



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Council meeting held on 14th July 2022 at 7.30pm at the Tower Hall

CHAIRMAN: Mr R Whiting

PRESENT: Mr B Ward, Mr K Driver, Mr C Griggs, Mr J Westrup, Mr J Wright, Mrs B Richardson-Todd, Miss A Cracknell, Mr R Whiting, Mr M Newton, Mr D Francis

APOLOGIES: Mr R Nunn (family commitment), Ms Evans (family commitment), Mr P Richings (family commitment), Mr D Noske (family commitment), Mrs M Brown (other commitment)

OTHER APOLOGIES: Mr S Lawson (Unwell), Mr C Hedgley (other commitment)

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

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. Mr J Wright proposed that the apologies be accepted, seconded by Mrs B Richardson-Todd. Resolved with ALL in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 31 MAY 2022

Ms A Cracknell 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.

3. DECLARATIONS OF COUNCILLOR INTEREST

Mr M 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.

4. PUBLIC PARTICIPATION

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

Mr R Whiting advised he met with Mr A Duncan, the Registrar of Burials and he has decided to retire as a contractor with immediate effect. The current Assistant Registrar of Burials, Mr Kevin Brazier will be taking on the role. The new contact details have been updated on the website.

Mr D Francis reported there is still a problem with weeds at Clovelly Close. The Clerk advised the weeds have been treated, as confirmed by Suffolk County Council and are due to be treated again in August, but that this has been escalated to Suffolk County Councillor, Stuart Lawson. The Clerk asked to organise a site visit with Councillor Lawson and Mr J Wright.

Mr J Wright gave an update on Speedwatch. During 35 session there have been 300 offenders and 12 repeat offenders. These will be dealt with by the police.

Mr J Wright and the Speedwatch volunteers were all thanked for their hard work.

Ms A Cracknell reported an issue with overflowing fido bins. Mr M Newton to take up the issue of missed bin collections and overflowing bins with East Suffolk Councillor James Mallinder. Mr K Driver agreed to inform the Clerk and Mr M Newton of any issues with bins.

b. County Councillor Report

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

c. District Councillor Report

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

The PCSO Report was noted.

There were no matters arising from the reported minutes.

b. To Consider PCSO Contract Renewal in April 2023

The Assistant Clerk reported that the current Service Level Agreement will end on 31st March 2023. At present the cost per annum for the Rushmere St Andrew Parish Council is £9,170 per annum (1/3 of the cost as rest paid by Kesgrave Town Council). This includes the cost of a vehicle.

Mr R Whiting reported that himself, the Clerk, Assistant Clerk, Mrs B Richardson-Todd met with the previous and new PCSO in the Parish Office. An in-depth discussion ensued as to whether the PCSO contract should be renewed including restrictions on times the PCSO is able to be on duty not consistent with the times they are most needed such as the school run and anti-social behaviour in the evenings and weekends. In general, it was felt the Parish Council does not get value for money and the funding could be put to better use in keeping the parish safe.

It was agreed out of courtesy to advise Kesgrave Parish Council of the decision and the Assistant Clerk to advise Suffolk Constabulary of the intention to not renew.

Ms B Richardson-Todd proposed that the Parish Council do not renew the PCSO contract in April 2023 when it is up for renewal. Seconded by Mr J Wright. Resolved with MAJORITY in favour.

c. Other Matters

None

6. FINANCE

a. To Note the Record of the General Purpose & Finance Committee Meeting of 09/06/2022

Mr Driver reported that the last meeting of the GP&F had been held on 9th June 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 Expenditure Authorised under Delegated Powers

The Assistant Clerk advised that the following expenditure was approved under delegated authority:

Delegated authority was given for the removal of stumps from the hedgerow on the footpath adjacent to the lawn cemetery by SCL Landscape Management Ltd at a cost of £75 plus VAT. This payment was authorised for safety reasons.

c. To Consider and Approve Amazon Account for Parish Council

The Parish Council used to have an account with Staples for purchasing of stationery, but the account is no longer active. The Assistant Clerk advised that the Parish Council can open an account at Amazon with a maximum of £2,000 that can be paid on 30 days terms. Items over £200 will need authorisation from the Chairman.

Mr J Wright proposed to open an Amazon Business Account for the Parish Office with expenditure over £200 per item approved by a signatory of the Parish Barclays Bank Account, seconded by Mr M Newton and agreed by a MAJORITY with 2 Against.

d. Other Matters

None.

7. PLANNING AND DEVELOPMENT

a. To Note the Record of the Planning and Development Committee Meeting of 09/06/2022

Mr Whiting reported that the last meeting of the P&D had been held on 9th June 2022. Copies of the APPROVED had been made available to all Councillors.

