



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the General Purposes & Finance Committee meeting held on 14th April 2022 at 7.30pm at the Tower Hall

CHAIRMAN: Mr Driver

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

APOLOGIES: Mr C Griggs (another commitment), Mr Newton (family commitment), Ms C Evans (family commitment), Mrs B Richardson-Todd (family commitment), Mr D Noske (family commitment), Mr Whiting (another commitment)

OTHER APOLOGIES: Cllr S Lawson, Cllr D McCallum, Cllr C Hedgley

CLERK: Mrs S Stannard - Clerk.

ALSO PRESENT: Hannah Canning, Community Engagement Officer, Suffolk East Safer Neighbourhood Team.
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 Westrup. Resolved with ALL in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 10th February 2022

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

Mr Richings proposed acceptance of the minutes without any amendments. This was seconded by Mr Westrup with ALL in favour. The minutes were duly signed by the Chairman.

3. DECLARATIONS OF COUNCILLOR INTEREST

None

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 not available for the meeting. 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 distributed prior to the meeting. Apologies were received from Cllr Hedgley that are unable to attend the meeting.

Matters Arising – Mr Wright asked that Councillor Mallinder be contacted for wild spaces signs for Woodbridge Road and Broke Hall. Clerk to follow up.

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

Mr Francis mentioned that fly tipping in the parish is becoming an issue including the Tower Hall pathway. This can be reported to East Suffolk Council directly or the parish council that will then report it to East Suffolk Council.

Mr Wright reported on Community Speedwatch in the parish and indicated that a speed roundel will help reduce speeding along Playford Road. The Clerk confirmed that this has been raised with the District Councillor, Stuart Lawson.

Mr Wright requested a meeting be held between the Chairman, himself and officers regarding the planned Jubilee event at Broke Hall School.

Miss Cracknell reported that there are lots of litter in the wooded areas around Foxhall Stadium and that this seems to be increasing. Clerk to email Kesgrave Town Council. Miss Cracknell also made Councillors aware of issues with emptying of bins when the regular staff emptying bins are on holidays. Clerk has been in contact with Norse about this.

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

Hannah Canning attended the meeting.

a. PCSO Reports

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

Graffiti, vehicle theft, speeding and the crime statistics were discussed. Mr Driver also made Ms Canning aware of tables and chairs that were stolen in Linksfield for a den on the Commons and fly tipping of tyres, etc.

b. Other Matters

Mr Tristan Clarke has been recruited to the position of PCSO for Rushmere St Andrew and Kesgrave. He is currently being vetted. Until then cover will be provided by Gemma Read and Hannah Canning.

6. FINANCE MATTERS

a. To Approve the Unaudited Financial Accounts for the Year Ending 31st March 2022

The summary pages of the unaudited financial accounts for year ending 31 March 2022 were shared with Councillors at the meeting.

The Clerk explained all main variances on the previous year's accounts.

RECEIPTS: Of note were:- Total receipts at £194263.92 was £37,055.71 less than the previous year (£231,332.27). Burial receipts were up by £8,523.25 at £35,590.00. The Council had gratefully received a total of £22,394.20 in grant money. This was less than the previous year (£66,531.08). Although the 2020/21 grant funding included a grant of £45,200 for the Playford Road Traffic Calming Scheme. There was also a decrease in the precept from £123,000 for 2020/21 to £122,000.00 for 2021/22.

PAYMENTS: 'Total payments' for the year at £168,965.62 were up from £143,756.59 the previous year. This was accounted for by mainly increased expenditure on administration (£1,423.38), Asset improvement (£4,419.93), Hire Charges (£482) and miscellaneous expenditure (10,554.21) with projects such as Woodbridge Road and Broke Hall Playing Field Rewilding, Broke Hall path, increases in salary payments (£1,859.26), pond maintenance (£1,097.52), VAT (£1,612.53), Crime Prevention (2,386.16) and increased expenditure on administration and maintenance at the cemetery (£3,603.46). The Clerk explained the reasons for the increases that are mainly as a result of new projects that were implemented such as rewilding projects, increased working in the offices and hire costs with reductions in covid lockdowns, increases in hours of the administrative personal and increased bookings and improvements at the lawn cemetery.

