



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Council meeting held on 14th September 2023 at 7.30pm at Tower Hall

CHAIR: Mr R Whiting

PRESENT: Mr B Ward, Mr J Wright, Mr R Whiting, Mr D Francis, Mrs M Odam, Mr M Newton, Mr K Driver, Mr D Noske, Mr C Griggs, Mr J Westrup, Mrs M Brown, Miss A Cracknell.

APOLOGIES: Miss A Cracknell (other commitment) Mr R Nunn (other commitment)

OTHER APOLOGIES: Mr C Hedgley, Ms D Dean, Mr D Clery

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

ALSO PRESENT: District Cllr D Dean. 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 Wright proposed that the apologies be accepted, seconded by Mrs Brown. Resolved with ALL in favour.

2. TO FILL PARISH COUNCIL VACANCIES IN THE BEECH WARD AND VILLAGE WARD BY CO-OPTION

The Councillor vacancies arose as a result of one post that was not filled after the elections and the resignation of Mrs B Richardson-Todd. The vacancy in the Beech Ward that was not filled after the elections, could be filled by co-option. A notice of the vacancy in the Village Ward was displayed on the noticeboards in the parish and on the parish council website. East Suffolk informed the Parish Council that a by-election was not needed and that a parish councillor can be co-opted for the Village Ward.

Two enquiries were received regarding the co-option process and One of the interested candidate were present at the meeting and we received a written submission from the other due to illness. The interested present candidate was introduced and Councillors were given a brief history of their life, family and work and why they were interested in becoming a councillor in the parish. The Clerk read a written statement prepared in advance from the candidate who couldn't be present. All voted for Mr P Blundell (for Village Ward) and Mr P Phillpot (for Beech Ward) to be co-opted as Parish Councillors. Mr Whiting congratulated Mr P Blundell he signed the Declaration of Acceptance of Office witnessed by the Clerk and joined the meeting as a councillor. Mr P Phillpot will be contacted after the meeting and the Declaration of Acceptance of Office will be signed in the presence of the Clerk when he is recovered from illness.

3. DECLARATIONS OF COUNCILLOR INTEREST

Mrs M Odam made a pecuniary interest in item number 17 and will abstain from voting.

Mr B Ward made a non-pecuniary interest in item number 24 and will abstain from voting.

Mr Wright made a non-pecuniary interest in works carried out by SCL and will abstain from voting.

4. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 13th JULY 2023

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

The minutes were duly signed as a correct record.

5. TO NOTE THE MINUTES OF THE MINUTES OF THE COMMUNITY ENGAGEMENT COMMITTEE ON THE 29th JUNE 2023 AND THE ENVIRONMENT AND SERVICES COMMITTEE ON THE 20th JULY 2023

Councillors noted these minutes. No matters arising.

6. PUBLIC PARTICIPATION

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

Mr Wright- Spoke about community Speedwatch which took place on the 14th September, where 25 offenders were logged.

Mr Driver- spoke about the new mobile phone mask on Foxhall Road. He also thanked Mr Wright for the clearance of debris and rubbish at the bustop at Foxhall Road.

Mr Francis- Spoke about the inspection chamber and ironworks on Foxhall Road. The Clerk informed Mr Francis that this has been reported to Suffolk County Council.

b. County Councillor Report

District Councillor's report from Cllr Lawson at the agenda for the meeting. No matters arising.

c. District Councillor Report

District Councillor's reports from Cllr Clery and Cllr Hedgley were distributed with the agenda for the meeting. No matters arising.

Mrs D Dean- Introduced herself and looks forward to helping the Rushmere St Andrew community.

7. TO PROVIDE A PROGRESS REPORT ON THE YOUTH CLUB FROM 4YP

Mr Whiting informed Councillors that the Baptist Church agreed to provide progress reports on how the youth club is progressing every three months to the Parish Council. To date this is the first time that the Church will be providing a progress report. The report was circulated at the meeting. Matters arising:

The future viability of the Youth Club is to be taken to the Community and Engagement Committee for discussion with actions to be reported back to the Parish Council.

