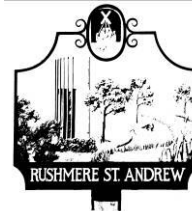




# Rushmere St. Andrew Parish Council

[www.rushmerestandrew.onesuffolk.net](http://www.rushmerestandrew.onesuffolk.net)

*"Seek The Common Good"*



Minutes of the Parish Council meeting held on 12<sup>th</sup> January 2023 at 7.30pm at the Tower Hall

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CHAIRMAN: Mr R Whiting

PRESENT: Mr B Ward, Mr K Driver, Mr J Westrup, Mr J Wright, Miss A Cracknell, Mr R Whiting, Mr D Francis, Mr N Nunn, Mr M Newton, Mrs M Odam, Mrs B Richardson-Todd, Mr C Griggs

APOLOGIES: Mrs M Brown (family commitment), Mr D Noske (other commitment), Ms C Evans (family commitment)

OTHER APOLOGIES: Mrs D McCullum (other commitment), Mr S Lawson (other commitment)

CLERK: Mrs S Jenkins – Clerk. Minutes taken by Mrs S Jenkins

ALSO PRESENT: Mr C Hedgley (District County Councillor), Members of the public 1

## 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 A Cracknell proposed that the apologies be accepted, seconded by Mr R Nunn. Resolved with ALL in favour.

## 2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 10 NOVEMBER 2022

Miss A Cracknell proposed acceptance of the minutes *without any amendments*. This was seconded by Mr J Wright with ALL in favour. The minutes were duly signed as a correct record.

## 3. DECLARATIONS OF COUNCILLOR INTEREST

Mr Newton declared a local 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.

## 4. PUBLIC PARTICIPATION

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

Mr R Whiting addressed 1 member of the public to ask if they were interested in a particular item. They were not.

Mr J Wright asked about a microphone being available at the hall. The Clerk to ask Parish Halls if this is a possibility.

Mr D Francis reported a white Ford van parked on a grass verge on Broadlands Way. It has been parked there since before Christmas and hinders visibility to Bladen Drive. The Clerk to ask the PCSO to investigate.

Mr R Nunn commented on the superb work done felling a large dead tree and the coppicing, by the Pumping Station.

Mr J Westrup advised favourable comments on the SID in The Street and asked if another post could be installed by Eaton Place. Mr J Wright confirmed this site was not approved.

**b. County Councillor Report**

Written report not received from Cllr Lawson.

**c. District Councillor Report**

Written report from Cllr Hedgley was made available with the agenda for the meeting.

Cllr Hedgley reported ID would be needed to vote in the May Elections.

**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 with the agenda for the meeting.

The PCSO Report was noted.

There were no matters arising from the reported minutes.

**b. Other Matters**

None

**6. FINANCE**

**a. To Note the Record of the General Purpose & Finance Committee Meeting of 08/12/2022**

Mr K Driver reported that the last meeting of the GP&F had been held on 8<sup>th</sup> December 2022. Copies of the UNAPPROVED minutes had been made available to all Councillors.

The GP&F record was noted.

There were no matters arising from the reported minutes.

**b. To Note Expenditure Authorised under Delegated Powers**

The Clerk reported that no expenditure under Delegated Powers has been authorised.

Councillors noted this.

**c. Other Matters**

None

**7. TO CONFIRM AND APPROVE BUDGET AND PRECEPT REQUIREMENTS FOR 2023/24**

An overall budget for 2023/24 at £135,108 overall spend with a Precept request for £123,300 is recommended to full council. This represented a 0% increase on the 2022/23 precept band D equivalent property.

Mrs B Richardson-Todd proposed that the whole budget and precept request be approved with a total precept request of £123,300 in support of an estimated Parish Council spend of £135,108 for 2023/24. Provision will be made for a transfer from reserves to the general fund of £8,198 to enable the precept to be £123,300 which represents a 0% increase. This was seconded by Mr J Wright and ALL in favour. Resolved: Carried on a unanimous decision.

The Assistant Clerk would send the formal request to East Suffolk Council for a 2023/24 precept of £123,300.