Total cash assets at the bank were £347,955.79 at 31st March 2022, an increase of £25,198.19 on the previous year. Of those cash assets £280,826.75 was Earmarked Reserves.

The end of year balance in the general account was £8,229.17 worse off than the previous year and the cemetery current account balance ended the year £16,963.69 better off than the previous year, a result from more income from burials. The cemetery account was also boosted by a number of people paying for Exclusive Rights of Burial in advance of passing away. The Business Premium account remained static with £5.44 of interest paid in.

Mr Richings recommended that the unaudited accounts be approved as presented, seconded by Mr Wright, with ALL in favour. The Clerk, Chairman and Vice-Chairman will sign the unaudited accounts as approved. The Chairman expressed thanks on behalf of the Council for all the work that had gone into preparing the accounts.

b. To Report Internal & External Audit Dates

The Clerk reported that the internal audit to be carried out by Heelis and Lodge would be held on 10th May 2022 and for the external audit by PKF Littlejohn the papers had to be lodged with them by 1st July 2022. Councillors noted the dates.

c. To Note Renewal of Suffolk Associated of Local Councils (SALC) Subscription

The annual subscription of £1,141.38 to SALC was renewed in April 2022. Councillors noted this.

d. To Note Renewal of Information Commissioner's Office (ICO) Data Protection Subscription

The Information Commissioners Office Data Protection annual subscription of £35 was renewed on 22nd March 2022. Councillors noted the renewal.

e. To Note Renewal of Institute of Cemetery and Cremation Management (ICCM) Subscription

The annual subscription of £95 to the Institute of Cemetery and Crematorium Management is due for renewed in April 2022. Councillors noted this.

f. To Note Renewal of National Allotment Society Subscription

The annual subscription of £55 + VAT to the National Allotment Society is due for renewed in April 2022. Councillors noted this.

g. To Review Renewal of Society of Local Council Clerks (SLCC) Subscription

The annual subscription of £215 + VAT to the society of Local Council Clerks (SLCC) subscription is due for renewed in April 2022. Councillors noted this.

7. CEMETERY MANAGEMENT REPORT

a. Update and Queries from Councillors

The Clerk reported that the total to fix the tap at the Cemetery came to £488. Councillors noted this.

8. NEWSLETTER & WEB EDITORIAL BOARD REPORT

a. To Note the Record of the Newsletter, Web and Editorial Advisory Panel Meeting Dated 09/03/2022

The Clerk reported that the last meeting of the NWEAP had been held on 9th March 2021. Copies of the UNAPPROVED minutes had been made available to all Councillors.

The NWEAP record was noted.

Matters Arising:

There were no matters arising from the reported minutes.

9. UPDATE ON ANNUAL PARISH MEETING

The Clerk reported that the Suffolk Digital Print are currently printing the leaflets and it will be distributed towards the end of the month. The following organisations have confirmed their attendance at the meeting:

- Rushmere Commoners
- MIE church
Baptist church

Councillors noted this.

10. GENERAL PARISH MATTERS AND CORRESPONDENCE

a. To Note Matters Since Publication of Agenda

None

b. Dates to Note

Tuesday, 19th April – East Suffolk Joint Area Forum, 19:00 via Zoom

Thursday, 21st April – Woodbridge and District ASB, 10.30am via Teams

Tuesday, 26th April – Forward Planning Working Group, 7.15pm at Tower Hall

Saturday, 14th May – Queens Jubilee event, 2-4pm at Broke Hall Playing Field

Thursday, 12th May – Annual Parish Council Meeting, 7.30pm at Village Hall

Thursday, 19th May – Parish Amenities and Services Committee, 7.30pm at Tower Hall

11. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

12. CLOSE OF MEETING

The Chairman closed the meeting at 8.40pm.

