



Rushmere St. Andrew Parish Council

www.rushmerestandrew.onesuffolk.net



Minutes of the Parish Council meeting held on 9th November 2023 at 7.30pm at Village Hall

CHAIR: Mr R Whiting

PRESENT: Mr R Whiting, Mr B Ward, Mr J Wright, Mrs M Odam, Mr J Westrup, Mrs M Brown, Mr R Nunn, Mr P Blundell, Mr P Phillpot, Mr K Driver, Miss A Cracknell

APOLOGIES: Mr P Blundell (another commitment), Mr D Francis (another commitment), Mr M Newton (another commitment), Mr C Griggs (another commitment)

OTHER APOLOGIES: Mr S Lawson

CLERK: Mr P Massey- Clerk. Minutes taken by Mr P Massey.
Mrs S Stannard- Assistant Clerk.

ALSO PRESENT: Cllr Dan Clery - ESC. Members of the public 0.

1. APOLOGIES, APPROVAL OF ABSENCE, PROTOCOL & CONDUCT REMINDERS

The Chairman welcomed everyone to the meeting. He reminded Councillors of 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 that the apologies be accepted, seconded by Miss Cracknell. Resolved with ALL in favour.

2. DECLARATIONS OF COUNCILLOR INTEREST

Mr Wright declared a non-pecuniary interest in work carried out by Greenways and SCL Landscape Management. No other declarations were made.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 12th OCTOBER 2023

Mr Westrup proposed acceptance of the Parish Council minutes without any amendments. This was seconded by Mrs Odam. Resolved with ALL in favour.

The minutes were duly signed as a correct record.

4. PUBLIC PARTICIPATION

a. Members of Public/Parish Councillors may Raise Items Relating to this Agenda or any Matter Concerning the Parish

Mr Wright reported that the new water taps at the cemetery have been installed. The cases will be installed shortly.

b. County Councillor Report

No report received and no councillors present.

c. District Councillor Report

A District Councillors Report was distributed with the agenda for the meeting and Cllr Clery was present at the meeting. He provided a verbal update indicating that there is lots of focus on helping residents in East Suffolk with the after-effects of the flooding and finding emergency housing. Cllr Cleary also

mentioned that residents contacted him regarding the application for 155 The Street, and he is aware of their objections and the parish council objection. Matters arising: None.

5. TO CONSIDER AND APPROVE THE TERMS OF REFERENCE FOR THE LAND EAST OF HUMBER DOUCY LANE

A terms of reference was distributed with the agenda for the meeting. The Planning and Transportation Committee recommended that a working group be formed and Councillors debated the terms of reference.

Mr Noske proposed that the terms of reference with the following amendments be approved:

Page one last paragraph: delete 'or if this is not feasible to consider how best the impacts can be addressed'; and

Page 2 under item 5 – Amend to read 'The Working Group will be made up of a councillors and volunteers from the community, including at least four parish councillors'.

Seconded by Mr Driver. Resolved with ALL in favour.

6. FINANCE

a. To Note Expenditure Authorised under Delegated Powers

The Assistant Clerk reported that delegated authority was given by the Chairman and the Clerk for safety reasons for the replacement of one of the stones around the War Memorial. This currently represented a trip hazard. Spencer Wix was appointed at a cost of £325 plus VAT for the stone and installation.

The Councillors noted this.

b. To Consider the Bank Reconciliation and Budget Monitoring for the Period Ending 31/10/23

A bank reconciliation and budget monitoring for October 2023 were made available with the agenda for the meeting. Councillors considered this.

Mr Nunn proposed that the bank reconciliation be approved, seconded by Mr Wright. Resolved with ALL in favour. Mr Westrup proposed that the budget monitoring be approved. Seconded by Mr Ward. Resolved with ALL in favour.

