



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the General Purposes & Finance Committee meeting held on 10th June 2021 at 7.30pm at the Village Hall

CHAIRMAN: Mr Driver

COMMITTEE MEMBERS PRESENT: Miss A Cracknell, Mrs M Brown, Mrs B Richardson-Todd, Mr P Richings, Mr K Driver, Mr B Ward, Mr J Westrup, Mr J Wright, Mr Whiting, Mr D Francis, Mr M Newton

APOLOGIES: Mr C Griggs (family commitment), Ms Evans (another commitment)

OTHER APOLOGIES: Cllr Hedgley, Mrs D McCallum, Mr S Lawson

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

ALSO PRESENT: 0 members of the public

1. ELECTION OF THE CHAIRMAN OF THE GENERAL PURPOSE AND FINANCE COMMITTEE

Mrs Richardson-Todd asked for nominations for Chairman of the General Purpose and Finance for the forthcoming year.

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

2. 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 Richings proposed acceptance of the apologies. Seconded by Mrs Richardson-Todd. Resolved with ALL in favour.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 8th April 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 Ward with ALL in favour. The minutes were duly signed by the Chairman.

4. 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.

5. PUBLIC PARTICIPATION

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

None

b. County Councillor Report

A county councillors report was not available. 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 not available for the meeting. Cllr Newton was available for questions but there were none.

Matters arising: None

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

Mr Whiting reported that the fencing along the footpath from Playford Road to The Street has not been dealt with appropriately and it is still dangerous. The Clerk informed Councillors that this has been reported. It was agreed that this will be reported again and if no reaction then it will be escalated to the County Councillor.

Mr Francis reported loose gravel along Gwendoline Close and pebbles/gravel along Bixley Drive at the entrance to Tower Lane. The Clerk to report to SCC.

Mr Wright reported that Mr Ross, Countryside Manager is leaving East Suffolk Council but he has contacted Greenways and will join Greenways as a volunteer. It was agreed that the Clerk will write to Mr Ross to thank him for his work in the parish and enquire about his replacement. If ESC is not replacing Mr Ross the Clerk will express the Parish Council's disappointment about this and ask that the post be kept.

Mr Wright reported on his progress with starting Community Speedwatch in the parish again.

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

There was no police attendance.

a. SNT Monthly Report and Tasking Priorities

A magazine covering the whole of Suffolk has replaced the SNT newsletters. The latest edition is available on the website.

b. PCSO Reports

The PCSO reports for the last month were made available prior to the meeting. Matters arising –

A long discussion following about the work of the PCSO in the parish. It was agreed that the Chairman and the Clerk, Mr Wright and Mr Whiting will meet the PCSO to discuss her role as PCSO in the parish. After the meeting with the PCSO if needed a meeting will be arranged with the PCSO and her manager to discuss any issues.

7. FINANCE MATTERS

c. To Note Expenditure Authorised under Delegated Powers

None

d. To Consider the Bank Reconciliation and Budget Monitoring for the Period Ending 31.05.21

The Clerk shared a bank reconciliation with Councillors and discussed the budget monitoring for the period ending May 2021 with Councillors. She explained the various figures and implications.

Mr Richings proposed that the bank reconciliation and budget monitoring be approved, seconded Mr Ward and resolved with ALL in favour.

e. Other Matters

Mr Richings made Councillors aware that the Parish Council has received an invoice for the Playford Road Traffic Calming Scheme as advised at the last meeting. It has been agreed with Suffolk County Council (finance team) that there are several issues and outstanding elements on the scheme and that this has to be addressed before the invoice will be paid. Awaiting feedback on issues raised and for completion of outstanding elements.