-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 10th March 2022

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
01/03/2022	Ipswich Borough Council	Greenways project - annual management work at Mill Stream and Sand	Internet payment 568	£ 4,512.00	£ 3,760.00	£ 752.00	PF&POS
01/03/2022	Ipswich Borough Council	Greenways project - annual clearance of access corridors and litter rem	Internet payment 569	£ 228.00	£ 190.00	£ 38.00	PF&POS
01/03/2022	Ipswich Borough Council	Greenways project - maintenance of hedge, trees and wildflower area B	Internet payment 570	£ 487.45	£ 406.21	£ 81.24	PF&POS
01/03/2022	Ipswich Borough Council	Greenways project - hedge planting at Salehurst Road	Internet payment 571	£ 1,278.00	£ 1,065.00	£ 213.00	Misc
01/03/2022	Ipswich Borough Council	Greenways project - annual maintenance of Limes Pond	Internet payment 572	£ 360.00	£ 300.00	£ 60.00	PF&POS
01/03/2022	Ipswich Borough Council	Greenways project- hedge and tree planting at Woodbridge Road	Internet payment 573	£ 864.00	£ 720.00	£ 144.00	Misc
01/03/2022	KJ Fencing	Supply of chain facing, marker posts, replacement bus sign, reposition	Internet payment 574		£ 3,625.00		Misc
01/03/2022	JEP Business Services	Noticeboard rounds - February 2022	Internet payment 575		£ 42.00		S142
02/03/2022	Mr J Nicholls	Weekly checks in parish - February 2022	Internet payment 578		£ 123.00		PF&POS
02/03/2022	Cloudflex Systems	Supply Office 365 Subscriptions	Internet payment 579	£ 448.56	£ 373.80	£ 74.76	Admin
07/03/2022	Barclays	Bank charges			£ 8.50		Admin
09/03/2022	Mrs S Jenkins	Stationary/ timecapsule for Jubilee event	Internet payment 581		£ 279.54		Misc
09/03/2022	Mr J Wright	Lock for land adjacent to Woodbridge Road	Internet payment 582		£ 53.98		PF&POS
09/03/2022	SCL Landscape Management Ltd	Relocation of barrier locking post to correct position and repositioning		£ 646.80	£ 539.00	£ 107.80	PF&POS
09/03/2022	Signs for you Ltd	2 signs for Broke Hall Play Area	Internet payment 583		£ 87.38	£ 17.48	PF&POS
09/03/2022	Mrs S Stannard	Stationary for office	Internet payment 584	104.86	£ 11.00		Admin
14/03/2022	Suffolk Digital Print & Design	Print of submission neighbourhood plan	Internet payment 585		£ 172.00		Misc
14/03/2022	Eastern Play Services Ltd	Fix spinner at Tower Hall Play Area	Internet payment 586		£ 395.18	£ 79.04	PF&POS
14/03/2022	Mr J Nicholls	Barrier Tape	Internet payment 587	£ 474.22	£ 9.99		PF&POS
14/03/2022	51st Ipswich Scouts	Purchase of 100 Queens Platinum Jubilee Uniform Badges	Internet payment 588		£ 100.00		Misc
17/03/2022	Headway Suffolk	Donation 2021/22	Internet payment 589		£ 250.00		S137
17/03/2022	Places4People Ltd	Neighbourhood Plan Support: Submission of Neighbourhood Plan	Internet payment 592	£ 1,983.60	£ 1,653.00	£ 330.60	Misc
22/03/2022	ICO	Data Protection Fee to 22 March 2023	Internet payment 594		£ 35.00		Admin
24/03/2022	Mrs S Stannard	Stationary, stamps	D/D		£ 86.86		Admin
24/03/2022	JEP Business Services	Noticeboard and Letter Rounds - March 2022	Internet payment 595		£ 87.00		S142
24/03/2022		Net salaries paid after PAYE, NI & Pension - March 2022	Internet payment 596		£ 3,563.35		Salary
24/03/2022	HMRG	Tax and NI - Jan, Feb, Mar 2022	Internet payment 597,598		£ 3,067.58		PAYE
24/03/2022	Ridgequest	Timecapsule & Plaque for Jubilee event Broke Hall	Internet payment 600		£ 580.00	£ 116.00	Misc
28/03/2022	Nest	Pension contributions - March 2022	Internet payment 601	£ 696.00	£ 245.63		Pension
29/03/2022	Suffolk Digital Print & Design	Printing of Queens Jubilee at Broke Hall Playing Field	D/D		£ 218.00		Misc
29/09/2022	Mr J Nicholls	Weekly checks in parish - March 2022	Internet payment 602		£ 108.00		PF&POS
29/03/2022	SCL Landscape Management Ltd	Removal of pampas grass Woodbridge Road	Internet payment 605		£ 295.00	£ 59.00	Misc
29/03/2022	SCL Landscape Management Ltd	Maintenance play areas - March 2022	Internet payment 606	£ 354.00	£ 216.50	£ 43.30	PF&POS
29/03/2022	SCL Landscape Management Ltd	Maintenance ponds - March 2022	Internet payment 607	£ 259.80	£ 60.00	£ 12.00	Pond
29/03/2022	SCL Landscape Management Ltd		Internet payment 608	£ 72.00			