7. TO CONSIDER AND APPROVE FOLLOWING POLICIES:

- a. Accident Reporting Policy and Procedures**
- b. Climate Awareness and Environment Policy**
- c. Community Engagement Strategy**
- d. Data Protection Policy**
- e. Document and Electronic Data Retention Policy**
- f. Flexible Working**
- g. Health Safety Policy**
- h. Holiday Policy**
- i. IT and Communications System Policy**
- j. Notice on Reporting at Meetings of the Parish Council or Committee**
- k. Subject Access Request Policy**
- l. Subject Access Request Policy**
- m. Travel and Expenses Policy**
- n. Volunteer Policy**
- o. Website Accessibility Statement**

Item 7 a - o were considered together. The policies have been considered by the Forward Planning Group and in particular Mr Driver prior to the meeting. The policies under consideration were distributed with the agenda for the meeting.

Mr Noske proposed that the above-mentioned policies be approved in principle by the Parish Council. Delegated authority be given to the Chair and Vice-chair to amend typographical and other minor errors. This was seconded by Mrs Odam. Resolved with ALL in favour.

8. TO CONSIDER AND APPROVE INFANT REPLACEMENT SWING SEATS AT YEW TREE PLAY AREA

The Clerk informed the councillors that the infant swing seat at Yew Tree play area needs to be replaced due to their current condition of the seat. Quotes for the replacement seat were requested from Premier Play Solutions, Action Play and Leisure and PlayQuip. A quote was received from PlayQuip for £202 + VAT and postage for a replacement seat. Premier Play Solutions quoted £750 + VAT for the supply and delivery of the seat.

Mr Westrup proposed that the quote from Playquip at a total cost of £202 + VAT be accepted for a replacement infant swing seat and that up to £100 be spent on the delivery and installation of the seat. Delegated authority are given to the Chair and Vice-Chair to agree delivery and installation. Seconded by Mr Ward. Resolved with ALL in favour.

9. TO CONSIDER AND APPROVE A TREE SURVEY FOR THE LAND OWNED BY THE PARISH COUNCIL

The Assistant Clerk explained that it is necessary to complete a tree survey for the land owned by the parish council that has trees on the land. NALC and SALC recommend that the surveys be completed every three years. It has been three years since the last survey and it is necessary to carry out another tree survey. Quotes were requested from Ipswich Borough Council, Suffolk Treescape, Tree Surveys, Haydens, Elite Trees and Arborial Associates. Quotes were received from:

Suffolk Treescape - £1125 + VAT

Hayden's Arboricultural Consultants - £2,627 + VAT

Arboreal Associates - £1875 + VAT

Mr Noske proposed that £2,700 be allocated for a tree survey and that delegated authority be given to the Chair and Vice-chair to appoint the most appropriate company based on their qualifications, experience, recommendations and best value for money. Seconded by Mr Nunn. Resolved with ALL in favour.

10. TO CONSIDER AND APPROVE FENCING AT TOWER HALL PLAY AREA

Mr Whiting explained that the railing fence at Tower Hall Play Area is in need of restoration, the current railings are rusting and have exposed areas where the paint has flaked off. The Parish handyman, Mr Nicholls had difficulty painting as the fence is round and therefore the best solution is to appoint a company that is able to spray paint the fence. It would take much less time but more importantly they would be produce a better end product. A quote was received from Mr Marriot for £2,314 + VAT to clean and spray paint the fence.

Mr Ward proposed that the quote from Mr Marriot be accepted provided that two more quotes for spray painting is sought and this is still the best quote at a total cost of £2,314 + VAT. Seconded by Mr Wright. Resolved with ALL in favour.

Mr Whiting informed Councillors that £3500 is earmarked for a replacement fence at Tower Hall Play Area that will no longer be needed and it is proposed to allocate this for painting the fence and other work on the fences related to the Enchanted Tree Trail.

Mr Whiting proposed that £3,500 be allocated for the enchanted tree trail. Seconded by Mr Westrup. Resolved with ALL in favour.

11. TO CONSIDER AND APPROVE CROWN PRUNING OF CHERRY TREES A CHESTNUT PLAY AREA

The Clerk informed councillors that the Cherry Trees at Chestnut Play Area needs crown pruning. Quotes were sourced from Acorn Trees, SCL Landscape Management Ltd, Tom Lyon. A quote was received from Acorn Trees for £1,450 + VAT.

Mr Westrup proposed that the quote from Acorn Trees at a total cost of £1,450 + VAT be accepted and they be instructed to carry out the necessary works. Seconded by Miss Cracknell. Resolved with ALL in favour.

