION OF NEW EXTENSION AT LAWN CEMETERY

The Clerk advised that the office had been in contact with Mr James Hall, registrar of the diocese of St Edmundsbury and Ipswich. He advised that the Parish Council has to agree a resolution to consecrate the new extension at the cemetery then a petition has to be completed and returned to Mr Hall together with a map of the area to be consecrated. The fee to process the application would be £250 + VAT. It would take approximately 2-3 months for the Bishop to visit the cemetery and consecrate the ground.

Miss Cracknell proposed that up to £500 be allocated from cemetery funds, to cover the costs associated with the consecration of the new extension. Delegated authority should be given to the chairman and officers to complete the relevant works. Seconded by Mr Griggs. Resolved with all in favour.

12. TO CONSIDER AND APPROVE FOLLOWING POLICY DOCUMENTS

- a. Parish Council Policy on Committees, Working Panels and Representatives**
- b. Terms of Reference for Environment and Services Committee, Planning and Transportation, Community Engagement and Complaints Committee**
- c. Protocol for Pre-planning Application Developments**

Item 7 a - c were considered together. The policies have been considered by the Forward Planning Group and in particular Mr Driver prior to the meeting. The policies under consideration were distributed with the agenda for the meeting.

Mr Philpot proposed that the above-mentioned policies be approved in principle by the Parish Council. Delegated authority be given to the Chair and Clerk to amend typographical and other minor errors. This was seconded by Miss Cracknell. Resolved with ALL in favour.

13. TO CONSIDER AND APPROVE CHINWAG EVENTS DURING 2024/25

A proposal was received from Communities Together East Anglia to provide a COMMUNITEA CHINWAG in Rushmere St Andrew village. A Chinwag is an opportunity to bring people together in a safe, community space. Chinwags are for people aged 60+. People need people, and bringing people together in a safe space, with trusted facilitators to engage with support and integration improves mental health and wellbeing. Over the last two years, Communities Together East Anglia have expanded a previously successful model of Pop Up Chinwags developed at Age UK Suffolk, and worked with over 12 different communities to deliver regular events. For Communities Together East Anglia to deliver this for 12 months in the parish could cost £5,105.78.

Councillors debated this proposal. Miss Cracknell proposed that Communities Together East Anglia be appointed at a cost of £5,105.78 to provide a CHINWAG. Funds should be allocated from Earmarked reserves. Seconded by Mr Driver. Resolved with ALL in favour.

14. TO CONSIDER AND AGREE DONATIONS FOR 2023/24

The Clerk reported that there was currently £2,000 in the charity budget left to allocate in the 2023/24 financial year with a limit of £500 per organisation. Subsequent requests for charity donations were received from:-

- Communities Together East Anglia submitted a request for £500. The request is for funding for the BeAFriend project. This is to build a network of community based volunteer befrienders to support the Communities Together East Anglia mission of reducing loneliness and social isolation. This works best at a hyper local level, where local people give their time for other local people – enabling trust to be built that develops into longer lasting friendships and support networks through regular calls and/or visits. Whilst not age specific, we recognise that there are a number of factors that can lead to someone becoming lonely or isolated, which can include rural isolation, mobility, ageing, mental and physical health, change in family circumstances. No two people are the same, but by supporting matching a volunteer with a befriender who may have similar values or interests, we have seen first hand how this can be beneficial to both parties. The £500 will support us to recruit, onboard and train 5 new befriending volunteers in the Rushmere St Andrew Parish.
- The StAR Youth Club submitted a request for £500. The request is for funding towards the purchase of a table tennis table for the youth club.
- The 51st Ipswich Scouts Club submitted a request for £500. The request is for funding towards Scouting activities such as Tents.
- Rushmere Commoners submitted a request for £500. The request is to fund dog waste bags and bins on the commons for dog walkers and maintenance of the paths on the commons.
- Kesgrave Library submitted a request for £150. The request is for funding towards the purchase of a range of educational games for children using the library.
- Headway Suffolk Submitted a request for £500. The request is for funding towards the costs of providing 50 hours of support to people in Rushmere St Andrew who have neurological conditions at £20 per hour. They aim to help 15 people in Rushmere St Andrew.
- Disability Advice Service (East Suffolk) submitted a request for £500 to provide practical solutions to address the short and long term financial issues underlying or worsening their clients' well-being. The donation will enable staff to provide advice and advocacy for those on welfare benefits.

Councillors debated the merits of supporting each of the organisations and the benefits that the organisations have to local residents. Mr Noske proposed that £400 be allocated to the following applications: Communities Together East Anglia, StAR Youth Club, Rushmere Commoners, 51st Scout Group and Disability Advice Services. Mr Griggs seconded the proposal. Resolved with MAJORITY in favour. Mr Driver abstained from voting due to his non-pecuniary interest.

15. TO CONSIDER SEAT ALONG THE STREET OPPOSITE BAPTIST CHURCH AND REPOSITION BIN

Mr Whiting informed councillors that as part of the re-wilding at the land opposite the Baptist Church the bench needs replacing and the bin needs to be repositioned. Research into bench replacements has already taken place for the replacement bench in the cemetery at the meeting on the 12th October. It was recommended that the same bench be purchased for this project. The cost of the bench purchased for the cemetery was £548 + VAT.

Mr Noske proposed that up to £750 be allocated from earmarked reserves to cover the cost of the bench and for the cost of installation and repositioning the bin as required. Seconded by Mr Griggs. Resolved with ALL in favour.

