



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Annual Parish Council meeting held on 5th May 2021 at 7.30pm via Zoom

CHAIRMAN: P Richings

PRESENT: Mrs M Brown, Miss A Cracknell, Ms C Evans, Mr D Francis, Mr C Griggs, Mr M Newton, Mr R Nunn, Mr P Richings, Mr B Ward, Mr J Westrup, Mr Whiting, Mr Wright, Mr Driver

APOLOGIES: Mrs A Bridger (family commitment), Mrs B Richardson-Todd (another commitment)

Other - Cllr Hedgley (District Cllr)

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

ALSO PRESENT: Members of the public = 0

1. ELECTION OF THE CHAIRMAN OF THE PARISH COUNCIL & Signing of Declaration of Acceptance of Office of Chairman

Mr Richings asked for nominations for Chairman of the Parish Council for the forthcoming year.

Mr Wright nominated Mr Richings and this was seconded by Mr Ward. There were no other nominations. Mr Richings was duly elected unopposed as Chairman – Resolved: Carried with ALL in favour.

Mr Richings then signed the Chairman's Acceptance of Office form, witnessed by the Clerk via Zoom. The Clerk will sign the declaration after the meeting.

2. ELECTION OF THE VICE-CHAIRMAN OF THE PARISH COUNCIL

Mr Richings asked for nominations for the Vice-Chairman of the Parish Council.

Mrs Richardson-Todd was nominated by Mr Wright seconded by Ms Evans. There were no other nominations. Mrs Richardson-Todd was duly elected unopposed as Vice-Chairman. Resolved: Carried with ALL in favour.

[Mrs Brown left the meeting].

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

The Chairman reminded councillors of 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.

Apologies were noted as above. Mr Richings proposed acceptance of apologies and reasons for absence, seconded by Mr Wright, with ALL in favour.

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

Mr Richings reminded Councillors to note the list of payments made. Mr Ward proposed acceptance of the minutes, seconded by Mr Newton, with ALL in favour. The minutes were duly signed as a correct record with the following amendments:

Item 13 – add “£” before 330 819.76

Item 15b – amend “ ” to “re-allocate”

Item 18 – amend “metal care” to “mental care”

5. 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 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.

[Mrs Brown joined the meeting].

No other declarations were made.

6. PUBLIC PARTICIPATION

a. To Identify Public Participation with Respect to Items on this Agenda

None

b. County Councillor Report

No report was available due to the moratorium period. Matters arising – Mr Richings thanked Mr Whiting for his work as a county councillor as he will not be standing in the forthcoming election.

c. District Councillor Report

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

Matters arising – None.

Mr Richings thanked Mr Newton and Mr Hedgley.

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

Mr Driver reported fly tipping along the water tower lane and a discussion followed regarding this. The Clerk to contact James Baker/ Peter Ross from Greenways and East Suffolk Council regarding this for a letter to be sent to residents along the lane regarding their responsibilities and fly tipping.

Mr Wright reported a tree had been felled at Limes Pond. Miss Cracknell stated that a resident complained about the tree that was cut down. Mr Wright responded saying that for safety reasons the tree had to be felled and that this was approved by PA&S Committee.

7. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM (SNT)

There was no police attendance.

a. Report from the Funded Police Community Safety Officer (PCSO)

The PCSO reports for May had been made available prior to the meeting. Matters arising – None

8. TO CONFIRM APPOINTMENTS OF OFFICERS TO THE PARISH COUNCIL (Clerk, Responsible Finance Officer, Assistant Clerk, Registrar of Burials).

- a. To re-confirm the appointment of Mrs S Stannard as the Clerk & Responsible Finance Officer to the Council – Confirmed.
- b. To re-confirm the appointment of Mrs S Jenkins as the Assistant Clerk – Confirmed.
- c. To re-confirm Mr A Duncan as the Registrar of Burials – Confirmed.

Mr Whiting proposed acceptance of the above appointments listed under a-c, seconded by Mr Richings.
Resolved: Carried with ALL in favour.

9. TO CONFIRM MEMBERS AFFILIATION TO COMMITTEES & ADVISORY PANELS AND REPRESENTATIVES ON PARTNER ORGANISATIONS & BOARDS

The following appointments were confirmed. Note that the Parish Council Chairman and Vice-Chairman are ex-officio voting members of all committees, sub-committees, advisory panels and working parties.

a. General Purposes & Finance Committee

All members of the Parish Council except Mr Nunn.

b. Planning and Development Committee

Miss Cracknell, Mr Francis, Mr Newton, Mr Nunn, Mrs Richardson-Todd, Mr Richings, Mr Ward, Mr Whiting, Ms Evans, Mr Westrup and Mr Driver.