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
01/03/2022	Mr K Brazier	Assistant Registrar of Burials Support Work	Internet payment 576		£ 80.00		Admin
01/03/2022	Mr K Brazier	Lock for bollard at Lawn Cemetery	Internet payment 577		£ 36.99		Admin
02/03/2022	Cloudflex Systems	Dell laptop for Assistant Registrar of Burials, laptop bag,	Internet payment 580	£ 1,384.25	£ 1,153.54	£ 230.71	Admin
07/03/2022	Barclays Bank	Bank charges			£ 12.70		Admin
14/03/2022	Steve Evans	Fix of leak at standpipe at Lawn Cemetery	Internet payment 590		£ 488.00		Maintenance
14/03/2022	Cooks Waste Kare	Exchange at skip at Lawn Cemetery 04/03/2022	Internet payment 591	£ 182.40	£ 152.00	£ 30.40	Maintenance
17/03/2022	Mr A Duncan	Service Order Forms: J Sutton	Internet payment 593		£ 20.00		Admin
18/03/2022	Anglian Water	Water charges	D/D		£ 39.78		Metered Water
24/03/2022	Cooks Waste Kare	Skip exchange at Lawn Cemetery 18/03/2022	Internet payment 599	£ 182.40	£ 152.00	£ 30.40	Maintenance
29/03/2022	Cooks Waste Kare	Skip exchange at Lawn Cemetery 25/03/2022	Internet payment 603	£ 180.00	£ 150.00	£ 30.00	Maintenance
29/03/2022	Mr K Brazier	Assistant Registrar of Burials Support Work - March 2022	Internet payment 604		£ 152.50		Admin
29/03/2022	SCL Landscape Manager	Maintenance cemetery - March 2022	Internet payment 611	£ 602.40	£ 502.00	£ 100.40	Maintenance

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
18/03/2022	Anglian Water	Water charges	D/D		£ 118.56		Metered Water
29/03/2022	SCL L/S MGT Ltd	Bollards, repairs to track, clear fire pile	Internet payment 609	£ 762.00	£ 635.00	£ 127.00	Maintenance
29/03/2022	SCL L/S MGT Ltd	Maintenance - March 2022	Internet payment 610	£ 106.20	£ 88.50	£ 17.70	Maintenance

INCOME RECEIVED during March 2022

General Account (grant, Allotment deposit/ tenancies)	£3,326.16
Business Base Rate Tracker	£1.36
Cemetery Account	£1,370.93

ACCOUNT BALANCES AS AT 31 March 2022

General Account	£200,973.77
Business Base Rate Tracker	£54,507.79
Cemetery Account	£92,474.23