**8. TO CONSIDER AND APPROVE UPDATED PARISH COUNCIL POLICIES ON COMMITTEES & ADVISORY PANELS, REPRESENTATIVES, OFFICERS AND BOARDS**

Copies of the Policy were distributed prior to the meeting. Mr J Wright advised representatives to the Rushmere Commoners Committee and Kesgrave Library should be added. The Clerk to ensure this is added.

Mrs B Richardson-Todd proposed to approve updated Parish Council Policies on Committees & Advisory Panels, Representatives, Officers and Boards. Seconded by Mr J Westrup. Resolved with ALL in favour.

#### **9. TO NOTE 2023 MEETING DATES**

Miss A Cracknell asked if there were now more meetings. Mr J Wright confirmed there wasn't.

#### **10. TO CONSIDER PROGRESS WITH NEIGHBOURHOOD PLAN**

Mr Whiting advised Councillors that the further consultation on the Rushmere St Andrew Neighbourhood Plan has been concluded. East Suffolk Council issued a decision statement on 11 January 2023. The decision statement means that the Rushmere St Andrew Neighbourhood Plan will be afforded significant weight in the determination of planning applications.

Following an independent examination, East Suffolk Council has issued their decision statement confirming that the Rushmere St Andrew Neighbourhood Plan will proceed to a Neighbourhood Planning Referendum subject so modifications set out in their decision statement. For more information and the decision statement please view the following link <https://www.eastsuffolk.gov.uk/planning/neighbourhood-planning/neighbourhood-plans-in-the-area/rushmere-st-andrew-neighbourhood-area/>

A referendum will be held on 4<sup>th</sup> May 2023 to vote on the neighbourhood plan. If more than 50% of the votes are in favour of the neighbourhood plan it will be made. East Suffolk Council is responsible for the communications regarding the referendum and there is no cost to the Parish Council on this.

However, it is suggested to look into preparing additional materials to encourage residents to vote. This will be considered at next Parish Council meeting.

Mr J Wright asked if residents voting on the Neighbourhood Plan would need to bring ID. The Clerk to ask if this is a requirement.

#### **11. TO AGREE UPDATED LOCAL GOVERNMENT ASSOCIATION COUNCILLOR CODE OF CONDUCT**

The Clerk advised Councillors that the National Association of Local Government have published an updated Councillors Code of Conduct and this will replace the Suffolk Code of Conduct. It is much more detailed than the Suffolk Code of Conduct and provide guidelines on how Councillors should conduct themselves. It is recommended that all Councils adopt this.

Mr J Westrup proposed that the Local Government Association Councillor Code of Conduct be adopted. Miss A Cracknell seconded this. Resolved with ALL in favour.

#### **12. TO CONSIDER AND APPROVE THE UPDATED DONATIONS AND GRANTS POLICY**

The Clerk advised Councillors that the Donations and Grants Policy has been updated to reflect that £2,000 is available for donations rather than £1,000 and the new committee structures. Councillors to advise any groups requiring a donation to send a letter to the Clerk by the PC meeting on 9<sup>th</sup> February 2023.

Mr R Nunn proposed that the updated Donations and Grants Policy be adopted. Seconded by Miss A Cracknell. Resolved with ALL in favour.

#### **13. TO NOTE THE RECORD OF THE PARISH AMENITIES AND SERVICES COMMITTEE OF 17/11/22**

Mr J Wright reported that the last meeting of the PA&S had been held on 17th November 2022. Copies of the UNAPPROVED minutes had been made available to all Councillors.

The PA&S record was noted.

There were no matters arising from the reported minutes.

#### **14. TO DISCUSS TRANSFER OF LAND OWNED BY EAST SUFFOLK TO RUSHMERE ST ANDREW PARISH COUNCIL**

10/11/22 Mr R Whiting explained that East Suffolk own land at Ditchingham Grove and Fellbrigg Avenue that is not maintained well. These sites and others may be considered of benefit to the community if the Parish Council took over ownership. The Clerk has written to East Suffolk Council to ask if they are prepared to transfer land in their ownership at Fellbrigg Avenue and Ditchingham Grove to the Parish Council to take over the permanent care and maintenance.

The Clerk reported that an email response from the Senior Estates Surveyor at East Suffolk Council was received, which was favourable to passing the Freehold of these (and potentially others) to the parish on the basis the areas are preserved in their existing use. It was agreed this would be taken to the next Parish Council meeting for discussion.