12. TO CONSIDER AND APPROVE PLAY AREA INSPECTIONS

The Assistant Clerk informed Councillors that a contractor needs to be appointed to complete an annual safety inspection at the play areas. Quotes were requested from Rospa, Premier Play Solutions and PlayQuip. The quotes received were:
Rospa - £692 + VAT for an annual inspection
Premier Play Solutions - £975 + VAT

Mr Wright proposed that the quote from Rospa at a total cost of £692 + VAT be accepted and they be instructed to carry out the necessary works. Seconded by Mr Philpot. Resolved with ALL in favour.

13. TO CONSIDER AND AGREE ARRANGEMENTS FOR DECEMBER PARISH COUNCIL MEETING

Mr Whiting stated that last year after the parish council meeting a partnership meeting was held with several organisations that work in the parish. Councillors discussed this and whether a similar format should be followed this year.

Mr Noske proposed that the same format will be followed this year and that a maximum of £300 will be spent on refreshments. Seconded by Mr Wright. Resolved with ALL in favour.

14. TO AGREE DATES FOR PARISH COUNCIL AND COMMITTEE MEETINGS FOR 2024

The Clerk Distributed the proposed dates for Parish Council and Committee Meetings for 2024. It was explained that all these dates are agreeable with the Halls.

Mrs Odam proposed acceptance of the Meeting dates for 2024. Seconded by Mr Ward. Resolved with ALL in favour.

15. GENERAL MATTERS AND CORRESPONDENCE

a. Correspondence Received

None

b. Forthcoming Meeting Dates

Community Engagement Committee, Thursday 7th December, Tower Hall
Parish Council Meeting, Thursday 14th December, Tower Hall

16. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Early opportunity to have a working group meeting on Humber Doucy Lane.

17. CLOSE OF MEETING

The Chair closed the meeting at 8.20pm.

--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 12th October 2023.

GENERAL EXPENDITURE

| Paid Date | Supplier | Item | Cheque No. | Cost inc. VAT | Cost exc. VAT | VAT | Category |
|------------|--|--|------------------------------|---------------|---------------|----------|----------|
| 01/10/2023 | Mrs S Stannard | Nature trail tree face | | | | 59.77 | PF&POS |
| | | | Internet payment 1084 | | | | |
| 01/10/2023 | Rachel Holmes Illustrator | High Definition Images | | | | 62.50 | Admin |
| | | | Internet payment 1085 | | | | |
| 27/09/2023 | Amazon | Cards for Remembrance Service | | £ 31.13 | £ 25.94 | £ 5.19 | Misc |
| 27/09/2023 | Amazon | Cards for Remembrance Service | | £ 62.26 | £ 51.88 | £ 10.38 | Misc |
| 01/10/2023 | JEP Business Services | Noticeboard and letter rounds - Sept 2023 | | | | 135.00 | S142 |
| | | | Internet payment 1089 | | | | |
| 01/10/2023 | Parish Halls - Rushmere St | Hire of halls, hire of office | | | | 3,306.33 | Hire |
| | | | Internet payment 1094 | | | | |
| 05/10/2023 | Barclays Bank | Bank Charges | | | | 8.50 | Admin |
| 10/01/2023 | SCL Landscape Management | Maintenance Playareas - September 2023 | | 825.00 | £ 687.50 | £ 137.50 | PF&POS |
| 10/01/2023 | SCL Landscape Management | Ponds maintenance - September 2023 | | 144.00 | £ 120.00 | £ 24.00 | Pond |
| 10/10/2023 | Mrs S Stannard | Remembrance Wreaths | | | | 109.98 | S137 |
| | | | Internet payment 1103 | | | | |
| 10/10/2023 | Communities Together East | Support of Rushmere Remembrance event | | | | 1,000.00 | Misc |
| | | | Internet payment 1104 | | | | |
| 23/10/2023 | Mr P Massey | Wool Remembrance Event | | | | 16.80 | Misc |
| | | | Internet payment 1105 | | | | |
| 23/10/2023 | Mr J Nicholls | Paints for play equipment in play areas | | | | 43.98 | PF&POS |
| | | | Internet payment 1106 | | | | |
| 23/10/2023 | SALC | Training S Stannard VAT | | 35.25 | £ 29.37 | £ 5.88 | Training |
| | | | Internet payment 1107 | | | | |
| 23/10/2023 | SALC | Training P Massey CILCA | | 360.00 | £ 300.00 | £ 60.00 | Training |
| | | | Internet payment 1108 | | | | |
| 23/10/2023 | SALC | Training P Philpot; P Blundell Councillor Training | | 108.00 | £ 90.00 | £ 18.00 | Training |
| | | | Internet payment 1109 | | | | |
| 23/10/2023 | SALC | Training P Massey CILCA Briefing | | 36.00 | £ 30.00 | £ 6.00 | Training |
| | | | Internet payment 1110 | | | | |
| 23/10/2023 | Net salaries paid after PAYE, NI & Pension | | Internet payment 1111 & 1112 | | | 3,853.44 | Salary |
| 23/10/2023 | Nest | Pension Payments - October 2023 | | | | 280.09 | Pension |
| | | | D/D | | | | |

