



# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



Minutes of the Parish Council meeting held on 13<sup>th</sup> April 2023 at 7.30pm at the Village 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 R Nunn, Mrs M Odam, Mr M Newton,

APOLOGIES: Ms C Evans (family commitment), Mr Noske (family commitment) Mrs B Richardson-Todd (other commitment) Mrs M Brown (other commitment) Mr C Griggs (family Commitment)

OTHER APOLOGIES: Mrs D McCallum (other commitment), Mr S Lawson (other commitment), Mr C Hedgley (another commitment).

CLERK: Mr P Massey- Clerk  
Mrs S Stannard – Assistant Clerk. Minutes taken by Mrs S Stannard

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 A Cracknell proposed that the apologies be accepted, seconded by Mr J Wright. Resolved with ALL in favour.

## 2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 9<sup>th</sup> MARCH 2023

Mr J Westrup proposed acceptance of the Parish Council minutes with amendments. This was seconded by Mr M Newton with ALL in favour.

The minutes were amended 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.

Mr K Driver declared a non-pecuniary interest in item 8, as an allotment holder.

## 4. PUBLIC PARTICIPATION

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

Mr K Driver made councillors aware that there were 5 fires on the commons with 2 fires on Bixley Lane over the last 12 months. Everyone advised to stay vigilant. Contact the commoners committee with any interim actions.

Mr D Francis mentioned the issue of commercial vehicles parking along Broadlands Way. Assistant is to contact Suffolk County Council.

Miss A Cracknell raised the issue of a faulty tap at the lawn cemetery. Assistant Clerk is to note this for the agenda for the appropriate committee.

Mr J Wright gave updates on the recent speed watch sessions, no matters arising.

Mr J Westrup raised issues on the road conditions along Playford Road and The Street. Assistant Clerk to report on the Highway tool.

#### **b. County Councillor Report**

Apologies received from Cllr Lawson and Cllr McCallum. Written report not received from Cllr Lawson or Cllr McCallum. Matters arising: None

#### **c. District Councillor Report**

Apologies received from Cllr Hedgley. Written report not received from Cllr Hedgley. Matters arising: None.

### **5. FINANCE**

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

The Assistant Clerk reported that delegated authority was given by the Chairman and the Clerk for safety reasons for two additional monitors for the parish office. Cloudflex sourced and installed the monitors at a cost of £361.94 plus VAT. Cloudflex are the Councillors IT provider and have provided a very good service to the Council.

Councillors noted this.

#### **d. To Report Internal and External Audit Dates**

The Assistant Clerk advised Councillors that the Internal Audit will be held on 5<sup>th</sup> May at 1pm at the Parish Council Office. Heelis and Lodge will be completing the internal audit.

The external audit will be completed by PKF Littlejohn and all documents have to be submitted to the external auditors by 3<sup>rd</sup> July 2023. The period for the excise of public rights and publication of unaudited accounts will be from the 5<sup>th</sup> June 2023 until the 14<sup>th</sup> July 2023.

Councillors noted this.

#### **c. To Note Renewal of Suffolk Associated of Local Councils (SALC) Subscription**

The annual subscription of £1,216.85 to SALC was renewed in April 2023.

Councillors noted this.

#### **d. To Note Renewal of Information Commissioner's Office (ICO) Data Protection Subscription**

The Information Commissioners Office Data Protection annual subscription of £35 was renewed on 22<sup>nd</sup> March 2023.

Councillors noted the renewal.

#### **e. To Note Renewal of Institute of Cemetery and Cremation Management (ICCM) Subscription**

The annual subscription of £95 to the Institute of Cemetery and Crematorium Management is due for renewed in April 2023.

Councillors noted this.

**f. To Note Renewal of National Allotment Society Subscription**

The annual subscription of £55 + VAT to the National Allotment Society is due for renewed in April 2023.

Councillors noted this.

**g. To Review Renewal of Society of Local Council Clerks (SLCC) Subscription**

The annual subscription of £215 + VAT to the society of Local Council Clerks (SLCC) subscription is due for renewed in April 2023.

Councillors noted this.

**h. Other Matters**

None.

