



# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



## Minutes of the General Purposes & Finance Committee meeting held on 11<sup>th</sup> February 2021 at 7pm via Zoom

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CHAIRMAN:	Mr P Richings
COMMITTEE MEMBERS PRESENT:	Mrs A Bridger, Mrs M Brown, Ms C Evans, Mr M Newton, Mrs Richardson-Todd, Mr P Richings, Mr K Driver, Mr B Ward, Mr J Westrup, Mr J Wright
APOLOGIES:	Miss A Cracknell (unable to join virtual meeting), Mr C Griggs (another commitment), Mr D Francis (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:	0 member of the public, Cllr R Whiting

Mrs Richardson-Todd was unable to chair the General Purpose and Finance Meeting as a result of technical difficulties with her laptop. Mr Wright proposed that the Chairman of the Council, Mr Richings chair the meeting. Seconded by Mrs Brown. Resolved with ALL in favour.

### 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 from Miss Cracknell, Mr Griggs and Mr Francis. Mr Newton 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 10<sup>th</sup> December 2020

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

Mr Newton proposed acceptance of the minutes with the following amendment:

Time of the meeting – amend to 7pm.

Seconded by Mrs Bridger 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.

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 Richings asked about the progress with the Playford Road Traffic Calming Scheme, Consultation regarding the speed limit on Foxhall Road and proposed improvements in the cycleway strategy and how this would impact on the Rushmere Commons. Mr Driver/ Ms Evans indicated that the Commoners voted against a bridleway through the Commons and that improvements have instead been made to footpaths along Woodbridge Road. Mr Whiting promised to keep the Parish Council updated regarding cycleways that may affect the parish.

##### **c. District Councillor Report**

No report received from Cllrs Hedgley or Fryatt.

Matters arising: Mr Newton talked about bin collections and green waste bin collections that has been suspended temporarily. A discussion followed regarding making information accessible to residents and reimbursing residents for green bin collections that were missed.

Mr Richings thanked Mr Whiting for his report.

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

Mr Wright made Councillors aware of the consultation regarding the A12 improvements at Seven Hills.

Mrs Bridger asked that the footpath at the Church along The Street be considered. It was agreed that this would be referred to the Parish Amenities and Services Committee.

#### **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.

##### **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 a tree that had fallen over at the allotments for £40 plus VAT on safety grounds. Councillors noted this.

### **b. To Consider the Bank Reconciliation and Budget Monitoring for the Period Ending 31.01.21**

The Clerk distributed a bank reconciliation and budget monitoring sheet for January 2021. She explained the various figures.

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

### **c. To Consider Charity Donation Requests for 2020/21**

The Clerk reported that there was currently £1,000 in the charity budget left to allocate in the 2020/21 financial year. Subsequent requests for charity donations were received from:-

- Disability Advice Service;
- Headway Suffolk; and
- MIE

Mr Wright suggested that donations for Kesgrave Library and EACH also be considered by councillors.

Councillors debated the merits of supporting each of the organisations and the benefits that the organisations have to local residents. Mr Wright proposed that £200 be allocated to Disability Advice Service, £200 be allocated to Headway Suffolk, £200 to MIE, £200 be allocated to Kesgrave Library and £200 be allocated to EACH. Mrs Bridger seconded the proposal. Resolved with ALL in favour.

It was agreed that the amount available for charity donations and the charity donations policy be reviewed at a future parish council meeting.

### **d. Other Matters**

None

## **7. CEMETERY MATTERS**

### **a. Queries from Councillors and Any Other Matters**

None

## **8. NEWSLETTER AND WEB EDITORIAL BOARD REPORT**

### **a. Queries from Councillors and Any Other Matters**

Mrs Jenkins informed Councillors that the copy deadlines for the Summer newsletter will be in May and that the Newsletter will be distributed in July. An article on Quiet Lanes will be included in the next InTouch edition.

## **9. NEIGHBOURHOOD PLAN AND QUIET LANES**

### **a. To Consider and Approve Publishing, Printing and Distribution of Leaflet**

Mr Whiting provided background to the public consultation process that will be followed for the Neighbourhood Plan given the COVID pandemic.

