



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



THESE MINUTES CONTAIN AN 'IN CONFIDENCE' APPENDIX WHICH IS NOT FOR PUBLICATION (PAGE 7 OMITTED FOR THIS PUBLIC COPY)

Minutes of the General Purposes & Finance Committee meeting held on 10th February 2022 at 7.30pm at the Tower Hall

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, Mr P Richings, Ms C Evans, Mrs M Brown

APOLOGIES: Mr C Griggs (unwell), Mr Newton (family commitment), Mr Nunn (family commitment), Miss A Cracknell (unwell)

OTHER APOLOGIES: Cllr S Lawson, Cllr D McCallum, Cllr C Hedgley

CLERK: Mrs S Stannard - Clerk. Mrs S Jenkins – Assistant 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. Mr Whiting proposed acceptance of the apologies. Seconded by Ms Evans. Resolved with ALL in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 9th December 2021

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

Mrs Richardson-Todd proposed acceptance of the minutes without any amendments. This was seconded by Ms Evans with ALL in favour. The minutes were duly signed by the Chairman.

3. DECLARATIONS OF COUNCILLOR INTEREST

Mr Richings declared a non-pecuniary interest in Personnel and Legal Matters, Item 11b.

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 – Debate followed about Playford Road Traffic Calming Scheme, speed roundel/ slow sign along Playford Road, Tuddenham Road no through road and the path along Holly Lane.

Clerk to contact Cllr Lawson about dates for repairs for Playford Road Traffic Calming Scheme, speed roundel as opposed to slow sign along Playford Road and to check whether this was included in the Playford Road Traffic Calming Scheme, location and possible costs associated with a no through road sign along Tuddenham Road and possible costs for repairs to path along Holly Lane.

c. District Councillor Report

A district councillors report was distributed prior to the meeting. Apologies were received from Cllr Hedgley that are unable to attend the meeting.

Matters Arising - None

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

Mr Wright reporting on the rewilding schemes at Broke Hall Playing Field and the land adjacent to Woodbridge Road. He also reported on the recent community speedwatch sessions that in the parish.

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 –

Clerk to enquire where the PCSO to be appointed will be based.

b. Other Matters

Mr Tristan Clarke has been recruited to the position of PCSO for Rushmere St Andrew and Kesgrave. He is currently being vetted. Until then cover will be provided by Gemma Read and Hannah Canning.

Mr Richings provided Councillors with feedback on the recent ASB meeting with the police, East Suffolk Council and Town and Parish Councils that was held via Zoom.

6. FINANCE MATTERS

a. To Note Expenditure Authorised under Delegated Powers

The Clerk reported that delegated authority was given for the installation of two Glasdon Fido Bins on an existing post at Linksfield Road at a cost of £296.38 + VAT replaced by Suffolk Coastal Norse. The lid was broken and needed urgent replacement. Delegated authority given for environmental reasons.

Councillors noted this.

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 January 2022 with Councillors. She explained the various figures and implications. Detailed figures for the budget monitoring were shared at the meeting.

Mrs Richardson-Todd proposed that the bank reconciliation be approved, seconded Mr Noske seconded the proposal. Resolved with ALL in favour.

Mrs Richardson-Todd proposed that the budget monitoring be approved, seconded by Mr Whiting. Resolved with ALL in favour.

c. To Consider Charity Donations 2021/22

The Clerk reported that there was currently £1,000 in the charity budget left to allocate in the 2021/22 financial year. Subsequent requests for charity donations were received from:-

- 51st Ipswich Scouts that meet at Tower Hall and will be joining in the queens platinum jubilee event in May at Broke Hall Playing Field. They will be producing the material for the time capsule, etc. The request was for £250 to spend on either a portable toilet and tent, outdoor gazebo or cooking/ eating equipment.
- Kesgrave Library submitted a request for £300 for a unit to display some quick reads to encourage reluctant readings to read these books. According to our policy only £250 per organisations allowed unless approved by PC.
- Headway Suffolk. Amount not specified
- Disability Service Advice. Amount not specified.

Councillors debated the merits of supporting each of the organisations and the benefits that the organisations have to local residents. Mrs Richardson-Todd proposed that £250 be allocated to 51st Ipswich Scouts, £250 be allocated to Kesgrave Library, £250 be allocated to Headway Suffolk, £250 be allocated to Disability Service Advice. Mr Wright seconded the proposal. Resolved with MAJORITY in favour.

The Policy Formulation/ Forward Planning Working Group will make recommendations to the Parish Council regarding the review of the donations policy in the new financial year.

d. Update on Playford Road Traffic Calming Scheme

Councillor Lawson provided the following update in his monthly report - Discussions have taken place at a senior level, regarding the defective /outstanding works (speed cushions, streetlights, road markings). Keir and their sub-contractors have now agreed that they will rectify these works. SCC is waiting for a programme date, which is envisaged to be around May 2022.

