



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the General Purposes & Finance Committee meeting held on 13th February 2020 at TOWER HALL, at 7.30pm

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, Mrs S Todd, 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: 1 members 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, all councillors present.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 3rd December 2019

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

Mr Richings proposed acceptance of the minutes, seconded by Mr Newton 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

A member of the public attended the meeting to ask permission regarding metal detecting on the Commons. This was dealt with under item 4d.

b. County Councillor Report

A written report from Mr Whiting was distributed with the agenda for the meeting.

Matters Arising – Mr Whiting reported that money has been set aside for the repainting of faded lines outside every school in Suffolk over the next few weeks. A discussion followed about faded lines in the parish and signs at schools. Mrs Richardson-Todd made Councillors aware of Suffolk County Council's

consultation regarding Children's Centres. Miss Cracknell stated that she was pleased about the grant that was awarded to the archaeological service to uncover Suffolk's Anglo-Saxon past.

c. District Councillor Report

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

Matters arising: Mr Whiting reported that First is taking over the bus service from the 1st April and it will continue to run the service until the end of August 2020. The contract will then be re-considered by the County.

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 Richings stated that fly tipping has increased in the parish in the last few years since charging was introduced by Suffolk County Council.

Mr Newton stated that he had £780 left in his Enabling Communities Budget and if anyone is interested in applying for funding to contact him by the end of the week.

Mrs Brown informed Councillors that she will be attending the Community Partnership meeting on 20th February with Mr Newton.

Mr Francis stated that one of the fence panels at the Chater site in Clovelly Close is loose. The Clerk/ Assistant Clerk will report this to Chater Land Holding Ltd.

Mr Westrup asked whether the Parish Council has written to the owners of Nr 81 The Street. The Clerk confirmed that she had written to the owners of the property about the damage to the verge and parking close to the junction but had not received a response. The Clerk also reported the damage to the verge and visibility issues to Suffolk County Council, but the County Council indicated that this is a police matter. The Clerk to contact the PCSO regarding this.

Ms Evans reported that a resident at Blackdown Avenue has placed bird spikes on the verge to stop cars from parking on the verge. The bird spike was removed by other residents. The Clerk will report this to the PCSO.

Mr Wright reported that the new parish caretaker, Mr Jim Nicholls has started doing regular checks on the play areas, ponds, etc from the beginning of February.

Mr Wright reported that the Ipswich Star published an article indicating that Suffolk County Council is consulting Kesgrave Town Council and Martlesham Parish Council about speed reductions on Foxhall Road and Bell Lane. It was agreed that Mr Wright and the Clerk will write to Suffolk County Council expressing the Parish Council's disappointment about not being consulted and that the Parish Council would support reducing the speed limit to 30mph along Foxhall Road around the Bell Lane junction.

A member of the public asked about landownership on the Mill Stream and Sandlings Local Nature Reserves and the Commons as he wanted to ask permission for metal detecting. Councillors stated that the land is owned primarily by the Commoners, East Suffolk Council and the Rushmere Golf Club. Ms Evans informed the member of the public that there is a restriction on metal detecting on the Commons. The member of the public thanked Councillors and left the meeting.

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

4. PCSO Reports

The PCSO reports for January were distributed at the meeting.

Mrs Todd queried why an altercation between a parent at Broke Hall School and a resident was not reported. Clerk to follow this up with the PCSO.

5. Other Police Matters

Eleanor Miles will take over as PCSO for Rushmere St Andrew and Kesgrave from Gemma Read. She started training on 27th January 2020. Mr Richings and the Clerk will meet her on 18th February 2020 and discuss priorities in the parish, etc with her.

6. FINANCE MATTERS

a. To Note Expenditure Authorised under Delegated Powers

SCL Landscape Management was appointed to trim the vegetation along Kelvedon Play Area at a cost of £290 + VAT. This was authorised on safety grounds under delegated powers by the Chairman and the Clerk. Youths were gathering at the play area breaking glass bottles, etc and in order to reduce the anti-social behaviour and reduce safety concerns at the play area the vegetation along the play area was trimmed. Since the vegetation has been trimmed the anti-social behaviour has reduced significantly. Councillors noted this.

b. To Consider the Bank Reconciliation and Budget Monitoring for the Period Ending 31.01.20 and Review the Current Financial Position

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

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

c. To Consider Charity Donation Requests for 2019/20

The Clerk reported that there was currently £500 in the charity budget left to allocate in the 2019/20 financial year. Subsequent requests for charity donations were received from:-

- Kesgrave Community Library;
- Suffolk Accident Rescue Service;
- Disability Advice Service;
- Suffolk Neighbourhood Watch Organisation; and
- East Anglia's Children's Hospices.