The Clerk informed Councillors that a quotation was sourced for publishing of the feedback leaflet from Places4People for £200 + VAT. Places4People have all the information and knowledge on the results of the questionnaire and therefore no other quotations were sourced. The leaflet falls outside the scope of their current appointment for the support and drafting of the Rushmere St Andrew Neighbourhood Plan.

The Clerk informed Councillors that Suffolk Digital Print & Design, Print 4 U Limited and MBE were asked for quotations. Suffolk Digital Print & Design quoted £394.00 + VAT and Print 4 U Limited quoted £494 + VAT for printing of 2750 copies of the leaflet (A4, 8 pages, colour process and coat, fold stitch and pack). A quotation was not received from MBE.

The Clerk informed Councillors that quotes were asked from Fullrays Distribution and D2dleafleting. Fullrays quoted £120 per 1000 = £360 and D2dleafleting quoted £315 + VAT. However, there is a very tight timescale for delivering the leaflets and Fullrays have provided a very good service to the Parish Council with the delivery of the parish newsletters and they are familiar with the parish, therefore it is recommended to appoint Fullrays for the distribution of the leaflet.

Mr Richings proposed that Places4People be appointed at £200 + VAT for publishing of the feedback leaflet; Suffolk Digital Print & Design be appointed at £394 + VAT for printing of 2750 copies of the leaflet; and Fullrays Distributors at £360 + VAT for the distribution of 2750 leaflets in the parish. Seconded by Mr Wright. Resolved with ALL in favour.

**b. To Consider and Approve Distribution of Letter for Designation of Quiet Lanes**

The Clerk informed Councillors that Fullrays Distribution provided a quotation for the distribution of the quiet lanes letter to neighbouring properties/ businesses along Tuddenham Lane, Lamberts Lane, Seven Cottages Lane and Playford Lane (65 properties/ businesses) at £30 + VAT. Other quotes were not sourced as like with the neighbourhood plan leaflets there is a very tight timescale for delivering the leaflets and Fullrays have provided a very good service to the Parish Council with the delivery of the parish newsletters and they familiar with the parish.

Mr Wright proposed that Fullrays Distribution be appointed at £30 + VAT for the delivery of 65 letters along Tuddenham Lane, Lamberts Lane, Seven Cottages Lane and Playford Lane. Seconded by Mr Richings. Resolved with ALL in favour.

## **10. GENERAL PARISH MATTERS AND CORRESPONDENCE**

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

The Clerk reported that the Definitive Map Officer at Suffolk County Council advised you that the Development and Regulation Committee decided to accept the Parish Council's claim to include Bixley Lane as a Public Right of Way on the Definitive Map. A Modification Order will be made and advertised in due course and a copy will be served on the Parish Council. Councillors noted this.

The Assistant Clerk reported that correspondence had been received regarding signs or double yellow lines along Playford Lane to restrict parking. Discussion followed about the Parish Council's efforts in the past to restrict parking and that these types of requests were not progressed by SCC/ ESC. Mrs Jenkins to advise that Parish Council unable to assist with this at present.

**d. Dates to Note**

Tuesday 16<sup>th</sup> February, NPWG Meeting at 7pm via Zoom

Tuesday 2<sup>nd</sup> March, NPWG Meeting at 7pm via Zoom

Wednesday 3<sup>rd</sup> March, P&D at 7pm via Zoom

Monday 8<sup>th</sup> March, Quiet Lanes at 7pm via Zoom

Thursday 11<sup>th</sup> March, PC Meeting at 7pm via Zoom

Thursday 18<sup>th</sup> March, PA&S Meeting at 7pm via Zoom

**11. DETERMINATION OF ITEMS FOR FUTURE AGENDA**

Charity Donation budget & Donations Policy

Footpath, The Street – PA&S Committee

**12. CLOSE OF MEETING**

The Chairman closed the meeting at 20.32pm.

---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> January 2021

### 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 PAYE, NI & Pension	Salaries January 2021		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 (Davey)		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 Management Ltd	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 Management Ltd	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 (grant for Broke Hall path, interest, allotment deposit)	£4068.39
Business Base Rate Tracker	£0
Cemetery Account	£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