



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Council meeting held on 9th February 2023 at 7.30pm at the Village Hall

CHAIRMAN: Mr R Whiting

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

APOLOGIES: Ms C Evans (family commitment), Mr M Newton (unwell)

OTHER APOLOGIES: Mrs D McCallum (other commitment), Mr S Lawson (other commitment).

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

ALSO PRESENT: Mr C Hedgley (District County Councillor), Members of the public 1

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 Miss Cracknell. Resolved with ALL in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 12 JANUARY 2023 AND THE GENERAL PURPOSE & FINANCE COMMITTEE MEETING HELD ON 8th DECEMBER 2022

Miss Cracknell proposed acceptance of the Parish Council minutes *without any amendments*. This was seconded by Mr Nunn with ALL in favour. Mr Wright proposed acceptance of the General Purpose & Finance minutes *without any amendments*. This was seconded by Mr Francis with ALL in favour.

The minutes were duly signed as a correct record.

[Mr Griggs arrived].

3. DECLARATIONS OF COUNCILLOR INTEREST

Mrs Odam declared a non-pecuniary interest as a member of St Andrews Church. Mrs Richardson-Todd declared a non-pecuniary interest as a member at St Elizabeth's Hospice called Celebration of Life.

No other declarations were made.

4. PUBLIC PARTICIPATION

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

Mr Whiting welcomed Ms Hazel Hunting, Minister at the Rushmere St Andrew Baptist Church. She is involved with the youth project - item 13. The Chairman moved item 13 forward.

13. TO CONSIDER SUPPORTING THE PROVISION OF A YOUTH SUPPORT SERVICE

Ms Hunting provided Councillors with background on the aims, advantages and costs for providing a youth club/ café at the Baptist Church in the parish (non-faith based) that would be supported by one lead youth worker for 3 hours per week and another youth worker for 3 hours per week from Suffolk 4YP. Councillors considered the benefits of the proposal for residents.

Mr Wright proposed to fund the provision of a youth support service at the Rushmere St Andrew Baptist Church supported by Suffolk 4YP for one year at a cost of £7,580 from the parish council general reserves. The success of this would be monitored on a regular basis and a full review of the effectiveness of the first year would be required before a commitment to future years. Seconded by Mrs Richardson-Todd. Resolved with ALL in favour.

4. PUBLIC PARTICIPATION

b. County Councillor Report

Apologies received from Cllr Lawson and Cllr McCallum. Written report not received from Cllr Lawson or Cllr McCallum.

c. District Councillor Report

Written report from Cllr Hedgley was made available prior to the meeting. Matters arising: None.

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. Other Matters

None

6. 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 to fix a leaking tap at the Lawn Cemetery. The cost to fix the tap was £66 + VAT and Steve Evans Plumbing was authorised to complete the work.

Councillors noted this.

b. To Note Submission of Precept Request

The Assistant Clerk reported that the Precept request for 2023/24 was submitted to East Suffolk Council on 17/01/2023 and receipt was acknowledged.

Councillors noted this.

c. To Consider Charity Donation Requests for 2022/23

The Assistant Clerk reported that there was currently £2,000 in the charity budget left to allocate in the 2022/23 financial year. Subsequent requests for charity donations were received from:-

- Kesgrave Library submitted a request for £500. The request is for funding towards the purchase of a range of Christmas books.

- Headway Suffolk submitted a request for funding. The request is to help fund a mobile charity shop.
- St Elizabeth Hospice submitted a request for £500. The request is to help fund a photographic exhibition.
- St Andrew Church submitted a request for £500. The request is for LED lighting for safe access to the Lawn Cemetery

Councillors debated the merits of supporting each of the organisations and the benefits that the organisations have to local residents. Mr Whiting proposed that £500 be allocated to Kesgrave Library, £500 be allocated to Headway Suffolk, £500 be allocated to St Elizabeth Hospice and £500 be allocated to St Andrews Church. Mrs Richardson-Todd seconded the proposal. Resolved with ALL in favour.

d. Other Matters

None

7. TO NOTE THE RECORD OF THE ENVIRONMENT & SERVICES COMMITTEE MEETING 19/01/23

Mr J Wright reported that the last meeting of the EAS had been held on 19th January 2023. Copies of the UNAPPROVED minutes had been made available to all Councillors. The EAS record was noted. There were no matters arising from the reported minutes.

