



# Rushmere St. Andrew Parish Council

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(PAGES 8 & 9 OMITTED FOR THIS PUBLIC COPY)**

**Minutes of the General Purposes & Finance Committee meeting held on 9<sup>th</sup> December 2021 at 7.30pm at the Tower Hall**

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CHAIRMAN: Mr Driver

COMMITTEE MEMBERS PRESENT: Mrs B Richardson-Todd, Mr K Driver, Mr B Ward, Mr J Westrup, Mr J Wright, Mr Whiting, Mr D Francis, Mr D Noske, Miss A Cracknell, Mr P Richings, Ms C Evans

APOLOGIES: Mr M Newton (unable to attend with covid risk); Mr C Griggs (family commitment), Mrs M Brown (unwell)

OTHER APOLOGIES: Cllr S Lawson, Cllr D McCallum

CLERK: Mrs S Stannard - Clerk. Minutes taken by Mrs Stannard.

ALSO PRESENT: 0 members of the public

## **1. 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 received as above. Miss Cracknell proposed acceptance of the apologies. Seconded by Mr Whiting. Resolved with ALL in favour.

## **2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 14<sup>th</sup> October 2021**

The Chairman reminded Councillors to note the list of payments made.

Mr Whiting proposed acceptance of the minutes without any amendments. This was seconded by Mr Noske with ALL in favour. The minutes were duly signed by the Chairman.

## **3. DECLARATIONS OF COUNCILLOR INTEREST**

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 county councillors report was distributed prior to the meeting. Apologies were received from Cllrs Debbie McCallum and Stuart Lawson that were unable to attend the meeting.  
Matters Arising – None

**c. District Councillor Report**

A district councillors report was distributed prior to the meeting.  
Matters Arising - None

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

It was agreed to ask Councillor Mallinder to join the next Annual General Parish meeting via zoom. Mr Wright reported on progress to restart the Community Speedwatch initiative. It is hoped that training can be provided to volunteers early in the new year and then it can restart.

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

There was no police attendance.

**a. PCSO Reports**

The PCSO reports for the last month were made available prior to the meeting. Matters arising –  
The renewal of the PCSO contract in early 2023 will be discussed by the policy formulation/ future planning working group.

**7. FINANCE MATTERS**

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

None

**b. To Consider the Bank Reconciliation and Budget Monitoring for the Period Ending 30.11.21**

The Clerk shared a bank reconciliation with Councillors and discussed the budget monitoring for the period ending November 2021 with Councillors. She explained the various figures and implications. Detailed figures for the budget monitoring were shared at the meeting.

Mr Whiting proposed that the bank reconciliation be approved, seconded Ms Evans seconded the proposal. Resolved with ALL in favour.

Mr Richings proposed that the budget monitoring be approved, seconded by Mr Wright. Resolved with ALL in favour.

**c. To Consider the GP&F committee Budget 2022/23**

The Clerk made a draft copy of a proposed GP&F budget available that laid out a suggested expenditure (after allowance for income) of £100,782 for 2022/23, a decrease of £350 on the current year.

Mr Whiting proposed acceptance of a GP&F Budget for 2022/23 of £100,782; this was seconded by Miss Cracknell. Resolved: With ALL in favour. Decision would now be carried forward into the next item to build the full budget and precept.

**d. To Recommend to the PC a Council Budget & Precept for 2022/23**

The Clerk reported that the parish specific precept letter had been received from SCDC detailing the final date for precept applications (28th January 2022) and detailing the calculation for equivalent band D properties as 2,579.54, an increase of 18.76 properties.

The 2022/23 budget for the PA&S and Allotments had been provisionally agreed at the PA&S meeting of 18<sup>th</sup> November 2021. A budget of £22,500 was recommended for forwarding to this GP&F Committee.

A provisional 2022/23 P&D budget of £250 to be recommended to the GP&F was agreed at the P&D meeting of 25<sup>th</sup> November.

Mr Whiting proposed a Precept request of £122,000 for 2022/2023 be recommend for acceptance to the next full Parish Council meeting on 13th January 2022. Proposal seconded by Mr Wright. Resolved: with ALL In favour. Provision will be made for a transfer from reserves to the general fund to enable the precept to remain at £122,000.

**e. Update on Playford Road Traffic Calming Scheme**

Councillor Lawson provided the following update in his monthly report - the road markings were completed on 8th October and the street lighting element completed on 12th November. A site meeting between Senior Managers of SCC, Kiers Site Manager, Site Supervisor and their sub-contractors will take place on 16th December. The discussion will include issues relating to the construction of the scheme, such as speed cushions, resurfacing, kerbing all of which have been placed on the Defect Register (part of the system jointly managed by SCC and Keir).

