



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



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(PAGE 8 OMITTED FOR THIS PUBLIC COPY)**

Minutes of the Parish Council meeting held on 10th November 2022 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 D Noske, Mrs M Brown, Mr N Nunn, Mr M Newton, Mrs M Odam

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

OTHER APOLOGIES: Mrs D McCullum (other commitment)

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

ALSO PRESENT: Mr S Lawson (Suffolk County Councillor), Mr C Hedgley (District County Councillor), 2 representatives from Suffolk Highways, Members of the public = 2

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. Mr J Wright proposed that the apologies be accepted, seconded by Mr D Noske. Resolved with ALL in favour.

2. TO FILL A PARISH COUNCIL VACANCY IN THE TOWER WARD BY CO-OPTION

The Councillor vacancy arose as a result of the resignation of Mr Phil Richings. A notice of the vacancy in the Tower Ward was displayed on the noticeboards in the parish and on the parish council website. The notice was displayed until 13th October 2022. East Suffolk informed the Parish Council that a by-election was not needed and that a parish councillor can be co-opted at the November Parish Council meeting.

Three enquiries were received regarding the co-option process and one interested candidate was present at the meeting. The interested candidate introduced themselves and gave Councillors a brief history of their life, family and work and why they were interested in becoming a councillor in the parish. All voted for Mrs M Odam to be co-opted as Parish Councillor. Mr Whiting congratulated Mrs M Odam, they signed the Declaration of Acceptance of Office witnessed by the Clerk and would sign the declaration as a witness after the meeting. Mrs M Odam joined the meeting as a councillor.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 8 SEPTEMBER 2022

Mr J Westrup proposed acceptance of the minutes *without any amendments*. This was seconded by Mr K Driver with ALL in favour. The minutes were duly signed as a correct record.

4. 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.

5. PUBLIC PARTICIPATION

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

Mr J Wright reported there would be an ANPR camera situated on Arundel Way and Playford Road from 21st November therefore there would be no SIDs installed on these roads during that time.

Mr M Newton reported the Quiet Lane sign on Seven Cottages Lane has been knocked over. The Clerk confirmed this had already been reported.

Mr D Francis confirmed the overgrown weeds in Clovelly Close would stop being a problem as the area where the seeds were coming from has been sold to a developer and work has commenced.

A resident of St Andrew's Close spoke for 3 minutes on a boundary issue and thanked the Parish Council for offering to meet on site although they did not see what that would achieve so declined the offer. Mr R Whiting thanked them for attending the meeting and for distributing documents I respect of the issue and confirmed the matter would be referred to the next appropriate committee meeting to look at the documents.

b. County Councillor Report

Written report from Cllr Lawson was made available prior to the meeting.

Cllr Lawson thanked Mr J Wright for his work on Speedwatch.

Mr J Westrup asked about the work on the uneven surface on the pavement on Holly Lane. Cllr Lawson explained it was on the list but not a priority.

c. District Councillor Report

Written report from Cllr Hedgley was made available with the agenda for the meeting.

Cllr Hedgley reported on Road Safety Week.

Further to the last meeting, as requested Cllr Hedgley reported that a planning design officer would be paid in the region of £28/32 K for a junior and £30/45 K for a senior.

Cllr Hedgley confirmed there would be free festive parking across East Suffolk.

It was agreed that the Chairman will move Item 16 UPDATE ON PLAYFORD ROAD TRAFFIC CALMING SCHEME SURVEY forward on the agenda.

16. UPDATE ON PLAYFORD ROAD TRAFFIC CALMING SCHEME SURVEY

Cllr Lawson introduced two representatives of Suffolk Highways Department, the Community Liaison Engineer and Highway Design Engineer who he asked to come along to answer questions about the issues with the traffic Calming Scheme on Playford Road. There was a question and answer session between the Highway Design Engineer and the Parish Councillors. The discussion included the following points:

- Differing methods of speed counting
- Alternatives to bring down speed
- Additional 30 mph speed roundels
- How the traffic calming scheme makes it more dangerous for pedestrians and cyclists
- Success of the mini roundabout
- Installation of various sets of bumps and the different gradients
- Number of commercial vehicles questioned. This will be checked by Suffolk Highways and the findings reported back to the Parish Council
- Remedial measures

Apologies for the design's lack of impact were given by the Design Engineer and these were noted by the Parish Council. Mr R Whiting thanked them for coming to the meeting, taking questions from the councillors and answering them.

