



Rushmere St. Andrew Parish Council

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(PAGE 6 OMITTED FOR THIS PUBLIC COPY)**

Minutes of the Parish Council meeting held on 14th January 2021 at 7.30pm via a virtual meeting

CHAIRMAN: Mr P Richings

PRESENT: Mrs M Brown, Mr M Newton, Mrs B Richardson-Todd, Mr B Ward, Mr D Francis, Mr R Whiting, Mr J Westrup, Mr J Wright, Mr P Richings, Mr R Nunn, Mr C Griggs, Ms Evans, Mrs Bridger, Mr K Driver.

APOLOGIES: Miss A Cracknell (unable to join virtual meeting)

OTHER APOLOGIES: None

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

ALSO PRESENT: Cllr C Hedgley
Members of the public = 0

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

The Chairman welcomed everyone to the meeting. He then read out 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 was received from Miss Cracknell. Mrs Bridger proposed that the apologies be accepted, seconded by Mr Francis. Resolved with ALL in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 12th November 2020

Mr Richings reminded Councillors to note the list of cheques issued. Mr Newton proposed acceptance of the minutes with no amendments. This was seconded by Mr Westrup, with ALL in favour. The minutes were duly signed as a correct record with the amendments.

3. DECLARATIONS OF COUNCILLOR INTEREST

Mr Newton declared a 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.

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 Mr Whiting was made available with the agenda for the meeting.

Matters arising – Mr Whiting informed Councillors that the County Council is looking at automated number plate speed devices. He mentioned tree planting schemes and progress on the designation of quiet lanes in the parish. Mrs Bridger asked whether the Parish Council can bid for vehicle charging points. Mr Whiting responded indicating that the vehicle charging point scheme was mainly aimed at rural areas.

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 Whiting and Mr Hedgley for their reports.

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

Mr Nunn informed Councillors that the drain at Foxhall Road/ Bell Lane junction was cleared and there was no flooding after it was cleared. He requested that this be kept cleared.

Mr Whiting informed Councillors that Mr Tom Tyler passed away. He was a member of the Neighbourhood Plan Working Group.

Mrs Richardson-Todd made Councillors aware of a new book about the village, written by Ruth Silburn, has been published. Mr Whiting worked with her on this project. Mr Whiting has copies of the book if anyone would like to purchase a copy.

Mr Wright informed Councillors that several parishioners are upset about the work at the area at Gwendoline Close/ Bladen Drive. Moving the Parish sign to a different location will be discussed at the forthcoming Parish Amenities and Services Committee.

[Mrs Bridger left the meeting].

[Cllr Hedgley joined the meeting].

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 distributed at the meeting. The reports were noted.

Matters arising – None

Discussions followed about ASB in the parish; possible breaches of the lockdown regulations and overflowing litterbins and doggie bins on the Heath/ Rushmere Commons.

6. FINANCE

a. To Note Expenditure Authorised Under Delegated Powers

None

b. To Note the Completion of the External Audit & Approve the Audit Report

The Clerk reported that the external audit report for 2019/20 had been received from PKF Littlejohn LLP. The report indicated that the information in Sections 1 and 2 of the AGAR is in accordance with proper practices and no other matters have come to their attention giving cause for concern in that relevant legislation and regulatory requirements have not been met. No other matters were drawn to the attention of the Parish Council and no action to take.

Mr Richings proposed that the External Audit Report for 2019/20 be approved, seconded by Mr Nunn. Resolved with ALL in favour.

Clerk thanked for her work on the end of year accounts.

[Mrs Bridger joined the meeting].

c. To Agree Action Regarding Non-Payment of Allotment Fees of Former Tenant at Allotments

The Clerk reported that the tenancy fees of a former tenant is still outstanding at the allotments. The tenant suffers from poor health and the Parish Council has tried to contact the relevant social workers, care home, relatives, etc on numerous occasions about the outstanding fees but with no success.

Mr Wright proposed that the outstanding tenancy fees of £71.36 be written off, seconded by Mr Nunn. Resolved with ALL in favour.

7. PRECEPT – TO CONFIRM AND APPROVE THE GP&F, PC BUDGET AND PRECEPT REQUIREMENTS FOR 2021/22

In normal years there is very rarely any difference between the tax base in October/ November that we receive from ESC and the final approved tax base figures received from ESC. However, this year the impact of the COVID-19 pandemic has meant that the calculation has been subject to a very high degree of uncertainty as ESC advised in Dec 2020. Two key areas of concern that have reduced the estimated tax base are rising numbers of Local Council Tax Reduction Scheme and reduced collection rates. The Parish Council has received the approved tax base figures from ESC on 6th January 2021. Given this uncertainty the GP&F Committee recommended a 0% increase in the precept at the meeting held on 10th December 2020.

An overall draft budget for 2021/22 at £126,075 overall spend with a Precept request for £122,000 is recommended to full council. This represented a 0.31% decrease on the 2021/22 precept band D equivalent property or £0.15 decrease per year per dwelling (based on Band D property average).

