



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



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(PAGE 7 OMITTED FOR THIS PUBLIC COPY)**

Minutes of the Parish Council meeting held on 9th March 2023 at 7.30pm at the Tower Hall

CHAIRMAN: Mr R Whiting

PRESENT: Mr B Ward, Mr K Driver, Mr J Westrup, Mr J Wright, Miss A Cracknell, Mr R Whiting, Mr D Francis, Mr N Nunn, Mrs M Odam, Mrs M Brown, Mr M Newton

APOLOGIES: Ms C Evans (family commitment), Mrs B Richardson-Todd (family commitment), Mr C Griggs (family commitment), Mr Noske (unwell)

OTHER APOLOGIES: Mrs D McCallum (other commitment), Mr S Lawson (other commitment), Mr C Hedgley (unwell).

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

ALSO PRESENT: 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 was received as above. Miss Cracknell proposed that the apologies be accepted, seconded by Mr Driver. Resolved with ALL in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 9th FEBRUARY 2023

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

The minutes were duly signed as a correct record.

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

None

b. County Councillor Report

Apologies received from Cllr Lawson and Cllr McCallum. Written report not received from Cllr Lawson or Cllr McCallum.

c. District Councillor Report

Written report from Cllr Hedgley was made available prior to the meeting. Matters arising: None.

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 made available with the agenda for the meeting.

The PCSO Report was noted.

There were no matters arising from the reported minutes.

b. Other Matters

Councillors were reminded that the current PCSO contract will end at the end of March 2023.

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 to fixing the fence at Chestnut Play Area. The cost to fix the fence was £175 and KJ Fencing was authorised to complete the work.

Councillors noted this.

b. Other Matters -

- **To Consider the Bank Reconciliation and Budget Monitoring for the Period Ending 28.02.23**

The Assistant Clerk shared a bank reconciliation with Councillors and discussed the budget monitoring for the period ending February 2023 with Councillors. She explained the various figures and implications. Detailed figures for the budget monitoring were shared at the meeting.

Miss Cracknell proposed that the budget reconciliation and monitoring be approved, seconded by Mr Westrup. Resolved with ALL in favour.

- **Earmarked Reserves**

Mrs Odam proposed that £7,580 of general reserves be earmarked for youth workers in the parish. Seconded by Mr Wright. Resolved with ALL in favour.

7. TO NOTE THE RECORD OF THE COMMUNICATIONS AND ENGAGEMENT COMMITTEE MEETING 23/02/23

Mr Whiting reported that the last meeting of the C&E had been held on 23rd February 2023. Copies of the UNAPPROVED minutes had been made available to all Councillors. The C&E record was noted. There were no matters arising from the reported minutes.

8. TO CONFIRM MEMBERS AFFILIATION TO COMMITTEES & ADVISORY PANELS AND REPRESENTATIVES ON PARTNER ORGANISATIONS & BOARDS

The following appointments were confirmed. The Parish Council Chairman and Vice-Chairman are ex-officio voting members of all committees, sub-committees, advisory panels and working parties.

- a. **Environment and Services Committee**
Mrs Richardson-Todd, Mr Whiting, Mr Driver, Mr Francis, Ms Evans, Mr Newton, Mr Nunn, Mrs Odam, Mr Westrup, Mr Wright, Mr Ward (11 members)
- b. **Planning and Transportation Committee**
Mrs Richardson-Todd, Mr Whiting, Mr Driver, Mr Francis, Mr Noske, Miss Cracknell, Mr Newton, Mr Nunn, Mrs Odam, Mr Westrup, Mr Wright, Mr Ward (12 members)
- c. **Community Engagement Committee**
Mrs Richardson-Todd, Mr Whiting, Mrs Brown, Mr Newton, Mrs Odam, Mr Wright, Mr Noske, Ms Evans, Mr Griggs, Miss Cracknell, Mr Ward (11 members)
- d. **Cemetery Management Panel**
Miss Cracknell, Ms Evans, Mr Griggs, Mr Whiting, Mr Wright, Mrs Richardson-Todd, Mr Brazier (Registrar)
- e. **Allotment Advisory Panel**
Mr Francis, Mr Whiting, Mr Westrup (also Allotment Manager), Mrs Richardson-Todd, Mr Wright, Dr Wood (Allotment Tenant), Mrs Rozier (Allotment Tenant).
- f. **Newsletter & Website Editorial Advisory Panel**
Mrs Brown, Mr Newton, Mrs Richardson-Todd, Mr Whiting, Mr Griggs, Mr Wright, Mr Driver
- g. **Neighbourhood Plan Working Group**
Mr Whiting, Mr Wright, Ms Evans, Mrs Richardson-Todd, Mr Griggs, Mrs Bridger, Mr Driver, Mr Noske, Mrs Copsey
- h. **Representatives on Boards and Partner Organisations:-**
The following posts were confirmed:-
 - i. **Community Emergency Adviser –** Mr Wright
 - ii. **Representative on SALC –** Mrs Richardson-Todd
 - iii. **PC Contact for Safeguarding of Children & Vulnerable Adults -** Mrs Richardson-Todd/Mrs Brown
 - iv. **Public Transport Liaison Officer –** Mr Wright
 - v. **Parish Paths Liaison Officer –** Mr Ward
 - vi. **Parish Council Representatives on Parish Halls Management Committee –** Miss Cracknell
 - vii. **Tree and Pond Warden -** Mr Wright
 - viii. **Representative on the Woodbridge SNT ASB Group –** None
 - ix. **Representative on Kesgrave Community Library -** Mrs Brown
 - x. **Representative on Rushmere Commons** - Mr Driver
 - xi. **Representative on SAVID** - Mr Wright
 - xii. **Representative on Community Partnership** - Mr Wright

