



Rushmere St. Andrew Parish Council

www.rushmerestandrew.onesuffolk.net

"Seek The Common Good"



**THESE MINUTES CONTAIN AN 'IN CONFIDENCE' APPENDIX WHICH IS NOT FOR PUBLICATION
(PAGES 8 OMITTED FOR THIS PUBLIC COPY)**

Minutes of the General Purposes & Finance Committee meeting held on 14th October 2021 at 7.30pm at the Tower Hall

CHAIRMAN: Mr Driver

COMMITTEE MEMBERS PRESENT: Mrs M Brown, Mrs B Richardson-Todd, Mr C Griggs, Mr K Driver, Mr B Ward, Mr J Westrup, Mr J Wright, Mr Whiting, Mr M Newton, Mr D Francis, Mr D Noske

APOLOGIES: Ms A Cracknell (another commitment), Mr Richings (unwell); Ms C Evans (unwell)

OTHER APOLOGIES: Cllr Mallinder, Mrs D McCallum, Mr S Lawson

CLERK: Mrs S Stannard - Clerk. Minutes taken by Mrs Stannard.

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. Mr Wright proposed acceptance of the apologies. Seconded by Mrs Richardson-Todd. Resolved with MAJORITY in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 12th August 2021

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

Mr Whiting 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 local 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. To Identify Public Participation with Respect to Items on this Agenda

None

b. County Councillor Report

A county councillors report was distributed prior to the meeting. Apologies were received from Cllrs Debbie McCallum and Stuart Lawson that were unable to attend the meeting.

Matters Arising – the maintenance schedule as received from Cllr Lawson will be distributed to Councillors.

c. District Councillor Report

A district councillors report was distributed prior to the meeting. Apologies were received from Cllr Mallinder that was unable to attend the meeting.

Councillor Hedgley reported that reminders will be sent out regarding the electoral roll forms and it will be some time before full attendance of the public will be possible at planning meetings.

Clerk to invite Cllr Mallinder to next parish council meeting.

d. Public Forum – Members of Public/Parish Councillors May Speak on Any Matter

Mrs Richardson-Todd reported that the spot well-being events were very interesting and everyone that attended the events enjoyed it. She asked that the Parish Council consider whether future events can be funded in the parish. Mr Wright reported on Speedwatch and the community partnership meetings he recently attended regarding road safety and rewilding.

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

There was no police attendance.

a. PCSO Reports

The PCSO reports for the last month were made available prior to the meeting. Matters arising –

Clerk to circulate October 2021 reports after the meeting. Mr Wright mentioned tradesmen parking on Foxhall Road that obstruct footpaths and cars parking close to visibility splays. Mr Wright to email these details to the Clerk that will discuss this with the PCSO.

6. FINANCE MATTERS

a. To Note Expenditure Authorised under Delegated Powers

The Clerk informed Councillors that expenditure was authorised for:

The removal of the two melted litter bins where the bases still contained litter/dog faeces on The Sandlings LNR. The expenditure was authorised due to health and safety reasons. The plastic was melted into the ground and needed to be dug out. SCL Landscape Management Services Ltd was appointed at £95 plus vat to remove and dispose of the melted litter bins. Councillors noted this.

b. To Consider the Bank Reconciliation and Budget Monitoring for the Period Ending 30.09.21

The Clerk shared a bank reconciliation with Councillors and discussed the budget monitoring for the period ending September 2021 with Councillors. She explained the various figures and implications. Detailed figures for the budget monitoring was shared at the meeting.

Mr Whiting proposed that the bank reconciliation and budget monitoring be approved, seconded Mr Westrup and resolved with ALL in favour.

c. To Approve the External Audit Report for the year ending 31st March 2021

The Clerk reported that the external audit report for 2020/21 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 2020/21 has been published on the website and noticeboards.

Mr Wright proposed that the External Audit Report for 2020/21 be approved, seconded by Mr Ward. Resolved with ALL in favour.

Clerk thanked for her work on the end of year accounts.

a. To Approve the Asset Register for the 2021/22 financial year

A revised asset register/ insurance schedule - Issue 33 had been made available to Councillors with the agenda to this meeting. The Clerk advised that the revisions include: new laptop for office, Fencing at Yew Tree, Information Board at Chestnut Pond, New Office Printer, Noticeboards at Limes and Chestnut Pond and in storage, Waste bins at Bixley Drive, Broke Hall Playing Field, The Sandlings and The Street. The asset register now had an asset valuation of £149,012 (based on original purchase costs).