Councillors expressed their disappointment with the delays and issues on this project and noted the update from Councillor Lawson.

**f. Other Matters**

None.

**8. CEMETERY MANAGEMENT REPORT**

**a. To Note the Record of the Cemetery Management Advisory Panel Meeting of 02/09/2021**

Mr Whiting reported that the last meeting of the Cemetery Management Advisory Panel had been held on 2nd September 2021. Copies of the UNAPPROVED minutes had been made available to all Councillors.

The CMAP record was noted.

Matters Arising:

There were no matters arising from the reported minutes.

**b. To Consider and Approve New Sign for Holly Area at Lawn Cemetery**

The Assistant clerk advised the Holly sign at the Lawn Cemetery was reported missing and a quote for a replacement was obtained. The sign has been found. The parish caretaker has been asked to reinstall the sign.

**f. To Consider and Approve Replacement Posts/Bollards at Lawn Cemetery**

The Assistant Clerk reported that at the Cemetery Advisory Panel meeting walkabout it was noted that the posts on the shrub bed on the corner of the lawn cemetery opposite the small gate by the Holly sign had been knocked and needed replacing. This is a constant problem with vehicles knocking them over and quotes have been sourced from SCL Landscape Management who do the maintenance at the cemetery for the following options:

- To supply and install 2 galvanised steel posts 100mm diameter on the corner of the shrub bed £325 plus Vat
- To supply and install 2 concrete bollards 200mm diameter on the corner of the shrub bed £300 plus Vat
- To supply and install 2 round soft wood timber posts 200mm diameter on the corner of the shrub bed (like for like) £170 plus Vat

Mr Whiting proposed that SCL Landscape Management Ltd be appointed to supply and install 2 round wood timber posts on the corner of the shrub bed at the Lawn Cemetery at a cost of £170 plus VAT. This was seconded by Miss Cracknell. Resolved with MAJORITY in favour.

**9. NEWSLETTER & WEB EDITORIAL BOARD REPORT**

**a. To Note the Record of the Newsletter and Web and Editorial Panel Meeting of 21/10/21**

It was reported that the last meeting of the Newsletter and Web and Editorial Panel had been held on 21st October 2021. Copies of the UNAPPROVED minutes had been made available to all Councillors.

The NEWP record was noted.

Matters Arising:

There were no matters arising from the reported minutes.

**b. Update and Queries from Councillors**

A short discussion followed about digitisation/ updating of cemetery maps and whether this information can be made available for record/ history searches. Assistant Clerk to investigate.

**10. LAND ADJACENT TO WOODBRIDGE ROAD**

**a. To Consider Matters Arising from Land Transfer of Land Adjacent to Woodbridge Road**

The Clerk advised that she wrote to Suffolk County Council about the transfer of the road adjacent to Woodbridge Road and she advised the County that the Parish Council would need to be certain that they would not be responsible for the maintenance of the road prior to the transfer of the road. Subsequently the solicitor at Suffolk County Council has send an email to the Clerk to advise that if the land is transferred the private road will become the responsibility of the Parish Council to repair and maintain but that the Parish Council can claim this cost back from the users of the road. It is not the responsibility of the individual owners to repair and maintain the road and once the land is transferred, it is no longer Suffolk County Council's responsibility.

It was agreed that the Clerk will have discussions with Suffolk County Council about other options such as lease agreements or transferring the land to the Parish Council without the road and the road remaining in the ownership of Suffolk County Council.

## **b. To Review Plan and Funding for Enhancement of Woodbridge Road Project**

In September 2021 delegated authority was given to Mr Richings, Mr Whiting, Mr Driver and the Clerk to implement the project based on the main elements outline below and not exceeding the amount of the grant funding awarded for the project of £4,719.

The main elements agreed for the enhancement of the site include:

To the eastern end of the site is a scrub area with several large trees and a few other trees are dotted about on the site and it is recommended that a tree survey be completed for the site and that consideration be given to the implementation of the findings of the tree survey once this is completed.

The boundaries to the east and west of the site is not defined and it is recommended that these be defined.

Consideration be given to an earth bund or planting of a hedge or/and dragons' teeth or a fence along the grassed area (apart from the western end of the site that is already fenced) adjacent to the private road to discourage vehicles from parking on the grassed area.

Consideration should also be given to the planting of vegetation or a hedge adjacent to the footpath along Woodbridge Road and planting of an element of screening on the western end of the site to screen the Aries Business Park from the site.