8. FINANCE

a. To Note Expenditure Authorised under Delegated Powers

None.

b. To consider and approve bank reconciliation and budget monitoring – Aug 2023

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

Mr Wright proposed that the budget reconciliation and monitoring be approved, seconded by Mr Newton. Resolved with ALL in favour.

c. To consider and approve external audit for the year ending 31st March 2023

The Assistant Clerk reported that the external audit report for 2022/23 had been received from PKF Littlejohn LLP. The report indicated that the information in Sections 1 and 2 of the AGAR is in accordance with proper practices and no other matters have come to their attention giving cause for concern in that relevant legislation and regulatory requirements have not been met. No other matters were drawn to the attention of the Parish Council and no action to take. The Notice of Conclusion of the External Audit for the 2022/23 has been published on the website and noticeboards. The Chairman thanked the Assistant Clerk for all her ongoing hard work.

Mr Noske proposed that the External Audit Report for 2022/23 be approved, seconded by Mr Newton. Resolved with ALL in favour.

9. TO CONSIDER AND APPROVE THE ESTABLISHMENT OF A NATURE TRAIL IN THE PARISH

A project proposal to implement an interactive nature trail on the Sandlings and Mill Stream Nature Reserves was distributed to Councillors with the agenda to the meeting. The aim of the project is to create an interactive nature trail to encourage residents to get outdoors, take an interest in protecting and exploring the environment. Supporting information will be developed that will be readily available to give teachings of nature and the environment. The total project cost is estimated at £2,800. Councillor Lawson agreed to fund £2,800 for the launch of the nature trail in the parish. A funding proposal has been submitted to Cllr Lawson. A discussion followed about the project proposal.

Mr Griggs proposed that the Parish Council develop a nature trail in the parish with the help of Mr Jason Alexander. Delegated authority are given to the Chairman and Vice-Chairman to implement this project within the budget of 2,800. Funding to be provided by Cllr Lawson from his Suffolk County Council Locality Budget. Seconded by Mr Newton. Resolve with ALL in favour.

10. TO CONSIDER AND APPROVE THE PROVISIONS FOR A WILDLIFE STUDY

A project proposal to implement a wildlife study in the parish was distributed. The aim of the project is to encourage residents to record wildlife in their gardens and in the parish and share this with the Rushmere St Andrew Nature Watch project. This information will be shared with other partners such as East Suffolk Council to raise the profile of wildlife in the parish and to investigate other ways of protecting and encouraging wildlife. The information will also be used to generate interesting videos and photos of what wildlife was recorded and how residents can help wildlife to thrive. The total project cost is estimated at £1,200. Councillor Dan Clery agreed to fund £1,200 for the implementation of the project. A discussion followed about the project.

Mr Westrup proposed that the Parish Council implement the wildlife project as proposed with the help of Mr Jason Alexander. Delegated authority are given to the Chair and Vice-Chair to implement the project within the budget of £1,200. Funding to be provided by Cllr Clery from his East Suffolk Locality budget. Seconded by Mr Noske. Resolved with MAJORITY in favour.

11. TO CONSIDER AND APPROVE ALLOTMENT DEPOSITS AND ALLOTMENT FEES FOR 2023/2024

The Assistant Clerk distributed the Allotments fees for 2023/24 proposed by the Allotment Panel. The following figures on income and expenditure as well as current rents were made available at the meeting:

Type	Current	Proposed by Allotment Panel
Full Plot	£56.50	£60
Half Plot	£28.25	£30
Manure Bin	£6.00	£6
Deposit Full Plot	£50	£200
Deposit Half Plot	£25	£100

Councillors considered and debated this.

Mr Wright proposed that £60 be charged for the rent of a full plot, £30 for rent for half a plot and £6 for renting of a manure bin, £200 deposit for a full plot and £100 deposit for half a plot at the allotments for 2023/24. This was seconded by Mr Francis. Resolved with MAJORITY in favour.