Mr Westrup proposed approval of the revised asset register for the 2021/22 financial year (Issue 33). Seconded by Mr Wright with ALL in favour.

b. To Consider and Approve Insurance Cover for 2021/2022

A revised asset register/ insurance schedule - Issue 33 were approved in the previous agenda item.

The Clerk reported that the Parish Council insurance cover was due for renewal on the 1st of October 2021. This is year 3 of 3 of the long-term agreement under Community Action Suffolk Group Parish Protect Plan (Royal and Sun Alliance). The premium under the Parish Protect Plan (including tax and commission) of £1,276.80 was due in early October 2021 and it is the same as last year as per the long-term agreement with the exception of the fidelity cover.

The previous financial year fidelity cover of £350,000 was provided as recommended by the internal auditor. However, this year Parish Protect Plan are unable to provide fidelity cover higher than £250,000. The Community Action Suffolk and the Clerk are currently investigating alternative insurance cover for the Parish Council that would include fidelity cover up to £450,000 but in the meantime the insurance cover has been renewed with Community Action Suffolk under the Parish Protect Plan with the fidelity cover up to £250,000 as the Parish Council needs insurance cover such as for public indemnity and protection of its assets until alternative insurance cover can be sourced.

Several procedures are in place to manage risk against fidelity as set out in the Parish Council's Risk Management document.

Councillors noted this.

c. Other Matters - To Note Receipt of 2nd Precept Payment

The Clerk informed Councillors that the 2nd Precept Payment of £61,000.00 were paid into the Parish Council general account on 29 September 2021. Councillors noted this.

7. CEMETERY MATTERS

a. Update and Queries from Councillors

Mr Whiting reported on the recent walkabout and Cemetery Management Advisory Panel that was held.

b. To Ratify Lawn Cemetery Fees for 2022 as Recommended by Cemetery Management Advisory Panel

The Clerk advised that the Cemetery Management Advisory Panel recommended the following increase in cemetery fees as per attachment.

Mr Whiting proposed that the fees for 2022 be ratified as recommended by the Cemetery Management Advisory Panel. Seconded by Mr Griggs. Resolved with ALL in favour.

c. To Consider and Approve the Reduction of Hedge between Holly and Hornbeam Areas at the Cemetery

The Clerk advised that the Cemetery Management Advisory Panel recommended that the hedge between the Holly and Hornbeam areas at the Lawn Cemetery be trimmed. A quote was sourced from the current contractors at the cemetery SCL Landscape Management Ltd as this would be an addition to their current contract. They provide an excellent service in an environment where they have to be respectful of visitors to the cemetery. The quote received was for £325 + VAT.

Mr Griggs proposed that SCL Landscape Management Ltd be appointed to reduce the height of the hedge between Holly and Hornbeam areas as per their quote of £325 + VAT. Seconded by Mrs Richardson-Todd. Resolved with ALL in favour.

d. To Consider and Approve Replacement of Post and New Cover for Tap at Hornbeam Area at Cemetery

The post for the water tap at the Hornbeam area at the Lawn Cemetery is rotten and the cover broken. The Cemetery Management Advisory Panel recommended that this be replaced. A quote was sourced from the current contractors at the cemetery SCL Landscape Management Ltd as this would be an addition to their current contract. They provide an excellent service in an environment where they have to be respectful of visitors to the cemetery. The quote received was for £75 + VAT.

Mr Wright proposed that SCL Landscape Management Ltd be appointed to replace the post and cover for the tap in the Hornbeam area at the cemetery as per their quote of £75 + VAT. Seconded by Mr Griggs. Resolved with ALL in favour.

e. To Consider and Approve Cutting of the Hedge along the Right of Way at the Cemetery

The Clerk advised that the Cemetery Management Advisory Panel recommended that the hedge along the Right of Way at the Cemetery be trimmed as it is overgrown and limiting the use of the footpath. A quote was sourced from the current contractors at the cemetery SCL Landscape Management Ltd as this would be an addition to their current contract. They provide an excellent service in an environment where they have to be respectful of visitors to the cemetery. The quote received was for £295 + VAT.

