



Rushmere St. Andrew Parish Council

www.rushmerestandrew.onesuffolk.net

"Seek The Common Good"



**THESE MINUTES CONTAIN AN 'IN CONFIDENCE' APPENDIX WHICH IS NOT FOR PUBLICATION
(PAGES 9 OMITTED FOR THIS PUBLIC COPY)**

**Minutes of the Annual Parish Council meeting held on 12th May 2022 at
7.30pm at Village Hall**

CHAIRMAN: Mr R Whiting

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

APOLOGIES: Mr R Nunn (family commitment), Ms C Evans (family commitment)
Cllr Lawson (County Councillor)

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 Richings indicated that he would not like to stand for the Chairman of the Parish Council. Councillors thanked Mr Richings for his work during his time as Chairman of the Parish Council.

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

Mr Whiting then signed the Chairman's Acceptance of Office form, witnessed by the Clerk.

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

Mr Whiting asked for nominations for the Vice-Chairman of the Parish Council. Mrs Richardson-Todd was nominated by Mr Wright seconded by Miss Cracknell. There were no other nominations. Mrs Richardson-Todd was duly elected unopposed as Vice-Chairperson. Resolved: Carried with ALL in favour.

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 Wright proposed acceptance of apologies and reasons for absence, seconded by Mr Driver, with ALL in favour.

4. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 10th March 2022

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

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.

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

A written report from Councillor Lawson was made available at the meeting.

Matters arising – Consideration of a slow speed roundel and the speed bumps at Playford Road Traffic Calming Scheme will be considered at the PA&S Committee Meeting on 19th May 2022.

c. District Councillor Report

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

Matters arising – Councillors asked about litter collections, flytipping at Tuddenham Lane and the rewilding project at Woodbridge Road.

Mr Whiting thanked Cllrs Lawson, Newton and Hedgley.

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

Mr Wright provided Councillors with an update on the Community Speedwatch Scheme and Speed Indicator Devices. Miss Cracknell provided an update on Anti-social behaviour at Chestnut Pond and the safety issues at the footpath at the Lawn Cemetery.

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

b. Other Matters

The Clerk advised Councillors that Mr Tristan Clarke has been appointed as PCSO for Rushmere St Andrew and Kesgrave and he will start in his role as PCSO on 30th May 2022. He will be based at Woodbridge mainly and also Heath Road to service Rushmere St Andrew and Kesgrave.

The Clerk advised Councillors that due to Covid illness only two PCSO were covering the east locality and therefore the Police have arranged for a refund for 5 months to the Rushmere St Andrew Parish Council and Kesgrave Town Council to cover the period since the previous PCSO left until the new PCSO Tristan will be appointed.

Councillors noted this.

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 and Mr K Brazier as Assistant Registrar of Burials**– Confirmed.

Mrs Richardson-Todd proposed acceptance of the above appointments listed under a-c, seconded by Miss Cracknell. 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, Mr Driver and Mr Noske.
- c. **Parish Amenities and Services Committee**
Mrs Brown, Ms Evans, Mr Francis, Mr Griggs, Mr Newton, Mr Nunn, Mrs Richardson-Todd, Mr Ward, Mr Westrup, Mr Whiting, Mr Wright and Mr Driver.
- d. **Cemetery Management Panel**
Miss Cracknell, Ms Evans, Mr Griggs, Mr Whiting, Mr Wright, Mrs Richardson-Todd, Mr Duncan (Registrar) [attendee only, does not qualify as a voting member] and Mr Brazier (Assistant Registrar).
- e. **Allotment Advisory Panel**
Mr Francis, Mr Whiting, 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 Whiting, 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, Mr Noske, Mrs Copsey

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 Wright
- 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 –** None
- ix. **Representative on Kesgrave Community Library -** Mrs Brown
- x. **Representative on Community Partnership -** Mr Wright
(including Rewilding Forum and Road Safety Forum)

[Councillor Hedgley joined the meeting].

Mr Wright proposed acceptance of the above appointments as listed under items a-h, seconded by Mr Driver. 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 of the meeting held on 14th April 2022 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 14th April 2021, approved the financial accounts for year-end 31st March 2022. This decision now required ratification by the full Council.

