



# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



## Minutes of the Parish Council meeting held on 12<sup>th</sup> November 2020 at 7.00pm via a virtual meeting

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CHAIRMAN: Mr P Richings

PRESENT: Mrs M 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, Mr Nunn, Mr Griggs, Miss Cracknell, Ms Evans, Mrs Bridger, Mr K Driver.

APOLOGIES: None

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 = 1

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

The Chairman welcomed everyone to the meeting. He then read out 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 were received. All Councillors present.

### 2.. TO FILL A PARISH COUNCIL VACANCY IN THE TOWER WARD BY CO-OPTION

The Councillor vacancy arose as a result of the resignation of Mrs Sarah Todd. A notice of the vacancy in the Tower Ward was displayed on the noticeboards in the parish and on the parish council website. The notice was displayed until 15th October 2020. East Suffolk informed the Parish Council that a by-election was not needed and that a parish councillor can be co-opted at the November Parish Council meeting.

Two enquiries were received regarding the co-option process and two interested candidates were present at the meeting. The interested candidates introduced themselves and gave Councillors a brief history of their life, family and work and why they were interested in becoming a councillor in the parish. The candidates left the meeting and waiting in the virtual waiting room. Councillors voted on which candidate (if any) to co-opt. A majority voted for Mr Driver to be co-opted as Parish Councillor. Mr Richings thanked Mr Bentley who then left the meeting. Mr Richings congratulated Mr Driver, he signed the Declaration of Acceptance of Office and showed it virtually to the Clerk who witnessed it and would sign the declaration as a witness after the meeting. Mr Driver joined the meeting as a councillor.

### 3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 8<sup>th</sup> October 2020

Mr Richings reminded Councillors to note the list of cheques issued. Mr Wright proposed acceptance of the minutes with the following amendments:

Delete 'Mrs Richardson-Todd' from the list of Councillors present; and  
Item 11b add 'Mr' after seconded by.

This was seconded by Mr Ward, with ALL in favour. The minutes were duly signed as a correct record with the amendments.

#### **4. 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.

#### **5. 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 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.

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 Newton informed Councillors that he has money left in his Enabling Community Budget. Mr Wright suggested that the Parish Council apply for funding for the footpath at Broke Hall Playing Field to make the play area wheelchair accessible. It was agreed that the Parish Council will submit an application for the path.

#### **6. 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. To Consider the Service Level Agreement for the Provision of a Police Community Support Officer for Rushmere St Andrew Parish Council (and Kesgrave Town Council)**

The current Service Level Agreement for the PCSO expires on 31 March 2021, the end of a two-year agreement. A copy of the draft SLA for 1<sup>st</sup> April 2021 to 31 March 2022 was distributed to all councillors prior to the meeting for consideration. A discussion followed about the draft agreement.

Mr Wright proposed that the funded PCSO Service Level Agreement (26 hours per week, with the cost shared between Rushmere St Andrew Parish Council (1/3 of cost) and Kesgrave Town Council (2/3 of cost)) to run from 1<sup>st</sup> April 2021 to 31 March 2023 should be adopted and signed, seconded by Mr Whiting with the MAJORITY in favour. The Chairman will sign the agreement on behalf of the Parish Council.

**7. UPDATE ON IT QUESTIONNAIRES**

Following the collation of the IT questionnaires sent out to all councillors, the Assistant Clerk reported that in summary 3 Councillors wish to be considered for a dedicated large screen laptop mainly to accommodate Zoom meetings as their screens on their current laptops are not adequate. That is Mr R Whiting, Mr J Wright and Mrs B Richardson-Todd. Nine Councillors are content at present to continue as they are. 1 Councillor did not respond so it is presumed they are content with their current set up. Mrs Bridger proposed that provision is made in the 2021/22 budget for the IT requirements expressed by the mentioned councillors. Mr Whiting seconded the proposal. Resolved with a MAJORITY in favour.

