



# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



Minutes of the General Purposes & Finance Committee meeting held on 11<sup>th</sup> August 2022 at 7.30pm at the Village Hall

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CHAIRMAN: Mr Driver

COMMITTEE MEMBERS PRESENT: Mr K Driver, Mr B Ward, Mr J Westrup, Mr J Wright, Mr D Francis, Miss A Cracknell, Mr Newton, Mr Whiting, Mrs B Richardson-Todd.

APOLOGIES: Ms C Evans (family commitment), Mr Noske (family commitment), Mr C Griggs (family commitment)

OTHER APOLOGIES: Cllr S Lawson, Cllr D McCallum, Cllr C Hedgley

CLERK: Mrs S Stannard – Assistant Clerk.

ALSO PRESENT: 0 members of the public

## 1. APOLOGIES, APPROVAL OF ABSENCE, PROTOCOL & CONDUCT REMINDERS

The Chairman reminded Councillors of the statement on the Code of Conduct, protocol for debate and statutory rights to film, record, photograph or otherwise report on the proceedings of the meeting.

Apologies were received as above. Miss Cracknell proposed acceptance of the apologies. Seconded by Mrs Richardson-Todd. Resolved with ALL in favour.

## 2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 9<sup>th</sup> June 2022

The Chairman reminded Councillors to note the list of payments made.

Miss Cracknell proposed acceptance of the minutes without any amendments. This was seconded by Mr Newton with ALL in favour. The minutes were duly signed by the Chairman.

## 3. DECLARATIONS OF COUNCILLOR INTEREST

Mr 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.

No other declarations were made.

## 4. PUBLIC PARTICIPATION

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

Mr Westrup informed Councillors that the traffic lights in The Street is still there. Councillors noted this.

Mr Wright reported that there was an accident along Foxhall Road. One of the households lost their gas supply. Mr Wright is in contact with the resident to provide assistance if needed. Mr Wright reported on the vandalism at Limes Pond and that maintenance is need at Limes Pond – desilting, etc. He also reported that the SID in Arundel Way has been installed and late night buses reinstated. There is currently a survey for bus users that they can complete. Bus stopes will be painted in due course and this may resolve the issue in Broadlands Way and a new ticketing system in September.

Mrs Richardson-Todd reported that some of the information on the website is outdated and asked that information regarding issues with overflowing bins be added to the website.

**b. County Councillor Report**

A county councillors report was made available at the meeting. Apologies were received from Cllrs Debbie McCallum and Stuart Lawson that were unable to attend the meeting. Councillors noted the report. Matters Arising – None

**c. District Councillor Report**

A district councillors report was not available for the meeting. Apologies were received from Cllr Hedgley that was unable to attend the meeting. Mr Newton provided a verbal report to Councillors at the meeting. He provided information on litter and doggie bins, flytipping and free WIFI in market towns/ tourist destinations that are funded by East Suffolk Council. Councillors asked Mr Newton to report flytipping at Playford Lane and Lamberts Lane.

Matters Arising – None

## **5. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM (SNT)**

There was no police attendance at the meeting.

**a. PCSO Reports**

The PCSO reports for the last month were made available at the meeting. Matters arising – None

**b. Other Matters**

None

## **6. FINANCE MATTERS**

**a. To Note Expenditure Authorised under Delegated Powers**

The Assistant Clerk reported that Expenditure under Delegated Powers will be authorised to repair the fence at Limes Pond that has been validalised. The expenditure will be authorised for safety reasons to ensure that the pond is fenced off. KJ Fencing quoted £260 + VAT and a quote is currently being sourced from SCL Landscape Management. Councillors noted this.

**b. To Consider the Bank Reconciliation and Budget Monitoring for the Period Ending 31.07.22**

The Assistant Clerk shared a bank reconciliation with Councillors and discussed the budget monitoring for the period ending July 2022 with Councillors. She explained the various figures and implications. Detailed figures for the budget monitoring were shared at the meeting.

Mr Whiting proposed that the budget reconciliation and monitoring be approved subject to the typo that need to be corrected under the actual expenditure for the litter picking subheading for the Parish

Amenities and Services Budget (note: the correct amount for expenditure under this item should be £318), seconded by Miss Cracknell. Resolved with ALL in favour.

**c. Other Matters**

The Assistant Clerk reported that the VAT refund for 2021-22 has been paid into the Parish Council General Account.

**7. LAWN CEMETERY**

**a. To Consider and Approve Revised Cemetery Regulations**

Mr Whiting informed Councillors that it was necessary to review the cemetery regulations to ensure it is more user friendly and to clearly define what is acceptable and what not with regards to memorial applications. The draft regulations were distributed prior to the meeting. A discussion followed regarding this.