6. 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

None

7. FINANCE

a. To Note the Record of the General Purpose & Finance Committee Meeting of 13/10/2022

Mr K Driver reported that the last meeting of the GP&F had been held on 13th October 2022. Copies of the UNAPPROVED minutes had been made available to all Councillors.

The GP&F record was noted.

There were no matters arising from the reported minutes.

b. To Note the Record of the Cemetery Management Advisory Panel of 22/09/22

Mr Whiting reported that the last meeting of the Cemetery Management Advisory Panel had been held on 22nd September 2022. Copies of the UNAPPROVED minutes had been made available to all Councillors.

The Cemetery Management Advisory Panel was noted.

c. To Note Expenditure Authorised under Delegated Powers

The Assistant Clerk reported that expenditure under Delegated Powers has been authorised to repair the fence at Limes Pond that had been vandalised. The expenditure was authorised for safety reasons to ensure that the pond is fenced off. The cost to repair the fence was £260 and the contractor KJ Fencing was authorised to repair the fence. Councillors noted this.

d. Other Matters

The Assistant Clerk advised that the Parish Council received a Community Infrastructure Levy (CIL) payment of £5,880.60 on 01/10/2022 from East Suffolk Council. This was paid into the Parish Council general account. Councillors noted this.

8. PLANNING AND DEVELOPMENT

a. To Note the Record of the Planning and Development Committee Meeting of 15/09/2022 and 09/08/2022

Mr Whiting reported that the last meeting of the P&D had been held on 15th September 2022. Copies of the UNAPPROVED minutes for 15th September 2022 had been made available to all Councillors.

The P&D record was noted.

There were no matters arising from the reported minutes.

9. TO NOTE THE RECORD OF THE PARISH AMENITIES AND SERVICES COMMITTEE OF 15/09/2022

Mr Wright reported that the last meeting of the PA&S had been held on 15th September 2022. Copies of the UNAPPROVED for 15th September 2022 had been made available to all Councillors.

The PA&S record was noted.

There were no matters arising from the reported minutes.

10. TO APPROVE CONTRIBUTION FOR ESTABLISHMENT OF QUIET LANES IN PARISH

Mr R Whiting explained that four quiet lanes namely Tuddenham Lane, Playford Lane, Lamberts Lane and Seven Cottages Lane have been established in the parish. Suffolk County Council is asking for a £50 contribution towards establishing these lanes in the parish. The Parish Council budgeted £2,500 for the establishment of quiet lanes in the parish and has had no expenditure on these to date.

Mr R Nunn proposed to contribute £50 to Suffolk County Council for the establishment of quiet lanes in the parish. Seconded by Mrs M Brown. Resolved with ALL in favour.

11. TO DISCUSS TRANSFER OF LAND OWNED BY EAST SUFFOLK TO RUSHMERE ST ANDREW PARISH COUNCIL

Mr R Whiting explained that East Suffolk own land at Ditchingham Grove and Fellbrigg Avenue that is not maintained well. These sites and others may be considered of benefit to the community if the Parish Council took over ownership. The Clerk has written to East Suffolk Council to ask if they are prepared to transfer land in their ownership at Fellbrigg Avenue and Ditchingham Grove to the Parish Council to take over the permanent care and maintenance.

The Clerk reported that an email response from the Senior Estates Surveyor at East Suffolk Council was received, which was favourable to passing the Freehold of these (and potentially others) to the parish on the basis the areas are preserved in their existing use. It was agreed this would be taken to the next Parish Council meeting for discussion.

The Clerk reported the Senior Estates Surveyor at East Suffolk Council has been chased to ask what the next steps would be and to advise possible costs. No response has been received to date.

Mr J Wright proposed to submit a proposal to East Suffolk Council to transfer land at nil cost to Rushmere St Andrew Parish Council, seconded by Mr R Nunn and agreed by MAJORITY.

12. TO AGREE RECOMMENDATION FROM PA&S TO PURCHASE AND DISTRIBUTE 30MPH WHEELIE BIN STICKERS

The Clerk advised that there are a total of 400 houses on Playford Road, The Street, Bent Lane and Foxhall Road that can be sent 30 mph warning signs for their wheelie bins. With 2 bins out on different weeks each household would need 4 stickers to go one each side of the bin. Total stickers required 400 x 4 = 1600 stickers

The best cost option for the bulk purchase of stickers is Smartwheelie, a company set up to specifically print and supply speed and community awareness stickers.