c. Parish Amenities and Services Committee

Mrs Brown, Ms Evans, Mr Francis, Mr Griggs, Mr Newton, Mr Nunn, Mrs Richardson-Todd, Mr Richings, Mr Ward, Mr Westrup, Mr Whiting and Mr Driver.

d. Cemetery Management Panel

Miss Cracknell, Ms Evans, Mr Griggs, Mr Richings, Mr Whiting, Mr Wright, Mrs Richardson-Todd, Mr Duncan (Registrar) [attendee only, does not qualify as a voting member].

e. Allotment Advisory Panel

Mr Francis, Mr Richings, Mr Westrup (also Allotment Manager), Mrs Richardson-Todd, Mr Wright, Dr Wood (Allotment Tenant), Mrs Rozier (Allotment Tenant).

f. Newsletter & Website Editorial Advisory Panel

Mrs Brown, Mr Newton, Mrs Richardson-Todd, Mr Richings, Mr Griggs, Mr Wright, Mr Driver

g. Neighbourhood Plan Working Group

Mr Whiting, Mr Wright, Ms Evans, Mrs Richardson-Todd, Mr Griggs, Mrs Bridger, Mr Driver

h. Representatives on Boards and Partner Organisations:-

The following posts were confirmed:-

- i. **Community Emergency Adviser –** Mr Wright
- ii. **Representative on SALC –** Mrs Richardson-Todd
- iii. **PC Contact for Safeguarding of Children & Vulnerable Adults -** Mrs Richardson-Todd/Mrs Brown
- iv. **Public Transport Liaison Officer –** Mr Richings
- v. **Parish Paths Liaison Officer –** Mr Ward
- vi. **Parish Council Representatives on Parish Halls Management Committee –** Miss Cracknell
- vii. **Tree and Pond Warden -** Mr Wright
- viii. **Representative on the Woodbridge SNT ASB Group –** Mr Richings
- ix. **Representative on Kesgrave Community Library -** Mrs Brown
- x. **Representative on Community Partnership -** Mr Wright

Mr Wright proposed acceptance of the above appointments as listed under items a-h, seconded by Mr Richings. Resolved: Carried with ALL in favour.

10. FINANCE

a. To note the record of the General Purposes & Finance Committee Meeting 08/04/21

The UNAPPROVED Minutes (pink paper) of the meeting held on 8th April 2021 had been previously distributed to all Councillors.

The GP&F report was noted by Councillors.

Matters arising – None.

b. To ratify the approval by the GP&F of the unaudited financial accounts for the year ended 31/03/2021

The GP&F at the meeting on 8th April 2021, approved the financial accounts for year-end 31st March 2021. This decision now required ratification by the full Council.

Mr Newton proposed full Parish Council approval and ratification of the GP&F decision for the financial accounts year ending 31st March 2021, seconded by Mr Westrup. Resolved: Carried with ALL in favour.

c. To approve the Annual Governance and Accountability Return 2020/21 Part 3, Section 1 – Annual Governance Statement 2020/21

Taking this and item 10c & d together:- The Clerk made copies of the Annual Governance and Accountability Return Part 3 (Sections 1 and 2) available to Councillors. The Clerk explained the various entries in the document and stated that Section 1 must be approved by Council before Section 2.

Mr Wright proposed acceptance of the Annual Return Section 1 as a true and correct submission, seconded by Mr Francis. Resolved: Carried with ALL in favour.

d. To approve the Annual Governance and Accountability Return 2020/21 Part 3, Section 2 – Accounting Statements 2020/21

The Clerk explained the various entries in the document and stated that Section 2 must be approved by Council before it can be submitted to the external auditors.

Mr Wright proposed acceptance of the Annual Governance and Accountability Return Section 2 as a true and correct submission, seconded by Mr Nunn. Resolved: Carried with ALL in favour.

Section 1 of the Annual Return was signed by the Chairman of the meeting and the Clerk witnessed it and will sign after the meeting, whilst Section 2 was signed by the Chairman and witnessed by the Responsible Financial Officer (Clerk) and she will sign after the meeting. The document would now be sent to PKF Littlejohn (External Auditor) along with other requested papers.

Mr Richings thanked the Clerk for all the work on completion of the end of year accounts.

e. To approve and note the internal audit report for year ending 31/03/2021

The internal audit report from Heelis & Lodge was made available at the meeting. No adverse issues were raised or recommendations/ observations made.

Mr Richings proposed approval of the internal audit report for year ending 31/03/2021, seconded by Mr Nunn. Resolved: Carried with ALL in favour.

Item 11 was moved forward and considered with Item 10f.

11. TO APPROVE THE STATEMENT OF REVIEW OF CONTROL AND AUDIT PROCEDURES

The latest version of the “*Statement of Review of Control and Audit Procedures*” and ‘*Review of Audit Effectiveness*’ check list were made available prior to the meeting.