8. CEMETERY MATTERS

a. Update and Queries from Councillors

Mr Whiting asked when the next Cemetery Advisory Panel and walkabout will be held. The Assistant Clerk will arrange the next meeting in the next month or so. Mr Whiting also asked that netting for the skip at the cemetery be considered to stop rubbish blowing about in cemetery when the skip is full. Assistant Clerk to investigate.

b. To Consider and Approve Donation of Seat and Plaque at Lawn Cemetery

The Clerk informed Councillors that she had a request from Ms Austin that would like to donate a seat and plaque inscription at the Lawn Cemetery in memory of her dad that is buried at the cemetery. She has asked that one of the existing seats be moved and a new seat be installed in close proximity to her dad's grave. She is willing to pay to move the existing seat and install in the new location, purchase of a new seat and its installation and plaque for the new seat. A long discussion followed regarding the request, and it was pointed out by Mr Wright that another request for a seat was received about a year ago and that the Cemetery Panel agreed that there was no need for any additional seating at the cemetery. Mr Wright proposed that the request for an additional seat (and moving of an existing seat) be rejected as there is no need for additional seating at the cemetery. This was seconded by Mr Whiting. Resolved with ALL in favour.

c. Any Other Matters

None

9. NEWSLETTER AND WEB EDITORIAL BOARD REPORT

a. Update and Queries from Councillors

The Assistant Clerk advised that the summer newsletters will be distributed at the end of June/ beginning of July 2021. Councillors noted this.

b. To Consider and Agree Printing of Parish Newsletter

The Assistant Clerk advised Councillors that the price for printing of the newsletter has increased due to an increase in paper. The cost for printing a 12-page newsletter has increased from £528 to £598 and a 16-page newsletter from £679 to £758. Three quotes were sourced for the printing of the winter 2020 newsletter and even with the increase our current provider Suffolk Digital Print is still cheaper than the other two quotes that was sourced at the end 2020. The service from the company is very good and additional quotes were therefore not sourced this time.

Miss Cracknell proposed to accept the quote from Suffolk Digital Print for a 12-page newsletter at a cost of £598 and a 16-page newsletter at a cost of £758 for the 2021 newsletters. This was seconded by Mr Whiting. Resolved with ALL in favour.

10. TO CONSIDER AND APPROVE INSTALLATION OF REPLACEMENT NOTICEBOARD AT CHESTNUT POND

The Assistant Clerk advised Councillors that the noticeboard that was removed from Limes Pond can be re-used if the legs are replaced. Councillors expressed support for re-using of the noticeboard and installing it at Chestnut Pond (and removing and re-using the current metal one) at a Parish Amenities and Services meeting earlier this year. A wooden noticeboard is aesthetically more in character with the pond and surrounds than the current metal one. The perspex on the current metal noticeboard needs replacing and then this can be re-used again. SCL quoted £285 + VAT for replacing the legs of the wooden noticeboard in storage, removal of the metal noticeboard at Chestnut Pond and keeping it in storage for re-use and installation of the wooden noticeboard (in storage). Other quotes were not sourced as a similar exercise regarding installation of noticeboards were recently considered and SCL were the best option.

Miss Cracknell proposed that SCL Landscape Management Ltd be appointed at a cost of £285 + VAT to replace the legs of the wooden noticeboard in storage, removal of the metal noticeboard at Chestnut Pond and keeping it in storage for re-use and installation of the wooden noticeboard (in storage) at Chestnut Pond. This was seconded by Mr Whiting. Resolved with a MAJORITY in favour.

11. GENERAL PARISH MATTERS AND CORRESPONDENCE

a. To Note Matters Since Publication of Agenda

None

d. Dates to Note

Thursday 8th July, Parish Council meeting at 7.30pm at Village Hall

Monday 12th July, Kesgrave, Rushmere, Martlesham, Calford & Fynn Valley Community Partnership Meeting at 2pm via Zoom

Thursday 15th July, Parish Amenities and Services meeting at 7.30 at Tower Hall

Thursday 15th July, Woodbridge and District ASB meeting, 10.30-13 via Teams

Tuesday 29th July, SALC AGM, 7pm via Zoom

12. DETERMINATION OF ITEMS FOR FUTURE AGENDA

SIDs – Parish Amenities and Services Committee

Community Speedwatch - Parish Amenities and Services Committee

13. CLOSE OF MEETING

The Chairman closed the meeting at 20.41pm.