**8. TO AGREE INSTALLATION OF DEFIBRILLATOR AT VILLAGE HALL**

Grant funding was received from the Enabling Communities budget of Mr M Newton for the purchase and installation of a defibrillator at the Village Hall. The Defibrillator has been purchased and delivered to the Village Hall and awaits installation. Three quotes were sourced for the installation of the defibrillator from:

Steve Smith Electrical quoted £220 plus vat (site visit with Parish Halls Supervisor);  
IS Electrical quoted £276.43 plus vat (did not do a site visit); and  
SURELEC quote is £293.17 plus vat (site visit with Parish Halls Supervisor).

Mr Whiting proposed acceptance of quote from Steve Smith Electrical at a cost of £220 plus VAT to install the defibrillator unit at the Village Hall, seconded by Miss Cracknell and agreed by ALL.

**9. TO CONSIDER THE ELECTORAL REVIEW OF SUFFOLK COUNTY COUNCIL**

The Local Government Boundary Commission for England (LGBCE) is carrying out an electoral review of Suffolk County Council. The Local Government Boundary Commission for England is asking for views on proposed new electoral arrangements for Suffolk County Council whether the proposed divisions reflect local communities, how the proposals can be improved and if there are comments on the names of the proposed wards.

Mr Richings provided a summary of the consultation.

Mr Richings proposed that the Parish Council respond by indicating that it notes the report and is content with the report. Mr Ward seconded this. Resolved with MAJORITY in favour.

**10. FINANCE**

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

None

**b. To Agree the Budget Reconciliation and Monitoring for October 2020**

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

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

**c. To Note the Completion of the External Audit, Approve the Audit Report, and Take Action if Required (if report received)**

The Clerk informed Councillors that the external audit report has not been received yet. It is anticipated that the report will be received before the end of November 2020 as it has to be published by the end of November 2020. Councillors noted this.

**11. PLANNING & 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 4<sup>th</sup> November 2020. A copy of the minutes for the meeting were made available to all councillors. A meeting was also held prior to the Parish Council meeting. This was noted.

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

Mr Whiting reported that a meeting of the NPWG meeting had been held on 3<sup>rd</sup> November 2020. A copy of the minutes of the meeting were made available to all Councillors. Mr Whiting provided an update to councillors. This was noted.

**c. To Consider and Agree Printing of Householder and Youth Questionnaires**

The Clerk advised that householder and youth questionnaires will have to be printed for residents that are unable to complete the questionnaires online or prefer to complete paper copies. A quotation was sourced from Suffolk Digital Print. Previously quotations were also sourced very recently from Leiston Press and Kalkwik for the printing of the Neighbourhood Plan leaflet and the quote from Suffolk Digital Print was much cheaper than those of the other companies.

Suffolk Digital Print quoted £595 + VAT for printing of 500 youth questionnaires and £990 for printing of 1000 householder questionnaires. It has been agreed with the printers that they are able to print batches of 100 youth questionnaires and 200 householder questionnaires at a time as and when needed (this equates to £119 plus VAT for 100 youth questionnaire and £198 for 200 householder questionnaires). Grant funding has been secured from Locality funding for the printing of the youth and householder questionnaires.

Mr Wright proposed that the quotation from Suffolk Digital for the printing of youth and householder questionnaires be approved up to a maximum of £1600 + VAT (maximum of 500 youth questionnaires and 1000 householder questionnaires). The proposal was seconded by Mr Whiting. Resolved with MAJORITY in favour.

**12. GENERAL PARISH MATTERS & CORRESPONDENCE**

The Clerk reported that she received correspondence from Barclays Bank stating that the Woodbridge Branch will close in February 2021.

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

IT requirements; and  
Early Loan Repayment.

## 14. CLOSE OF MEETING

The chairman closed the meeting at 20.48pm.