Mr Wright proposed full Parish Council approval and ratification of the GP&F decision for the financial accounts year ending 31st March 2022, seconded by Mr Driver. Resolved: Carried with ALL in favour.

c. To approve the Annual Governance and Accountability Return 2020/21 Part 3, Section 1 – Annual Governance Statement 2021/22

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 Driver proposed acceptance of the Annual Return Section 1 as a true and correct submission, seconded by Mr Noske. 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 Westrup proposed acceptance of the Annual Governance and Accountability Return Section 2 as a true and correct submission, seconded by Mr Newton. 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.

e. To approve and note the internal audit report for year ending 31/03/2022

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

Mr Wright proposed approval of the internal audit report for year ending 31/03/2022, seconded by Mr Richings. 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.

Mrs Richardson-Todd proposed acceptance of both the Statement of Review and the Review of Effectiveness of Internal Audit, seconded by Mr Wright. Resolved: Carried with ALL in favour.

f. To confirm appointment of Internal Auditor for 2022/23

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 2022/23. The fee for 2022/23 will increase from £280 as it is likely that the Parish Council income/ expenditure will be over £200,000 and the auditors are likely to increase their prices for internal audits for the next financial year.

Mr Wright proposed that Heelis and Lodge should continue as the appointed internal auditor for 2022/23, seconded by Mr Noske. 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 Richings and Mr Francis would like to nominate other councillors to take over these roles once the bank mandate has been changed.

Mr Wright proposed that Mr Whiting and Mr Driver be nominated as bank signatories to take over from Mr Richings and Mr Francis once the bank mandate is amended. Mr Westrup and Mrs Stannard will remain as bank account signatories, The proposal was seconded by Mr Griggs. 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 Noske proposed existing arrangement for direct debits remain in place, seconded by Mrs Richardson-Todd. 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 confirm S137 arrangements for the current financial period. S137 provides for an expenditure of up to £8.82 per elector for the year 2022/23 on community items not covered by other statutory powers. In March 2022 there were 5144 electors in the parish. This equates to £45,370.08 in the 2022/23 financial year. In the 2021/22 financial year £2,386.82 was spent on S137 expenditure.

Mr Newton 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 £49,620.96 as at 31st March 2022.

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

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

The Clerk reported that a VAT reclaim for £11,065.98 had been submitted to HMRC in respect of the year ending 31st March 2022. This was noted by Councillors.

l. To note receipt of First Payment of Council Precept

The Clerk reported that the first Precept payment for 2022/23 of £61,000 for the current year had been received on 29th April 2022. A similar amount would be received in September 2022. This was noted by Councillors.

m. To note receipt of CIL payments

The Clerk advised Councillors that £5,619.86 in CIL payments were paid into the Parish Council, General Account on 26th April 2022. The total CIL payments received since 2016 are £24,451.15. Of this amount £180 were spent on 04/10/2021 on litter picking equipment for the parish. The Parish Council allocated £2,000 on 10th March 2022 for Speed Indicator Devices and Associated Equipment and the installation of SID posts in the parish. A total of £22,271.15 CIL money has still got to be allocated.

Councillors noted this.

n. To note receipt of Donation from late Inez Woollard

The Clerk advised Councillors that a donation of £1,500 was received by the Parish Council from the late Inez Woollard, formerly from Playford Road, and paid into the General Account on 8th April 2022. Rushmere St Andrew Parish Council was included in the list of her beneficiaries. Councillors noted this.

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 Newton 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 Noske. 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 30th March 2022, 5th May and 12th May 2021. Copies of the APPROVED P&D minutes of the meetings of 30th March 2022 and 5th May 2022 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 17th 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. GENERAL PARISH MATTERS & CORRESPONDENCE

a. Annual Parish Meeting

The Clerk provided an updated of the agenda for the meeting. Councillors noted this.

b. Correspondence Received

1. Jubilee Street Party SCC Application

The Clerk reported that she had received emails from residents along Cuckfield Avenue that would like to have a street party in June for the Queens Jubilee and are looking for funds to host the street party. County Councillor Stuart Lawson has agreed to fund the application provided an application is submitted by the Parish Council and then the Parish Council pays the money to residents. The Parish Council do have the power do this under S137 of the Local Government and would require the group to complete a parish council grant form. Councillors agreed that an application form be submitted for £100 from Councillor Stuart Lawson's Locality Budget for the Cuckfield Jubilee Street party.

b. Forthcoming Meeting Dates

Thursday 19th May, PA&S Meeting, Tower Hall, 7.30pm

Tuesday 24th May, Annual Parish Meeting, Village Hall, 7.30pm

16. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

18. CLOSE OF MEETING

The meeting closed at 8.45pm.

---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 bins & 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