(including Rewilding Forum and Road Safety Forum)

- xiii. **Broke Hall School** – Mrs Brown
- xiv. **Churches/ Youth Worker** - To be determined

Mr Wright proposed acceptance of the above appointments as listed under items a-h, seconded by Mr Ward. Resolved: Carried with ALL in favour.

9. TO APPROVE THE ASSET REGISTER AND INSURANCE VALUATION LIST FOR YEAR ENDING 31st MARCH 2023

A revised asset register/ insurance schedule - Issue 35 had been made available to Councillors at the meeting. The Clerk advised that the additions since it was last approved in March 2022 include: Lenovo thinkpad T470 Ultrabook Laptop for the SIDS at a purchase cost of £294, a Samsung Galaxy Smartphone for the Assistant Clerk at a purchase cost of £333, an IOCHOW Auto Feed Paper Shredder for the office at a purchase cost of £248, two portable Speed Indicator Devices with brackets, locks and lithium batteries at a purchase cost of £7,689.95 each, two large ground waste bins one at Broke Hall playing area and one along the Water Tower lane at a value of £252 each. The previous shredder at a value of £160 and a waste bin were removed from the asset register. The bin was vandalised and the shredder no longer fit for purpose and replaced. The asset register now has an asset valuation value of £166,170 (based on original purchase costs).

Mr Wright proposed approval of the revised asset register for 31st March 2023 for the 2022/23 financial year (Issue 35). Seconded by Mr Newton with ALL in favour.

The Clerk reported that the Parish Council insurance cover aligns with the asset register and fidelity cover of £500,00 is provided with Zurich Municipal. The fidelity cover is within the level required. Councillors noted this.

Councillors thanked the Assistant Clerk for her work on this.

10. TO RATIFY PARISH POLICIES ON:

- a. **ICT and Electronic Communications**
- b. **Media and Publicity**
- c. **Social Media**
- d. **Communications**

Mr Wright proposed that the above-mentioned policies were deferred for consideration at the next Community and Engagement Community Committee meeting. Seconded by Mr Driver. Resolved with ALL in favour.

11. TO REPORT ON CORONATION EVENT AND BUDGET

Mr Whiting provided Councillors with an update on the planning for the Coronation Events.

The Assistant Clerk reported that at present the following spending has occurred on the project in accordance with the agreed budget:

Purchase of 3 English Oak Trees - £195 from Botanica. Purchase of paint and equipment for the tree guards £100.76. This was purchased from Elmers and Mr Wright was refunded for it. The trees have been planted. Funplay Ltd was booked for the family disco on 6th May for the entertainment and candy cart and for providing face painting for the 29th April at a cost of £410. Councillors noted this.

Mr Wright was thanked for all his work to clean and paint the tree guards.

12. TO REPORT ON PLAYFORD ROAD TRAFFIC CALMING SCHEME

Mr Whiting reported that no additional information has been received and awaiting the report from Suffolk County Council. The Assistant Clerk reported that an invoice for the works has been received but that this has not been paid as the issues have not been resolved. Councillors noted this.

The Assistant Clerk to report potholes around drain covers in The Street.

13. GENERAL PARISH MATTERS & CORRESPONDENCE

a. Correspondence Received

The Assistant Clerk informed Councillors that she had received the parish councillor election nomination forms and provided them with more information on the timetable, etc.

Mr Whiting reported that correspondence was received earlier in the evening from the owner of Nr 5 St Andrew's Church Close. This was noted and agreed to send her correspondence to apologise for the inconvenience caused and offer an hour or two of the time of the parish handyman to clear the area.

b. Forthcoming Meeting Dates

Planning and Transportation Committee Meeting, Thursday 16th March 2023 at 7.30pm at Tower Hall

Parish Council Meeting, Thursday 13th April 2023 at 7.30pm at Village Hall

Environment and Services Committee Meeting, Thursday 27th April 2023 at 7.30pm at Village Hall

14. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

16. CLOSE OF MEETING

The chairman closed the meeting at 8.28pm.