The Clerk reported the Senior Estates Surveyor at East Suffolk Council has been chased to ask what the next steps would be and to advise possible costs. No response has been received to date.

Mr J Wright proposed to submit a proposal to East Suffolk Council to transfer land at nil cost to Rushmere St Andrew Parish Council, seconded by Mr R Nunn and agreed by MAJORITY.

12/01/23 Mr R Whiting reported a meeting was held between Mr R Whiting, Mr J Wright and East Suffolk Council's Senior Estate's Surveyor in the Parish Office on Monday 9<sup>th</sup> January 2023 to discuss the possible transfer of land. They will come back to the PC with details of an offer and the figures will be presented at the next PC meeting.

Mr M Newton proposed in principle to look to transfer the land at Fellbrigg Avenue, Ditchingham Grove and associated land from East Suffolk to the Parish Council and to look to support the transfer of other sites subject to more information from the Senior Estate's Surveyor at East Suffolk, seconded by Mr J Westrup and agreed by ALL.

#### **15. TO AGREE ACTION ON NON-PAYMENT OF FEES AT RUSHMERE ALLOTMENT GARDENS**

The Clerk advised Councillors on the following:

- 1) the tenant for Plot 7a and 7b has not paid the outstanding amount of £76.68. No deposit received as this did not apply at the time. Currently the tenant is very ill and in hospital.

Mr B Ward proposed that the debt for Plot 7a & 7b of £76.68 be written off, seconded by Mr Miss A Cracknell. Resolved with ALL/ MAJORITY in favour.

- 2) the tenant for plot 4d has not paid the outstanding amount of £38.34. No deposit received as this did not apply at the time. The Council advised the tenant that the tenancy for this plot has been ended and despite several reminders about outstanding tenancy fees no correspondence or fees have been received.

Mr M Newton proposed that the debt for Plot 4d of £38.34 be written off, seconded by Mr J Wright. Resolved with ALL in favour.

- 3) the tenant for Plot x5a has not paid the outstanding £39.84. A deposit of £50 were paid and this can be kept to pay for the outstanding fees. The plot was not returned in a decent state and it is advised that the remainder of the £50 be kept by the Parish Council as well to pay for the maintenance to reinstate the plot in a decent state.

Mr J Wright proposed that the debt of £39.84 for X5A be written off and the deposit of £50 be kept for the outstanding fees, seconded by Mr D Francis. Resolved with ALL in favour.

Mr J Wright congratulated Mr J Westrup on his management of the Allotment Gardens.

#### **16. GENERAL PARISH MATTERS & CORRESPONDENCE**

##### **a. Correspondence Received**

None

##### **b. Forthcoming Meeting Dates**

Environment & Services Committee Meeting, Thursday 19<sup>th</sup> January 2023 at 7.30pm at Tower Hall  
Parish Council Meeting, Thursday 9<sup>th</sup> February 2023 at 7.30pm at Village Hall

#### **17. DETERMINATION OF ITEMS FOR FUTURE AGENDA**

Report on land transfer from East Suffolk

#### **18. CLOSE OF MEETING**

The chairman closed the meeting at 8.15 pm.