Councillors debated the merits of supporting each of the organisations and the benefits that the organisations have to local residents. Mr Wright proposed that £100 be allocated to Kesgrave Community Library, £100 be allocated to Suffolk Accident Rescue Service; £100 be allocated to Disability Advice Service, £50 be allocated to Suffolk Neighbourhood Watch Organisation and £150 be allocated to East Anglia's Children's Hospices. Mr Richings seconded the proposal. Resolved with ALL in favour.

d. 2020/21 Precept Request Acknowledgement

The Clerk reported that the Precept Request for 2020/21 was submitted to East Suffolk Council on 15th January 2020. The request was acknowledged by East Suffolk Council on 15th January 2020. Councillors noted this.

e. To Note Approval of Grant for Neighbourhood Plan

The Clerk reported that the funding application for grant funding from County Cllr Whiting's Locality Budget for £10,000 was approved and the funding transferred to the Parish Council account on 7th

February 2020. The grant is for the creation of a neighbourhood plan for the Rushmere St Andrew Parish.

Mrs Richardson-Todd thanked Mr Whiting for the funding.

7. CEMETERY MANAGEMENT REPORT

a. Update Regarding Agreed Work on Red and Amber Memorials at Lawn Cemetery

The Clerk reported that the work to the memorials identified as red failures have now been completed and the stones have been re-fixed. Work to the amber memorials is nearly finished and Spencer Wix indicated that the work will be completed by 23rd February 2020.

b. Queries from Councillors and Any Other Matters

The Clerk reported that the Council received a complaint regarding work that Spencer Wix Stonemasons did on a memorial at the Lawn Cemetery. A long discussion followed, and it was agreed that once all the relevant information is available that this issue will be referred to the Cemetery Panel.

8. NEWSLETTER AND WEB EDITORIAL BOARD REPORT

a. Queries from Councillors and Any Other Matters

None

9. GENERAL PARISH MATTERS AND CORRESPONDENCE

a. To Determine Location of Additional Defibrillator

The Assistant Clerk reported that funding is available from Councillor Mark Newton's Enabling Communities budget subject to confirmation of the location of a new defibrillator. According to Parish Halls several users have commented on why the Village Hall does not have a defibrillator, but Tower Hall does. The Chairman and Vice Chairman of Parish Halls have in principal agreed to the defibrillator being located at the Village Hall on the same basis as the defibrillator located at Tower Hall (providing that installation, oversight and maintenance is covered by the Parish Council). Bearing in mind the time limit on the funding it may be problematic getting agreement on another location.

Mr Wright proposed that a funding application be submitted for funding from Cllr Mark Newton's Enabling Communities budget for the purchase and installation of a defibrillator at the Village Hall in Humber Doucy Lane, seconded by Mr Westrup. Resolved with ALL in favour.

b. To Note Matters Arising Since Publication of Agenda

The Clerk reported that she received the appeal decision from the Inspector regarding the application to add Bixley Lane to the definitive map. The Inspector directed Suffolk County Council to determine the application six months from the date of the appeal decision (11 February 2020). Councillors noted this.

c. Dates to Note

Tuesday 18th February, meeting with Suffolk Constabulary, 11am, Kesgrave Town Council
Thursday 20th February, Community Partnership Meeting, 6.30pm, Martlesham Community Hall
Saturday 29th February, 10.30-12.30, Rushmere Baptist Church
Thursday 12th March 2020, Parish Council Meeting, 7.30pm, Village Hall
Thursday 12th March 2020, SALC Area Meeting, 7pm, Riverside Centre Stratford St Andrew
Thursday 19th March 2020, PA&S Committee Meeting, 7.30pm, Tower Hall

10. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None.

