



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the General Purposes & Finance Committee meeting held on 12th August 2021 at 7.30pm at the Tower 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 M Newton, Ms C Evans

APOLOGIES: Mr D Francis (unwell), Mr C Griggs (family commitment)

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

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. Mr Wright proposed acceptance of the apologies. Seconded by Mr Ward. Resolved with ALL in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 10th June 2021

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

Miss Cracknell proposed acceptance of the minutes without any amendments. This was seconded by Mrs Richardson-Todd 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 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

Raise issues with Cllr Lawson – hedge along Playford Road, overgrown footpaths and weeds in gutters.

c. District Councillor Report

A district councillors report was distributed prior to the meeting. Apologies were received from Cllr Hedgley that was unable to attend the meeting. Cllr Newton was available for questions but there were none.

Matters arising:

Mr Whiting proposed that the Clerk and Mr Driver write to Councillor Mallinder to object to the approach regarding food waste collections and ask to reconsider their approach. Copies will be sent to Cllrs Newton and Hedgley. Seconded by Mr Richings. Resolved with ALL in favour.

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

Mr Whiting informed councillors about re-starting the Community Speedwatch Initiative in the parish.

Mr Richings reported back on the meeting held with Chater Land Holdings regarding the bus stop opposite One Stop Shop.

6. 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 – None. Mr Driver thanked the PCSO for her reports.

7. FINANCE MATTERS

b. To Note Expenditure Authorised under Delegated Powers

The Clerk informed Councillors that expenditure was authorised for:

(1) Suffolk Coastal Norse to supply and install a replacement bin along Bixley Drive opposite Lings Motorcycle shop for £245 plus VAT on environmental grounds. The bin is broken and cannot be repaired and the rubbish is spilling out of the bin. Councillors noted this.

(2) Cooks Waste Kare for the supply of a net to cover the skip at the Lawn Cemetery for £2.00 + VAT per skip exchange on environmental grounds. When the skip gets full the rubbish blows all over the cemetery and the net stops this. Councillors noted this.

c. To Consider the Bank Reconciliation and Budget Monitoring for the Period Ending 31.07.21

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

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

d. Other Matters

The Clerk provided an update of the meeting held with Cllr Lawson regarding Playford Road Traffic Calming Scheme referred to in his Councillors Report. The Design Engineer at Suffolk County Council has confirmed that the commercial team has obtained approval to undertake works for the connection of the electrical works. The proposed works are to be undertaken w/c 23rd August. He also had a meeting with Keir's Site Manager and their contractor on 12/08/21 to discuss the condition of the works and to resolve the outstanding works.

8. CEMETERY MATTERS

a. Update and Queries from Councillors

Issues with cutting of grass at closed churchyard behind St Andrews Church were discussed. Clerk to follow up on the progress on the wall at the closed churchyard. Clerk to remind Parish Handyman/maintenance contractors, Cooks Waste Kare and Registrar of Burials to add net if it is not on the skip.

c. To Consider and Approval Rental of Net for Skip at Cemetery

The Clerk advised that when the skip at the cemetery is full the rubbish blows about in the cemetery. The Chairman and Clerk gave delegated authority to order a net with the skip at a cost of £2 per skip on top of the charge to exchange skip in the interim period until this can be considered by the GP&F Committee. The cost for ordering a net with a skip at the Lawn Cemetery is £2 + VAT on top of the charge to exchange the skip. The Parish Council has an account with Cooks Waste Kare and have recently compared services and prices and Cooks Waste Kare were rated the best.

Mr Newton proposed that a net be ordered from Cooks Waste Kare Ltd when a skip is exchanged at the Lawn cemetery at a cost of £2 plus VAT. Seconded by Mr Ward. Resolved with ALL in favour.

c. Any Other Matters

None

9. NEWSLETTER AND WEB EDITORIAL BOARD REPORT

a. Update and Queries from Councillors

It was agreed that an article will be included in the winter newsletter about the works to the wall at the closed churchyard.

b. Any Other Matters

None

10. REVIEW ACCESSIBILITY OF INFORMATION FOR COUNCILLORS AND PUBLIC

The Clerk advised that she recently had a conversation with the Vice-Chairman of Parish Halls Rushmere St Andrew. They seem to have similar problems with not being able to view the screens at the back of the halls and there is several options to increase the size of the screens. The purpose of this item on the agenda is to check whether the Parish Council would like to work jointly with Parish Halls on this to consider the options, costs and funding available.

It was agreed that the officers and Mr Driver will consider options for upgrading screens at the halls and IT requirements identified in questionnaires completed by Councillors.

11. GENERAL PARISH MATTERS AND CORRESPONDENCE

a. To Note Matters Since Publication of Agenda

The Clerk advised that the Chairman received a letter from a resident about cars parking at bus stop in Broadlands Way opposite One Stop Shop. The Chairman and the Clerk met with landowner, Mr Guy Chater from Chater Land Holdings Ltd to discuss the matter. He has given permission that a sign be erected on this side of the road in the short term until the road is adopted and then a more suitable solution will be considered. Clerk to submit request to Suffolk County Council.

The Clerk advised that Locality Grant funding has been approved for the next phase of the Neighbourhood Plan for £1,482. This would cover the cost of consultation on the draft Neighbourhood Plan. Councillors noted this.

The Clerk advised that she received an email about speeding along Arundel Way and a request for a speed camera on this road alongside the speed detection gun. PCSO was also contacted by resident. Refer to Councillor Wright as part of community speed watch initiative.