**--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 8<sup>th</sup> December 2022.

**GENERAL EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
05/12/2022	Barclays	Bank charges			£ 16.00		Admin
05/12/2022	Suffolk County Council	Contribution to Suffolk Quiet Lanes Initiatives	Internet payment 795		£ 50.00		Misc
05/12/2022	Amazon	Refreshments year end/partnership meeting	Internet payment 796		£ 2.98		Misc
05/12/2022	Amazon	Refreshments year end/partnership meeting	Internet payment 797	£ 10.11	£ 8.42	£ 1.69	Misc
05/12/2022	Amazon	Refreshments year end/partnership meeting	Internet payment 798	£ 15.40	£ 12.83	£ 2.57	Misc
05/12/2022	Amazon	Refreshments year end/partnership meeting	Internet payment 799	£ 15.41	£ 12.84	£ 2.57	Misc
05/12/2022	Amazon	Refreshments year end/partnership meeting	Internet payment 800		£ 22.91		Misc
05/12/2022	Amazon	Refreshments year end/partnership meeting	Internet payment 801	£ 14.41	£ 12.01	£ 2.40	Misc
05/12/2022	Amazon	Refreshments year end/partnership meeting	Internet payment 802		£ 2.96		Misc
05/12/2022	Amazon	Refreshments year end/partnership meeting	Internet payment 803		£ 2.97		Misc
05/12/2022	Amazon	Refreshments year end/partnership meeting	Internet payment 804		£ 2.97		Misc
05/12/2022	Amazon	Refreshments year end/partnership meeting	Internet payment 805	£ 23.31	£ 19.42	£ 3.89	Misc
05/12/2022	Amazon	Refreshments year end/partnership meeting	Internet payment 806	£ 39.95	£ 33.30	£ 6.65	Misc
05/12/2022	Amazon	Refreshments year end/partnership meeting	Internet payment 807	£ 20.97	£ 17.46	£ 3.51	Misc
05/12/2022	Amazon	Refreshments year end/partnership meeting	Internet payment 808	£ 8.11	£ 6.76	£ 1.35	Misc
05/12/2022	Amazon	Refreshments year end/partnership meeting	Internet payment 809		£ 9.84		Misc
05/12/2022	Amazon	Refreshments year end/partnership meeting	Internet payment 810	£ 19.39	£ 16.16	£ 3.23	Misc
05/12/2022	Amazon	Refreshments year end/partnership meeting	Internet payment 811	£ 33.90	£ 28.24	£ 5.66	Misc
05/12/2022	Amazon	Refreshments year end/partnership meeting	Internet payment 812	£ 22.41	£ 18.67	£ 3.74	Misc
05/12/2022	JEP Business Services	Noticeboard and letter rounds - November 2022	Internet payment 813		£ 42.00		S142
06/12/2022	Suffolk Digital Print & Design	Printing of stickers for litter & doggie bins	Internet payment 816	103.2	£ 86.00	£ 17.20	Misc
12/12/2022	Mrs S Jenkins	Refreshments year end/partnership meeting	Internet payment 817		£ 115.02		Misc
12/12/2022	SCL Landscape Management	Maintenance of ponds - November 2022	Internet payment 818	72.00	£ 60.00	£ 12.00	Pond
12/12/2022	SCL Landscape Management	Maintenance of play areas - November 2022	Internet payment 819	£ 259.80	£ 216.50	£ 43.30	PF&POS
22/12/2022	Net salaries paid after Tax, NI and Pension - December 2022		Internet payment 824, 825		£ 3,827.28		Salary
22/12/2022	HMRC	Tax and NI - Oct, Nov, Dec 2022	Internet payment 826		£ 5203.16		PAYE
20/12/2022	Nest	Pension contributions - employer & employee	D/D		£ 274.33		Pension

**CEMETERY EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
05/12/2022	Barclays Bank	Bank charges			£ 11.80		Admin
06/12/2022	KJ Fencing Services	Fence at Lawn Cemetery	Internet payment 814		£ 1,900.00		Maintenance
06/12/2022	Cooks Waste Kare Ltd	Skip exchange at lawn cemetery 29/11/2022	Internet payment 815	£ 192.41	£ 160.34	£ 32.07	Maintenance
12/12/2022	SCL Landscape Management	Maintenance at lawn cemetery - November 2022	Internet payment 821	£864.60	£720.50	£ 144.10	Maintenance
12/12/2022	SCL Landscape Management	Lower soil/ ground level where conifer was located	Internet payment 822	£594.00	£495.00	£ 99.00	Maintenance
12/12/2022	Mr K Brazier	Registrar Lawn Cemetery - November 2022	Internet payment 823		£ 243.00		Admin
20/12/2022	Anglian Water	Water charges	D/D		£ 27.41		Metered Water

**ALLOTMENT EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
12/12/2022	SCL Landscape Mar	Maintenance allotments - November 2022	Internet payment 820		700.2	£ 583.50	£ 116.70 Maintenance
20/12/2022	Anglian Water	Water charges	D/D		£ 361.68		Metered Water

**INCOME RECEIVED during December 2022**

General Account (newsletter advertisements, interest, allotment deposits, grants)	£6,671.64
Business Base Rate Tracker (interest)	£30.40
Cemetery Account (burial income, interest)	£6,630.76

**ACCOUNT BALANCES AS AT 31<sup>st</sup> December 2022**

General Account	£250,460.10
Business Base Rate Tracker	£54,559.10
Cemetery Account	£107,609.29