



# Rushmere St. Andrew Parish Council

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**Minutes of the Parish Council meeting held on 14<sup>th</sup> December 2023 at 7.00pm at Tower Hall**

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CHAIR: Mr R Whiting

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

APOLOGIES: Mr Wright (family commitment), Mr K Driver (another commitment), Miss A Cracknell (another commitment), Mr P Phillpot (another commitment), Mr Griggs (another commitment), Mrs M Brown (unwell)

OTHER APOLOGIES: Cllr Hedgley

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. Mr Nunn proposed that the apologies be accepted, seconded by Mr Westrup. Resolved with ALL in favour.

## **2. DECLARATIONS OF COUNCILLOR INTEREST**

None

## **6. TO SIGN, AS A CORRECT RECORD, THE MINUTES OF THE COUNCIL MEETING HELD ON 9<sup>TH</sup> NOVEMBER 2023**

Mr Noske proposed acceptance of the Parish Council minutes with the following amendments: Delete Mr Francis, Mr Griggs, Mr Newton under present. This was seconded by Mr Nunn. Resolved with ALL in favour.

The minutes were duly signed as a correct record.

## **7. PUBLIC PARTICIPATION**

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

Mr Nunn reported that there are fallen trees around the Water Works Cottage in Kesgrave. It was agreed that the Officers will report this to Kesgrave Town Council.

**a. County Councillor Report**

No report received and no councillors present.

**b. District Councillor Report**

No report received and no councillors present.

**8. 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 for the removal of a fallen tree at Chestnut Pond. SCL Landscape Management Ltd was appointed at a cost of £30 plus VAT for the removal of the tree. Delegated authority was also given by the Chairman and the Clerk for safety reasons for the replacement of the glass on the noticeboard at Chestnut Pond after this was vandalised. The glass was purchased from TM Crown Glass Ltd at a cost of £22.17 + VAT.

The Councillors noted this.

**b. To Consider and Approve Budget and Precept Requirements for 2024/25**

The copy of the draft budget and precept requirements were made available with the agenda for the meeting. The Assistant Clerk reported that the parish specific precept letter had been received from East Suffolk Council detailing the final date for precept applications as 26th January 2024 and detailing the calculation for equivalent band D properties as 2,617.95, an increase of 10.65 properties from the previous year.

A 2024/25 budget for the Environment and Services Committee of £22,300 is recommended and a budget of £-795 for the Allotment Panel. A parish council budget of £111,106 is recommended. A transfer from reserves to the general fund of £6,311 is recommended. The last payment of the loan will be paid of in the 2024/2025 financial year and therefore provision is made for a transfer from reserves to the general fund. The overall budget for 2024/25 at £135,321 overall spend with a precept request for £126,300 is recommended. This represents a 2% increase on the 2023/2024 precept band D equivalent property. Councillors considered the draft budget and implications on reserves.

Mr Noske proposed that the whole budget and precept request be approved with a total precept request of £126,300 in support of an estimated Parish Council spend of £135,321 for 2024/25. Provision will be made for a transfer from reserves to the general fund of £6,311. This represents a 2% increase. This was seconded by Mr Blundell. Resolved: with ALL in favour.

The Chairman pointed out that as we were considering these requirements earlier than usual, it will provide the opportunity for the Parish Council to consider the topic again if necessary before the Assistant Clerk will send the formal request to East Suffolk Council for a 2024/25 precept of £126,300.

**c. To Consider and Agree Earmarked Reserves**

Mr Whiting and the Assistant Clerk reported that it is necessary to review the earmarked reserves to ensure this is still appropriate. Councillors discussed this and Mr Westrup proposed that the following earmarked reserves be agreed for the 2023/2024 financial year:

<b>EARMARKED RESERVES CARRIED FORWARD</b>	<b>Beginning 2023/24</b>	<b>Estimated amount end 2023/24 financial year</b>
Cemetery Fund Earmarked Reserves held in Bus Prem Account	£ 15,000.00	£ 15,000.00
Cemetery Current Account Balance Held as Earmarked Reserve to be amended to end of year account on 31 March 2023	£ 106,127.00	£ 127,068.47
Contingency Fund held as Earmarked Reserve	£ 5,000.00	£ 5,000.00

Parish Room replacement - Earmarked Reserve	£ 60,415.00	£ 60,415.00
Community Engagement/ Events		£ 10,819.03
POS Bixley farm	£ 4,000.00	£ 4,000.00
Election fund	£ 8,350.00	£ 3,000.00
Tower Hall Play Area	£ 3,600.00	£ 3,600.00
Returnable Deposits Allotments	£ 710.00	£ 860.00
CIL funding	£ 28,615.54	£ 36,816.71
Public Open Space Enhancements - Sandlings	£ 3,000.00	£ 3,000.00
Land Transfers	£ 9,000.00	£ 6,440.00
Allotments	£ 2,000.00	£ 2,000.00
Play Areas	£ 8,200.00	£ 10,000.00
Enchanted Tree Trail, Rewilding, Nature Watch Grants		£ 8,200.00
Total	£ 254,017.54	£ 296,219.21

Seconded by Mr Ward. Resolved with ALL in favour.

