



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



THESE MINUTES CONTAIN AN 'IN CONFIDENCE APPENDIX WHICH IS NOT FOR PUBLICATION (PAGE 10 OMITTED FOR THIS PUBLIC COPY)

Minutes of the Parish Council meeting held on 8th October 2020 at 7.00pm via a virtual meeting

CHAIRMAN: Mr P Richings

PRESENT: Mrs M Brown, Mr M Newton, Mr B Ward, Mr D Francis, Mr R Whiting, Mr J Westrup, Mr J Wright, Mr P Richings, Mr Nunn, Mr Griggs, Miss Cracknell, Ms Evans.

APOLOGIES: Mrs A Bridger (another commitment) and Miss A Cracknell (another commitment). Mrs B Richardson-Todd apologised after the meeting. She was unwell.

OTHER APOLOGIES: None

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

ALSO PRESENT: Cllr T Fryatt
Members of the public = 0

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 A Cracknell (another commitment) and Mrs Bridger. Mr Wright proposed acceptance of the apologies, seconded by Mr Griggs. Resolved with ALL in favour. Mrs B Richardson-Todd apologised after the meeting. She was unwell.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 10th September 2020

Mr Richings reminded Councillors to note the list of cheques issued. Mr Westrup proposed acceptance of the minutes. This was seconded by Mr Nunn, with ALL in favour. The minutes were duly signed as a correct record with no amendments.

3. DECLARATIONS OF COUNCILLOR INTEREST

Mr Newton declared a 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 made available with the agenda for the meeting.

Matters arising – Mr Whiting pointed out the Boundary Commission is reviewing the electoral boundaries for Suffolk County Council. Consultations closes on 23 November 2020. More information is available on the Suffolk County Council website.

c. District Councillor Report

Written reports from Cllrs Hedgley and Fryatt were made available with the agenda for the meeting.

Matters arising – Cllr Fryatt made Councillors aware of the Community Partnership meeting to be held on the 6th November and the consultation on the Planning White Paper. A discussion followed about the Planning White Paper. Cllr Fryatt agreed to hold a Zoom meeting with Parish Councillors regarding the document and attend the next parish council meeting to discuss this in more detail.

Mr Richings thanked Mr Whiting and Mr Fryatt for their reports.

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

Mr Griggs reported issues regarding cameras that are dotted around the village and issues residents are experiencing with removal of cameras. All residents and councillors that are experiencing problems advised to contact the PCSO, Ms Eleanor Miles. She is investigating this issue at present. It was agreed that an article will be included in the newsletter about the camera issues.

Mr Newton provided feedback regarding questions he was asked at the last meeting about car payment methods at car parks in the district. Visitors are able to pay by cash and Ringo. Mr Newton was also asked about parking fines for yellow lines/ no waiting zones at schools. He informed Councillors that the fines for these offences are £70. The fines for time limits are £50. There is currently a consultation underway about increasing the fines. More information is available on the East Suffolk Council website. Mr Newton also informed Councillors that Green Bins are now being emptied in the parish.

Mr Richings informed Councillors that the village now has a daily bus service, it is nr 59 that has been re-routed.

[Ms Evans joined the meeting].

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

There was no police attendance.

a. Report from funded PCSO

Written reports from the PCSO were distributed at the meeting. The reports were noted.

Matters arising – None

b. Other Police Matters

None

6. TO INFORM COUNCILLORS ABOUT COUNCILLOR VACANCY

The Chairman and Clerk informed Councillors that Mrs Sarah Todd resigned as a parish councillor. Currently a notice of the vacancy in the Tower Ward is displayed on the noticeboards in the parish and on the parish council website. The notice will be displayed until 15th October 2020. Thereafter the Parish Council will know if a by-election will need to be held or whether a parish councillor can be co-opted at the next Parish Council meeting. Councillors noted this.

7. TO RATIFY THE WEB ACCESSIBILITY STATEMENT

The Assistant Clerk reported that from 23rd September 2020 all Local Government websites need to ensure they are complying with the WCAG 2.1 Website Accessibility Standard to assist those people with visual impairment who may use the Parish Council Website. On 20th August Councillors authorised the necessary work to be carried out to comply with the regulations. A website accessibility statement was published on the website prior to 23rd September in accordance with the regulations. The statement made available prior to the meeting and the Assistant Clerk explained the statement to Councillors.