The cost of 2000 stickers = £1,150

Distribution by our preferred company Fullrays Leaflets who provide a good service in delivering the newsletters and therefore know the routes, is £100.

The clear polythene mailing bags will be approximately £50 for 400.

Mr J Wright proposed to purchase 2000 x 30mph stickers at £1,150 from Smartwheelie and 400 x mailing bags at a maximum cost of £50 and for them to be distributed by Fullrays Leaflets at £100, seconded by Miss A Cracknell and agreed by MAJORITY.

13. TO AGREE THE DISPOSAL OF SWORDFISH SHREDDER FROM ASSET REGISTER

The Assistant Clerk reported that the swordfish crosscut 1000xc shredder is no longer fit for purpose and has to be disposed of and deleted from the Parish Council's Asset Register.

Mr J Westrup proposed to agree to disposal of Swordfish Shredder and deletion from the council's asset register, seconded Mr K Driver and agreed by ALL.

14. TO AGREE RECOMMENDATIONS FROM FORWARD PLANNING WORKING GROUP FOR FUTURE GOVERNANCE PROPOSALS

Document circulated and an explanation given by Mr R Whiting.

Mr R Whiting proposed to agree to take forward the recommendations from the Forward Planning Working Group for future governance proposals, seconded by Mr D Noske and agreed by MAJORITY. 1 Abstention.

15. TO CONSIDER AND AGREE IT SOLUTIONS FOR PARISH COUNCILLORS

Defer to future agenda.

17. GENERAL PARISH MATTERS & CORRESPONDENCE

a. Correspondence Received

None

b. Forthcoming Meeting Dates

Remembrance Service, 11th November 2022 at 10.30am at St Andrews Church

PA&S Committee Meeting, Thursday 17th November 2022 at 7.30pm at Tower Hall

GP&F Committee Meeting followed by Christmas Party, Thursday 8th December 2022 at 7.30pm at Village Hall

18. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

20. CLOSE OF MEETING

The chairman closed the meeting at 8.55 pm.

---COUNCILLORS to note items BELOW ---

The following expenditure had been incurred and income received since the items listed in the Minutes of the General Purpose and Finance meeting of 13th October 2022

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
03/10/2022	JEP Business Services	Noticeboard rounds - September 2022	Internet payment 725		£ 105.00		S142
03/10/2022	Mr J Nicholls	Parish caretaker rounds - September 2022	Internet payment 726		£ 417.00		PF&POS
03/10/2022	Cloudflex Systems	Laptop, case, mouse, setup costs and bitdefender renewal	Internet payment 727	£ 585.48	£ 487.90	£ 97.58	PF&POS
03/10/2022	Cloudflex Systems	Microsoft O365 mailboxes	Internet payment 728	£ 157.44	£ 131.20	£ 26.24	Admin
03/10/2022	Parish Halls Rushmere St Ar	Hiring of Tower Hall and Village Hall - July to	Internet payment 729		£ 1,100.00		Hire
03/10/2022	Parish Halls Rushmere St Ar	Hiring of Tower Hall Parish Office - July to D	Internet payment 730		£ 1,996.50		Hire
03/10/2022	PKF Littlejohn LLP	External audit for year ending 31 March 202	Internet payment 731	£ 480.00	£ 400.00	£ 80.00	Admin
03/10/2022	Mrs S Jenkins	Parish Council mobile phone	Internet payment 732		£ 5.00		Admin
04/10/2022	Suffolk Assn of Local Council	Training: S Jenkins	Internet payment 735	£ 223.20	£ 186.00	£ 37.20	Training
04/10/2022	Amazon	High Visibility Jackets - Speedwatch	Internet payment 736	£ 86.97	£ 72.48	£ 14.49	PF&POS
04/10/2022	Amazon	Pens Office	Internet payment 737	£ 5.39	£ 4.49	£ 0.90	Admin
04/10/2022	Amazon	Shredder Office	Internet payment 738	£ 248.00	£ 206.67	£ 41.33	Asset
04/10/2022	Amazon	Multi Purpose Paper Office	Internet payment 739	£ 33.70	£ 28.08	£ 5.62	Admin
04/10/2022	SCL Landscape Management	Maintenance Play Areas - September 2022	Internet payment 740	£ 259.80	£ 216.50	£ 43.30	PF&POS
04/10/2022	SCL Landscape Management	Maintenance at Ponds - September 2022	Internet payment 741	£72.00	£60.00	£12.00	Pond
05/10/2022	Barclays	Bank charges			£ 8.50		Admin
24/10/2022	Suffolk Police and Crime Cor	PCSO per SLA 24/02/2021- 13/07/2022; 01/10/22-31/03/23	Internet payment 748		£ 6,589.38		Crime
24/10/2022	Amazon	Learn to play guitar for kids - newsletter priz	Internet payment 749		£ 6.95		S142
24/10/2022	Amazon	Music Alley Acoustic Guitar for kids - news	Internet payment 750	£ 30.00	£ 25.00	£ 5.00	S142
24/10/2022	Amazon	Black bin liners	Internet payment 751	£ 6.85	£ 5.71	£ 1.14	Admin
24/10/2022	Amazon	Binder clips - stationary for office	Internet payment 752	£ 8.88	£ 7.40	£ 1.48	Admin
24/10/2022	Amazon	Tape for office	Internet payment 753	£ 6.98	£ 5.82	£ 1.16	Admin
24/10/2022	Amazon	Staplers for office, updated version of local government administration	Internet payment 755	£ 140.16	£ 137.69	£ 2.47	Admin
24/10/2022	Mrs S Stannard	Bags for office	Internet payment 758		£ 2.20		Admin
24/10/2022	KJ Fencing Services	Supply and fix of fence at Limes Pond	Internet payment 759		£ 260.00		Pond
24/10/2022	Net salary payments excluding NI, PAYE, Nest - October 2022		Internet payments 761, 762		£ 3,623.09		Salary
28/10/2022	Nest	Pension contributions - employer & employee October 2022	D/D		£ 254.45		Pension