8. CONSIDER AND APPROVE UPDATED PARISH COUNCIL POLICIES ON:

Copies of the Policies were distributed prior to the meeting. Mr Wright outlined the background on each of the policies under consideration. Mr Wright proposed that the policy on Noticeboard Content, Public Participation and Apologies and Non-Attendance at Meetings be approved. Seconded by Mr Nunn. Resolved with ALL in favour.

Mr Nunn proposed that the Policy on Planning Application Site Visits & Managing of "Simple Planning Applications" and Protocols for providing informal views prior to planning application submissions be deferred to the Planning and Transport Committee for initial consideration and that the Dispensation policy be approved. Seconded by Mr Whiting. Resolved by MAJORITY in favour.

Mr Wright proposed that the Subject Access Request Policy and Procedure be approved but that this be reviewed in the next financial year to consider whether it can be reduced to one document rather than two documents. Seconded by Mrs Odam. Resolved by ALL in favour.

Mr Nunn proposed that the Privacy Policy, Data Protection Policy and Document Retention be approved. Seconded by Mr Noske. Resolved with ALL in favour.

Mrs Richardson-Todd proposed that the Web Accessibility Statement be approved but that this be reviewed initially by the Communications Committee in the next financial year. Seconded by Mr Wright. Resolved with ALL in favour.

Mr Nunn proposed that the Standing Orders, the Risk Assessment, the Financial Regulations, the Complaints Policy, the Lone Working Policy and the Equality and Diversity Policy be approved. Seconded by Mr Westrup. Resolved with MAJORITY in favour.

Mr Wright proposed that the Terms of Reference for the Community Engagement and Communications Committee, the Environment and Services Committee and the Planning and Transport Committee be approved. Seconded by Mr Noske. Resolved with ALL in favour.

9. TO APPROVE NEW WATER SYSTEM FOR THE ALLOTMENT GARDENS

The EAS Committee considered the need to upgrade the water system at the allotments and recommended that the quote from Anglian Water of £2,247.60 + VAT and SCL Landscape Management Ltd of £3,250.00 + VAT be accepted for the upgrade of the water supply system at the Rushmere Allotments and that external funding be sourced if possible. The Assistant Clerk and Allotment Manager

have contacted all County and District Councillors for funding, the Communities Team at East Suffolk Council and have looked at various other sources for funding. Cllr Debbie McCallum has indicated that she is willing to fund £1,000 from her Locality budget for the water system at the Allotments. The Clerk confirmed that CIL money can be used for this purpose and £2,583.02 has to be allocated and used before 26/10/2023 after which time it would have to be returned to ESC. No other funding is available at present but in the new financial year funding may be available from the 'fork to field' fund. Councillors considered the impact on parish council funds.

Mr Nunn proposed that £2,583.02 of CIL funding be allocated for the upgrades to the water supply system at the Rushmere allotments, that an application of £1,000 be submitted to Councillor McCallum and that £1,914.58 of general reserves of the parish council be allocated for this project. Seconded by Mr Ward. Resolved with ALL in favour. Councillors thanked Mr Westrup for his work on this.

Mr Noske proposed that the quote for Anglian Water of £2,247.60 + VAT and SCL Landscape Management Ltd of £3,250.00 + VAT be accepted for the upgrade of the water supply system at the Rushmere Allotments. Seconded by Mr Driver. Resolved with ALL in favour.

10. TO APPROVE PURCHASE & INSTALLATION OF OAK POSTS AND DISCS FOR THE CORONATION WALK

Mr Wright provided Councillors with background on this item. Miss Cracknell proposed that a total of up to £1,300 be spent on the purchase and installation of oak posts and discs for the coronation walk and that Mr Wright be given delegated authority to agree the exact details of what is to be purchased with Greenways. Mr Wright to report back to Parish Council. Seconded by Mr Whiting. Resolved with ALL in favour.