The website's compliance was tested by the Assistant Clerk using Wave Accessibility Software and amendments made to address non-complaint items. One Suffolk who host the website confirmed that the claims made under the Statement are correct.

The Assistant Clerk highlighted work still to be done on PDFs and other documents which under the allowance of disproportionate burden and therefore the time it will take the Assistant Clerk to do the work this does not need to be completed until January 2021. The Statement it should be noted is fluid and may need changing in the future.

Mr Richings proposed that the web accessibility statement be approved, seconded by Mr Wright. Resolved with ALL in favour. Mr Griggs thanked the Assistant Clerk for her work on the website.

8. TO CONSIDER SPEED INDICATOR DEVICES WITHIN THE PARISH

a. T Consider and Agree Submissions for Approval from Suffolk County Council

The Clerk reported that the Parish Council can purchase their own Speed Indicator Device (SID(s)) with volunteers moving it from one predetermined site to another within 30mph restricted roads. The Parish Council therefore has to discuss and agree whether it is thought that a SID would address the concerns about speeding and decide about site(s) to seek approval for, the costs for purchasing SID(s) and whether volunteers are available to move the SID(s).

A Site Suitability Checklist needs to be completed and submitted to Suffolk County Council to identify the location of the SID sites and seek approval from the County for this. Approval letters from the nearest residents to the proposed SIDs also has to be submitted to Suffolk County Council together with the applications. Suffolk County Council review the site suitability forms and if considered suitable Suffolk County Council approve the location(s). A short formal agreement must be completed to authorise the Parish Council to operate the SID(s) at the approved site(s). The legal agreement sets how the SIDs are to be erected and that volunteers must operate safely. The agreement provides Suffolk County Council with written reassurance and they would then allow the organisation to proceed. The Parish Council will be responsible for arranging insurance to cover the use of the SID and for developing and operating safe systems of work.

SID devices vary in price -those that Suffolk County Council has reviewed cost between £1500 and £3500 approximately, depending upon functionality and battery quality. There may be a cost of £190 per post to attach the SIDs to if there is no suitable existing post it can be attached to. SCC wants the

SIDs to be light-weight, easy to install and if required display speed data appropriately, they are meant to be moved from site to site. Some SIDs record data and the Parish Council may decide to incorporate this in the specifications when considering purchasing a SID(s).

The process of approving sites, ordering, and installing posts can take a number of months. Currently Suffolk County Council is dealing with a backlog of 42 cases and it is anticipated that they will not be accepting any new applications until the end of 2020.

A discussion followed about SID devices. It was mentioned that the Parish Caretaker, Mr Nicholls could move (or switch off) the SIDs and there are already 8 approved sites for Community Speedwatch checks that can be utilised for the location of a SID. Community Partnership funds or CIL funding can be used for purchasing of SIDs.

Mr Wright proposed that the SID item be deferred until after the results of the Neighbourhood Plan Householder Questionnaires are available. Seconded by Mr Whiting. Resolved with MAJORITY in favour.

b. To Consider and Agree Purchase of Speed Indicator Devices and Associated Equipment (Subject to Approval from Suffolk County Council)

This item is linked to item 8a and by default is also deferred until after the results of the Neighbourhood Plan Householder Questionnaires is available.

9. TO REVIEW/ ALLOCATE COMMUNITY INFRASTRUCTURE LEVY RECEIVED TO DATE

The Clerk reported that to date the Council has received £10,422.00 of CIL money. The first payment of £84.92 was received on 25/10/2016 and it will have to be spent by 24/10/2021 to avoid having to return the money.

It was agreed that allocating the CIL funding will be considered once the results of the Neighbourhood Plan Householder Questionnaires are available.

