



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Council meeting held on 11th March 2021 at 7pm via a virtual meeting

CHAIRMAN: Mr P Richings

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

APOLOGIES: Miss A Cracknell (unable to join virtual meeting)

OTHER APOLOGIES: None

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

ALSO PRESENT: Members of the public = 0

1. APOLOGIES, APPROVAL OF ABSENCE, PROTOCOL & CONDUCT REMINDERS

The Chairman welcomed everyone to the meeting. He then 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 from Miss Cracknell. Mr Wright proposed that the apologies be accepted, seconded by Mr Newton. Resolved with ALL in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 11th February 2021

Mrs Bridger proposed acceptance of the minutes with the following amendments:

Item 2 – “delete the amendments” and in Item 4 replace “Mr Whiting” with “Mr Ward”. This was seconded by Mr Wright, 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 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

[Ms Evans joined the meeting].

A written report from Mr Whiting was made available with the agenda for the meeting.

Matters arising – None

[Mr Nunn 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 Hedgley mentioned that business grants are available for businesses, voluntary and charity organisations. More information is available on the East Suffolk Council website. Bin collections are continuing and more information on this is available on the website. Cllrs Newton & Hedgley reported on waste collections, remote meetings, investments at Lowestoft, 0% Council Tax increases for the next financial year, Felixstowe and Harwich to become free ports and the A12 consultation.

Discussions followed about remote meetings coming to an end in May 2021, problems with green waste collections and the planning application at 155 The Street. It was agreed that the Parish Clerk will write to East Suffolk Council expressing the disappointment of the Council that residents will not be refunded for missed green bin collections.

Mr Richings thanked Mr Whiting, Mr Newton and Mr Hedgley.

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

Mr Whiting mentioned a noise issue with a generator in the carpark at Ipswich Football Club. Mr Whiting will check if this is still an issue and refer it to Mr Newton/ Environmental Health at East Suffolk Council. Mr Whiting also informed Councillors that there is an issue with nappies that are left at the bin at Bent Lane. This should be reported this to East Suffolk Council when it occurs.

Mr Nunn reported a fallen tree blocking the footpath along the Mill Stream. The tree is leaning against the fence at the Pumping Station. Mr Nunn also reported that a resident that backs onto the Mill Stream has taken down their fence and he is worried about them encroaching on the Mill Stream. Mr Nunn/Mr Wright will report this to Peter Ross/ James Baker.

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 not available for distribution at the meeting. The reports will be distributed as soon as they are available.

Matters arising – None

6. TO RE—AFFIRM POLICY STATEMENTS AS CURRENT

For audit purposes it was noted that the following updated documents were approved by the mentioned full Parish Council meetings and they were re-affirmed as current.

Document Title	Date / last update
Apologies and Non-Attendance at Meetings - SALC Fact sheet	08/03/2018
Council Policy on Protocols for Public Participation in Council Meetings	14/03/2019
Dispensation - Policy on implementation & Delegation of Authority	08/03/2018
Freedom of Information Act - The New Model Publication Scheme & Guide to Information V2	10/05/2018
Parish Council Policies on Committee & Advisory Panels, Representatives, Officers and Boards.	08/03/2018
Parish Council Policy & Guidance on Donations & Grants	12/10/2017
PC Policy on Noticeboard Content	08/03/2018
Policy on Planning Application Site Visits & the Managing of "Simple" Planning Applications	08/03/2018
Policy on Safeguarding of Children & Vulnerable Adults	12/03/2015
POS&FWP Terms of Reference (This working party currently dormant)	18/08/2011
Beacon Working Party Terms of Reference	08/03/2018
Statement of Review of Control & Audit Procedures -	10/05/2018
Voting Rights at Committee Advisory Panel & Working Party Meetings	10/05/2018
Equal Opportunities Policy	08/03/2018
Health & Safety General Policy Statement -	10/05/2018
PC Policy on Data Protection -	12/07/2018
Protocols for providing informal views prior to planning application submission	08/03/2018
Subject Access Request Policy	12/07/2018
Subject Access Request Procedure	12/07/2018
Privacy Policy	12/07/2018
Document Retention Policy	10/01/2019
Cookie Policy	12/07/2018
Mailchimp Policy	12/07/2018
Lone Working Policy	08/11/2018