---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 5th May 2021

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
03/05/2021	Mrs S Stannard	Subscription to Standard Pro Zoom until 28/04/2021 - 27/04/2022	Internet payment 354	£ 287.67	£ 239.72	£ 47.95	Admin
03/05/2021	JEP Business Services	Noticeboard and letter rounds - April 2021	Internet payment 355		£ 42.00		S142
03/05/2021	Mr J Nicholls	Weekly inspections/ litter pick; Painting of swings Broke Hall and Kelvedon; Fix litter bins; Remove graffiti around parish	Internet payment 356		£ 270		PF&POS
11/05/2021	Mrs S Jenkins	No Fishing Signs - Chestnut Pond	Internet payment 358		£ 2.52		Pond
11/05/2021	Cloudflex Systems	Supply of Office 365 Subscriptions	Internet payment 359	£ 421.68	£ 351.40	£ 70.28	Admin
11/05/2021	Acom Trees - Ben Miller	Fell Monterey Cypress tree	Internet payment 360	£ 1,176.00	£ 980.00	£ 196.00	Pond
11/05/2021	Parish Halls - Rushmere St Andrew	Hire of Tower Hall Committee Room - Parish Office Jan - Jun 2021	Internet payment 361		£ 1,996.50		Hire
19/05/2021	Evolve Business Solution	Bizhub C257i colour MFD	Internet payment 365	£ 2,588.40	£ 2,157.00	£ 431.40	Admin
19/05/2021	Heelis & Lodge	Internal Audit for the year ended 31 March 2021	Internet payment 366		£ 280.00		Admin
27/05/2021	Net salaries paid after PAYE, NI & Pension - May 2021		Internet payment 367 & 368		£ 2,788.09		Salary
29/05/2021	Nest	Pension contributions - May 2021	D/D		£ 160.82		Pension
27/05/2021	SCL Landscape Management Ltd	Maintenance - ponds - April 2021	Internet payment 369	£ 144.00	£ 120.00	£ 24.00	Pond
27/05/2021	SCL Landscape Management Ltd	Maintenance - play areas - April 2021	Internet payment 371	£ 343.80	£ 286.50	£ 57.30	PF&POS
27/05/2021	Suffolk Police and Crime Commissioner	Fully funded PCSO as per SLA 01/04/21 - 30/09/21	Internet payment 372		£ 4,513.46		Crime
27/05/2021	Mr J Nicholls	Graffiti remover - doggie bin, etc	Internet payment 373		£ 29.67		PF&POS

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
03/05/2021	Mr A Duncan	Service Order Forms - E Barnes	Internet payment 357		£ 20.00		Admin
11/05/2021	Cooks Waste Kare	Skip exchange - 30/04/21	Internet payment 362	£ 180.00	£ 150.00	£ 30.00	Maintenance
11/05/2021	Cooks Waste Kare	Skip exchange - 07/05/2021	Internet payment 363	£ 180.00	£ 150.00	£ 30.00	Maintenance
11/05/2021	TownsWebArchiving	Annual payment in relation to backup of digitised cemetery records	Internet payment 364	£ 134.90	£ 112.42	£ 22.48	Admin
27/05/2021	Cooks Waste Kare	Skip exchange at Lawn Cemetery - 20/05/21	Internet payment 374	£ 180.00	£ 150.00	£ 30.00	Maintenance
27/05/2021	SCL Landscape Manager	Maintenance; top soil & levelling of graves at lawn cemetery	Internet payment 375	£ 1,914.60	£ 1,595.50	£ 319.10	Maintenance
27/05/2021	Mr A Duncan	Cemetery order forms - Pilcher, Clarke	Internet payment 376		£ 40.00		Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
27/05/2021	SCL L/S MGT Ltd	Maintenance at Allotments - April 2021	Internet payment 370	£ 212.40	£ 177.00	£ 35.40	Maintenance

INCOME RECEIVED during May 2021

General Account (Tax Claim, allotment deposit & payments)	£9,517.20
Business Base Rate Tracker	£0
Cemetery Account	£1,261.13

ACCOUNT BALANCES AS AT 31 May 2021

General Account	£239,039.82
Business Base Rate Tracker	£54,502.35
Cemetery Account	£79,553.19