11. UPDATE ON INSTALLATION OF BUS STOP FOR THE TERMINUS OF THE NUMBER 4 BUS ON BROADLANDS WAY

Mr J Wright provided Councillors with an update on this and the support given by Mr Guy Chater. It was agreed that the Parish Council is supportive of the installation of a bus stop for the number 4 bus on Broadlands Way. Funding bids will have to be submitted in the new financial year. **TO DISCUSS AND**

12. APPROVE THE TRANSFER OF LAND OWNED BY EAST SUFFOLK TO RUSHMERE ST ANDREW PARISH COUNCIL

Mr Wright and Mr Whiting provided Councillors with an update on land owned by East Suffolk Council that the Parish Council are considering taking ownership of. Details are not available yet and it was agreed to defer this item until further details are forthcoming from East Suffolk.

14. TO APPROVE BUDGET AND FUNDING FOR CORONATION EVENT

Mrs Richardson-Todd provided Councillors with background on what is planned for the Coronation Community Day on 29th April and the Family Evening on 6th May and presented a draft budget for the event to Councillors. Funding from Cllr M Newton's Enabling Communities Budget of £ 4,135.94 has been received and an application will be made to Cllr S Lawson's Enabling Communities Budget for £999. Councillors considered whether to use reserves to fund the rest of the event. Councillors considered the impact on the funds of the parish council and community benefits.

Mrs Richardson-Todd proposed to allocate a budget of £10,000 for the Coronation events (£5,134.94 of this from external funding) and £4,865.06 from general reserves of the Parish Council. Seconded by Mr Wright. Resolved with MAJORITY in favour.

15. TO APPROVE DELEGATED AUTHORITY TO IMPLEMENT BUDGET FOR CORONATION EVENT

Mrs Richardson-Todd explained that the planning for the event will have to happen quickly to ensure the event is successful. Mr Wright proposed delegated authority for the Chairman, Vice-Chairman and the Responsible Financial Officer to implement this project within the budget approved in item 13. Seconded by Mr Westrup. Resolved with MAJORITY in favour. Regular reports will be provided to Councillors regarding the expenditure as per the agreed budget.

16. TO DISCUSS RENEWAL OF ZOOM SUBSCRIPTION

The Assistant Clerk informed Councillors that the Zoom subscription charges per annum £239.80 + VAT (last year, may increase next year). Virtual meetings can be held via Microsoft Teams at no charge. The advantages and disadvantages of both were discussed. Mr Wright proposed that the Parish Council renew the current Zoom subscription when it runs out for the year. Seconded by Mr Westrup. Resolved with MAJORITY in favour.

17. TO CONSIDER AND APPROVE PRODUCTION, PRINTING AND DISTRIBUTION OF POSTCARD TO RESIDENTS REGARDING NEIGHBOURHOOD PLAN REFERENDUM

Mr Whiting provided Councillors with an update on the Neighbourhood Plan. The Assistant Clerk informed Councillors that £2,382.11 of funding is left from the Locality Grant that the Parish Council received for the neighbourhood plan. Places4People quoted £300 + VAT to provide additional support between the completion of the Neighbourhood Plan Examination and the Parish Referendum and to prepare a Neighbourhood Plan Referendum Information Postcard. Suffolk Digital Print quoted £228 + VAT for printing of 3000 A5 double sided leaflets. Fullrays Leaflet Distribution quoted £135 + VAT for the distribution of the postcards to all residents. (Total £921 + VAT) Suffolk Digital Print quoted £258 + VAT for printing of six 2mx1m hemmed eyeletted banners.

Mr Wright proposed that Places4People be appointed as per their quote of £300 + VAT to provide additional support between the completion of the Neighbourhood Plan Examination and the Parish Referendum and to prepare a Neighbourhood Plan Referendum Information Postcard, to appoint Suffolk Digital Print as per their quote of £228 + VAT for printing of 3000 A5 double sided colour postcards and £258 + VAT for the printing of six 2mx1m hemmed, eyeletted banners; and to appoint Fullrays Leaflet Distribution as per their quote of £135 + VAT for the distribution of 3000 postcards. Seconded by Mrs Richardson-Todd. Resolved with MAJORITY in favour.

18. TO CONSIDER AND APPROVE BOUNDARY CHANGES

Mr Whiting provided Councillors with background on this item. The Parish Council has received the title deeds from Mr Eade's solicitor, showing the boundary and the covenants. Miss Cracknell proposed that KJ Fencing be appointed to erect a chain link fence for a maximum of £2,500 and that Mr Wright be given delegated authority to determine the exact details of the fence. Seconded by Mr Ward. Resolved with ALL in favour.