It was agreed that the Parish Council met the Control and Audit procedure criteria.

Mr Ward proposed acceptance of both the Statement of Review and the Review of Effectiveness of Internal Audit, seconded by Mr Westrup. Resolved: Carried with ALL in favour.

f. To confirm appointment of Internal Auditor for 2021/22

Heelis and Lodge was the appointed internal auditor for the previous financial year. The Clerk made Councillors aware that the Statement of the Review of Control and Audit Procedures, which had been available prior to the meeting, reviews the internal audit procedures and scope of the work by the internal auditor. According to this document the current internal auditor Heelis and Lodge fulfils the independency and competency tests. The Clerk asked Councillors to confirm whether the Council still wished Heelis and Lodge to continue as the Internal Auditor for year 2021/22. The fee for 2021/22 will be held at £280.

Mr Wright proposed that Heelis and Lodge should continue as the appointed internal auditor for 2021/22, seconded by Mr Westrup. Resolved: Carried with ALL in favour.

g. To confirm bank authorised signatories

Current bank account signatories were:- Mr D Francis, Mr P Richings, Mr J Westrup and Mrs Stannard. Mrs Stannard has been added as a signatory to initiate electronic payments.

Mr Nunn proposed acceptance of the nominated bank account signatories, seconded by Mr Newton. Resolved: Carried with ALL in favour.

h. To confirm existing standing orders & direct debits

There are no standing orders. Variable amount direct debits were active for:-

BT – Parish Council telephone bill

Anglian Water – Allotments and Cemetery water supply

Public Works Loan Board – 6 monthly building loan repayments for Tower Hall

Information Commissioners Office – The annual subscription for registration as a Data Controller.

Community Action Suffolk - Annual Web portal fee.

Nest – Pension payments.

All the above to be checked by Parish Council Chairman against bank statements on a regular basis.

Mr Richings proposed existing arrangement for direct debits remain in place, seconded by Mr Nunn. Resolved: Carried with ALL in favour.

i. To confirm S137 expenditure powers for specific financial commitments

The PC meeting of 11th November 2004 passed a resolution authorising expenditure during the course of the year under Section 137 of the Local Government Act (1972) in support of Community Action Suffolk (CAS) and Suffolk Association of Local Councils (SALC) subscriptions and purchase of Remembrance wreaths. The above resolution seeks to re-confirm those arrangements for the current financial period. S137 provides for an expenditure of up to £8.12 per elector for the year 2019/20 on community items not covered by other statutory powers. In February 2021 there were 5208 electors in the parish. This equates to £43,330.56 in the 2020/21 financial year. In the 2020/21 financial year £2,172.82 was spent on S137 expenditure.

Mr Wright proposed acceptance for the noted S137 commitments of subscription payments to SALC and Community Action Suffolk, SLCC, Allotment Society, plus S137 expenditure on wreaths; Seconded by Mr Richings. Resolved: Carried with ALL in favour.

j. To re-confirm S19 expenditure powers for specific financial commitments

Loan repayments to the Public Works Loan Board (PWLb) for the building of Tower Hall came under the Section 19 Power of Expenditure within the Local Government Act (1972) following the transfer of Tower Hall to charitable status. The resolution seeks to re-confirm those arrangements for the payments due in May and November of the current financial period (£10,665.41 per payment). Outstanding balance of the loan was noted at £67,847.82 as at 31st March 2021.

Mr Richings proposed acceptance of the noted commitment under S19 expenditure powers to pay the loan repayments on Tower Hall, seconded by Mr Westrup. Resolved: Carried with ALL in favour.

k. To note the VAT reclaim submission for 2020/21

The Clerk reported that a VAT reclaim for £9,453.45.11 had been submitted to HMRC in respect of the year ending 31st March 2021. This was noted by Councillors.

l. To note receipt of First Payment of Council Precept

The Clerk reported that the first Precept payment and Tax Base Grant for 2021/22 of £61,745 for the current year had been received on 30th April 2021. A similar amount (minus the tax base grant of £745) would be received in September 2021. This was noted by Councillors.

12. TO CONFIRM ARRANGEMENTS FOR DISPENSATION & DELEGATION OF AUTHORITY

A requirement of the Parish Council policy on Dispensation was that it should be reviewed each year for currency. It was noted there were no dispensations in place as of the date of this meeting and issue 6.0 had been distributed to councillors for approval.

Mr Wright proposed that delegation of authority should remain with the Clerk in consultation with the Chairman and that it was noted there were no dispensations in place as of the date of this meeting, seconded by Mr Richings. Resolved: Carried with ALL in favour.

13. TO NOTE THE RECORD OF THE PLANNING AND DEVELOPMENT COMMITTEE

Mr Richings reported that the last meetings of the P&D had been held on 3rd March 2021 and 5th May 2021. Copies of the UNAPPROVED P&D minutes of the meeting of 3rd March 2021 had been made available to all Councillors.