**6. TO NOTE THE RECORD OF THE PLANNING AND TRANSPORTATION COMMITTEE MEETING 16/03/23**

Mr Whiting reported that the last meeting of the P&T had been held on 16th March 2023. Copies of the UNAPPROVED minutes had been made available to all Councillors. The P&T record was noted. There were no matters arising from the reported minutes.

**7. TO APPROVE THE PLANNING AND TRANSPORTATION COMMITTEE TERMS OF REFERENCE**

The Planning and Transportation Committee Terms of Reference was considered by Councillors. Mr R Whiting proposed acceptance of the Terms of Reference with the following amendments – Typos and the addition of an appendix Criteria, seconded by Mr J Westrup. Resolved with MAJORITY in favour.

**8. TO CONSIDER AND APPROVE IMPROVEMENT WORK ON CAR PARK AND TRACK AT ALLOTMENTS**

Mr Westrup informed Councillors that additional work is required at the Rushmere St Andrew Allotments. A quote was sourced from SCL Landscape Management Ltd for work to the track as this is in a poor state at present and needs repairs. The quote for the work was for £850 plus VAT to supply and lay 10 tonne of crushed road plainings and compact the worst areas of track. To do additional work to the track would be £450 plus VAT to supply and lay an additional 5 tonne of crushed road plainings and compact on track. Additional quotes were not sourced as SCL Landscape Management Ltd has a contract with the Parish Council for maintaining the allotments and they provided a very good level of service to the Council.

Mr J Wright proposed that SCL Landscape Management Ltd be appointed to complete the work to the track as per their quote of £1300 plus VAT out of general reserves. Seconded by Mr R Nunn. Resolved with MAJORITY in favour. Mr K Driver abstained.

## **9. UPDATE ON CORONATION EVENTS**

Mr Whiting provided Councillors with an update on the Coronation Events that are planned. Mr Whiting reported that since the last parish council meeting in March the following expenditure has occurred:

Martlesham Brass Band £160; Prince William Pottery, 300 coronation mugs - £857.65; Ipswich YM Rugby club hire of clubhouse for coronation events - £75; Event Insurance Services, severe weather insurance for coronation events - £250; Amazon, bunting - £27.47 + VAT; The Colneis Singers, entertainment at coronation event - £100; Amazon, card for printing tickets for coronation event - £8.54 + VAT; Ridgequest – plaque for tree dedication - £318 + VAT; Suffolk Digital Print and Design, printing of 3000 postcards double sided and in colour - £228.00; Kit for Catering; Fridge Trailer Hire, hire of fridge trailer coronation event - £280 + VAT. Total spend on project - £2951.12 + VAT (where applicable).

Councillors noted this.

## **10. TO CONSIDER AND APPROVE TRANSFER OF LAND AT BIXLEY FARM AND LEGAL COSTS FOR TRANSFERRING OF THE LAND**

Mr Whiting reported that Chater Land Holdings Ltd has indicated that they are willing to transfer areas of land to the Parish Council free of charge. The Parish Council will have to pay for their own solicitors to transfer the land. The areas of land that Chater Land Holdings Ltd is proposing to transfer to the Parish Council are: Parts of Tower Lane, path between Broadlands Way and Tower Lane, Bixley Lane path between Broadlands Way and Bladen Drive, path between nr 12 and 14 Sandlings Crescent, parts of the path between Bladen Drive and Bixley Drive, path between 32 and 30 Sandlings Crescent, Path between Pardoe Place and Harwick Close and path to the rear of Pardoe Place and Hardwick Close leading to the Sandlings.

Quotes for the transfer of land were sourced from local solicitors Gotelee and Birketts. A quotation was received from Gotelee, Birketts was unable to provide a quotation to the Council as a result of a conflict of interest. Gotelee's quote for the transfer of the land was for £2,680.00 + VAT.

Mr K Driver proposed that the land as listed above be transferred from Chater Land Holdings Ltd to the Parish Council and that an appropriate Solicitor be appointed up to the value of £2680.00 plus VAT out of general reserves. Delegated Authority was given to Mr R Whiting and Mr J Wright. Seconded by Mr M Newton. Resolved by ALL in favour.