Rewilding of the grassed area and defining the footpath that runs through the eastern part of the site.

Since the meeting in September the tree safety inspection has been completed at a cost of £350 + VAT. Quotations have been sourced for:

1. Installation of 1 metre (10X10cm) concrete posts. These would be set in the ground by about 30cm to define the boundary of the land at both the East (6 posts) and West (4 posts) ends of the plot. It was felt important to clearly define the eastern boundary to protect encroachment from any possible future development on adjacent land. Quotes obtained for 8 posts.
2. Installation of a new Boundary Fence to enclose the entire eastern section of the plot (apart from the eastern end of the open grass area, where there is a "natural boundary" consisting of a substantial mixture of brambles and shrubs.) The proposal is to match the existing fence in place at the western end. This consists of metre high wooden posts and looped chain. The posts would be approx. 1.8 metres apart in order to prevent vehicular access should someone attempt to remove the chains and drive through. At the eastern end of the plot the boundary posts would be placed such as to facilitate a turning area for vehicles (currently "loosely" identified opposite nos. 16 and 18).
3. In order to complete the fencing around the existing Bus Shelter (owned by the Parish Council) it was felt the best option would be to move the existing Litter Bin to the right-hand side of the shelter, between the shelter and the Bus Stop sign. It is also proposed that a new bus stop pole be installed.
4. Trees and other vegetation. It is proposed that the advice from IBC Tree survey be accepted. This mainly targets Oak Trees on the site where branches are in close contact with overhead wires. In addition, tree work has been identified to enhance the site.

Additional tree work identified:

Cut to the ground Prunus and Sycamore self-sown saplings in woodland area (identified by white paint marking).

Cut to the ground damaged Oak Tree close to the footpath approx. 8 metres to the east of the Bus Shelter.

Cut to the ground Rowan Tree identified in the tree report. One of a pair outside no. 26 and marked with white paint.

Cut not the ground Cultured Leylandii hedge opposite no 18. Identified by white paint markings.

Lift lower branches of the Prunus Tree to a height of 2.5 m from the ground situated at the western end of the plot to approx. 2.5 metres from the ground.

Remove and clear roots of Pampas Grass at western end of the land.

#### 4. Planting of New Hedgerow to the Western Boundary.

The plan is to plant a mixed native species hedgerow, which, over time, would shield the view of the commercial site next door. This would be in addition to the four concrete boundary marker posts which would become "buried" in the hedgerow.

#### 5. Spring flowers and Wildflowers.

It was agreed that the site has huge potential to signify an "entrance to the parish". Seizing the opportunity to include the wide verge on the opposite side of the A1214 it should be possible to plant large beds of spring bulbs. As these die down the wildflowers would take over with a mixture of Cornflower, Poppies, Birds Foot Trefoil, Cowslip, Buttercup, Knapweed etc. Potentially a raft of colour from early spring to late autumn. It is recommended to wait until after the first year before any bulbs are planted.

The total cost to implement all these elements will be £6490. This means that the project would cost £1721 more than the grant funding received. The Clerk advised that Councillor Stuart Lawson confirmed that he is willing to fund the additional money required. Mr Richings proposed that the elements as outlined be implemented through delegated authority by Mr Richings, Mr Driver, Mr Wright, Mr Whiting and the Clerk provided alternative funding can be secured. If this is not the case then the Parish Council will consider allocating funding for the implementation of the project. Seconded by Mr Whiting. Resolved with ALL in favour.

### 11. GENERAL PARISH MATTERS AND CORRESPONDENCE

#### a. To Note Matters Since Publication of Agenda

The Clerk advised that the Parish Council will submit an application to the Community Partnership for a SID for the parish. Councillors noted this.

The Clerk asked whether the Parish Council would like to receive a tree to dedicate to the Queens Jubilee as part of the Treebilee project. It was agreed that the Parish Council would like to receive a tree and plant in in the Broke Hall Playing Area and dedicate it to the Queens Jubilee next year.

Mr Wright advised councillors regarding planting of a tree at Chestnut Pond. Councillors noted this.

The Assistant Clerk advised about planned carol singing at Chestnut Pond and an invitation to Councillors to join the Baptist Church for this event.

#### b. Dates to Note

Thursday, 16<sup>th</sup> December 2021 at 7pm at Tower Hall

Thursday, 13<sup>th</sup> January 2021 at 7.30pm at Village Hall

Thursday, 20<sup>th</sup> January 2021 at 7.30pm at Tower Hall

### 12. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

### 13. CLOSE OF MEETING

The Chairman closed the meeting at 9.25pm.