Mr Whiting proposed that the financial regulations be re-affirmed as current with no changes required and that a working group with Mr Driver and Mr Wright will be established to review all policies for the next financial year. The proposal was seconded by Mr Wright with ALL in favour. Noted for audit purposes.

[Mr Hedgley joined the meeting].

7. TO RE-AFFIRM THE FINANCIAL REGULATIONS AS CURRENT

The document was last re-affirmed as current on 09/05/2019. The Clerk had examined the document and no changes appeared to be necessary as of the date of this meeting. This was noted for audit purposes.

Mr Wright proposed that the financial regulations be re-affirmed as current with no changes required. The proposal was seconded by Mr Richings with ALL in favour. Noted for audit purposes.

8. TO RE-AFFIRM THE 'STANDING ORDERS' DOCUMENT AS CURRENT

Amendments made to the NALC Standing Orders (SO) 2018 was approved on 10/09/2020 by the Parish Council. The Clerk reviewed this document and informed Councillors that the standing orders are current and it is not considered that any reviews are required.

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

9. TO CONFIRM ARRANGEMENTS FOR DISPENSATION & DELEGATION OF AUTHORITY

A requirement of the Parish Council policy on Dispensation was that it should be reviewed each year for to ensure it is still appropriate. It was noted there were no dispensations in place as of the date of this meeting and issue 6.0 had been distributed to councillors for approval.

The Localism Act permits members with disclosable pecuniary interest to submit a written report to the clerk for the Parish Council to grant dispensation to relief him/ her from the restrictions in S31(4) namely to participate in discussion or vote on a matter in which he/she has a disclosable pecuniary interest. The document sets out the process including that members applying for dispensation. Current arrangements are that a member complete the form application form no later than 3 days before the meeting and send it to the clerk and that delegated authority is given to the Clerk and Chairman to assess the request using the criteria stated in the Grounds for Dispensation before coming to a decision.

Mr Richings proposed that delegation of authority should remain with the Clerk and Chairman and that it was noted there were no dispensations in place as of the date of this meeting, seconded by Mr Whiting. Resolved: Carried with ALL in favour.

10. TO APPROVE THE 'PARISH RISK ANALYSIS' DOCUMENT

The document was last re-affirmed as current on 09/05/2019. The Clerk had examined the document and included details regarding COVID risks and individual assessments for example for the parish office that is needed.

Mr Richings proposed that the Parish Risk Analysis document dated 11/03/2021 be approved provided that COVID 19 be amended to include pandemic risk, seconded by Mr Whiting with ALL in favour. Noted for audit purposes.

11. TO APPROVE THE ASSET REGISTER FOR YEAR ENDING 31/03/2021

A revised asset register/ insurance schedule - Issue 32 had been made available to Councillors with the agenda to this meeting. The Clerk advised that the revisions include: four waste bins (one at Chestnut pond, one at Tower Hall and two at the Sandlings LNR), a defibrillator and cabinet outside the Village Hall and a replacement noticeboard at Limes Pond. The asset register now had an asset valuation of £143,409 (note: including the litter bin at Broke Hall Playing Field) (based on original purchase costs).

Mr Richings proposed approval of the revised asset register for 31st March 2021 for the 2020/21 financial year (Issue 32) with the inclusion of the litter bin at Broke Hall Playing Field with a purchase cost of £300. Seconded by Mr Nunn with ALL in favour.