--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 February 2023.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
06/02/2023	Barclays	Bank charges			£ 8.50		Admin
06/02/2023	Amazon	Plastic bags 30 mph stickers	Internet payment 847	£ 64.94	£ 54.12	£ 10.82	PF&POS
06/02/2023	Amazon	Envelopes Office	Internet payment 848	£ 8.27	£ 6.89	£ 1.38	Admin
06/02/2023	Amazon	Paper Office	Internet payment 849	£ 34.99	£ 29.16	£ 5.83	Admin
06/02/2023	Mr J Nicholls	Parish handyman weekly checks - January 2023	Internet payment 850		£ 214.40		PF&POS
06/02/2023	Fullrays Leaflet Distribution	30mph stickers distribution	Internet payment 851		£ 100.00		PF&POS
06/02/2023	Fullrays Leaflet Distribution	Parish newsletter distribution winter 2022	Internet payment 852		£ 330.00		S142
06/02/2023	JEP Business Services	Noticeboard and letter rounds - January 2023	Internet payment 853		£ 50.00		S142
06/02/2023	Parish Halls Rushmere St Andrew	Storage Village Hall Parish Room	Internet payment 854		£ 250.00		Hire
13/02/2023	BT Group PLC	Parish office phone	D/D	£ 241.20	£ 201.00	£ 40.20	Admin
27/02/2023	Amazon	Combination padlocks	Internet payment 856	£ 7.97	£ 6.64	£ 1.33	PF&POS
27/02/2023	Amazon	Combination padlocks	Internet payment 857	£ 14.97	£ 12.47	£ 2.50	PF&POS
27/02/2023	SCL Landscape Management	Maintenance ponds - January 2023	Internet payment 858	£ 48.00	£ 40.00	£ 8.00	PF&POS
27/02/2023	Mr J Nicholls	Combination padlocks	Internet payment 859		£ 9.99		PF&POS
27/02/2023	Evolve Business Solutions	Printing contract - Nov 2022 to Feb 2023	Internet payment 860	£ 72.00	£ 60.00	£ 12.00	Admin
27/02/2023	Mrs S Jenkins	Mobile phone contract - January 2023	Internet payment 861		£ 10.00		Admin
27/02/2023	Funplay Ltd	Coronation event - disco	Internet payment 862		£ 410		Misc
27/02/2023	Mr J Nicholls	Parish handyman weekly checks - February 2023	Internet payment 863		£ 123.00		PF&POS
27/02/2023	Ipswich Borough Council	Greenways construction of silt trap at Limes Pond	Internet payment 864	£ 840.00	£ 700.00	£ 140.00	Pond
27/02/2023	Ipswich Borough Council	Maintenance at Woodbridge Road Land	Internet payment 865	£ 600.00	£ 500.00	£ 100.00	PF&POS
27/02/2023	Ipswich Borough Council	Weed clearance Limes Pond	Internet payment 866	£ 378.00	£ 315.00	£ 63.00	Pond
27/02/2023	PCC St Andrew Rushmere	Donation 2022/23	Internet payment 867		£ 500.00		S137
27/02/2023	Kesgrave Community Library	Donation 2022/23	Internet payment 868		£ 500.00		S137
27/02/2023	Headway Suffolk	Donation 2022/23	Internet payment 869		£ 500.00		S137
27/02/2023	Net salaries paid after PAYE, NI & Pension - February 2023		Internet payment 871 & 872		£ 3,827.08		Salary
27/02/2023	Nest	Pension contributions - February 2023	D/D		£ 274.33		Pension

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
06/02/2023	Mrs S Stannard	Parking charges to visit bank for cheques	Internet payment 855		£ 1.45		Admin
06/02/2023	Barclays Bank	Bank charges			£ 10.10		Admin
27/02/2023	Ipswich Borough Council	Surfacing of footpath cemetery	Internet payment 873	£ 2,868.00	£ 2,390.00	£ 478.00	Maintenance
27/02/2023	Mr K Brazier	Registrar Lawn Cemetery - January 2023	Internet payment 874		£ 209.25		Admin
27/02/2023	SCL Landscape Management	Maintenance lawn cemetery - January 2023	Internet payment 875	£ 786.00	£ 655.00	£ 131.00	Maintenance
27/02/2023	Cooks Waste Kare Ltd	Skip exchange at lawn cemetery -02/02/2023	Internet payment 876	£ 192.41	£ 160.34	£ 32.07	Maintenance

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
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INCOME RECEIVED during February 2023

General Account (newsletter advertisements, interest, allotment deposits, grants)	£25.00
Business Base Rate Tracker (interest)	£0
Cemetery Account (burial income, interest)	£5,249.82

ACCOUNT BALANCES AS AT 28th February 2023

General Account	£243,493.43
Business Base Rate Tracker	£54,559.10
Cemetery Account	£108,782.81