12. TO CONSIDER AND APPROVE FOLLOWING POLICIES:

- a. Anti-Harassment and Bullying Policy**
- b. Complaints Procedure**
- c. Disciplinary Policy**
- d. Disciplinary Procedure**
- e. Dispensation Policy**
- f. Donation and Grants Policy**
- g. Emergency/ Dependants Leave Policy**
- h. Equal Opportunity Policy**
- i. Grievance Procedure**
- j. Information Security Incident Policy**
- k. Lone Worker Policy**
- l. Noticeboard Content Policy**
- m. Meeting Attendance Policy**
- n. Media Policy**
- o. Member/Officer Protocol**
- p. Safeguarding Policy**
- q. Social Media Policy**

Item 12 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.

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 Mr Newton. Resolved with ALL in favour.

13. TO CONSIDER AND APPROVE APPLYING FOR QUALITY STATUS FOR THE COUNCIL

The Clerk provided Councillors with background to what it entails to meet the requirements for achieving quality status for the Parish Council. In summary the following aspects will still have to be met before and application for this can be submitted:

- Clerk to be qualified for CILCA. This would cost the Council £330 + VAT to pay for the course. Sufficient funding is left in the Council's training budget for the Clerk to start this course in December 2023. It would take six months to complete the course.
- The Administration Fee for application to Quality Status would cost £50 + VAT

Mr Westrup proposed that the Parish Council take appropriate action to meet the requirements for achieving quality status and then apply for quality status for the Council at a total cost of £380 + VAT. Seconded by Mrs Brown. Resolved with ALL in favour.

14. TO CONSIDER AND APPROVE SEASONAL CUT AND TRIMMING OF HEDGEROW ON THE LAND AT WOODBRIDGE ROAD

Mr Wright advised Councillors that the land at Woodbridge Road needs a seasonal cut and the hedge adjacent to the footpath needs trimming. The Assistant Clerk advised that two quotes were sourced. A third quote was not sourced as exceptional service have been provided by both companies that were asked to quote and they do a lot of maintenance work in the parish. The following quotes were received:

Seasonal cut:

SCL Landscape Management Ltd - £300 + VAT

Greenways Project - £550 (year 1); £575 (year 2); £600 (year 3)

Trim of hedgerow:

SCL Landscape Management Ltd - £130 +VAT (twice per year)

Greenways unable to quote for trimming of the hedgerow.

Cut 1 metre strip from bollards

SCL Landscape Management Ltd - £40 + VAT

:

The merits of the quotes were carefully debated.

Mr Whiting proposed that Greenways be appointed as per their quotes of £550 Y1, £575 Y2 and £600 Y3 for the seasonal cuts at the land at Woodbridge Road and that SCL Landscape Management Ltd be appointed as per their quote of £130 (twice a year) for trimming of the hedge adjacent to the footpath and SCL Landscape Management Ltd at a cost of £40 + VAT to cut a 1 metre strip from the bollards. Seconded by Mr Ward. Resolved with MAJORITY in favour.

15. TO CONSIDER AND APPROVE THE PROVISION OF GATEWAY SIGNS FOR THE PARISH

Mr Whiting informed Councillors that in the recently "Made" Rushmere St Andrew Neighbourhood Plan it was identified that it is important to retain the separate identity of Rushmere St Andrew Parish. Speeding was also identified as an issue in the parish. One of the projects that has been identified by the Forward Planning group to address these issues was the installation of 8 parish gateway signs at the main entrances to the parish.

Gateway signs will be provided at the following roads in the parish including:

The Street
Playford Road
Foxhall Road
Woodbridge Road
Penzance Road

The estimated cost of the purchase and installation of 8 gateway signs at the above-mentioned locations is £18,000. Cllr Debbie McCallum agreed to fund this project from her Suffolk County Council highway budget. A funding application has been submitted to Cllr McCallum for approval.

Mr Wright proposed that the Parish Council implement the project to install 8 gateway signs at the identified locations. Delegated authority be given to the Forward Planning Group to implement the project including agreeing the design of the gateway signs. Funding will be sought from Cllr McCallum's Suffolk County Council Highway Budget. Seconded by Mr Blundell. Resolved with ALL in favour.

