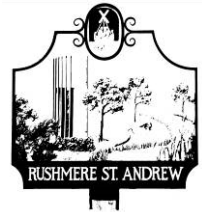




Rushmere St. Andrew Parish Council

www.rushmerestandrew.onesuffolk.net

"Seek The Common Good"



Minutes of the General Purposes & Finance Committee meeting held on 10th December 2020 at 7pm Zoom meeting

CHAIRMAN: Mrs B Richardson-Todd

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

APOLOGIES: None

OTHER APOLOGIES: Cllr C Hedgley (another commitment), Cllr T Fryatt (another commitment)

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

ALSO PRESENT: 0 member of the public, Cllr R Whiting

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

The Chairman 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.

No apologies received. All Councillors present (Ms Evans joined late).

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 13rd February 2020

The Chairman reminded Councillors to note the list of cheques issued.

Miss Cracknell proposed acceptance of the minutes with the following amendment:

Item 4d – amend Nr to No.

Seconded by Mr Francis with ALL in favour. The minutes were duly signed by the Chairman.

3. 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.

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 distributed with the agenda for the meeting.

Matters Arising – Mr Whiting updated Councillors on the Bixley Lane claim to be added to the Definitive Map as a Public Right of Way and plans regarding the improvements planned at Foxhall Road dump for the following financial year.

c. District Councillor Report

A written report from Cllrs Hedgley and Fryatt was distributed at the meeting.

Matters arising: None

[Ms Evans joined]

Mrs Richardson-Todd thanked Mr Whiting and Mr Hedgley for their reports.

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

Mr Francis informed Councillors that he was contacted by a group that wanted to plant a tree in Rushmere St Andrew parish. Mr Francis spoke to Mr Wright, the Tree Warden about this. Several councillors suggested locations where trees can be planted in the Parish. This item will be discussed at the next Parish Services and Amenities Committee Meeting in January 2021.

Mrs Richardson-Todd informed Councillors that she contacted the Clerk about broken posts at the access to the Little Commons. Clerk to report. She also enquired about 30mph signs at Playford Road. A discussion followed about this and it was agreed that Mr Whiting will follow this up with Suffolk County Council.

Mr Whiting reported vandalism along Playford Road.

5. 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.

Matters arising – None.

b. PCSO Reports

The PCSO reports for January were distributed at the meeting. Mr Richings pointed out that some of the areas in the Australia Estate was included in the Rushmere St Andrew parish crime figures. Clerk to discuss with PCSO.

c. Other Police Matters
None

6. FINANCE MATTERS

a. To Note Expenditure Authorised under Delegated Powers

The Clerk informed Councillors that expenditure was authorised for SCL Landscape Management Ltd to remove gravel from under the picnic bench and from Play Equipment at Broke Hall Playing Field for £40 plus VAT on safety grounds. Councillors noted this.

b. To Consider the Bank Reconciliation and Budget Monitoring for the Period Ending 30.11.20

The Clerk distributed a bank reconciliation and budget monitoring sheet for November 2020. She explained the various figures.

Mr Richings proposed that the bank reconciliation and budget monitoring sheet for November 2020 be approved; seconded by Mr Wright and resolved with ALL in favour.

c. To Note Response from PWLB Regarding Loan Repayment

The Clerk reported that if the Parish Council were to continue paying the remaining seven half yearly repayments the total amount to repay would be £74,657.76. If the Parish Council made a full early repayment of the outstanding PWLB loan it is estimated that the total settlement will be £74,858.54. It would therefore cost the Parish Council £200.67 more to make an early repayment of the current PWLB loan. When a loan is settled early, a calculation is made to compare current interest rates at which the PWLB might re-lend the amount repaid over the remainder of the original period of the loan, and the rate of interest that it would have received had the original loan continued to maturity. Where the PWLB's current interest rate is higher, a discount is calculated and where the rate is lower a premium is calculated. In this case, a Premium of £6,817.86 is payable.

Councillors noted this.

Item d and e was considered together.

d. To Consider the GP&F Committee Budget 2021/22; and

e. To Recommend to the PC a Council Budget & Precept for 2021/22

The Clerk made a draft copy of a proposed GP&F budget available that laid out a suggested expenditure (after allowance for income) of £102,332 for 2021/22, an increase of £9,450 on the current year. The Clerk then made a draft copy of the Parish Council budget available to Councillors.

