



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Council meeting held on 13th January 2022 at 7.30pm at the Village Hall

CHAIRMAN: Mrs B Richardson-Todd

PRESENT: Mrs M Brown, Mr B Ward, Mr K Driver, Mr C Griggs, Mr J Westrup, Mr J Wright, Mr D Noske, Mrs B Richardson-Todd, Miss A Cracknell, Mr R Whiting

APOLOGIES: Mr P Richings (unwell), Mr M Newton (family commitment), Mr R Nunn (family commitment), Ms Evans (unwell), Mr D Francis (another commitment)

OTHER APOLOGIES: Cllr C Hedgley, Cllr D McCallum

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

ALSO PRESENT: Cllr Lawson, Members of the public = 0

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

The Chairman welcomed everyone to the meeting. She 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 as above. Mr Whiting proposed that the apologies be accepted, seconded by Miss Cracknell. Resolved with ALL in favour.

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

Mrs Richardson-Todd reminded Councillors to note the list of payments made. Mr Driver proposed acceptance of the minutes without any amendments. This was seconded by Mr Ward, with MAJORITY in favour. The minutes were duly signed as a correct record with the amendments.

3. DECLARATIONS OF COUNCILLOR INTEREST

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 Cllr Lawson was made available prior to the meeting and Cllr Lawson gave a verbal report at the meeting.

[Ms Brown joined the meeting].

Matters arising – Cllr Lawson to investigate whether some of the money remaining in his locality budget can be used for high visibility jackets for Broke Hall School. Councillors asked whether sign posts/ right of way clearing in the parish can be improved. Cllr Lawson to investigate. Mr Westrup reported that the path along Holly Lane is breaking up and asked if Cllr Lawson can help to prioritise repairs to the path.

c. District Councillor Report

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

Matters arising – Mark Newton has £2,287 left in his enabling communities budget and he is looking for funding applications. These will have to be submitted and agreed by mid February.

Mrs Richardson-Todd thanked Cllrs Lawson and Hedgley for their reports. Cllr Lawson was also thanked for attending the meeting and left the meeting.

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

Mr Whiting made councillors aware that the public footpath adjacent to the cemetery is unpassable. Clerk to report and escalate to County Councillors once reported again.

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 prior at the meeting.

Matters arising – None

Councillors noted this.

b. Other Matters

None

6. FINANCE

a. To Note the Record of the General Purpose & Finance Committee Meeting of 09/12/2022

Mr Driver reported that the last meeting of the GP&F had been held on 9th December 2021. Copies of the UNAPPROVED minutes had been made available to all Councillors.

The GP&F record was noted.

Matters Arising:

There were no matters arising from the reported minutes.

b. To Note Expenditure Authorised under Delegated Powers

None

c. To Consider and Agree Insurance Cover for 2022/2023

The Clerk advised that the Parish Council insurance cover was renewed on 1st of October 2021, however the insurers Parish Protect Plan (Royal and Sun Alliance) was unable to provide the fidelity cover that the Parish Council require. For this reason, the parish council can cancel the current insurance cover and enter into a new agreement without a notice period and penalties. The current

premium is £1,276.80 per annum with a fidelity cover of £250,000. The Parish Council require fidelity cover of £450,000.

The Clerk sourced three quotes from the following organisations:

BHIB Councils Insurance (Aviva) £1,916.64 per annum and a 3 year long term undertaking of £1,823.76

AJG Community Schemes Insurance (Hiscox Insurance Company Limited) £2,332.37 and a 3 year long term undertaking of £2,014.93.

Zurich Insurance £1,403.95 and a 3 year long term agreement of £1,273.35.

Councillors considered the quotes and insurance cover to be provided by each organisation.

Mr Wright proposed that the parish council accepts the quote from Zurich Insurance of £1,273.35 for a 3-year long term agreement from 1st February 2022. Seconded by Mr Driver. Resolved with ALL in favour.

d. Update on Playford Road Traffic Calming Scheme

Cllr Lawson reported that the ongoing issue at Playford Road is coming to an agreement on both sides. Issues relating to the construction of the scheme, such as speed cushions, resurfacing, kerbing all of which have been placed on the Defect Register (part of the system jointly managed by SCC and Keir). Councillors noted this.

e. Appointment of Assistant Registrar of Burials at Lawn Cemetery

Mr Whiting and the Clerk reported that the vacancy for an Assistant Registrar of Burials was advertised in the Parish Newsletter and InTouch magazine after Parish Council agreed the number of hours and remuneration for an Assistant Registrar at the GP&F meeting on 14/10/2021. A number of applications were received for the vacancy, shortlisting and interviews will have to take place to offer the vacancy to the most suitable candidate.

Mr Wright proposed that delegated authority be given to Mr Whiting, the Clerk and Assistant Clerk to appoint the most suitable candidate as the Assistant Registrar of Burials within the hours and remuneration agreed by the GP&F in October. Seconded by Mr Driver. Resolved with ALL in favour.