16. TO CONSIDER AND APPROVE REWILDING OF GRASSED AREA IN THE STREET OPPOSITE THE BAPTIST CHURCH

Mr Wright explained proposals to Councillors to rewild the grassed area in The Street opposite the Baptist Church. Applications for rewilding the area was submitted to Suffolk County Council for the land in their ownership and the applications were approved. A project proposal with a cost breakdown was distributed to councillors prior to the meeting. Permission in principle was gained from the owner who lives next to the pathway and owns the remaining small strip of land, to rewild this small portion of land. The total estimated

cost to rewild the area is £800. Cllr Dan Clery agreed to fund this proposal from his Enabling Communities Budget and an application for this has been submitted. Councillors debated the project proposal.

Mrs Odam proposed that the Parish Council implement this rewilding project on the grassed area opposite The Street and that the Greenways Project be appointed to implement the rewilding scheme and that delegated authority be given to the Chair and Vice-Chair to implement the project. Funding will be sought from Cllr Clery's Enabling Communities Budget. Seconded by Mr Blundell. Resolved with MAJORITY in favour.

17. TO CONSIDER AND APPROVE ARRANGEMENTS FOR REMEMBRANCE SERVICE AND POPPY DISPLAY

Mr Whiting explained proposals to Councillors to hold a community day to commemorate Remembrance Day and have a poppy display in the parish on Remembrance Day. A project proposal was distributed detailing the proposals and project costs. The community day will involve bringing together various local organisations, groups and individuals with the help of Communities Together East Anglia. After the Remembrance Service members of the community will for refreshments and entertainment provided by Communities Together East Anglia. A poppy display will be installed in parish and various members of the community will be involved to knit and crochet poppies. Intergenerational events as a run up to the display will be organised in association with Communities Together East Anglia. The cost of the project is estimated to be £2,000. Cllr Dean agreed to fund £1,000 out of her East Suffolk Enabling Communities budget and Cllr McCallum agreed to fund the other £1,000 out of her Suffolk County Council Locality Budget. Funding applications have been submitted.

Mr Griggs proposed that delegated authority be given to the Chair and Vice-Chair to implement the commemoration of the remembrance service project within the budget of £2,000. Funding to be provided by Cllrs Dean (EBC Enabling Budget) and McCallum (SCC Locality Budget). Seconded by Mr Westrup. Resolved with MAJORITY in favour.

18. TO CONSIDER AND APPROVE CLEANING OF THE WAR MEMORIAL AND PLANTING AROUND THE MEMORIAL

Mr Whiting informed Councillors that the First World War Memorial at St Andrews Church that belongs to the Parish Council. The memorial is in need of cleaning. The Assistant Clerk informed Councillors that three quotes for cleaning of the memorial and repainting of the letters. The following quotes were received: Masters – Clear memorial £65. Repair lead lettering £14.25. Repaint letters with enamel £544.35. Farthings Funeral Directors – £375 + VAT to clean; and £900 + VAT to clean and repaint letters with enamel paint. Spencer Wix - £250 + VAT to clean; £330 + VAT to clean and repaint letters with enamel paint.

Mr Whiting informed Councillors that there is also a need to improve the area around the memorial. Proposals were discussed and the cost to improve the area with turf, topsoil and heather plants would be a maximum of £200 with the Registrar of Burials that is willing to make the improvements.

Mr Whiting proposed that Spencer Wix be appointed at a cost of £580 to clean the First World War Memorial outside St Andrews Church and that a maximum of £200 be spent to improve the area around the memorial and that the Registrar of Burials be appointed for a maximum of 5 hours to improve the area. Delegated authority be given to the Chair and Clerk to implement this project. Seconded by Mr Griggs. Resolved with ALL in favour.

19. TO CONSIDER PREPARATION AND ESTABLISHMENT OF PLANTING BED AT LAWN CEMETERY

Mr Whiting explained that there is an area adjacent to the new urn plots that would benefit from removing the shrubs and establishing as a flowerbed. The Assistant Clerk indicated that a quote was sourced from: SCL Landscape Management Ltd. The quote from SCL Landscape Management Ltd at a cost of £295 to remove shrubs from square bed at the end of path close to the new urn memorials, remove the shrubs from the square bed, dig out roots and prepare ground ready for planting flowers/plants. SCL are the contractors responsible for the maintenance of the Lawn Cemetery and deemed best placed, having provided excellent service in the past.