Mr Whiting proposed that SCL Landscape Management Ltd be appointed to trim the hedge along the right of way at the cemetery as per their quote of £295 + VAT. Seconded by Mr Wright. Resolved with ALL in favour.

8. NEWSLETTER & WEB EDITORIAL BOARD REPORT

a. Update and Queries from Councillors

The Clerk advised that the Winter 2021 Newsletter will be distributed the last week of November and the first week of December.

b. To Consider and Approve Cost for Printing of Winter 2021 Newsletters

The Clerk advised that the current printer Suffolk Digital Print and Design advised that there has been an increase in paper prices and therefore there will be an increase in the price for printing of the Winter Newsletter. The current cost of printing a 12 page newsletter is £598. Three quotes were obtained to check on pricing including from:

Suffolk Design and Digital Print 12 pages £675
KallKwik Bury St Edmunds 12 pages £677.97
Leiston Press 12 pages £709

It would seem paper prices have gone up across the board and have been passed on to the customer by printers. The current printer, Suffolk Design and Digital Print is the cheapest and we receive exceptional service. The recommendation is therefore to remain with Suffolk Digital Print.

Mr Wright proposed that Suffolk Design and Digital Print be appointed to print the parish newsletters at a cost of £675 for a 12 page newsletter. This was seconded by Mr Griggs with ALL in favour.

9. LAND ADJACENT TO WOODBRIDGE ROAD

a. To Consider Progress on Woodbridge Road Land Transfer

The Clerk advised that she in contact with Suffolk County Council regarding this.

a. Update on Enhancement of Woodbridge Road Project (Locality Grant Funding)

The Clerk advised that at the Parish Council meeting in September delegated authority was given to Mr Richings, Mr Whiting, Mr Driver and the Clerk to progress this project within the agreed outline and within the maximum amount of the grant funding that was approved by Suffolk County Council (£4,719). Subsequently a tree safety report was completed by Ipswich Borough Council at a cost of £350 + VAT. Another quote was sourced from Arboreal Associates for £675. A third quote was requested from Tom Lyon but not received. The report was completed and received on 30/09/2021. Recommendations are set out in the tree safety report and quotes will be sourced to implement the recommendations.

Mr Wright reported back on a recent site visit and progressing with the other elements of the project. Quotes for these works have not been sourced yet. Councillors noted this.

10. GENERAL PARISH MATTERS AND CORRESPONDENCE

a. To Note Matters Since Publication of Agenda

None

d. Dates to Note

Thursday, 21 October 2021, Newsletter Panel, Tower Hall at 7pm

Thursday, 21 October 2021, Woodbridge and District ASB, Virtual meeting at 10.30am

1st November 2021, close of consultation on draft Neighbourhood Plan

Thursday, 11 November 2021, Village Hall, Parish Council Meeting at 7.30pm

Thursday, 18 November 2021, Parish Amenities and Services Committee, Tower Hall at 7.30 pm

11. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

13. CLOSE OF MEETING

The Chairman closed the meeting at 8.55 pm.