7. PRECEPT – TO CONFIRM AND APPROVE THE GP&F, PC BUDGET AND PRECEPT REQUIREMENTS FOR 2022/2023

An overall budget for 2022/23 at £126,361 overall spend with a Precept request for £122,000 is recommended to full council. This represented a 0.71% decrease on the 2021/22 precept band D equivalent property or £0.34 decrease per year per dwelling (based on Band D property average).

Mr Westrup proposed that the whole budget and precept request be approved with a total precept request of £122,000 in support of an estimated Parish Council spend of £126,361 for 2022/23. This was seconded by Miss Cracknell and ALL in favour. Resolved: Carried on a unanimous decision.

The Clerk would send the formal request to East Suffolk Council for a 2022/23 precept of £122,000.

8. PLANNING AND DEVELOPMENT

a. To Note The Record of the Planning and Development Committee Meeting of 25/11/2021

Mrs Richardson-Todd reported that the last meeting of the P&D had been held on 25th November 2021. Copies of the APPROVED minutes had been made available to all Councillors. Mrs Richardson-Todd also reported that a Planning and Development meeting was held on 06/01/2022. Copies of the UNAPPROVED minutes had been made available to all Councillors.

The P&D records were noted.

Matters Arising: There were no matters arising from the reported minutes.

b. To Approve the Rushmere St Andrew Neighbourhood Plan for Submission to East Suffolk Council

The Parish Council consulted the public on a draft Rushmere St Andrew Neighbourhood Plan from 18th September until 1st November 2021. A Schedule of comments received, draft responses to the comments received and proposed changes together with pre-submission consultation modifications have been distributed with the agenda. Councillors considered the consultation log and modifications proposed to the draft neighbourhood plan.

Mr Noske proposed that the pre-submission consultation modifications be approved and that the draft Rushmere St Andrew Neighbourhood Plan be amended accordingly and submitted to East Suffolk Council. Seconded by Mr Driver. Resolved with ALL in favour.

The Neighbourhood Working Group, Mr Whiting and the Clerk were thanked for their contributions.

9. LAND ADJACENT TO WOODBRIDGE ROAD

a. To Consider Matters Arising from Land Transfer of Land Adjacent to Woodbridge Road

At the last GP&F meeting in December the Clerk was asked to explore whether Suffolk County Council would agree to either a long term lease of the land to the Parish Council or be willing to transfer the land adjacent to Woodbridge Road to the Parish Council without transferring the road to the Parish Council. The Clerk advised that she wrote to Suffolk County Council about the above mentioned. Subsequently the solicitor at Suffolk County Council has written to the Clerk to advise that Suffolk County Council are willing to explore both alternatives.

Mr Whiting proposed that the Parish Council ask Suffolk County Council to transfer the land adjacent to Woodbridge Road to the Parish Council without the road and that the road remain in the ownership of the County Council. Miss Cracknell seconded the proposal. Resolved with ALL in favour.

b. To Approve Enhancement Scheme of Land Adjacent to Woodbridge Road

At the GP&F in December the Clerk advised that the total of the proposed tree works, fencing, bollards, and planting of the hedge and trees would be £6490. Funding has been secured for £4719. It was agreed to apply for funding from Councillor Lawson from his SCC Locality Budget for the £1721 that is needed to fund the rest of the project. A funding proposal was submitted, approved and £1721 has been paid into the Parish Council general account.

Delegated authority was given to Mr Richings, Mr Driver, Mr Wright, Mr Whiting and the Clerk to implement the project. Mr Whiting recommended that Acorn Trees be appointed as per their quote of £1,450 plus VAT to carry out the tree work as recommended in the tree safety report, felling of the rowan tree, felling of Oak sapling by the front verge, reducing the Cherry tree by 30% and felling the row of conifers. Four quotes for this work were sourced. Two were received, one from Acorn Trees and one from Ipswich Borough Council. Acorn Trees were the cheapest quotation. Three quotes were sourced for the installation of fencing, boundary posts, relocation of the bin and replacement of the bus stop sign post. Two were received, one from KJ Fencing and one from SCL Landscape Management Ltd. KJ Fencing was the cheapest quote and Mr Wright recommended that KJ Fencing be appointed as per their quote for £3,625 plus VAT for the supply and installation of 130 metres of galvanised chain fence 125mmx125mm stone top posts; supply and installation of 8 concrete boundary marker posts; reposition waste bin and replacement of the rusty bus stop sign. Three quotes were sourced for the removal of the pampas grass, two received one from SCL Landscape Management Ltd and one from Acorn Trees. Mr Whiting recommended that SCL Landscape Management Ltd be appointed as per their quote of £295 plus VAT for the removal of the grass. It was the cheapest quote. Two quotes were sourced for the

establishment of a hedgerow and planting of specimen trees. It is recommended that Greenways be appointed as per their quote of £720 plus VAT for the establishment of the hedgerow and planting of the specimen trees. Although they were not the cheapest quote they are considered to be best placed to assist with phase of the project and they will also provide additional assistance to ensure the long term viability of this part of the project.

Miss Cracknell proposed that the above-mentioned recommendations be approved. Seconded by Mr Griggs. Resolved with ALL in favour.