Mr Griggs proposed that SCL Landscape Management Ltd be appointed as per their quote at a cost of £295 to clear the area adjacent to the new urn plots and establish a flower bed. Seconded by Mr Wright. Resolved with MAJORITY in favour.

20. TO CONSIDER TRIMMING OF HEDGEROWS AT LAWN CEMETERY

Mr Whiting explained that there is an area adjacent to the new urn plots that would benefit from a good cut to 8-foot along with the removal of a Holm Oak. The Assistant Clerk indicated that three quotes were sourced from:

SCL Landscape Management Ltd, Acorn Trees and Tom Lyon Tree surgeon.

Only quotes from SCL Landscape Management Ltd were received for the work. The Council has an existing contract with SCL Landscape Management Ltd for £495 to cut the hedge but a significant cut would have an additional cost of £1355 + VAT.

The quote received from SCL Landscape Management Ltd for the removal of the Holm Oak is £165 + VAT.

Mr Griggs proposed that SCL Landscape Management Ltd be appointed as per their quote at a cost of £1355 to clear trim the hedgerows to 8 feet and their quote of £165 to remove the Holm Oak. Seconded by Mr Newton. Resolved with MAJORITY in favour.

21. TO CONSIDER REPAIRING OF BOX LID AT LAWN CEMETERY

Mr Whiting explained that lid of the box where personal belongings are stored for relatives would benefit from a repair. The Assistant Clerk provided a quote received were from SCL Landscape Management Ltd at a cost of £65 + VAT. No other quotes were requested as SCL Landscape Management Ltd are the company responsible for the maintenance of the Lawn Cemetery and they have provided excellent service.

Mr Griggs proposed that SCL Landscape Management Ltd be appointed as per their quote at a cost of £65 to repair the Box Lid. Seconded by Mr Noske. Resolved with MAJORITY in favour.

22. TO CONSIDER AND APPROVE CLEARANCE OF VEGETATION AT KELVEDON PLAY AREA

Mr Wright advised Councillors that there is still a lot of anti-social behaviour at Kelvedon Play Area. In order to reduce this the best course of action would be to clear the vegetation at the play area. Three quotes were requested for this from: Acorn Trees, SCL Landscape Management, Tom Lyon, Treefrog Services.

Two quotes were received one from SCL Landscape Management Ltd at a cost of £1,750 + VAT and Acorn Trees at a cost of £2,450 + VAT. SCL Landscape Management Ltd also quoted for another option of £95 + VAT.

Mr Westrup proposed that SCL Landscape Management Ltd be appointed at a cost of £1750 as per their quote to clear the vegetation at Kelvedon Play Area. Earmarked reserves of £2,500 from Election Fund can be reallocated for this purpose as it is no longer required. Seconded by Mr Griggs. Resolved with MAJORITY in favour.

23. TO CONSIDER AND APPROVE THE PROVISION OF A NEW LOGO

Mr Whiting advised that the Forward Planning Group considered a design for a new logo for the parish and presented a draft to Councillors. The Clerk advised that it would take approximately 5 hours for an artist to turn this logo into a professional logo. Three quotes were requested for this from The Creative Guy, Rachel Holmes Illustrator and Emma Design.

Three quotes were received from The Creative Guy at a cost of £300, Rachel Holmes Illustrator at a cost of £62.50 and Emma Design at a cost of £140.

Mr Griggs proposed that Rachel Holmes Illustrator be appointed at a cost of £62.50 to improve the current draft logo. Seconded by Mr Blundell. Resolved with ALL in favour.

24. TO CONSIDER AND APPROVE THE REMEDIAL ACTIONS TO TRAFFIC CALMING SCHEME AT PLAYFORD ROAD

Mr Whiting and Mr Wright advised that they visited the scheme on 01/09/2023 to consider the remedial actions taken by Suffolk County Council. Councillors discussed the issue.

Mr Whiting proposed that the Parish Council pay the CIL funding secured from East Suffolk Council for the implementation of the scheme on the basis that the Clerk can secure, in writing, a notice of intent from Suffolk County Council for them to finish the remedial works highlighted to them. Seconded by Mr Wright. Resolved with MAJORITY in favour.