## **11. TO CONSIDER AND APPROVE PROGRESSING WITH LEGAL ADVICE REGARDING BOUNDARY CHANGES**

Mr Whiting reported that issues relating to a boundary at the Lawn Cemetery must be resolved. The best way forward to resolve this is to have an initial consultation with Mr James Hall from Birketts. Mr Hall is the solicitor for St Andrew's Church and has background information on the boundaries at the Lawn Cemetery. Mr Hall will provide the Parish Council with his initial findings and advice on how to progress. The cost of an initial consultation with Mr Hall would be £100 + VAT.

Miss A Cracknell proposed that Mr Whiting and the Assistant Clerk meet with Mr James Hall from Birketts at a cost of £100 plus VAT. Seconded by Mr K Driver. Resolved with ALL in favour.

## **12. TO DISCUSS AND AGREE ANNUAL PARISH MEETING**

Mr Whiting informed Councillors that the Annual Parish Meeting will be held on Tuesday, 23 May 2023 at Tower Hall at 7.30pm. The format of the Annual Meeting was discussed and it was agreed to follow a similar format to the previous year.

Mr B Ward proposed that £500 be allocated for refreshments at the annual meeting. Mr M Newton seconded this. Resolved with ALL in favour.

### **13. PARISH MATTERS & CORRESPONDENCE**

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

The Clerk reported that he received correspondence regarding vandalised/stolen items at the Lawn Cemetery. This was discussed and according to the rules and regulations these items are not allowed at the cemetery and although the Parish Council is sympathetic the items should not be on graves and the person should be advised of this.

The Assistant Clerk reported that correspondence was received from a member of the public offering to be a tree warden for the parish. Councillors discussed this but Mr Wright is already tree warden for the parish and there are no additional needs in the parish for a tree warden at present.

The Assistant Clerk reported that she received the notice of polls for the uncontested elections for all of the wards in the parish and there are now 14 elected councillors for the parish. All councillors have to complete expenses forms, declarations of office and the register of interest. The Assistant Clerk also received notice of the poll for the neighbourhood plan referendum. Electors can vote at Tower Hall, Village Hall and the Baptist Church Hall in Kesgrave on the 4<sup>th</sup> May from 7am -10pm. Further details are on the notice of poll on the website and noticeboards.

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

Environment and Services Committee Meeting, Thursday 27<sup>th</sup> April 2023 at 7.30pm at Village Hall  
Coronation Street Party, Saturday 29<sup>th</sup> April 2023 from 1pm – 5pm at the St Andrews Church and Sunday 30<sup>th</sup> April 2023 from 12am to 3pm at the Ipswich YM Rugby Club.

Coronation Family Disco, Saturday 6<sup>th</sup> May 2023 from 7pm – 11pm at the Ipswich YM Rugby Club.

Annual Meeting of the Parish Council, Thursday 11<sup>th</sup> May 2023 at 7.30pm at Tower Hall

Planning and Transportation Committee Meeting, Thursday 18<sup>th</sup> May 2023 at 7.30pm at Tower Hall

Annual Parish Meeting, Tuesday 23<sup>rd</sup> May 2023 at 7.30pm at Tower Hall

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

To consider any additional land transfers within Bixley Farm.

### **16. CLOSE OF MEETING**

The chairman closed the meeting at 8:45pm.