10. TO NOTE THE RECORD OF THE PARISH AMENITIES AND SERVICES COMMITTEE MEETING OF 18/11/2021

Mr Wright reported that the last meeting of the PA&S had been held on 18th November 2021. Copies of the UNAPPROVED minutes had been made available to all Councillors. The PA&S record was noted.

Matters Arising: None

11. UPDATE ON ROAD SAFETY – COMMUNITY PARTNERSHIP MEETING

A report from Mr Wright was distributed with the agenda for the meeting. Rushmere St Andrew Parish Council was successful with their bid to the Community Partnership for a Speed Indicator Device for the parish. Grant funding of £3730 was approved. Councillors noted this.

12. GENERAL PARISH MATTERS & CORRESPONDENCE

a. Correspondence Received

The Clerk reported that Suffolk County Council has indicated that the applications for quiet lanes in the parish have been approved. The posts will be installed by the County Council and they will supply the quiet lane signs to the parish council, however the signs will have to be installed by the Parish Council. Councillors noted this.

Correspondence was received from a resident regarding public participation at public meetings. The Parish Council has responded to this resident about this issue previously and no new issues were raised. Councillors noted this.

b. Forthcoming Meeting Dates

Woodbridge & District ASB meeting, Thursday 20th January 2022 at 10.30am via Zoom

Planning and Development Meeting, Thursday 20th January 2022 at 6.45pm at Tower Hall

Parish Amenities and Services Meeting, Thursday 20th January 2022 at 7.30pm at Tower Hall

Forward Planning/ Policy Formulation Working Group, Tuesday 25th January 2022 at 7pm via Zoom

General Purpose and Finance Meeting, Thursday 10th February at 7.30pm at Tower Hall

13. CLOSE OF MEETING

The chairman closed the meeting at 8.30pm.

-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 9th December 2021

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
06/12/2021	Barclays	Bank charges 13 Oct - 14 Nov				£ 26.50	Admin
14/12/2021	Mr J Nicholls	Weekly checks - November 2021		Internet payment 506		£ 105.00	PF&POS
14/12/2021	Eastern Play Services Ltd	Inspections play areas in parish - November 2021		Internet payment 507	£ 246.00	£ 205.00	PF&POS
14/12/2021	SCL Landscape Management Ltd	Maintenance play areas - November 2021		Internet payment 508	£ 370.80	£ 309.00	PF&POS
14/12/2021	Mrs S Stannard	Paper for office		Internet payment 509		£ 7.50	Admin
14/12/2021	Mrs S Stannard	Stamps, envelopes, paper for office		Internet payment 510		£ 38.35	Admin
14/12/2021	JEP Business Services	Noticeboards, letter rounds - Oct & Nov 2021		Internet payment 511		£ 105.00	S142
21/12/2021	Net salaries paid after PAYE, NI & Pension - December 2021			Internet payment 518 & 519		£ 3,313.92	Salary
21/12/2021	HMRC	Tax and NI - Oct, Nov, Dec 2021		Internet payment 520		£ 2,520.08	PAYE
21/12/2021	Suffolk Coastal Norse	Install Glasdon bin at Tuddenham Lane		Internet payment 521	£ 295.87	£ 246.56	PF&POS
24/12/2021	Nest	Pension contributions - December 2021		D/D		£ 218.33	Pension
29/12/2021	Mrs S Stannard	Renewal of Names.co.uk subscription for email address 28/12/202		Internet payment 522		£ 28.77	Admin
29/12/2021	Mr J Nicholls	Weekly checks parish caretaker - December 2021		Internet payment 524		£ 54.00	PF&POS

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
06/12/2021	Barclays Bank	Bank charges 13 Oct - 14 Nov			£	11.75	Admin
14/12/2021	Mr A Duncan	Service Order Forms - Strutt, Day, Davies, Robinson, Parmenter, Lay, &	Internet payment 513		£	140.00	Admin
14/12/2021	Mrs S Stannard	Parking to pay in cheques	Internet payment 514		£	1.15	Admin
14/12/2021	SCL Landscape Manager	Maintenance cemetery - November 2021	Internet payment 515	£	1,212.60	£ 1,010.50	Maintenance
14/12/2021	SCL Landscape Manager	Cutting of hedge - November 2021	Internet payment 516	£	480.00	£ 400.00	Maintenance
14/12/2021	Cooks Waste Kare	Skip exchange 07/12/2021	Internet payment 517	£	182.40	£ 152.00	Maintenance
29/12/2021	Mr A Duncan	Service Order forms - Kenworthy: Golding	Internet payment 523		£	40.00	Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category	
14/12/2021	SCL L/S MGT Ltd	Maintenance at allotments - November 2021	Internet payment	512	106.27	£ 88.50	£ 17.70	Maintenance
20/12/2021	Andian Water	Water charges	D/D		£ 34.91			Metered Water

INCOME RECEIVED during December 2021

General Account (newsletter advertisements, allotment fees & deposits, grant, interest)	£2,136.69
Business Base Rate Tracker (interest)	£1.36
Cemetery Account (burial income, interest)	£5,630.75

ACCOUNT BALANCES AS AT 31st December 2021

General Account	£236,500.85
Business Base Rate Tracker	£54,506.43
Cemetery Account	£91,552.00