10. TO CONSIDER AND AGREE WORK AT RUSHMERE LAWN CEMETERY

a. To Clean and Paint the Entrance Gates Adjacent to the Right of Way

The Clerk informed Councillors that the gates at the Lawn Cemetery adjacent to the Right of Way need cleaning and refurbishing. Quotes were sourced from SCL Landscape Management Ltd for £195.00 + VAT and from SPC Building Services for £395.00 + VAT. A quote was requested from KJ Fencing but they were unable to quote.

Mr Nunn proposed that SCL Landscape Management Ltd be appointed as per their quote for £195 + VAT to clean and refurbish the entrance gates adjacent to the Right of Way at the Lawn Cemetery. Seconded by Mr Whiting. Resolved with ALL in favour.

b. To Supply and Apply Topsoil to Graves at the Cemetery to Reduce Trip Hazards

The Clerk informed Councillors that nearly all the graves need topsoil to be added to reduce trip hazards at the Lawn Cemetery. A quote has been sourced from the contractors that is responsible for the maintenance at the cemetery. The contractors have been responsible for the maintenance at the cemetery for many years and they have provided exceptional service and are very good at dealing with members of the public. For these reasons other quotes were not sought. The quote received from SCL Landscape Management Ltd for supplying and applying topsoil to all the graves at the cemetery to remove trip hazards is £1,250.00 + VAT.

Mr Whiting proposed that SCL Landscape Management Ltd be appointed as per their quote for £1,250.00 + VAT to apply topsoil to all the graves at the cemetery to remove the trip hazards. Seconded by Mr Nunn. Resolved with ALL in favour.

It was agreed that prior to this work being carried out a notice be attached to the entrance gates at the Lawn Cemetery informing the public that this maintenance work will be carried out and apologising for any inconvenience. It was agreed to leave this work until after Christmas and SCL will carry the work out when the weather permits.

c. To Level and Re-Seed High Graves

The Clerk informed Councillors that there are a number of older graves at the cemetery that need to be levelled and re-seeded. Often the Parish Council receive complaints from next of kin about this and it would improve the overall maintenance of the cemetery. A quote was sourced from SCL Landscape Management Ltd to level off the older high graves at the cemetery for £300.00 + VAT.

The contractors have been responsible for the maintenance at the cemetery for many years and they have provided exceptional service and are very good at dealing with members of the public. For these reasons other quotes were not sought.

Mr Whiting proposed that SCL Landscape Management Ltd be appointed as per their quote for £300.00 + VAT to level the high graves at the cemetery. Seconded by Mr Nunn. Resolved with ALL in favour.

11. Allotment Matters

a. To Note the Minutes of the Allotment Management Advisory Panel

Mr Wright reported that a meeting of the Allotment Management Advisory Panel had been held on 9th September 2020. A copy of the minutes for the meeting were made available to all Councillors prior to the meeting. Councillors noted this.

b. To Consider and Approve the Allotment Management Advisory Panel Recommendations on:

1. Allotment Fees for 2021/22

The Clerk advised that allotment fees were increased by 10% during 2020/21. The Allotment Management Advisory Panel considered the budget for the 2021/2022 year and it was felt that it was not necessary to increase rents at this time.

Mr Wright proposed that the rents for half a plot at the allotments remain at £27.50, £55.00 for a full plot and that manure bin charges remain at £5.50. This was seconded by Mr Nunn and agreed by ALL.

2. Repair of Gate at the Allotments

Mr J Westrup reported at the Allotment Management Advisory Panel Meeting that a rotten gate needs replacing at the Rushmere St Andrew Allotment Gardens. SCL Landscape Management Services quoted £70 plus VAT. As SCL Landscape Management Services have done the maintenance work at the Allotments to a high standard for some years the Allotment Panel were content for the SCL quote to be taken to the Parish Council Meeting for approval. The Assistant Clerk asked additional quotes from KJ Fencing and SPC Building Services, but these contractors were not interested in quoting.

Mr Whiting proposed that SCL Landscape Management be appointed as per their quote for £70 plus VAT to replace the gate at Rushmere St Andrew Allotment Gardens, seconded by Nunn and agreed by ALL.

