



Rushmere St. Andrew Parish Council

www.rushmerestandrew.onesuffolk.net



Minutes of the Parish Council meeting held on 12th October 2023 at 7.30pm at Tower Hall

CHAIR: Mr R Whiting

PRESENT: Mr R Whiting, Mr B Ward, Mr J Wright, Mr D Francis, Mrs M Odam, Mr M Newton, Mr J Westrup, Mrs M Brown, Mr R Nunn, Mr P Blundell.

APOLOGIES: Mr K Driver (other commitment) Mr D Noske (other commitment) Mr C Griggs (other commitment) Miss A Cracknell (unwell)

OTHER APOLOGIES:

CLERK: Mr P Massey- Clerk. Minutes taken by Mr P Massey.

ALSO PRESENT: District Cllr D Clery. 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. Mr J Wright proposed that the apologies be accepted, seconded by Mr R Nunn. Resolved with ALL in favour.

2. DECLARATIONS OF COUNCILLOR INTEREST

Mr J Wright declared a Non-Pecuniary interest in SCL Landscape Management and Greenways.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 14th SEPTEMBER 2023

Mr M Newton proposed acceptance of the Parish Council minutes without any amendments. This was seconded by Mr P Blundell with ALL in favour.

The minutes were duly signed as a correct record.

4. TO NOTE THE MINUTES OF THE MINUTES OF THE COMMUNITY ENGAGEMENT COMMITTEE ON THE 21ST SEPTEMBER 2023

Councillors noted these minutes. No matters arising.

5. TO NOTE DECISION CONCERNING YOUTH CLUB PROVISIONS FROM COMMUNITY ENGAGEMENT COMMITTEE

Mr Whiting informed council that from the Community Engagement Committee held on the 21st September 2023 the following decision was made: Mr B Ward proposed that up to £7,500 be available in the next financial year for the provision of a youth club. This was seconded by Mrs M Odam, resolved with ALL in favour.

Councillors noted this.

6. TO NOTE THE MINUTES OF THE MEETING OF THE CEMETERY PANEL ON THE 20TH SEPTEMBER 2023

Councillors noted these minutes. No Matters Arising.

7. PUBLIC PARTICIPATION

- a. Members of Public/Parish Councillors may Raise Items Relating to this Agenda or any Matter Concerning the Parish**
No matters arising.
- b. County Councillor Report**
No report received and no councillors present.
- c. District Councillor Report**
Councillor Dan Clery talked through his report and answered any questions from the Parish Councillors. During his report he gave a brief overview on energy providers and renewable energy.
No Matters arising.

8. FINANCE

a. To Note Expenditure Authorised under Delegated Powers

Mr R Whiting reported that delegated authority was given by the Chairman and the Clerk for safety reasons for the removal of Laurel adjacent to the footpath at the cemetery as this was a trip hazard. SCL Landscape Management Ltd was appointed at a cost of £115 + VAT to remove the vegetation. The Councillors noted this.

Mr R Whiting reported that delegated authority was given by the Chairman and the Clerk for removal of a soil pile at the cemetery that was a trip hazard. SCL Landscape Management Ltd was appointed at a cost of £150 + VAT to remove this. The Councillors noted this.

b. To note receipt of 2nd precept payment

Mr R Whiting reported that the second instalment of the precept had been received, a total of £61,650 was paid into the general account on the 29th September 2023. Councillors noted this.

9. TO CONSIDER AND APPROVE FOLLOWING POLICIES:

- a. Anti-Corruption and Bribery Policy**
- b. Co-option of Councillors**
- c. Flexible Working Policy**
- d. Freedom of Information Policy**
- e. Holiday Policy**
- f. Internal Control Policy**
- g. Internet Banking Policy**
- h. IT and Electronic Communications Policy**
- i. Photography Policy**
- j. Privacy Policy**
- k. Protocols for Public Participation in Council Meetings**
- l. Protocols for Reporting at Council Meetings & Committee Meetings**
- m. Sickness & Absence Policy for Employees of Council**
- n. Staff Appraisal Policy**
- o. Standing Orders**
- p. Training and Development Policy**
- q. Whistleblowing Policy**

Item 9 a to q 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. Mrs M Odam raised concerns over item 9c Flexible working policy and 9e Holiday Policy. The Chairman informed council to disregard 9c and 9e, these would be removed from consideration, concerns would be addressed between now and the next Parish Council meeting.