**--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 9<sup>th</sup> March 2023.

## GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
02/03/2023	St Elizabeth Hospice	Donation 2022/23	Internet payment 870		£ 500.00		S137
02/03/2023	Mrs B Richardson-Todd	Printing of business cards	Internet payment 877	£ 33.82	£ 28.18	£ 5.64	Admin
02/03/2023	Mr J Wright	Paint and equipment tree guard	Internet payment 878		£ 100.76		PF&POS
02/03/2023	KJ Fencing Services	New post and refix mesh at Chestnut Play Area	Internet payment 880		£ 175.00		PF&POS
02/03/2023	JEP Business Services	Noticeboard Rounds - February 2023	Internet payment 882		£ 94.00		S142
06/03/2023	Barclays	Bank charges			£ 8.50		Admin
14/03/2023	Martlesham Brass	Coronation event - band fees	Internet payment 883		£ 160.00		Misc
14/03/2023	Place4People Ltd	Neighbourhood Plan Support and Postcard	Internet payment 884	£ 360.00	£ 300.00	£ 60.00	Misc
14/03/2023	JEP Business Services	Noticeboard and Letter Rounds - March 2023	Internet payment 885		£ 61.00		S142
14/03/2023	Four square healthcare Ltd	Defibrillator pads - defibrillator village hall	Internet payment 886	£ 74.47	£ 62.06	£ 12.41	PF&POS
21/03/2023	Prince William Pottery	300 mugs for coronation event	Internet payment 888	1029.18	£ 857.65	£ 171.53	Misc
21/03/2023	Ipswich YM Rugby club	Clubhouse hire for coronation event	Internet payment 889		£ 75.00		Misc
21/03/2023	Ipswich Borough Council	Greenways - annual maintenance Mill Stream	Internet payment 890		£ 4710	£ 3,925.00	PF&POS
21/03/2023	Ipswich Borough Council	Greenways - Wildlife Corridor The Street	Internet payment 891	£ 240.00	£ 200.00	£ 40.00	PF&POS
21/03/2023	Ipswich Borough Council	Greenways - planting of coronation oaks and s	Internet payment 892	£ 588.00	£ 490.00	£ 98.00	PF&POS
21/03/2023	Ipswich Borough Council	Greenways - planting of hedge and fruit trees a	Internet payment 893		780	650	130 PF&POS
22/03/2023	Mrs S Stannard	Paper Office	Internet payment 896		£ 6.50		Admin
22/03/2023	ICO	Annual Payment	D/D		£ 35.00		Admin
26/03/2023	Event Insurance Services Ltd	Insurance for coronation event	Internet payment 901		£ 250.00		Misc
26/03/2023	Net salaries paid after Tax, NI & Pension - March 2023		Internet payment 895, 902, 903		£ 3,737.82		Salary
26/03/2023	HMRC	Tax and NI - Jan, Feb, Mar 2023	Internet payment 904		3573.76		PAYE
27/03/2023	Nest	Pension - S Jenkins March 2023	D/D		7.68		Pension
30/03/2023	Nest	Pension - P Massey; S Stannard March 2023	D/D		128.22		Pension
30/03/2023	Place4People Ltd	Design neighbourhood plan banners	Internet payment 905		90	£ 75.00	£ 15.00 Misc
30/03/2023	Cloudflex Systems	Supply and install monitors to extend screen u	Internet payment 906	434.33	£ 361.94	£ 72.39	Admin
30/03/2023	Amazon	Laminator office	Internet payment 907	49.98	£ 41.65	£ 8.33	Admin
30/03/2023	Amazon	Bunting for coronation event	Internet payment 908		32.97	£ 27.47	£ 5.50 Misc

## CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
02/03/2023	KJ Fencing Services	New chainlink fence and concrete posts; and clearing of brick rubble at Lawn	Internet payment 879		£ 2,450.00		Maintenance
02/03/2023	Cooks Waste Kare Ltd	Skip exchange at lawn cemetery - 27/02/2023	Internet payment 881	£ 192.41	£ 160.34	£ 32.07	Maintenance
06/03/2023	Barclays Bank	Bank charges			£ 14.75		Admin
21/03/2023	Mr K Brazier	Registrar Lawn Cemetery - February 2023	Internet payment 894		£ 114.75		Admin
21/03/2023	Anglian Water	Water charges	D/D		£ 38.70		Maintenance
30/03/2023	Suffolk Coastal Norse	One extra cut at the cemetery	Internet payment 909	£ 144.60	£ 120.50	£ 24.10	Admin

## ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
20/03/2023	Anglian Water		D/D			£ 51.75	Metered Water
21/03/2023	Anglian Water Serv	External water supply and checks at allotments	Internet payment 887	£ 2,247.60	£ 1,873.00	£ 374.60	Maintenance
21/03/2023	Cooks Waste Kare L	Skip delivered at allotments 14/03/2023	Internet payment 893	£ 202.00	£ 168.33	£ 33.67	Maintenance

## INCOME RECEIVED during March 2023

General Account (allotment deposits)	£50.00
Business Base Rate Tracker (interest)	£67.71
Cemetery Account (burial income, interest)	£406.35

## ACCOUNT BALANCES AS AT 31<sup>st</sup> March 2023

General Account	£214,431.76
Business Base Rate Tracker	£54,626.81
Cemetery Account	£106,233.95