The P&D record was noted.

Matters Arising:

There were no matters arising from the reported minutes.

14. TO NOTE THE RECORD OF THE PARISH AMENITIES AND SERVICES COMMITTEE

Mr Richings reported that the last meeting of the PA&S had been held on 18th March 2021. A copy of the unapproved minutes of that date had been made available to all Councillors.

The PA&S record was noted.

Matters Arising:

There were no matters arising from the reported minutes.

15. TO APPROVE DELEGATED AUTHORITY IF UNABLE TO HOLD PHYSICAL MEETINGS

The Government has stated that the legislation will not be extended before the current Regulations expire that enable us to have virtual meetings. This means committee and council meetings should not be conducted by remote means after 6th May.

The Health Protection (Coronavirus, Restrictions) (Steps) (England) Regulations 2021 came into force on 29th March, which will not permit meetings of public bodies to occur until Step 3 of the Government 'Roadmap out of Lockdown' is implemented. The earliest date for this is 17th May.

SALC and NALC recommended that Councils consider delegated powers in case Councils are unable to meet during the pandemic. A discussion followed regarding this.

Mr Whiting proposed that the Parish Council give delegated authority to the Chairman, Vice-Chairman, Chair of the appropriate Committee and the Responsible Financial Officer (all to agree) to make emergency decisions with an expenditure of up to £5,000 during a pandemic and only when the Parish Council is not legally able to meet either virtually or face-to-face and would therefore be unable to hold parish council meetings seconded by Mr Wright. Delegated decisions should be reported at the first possible Parish Council meeting. Resolved: Carried with MAJORITY in favour.

16. GENERAL PARISH MATTERS & CORRESPONDENCE

a. Annual Parish Meeting

Due to the issues described in Item 15 the Annual Parish Meeting was moved forward and held in April rather than May this year. The meeting was held on 29th April 2021. Councillors noted this.

b. Correspondence Received

The Clerk reported that a resident complained about the Playford Road Traffic Calming Scheme, potholes in the Village and public participation at council meetings.

The Clerk reported that she received correspondence from Mr Jolliffe regarding funding opportunities for local businesses and community organisations. The Clerk had made Parish Halls aware of these opportunities.

Mrs Jenkins reported on a request received for a litter bin at Limes Pond. It was agreed to refer this request to the next PA&S meeting.

Mr Ward reported that one of the speedbumps along Playford Road at Nr 12 Playford Road is failing/degrading. Mr Wright asked if the PCSO can be contacted to conduct a speed check to see if the scheme has reduced speeding along the road.

c. Forthcoming Meeting Dates

Monday 11th May, Neighbourhood Plan Working Group Meeting, 7pm via Zoom

Thursday 10th June, GP&F Meeting, Village Hall, 7.30pm (if allowed to hold physical meetings)

17. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Dog bin at Limes Pond

18. CLOSE OF MEETING

The meeting closed at 20.48pm.

---COUNCILLORS to note items BELOW ---

The following payments had been made since those listed in the Minutes of the GP&F committee meeting of 8th April 2021.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
08/04/2021	Suffolk Assn of Local Councils	Membership subscription for 2021/22		Internet payment 345		£ 1138.82	S137
08/04/2021	Mr J Nicholls	Parish caretaker weekly checks March 2021		Internet payment 346		£ 114.00	Litter
08/04/2021	JEP Business Services	Noticeboard and letter rounds		Internet payment 347		£ 63.00	S142
08/04/2021	Groundwork UK	Return of locality grant for neighbourhood plan not spent before end		Internet payment 348		£ 717.40	Misc
27/04/2021	Mr J Nicholls	Paint for play equipment		Internet payment 349		£ 53.47	PF&POS
27/04/2021	Mr J Nicholls	Postconcrete for fixing of binx & Paint for painting of swings		Internet payment 350		£ 38.92	PF&POS
27/04/2021	Net salaries paid after NI, Tax, Pension - April 2021			Internet payment 351 & 352		£ 2,788.29	Salary
27/04/2021	Mrs S Jenkins	Data Parish Mobile Phone		Internet payment 353		£ 10.00	Admin

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
07/04/2021	Barclays Bank	Bank charges			£	15.35	Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
07/04/2020	SCL L/S MGT Ltd	Maintenance at Allotments - March 2021	Internet payment 138	£ 151.20	£ 126.00	£ 25.20	Maintenance

INCOME RECEIVED During April 2021

General (1/2 precept, CIL)	£67,863.22
Business	£0
Cemetery	£5,456.87

ACCOUNT BALANCES AS AT 30th April 2021

General Account	£192,744.60
Business Base Rate Tracker	£54,502.35
Cemetery Account	£80,952.06