Mr J Wright proposed that the above-mentioned policies (excluding 9c and 9e) 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 Mr J Westrup. Resolved with ALL in favour.

10. TO CONSIDER AND APPROVE A NEW LOGO FOR THE PARISH COUNCIL

Mr Whiting reminded councillors that delegated authority was given to the Forward Planning Group, to develop concept and ideas in consultation with a design firm. The Clerk presented the new Logo to the Parish Council. Councillors discussed this.

Mr J Westrup proposed acceptance of the New Logo. Seconded by Mr M Newton. Resolved with ALL in favour.

11. TO CONSIDER AND APPROVE QUOTATION FOR LIFTING OF THE CROWN OF A CHERRY TREE AT WOODBRIDGE ROAD.

The assistant clerk explained that it is necessary to reduce the Cherry Tree Crown by 3m at the land at Woodbridge Road. Three quotes were requested from Tom Lyons, Acorn Trees and SCL Landscape Management. Two quotes were received from SCL Landscape Management Ltd and Acorn Trees. The quotes were as followed:

SCL Landscape Management Ltd – £650 + VAT
Acorn Trees - £550 + VAT

Mr J Westrup proposed that Acorn Trees be instructed as per their quote of £550 + VAT. Seconded by Mr R Nunn. Resolved with MAJORITY in favour.

12. TO CONSIDER AND APPROVE THE DESIGN AND LOCATION OF GATEWAY SIGNS FOR THE PARISH

The Clerk presented the design ideas and locations for the 8 gateway signs with the funding from Cllr McCallum Suffolk County Council Highway Budget. The Councillors discussed the design ideas and locations of the gateway signs.

Mr R Nunn proposed acceptance of the design with the larger writing and green and gold colours. Seconded by Mr J Wright, resolved with ALL in favour

Mr P Blundell proposed acceptance of the locations. Seconded by Mr R Nunn. Resolved with ALL in favour.

13. TO CONSIDER RECOMMENDATION FROM COMMUNITY ENGAGEMENT COMMITTEE REGARDING NEWSLETTER PRODUCTION

Mr Whiting reported the following proposal from the community engagement committee: Mr B Ward proposed that focus on Social Media Platforms and the Parish Council Website should be a priority and the Parish Council should make use of other free publication such as In Touch and recommend to Parish Council that no future newsletters be produced. Seconded by Mr R Whiting. Resolved with ALL in favour. The Councillors discussed this recommendation.

Mr B Ward proposed acceptance of the decision that no future newsletters be produced. Seconded by Mrs M Odam. Resolved with MAJORITY in favour.

14. TO CONSIDER AND APPROVE IMPROVEMENTS TO CHESTNUT POND TO ADDRESS ANTI-SOCIAL BEHAVIOUR

Mr Whiting reported that there have been several complaints of anti-social behaviour around Chestnut Pond. To address this issue two quotes were obtained to cut back overgrown vegetation and re-instate a footpath making the route circular. The quotes were as followed:

Greenways- no quote received
SCL-£1275 + VAT

Mr R Nunn proposed that SCL be instructed as per their quote of £ £1275 + VAT. Seconded by Mr P Blundell. Resolved with MAJORITY in favour.

15. TO CONSIDER AND APPROVE THE REMOVAL OF VEGETATION AT THE LAWN CEMETERY ADJACENT TO THE PATH AND PREPARING FOR FLOWERBEDS

The Clerk informed Councillors that it would be beneficial to remove the vegetation adjacent to the path at the cemetery and plant flowers in these beds as they are overgrown and flowers would add more colour to the cemetery. A quote was sourced from the contractor that is responsible for the maintenance at the cemetery SCL Landscape Management Ltd. The quote received was for £975 + VAT for the removal of all the shrubs and digging out the roots and preparing the soil for plants.

Mr B Ward proposed that SCL Landscape Management Ltd be appointed at £975 + VAT for the removal of the shrubs and digging out the roots and preparing the soil for plants at the beds adjacent to the path. Seconded by Mr Paul Blundell. Resolved with All in Favour.