3. Supply and Installation of Additional Water Tanks and Standpipes at the Allotments

Mr J Westrup reported at the Allotment Management Advisory Panel Meeting there are gaps in the water supply at Rushmere St Andrew Allotment Gardens and 2 new tanks and standpipes are required for all plot holders to have reasonable access to a water supply, as hosepipes are not an option. To supply and install 2 second-hand IBC tanks and lay new water supply (underground) to the tanks both water pipes under 40m long including all fittings taps posts SCL Landscape Management Ltd quoted £640.00 plus VAT.

The Allotment Management Advisory Panel proposed to go ahead with installing 2 tanks and standpipes subject to a further 2 quotes taken to the PC for approval.

The Assistant Clerk reported that although researching various options for additional quotes due to the nature of the work and supply of 2 second-hand tanks no quotes were forthcoming. As SCL Landscape Management have done the maintenance work at the Allotments to a high standard for some years their quote is put forward for approval.

Mr Whiting proposed that SCL Landscape Management supply and install 2 second-hand IBC tanks and lay new water supply (underground) to the tanks both water pipes under 40m long including all fittings taps posts at Rushmere St Andrew Allotment Gardens as per their quote £640.00 plus VAT, seconded by Mr Nunn agreed by ALL.

4. Allotment Representative on the Allotment Management Advisory Panel

The Allotment Management Advisory Panel recommended that Mrs M Rozier represents the allotment holders as representative on the Allotment Management Advisory Panel following the resignation of Mrs Smith the previous year. The Assistant Clerk has written to Mrs Rozier to confirm her nomination and she has agreed to have her name put forward.

Mr Nunn proposed that Mrs M Rozier be appointed Allotment Representative on the Allotment Management Advisory Panel, seconded by Mr Whiting and agreed by ALL.

12. PLAY AREAS AND SEATS

a. To Consider and Agree Repair to Swings at Broke Hall Play Area

Play inspection reports from PlayQuip Leisure in September highlighted issues with both the Cradle seat swings and the Junior Swings at Broke Hall Playing Field.

The swing chains and seats on the Cradle seat swings are badly worn and showing signs of decay. PlayQuip Leisure quoted £664 (x2) plus VAT to replace the chains and the seats of both swings (£388 for chains for one swing and £276 for one seat).

PlayQuip Leisure has completed the safety checks at the play areas for many years and have provided excellent service to the parish council. For this reason, quotes from other providers were not sourced.

Mr Whiting proposed to appoint PlayQuip Leisure to replace the chains on both the cradle swings and the junior swings at Broke Hall Playing Field as per their quotes totalling a maximum of £1,400 plus VAT, seconded by Mr Wright and agreed by ALL.

b. To Consider and Agree Painting of Lines at Broke Hall, Chestnut and Tower Hall Play Areas

The Assistant Clerk reported that the white lines around the gym equipment at the play areas needs repainting. The Parish caretaker has agreed to paint the lines as per his contracted hours. The Parish Council will purchase the appropriate paint.

Mr Whiting proposed to set a limit of £100 for purchasing of the appropriate paint for painting of the white lines at the play areas, seconded by Mr Nunn and agreed by ALL.

13. TO UPDATE ON SOLUTIONS TO ENHANCE ACCESS TO VIRTUAL MEETINGS

A questionnaire was posted to all councillors on Monday 5th October. Responses need to be sent back by 20th October 2020 and the information will be collated by the Assistant Parish Clerk.

14. UPDATE ON PARISH NEWSLETTER

The Assistant Clerk updated Councillors on progress with regards to the December issue of the Parish Newsletter. Councillors noted this.