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 that we receive from East Suffolk Council. 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 advised by East Suffolk Council. A discussion followed about the GP&F budget and the Parish Council budget.

Mr Richings proposed that the given this uncertainty regarding the final tax base figures the GP&F Committee recommended a 0% precept increase to the Parish Council meeting in January 2021, seconded by Mr Wright. Resolved with MAJORITY in favour.

e. Other Matters

The Clerk reported that the Parish Council received the External Audit report. No issues were raised. The report will be considered at the Parish Council meeting in January 2021.

7. CEMETERY MATTERS

a. To Approve the Cemetery Fees for 2021/22 Recommended by the Cemetery Panel

The Clerk reported that the Cemetery Management Advisory Panel recommended that there is no increase to Cemetery Fees and that the fees remain the same for 2021 with a comprehensive review of fee for 2022.

Miss Cracknell proposed no increase to Cemetery fees for 2021 and a comprehensive review of fees for 2022, seconded by Mr Griggs and agreed by ALL.

b. Queries from Councillors and Any Other Matters

None

8. NEWSLETTER AND WEB EDITORIAL BOARD REPORT

a. Update Regarding Winter 2020 Newsletter

The Clerk reported that the newsletters have been distributed. Mrs Bridger has not received a copy. Clerk/ Assistant Clerk will query with distributors.

Councillors thanked Mrs Jenkins for her work on the newsletter.

b. Queries from Councillors and Any Other Matters

None

9. GENERAL PARISH MATTERS AND CORRESPONDENCE

a. To Consider and Approve Rubbish Bin (with flaps) at Broke Hall Playing Field

The Clerk reported that PA&S approved that an extra rubbish bin be installed at Broke Hall Playing Field but recommended that adding flaps to the bin be considered. A rubbish bin would cost £225 + VAT and adding flaps to the bin would cost £300 + VAT.

Mrs Brown proposed that a rubbish bin with flaps at a cost of £300 + VAT be installed at Broke Hall Playing Field. Seconded by Mr Wright with MAJORITY in favour.

b. Parish Walks

Mrs Richardson-Todd informed Councillors that she thinks it would be beneficial to organise parish walks and look at publishing information on walks around the parish. This will be considered by the Parish Amenities and Services Committee.

c. To Note Matters Since Publication of Agenda

The Clerk informed Councillors that the Parish Council has been notified of the temporary closure on a public right of way. This is Rushmere St Andrew Footpath 23 from Woodbridge Road, Rushmere St Andrew for 40 metres northbound. The reason for the closure is in the interest of public safety to enable UK Power Networks to carry out electrical works. The footpath will be closed from 15/02/2021 to 18/02/2021. The alternative route identified is Woodbridge Road to Bent Lane, Rushmere St Andrew and vice versa.

The Clerk reported that she received correspondence from Mr David Last, Definitive Map Officer at Suffolk County Council. He has prepared a draft report that will be presented to the Rights of Way Committee in February recommending that a modification order be made under section 53(3)(b) of the Wildlife and Countryside Act 1981, to add a public footpath (Bixley Lane) to the definitive map.

The Clerk reported that East Suffolk District Council has commissioned a leisure strategy comprising open space, outdoor sports facilities and indoor built facilities assessments in East Suffolk. This will in turn then result in the production of an Open Space Strategy, Playing Pitch Strategy and Indoor Built Facilities Strategy. The Study will examine the quality and distribution and use of open space across East Suffolk District Council. The Parish Council has been asked to participate in the study.

d. Dates to Note

Thursday 17th December, P&D Committee Meeting at 7pm via Zoom

Thursday 14th January, PC Meeting at 7pm via Zoom

10. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None.

11. CLOSE OF MEETING

The Chairman closed the meeting at 20.30pm.