**-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 11<sup>th</sup> November 2021

**GENERAL EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
01/11/2021	Nest	Pension Contributions - Oct 2021		D/D		£ 160.82	Pension
04/11/2021	Barclays	Bank charges				£ 8.50	Admin
04/11/2021	Mr J Nicholls	Concrete to fix bin at Sandlings LNR		Internet payment 482		£ 16.2	PF&POS
04/11/2021	JEP Potter Services	Noticeboard Rounds - August & Sept		Internet payment 483		£ 108.00	S142
01/11/2021	Community Action Suffolk	Website hosting 01/11/21-31/10/2022		D/D	£ 60.00	£ 50.00	Admin
01/11/2021	Nest	Pension contributions - October 2021		D/D		£ 160.82	Pension
04/11/2021	Mrs S Stannard	Wreaths for Remembrance Service		Internet payment 484		£ 40.00	S137
04/11/2021	Mrs S Jenkins	Newsletter prize Winter 2021 edition		Internet payment 485		£ 29.56	S142
04/11/2021	Mr J Nicholls	Weekly checks - October 2021; refurbishment of seats; securing li		Internet payment 486		£ 294.00	PF&POS
10/11/2021	PWLB	Repayment of Loan		D/D		£ 10,665.41	S19
12/11/2021	BT Group Plc	Office Phone Hire		D/D	£ 220.74	£ 183.95	Admin
16/11/2021	Suffolk Coastal Norse	Install new Topsy 2000 at the Sandlings on 30/09/2021		Internet payment 490	£ 270.00	£ 225.00	PF&POS
16/11/2021	SCL Landscape Management Ltd	Maintenance playareas - October 2021		Internet payment 491	£ 435.60	£ 363.00	PF&POS
16/11/2021	Evolve Business Solution	Printer contract 12/08-11/11/2021		Internet payment 492	£ 72.00	£ 60.00	Admin
16/11/2021	Mrs S Stannard	Paper for office		Internet payment 497		£ 5.70	Admin
22/11/2021	Net salaries paid after PAYE, NI & Pension -	November 2021		Internet payment 499 & 500		£ 2,788.09	Salary
26/11/2021	Suffolk Police and Crime Commissioner	Fully funded PCSO as per SLA 01/10/21 to 31/03/22		Internet payment 501		£ 4585	Crime
26/11/2021	Suffolk Digital Print & Design	Printing of Winter 2021 Newsletter 12 pages		Internet payment 502		£ 675.00	S142
26/11/2021	Mrs S Stannard	Laptop bag for office laptop		Internet payment 503		£ 41.99	Admin

**CEMETERY EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04/11/2021	Cooks Waste Kare	Skip exchange - 05/10/2021		Internet payment 487	£ 182.40	£ 152.00	Maintenance
04/11/2021	Cooks Waste Kare	Skip exchange 25/10/2021		Internet payment 488	£ 182.40	£ 152.00	Maintenance
04/11/2021	Mr A Duncan	Service Order Forms - Woollard, Berry, Scarlett, Silburn, Quale, French		Internet payment 489		£ 180.00	Admin
16/11/2021	SCL Landscape Manager	Maintenance cemetery - October 2021		Internet payment 494	£ 778.80	£ 649.00	Maintenance
16/11/2021	SCL Landscape Manager	Cutting of side hedge back to fence along path		Internet payment 495	£ 354.00	£ 295.00	Maintenance
16/11/2021	Cooks Waste Kare	Skip exchange - 10/11/2021		Internet payment 496	£ 182.40	£ 152.00	Maintenance
16/11/2021	Mrs S Stannard	Parking to pay in cheques		Internet payment 498		£ 1.10	Admin
26/11/2021	Cooks Waste Kare	Skip exchanges 15/11/2021 and 17/11/2021		Internet payment 504	£ 364.80	£ 304.00	Maintenance
26/11/2021	Mr A Duncan	Service Order Forms - Rumsby; Bloomfield; Watkins		Internet payment 505		£ 60.00	Admin

**ALLOTMENT EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
16/11/2021	SCL L/S MGT Ltd	Cutting of boundary hedge - October 2021	Internet payment 493	£ 594.00	£ 495.00	£ 99.00	Maintenance

**INCOME RECEIVED during Nov 2021**

General Account (grant, advertising income, Allotment deposit/ tenancies)	£6,827.48
Business Base Rate Tracker	£0
Cemetery Account	£1,826.94

**ACCOUNT BALANCES AS AT 30 Nov 2021**

General Account	£241,835.39
Business Base Rate Tracker	£54,505.07
Cemetery Account	£87,989.15