15. FINANCE

a. To Note Expenditure Authorised under Delegated Powers

The Clerk informed Councillors that recently an order was authorised for PlayQuip to repair one of the entrance gates at Chestnut Play Area for £216 plus VAT on safety grounds. A payment of £290 + VAT was authorised to Suffolk Coastal Norse for a new bin and relocation of an existing bin at Chestnut Pond on environmental grounds. Councillors noted this.

b. To Note Receipt of 2nd Precept Payment

The Clerk informed Councillors that the 2nd Precept Payment of £61,500.00 were paid into the Parish Council general account on 01/09/2020. Councillors noted this.

c. To Note the Completion of the External Audit and Approve the Audit Report (If Available)

The Clerk informed Councillors that the external audit report is not available yet. The publication date for the final, audited accounts have moved from 30 September to 30 November 2020 for all local authorities.

d. Holding Fee for Parish Halls

The Clerk informed Councillors that she had correspondence from Parish Halls informing the Parish Council that in order to hold the regular slots of the Parish Council at the halls Parish Halls would require a holding fee of £110 for 3 months. The Parish Council has not been charged by Parish Halls for use of the halls since March when the halls were first forced to closed. Councillors debated this item.

Mr Richings proposed that the Parish Council pay Parish Halls the requested holding fee of £110 for three months. Seconded by Mr Francis. Resolved with ALL in favour.

e. Other Financial Matters

None

16. PLANNING AND DEVELOPMENT

a. To Note the Record of the Planning and Development Committee

Mr Richings reported that a meeting of the P&D had been held on 15th September and another meeting is scheduled for 14th October. A copy of the minutes for the meeting were made available to all Councillors. This was noted.

Matters Arising: None

b. To Note the Record of the Neighbourhood Plan Working Group Meeting

Mr Whiting reported that a meeting of the Neighbourhood Working Group had been held on 7th September 2020. A copy of the minutes for the meeting were made available to all Councillors. Another meeting had been held on 6th October 2020. The minutes are not available yet but will be made available to all Councillors in due course. Mr Whiting provided an update regarding the last meeting. This was noted.

Matters Arising: The draft householder questionnaire and youth questionnaire will be circulated to councillors for comments.

17. GENERAL PARISH MATTERS & CORRESPONDENCE

The Clerk reported that she received correspondence from a resident regarding vehicles parked on the grassed area in front of 112 The Street. The resident asked if a “no parking” sign can be erected at the grassed area. Councillors briefly discussed this and it was referred to Suffolk County Council.

18. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

20. CLOSE OF MEETING

The chairman closed the meeting at 9.15 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 10th September 2020

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
14/10/2020	Parish Halls -Rushmere St Andrew	Holding fee for Tower Hall & Village Hall	Internet payment 221		£ 110.00		Hire
14/10/2020	SCL Landscape Management Ltd	Maintenance at Play areas - Sept 2020	Internet payment 222	£ 317.40	£ 264.50	£ 52.90	PF&POS
26/10/2020	Mrs S Stannard	Locks for Broke Hall Playing Field	Internet payment 227		£ 23.94		PF&POS
26/10/2020	Mrs S Stannard	Remembrance Wreaths (2)	Internet payment 228		£ 39.97		Admin
26/10/2020	Net salaries paid after Tax, NI & pension - October 2020		Internet payment 229,230		£ 3,430.92		Salary
26/10/2020	PlayQuip Leisure Ltd	Supply & fitting of chains and seats of cradle and junior swings at Broke Hall Playing Field	Internet payment 231	£ 1,484.40	£ 1,237.00	£ 247.40	PF&POS

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
14/10/2020	Mrs S Stannard	Cutting of 2 keys for bollard at cemetery	Internet payment 224		£ 10.50		Admin
14/10/2020	Cooks Waste Kare Ltd	Skip exchange 05/10/2020	Internet payment 225	£ 170.00	£ 141.67	£ 28.33	Maintenance
14/10/2020	SCL Landscape Manager	Maintenance at cemetery - Sept 2020	Internet payment 226	£ 542.40	£ 452.00	£ 90.40	Maintenance

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
14/10/2020	SCL Landscape Mar	Maintenance at Allotments - Sept 2020	Internet payment 223	639	£ 532.50	£ 106.50	Maintenance

INCOME RECEIVED during October 2020

General Account (newsletter advertisements, allotment rents, interest)	£534.49
Business Base Rate Tracker	£0
Cemetery Account (burial income, transfer, interest)	£939.26

ACCOUNT BALANCES AS AT 31 October 2020

General Account	£252,681.06
Business Base Rate Tracker	£54,499.63
Cemetery Account	£61,730.57