Miss Cracknell proposed that the cemetery regulations be approved and that delegated authority be given to the Chair, Vice-Chair and Mr Wright to agree the final wording and formatting of the booklet. Seconded by Mr Whiting. Resolved with ALL in favour.

**b. To Consider and Approve Printing of Revised Cemetery Regulations**

The Assistant Clerk reported that a quote was sourced from Suffolk Digital Print for the design of the front cover and including a map in the booklet as well as printing and binding of 500 S5 colour booklets for £397. Other quotations were not sourced as when quotations were considered for the printing of the recent newsletter Suffolk Digital Print was by far the cheapest printer. In addition that have provided excellent service to the Parish Council.

Mr Wright proposed that Suffolk Digital Print be appointed to design and print and bind 500 A5 colour cemetery booklets as per their quote. Miss Cracknell seconded this. Resolved with ALL in favour.

**c. To Appoint Registrar of Burials for Rushmere Lawn Cemetery**

Mr Whiting reported that Mr Duncan has decided that he will no longer continue as Registrar of Burials and that it is proposed that the contract for the Registrar of Burials be offered to the Assistant Registrar of Burials, Mr Kevin Brazier. He has done an excellent job as Assistant Registrar. A draft contract was circulated prior to the meeting.

Miss Cracknell proposed that Mr Brazier be appointed as Registrar of Burials at £13.50 per hour for a maximum of 10 hours per week. Mrs Richardson-Todd seconded this. Resolved with ALL in favour.

**d. To Consider and Approve the Removal of the Conifer Hedge and to replace it with a native hedgerow species alongside it**

Mr R Whiting explained that the conifer hedge is unattractive and as per the Neighbourhood Plan the Parish Council needs to make an example on its land and replace them.

Cemetery Panel considered the following quotes for the hedge and recommended that SCL be appointed:

SCL Landscape Management Ltd quoted £2,150 plus Vat to remove the conifer hedge and dig out stumps and £465 plus VAT to plant mixed species native hedging where the conifers have been removed. Total £2,615 plus Vat.

Acorn Trees quoted £1,350 plus Vat to fell the conifer hedge to ground level. Remove the chain link fence and if needed leave in the skip and £680.00 plus Vat to plant native hedging. Total: £2030.00 plus vat.

Tom Lyon Tree Services Ltd quoted for items 9 and 10, the removal of the conifer hedge and the removal of the sycamore trees together at a total of £6,300 plus Vat. As this did not include the planting of a native hedgerow in either case and given the cost this quote was discounted.

Cemetery Panel recommended to GP&F that SCL Landscape Management Ltd be appointed as they carry out the regular maintenance at the cemetery and they have provided exceptional service at the cemetery.

Mr Whiting proposed that SCL Landscape Management Ltd, for £2615 plus VAT as our current maintenance contractor for the cemetery be accepted as per their quote to remove the conifer hedge and replace it with a native hedgerow species alongside it. Seconded by Mr Westrup. .Resolved with ALL.

#### **e. To Consider and Approve the Removal of Sycamore Trees**

The Assistant Registrar of Burials reported that a member of the public has requested that the branches on the sycamore trees be cut back as sap is continually falling at this time of year on the memorial stones under the trees. Mr R Whiting and Mr J Wright met with contractors at the cemetery to discuss removal of the sycamore trees and replacing it with a mixed native hedgerow species.

The Cemetery Panel considered the following quotes for the removal of the sycamore trees and the planting of a hedge and recommended that SCL be appointed for the work:

SCL Landscape Management Ltd quoted £1,650 plus Vat to remove the sycamore trees to ground level and £325 plus Vat to plant mixed species native hedging where sycamore trees have been removed. Total £1,975 plus Vat.

Acorn Trees quoted £1,600 to fell 5 sycamore trees and treat tree stumps with eco plugs, trim back hawthorn tree and £280 plus Vat to plant native hedgerow where the sycamore trees have been removed. Total £1880 plus Vat.

Tom Lyon Tree Services Ltd quoted, please see Item 9 for details.

Cemetery Panel recommended that SCL Landscape Management be appointed. as they carry out the regular maintenance at the cemetery and they have provided exceptional service at the cemetery.

Mr Whiting proposed that the quotation of SCL Landscape Management Ltd, as our current maintenance contractor for the cemetery be accepted for £1975 plus Vat to remove the sycamore trees at the lawn cemetery and replace it with a native hedgerow species. Seconded by Mr Newton and agreed by ALL.