## 9. REPORT ON REMEMBRANCE EVENTS

Mr Whiting reported on the successful Rushmere St Andrew Remembrance Commemorations which took place in the Parish on the 11<sup>th</sup> and 12<sup>th</sup> November 2023. A breakdown of the income and costs were provided to Councillors with the agenda for the meeting.

### Income

Organisation	Description	Amount
East Suffolk Council	Grant, Cllr D Dean	£1,000
Suffolk County Council	Grant, Cllr D McCallum	£1,000
Ballantines Blinds & Awnings	Donation	£100
Total		£2,100

### Expenditure

Organisation	Description	Amount
Communities Together East Anglia	Community Coordination, Event	£1,000.00
Mr P Massey	Wool Remembrance Event	£16.80
Mr P Massey	Refreshments Remembrance Event	£161.79
Amazon	Finger lights for Remembrance Event	£52.44
Amazon	Plastic cups for crafts Remembrance Event	£5.79
Amazon	Red Ribbon Remembrance Event	£5.24
Amazon	Finger lights Remembrance Event	£37.45
Amazon	Disposable cups Remembrance Event	£26.58
Amazon	Card for Remembrance Service	£25.94
Amazon	Card for Remembrance Service	£51.88
Amazon	Paper for Remembrance Service	£21.66
Mr P Massey	Refreshments Remembrance Event	£9.30
Mrs S Stannard	Refreshments Remembrance Event	£17.28

51st Ipswich Scouts	Donation for crafts, serving refreshments, etc	£180.00
Suffolk County Scout Council	Donation for regulating parking	£100.00
TM Services	Projection Water Tower	£300.00
Amazon	Cable Ties Remembrance Event	£6.18
Amazon	Ribbon Remembrance Event	£27.65
Mr P Massey	Wool Remembrance Service	£16.80
Amazon	Wreath Remembrance Service	£6.24
Amazon	Wreath Remembrance Service	£8.32
Amazon	Disposable Cups Remembrance Service	£20.79
Total		£2,098.13

Councillors noted this.

## 10. TO CONSIDER AND AGREE ENCHANTED PLAY AREA PROJECT

Mr Whiting informed Councillors that £1,500 was received from the Enabling Communities budget of Cllr D Dean for the design and development of an information board about the enchanted trail at Tower Hall Play Area. Tower Hall Play Area will be the start and finish of the enchanted tree trail on the Sandlings and Mill Stream Local Nature Reserves. In order to receive the information board on time for the launch which will be on the 10 February 2024, delegated authority is required for the Chairman and Clerk to implement this project.

Mr Blundell proposed that delegated authority be given to the Chairman and Clerk to implement the development of an information board at Tower Hall Play Area with a maximum of £1,500 for this purpose. Seconded by Mr Newton. Resolved with ALL in favour.

In order to transform the Play Area in an enchanted play area the Assistant Clerk provided details of the requirements for mesh fencing at Tower Hall. Research into the fencing was carried out by the office and 5 Star Printed were identified as the company best suited for the job. 10 mesh fence panels are required at a cost of £84 + VAT each. The total cost of the panels is £840 + VAT. Funds are already earmarked for fencing at Tower Hall play area, councillors considered the proposed details of spending.

Mr Francis proposed that 10 mesh fence panels at a total cost of £840 + VAT be purchased from 5 Star Printed from the Tower Hall Play Area Earmarked Reserves. Seconded by Mr Blundell. Resolved with ALL in favour.

Mr Whiting informed Councillors that the play equipment in the Tower Hall Play Area needs painting. Quotes were sourced from three companies for the spray painting and the cheapest were Wood Worx at a quote of £1,500. It is proposed to use reserves for this purpose. Sufficient reserves are currently available for this purpose from the Play Areas earmarked reserves.

Mr Westrup proposed that £1,500 be allocated from earmarked reserves for the spray painting of the play equipment in Tower Hall Play Area. Seconded by Mr Francis. Resolved with ALL/ MAJORITY in favour.