Councillors noted this.

f. Other Matters

None.

7. NEWSLETTER & WEB EDITORIAL BOARD REPORT

a. Update and Queries from Councillors

The Newsletter and Web Editorial Management Panel will be rearranged for early March 2022.

8. TO CONSIDER AND APPROVE PHASE 2 OF QUEENS PLATINUM JUBILEE EVENT

The Assistant Clerk went through the budget for the event to be held in May at the Broke Hall Playing Field. Funding for the event was secured and had been received from East Suffolk Council from the Enabling Communities Budget of Councillor Mark Newton.

Ms Evans proposed to give delegated authority to the Clerk, the Assistant Clerk and Mr Wright (chairman of the Parish Amenities and Services Committee) to approve spending up to a maximum of £2,000 on the items outlined below for the Queen's Platinum Jubilee Event Phase 2, seconded by Mrs Richardson-Todd. Agreed by ALL.

| Queens Platinum Jubilee Event at Broke Hall Play 14th May Area Phase 2 | |
|---|----------------|
| Mature Trees | 170.00 |
| Commemorative Plaque | 230.00 |
| Excavation/digging holes | 50.00 |
| Time Capsule | 261.00 |
| Delivery | 30.00 |
| Stationery for time capsule contents | 250.00 |
| Food & Beverage | 100.00 |
| Competition prize | 50.00 |
| Flyer distribution | 200.00 |
| Flyer print | 209.00 |
| Bee bombs | 100.00 |
| Nature boxes (bird, hedgehog etc) | 300.00 |
| Storyteller (related to nature) | 50.00 |
| Total | 2000.00 |

9. GENERAL PARISH MATTERS AND CORRESPONDENCE

a. To Note Matters Since Publication of Agenda

The Clerk reported that grant funding for a SID (in addition to the grant funding from the Community Partnership) has been approved from Cllr M Newton's Enabling Communities Budget for £3,247.90. The money will have to be spent before February 2023. The Clerk reported that Suffolk County Council has approved six SID locations in the parish subject to approval from neighbours for the locations in The Street and approval from the landowner at Woodbridge Road for the installation of a replacement post. There were amendments to the applications for the locations in The Street that were submitted.

The Clerk report that the Parish Council has been advised that the construction phase for the repairs of the wall at the closed churchyard have started on 7 February 2022. The process will be managed by Acesco Property Services.

The Clerk reported that correspondence was received from resident about public participation, publication of email addresses and code of conduct. The Parish Council has responded to the resident regarding the issues and no new issues raised. Councillors noted this.

b. Dates to Note

Wednesday, 2nd March 2022 – Planning and Development Committee Meeting at 7.30pm

10. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Annual Parish Meeting – It was agreed that Mrs Richardson-Todd and Mr Whiting will draft an amended format for the Annual Parish Meeting to encourage more residents to attend the meeting. This will be considered at the next parish council meeting.

13. CLOSE OF MEETING

The Chairman closed the meeting at 8.44pm.