Mr J Wright proposed that £500 be allocated for plants and that delegated authority be given to the Clerk to assist the Registrar of Burials. Seconded by Mr M Newton. Resolved with ALL in favour.

16. TO CONSIDER AND APPROVE CARRYING OUT OF A TOPPLE TEST AT THE LAWN CEMETERY

The Council last completed a topple test in 2019 and it is recommended to complete topple tests every three to four years. The Assistant Clerk asked for quotes for a test from Masters and Spencer Wix.

Quotes were received as follows:

Masters – free of charge

Spencer Wix - £2,000 + VAT

Mr J Wright proposed that Masters be appointed free of charge to complete a topple test at the Lawn Cemetery. Seconded by Mr J Westrup. Resolved with ALL in favour.

17. TO CONSIDER AND APPROVE A REPLACEMENT BENCH AT LAWN CEMETERY

Mr Whiting informed Councillors that one of the benches in the Lawn Cemetery needs replacing. Three Quotes were obtained for the replacement. The bench would be purchased from the cemetery account.

Broxap- £614 ex VAT

KBS Depot £481 ex VAT

Citysquared - £2255 ex VAT

The Clerk Circulated the quotes with pictures of each of the benches. All benches are Minimum of 1.8 meters in length. The Councillors discussed the options.

Mr J Wright proposed that delegated authority be given to the Clerk to purchase a suitable replacement bench up to the cost of £1000. Seconded by Mr B Ward. Resolved with ALL in favour.

18. TO CONSIDER AND AGREE HOLDING A MEETING OF THE PARISH COUNCIL EACH YEAR IN AUGUST

Mr Whiting explained the issues the office received from not having a meeting in August and the benefits that would be gained from holding a Parish Council meeting in August.

Mr J Westrup proposed that a Parish Council Meeting in August be held moving forward. Seconded by Mr J Wright. Resolved with ALL in favour.

19. CONSIDER AND AGREE THE REPLACEMENT SIGNS AT THE LAWN CEMETERY

Mr Whiting explained that the current signs at the lawn cemetery are outdated and do not contain the relevant information, they therefore need replacing. In total there are 5 signs at the cemetery. Three quotes were obtained for the replacement. All products are aluminium and size 400mm x 300mm. The signs would be purchased from the Cemetery account.

Colour Frog- £26.40 ex VAT per sign £132 ex VAT in Total.

Marktek- £42.58 ex VAT per sign £212.90 ex VAT in Total.

Signomatic- £62.24 ex VAT per sign £311.20 ex VAT in Total.

The Clerk explained the differences in the signs.

Mr P Blundell proposed that 5 signs be purchased from Signomatic at a total cost of £311.20. Seconded by Mr R Nunn. Resolved with ALL in favour.

20. CONSIDER AND AGREE INCREASED HOURS FOR REGISTRAR OF BURIELS AND THE PURCHASE OF RELEVANT EQUIPMENT

Mr Whiting explained to councillors that with additional flower beds at the cemetery, it would be beneficial to appoint someone to look after these areas. The Registrar of Burials is willing to do this and he already looks after the grounds at St Andrews Church with the other volunteers at the Church. An additional 10 hours a week is needed to maintain the flower beds, etc at the cemetery. This would not impact on the current maintenance contract with SCL Landscape Management Ltd that covers cutting of the grass, cutting of the hedgerows and adding topsoil when required. The Registrar of Burials will look after the planned flowerbeds and other maintenance not covered by the contract with SCL Landscape Management.

The Registrar of Burials is appointed as a contractor for a maximum of 10 hours per week at £13.50 per hour. This equates to £7,020 per annum. The proposal is to increase this to 20 hours per week at £13.50 per hour and it would equate to £14,040 per annum. In the 2022/23 financial year the cemetery expenditure was £28,550.50 and the income £42,299.40.

Mr J Westrup proposed that the Registrar of Burials, Mr Kevin Brazier be appointed for an additional 10 hours per week at a rate of £13.50 per hour to maintain the planned flower beds and other minor maintenance at the lawn cemetery. Seconded by Mr J Wright. Resolved with ALL in favour.