12. TO CONFIRM MEMBERS AFFILIATION TO COMMITTEES & ADVISORY PANELS AND REPRESENTATIVES ON PARTNER ORGANISATIONS & BOARDS

The following appointments were confirmed. Note that the Parish Council Chairman and Vice-Chairman are ex-officio voting members of all committees, sub-committees, advisory panels and working parties.

a. General Purposes & Finance Committee

All members of the Parish Council except Mr Nunn.

b. Planning and Development Committee

Miss Cracknell, Mr Francis, Mr Newton, Mr Nunn, Mrs Richardson-Todd, Mr Richings, Mr Ward, Mr Whiting, Ms Evans, Mr Westrup and Mr Driver .

c. Parish Amenities and Services Committee

Mrs Brown, Ms Evans, Mr Francis, Mr Griggs, Mr Newton, Mr Nunn, Mrs Richardson-Todd, Mr Richings, Mr Ward, Mr Westrup, Mr Whiting and Mr Driver.

d. Cemetery Management Panel

Miss Cracknell, Ms Evans, Mr Griggs, Mr Richings, Mr Whiting, Mr Wright, Mrs Richardson-Todd, Mr Duncan (Registrar) [attendee only, does not qualify as a voting member].

e. Allotment Advisory Panel

Mr Francis, Mr Richings, Mr Westrup (also Allotment Manager), Mrs Richardson-Todd, Mr Wright, Dr Wood (Allotment Tenant), Mrs Rozier (Allotment Tenant).

f. Newsletter & Website Editorial Advisory Panel

Mrs Brown, Mr Newton, Mrs Richardson-Todd, Mr Richings, Mr Griggs, Mr Wright, Mr Driver

g. Representatives on Boards and Partner Organisations:-

The following posts were confirmed:-

- | | |
|--|-------------------------------|
| i. Community Emergency Adviser – | Mr Wright |
| ii. Representative on SALC – | Mrs Richardson-Todd |
| iii. PC Contact for Safeguarding of Children & Vulnerable Adults - | Mrs Richardson-Todd/Mrs Brown |
| iv. Public Transport Liaison Officer – | Mr Richings |
| v. Parish Paths Liaison Officer – | Mr Ward |
| vi. Parish Council Representatives on Parish Halls Management Committee – | Miss Cracknell |
| vii. Tree and Pond Warden - | Mr Wright |
| viii. Representative on the Woodbridge SNT ASB Group – | Mr Richings |
| ix. Representative on Kesgrave Community Library - | Mrs Brown |

Mr Whiting proposed acceptance of the above appointments as listed under items a-g, seconded by Mr Driver. Resolved: Carried with ALL in favour.

13. TO NOTE THE LEVEL OF INSURANCE COVER AND TO CONSIDER INCREASING FIDELITY COVER

The Clerk reported that insurance cover aligns with the asset register and covers property up to £250,000. The Parish Council insurance fidelity cover under the Community Action Suffolk (CAS) Group Parish Protect Plan (Royal Sun & Alliance) is currently £350,000.

The internal auditor and current guidelines recommend that the fidelity cover should be year end balances plus 50% of the precept. At the end of February the Parish Council had £330,819.76 in bank assets and 50% of the precept for 2021/22 is £61,000. Thus totalling £391,819.76. It is therefore recommended that the Parish Council increase the fidelity cover to £400,000. The Clerk advised that she requested a quote from CAS to increase the fidelity cover from £350 000 to £400 000 and this would equate to £39.20 in addition to the annual premium.

Mr Wright proposed that the current level of Fidelity cover of the Parish Council be increased to £400,000 this was seconded by Mr Newton and agreed by ALL in favour.

14. TO CONSIDER AND APPROVE OPTIONS FOR PARISH PRINTER REPLACEMENT

The Clerk advised that the current HP, Officejet printer needs to be replaced as it is not fit for purpose anymore and it will not last much longer. The Clerk sourced some quotes for replacement printers but more time is needed to consider the best option.