Mrs Dean and Mr Noske left the meeting

25. TO CONSIDER REPLACEMENT OF TWO PARISH NOTICE BOARDS

Mr Whiting advised the council that the two notice boards located at the Sandlings and Beech Road are in need of replacement. The costs for the purchase of two notice boards are £2,726.46 ex VAT and installation costs are £200. Cllr Debbie Dean agreed to fund this project out of her East Suffolk Community Enabling budget. A funding application has been submitted.

Mr Whiting proposed that the Parish Council proceed with the replacement of the two notice boards at the Sandlings (Bixley Drive) and Beech Road with the funding secured from Cllr Debbie Dean. Seconded by Mr Wright. Resolved with MAJORITY in favour.

26. GENERAL MATTERS AND CORRESPONDENCE

a. Correspondence Received

The Clerk reported three pieces of correspondence received:

1. Regarding a residents views on rewilding on woodbridge road
2. Regarding a persons objections of the implementation of the Lawn Cemetery Regulations
3. Regarding a persons interpretation of a letter sent from Mr Whiting to Cllr West and the Humber Doucey Lane proposals

Councillors Noted this. No matters arising.

b. Forthcoming Meeting Dates

Cemetery Management Advisory Panel. Wednesday 20th September 2023 at 6pm at St Andrews Church

Community Engagement Committee, Thursday 21st September 2023 at 7.30pm at Tower Hall

Forward Planning Group, Friday 29th September 2023 at 2pm at Tower Hall

Environment and Services Committee, Wednesday 4th October 2023 at 6.30pm at Village Hall

Annual Allotment Holders Meeting, Wednesday 4th October 2023 at 7.30pm at Village Hall

Parish Council Meeting, Thursday 12th October 2023 at 7.30pm at Tower Hall

27. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

28. CLOSE OF MEETING

The Chair closed the meeting at 09.27pm.