--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 9th September 2021

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
01/09/2021	Nest	Pension Contributions - Aug 2021		D/D		£ 160.82	Pension
07/09/2021	Barclays	Bank charges 0 13 July - 12 Aug				£ 6.50	Admin
14/09/2021	Suffolk Digital Print & Design	Printing of Draft Neighbourhood Plan - 50 Copies		Internet payment 432		£ 244.00	Misc
14/09/2021	Suffolk Digital Print & Design	Printing of Summary Leaflets Draft Plan - 3000 copies		Internet payment 433		£ 498.00	Misc
14/09/2021	Mr J Nicholls	Parish caretaker weekly checks - August 2021		Internet payment 434		£ 96.00	PF&POS
14/09/2021	Mr J Nicholls	Supplies for Banners for Neighbourhood Plan		Internet payment 435		£ 62.15	Misc
14/09/2021	Mrs S Jenkins	Parish Phone Mobile Data - Sept; Oct 2021		Internet payment 436		£ 20.00	Admin
14/09/2021	Signs for you Ltd	Installation of new sign at Broke Hall Playing Field		Internet payment 437		£ 80.25	PF&POS
14/09/2021	SCL Landscape Management Ltd	Maintenance at Play Areas - Aug 2021		Internet payment 438	£ 695.40	£ 579.50	£ 115.90 PF&POS
14/09/2021	SCL Landscape Management Ltd	Maintenance at Ponds - Aug 2021		Internet payment 439	£ 144.00	£ 120.00	£ 24.00 PF&POS
14/09/2021	SCL Landscape Management Ltd	Installing ply on chicanes at Broke Hall Playing Field		Internet payment 440	£ 90.00	£ 75.00	£ 15.00 PF&POS
14/09/2021	SCL Landscape Management Ltd	Jet washing of play areas		Internet payment 441	£ 900.00	£ 750.00	£ 150.00 PF&POS
14/09/2021	SCL Landscape Management Ltd	Relocating of goals at Sandlings LNR		Internet payment 442	£ 472.80	£ 394.00	£ 78.80 PF&POS
14/09/2021	Eastern Play Services Ltd	Inspections play areas in parish - Sept 2021		Internet payment 443	£ 246.00	£ 205.00	£ 41.00 PF&POS
14/09/2021	Suffolk Coastal Norse	Installation of Topsy Litter Bin on Playford Road		Internet payment 444	£ 270.00	£ 225.00	£ 45.00 PF&POS
14/09/2021	Suffolk Coastal Norse	Installation of Topsy Litter Bin on Bixley Drive		Internet payment 445	£ 294.00	£ 245.00	£ 49.00 PF&POS
14/09/2021	Mrs S Stannard	Paper for printer		Internet payment 446		£ 11.25	Admin
23/09/2021	Net salaries paid after PAYE, NI & Pension - Sept 2021			Internet payment 451, 452		£ 2,788.29	Salary
23/09/2021	HMRC	Tax and NI - Jul, Aug, Sept 2021		Internet payment 453		£ 2,143.68	PAYE
23/09/2021	Places4People Ltd	Neighbourhood Plan support preparation of Draft Document		Internet payment 454	£ 5,220.00	£ 4,350.00	£ 870.00 Misc
23/09/2021	PKF Littlejohn LLP	External audit for 2020/21		Internet payment 455	£ 720.00	£ 600.00	£ 120.00 Admin
23/09/2021	Suffolk Assn of Local Councils	Councillor training - D Norske Module 2-6		Internet payment 456	£ 150.00	£ 125.00	£ 25.00 Training
23/09/2021	Mrs S Stannard	Refreshments for first drop-in session neighbourhood plan		Internet payment 457		£ 9.00	Misc
29/09/2021	Nest	Pension Contributions - Sept 2021		D/D		£ 160.82	

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
07/09/2021	Barclays Bank	Bank charges				£ 12.80	Admin
14/09/2021	SCL Landscape Manager	Maintenance cemetery - Aug 2021		Internet payment 448	£ 1,157.40	£ 964.50	£ 192.90 Maintenance
14/09/2021	Mr A Duncan	Cemetery Order Form - Ronald Russell		Internet payment 449		£ 20.00	Admin
14/09/2021	Cooks Waste Kare	Skip exchange - 07/09/2021		Internet payment 450	£ 182.40	£ 152.00	£ 30.40 Maintenance
20/09/2021	Anglian Water	Water charges		D/D		£ 48.49	
23/09/2021	Mrs S Stannard	Parking to pay in cheques		Internet payment 458		£ 1.80	Admin
23/09/2021	Mr A Duncan	Cemetery Order Forms - Russell; Silburn; Holmes		Internet payment 459		£ 60.00	Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
14/09/2021	SCL L/S MGT Ltd	Maintenance at allotments - Aug 2021		Internet payment 447	£ 257.40	£ 214.50	£ 42.90 Maintenance
20/09/2021	Anglian Water	Water charges		D/D		£ 202.57	Metered Water

INCOME RECEIVED during Sept 2021

General Account (1/2 precept, Advertising income, Allotment deposit/ tenancies) £61,890.22

Business Base Rate Tracker £0

Cemetery Account £2,426.36

ACCOUNT BALANCES AS AT 30 Sept 2021

General Account	£269,541.64
Business Base Rate Tracker	£54,505.07
Cemetery Account	£88,322.13