Mr Wright proposed that delegated authority be provided to the Clerk, Assistant Clerk and Chairman to purchase a printer and maintenance contract up to a maximum of £5,000 over three years. This was seconded by Mr Westrup. Resolved: Carried with ALL in favour.

15. FINANCE

a. To Note The Record Of The General Purposes And Finance Committee

The UNAPPROVED Minutes (pink paper) of the meeting held on 11th February 2021 had been made available to all Councillors.

The GP&F report was noted by Councillors.

Matters arising – None.

b. To Agree £7,600 be Transferred from Budget (PA&S) to Earmarked Reserves

The Clerk advised that grant funding was obtained for the path at Broke Hall playing field and various other improvements at Broke Hall that was budgeted for and therefore it is proposed to re-allocate these budget items. Various repairs are required for play equipment at the play areas in the parish and it is proposed that this be earmarked for this purpose:

£4,000 – replacement equipment for Multi-Pondo at Chestnut Play Area

£1,400 – replacement of swings at Chestnut and Kelvedon Play Area

A tree survey was last carried out a few years ago and it is recommended that these surveys be carried out every three years. It is therefore recommended that £2,200 be allocated for a tree survey and associated work.

Mr Whiting proposed that £7,600 be transferred from the Broke Hall Path and POS Enhancements Budget Item to Earmarked Reserves for £4,000 – replacement equipment for Multi-Pondo at Chestnut Play Area, £1,400 – replacement of swings at Chestnut and Kelvedon Play Area and £2,200 for a tree survey and associated work of parish council land. Mr Richings seconded the proposal. Resolved with ALL in favour.

c. To Allocate CIL funding received from 2016 to date

The Parish Council has received £10,422 in community infrastructure levy (CIL) payments to date. None of the money has been allocated for specific projects (or spent).

This money could be allocated to the purchase and installation of SIDs in the parish. Speed Indicator Devices were considered at the October 2020 parish council meeting and it was agreed to wait for the results of the neighbourhood plan questionnaire before making a decision on whether to implement this in the parish or not. From the results of the neighbourhood plan questionnaires it is clear that a significant proportion of the respondents identified school-run traffic and the speed of traffic as issues in the parish. A long discussion followed about the allocation of CIL funding and SIDs.

It was agreed that more holistic proposal to address issues identified in the responses to the Neighbourhood Plan questionnaires should be presented to council before CIL funding is allocated.

d. Other Financial Matters

None

16. PLANNING & DEVELOPMENT

a. To Note The Record Of The Planning And Development Committee

The APPROVED Minutes of the meetings held on 14th January 2021 and 9th February 2021 had been previously distributed to all Councillors. Minutes have not been circulated for the meeting held on 3rd March 2021.

The P&D report was noted by Councillors.

Matters arising – None.

b. To Note The Record Of The Neighbourhood Plan Working Group

The APPROVED Minutes of the meeting held on 16th February 2021 had been previously distributed to all Councillors. Minutes has not been circulated for the meeting held on 2nd March 2021.

The NPWG report was noted by Councillors.

Matters arising – None.

c. Other Planning Matters

None

17. PARISH AMENITIES AND SERVICES

a. To Note The Record Of The Parish Amenities & Services Committee

The UNAPPROVED Minutes of the meeting held on 21st January 2021 had been previously distributed to all Councillors.

The PA&S report was noted by Councillors.