--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 13th July 2023.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
06/06/2023	Amazon	Air conditioner unit office		Internet payment 969	£459.99	£383.32	£76.67 Asset
06/06/2023	JEP Business Services	Noticeboard and letter rounds - May 2023		Internet payment 999		£135.00	S142
06/06/2023	Mr J Nicholls	Parish handyman weekly inspections		Internet payment 1000		£168.99	PF&POS
16/06/2023	SCL Landscape Management	Maintenance play areas - May 2023		Internet payment 1005	£519.60	£433.00	£86.60 PF&POS
16/06/2023	SCL Landscape Management	Maintenance ponds - May 2023		Internet payment 1006	144.00	£120.00	£24.00 Pond
16/06/2023	Amazon	Lever arch files office		Internet payment 1007	18.99	£15.82	£3.17 Admin
16/06/2023	Suffolk Coastal Norse	Installation of Bin at Bixley Lane		Internet payment 1008	296.66	£247.22	£49.44 PF&POS
16/06/2023	Suffolk Coastal Norse	Installation of bin at Broke Hall Playing Field		Internet payment 1009	436.87	£364.06	£72.81 PF&POS
23/06/2023	Net salaries paid after Tax, NI, Pension - June 2023			Internet payments 1012,1013		3,853.44	Salary
23/06/2023	HIMRC	Tax, NI - June 2023		Internet payment 1014		4,542.79	PAYE
23/06/2023	Nest	Pension payments - June 2023		D/D		280.09	Pension
30/06/2023	Mr J Nicholls	Parish handyman weekly inspections - June 2023		Internet payment 1015		386.19	PF&POS
30/06/2023	Amazon	Rechargeable Batteries - office phone		Internet payment 1016	6.60	£5.50	£1.10 Admin
30/06/2023	Amazon	Britta water jug		Internet payment 1017	21.99	£18.32	£3.67 Admin
30/06/2023	Amazon	Mouse pads - Office Computers		Internet payment 1018	9.46	£7.88	£1.58 Admin
30/06/2023	Mrs S Stannard	Cleaning spray and wipes office		Internet payment 1019		5.38	Admin
05/07/2023	Barclays Bank	Bank charges 15 May - 12 June				11.50	
06/07/2023	For Children and Young People	Funding for Rushmere Youth Club		Internet payment 1020		7,580.00	Misc
06/07/2023	JEP Business Services	Letter rounds and noticeboard rounds - June 2023		Internet payment 1021		85.00	S142
06/07/2023	SCL Landscape Management	Woodbridge Road - cutting of grass to improve visibility		Internet payment 1022	96.00	£80.00	£16.00 PF&POS
06/07/2023	SCL Landscape Management	Maintenance ponds - June 2023		Internet payment 1023	144.00	£120.00	£24.00 Pond
06/07/2023	SCL Landscape Management	Maintenance play areas - June 2023		Internet payment 1026	920.40	£767.00	£153.40 PF&POS
06/07/2023	Cloudflex Systems	Supply of Office 365 Subscriptions		Internet payment 1028	198.72	£165.60	£33.12 Admin
24/07/2023	Net salaries paid after Tax, NI, Pension - July 2023			Internet payment 1030,1031		3,853.64	Salary
24/07/2023	Greener Waldringfield	Training - Green infrastructure workshop		Internet payment 1034		55.00	Training
24/07/2023	Amazon	Prime Business Plan		Internet payment 1035	96.00	£80.00	£16.00 Admin
27/07/2023	Nest	Pension contributions - July 2023		D/D		£280.09	Pension
04/08/2023	Barclays Bank	Bank charges 13 June -12 July				£8.50	Admin
14/08/2023	BT Group PLC	Office phone		D/D	269.31	£224.42	£44.89 Admin
14/08/2023	Mr P Massey	Stamps Office		Internet payment 1036		75.00	Admin
14/08/2023	Mr J Nicholls	Paints for play equipment in play areas		Internet payment 1037		125.21	PF&POS
14/08/2023	SCL Landscape Management	Maintenance play areas - July 2023		Internet payment 1038	519.60	£433.00	£86.60 PF&POS
14/08/2023	SCL Landscape Management	Repositioning of goal posts Sandlings and Broke Hall		Internet payment 1039	945.60	£788.00	£157.60 PF&POS
14/08/2023	SCL Landscape Management	Ponds maintenance - July 2023		Internet payment 1040	144.00	£120.00	£24.00 Pond
14/08/2023	SCL Landscape Management	Moving of bus stop sign Broadlands Way		Internet payment 1041	78.00	£65.00	£13.00 PF&POS
14/08/2023	JEP Business Services	Noticeboard and letter rounds - July 2023		Internet payment 1042		50.00	S142
14/08/2023	Amazon	Cloths for office		Internet payment 1044	5.98	4.98	1.00 Admin
14/08/2023	Amazon	Paper for office		Internet payment 1045	24.00	20.00	4.00 Admin
14/08/2023	Amazon	Desk organisers/pads		Internet payment 1046	26.21	21.84	4.37 Admin
14/08/2023	Amazon	Signs for wildlife area		Internet payment 1048	46.39	38.66	7.73 PF&POS
14/08/2023	Amazon	Black wool for remembrance project		Internet payment 1049	9.95	8.29	1.66 Misc
14/08/2023	Amazon	Office mobile phone cases		Internet payment 1047	55.56	46.30	9.26 Admin
14/08/2023	East Suffolk Council	Uncontested Election 4 May 2023		Internet payment 1050		157.08	Elections
23/08/2023	J Nicholls	Weekly inspections - July 2023		Internet payment 1054		270.84	PF&POS
23/08/2023	Evolve Business Solutions	Printer contract 12/05-11/08/2023		Internet payment 1055	236.22	196.85	39.37 Admin
26/08/2023	Net salaries paid after Tax, NI, Pension - August 2023			Internet payment 1058, 1059		3,853.44	Salary
26/08/2023	Nest	Pension payments - August 2023		D/D		280.09	Pension