-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 8<sup>th</sup> October 2020

### GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
02/12/2020	JEP Business Services	Noticeboard & Letter Rounds November 2020	Internet payment 258		£ 63.00		S142
02/12/2020	Ipswich Borough Council	Greenways - Annual Maintenance work at Mill Stream and Sandlin	Internet payment 259	£ 4,362.00	£ 3,635.00	£ 727.00	PF&POS
02/12/2020	Ipswich Borough Council	Greenways - Annual Clearance of Access Corridors and Litter Rem	Internet payment 260	£ 228.00	£ 190.00	£ 38.00	PF&POS
02/12/2020	Mr Jim Nicholls	Parish Caretaker -weekly inspections Nov 2020, painting of white li	Internet payment 261		£ 301.68		Litter
07/12/2020	Barclays Bank	Bank charges - 13 Oct - 12 Nov			£ 18.10		Admin
16/12/2020	Mrs S Jenkins	Parish Mobile - Data Dec & Jan 2020	Internet payment 264		£ 10.00		Admin
16/12/2020	Steve Smith Electrical Contractors Ltd	Installation of defibrillator at Village Wall	Internet payment 265	£ 264.00	£ 220.00	£ 44.00	Misc
16/12/2020	SCL Landscape Management Ltd	Installation of fence at Beech Road Passageway	Internet payment 266	£ 2,040.00	£ 1,700.00	£ 340.00	PF&POS
16/12/2020	SCL Landscape Management Ltd	Maintenance Ponds November 2020	Internet payment 267	£ 72.00	£ 60.00	£ 12.00	Pond
16/12/2020	SCL Landscape Management Ltd	Maintenance Play Areas November 2020	Internet payment 268	£ 366.00	£ 305.00	£ 61.00	PF&POS
16/12/2020	Ipswich Borough Council	Greenways: Maintenance of hedge/ wildflower area Beacon Project	Internet payment 271	£ 132.00	£ 110.00	£ 22.00	PF&POS
16/12/2020	Ipswich Borough Council	Greenways: Maintenance at Limes Pond including tree felling, pond weed removal and enhancements	Internet payment 272	£ 702.00	£ 585.00	£ 117.00	PF&POS
20/12/2020	Net salaries after Tax, NI & Pension	Dec-20	Internet payment 273 & 274		£ 2,784.49		
20/12/2020	HMRC	Tax and NI - Oct, Nov, Dec 2020	Internet payment 275		£ 2,620.75		PAYE
30/12/2020	Nest	Pension contributions - employer & employee - December 2020	D/D		£ 160.82		Pension
30/12/2020	Fullrays Leaflet Distribution	Newsletter distribution	Internet payment 277		215.6		S142
30/12/2020	Jim Nicholls	Parish Caretaker - weekly inspections Dec 2020	Internet payment 278		£ 87.50		Litter
30/12/2020	JEP Business Services	Noticeboard & Letter Rounds December 2020	Internet payment 279		£ 42.00		S142

### CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
02/11/2020	Barclays Bank	Bank charges 14 Sept - 12 Oct			£ 10.00		Admin
06/11/2020	Cooks Waste Kare Ltd	Skip exchange 19/10/20	Internet payment 235	£ 170.00	£ 141.67	£ 28.33	Maintenance
20/11/2020	SCL Landscape Manager	Maintenance of Cemetery- October 2020	Internet payment 252	£ 1156.8	£ 964.00	£ 192.80	Maintenance
20/11/2020	Cooks Waste Kare Ltd	Skip exchange - 12/11/2020	Internet payment 253	£ 170.00	£ 141.67	£ 28.33	Maintenance

### ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
20/11/2020	SCL Landscape Mar	Maintenance at Allotments - Oct 2020	Internet payment 249	£ 106.20	£ 88.50	£ 17.70	Maintenance
20/11/2020	SCL Landscape Mar	Replacement of gate post at allotments	Internet payment 250	£ 66.00	£ 55.00	£ 11.00	Maintenance

### INCOME RECEIVED during November 2020

General Account (newsletter advertisements, allotment rents & deposits, interest)	£2,244.70
Business Base Rate Tracker	£0
Cemetery Account (burial income, transfer, interest)	£4,155.80

### ACCOUNT BALANCES AS AT 30 November 2020

General Account	£229,368.28
Business Base Rate Tracker	£54,499.63
Cemetery Account	£64,179.57