Matters arising – None.

b. Any Other Matters

18. GENERAL PARISH MATTERS & CORRESPONDENCE

a. Parish Council Representative Reports

Public Transport Liaison – Mr Richings

Nothing to report

Parish Halls Management Committee – Miss Cracknell

Nothing to report

Public Footpath Liaison Officer – Mr Ward

Nothing to report

SALC – Mrs Richardson-Todd

Nothing to report

Community Emergency Adviser –

Nothing to report

Safeguarding of Children & Vulnerable Adults – Mrs Richardson-Todd/ Mrs Brown

Nothing to report

Tree & Pond Warden – Mr Wright

Nothing to report

Safer Neighbourhood Team Group (SNT) – Mr Richings

Nothing to report

Suffolk Community Partnership Meeting – Mr Wright

Mr Wright reported that there is a lot of training available on loneliness and mental care at the moment as well as focussing on environmental work.

b. To Note Matters Arising Since Publication of Agenda

None

c. Dates to Note

Friday 12 March, end of local consultation on quiet lanes in parish

Thursday 18th March, PA&S Meeting at 7pm via Zoom

Thursday 8th April, GP&F Meeting at 7pm via Zoom

19. DETERMINATION OF ITEMS FOR FUTURE AGENDA

CIL

20. CLOSE OF MEETING

The chairman closed the meeting at 20.42pm.

-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 11th February 2021

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04/02/2021	Barclays Bank	Bank charges			£ 14.40		Admin
07/02/2021	JEP Business Services	Noticeboard and letter rounds - January 2021	Internet payment 295		£ 42.00		S142
07/02/2021	Suffolk Assn of Local Councils	Training for Councillor K Driver during Dec, Jan via Zoom	Internet payment 296	£ 120.00	£ 100.00	£ 20.00	Training
07/02/2021	Allison Farmer Associates	Draft Landscape Character Assessment	Internet payment 297	£ 4,050.00	£ 3,375.00	£ 675.00	Misc
07/02/2021	Mrs S Jenkins	Data for Parish Mobile - Feb 2021	Internet payment 300		£ 10.00		Admin
12/02/2021	BT Group PLC	Parish Office - Telephone Bill from 6 Nov - 3 Feb	D/D	£ 211.32	£ 176.10	£ 35.22	Admin
17/02/2021	DAS	Charity Donation 2020/21	Internet payment 301		£ 200.00		S137
17/02/2021	Kesgrave Library	Charity Donation 2020/21	Internet payment 302		£ 200.00		S137
17/02/2021	Headway Suffolk	Charity Donation 2020/21	Internet payment 303		£ 200.00		S137
24/02/2021		Net salaries after PAYE, NI & Pension - February 2021	Internet payment 307, 308		£ 2,784.49		Salary
28/02/2021	Nest	Pension contributions - employer & employee - February 2021	D/D		£ 160.82		Pension

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04/02/2021	Barclays Bank	Bank charges			£ 9.70		Admin
07/02/2021	Cooks Waste Kare Ltd	Skip exchange 20/01/2021	Internet payment 298	£ 170.00	£ 141.67	£ 28.33	Maintenance
07/02/2021	Mr A Duncan	Service Order form (R Lewis)	Internet payment 299		£ 20.00		Admin
17/02/2021	Cooks Waste Kare Ltd	Skip exchange 02/02/21	Internet payment 304	£ 170.00	£ 141.67	£ 28.33	Maintenance
17/02/2021	Mr A Duncan	Service Order form (Ivan L Clarke)	Internet payment 305		£ 20.00		Admin
17/02/2021	SCL Landscape Manager	Maintenance Cemetery	Internet payment 306	£ 524.40	£ 437.00	£ 87.40	Maintenance
24/02/2021	Cooks Waste Kare Ltd	Skip exchange 17/02/21	Internet payment 309	£ 170.00	£ 141.67	£ 28.33	Maintenance
24/02/2021	Mr A Duncan	Service Order form (Wright, Terence Rice)	Internet payment 310		£ 40.00		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 2021

General Account (allotment deposits, interest)	£26.68
Business Base Rate Tracker	£0
Cemetery Account (burial income, transfer, interest)	£2,200.74

ACCOUNT BALANCES AS AT 28 February 2021

General Account	£206,651.49
Business Base Rate Tracker	£54,500.99
Cemetery Account	£69,667.28