## 11. TO CONSIDER AND AGREE REMEDIAL ACTION FOLLOWING TOPPLE TEST AT LAWN CEMETERY

Mr Whiting made Councillors aware that the topple test at the Lawn Cemetery was recently carried out by F. Masters as previously agreed at the Parish Council Meeting. F Masters reported that the following will need repairs at the cemetery;

20 memorials need recementing would be £500.00 + VAT at £25.00 + VAT per memorial

One memorial needs re-dowelling would be £110.00 + VAT

One memorial needs to be dowelled to the rest would be £75.00 + VAT  
Total costs remedial work: £685 + VAT

A quote was only sourced from F Masters as detailed above as it was deemed F Masters is best suited to carried out the remedial works as they carried out the topple test and minimal remedial works are required.

Mr Nunn proposed that the quote from F Masters at a total cost of £685 + VAT be accepted and they be instructed to carry out the necessary works Seconded by Mr Noske. Resolved with ALL in favour.

## **12. GENERAL MATTERS AND CORRESPONDENCE**

### **a. Correspondence**

None

### **b. Noticeboard Cemetery**

Mr Whiting reported that the noticeboard at the cemetery needs remedial works and asked for delegated authority together with the Clerk for up to a maximum of £2,000 for the work to be carried out.

Mr Nunn proposed that delegated authority be given to the Chairman and the Clerk for remedial work to be carried out on the noticeboard at the cemetery. Seconded by Mr Blundell. Resolve with ALL in favour.

### **c. Forthcoming Meeting Dates**

Thursday January 11<sup>th</sup> Parish Council Meeting, Village Hall.

Thursday January 18<sup>th</sup> Environment and Services Committee, Tower Hall

Thursday February 8<sup>th</sup> Parish Council Meeting, Tower Hall

Saturday, February 10<sup>th</sup>, Launch Enchanted Tree Trail and Rushmere St Andrew Nature Watch, Tower Hall, 6pm -8pm

Thursday February 22<sup>nd</sup> Community Engagement Committee, Village Hall

## **13. DETERMINATION OF ITEMS FOR FUTURE AGENDA**

Progress Report from Land East of Humber Doucy Lane Working Group

## **14. CLOSE OF MEETING**

The Chair closed the meeting at 7.50pm.

--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 9<sup>th</sup> November 2023.

## GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
01/11/2023	Comjmunty Action Suffolk	Web hosting		D/D	60.00	£ 50.00	Admin
05/11/2023	Mr J Nicholls	Paints for play equipment in play areas		Internet payment 1113		59.28	PF&POS
05/11/2023	Church of St Andrew, Rushm	Hall Hire for Planning Meeting		Internet payment 1114		60.00	Hire
05/11/2023	Mr P Massey	Refreshments Remembrance Events		Internet payment 1115		161.79	Misc
05/11/2023	JEP Business Services	Noticeboard Rounds - October 2023		Internet payment 1116		50.00	S142
05/11/2023	Amazon Business UK Limite	Fingerlights Remembrance Service		Internet payment 1119	62.93	£ 52.44	Misc
05/11/2023	Amazon Business UK Limite	Plastic cubs Remembrance service		Internet payment 1120	6.95	£ 5.79	Misc
05/11/2023	Amazon Business UK Limite	Paper Remembrance Service		Internet payment 1121	25.99	£ 21.66	Admin
05/11/2023	Amazon Business UK Limite	Red Ribbon Remembrance Service		Internet payment 1122	6.29	£ 5.24	Misc
06/11/2023	Barclays Bank	Bank charges				8.50	Admin
15/11/2023	Ipswich Borough Council	Greenways annual clearance of access corridors and litter		Internet payment 1128	240.00	£ 200.00	PF&POS
15/11/2023	Ipswich Borough Council	Greenways annual clearance of rewilding area at Woodbridge		Internet payment 1129	660.00	£ 550.00	PF&POS
15/11/2023	Amazon	Fingerlights Remembrance Service		Internet payment 1130	44.95	£ 37.45	Misc
15/11/2023	Amazon	Tree face Tree Trail		Internet payment 1131	27.84	£ 23.20	Misc
15/11/2023	Amazon	Tree face Tree Trail		Internet payment 1132	13.99	£ 11.66	Misc
15/11/2023	Amazon	Tree face Tree Trail		Internet payment 1133	28.98	£ 24.14	Misc
15/11/2023	Amazon	Tree face Tree Trail		Internet payment 1134	38.52	£ 32.10	Misc
15/11/2023	Amazon	Disposable cups for Remembrance Service		Internet payment 1135	31.90	£ 26.58	Misc
15/11/2023	Mrs S Stannard	Refreshments Remembrance Events		Internet payment 1136	18.34	£ 17.28	Misc
15/11/2023	Mrs S Stannard	Refreshments December Networking Meeting		Internet payment 1137		50.97	Misc
15/11/2023	Mr P Massey	Refreshments Remembrance Events		Internet payment 1138		9.30	Misc
15/11/2023	SAVID	Membership safer village driving 2023/24		Internet payment 1139		50.00	S137
15/11/2023	51st Ipswich Scouts	Donation for running of crafts, refreshments, etc at Remembr		Internet payment 1140		180.00	Misc
15/11/2023	Suffolk County Scout Council	Donation for regulating parking at Remembrance Event		Internet payment 1141		100.00	Misc
21/11/2023	Evolve Business Solutions	Printer contract 12/08/2023-11/11/2023		Internet payment 1142	291.14	£ 242.62	Admin
21/11/2023	SCL Landscape Management	Play Areas maintenance - October 2023		Internet payment 1143	519.60	£ 433.00	PF&POS
21/11/2023	SCL Landscape Management	Woodbridge road - strimming of roadside bollards		Internet payment 1144	48.00	£ 40.00	PF&POS
21/11/2023	Net salaries paid after NI, PAYE, Pension - November 2023			Internet payment 1148 & 1149		£ 3,853.64	Salary
21/11/2023	Nest	Pension Payments - November 2023		D/D		280.09	Pension
30/11/2023	Lydia Woods Artist	Digital joining of two scanned map sections		Internet payment 1150		27.00	Misc
30/11/2023	TM Services	Provision of projection facilities for remembrance day event		Internet payment 1151	360.00	£ 300.00	Misc
30/11/2023	ROSPA Play Safety	Annual Inspection Play Areas		Internet payment 1152	830.40	£ 692.00	PF&POS
30/11/2023	5 Start Printing	Mesh banner Tower Hall Play Area		Internet payment 1153	100.80	£ 84.00	Misc
30/11/2023	Amazon	Tree face Tree Trail		Internet payment 1157	24.00	£ 20.00	Misc
30/11/2023	Amazon	Tree face Tree Trail		Internet payment 1158	22.49	£ 18.74	Misc
30/11/2023	Amazon	Wildlife Cameras Nature Watch		Internet payment 1159	239.98	£ 199.98	Misc
30/11/2023	Amazon	Wildlife Cameras Nature Watch		Internet payment 1160	119.99	£ 99.99	Misc
30/11/2023	Amazon	Camera Mounting Holders Nature Watch		Internet payment 1161	94.94	£ 79.12	Misc
30/11/2023	Amazon	Camera bags Nature Watch		Internet payment 1162	23.16	£ 19.30	Misc
30/11/2023	Amazon	Disposable cups for Remembrance Service		Internet payment 1163	24.95	£ 20.79	Misc

## CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
05/11/2023	Spencer Wix Stone Mas	To clean memorial and repair inscriptions		Internet payment 1117	£ 696.00	£ 580.00	Maintenance
05/11/2023	Sun Skips	Skip exchange 01/11/2023		Internet payment 1118	£ 280.00	£ 233.33	Maintenance
05/11/2023	Amazon Business UK Lim	Plastic Storage Containers		Internet payment 1123	£18.69	£ 15.58	Admin
06/11/2023	Barclays Bank	Bank charges				£15.25	Admin
08/11/2023	Mr K Brazier	Registrar of Burials Admin - October 2023		Internet payment 1124		£ 162.00	Admin
15/11/2023	Mr J Nicholls	Parish handyman inspections and work		Internet payment 1125		£ 282.99	Maintenance
15/11/2023	Mr K Brazier	Equipment for maintenance at cemetery		Internet payment 1126		£ 435.19	Maintenance
15/11/2023	Mr K Brazier	Plants for cemetery		Internet payment 1127		£ 75.88	Maintenance
21/11/2023	SCL Landscape Management	Maintenance - October 2023		Internet payment 1146	£ 932.40	£ 777.00	Maintenance
21/11/2023	SCL Landscape Management	Extra maintenance work		Internet payment 1147	£ 2,790.00	£ 2,325.00	Maintenance
30/11/2023	Mr J Nicholls	Weekly inspections, taps at cemetery		Internet payment 1154		£503.85	Maintenance
30/11/2023	Mr P Massey	Garden Leaf Blower Cemetery		Internet payment 1155	£ 259.00	£ 215.83	Maintenance

## ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
21/11/2023	SCL Landscape Mar	Maintenance - October 2023		Internet payment 1145	£ 212.40	£ 177.00	Maintenance
30/11/2023	Sunskips	Skip exchange		Internet payment 1156		223	Maintenance

**INCOME RECEIVED during November 2023**

General Account (allotments, grants)	£3,543.04
Business Base Rate Tracker (interest)	£0
Cemetery Account (burial income, interest)	£941.45

**ACCOUNT BALANCES AS AT 30<sup>th</sup> November 2023**

General Account	£212,780.78
Business Base Rate Tracker	£54,887.38
Cemetery Account	£127,068.47