#### **f. To Consider and Approve Replacement Fencing at Lawn Cemetery**

Mr Whiting explained that the fence at the cemetery is in need of replacement and that he met several contractors there to discuss a replacement fence. The Assistant Clerk obtained the following quotes:

SCL Landscape Management Ltd quoted £1895 + VAT for supplying and installing 38m of chain link fencing 1.5m in height to replace existing.

KJ Fencing quoted £1900 + VAT for the supply and fix of 36metres of 1.5m high heavy duty chainlink on concrete posts set at 3 metres centres. Mr Wright mentioned that this is for a higher quality fencing than the other quote.

A third quote was requested but not received.

Mr Wright proposed that the quotation of KJ Fencing for £1900 plus VAT to supply and install the replacement fencing at the Lawn Cemetery. Mr Westrup seconded this. Resolved with ALL.

## **GENERAL PARISH MATTERS AND CORRESPONDENCE**

### **b. To Note Matters Since Publication of Agenda**

None

### **c. Dates to Note**

Thursday, 8<sup>th</sup> September – Parish Council, 19:30pm at Tower Hall

Thursday, 15<sup>st</sup> September –Parish Amenities and Services Committee, 19.30pm at Tower Hall

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

Footpath at cemetery

## **12. CLOSE OF MEETING**

The Chairman closed the meeting at 8.29pm.

**-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 14<sup>th</sup> July 2022

**GENERAL EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
06/06/2022	Mrs S Stannard	Locks Chestnut Pond		Internet payment 651		£ 35.14	PF&POS
06/06/2022	Mrs S Stannard	Paper for office		Internet payment 652		£ 7.00	Admin
06/06/2022	JEP Business Services	Noticeboard Rounds - May 2022		Internet payment 653		£ 84.00	S142
06/06/2022	Mr J Nicholls	Parish caretaker rounds - May 2022		Internet payment 654		£ 147.00	PF&POS
23/06/2022	Safer Village Driving	Membership fee 2022/2023		Internet payment 655		£ 50.00	S137
08/06/2022	Barclays	Bank charges 13 Apr - 12 May				£ 8.50	Admin
10/06/2022	Mr Nigel Cook (Cuckfield Jub	Cuckfield Jubilee Street Party		Internet payment 657		£ 100.00	S137
10/06/2022	Mrs S Jenkins	Summer Newsletter Prize		Internet payment 658		£ 25.50	S142
21/06/2022	SCL Landscape Managemen	Maintenance Ponds - May 2022		Internet payment 662	£ 144.00	£ 120.00	Pond
21/06/2022	SCL Landscape Managemen	Broke Hall Jubilee Event - May 2022		Internet payment 663	£ 348.00	£ 290.00	Misc
21/06/2022	SCL Landscape Managemen	Maintenance Play areas - May 2022		Internet payment 664	£ 519.60	£ 433.00	PF&POS
23/06/2022		Net salary payments after Tax, NI, Pensions - June 2022		Internet payment s666, 667		£ 3,067.49	Salary
23/06/2022	HMRC	Tax and NI - Apr, May, June 2022		Internet payment 668		£ 2,918.65	PAYE
23/06/2022	Nest	Pension payments - Employer and Employee -June 2022		D/D		£ 193.65	Pension

**CEMETERY EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
06/06/2022	Cooks Waste Kare Ltd	Skip exchange at Lawn Cemetery on 25/05/2022		Internet payment 656	£ 192.41	£ 160.34	Maintenance
21/06/2022	Mr K Brazier	Assistant Registrar at lawn cemetery - May 2022		Internet payment 659		£ 70.00	Admin
21/06/2022	Mr A Duncan	Service Order forms - Gosting, Connolly, Kennedy, Dale		Internet payment 660		£ 80.00	Admin
21/06/2022	SCL Landscape Manager	Maintenance cemetery - May 2022		Internet payment 665	£ 1,197.00	£ 997.50	Maintenance

**ALLOTMENT EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
21/06/2022	SCL L/S MGT Ltd	Maintenance at Allotments - May 2022		Internet payment 661	£ 212.40	£ 177.00	Maintenance

**INCOME RECEIVED during June 2022**

General Account (grant, Allotment deposit/ tenancies/refund police)	£100.00
Business Base Rate Tracker	£4.11
Cemetery Account (interest)	£2,360.53

**ACCOUNT BALANCES AS AT 30 June 2022**

General Account	£245,469.17
Business Base Rate Tracker	£54,511.90
Cemetery Account	£95,983.86