-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 13th January 2022

GENERAL EXPENDITURE

| Paid Date | Supplier | Item | Cheque No. | Cost inc. VAT | Cost exc. VAT | VAT | Category |
|------------|---|--|---------------------------|---------------|---------------|----------|----------|
| 06/01/2022 | Barclays | Bank charges - 15 Nov - 12 Dec 2021 | | | £ 11.50 | | Admin |
| 07/01/2022 | SCL Landscape Management Ltd | To scarify grass seed and re-apply fertiliser on worn football pitch Sandlings LNR | | £ 138.00 | £ 115.00 | £ 23.00 | PF&POS |
| 07/01/2022 | Mrs S Jenkins | Mobile data for Parish phone - Jan- Apr 2022 | Internet payment 525 | | £ 20.00 | | Admin |
| 07/01/2022 | Mrs S Jenkins | PDF Architect | Internet payment 528 | | £ 29.90 | | Admin |
| 16/01/2022 | Fullrays Leaflet Distribution | Distribution of Summer 2021 Newsletter | Internet payment 530 | | £ 165.00 | | S142 |
| 16/01/2022 | Fullrays Leaflet Distribution | Distribution of Winter 2021 Newsletter | Internet payment 531 | | £ 165.00 | | S142 |
| 16/01/2022 | Acorn Trees - Ben Miller | Reduce Hawthorne Tree - Kelvedon Play Area | Internet payment 532 | £ 228.00 | £ 190.00 | £ 38.00 | PF&POS |
| 16/01/2022 | Mrs S Jenkins | Renewal of PDF Architect - January 2022-Dec 2022 | Internet payment 533 | | £ 39.50 | | Admin |
| 16/01/2022 | DIW Fencing | To erect posts and fence at Broke Hall Playing Field | Internet payment 534 | | £ 320.00 | | PF&POS |
| 25/01/2022 | Mrs S Stannard | Stationary for office | Internet payment 537 | | £ 15.73 | | Admin |
| 25/01/2022 | Mrs S Jenkins | Defibrillator pads | Internet payment 538 | £ 139.14 | £ 115.95 | £ 23.19 | PF&POS |
| 25/01/2022 | Net salaries paid after - PAYE, NI & Pension - January 2022 | | Internet payment 542, 543 | | £ 3,046.21 | | |
| 25/01/2022 | Zurich town, parish, insurer trust account | Insurance premium 01/02/2022 -31/01/2023 | Internet payment 541 | | £ 1273.35 | | Admin |
| 28/01/2022 | Nest | Pension contributions - January 2022 | D/D | | £ 189.03 | | Pension |
| 31/01/2022 | Mrs J Nicholls | Weekly checks in parish - January 2022 | Internet payment 545 | | £ 102.00 | | PF&POS |
| 31/01/2022 | Suffolk Assn of Local Councils | Planning training | Internet payment 539 | £ 30.00 | £ 25.00 | £ 5.00 | Admin |
| 31/01/2022 | Ipswich Borough Council | Greenways project - supply of material for fencing and project man | Internet payment 546 | £ 720.00 | £ 600.00 | £ 120.00 | PF&POS |
| 31/01/2022 | Mrs S Jenkins | No Smoking signs at bus shelters | Internet payment 547 | | £ 6.58 | | PF&POS |
| 31/01/2022 | Ben Miller (Acorn Trees) | Carry out tree works as recommended by tree report, fell Rowan tree and girt stumps, fell Oak sapling, reduce cherry tree, fell row Conifers - Woodbridge Road | Internet payment 548 | £ 1,740.00 | £ 1,450.00 | £ 290.00 | Misc |

CEMETERY EXPENDITURE

| Paid Date | Supplier | Item | Cheque No. | Cost inc. VAT | Cost exc. VAT | VAT | Category |
|------------|------------------------------|--|----------------------|---------------|---------------|---------|-------------|
| 06/01/2022 | Barclays Bank | Bank charges - 15 Nov - 12 Dec | | | £ 12.40 | | Admin |
| 05/01/2022 | SCL Landscape Management Ltd | Top soil and installation of two new timber posts at Lawn cemetery | Internet payment 529 | £ 492.00 | £ 410.00 | £ 82.00 | Maintenance |
| 16/01/2022 | Cooks Waste Kare | Skip exchange at Lawn Cemetery 04/01/2022 | Internet payment 535 | £ 182.40 | £ 152.00 | £ 30.40 | Maintenance |
| 16/01/2022 | Mr A Duncan | Service Order Forms -Wright, Barnes, Spalding, Beaumont | Internet payment 536 | | £ 80.00 | | Admin |
| 25/01/2022 | Cooks Waste Kare | Skip exchange 17/01/2022 at Lawn Cemetery | Internet payment 544 | £ 182.40 | £ 152.00 | £ 30.40 | Maintenance |
| 02/02/2022 | Mr A Duncan | Service Order Forms - A Hall | Internet payment 549 | | £ 20.00 | | Admin |

ALLOTMENT EXPENDITURE

| Paid Date | Supplier | Item | Cheque No. | Cost inc. VAT | Cost exc. VAT | VAT | Category |
|------------|------------------|----------------------------------|----------------------|---------------|---------------|---------|-------------|
| 05/01/2022 | SCL L/S MGT Ltd | Spreading fire pile as per quote | Internet payment 527 | £ 252.00 | £ 210.00 | £ 42.00 | Maintenance |
| 25/01/2022 | Cooks Waste Kare | Skip exchange 17/01/2022 | Internet payment 541 | £ 180.00 | £ 150.00 | £ 30.00 | Maintenance |

INCOME RECEIVED during January 2022

| | |
|---|-----------|
| General Account (grant, advertising income, Allotment deposit/ tenancies) | £389.30 |
| Business Base Rate Tracker | £0 |
| Cemetery Account | £2,510.88 |

ACCOUNT BALANCES AS AT 31 Jan 2022

| | |
|----------------------------|-------------|
| General Account | £230,677.79 |
| Business Base Rate Tracker | £54,506.43 |
| Cemetery Account | £93,113.68 |