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04/10/2022	Anglian Water	Water charges	D/D		£ 22.63		Maintenance
03/10/2022	Mr K Brazier	Registrar at Lawn Cemetery - September 2022	Internet payment 733		£ 148.50		Admin
03/10/2022	Mrs S Stannard	Parking charges to visit bank for cheques	Internet payment 734		£ 1.60		Admin
04/10/2022	Cooks Waste Kare Ltd	Skip exchange 29/09/2022	Internet payment 743	£ 192.41	£ 160.34	£ 32.07	Maintenance
04/10/2022	SCL Landscape Manager	Maintenance - September 2022	Internet payment 744	£ 344.40	£ 287.00	£ 57.40	Maintenance
04/10/2022	SCL Landscape Manager	Removal of sycamore trees	Internet payment 745	£ 1,980.00	£ 1,650.00	£ 330.00	Maintenance
05/10/2022	Barclays Bank	Bank charges			£ 12.00		Admin
11/10/2022	ICCM	Training course K Brazier (Cemetery Mangement and Compliance training)	Internet payment 746	£ 162.00	£ 135.00	£ 27.00	Admin
11/10/2022	Mrs S Stannard	Parking charges to visit bank for cheques	Internet payment 747		£ 1.15		Admin
24/10/2022	Amazon	Watering cans for lawn cemetery	Internet payment 754	£ 35.06	£ 29.22	£ 5.84	Maintenance
24/10/2022	Amazon	Watering cans for lawn cemetery	Internet payment 760	£ 21.98	£ 18.32	£ 3.66	Maintenance
13/10/2022	Barclays Bank	Loyalty reward review			£ 0.80		Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04/10/2022	SL Landscape Mana	Maintenance - September 2022	Internet payment 742	£ 106.20	£ 88.50	£ 17.70	Maintenance
24/10/2022	Mrs S Jacobs	Refund deposit Plot 6C, Alexander	Internet payment 756		£ 25.00		Maintenance
24/10/2022	Cooks Waste Kare L	Skip delivered at allotments 13/10/2022	Internet payment 757	£ 190.00	£ 158.33	£ 31.67	Maintenance

INCOME RECEIVED during October 2022

General Account (newsletter advertisements, refund insurance cancelled with CAS)	£8,190.90
Business Base Rate Tracker (interest)	£0
Cemetery Account (burial income, interest)	£6,601.60

ACCOUNT BALANCES AS AT 31st October 2022

General Account	£275,080.05
Business Base Rate Tracker	£54,528.80
Cemetery Account	£105,528.70