11. CLOSE OF MEETING

The Chairman closed the meeting at 9.10pm.

---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 9th January 2020

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
02/01/2020	Write Here Ipswich Ltd	Printing of neighbourhood planning leaflet Dec 2019	Internet payment (82)		£ 106.00		Misc
02/01/2020	Mr Robert Potter	Litter Rounds - December 2019	Internet payment (83)		62.5		Litter
08/01/2020	SCL L/S MGT Ltd	Work at Kelvedon Play Area	Internet payment (85)	£ 348.00	£ 290.00	£ 58.00	PF&POS 31/12/2019
08/01/2020	SCL L/S MGT Ltd	Maintenance play areas - Dec 2019	Internet payment (86)	£ 234.00	£ 195.00	£ 39.00	Salary 31/12/2019
08/01/2020	Lydia Woods Artist	Illustration of Chestnut pond	Internet payment (87)		£ 200.00		Misc
08/01/2020	Ipswich Borough Council	Greenways project - Management work Mill Stream	Internet payment (88)	£ 3,900.00	£ 3,250.00	£ 650.00	PF&POS 02/01/2020
08/01/2020	Ipswich Borough Council	Maintenance of strip of land, The Street	Internet payment (89)	£ 228.00	£ 190.00	£ 38.00	PF&POS 02/01/2020
08/01/2020	Ipswich Borough Council	Greenways project - Management work Sandlings	Internet payment (90)	£ 324.00	£ 270.00	£ 54.00	PF&POS 02/01/2020
08/01/2020	Ipswich Borough Council	Greenways project - Removal of excess pond weed at Lim	Internet payment (91)	£ 180.00	£ 150.00	£ 30.00	Pond 02/01/2020
08/01/2020	Ipswich Borough Council	Greenways project - maintenance of hedge and trees at Br	Internet payment (92)	£ 120.00	£ 100.00	£ 20.00	PF&POS 02/01/2020
09/01/2020	Barclays	Bank charges 13 Nov - 12 Dec			£ 11.95		Admin
16/01/2020	Mrs S Stannard	Mobile data for parish phone - Jan 2020	Internet payment (94)	£ 10.00			Admin
16/01/2020	Staples UK Limited	Staples UK Limited	Internet payment (95)	£ 577.44	£ 503.03	£ 74.41	Admin 07/01/2020
20/01/2020	Colchester and Ipswich Hospital Charity	Charity donation 2019/20	Cheque No 4168		£ 250.00		S137
23/01/2020	Net Salaries after Tax, NI & Pension - Jan 2020		Internet payments (97 & 98)		£ 2,658.97		Salary
23/01/2020	Mrs S Stannard	DBS Check Parish Caretaker	Internet payment (99)		23.94		PF&POS
23/01/2020	Mrs S Stannard	Adobe software - annual subscription	Internet payment (100)		£ 238.42		S142
28/01/2020	Nest	Pension Payments - Employee + Employer Nov 2019	D/D		£ 150.15		Pension

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
02/01/2019	Suffolk Coastal Norse Ltc	Grass cutting at churchyard at cemetery	Internet payment (84)	£ 578.40	£ 482.00	£ 96.40	Maintenance
06/01/2020	Mr A Duncan	Cemetery Order Forms (West; Beaumont; Parker; Smy; Bush; Ely; G	Cheque No 1296		£ 140.00		Admin
08/01/2020	SCL L/S MGT Ltd	Cemetery Maintenance - Dec 2019	Internet payment (93)	£ 66.00	£ 55.00	£ 11.00	Maintenance
09/01/2020	Barclays	Bank charges 13 Nov - 12 Dec			£ 7.35		
16/01/2020	Mrs S Stannard	Postage & special delivery regarding cracked memorial	Internet payment (96)		£ 7.45	£ -	Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
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None

INCOME RECEIVED during January 2020

General Account (grant for picnic benches)	£2,320.00
Business Base Rate Tracker	£2,365.27
Cemetery Account	£0

ACCOUNT BALANCES AS AT 31 January 2020

General Account	£121,860.31
Business Base Rate Tracker	£54,458.36
Cemetery Account	£70,524.30