19. GENERAL PARISH MATTERS & CORRESPONDENCE

a. Correspondence Received

Mr Whiting informed Councillors that the Clerk, Mrs Jenkins has resigned and that advertisements will be placed to publicise the vacancy. Suitable applicants would be shortlisted and interviewed with the successful applicant being appointed to start as soon as possible. Councillors noted this.

Mr Wright informed Councillors that an application was submitted to East Suffolk Council for 2000 bulbs to plant in the parish. Councillors noted this.

b. Forthcoming Meeting Dates

Community Engagement Committee Meeting, Thursday 23rd February 2023 at 7.30pm at Village Hall

Parish Council Meeting, Thursday 9th March 2023 at 7.30pm at Tower Hall

Planning and Transport Committee Meeting, Thursday 16th March 2023 at 7.30pm at Tower Hall

20. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Policy documents

21. CLOSE OF MEETING

The chairman closed the meeting at 8.55pm.

--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 12th January 2023.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04/01/2023	Mrs S Stannard	Renewal of email addresses for 3 years	Internet payment 827	£ 122.37	£ 101.97	£ 20.40	Admin
04/01/2023	Mr J Nicholls	Parish handyman - weekly rounds - December	Internet payment 828		£ 153.00		PF&POS
05/01/2023	Barclays	Bank charges			£ 11.50		Admin
11/01/2023	Mrs S Jenkins	Data Mobile Phone Parish	Internet payment 829		£ 10.00		Admin
11/01/2023	Mrs S Jenkins	PDF Architect	Internet payment 830		£ 158.00		Admin
11/01/2023	Mrs S Stannard	Refreshments Community Partnership Meeting	Internet payment 832		£ 15.40		Misc
11/01/2023	Suffolk County Council	Installation of posts for SIDs in parish	Internet payment 831		£ 550.00		Misc
17/01/2023	Zurich Insurance Plc	Annual Insurance Premium - February 2023 - 3	Internet payment 837		£ 1,314.00		Admin
17/01/2023	Mrs S Stannard	Title Deed for 5 St Andrews Close	Internet payment 838		£ 19.95		Admin
17/01/2023	Amazon	Plastic bags 30 mph stickers	Internet payment 839	£ 46.69	£ 38.89	£ 7.80	Misc
24/01/2023	Mrs S Jenkins	Data Mobile Phone Parish	Internet payment 840		£ 10.00		Admin
24/01/2023	Botanica	3 Oak Trees for Coronation Event	Internet payment 841		£ 234	£ 39.00	Misc
24/01/2023	Cloudflex Systems	Renewal of email addresses 4 Cllrs Oct - Mar	Internet payment 842	£ 152.64	£ 127.20	£ 25.44	Admin
24/01/2023	Net salaries paid after PAYE, NI & Pension - January 2023		Internet payment 845 & 846		£ 3,793.08		Salary
24/01/2023	Nest	Pension contributions - January 2023	D/D		£ 274.33		Pension

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
09/01/2023	Barclays Bank	Bank charges			£ 13.15		Admin
13/01/2023	Mr K Brazier	Stationary, lock - cemetery	Internet payment 834		£ 59.91		Admin
13/01/2023	Mr K Brazier	Registrar Lawn Cemetery - December 2022	Internet payment 835		£ 81.00		Admin
13/01/2023	Cooks Waste Kare Ltd	Skip exchange Lawn cemetery 06/01/2023	Internet payment 836	£ 192.41	£ 160.34	£ 32.07	Maintenance
13/01/2023	SCL Landscape Manager	Maintenance Cemetery - December 2022	Internet payment 833	£ 946.20	£ 788.50	£ 157.70	Maintenance
24/01/2023	Steve Evans Plumbing & Fix	tap at cemetery	Internet payment 843		£ 66.00		Maintenance
24/01/2023	Mrs S Stannard	Parking charges to visit bank for cheques	Internet payment 844		£ 1.45		Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
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INCOME RECEIVED during January 2023

General Account (newsletter advertisements, interest, allotment deposits, grants)	£50.60
Business Base Rate Tracker (interest)	£0
Cemetery Account (burial income, interest)	£1,351.03

ACCOUNT BALANCES AS AT 31st January 2023

General Account	£243,611.74
Business Base Rate Tracker	£54,559.10
Cemetery Account	£107,600.20