



# 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 13<sup>th</sup> July 2023 at 7.30pm at the Village Hall

---

CHAIR:	Mr R Whiting
PRESENT:	Mr B Ward, Mr J Wright, Miss A Cracknell, Mr R Whiting, Mr D Francis, Mr R Nunn, Mrs M Odam, Mr M Newton, Mr Driver
APOLOGIES:	Mr D Noske (other commitment), Mr C Griggs (Other Commitment), Mr J Westrup (Other Commitment), Mrs M Brown (Other Commitment)
OTHER APOLOGIES:	None
CLERK:	Mr P Massey- Clerk. Minutes taken by Mr P Massey. Mrs S Stannard – Assistant Clerk
ALSO PRESENT:	Members of the public 0. Mr Colin Hedgley (District County Councillor), Mr Dan Clery (District County Councillor)

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

### 2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 8<sup>th</sup> JUNE 2023

Miss A Cracknell proposed acceptance of the Parish Council minutes without any amendments. This was seconded by Mr B Ward with ALL in favour.

The minutes were duly signed as a correct record.

### 3. DECLARATIONS OF COUNCILLOR INTEREST

No declarations were made.

### 4. PUBLIC PARTICIPATION

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

Mr M Newton raised concerns over the newspaper article and the mention of Rushmere St Andrew defibrillator error. Mr J Wright assured the Council it was a technical error, which has now been resolved and the procedures put in place to avert this in future.

Mr R Nunn raised concerns over sewage spillages along the mill stream due to local flooding, The Assistant Clerk assured Mr Nunn that the issues have been raised with Anglia Water and the Environmental Protection Agency, but there has been no response. District Councillor Dan Clery will enquire about the best contact at the environment agency to deal with this and report back.

Mrs M Odam highlighted the District Councils' School Uniform Bank initiative, The Clerk is to look into it with the view of sharing on Social Media.

**b. County Councillor Report**

A written report was not received from Cllr Lawson or Cllr McCallum

**c. District Councillor Report**

District Councillor's reports from Cllr Clery and Cllr Hedgley were distributed with the agenda for the meeting. No matters arising.

## **5. UPDATE ON HUMBER DOUCY LANE PROPOSALS**

The Clerk reported Cllr McCallum had provided the following information verbally before the meeting with written communications to be sent out in due course; She informed the Clerk that a meeting took place with SCC regarding the results of the survey on the Humber Doucy Lane proposals. 368 responses were received 17% of the responses were in favour of option 1. 6% in favour of option 2 and 77% in favour of option 3. The Officer will now take his recommendations to the portfolio holder for the division Cllr Smith. A final decision will be communicated by month end and the Parish Council will be duly updated.

Councillors noted this.

*[Cllr Clery, Cllr Hedgley and Cllr Wright left the meeting]*

## **6. FINANCE**

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

The Clerk reported that delegated authority was given by the Chair and the Clerk for health and safety reasons for cutting of the grass at Woodbridge Road as this impacted on visibility at the junction. SCL Landscape Management Ltd was appointed at a cost of £80 + VAT to cut the grass.

The Councillors noted this.

The Clerk reported that delegated authority was given by the Chair and the Clerk for health and safety reasons for relocating the water tank and post at the allotments. SCL Landscape Management Ltd was appointed to complete the work for £145 + VAT. They are the contractors responsible for the internal water supply and hence they were asked to complete the work.

The Councillors noted this.

**b. To consider and approve bank reconciliation and budget monitoring – June 2023**

The Clerk shared a bank reconciliation with Councillors prior to the meeting and discussed the budget monitoring for the period ending June 2023 with Councillors. He explained the various figures and implications. Detailed figures for the budget monitoring were shared prior to the meeting.

Mr B Ward proposed that the budget reconciliation and monitoring be approved, seconded by Mr K Driver. Resolved with ALL in favour.

**c. Other matters**

None.

## **7. TO CONSIDER AND AGREE ADDING THE CLERK AS A BANK SIGNATORY**

At the previous meeting a debit card was approved for the Parish Council in the name of the Clerk. Restrictions were set at the meeting. In order to obtain a Parish Council debit card in the Clerk's name, he will have to be added as a signatory. SALC have advised internal control measures to mitigate any perceived risks, which will be duly updated in the policy until the policy is adopted the following restrictions will be in place; The Clerk only will be the sole user of the debit card up to a limit of £500 unless formal

approval is obtained from the Parish Council. Only Councillors that are signatories will approve payments. The RFO will continue to add payments unless not available, if the payment is due and urgent The Clerk will have the authority.

Mr D Francis proposed that the Clerk be added as a signatory with the specified limitations. Seconded by Mr M Newton. Resolved with ALL in favour.

#### **8. TO AGREE THE PROCESS FOR THE REVIEW AND UPDATE OF POLICES**

The Clerk explained that in terms of audit requirements Parish Councils must review their policies and procedures on a regular basis and it is good practice to review annually. It is proposed that the Council look at adopting policies in appendix 1. To fill current gaps in policies and ensure that all policies and procedures are up to date and reflect current circumstances.