The P&D record was noted.

There were no matters arising from the reported minutes.

b. Update on Submission of Rushmere St Andrew Neighbourhood Plan

The Assistant Clerk informed Councillors that the Inspector, Mr Andrew Ashcroft, have been appointed and that he is currently conducting the examination on the Neighbourhood Plan. He has asked a number of questions regarding the Neighbourhood Plan and it is anticipated that a response to the questions raised will be sent to the Inspector via East Suffolk Council in due course. The deadline for the responses is 2nd August 2022. There will be a referendum in the Autumn.

Councillors noted this.

8. TO NOTE THE RECORD OF THE PARISH AMENITIES AND SERVICES COMMITTEE OF 19/05/22

The PA&S record was noted.

There were no matters arising from the reported minutes.

9. TO CONSIDER AND APPROVE THE APPLICATION OF TOPSOIL AND SEEDING TO LOW GRAVES AT CEMETERY

The Clerk reported SCL Landscape Management Ltd Have quoted £1,200 plus Vat to supply 15 tonnes of topsoil to low graves and seed. No other quotes have been sourced as SCL have the maintenance contract at the cemetery and do an excellent job. The low graves pose a trip hazard at present.

Mr C Griggs proposed to approve the appointment of SCL Landscape Management Ltd to apply 15 tonnes of topsoil to low graves at the Cemetery and to reseed at £1,200 plus Vat seconded by Ms A Cracknell and agreed by ALL.

10. TO CONSIDER AND APPROVE LEVELLING OF HIGH GRAVE AT CEMETERY

The Clerk reported that at the Cemetery Panel Meeting on 28 June 2022 Mr J Wright proposed that the quotation from SCL Landscape Management Ltd for £35 plus Vat be accepted and they be appointed as per their quote for the levelling of the grave of the late Inez Woollard subject to informing the next of kin prior to the start of the work. This was seconded by Mrs B Richardson-Todd and agreed by ALL.

Mr J Wright proposed to approve the appointment of SCL Landscape Management Ltd to level the grave of the late Inez Woollard, subject to informing next of kin prior to the start of work, at £35 plus Vat, seconded by Ms A Cracknell and Agreed by ALL

11. TO CONSIDER AND APPROVE THE PURCHASE OF A MOBILE PHONE FOR THE ASSISTANT CLERK

The Clerk reported that at the Parish Council meeting dated 11 July 2019 the Parish Council agreed to purchase mobile phones for the Clerk and Assistant Clerk. A mobile was purchased for the Assistant Clerk at the time but not for the Clerk at the time. A mobile similar to the current Clerk's (Samsung Galaxy A50) is required to enable the Assistant Clerk to have a dedicated mobile rather than use a personal mobile which will enable the phone number to be in the public domain and access to emails and documents.

The Clerk's phone uses between a £5 and £10 per month with a Tesco top up and the mobile was a one-off purchase at £309.

The current version of this mobile is a Samsung Galaxy A53 at around £380 for a one-off purchase. This would then involve a £5/£10 per month top up with Tesco.

Mr J Wright proposed that suitable mobile phone be purchased for the Parish Office (Assistant Clerk) up to a one-off maximum cost of £380 and a Tesco Mobile account at a maximum of £10 per month, seconded by Mr C Griggs. Resolved with ALL in favour.

12. TO CONSIDER AND APPROVE THE CLEARANCE OF THE PARISH STORAGE ROOM

Mr R Whiting explained that the Parish Halls have highlighted that the storage room at the Village Hall needs sorting out and the proposal is to use students to do this under the supervision. It is the intention of the Parish Council to clear the room and build a storage unit at Tower Hall to store the remaining items in. Other items will be shredded or sent to The Hold/Parish History Recorder.

Mr J Westrup proposed to appoint students to clear the Parish Storage Room up to a maximum of £500 to complete the job to the satisfaction of the Chairman of the Parish Council, seconded by Mrs B Richardson-Todd and agreed by All.

13. GENERAL PARISH MATTERS & CORRESPONDENCE

a. Correspondence Received

None

b. Forthcoming Meeting Dates

P&D Committee Meeting, Monday 18th July 2022 at 7.30pm at Tower Hall

PA&S Committee Meeting, Thursday 21st July 2022 at 7.30pm at Tower Hall

GP&F Committee Meeting, Thursday 11th August 2022 at 7.30pm at Village Hall

14. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

15. CLOSE OF MEETING

The chairman closed the meeting at 8.12 pm.