The Clerk advised that a resident complained about several issues, including flooding 30 years ago in The Street, the bollards at Chestnut Pond, dead tree in The Street, Community Speed Watch, grass at Chestnut Pond, Public Participation in Council Meetings, and Playford Lane sign that was removed in The Street, community speed watch and quiet lanes. He also asked that footpaths be defined more clearly. The Parish Council have responded to the resident about the issues on a previous occasions. Councillors noted this.

d. Dates to Note

Sandlings & Mill Stream LNR Walkabout, Monday 16th August at 10am at the Tower Hall car park

Planning and Development Committee Meeting, Tuesday 17th August at 7.30pm at Tower Hall.

Cemetery Panel Meeting, Thursday 2nd September 2021 at 6.30pm walkabout followed by meeting at Tower Hall

Parish Council Meeting, Thursday 9th September 2021 at 7.30pm at Village Hall.

Parish Amenities and Services Committee, Thursday 16th September 2021 at 7.30pm at Tower Hall.

Allotment Panel Meeting, Tuesday 14th September 6.30pm walkabout followed by meeting at Village Hall

Neighbourhood Plan Drop-In Session, Saturday 18th September at Village Hall, 2.30pm – 6.30pm

Neighbourhood Plan Drop-In Session, Tuesday 28th September at Tower Hall, 2.30pm – 6.30pm

Newsletter Panel Meeting Thursday 21th October at 7pm at Tower Hall

12. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

13. CLOSE OF MEETING

The Chairman closed the meeting at 8.33 pm.

---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 8th July 2021

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
09/07/2021	JEP Business Services	Noticeboard & letter rounds - June 2021		Internet payment 392	£ 63.00		S142
09/07/2021	Mr J Nicholls	Weekly checks, removal of graffiti, resolved flooding at cemetery, benches cleaned, removal of oak tree branch at Broke Hall		Internet payment 393	£ 135.00		Litter
09/07/2021	Suffolk Digital Print & Design	Print of summer newsletter 2021		Internet payment 394	£ 598.00		S142
09/07/2021	Eastern Play Services Ltd	Inspections play areas in parish		Internet payment 395	£ 205.00	£ 41.00	PF&POS
09/07/2021	SCL Landscape Management Ltd	Maintenance at Play areas - May 2021		Internet payment 396	£ 433.00	£ 86.60	PF&POS
09/07/2021	SCL Landscape Management Ltd	Maintenance of Ponds - May 2021		Internet payment 399	£ 120.00	£ 24.00	Pond
26/07/2021	Net Salaries paid after PAYE, NI & Pension - July 2021			Internet payment 401 & 402	£ 2,788.09		Salary
26/07/2021	SCL Landscape Management Ltd	Maintenance Ponds - June 2021		Internet payment 403	£ 120.00	£ 24.00	Pond
26/07/2021	SCL Landscape Management Ltd	Maintenance Play Areas - June 2021		Internet payment 404	£ 484.00	£ 96.80	PF&POS
26/07/2021	Mr J Nicholls	Concrete to fix bin in Bladen Drive		Internet payment 405	£ 15.00		PF&POS
26/07/2021	Mrs S Stannard	Paper, Rubbish bags		Internet payment 413	£ 9.20		Admin

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
09/07/2021	SCL Landscape Manager	Maintenance; levelling of graves at lawn cemetery		Internet payment 400	£ 680.40	£ 567.00	£ 113.40 Maintenance
26/07/2021	SCL Landscape Manager	Maintenance cemetery - June 2021		Internet payment 408	£ 640.80	£ 534.00	£ 106.80 Maintenance
26/07/2021	Cooks Waste Kare	Skip exchange at Lawn Cemetery - 26/06/21		Internet payment 409	£ 180.00	£ 150.00	£ 30.00 Maintenance
26/07/2021	Cooks Waste Kare	Skip exchange at Lawn Cemetery - 01/07/21		Internet payment 410	£ 180.00	£ 150.00	£ 30.00 Maintenance
26/07/2021	Cooks Waste Kare	Skip exchange at Lawn Cemetery - 15/07/21		Internet payment 411	£ 182.40	£ 152.00	£ 30.40 Maintenance
26/07/2021	Mrs S Stannard	Parking to pay in cheques		Internet payment 412	£ 1.70		Admin
26/07/2021	Mr A Duncan	Cemetery Order Forms - P Mayhew; A Hutchins		Internet payment 414	£ 40.00		Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
09/07/2021	SCL L/S MGT Ltd	Filling in of potholes and worn areas on trac		Internet payment 397	£ 174.00	£ 145.00	£ 29.00 Maintenance
09/07/2021	SCL L/S MGT Ltd	Maintenance at Allotments - April 2021		Internet payment 398	£ 212.40	£ 177.00	£ 35.40 Maintenance
26/07/2021	SCL L/S MGT Ltd	Maintenance at allotments - June 2021		Internet payment 406	£ 257.40	£ 214.50	£ 42.90 Maintenance
26/07/2021	SCL L/S MGT Ltd	Replace fencing posts as per contract		Internet payment 407	£ 282.00	£ 235.00	£ 47.00 Maintenance

INCOME RECEIVED during 31 July 2021

General Account (Locality Grant, Advertising income, Allotment deposit)	£1,947.90
Business Base Rate Tracker	£0
Cemetery Account	£3,320.74

ACCOUNT BALANCES AS AT 31 July 2021

General Account	£228,848.30
Business Base Rate Tracker	£54,503.71
Cemetery Account	£86,544.62