16. TO CONSIDER AND APPROVE TRANSFER FROM GENERAL AND CEMETERY ACCOUNTS TO BUSINESS ACCOUNT TO ACQUIRE HIGHER INTEREST

The Clerk advised that currently the Parish Council earns 1.5 % interest on the money in the Business Account and 0% on the money in the General Account and Cemetery Accounts. The Parish Council earn more interest if more money is transferred to the Business Account. It is suggested that a minimum of £30,000 be kept in the General Account and £30,000 in the Cemetery Account and that Delegated Authority be given to the RFO to transfer money to and from the Business Account when needed to ensure that this amount of money remains in the General Account and Cemetery Account.

Mr Noske proposed that money be transferred to the Business Account from the General Account and Cemetery Account and that a minimum of £30,000 be kept in each of these accounts. Delegated authority be given to the RFO to transfer money from the Business Account to ensure that the General Account and Cemetery Accounts remains at a minimum of £30,000 each. More research should be collected by the officers on different accounts the Parish Council could use to take advantage of the higher interest rates available, this should be brought back to the Parish Council for consideration. Seconded by Mr Griggs. Resolved with ALL in favour.

17. GENERAL MATTERS AND CORRESPONDENCE

a. Correspondence

None

b. Forthcoming Meeting Dates

Thursday January 18th Environment and Services Committee, Tower Hall

Thursday February 8th Parish Council Meeting, Tower Hall

Saturday, February 10th, Launch Enchanted Tree Trail and Rushmere St Andrew Nature Watch, Tower Hall, 6pm -8pm

Thursday February 22nd Community Engagement Committee, Village Hall

18. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Land East of Humber Doucy Lane

19. CLOSE OF MEETING

The Chair closed the meeting at 20.55 pm.

--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 14th December 2023.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04/12/2023	Barclays Bank	Bank charges				17.50	
11/12/2023	PlayQuip Leisure	Toddler swing seat Yew Tree Play Area			Internet payment 1164	290.40	242.00
11/12/2023	SCL Landscape Management	Removal of fallen tree Chestnut Pond			Internet payment 1167	36.00	30.00
11/12/2023	Woodworx	Deposit for spray painting of Tower Hall Play Area			Internet payment 1168	1,446.50	1,205.42
11/12/2023	Zurich Insurance Company L	Annual insurance Policy Feb 2024-Jan 2025			Internet payment 1169		1,331.66
11/12/2023	Mr P Massey	Stationary tree trail			Internet payment 1170	29.00	24.17
11/12/2023	Mrs S Stannard	Refreshments Networking Meeting			Internet payment 1171		60.00
11/12/2023	Rachel Holmes Illustrator	Design tree trail and launch			Internet payment 1172		450.00
11/12/2023	Amazon	Ghillie suit launch tree trail			Internet payment 1173	39.99	33.32
11/12/2023	Amazon	Tree face Tree Trail			Internet payment 1174	29.99	24.99
11/12/2023	Amazon	Tree face Tree Trail			Internet payment 1175	31.80	26.50
11/12/2023	Amazon	Tree face Tree Trail			Internet payment 1176	37.99	31.66
11/12/2023	Amazon	Tree face Tree Trail			Internet payment 1177	83.73	69.77
11/12/2023	JEP Business Services	Noticeboard rounds - November 2023			Internet payment 1181		25.00
11/12/2023	Mrs S Stannard	Replacement glass noticeboard Chestnut pond			Internet payment 1183	26.60	22.17
18/12/2023	Mrs S Stannard	Refreshments Networking Meeting			Internet payment 1185		56.86
18/12/2023	Mrs S Stannard	Refreshments Networking Meeting			Internet payment 1186		54.45
18/12/2023	Net salaries paid after PAYE, NI & Pension - December 2023				Internet payment 1188, 1189		5,351.64
18/12/2023	HMRC	PAYE, NI - Oct, Nov & Dec 2023			Internet payment 1190		5,914.69
18/12/2023	Nest	Pension contributions - December 2023			D/D		463.05

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04/12/2023	Barclays Bank	Bank charges			£ 13.50		Admin
11/12/2023	SCL Landscape Manager	Maintenance - November 2023		Internet payment 1166	£ 769.80	£ 641.50	128.30 Maintenance
11/12/2023	Amazon	Cork noticeboard		Internet payment 1178	£ 25.95	£ 21.63	4.33 Admin
11/12/2023	Amazon	Card		Internet payment 1179	£ 29.15	£ 24.29	4.86 Admin
11/12/2023	KBS Depot	Seat at Lawn Cemetery		Internet payment 1180	£ 657.60	£ 548.00	109.60 Maintenance
11/12/2023	Mr K Brazier	Gardening at Cemetery		Internet payment 1182		£ 114.75	Maintenance
11/12/2023	Mr K Brazier	Registrar of Burials Cemetery		Internet payment 1184		£ 243.00	Admin
18/12/2023	Sunskips Ltd	Skip exchange 11/12/2023		Internet payment 1187	£ 280.00	£ 233.33	46.67 Maintenance
18/12/2023	Anglian Water Business	Water charges cemetery		D/D		£ 69.82	Maintenance
22/12/2023	H3G	Mobile phone contracts		D/D		£ 91.20	Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
11/12/2023	SCL Landscape Mar	Cutting of hedge		Internet payment 1165		594	495 99 Maintenance

INCOME RECEIVED during December 2023

General Account (allotments, grants)	£
Business Base Rate Tracker (interest)	£
Cemetery Account (burial income, interest)	£

ACCOUNT BALANCES AS AT 31st December 2023

General Account	£212,780.78
Business Base Rate Tracker	£54,887.38
Cemetery Account	£127,068.47