Mr K Driver proposed that delegated authority to be given to the Chair, Vice Chair and officers to work on these policies together with the forward planning and policy panel with the aim of completing the review by the end of 2023. The work will then be submitted to the Parish Council in Feb 2024 for approval. Seconded by Miss A Cracknell Resolved with ALL in favour.

#### **9. TO CONSIDER THE PROVISION OF A NEW LOGO**

The Clerk explained that currently the Parish Council has two logos and the images are not of a high resolution. It would be beneficial to design one logo that is of a high resolution that unifies the two current logos which reflect aspirations in the Neighbourhood Plan.

Mr M Newton proposed that delegated authority be given to the forward planning group, to develop concept and ideas in consultation with a design firm free of charge initially. The concepts will then be submitted to the Parish Council. Seconded by Mr R Nunn. Resolved with ALL in favour.

#### **10 .PARISH MATTERS & CORRESPONDENCE**

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

The Clerk reported that correspondence had been received regarding cemetery regulation and maintenance. Councillors noted this.

The Clerk reported correspondence that had been received regarding the Humber Doucy Lane proposal. Councillors noted this

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

Environment and Services Meeting, Thursday 20<sup>th</sup> July at 7.30pm at Tower Hall

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

Councillor GDPR data protection

#### **12. CLOSE OF MEETING**

The Chair closed the meeting at 8.47pm.

**--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> June 2023.

## GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
06/06/2023	Barclays Bank	Bank Charges				£8.50	Admin
06/06/2023	Amazon	Air conditioner unit office		Internet payment 969	£459.99	£383.32	£76.67 Asset
06/06/2023	JEP Business Services	Noticeboard and letter rounds - May 2023		Internet payment 999		£135.00	S142
06/06/2023	Mr J Nicholls	Parish handyman weekly inspections		Internet payment 1000		£168.99	PF&POS
16/06/2023	SCL Landscape Management	Maintenance play areas - May 2023		Internet payment 1005	£519.60	£433.00	£86.60 PF&POS
16/06/2023	SCL Landscape Management	Maintenance ponds - May 2023		Internet payment 1006	144.00	£120.00	£24.00 Pond
16/06/2023	Amazon	Lever arch files office		Internet payment 1007	18.99	£15.82	£3.17 Admin
16/06/2023	Suffolk Coastal Norse	Installation of Bin at Bixley Lane		Internet payment 1008	296.66	£247.22	£49.44 PF&POS
16/06/2023	Suffolk Coastal Norse	Installation of bin at Broke Hall Playing Field		Internet payment 1009	436.87	£364.06	£72.81 PF&POS
23/06/2023	Net salaries paid after Tax, NI, Pension - June 2023			Internet payment 1012, 1013		3,853.44	Salary
23/06/2023	HMRC	Tax, NI - June 2023		Internet payment 1014		4,542.79	PAYE
23/06/2023	Nest	Pension payments - June 2023		D/D		280.09	Pension
30/06/2023	Mr J Nicholls	Parish handyman weekly inspections - June 2023		Internet payment 1015		386.19	PF&POS
30/06/2023	Amazon	Rechargeable Batteries - office phone		Internet payment 1016	6.60	£5.50	£1.10 Admin
30/06/2023	Amazon	Britta water jug		Internet payment 1017	21.99	£18.32	£3.67 Admin
30/06/2023	Amazon	Mouse pads - Office Computers		Internet payment 1018	9.46	£7.88	£1.58 Admin
30/06/2023	Mrs S Stannard	Cleaning spray and wipes office		Internet payment 1019		5.38	Admin

## CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
06/06/2023	Barclays Bank	Bank Charges				£ 11.15	Admin
06/06/2023	Amazon	Blue tack		Internet payment 1001	£ 10.53	£8.77	£ 1.76 Admin
08/06/2023	Mr K Brazier	Registrar cemetery - Administration May 2023		Internet payment 1002		£330.75	Admin
12/06/2023	KJ Fencing	Fence at cemetery and repositioning of gate		Internet payment 1003		£ 1,800.00	Admin
16/06/2023	SCL Management Ltd	Maintenance cemetery - May 2023		Internet payment 1010	£ 664.80	£554.00	£ 110.80 Maintenance
20/06/2023	Anglian Water Business	Water charges cemetery		D/D		£9.77	Metered Water
20/06/2023	Parish Online	Annual subscription 19 Jun 23 to 19 Jun 24		Internet payment 1011	288.00	240.00	48.00 Admin

## ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
12/06/2023	Mr J Wright	Tap at allotments		Internet payment 1002	£ 33.44	£ 27.87	£ 5.57 Maintenance
16/06/2023	SCL Landscape Mar	Maintenance - May 2023		Internet payment 1004	£212.40	£ 177.00	£ 35.40 Maintenance

## INCOME RECEIVED during June 2023

General Account (allotment deposits, tenancy fees, grant)	£10,925.02
Business Base Rate Tracker (interest)	£113.89
Cemetery Account (burial income, interest)	£3,715.56

## ACCOUNT BALANCES AS AT 30<sup>th</sup> June 2023

General Account	£245,534.85
Business Base Rate Tracker	£54,740.70
Cemetery Account	£119,003.37