CEMETERY EXPENDITURE

| Paid Date | Supplier | Item | Cheque No. | Cost inc. VAT | Cost exc. VAT | VAT | Category |
|------------|--------------------|--|-----------------------|---------------|---------------|----------|-------------|
| 01/10/2023 | Mrs S Stannard | Parking fee paying in cheques | | | | 2.45 | Admin |
| | | | Internet payment 1090 | | | | |
| 01/10/2023 | Amazon | Paper | | £ 26.99 | £ 22.49 | £ 4.50 | Admin |
| | | | Internet payment 1091 | | | | |
| 01/10/2023 | Amazon | Staplers | | £ 9.94 | £ 8.28 | £ 1.66 | Admin |
| | | | Internet payment 1092 | | | | |
| 01/10/2023 | Amazon | Chair Office | | £ 224.99 | £ 187.49 | £ 37.50 | Admin |
| | | | Internet payment 1093 | | | | |
| 10/10/2023 | SCL Management Ltd | Maintenance - September 2023 | | £ 1,143.00 | £ 952.50 | £ 190.50 | Maintenance |
| | | | Internet payment 1098 | | | | |
| 10/10/2023 | Cloudflex Systems | Microsoft 365 Subscriptions | | £ 423.60 | £ 353.00 | £ 70.60 | Admin |
| | | | Internet payment 1099 | | | | |
| 10/10/2023 | Mr K Brazier | Registrar of Burials Admin - Sept 2023 | | | | 492.75 | Maintenance |
| | | | Internet payment 1100 | | | | |
| 10/10/2023 | Amazon | Wreath cemetery | | £ 9.99 | £ 8.32 | £ 1.67 | Admin |
| | | | Internet payment 1101 | | | | |
| 10/10/2023 | Sun Skips | Skip exchange Lawn Cemetery 06/10/2023 | | £ 280.00 | £ 233.33 | £ 46.67 | Maintenance |
| | | | Internet payment 1102 | | | | |
| 23/10/2023 | H3G | Mobile phone contracts | | | | 91.20 | Admin |
| | | | D/D | | | | |

ALLOTMENT EXPENDITURE

| Paid Date | Supplier | Item | Cheque No. | Cost inc. VAT | Cost exc. VAT | VAT | Category |
|------------|--|------|-----------------------|---------------|---------------|----------|-------------------|
| 10/10/2023 | SCL Landscape Mar Maintenance - September 2023 | | Internet payment 1097 | | £ 212.40 | £ 177.00 | 35.40 Maintenance |

INCOME RECEIVED during October 2023

| | |
|--|-----------|
| General Account (allotments, grants) | £8,600.21 |
| Business Base Rate Tracker (interest) | £0 |
| Cemetery Account (burial income, interest) | £7,656.37 |

ACCOUNT BALANCES AS AT 31st October 2023

| | |
|----------------------------|-------------|
| General Account | £227,094.11 |
| Business Base Rate Tracker | £54,887.38 |
| Cemetery Account | £131,736.63 |