Mr M Newton proposed that Cemetery funds of £500 are allocated to purchase relevant equipment which Mr Kevin Brazier will need and that delegated authority be give to the Clerk for this. Seconded by Mr J Wright. Resolved with All in favour

21. GENERAL MATTERS AND CORRESPONDENCE

a. Correspondence Received

None

b. Forthcoming Meeting Dates

Parish Council Meeting, Thursday 9th November, Village Hall

Planning and Transportation Committee, Thursday 19th November, Tower Hall

Community Engagement Committee, Thursday 7th December, Tower Hall

Parish Council Meeting, Thursday 14th December, Tower Hall

22. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

23. CLOSE OF MEETING

The Chair closed the meeting at 08:50pm.

--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 14th September 2023.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
01/10/2023	JEP Business Services	Noticeboard and letter rounds - Sept 2023	Internet paymet 1089			135.00	S142
01/10/2023	Parish Halls - Rushmere St	Hire of halls, hire of office	Internet payment 1094			3,306.33	Hire
05/10/2023	Barclays Bank	Bank Charges				8.50	Admin
10/01/2023	SCL Landscape Management	Maintenance Playareas - September 2023	Internet payment 1095	825.00	£ 687.50	£ 137.50	PF&POS
10/01/2023	SCL Landscape Management	Ponds maintenance - September 2023	Internet payment 1096	144.00	£ 120.00	£ 24.00	Pond
10/10/2023	Mrs S Stannard	Remembrance Wreaths	Internet payment 1103			109.98	S137
10/10/2023	Communities Together East	Support of Rushmere Remembrance event	Internet payment 1104			1,000.00	Misc
23/10/2023	Mr P Massey	Wool Remembrance Event	Internet payment 1105			16.80	Misc
23/10/2023	Mr J Nicholls	Paints for play equipment in play areas	Internet payment 1106			43.98	PF&POS
23/10/2023	SALC	Training S Stannard VAT	Internet payment 1107	35.25	£ 29.37	£ 5.88	Training
23/10/2023	SALC	Training P Massey CILCA	Internet payment 1108	360.00	£ 300.00	£ 60.00	Training
23/10/2023	SALC	Training P Philpot; P Blundell Councillor Training	Internet payment 1109	108.00	£ 90.00	£ 18.00	Training
23/10/2023	SALC	Training P Massey CILCA Briefing	Internet payment 1110	36.00	£ 30.00	£ 6.00	Training
23/10/2023	Net salaries paid after PAYE, NI & Pension - October 2023		Internet payment 1111 & 1112			3,853.44	Salary
23/10/2023	Nest	Pension Payments - October 2023	D/D			280.09	Pension

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	Internet payment 1090			£ 2.45	Admin
01/10/2023	Amazon	Paper	Internet payment 1091	£ 26.99	£ 22.49	£ 4.50	Admin
01/10/2023	Amazon	Staplers	Internet payment 1092	£ 9.94	£ 8.28	£ 1.66	Admin
01/10/2023	Amazon	Chair Office	Internet payment 1093	£ 224.99	£ 187.49	£ 37.50	Admin
10/10/2023	SCL Management Ltd	Maintenance - September 2023	Internet payment 1098	£ 1,143.00	£ 952.50	£ 190.50	Maintenance
10/10/2023	Cloudflex Systems	Microsoft 365 Subscriptions	Internet payment 1099	£ 423.60	£ 353.00	£ 70.60	Admin
10/10/2023	Mr K Brazier	Registrar of Burials Admin - Sept 2023	Internet payment 1100			£ 492.75	Maintenance
10/10/2023	Amazon	Wreath cemetery	Internet payment 1101	£ 9.99	£ 8.32	£ 1.67	Admin
10/10/2023	Sun Skips	Skip exchange Lawn Cemetery 06/10/2023	Internet payment 1102	£ 280.00	£ 233.33	£ 46.67	Maintenance
23/10/2023	H3G	Mobile phone contracts	D/D			£ 91.20	Admin

ALLOTMENT EXPENDITURE

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

INCOME RECEIVED during September 2023

General Account (VAT refund, grant)	£63,943.28
Business Base Rate Tracker (interest)	£0
Cemetery Account (burial income, interest)	£2,145.70

ACCOUNT BALANCES AS AT 30th September 2023

General Account	£229,464.42
Business Base Rate Tracker	£54,887.38
Cemetery Account	£127,078.26