---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 12th November 2020

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
02/12/2020	JEP Business Services	Noticeboard & Letter Rounds November 2020		Internet payment 258	£ 63.00		S142
02/12/2020	Ipswich Borough Council	Greenways - Annual Maintenance work at Mill Stream and Sandlin		Internet payment 259	£ 4,362.00	£ 3,635.00	PF&POS
02/12/2020	Ipswich Borough Council	Greenways - Annual Clearance of Access Corridors and Litter Rem		Internet payment 260	£ 228.00	£ 190.00	PF&POS
02/12/2020	Mr Jim Nicholls	Parish Caretaker -weekly inspections Nov 2020, painting of white li		Internet payment 261	£ 301.68		Litter
07/12/2020	Barclays Bank	Bank charges - 13 Oct - 12 Nov			£ 18.10		Admin
16/12/2020	Mrs S Jenkins	Parish Mobile - Data Dec & Jan 2020		Internet payment 264	£ 10.00		Admin
16/12/2020	Steve Smith Electrical Contractors Ltd	Installation of defibrillator at Village Wall		Internet payment 265	£ 264.00	£ 220.00	Misc
16/12/2020	SCL Landscape Management Ltd	Installation of fence at Beech Road Passageway		Internet payment 266	£ 2,040.00	£ 1,700.00	PF&POS
16/12/2020	SCL Landscape Management Ltd	Maintenance Ponds November 2020		Internet payment 267	£ 72.00	£ 60.00	Pond
16/12/2020	SCL Landscape Management Ltd	Maintenance Play Areas November 2020		Internet payment 268	£ 366.00	£ 305.00	PF&POS
16/12/2020	Ipswich Borough Council	Greenways: Maintenance of hedge/ wildflower area Beacon Project		Internet payment 271	£ 132.00	£ 110.00	PF&POS
16/12/2020	Ipswich Borough Council	Greenways: Maintenance at Limes Pond including tree felling, pond weed removal and enhancements		Internet payment 272	£ 702.00	£ 585.00	PF&POS
20/12/2020	Net salaries after Tax, NI & Pension	Salary - December 2020		Internet payment 273, 274		2784.49	
20/12/2020	HMRC	Tax and NI - Oct, Nov, Dec 2020		Internet payment 275		£ 2,620.75	PAYE
30/12/2020	Nest	Pension contributions - employer & employee - December 2020		D/D		£ 160.82	Pension
30/12/2020	Fullrays Leaflet Distribution	Newsletter distribution		Internet payment 277		215.6	S142
30/12/2020	Jim Nicholls	Parish Caretaker - weekly inspections Dec 2020		Internet payment 278		£ 87.50	Litter
30/12/2020	JEP Business Services	Noticeboard & Letter Rounds December 2020		Internet payment 279		£ 42.00	S142

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
02/12/2020	Suffolk Coastal Norse	Four extra cuts at closed churchyard St Andrews		Internet payment 263	£ 578.40	£ 482.00	Maintenance
07/12/2020	Barclays Bank	Bank charges 13 Oct - 12 Nov			£ 10.10		Admin
16/12/2020	Mr A Duncan	Service Order forms (Garnham)		Cheque No 1306	£ 20.00		Admin
16/12/2020	Mr A Duncan	Service Order forms (Reason, Sporkle)		Cheque No 1308	£ 40.00		Admin
16/12/2020	Mr A Duncan	Service Order forms (Blaxell)		Cheque No 1309	£ 20.00		Admin
16/12/2020	SCL Landscape Manager	Maintenance of Cemetery - November 2020		Internet payment 270	£ 476.40	£ 397.00	Maintenance
18/12/2020	Anglian Water	Water charges		D/D		£ 24.41	Metered Water

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
07/12/2020	Mr J A Squirrel	Clearance of Plot 5		Internet payment 262	£ 45.00		Maintenance
16/12/2020	SCL Landscape Mar	Maintenance at Allotments - Nov 2020		Internet payment 269	£ 106.20	£ 88.50	Maintenance
18/12/2020	Anglian Water	Water charges		D/D		£ 251.75	Maintenance
30/12/2020	Green Gem Gardenii	Clearance of Plot 6C		Internet payment 276		£ 40.00	Maintenance

INCOME RECEIVED during December 2020

General Account (grant for picnic benches)	£497.41
Business Base Rate Tracker	£5,475.82
Cemetery Account	£1.36

ACCOUNT BALANCES AS AT 31 December 2020

General Account	£215,337.90
Business Base Rate Tracker	£54,599.99
Cemetery Account	£67,281.08