Mr Whiting 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 £126,075 for 2021/22. This was seconded by Mr Wright and ALL in favour. Resolved: Carried on a unanimous decision.

The Clerk would send the formal request to East Suffolk Council for a 2021/22 precept of £122,000.

A final approved copy of the 2021/22 budget paper would be issued with the February GP&F agenda.

8. TO AGREE TO PROCEED WITH DESIGNATIONS OF QUIET LANES IN THE PARISH

The Parish Council has registered five quiet lanes in the Parish and Suffolk County Council has indicated that they agree with progressing with the designation of these lanes as quiet lanes. The lanes that have been registered are: Playford Lane, Holly Lane, Lamberts Lane, Tuddenham Lane and Seven Cottages Lane. The Parish Council need to formally agree to progress with designation of these lanes and consult the public regarding this.

Mr Richings proposed that the Parish Council formally agree to proceed with the designation of Tuddenham Lane, Lamberts Lane, Holly Lane, Seven Cottages Lane and Playford Lane as quiet lanes in the parish. Mr Wright seconded this. Resolved with MAJORITY in favour.

9. PLANNING & DEVELOPMENT

a. To Note the Record of The Planning and Development Committee

Mr Richings reported that a meeting of the P&D had been held on 17th December 2020 and prior to the Parish Council meeting. A copy of the minutes for the December meeting were made available to all councillors. This was noted.

10. PARISH AMENITIES AND SERVICES

a. To Note the Record of The Parish Amenities and Services Committee

Mr Wright reported that a meeting of the PA&S had been held on 19th November 2020. A copy of the minutes for the November meeting were made available to all councillors. This was noted.

b. Other Matters

None

11. GENERAL PARISH MATTERS & CORRESPONDENCE

a. Parish Council Representative Reports

Mr Richings reported on bus services in the parish, and safer neighbourhood meetings.

Mrs Richardson-Todd reported on SALC meetings.

Mr Wright reported on the Community Partnership meetings and the Ipswich Borough Council Local Plan examination.

b. To Note Matters Arising Since Publication of Agenda

None

c. Dates to Note

Thursday 21st January, PA&S Meeting at 7pm via Zoom.

Thursday, 11th February, GP&F Meeting at 7pm via Zoom.

12. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Grants/ Donations for 2020/21

14. CLOSE OF MEETING

The chairman closed the meeting at 21.21pm.

-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 10th December 2020

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
17/01/2021	Mrs S Jenkins	PDF architect yearly subscription		Internet payment 283	35.00	£ 29.17	£ 5.83 Admin
17/01/2021	Mrs S Stannard	Names.co hosting of email addresses		Internet payment 284	£ 25.17	£ 20.97	£ 4.20 Admin
25/01/2021	Net salaries after Tax, NI & Pension	Jan-21		Internet payment 286& 287		£ 2,784.69	Salary
25/01/2021	Mr Jim Nicholls	Parish Caretaker - Weekly checks		Internet payment 288		£ 75.00	Litter
25/01/2021	Mrs S Jenkins	Cable ties for notices at play areas		Internet payment 289		£ 5.29	PF&POS
25/01/2021	SCL Landscape Management Ltd	Installation of noticeboard at Limes Pond as quoted		Internet payment 290	£ 126.00	£ 105.00	£ 21.00 Pond
25/01/2021	SCL Landscape Management Ltd	Relocation of chicanes at Broke Hall entrance		Internet payment 291	£ 366.00	£ 305.00	£ 61.00 PF&POS
30/01/2021	Nest	Pension contributions - employer & employee - January 2021		D/D		£ 160.82	Pension

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
07/01/2021	Mr A Duncan	Service Order forms (Dawey)		Cheque No 1310		£ 20.00	Admin
17/01/2021	Cooks Waste Kare Ltd	Skip exchange -16/12/2020		Internet payment 280	£ 170.00	£ 141.67	£ 28.33 Maintenance
17/01/2021	Cooks Waste Kare Ltd	Skip exchange - 08/01/2021		Internet payment 281	£ 170.00	£ 141.67	£ 28.33 Maintenance
17/01/2021	Mr A Duncan	Service Order forms (Jordan, Garford, Willis, French)		Internet payment 285		£ 120.00	Admin
25/01/2021	SCL Landscape Manager	Refurbishment of gates & Filling of graves at cemetery		Internet payment 293	£ 522.00	£ 435.00	£ 87.00 Maintenance
25/01/2021	Mr A Duncan	Service Order Form (F Drew)		Internet payment 294		£ 20.00	Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
25/01/2021	SCL Landscape Mar	installation and removal of fallen tree over footpath	Internet payment 292	£ 942.00	£ 785.00	£ 157.00	Maintenance

INCOME RECEIVED during January 2021

General Account (newsletter advertisements, allotment rents & deposits, interest)	£ 4,068.39
Business Base Rate Tracker	£0
Cemetery Account (burial income, transfer, interest)	£2,400.61

ACCOUNT BALANCES AS AT 31 January 2021

General Account	£214,482.02
Business Base Rate Tracker	£54,500.99
Cemetery Account	£68,690.64