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
06/06/2023	Barclays Bank	Bank Charges			£ 11.15		Admin
06/06/2023	Amazon	Blue tack		Internet payment 1001	£ 10.53	£8.77	1.76 Admin
08/06/2023	Mr K Brazier	Registrar cemetery - Administration May 2023		Internet payment 1002		£330.75	Admin
12/06/2023	KJ Fencing	Fence at cemetery and repositioning of gate		Internet payment 1003		£ 1,800.00	Admin
16/06/2023	SCL Management Ltd	Maintenance cemetery - May 2023		Internet payment 1010	£ 664.80	£554.00	£ 110.80 Maintenance
20/06/2023	Anglian Water Business	Water charges cemetery		D/D		£9.77	Metered Water
20/06/2023	Parish Online	Annual subscription 19 Jun 23 to 19 Jun 24		Internet payment 1011	288.00	240.00	48.00 Admin
05/07/2023	Barclays Bank	Bank charges 15 May -12 Jun				13.50	Admin
06/07/2023	SCL Management Ltd	Maintenance cemetery - June 2023		Internet payment 127	£ 718.80	599.00	119.80 Maintenance
06/07/2023	Mr K Brazier	Registrar cemetery - Administration May 2023		Internet payment 129		£ 303.75	Admin
12/07/2023	Mr K Brazier	Registrar cemetery - Administration June 2023		Internet payment 1073			Admin
24/07/2023	H3G	Mobile phone contracts		D/D		£ 106.21	Admin
24/07/2023	Sunskips Ltd	Skip exchange at Lawn Cemetery - 04/04/2023		Internet payment 132	£ 211.00	175.83	35.17 Maintenance
24/07/2023	Sunskips Ltd	Skip exchange at Lawn Cemetery 01/07/2023		Internet payment 133	£ 280.00	233.33	46.67 Maintenance
04/08/2023	Barclays Bank	Bank charges				10.80	Admin
14/08/2023	Amazon	Cables for office mobile phones		Internet payment 1043	8.89	£7.41	£1.48 Admin
14/08/2023	SCL Management Ltd	Maintenance cemetery - July 2023		Internet payment 1052	£ 759.00	£ 632.50	£ 126.50 Maintenance
14/08/2023	SCL Management Ltd	Dig and locate and cap off water leak at cemetery		Internet payment 1053	£ 108.00	£ 90.00	£ 18.00 Maintenance
22/08/2023	H3G	Mobile phone contracts		D/D		£ 91.20	Admin
23/08/2023	Amazon	Cable ties - Remembrance Service		Internet payment 1056	7.42	£ 6.18	£ 1.24 Admin
23/08/2023	Amazon	Ribbon - Remembrance Service		Internet payment 1057	£ 33.20	£ 27.65	£ 5.55 Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
12/06/2023	Mr J Wright	Tap at allotments	Internet payment 1002	£ 33.44	£ 27.87	£ 5.57	Maintenance
16/06/2023	SCL Landscape Mar	Maintenance - May 2023	Internet payment 1004	£212.40	£ 177.00	£ 35.40	Maintenance
06/07/2023	SCL Landscape Mar	Relocate water tank and post. Supply and fit all fittings for the tank to be moved.	Internet payment 1024	£ 174.00	£ 145.00	£ 29.00	Maintenance
06/07/2023	SCL Landscape Mar	Maintenance allotments - June 2023	Internet payment 1025	£ 257.40	£ 214.50	£ 42.90	Maintenance
14/08/2023	SCL Landscape Mar	Maintenance allotments - July 2023	Internet payment 1051	£ 212.40	£ 177.00	£ 35.40	Maintenance

INCOME RECEIVED during June, July, August 2023

June

General Account (VAT refund, grant)	£10,925.02
Business Base Rate Tracker (interest)	£113.89
Cemetery Account (burial income, interest)	£3,540.63

July

General Account (interest, grant)	£1,000.60
Business Base Rate Tracker (interest)	£0
Cemetery Account (burial income, interest)	£7,011.10

August

General Account (allotment deposits, tenancy fees, grant)	£0
Business Base Rate Tracker (interest)	£0
Cemetery Account (burial income, interest)	£3,715.56

ACCOUNT BALANCES AS AT 31st August 2023

General Account	£224,961.06
Business Base Rate Tracker	£54,740.70
Cemetery Account	£127,078.26