



# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



## Minutes of the Annual Parish Council meeting held on 11<sup>th</sup> May 2023 at 7.30pm at Tower Hall

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CHAIRMAN: Mr R Whiting

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

APOLOGIES: All Present

OTHER: Cllr C Hedgley

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

ALSO PRESENT: Members of the public = 0

### 1. ELECTION OF THE CHAIRMAN OF THE PARISH COUNCIL & Signing of Declaration of Acceptance of Office of Chairman

Mr R Whiting asked for nominations for Chairman of the Parish Council for the forthcoming year.

Mr K Driver nominated Mr Whiting and this was seconded by Mr D Noske. There were no other nominations. Mr Whiting was duly elected unopposed as Chairman – Resolved: Carried with ALL in favour.

Mr Whiting then signed the Chairman's Acceptance of Office form, witnessed by the Clerk.

### 2. ELECTION OF THE VICE-CHAIRPERSON OF THE PARISH COUNCIL

Mr Whiting asked for nominations for the Vice-Chairman of the Parish Council. Mr J Wright was nominated by Mr J Westrup seconded by Mr R Nunn. There were no other nominations. Mr J Wright was duly elected unopposed as Vice-Chairperson. Resolved: Carried with ALL in favour.

### 3. 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 noted as none.

### 4. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 13<sup>TH</sup> APRIL 2023

Mr M Newton proposed acceptance of the minutes, seconded by Mr R Nunn, with ALL in favour. The minutes were duly signed as a correct record without any amendments.

## 5. DECLARATIONS OF COUNCILLOR INTEREST

No declarations were made.

## 6. PUBLIC PARTICIPATION

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

Mr R Nunn raised concerns over sewerage spillages at the Mill Stream, close to Euston Avenue. This occurs with heavy rainfall. The issue has been reported to Anglia Water they came to take a look but there is an ongoing concern. The Clerk will report this to the Environment Agency.

A Councillor reported that they were contacted regarding issues with weed and debris from trees and plants at 155 The Street. Issues reported were noted by the councillors.

### b. County Councillor Report

A written report was not available due to the recent elections. Matters arising: None

### c. District Councillor Report

*[Mr C Hedgley Joined the meeting]*

A written report was made available at the meeting. Matters Arising: Mr K Driver asked for information on how to check the status of postal votes. Mr C Hedgley to report back.

## 7. TO CONFIRM APPOINTMENTS OF OFFICERS TO THE PARISH COUNCIL (Clerk, Responsible Finance Officer, Assistant Clerk, Registrar of Burials).

- a. **To re-confirm the appointment of Mr P Massey as Clerk – Confirmed.**
- b. **To re-confirm the appointment of Mrs S Stannard as the Assistant Clerk & Responsible Finance Officer to the Council – Confirmed.**
- c. **To re-confirm Mr K Brazier as the Registrar of Burials– Confirmed.**

Mr J Westrup proposed acceptance of the above appointments listed under a-c, seconded by Miss A Cracknell. Resolved: Carried with ALL in favour.

## 8. TO CONFIRM MEMBERS AFFILIATION TO COMMITTEES & ADVISORY PANELS AND REPRESENTATIVES ON PARTNER ORGANISATIONS & BOARDS

### a. Environment and Services Committee

Mr Whiting, Mr Driver, Mr Francis, Mr Newton, Mr Nunn, Mrs Odam, Mr Westrup, Mr Wright, Mr Ward (9 members).

### b. Planning and Transportation Committee

Mr Whiting, Mr Driver, Mr Francis, Mr Noske, Miss Cracknell, Mr Newton, Mr Nunn, Mrs Odam, Mr Westrup, Mr Wright, Mr Ward (11 members).

### c. Community Engagement Committee

Mr Whiting, Mrs Brown, Mr Newton, Mrs Odam, Mr Wright, Mr Griggs, Mr Ward (7 members).

### d. Cemetery Management Panel

Miss Cracknell, Mr Griggs, Mr Whiting, Mr Wright, Mr Brazier (Registrar) (4 members).

**e. Allotment Advisory Panel**

Mr Francis, Mr Whiting, Mr Westrup (also Allotment Manager) Mr Wright, Dr Wood (Allotment Tenant), Mrs Rozier (Allotment Tenant) (4 members).

**f. Newsletter & Website Editorial Advisory Panel**

Mrs Brown, Mr Newton, Mr Whiting, Mr Griggs, Mr Wright, Mr Driver (6 members).

**g. Forward Planning Working Group**

Mr R Whiting, Mr J Wright, Mr K Driver, Mr J Westrup, Mr D Francis, Mr D Noske (6 members).

**h. Neighbourhood Plan Working Group**

Mr Whiting, Mr Wright, Mr Griggs, Mrs Bridger, Mr Driver, Mr Noske, Mrs Copsey (5 members).

**i. Representatives on Boards and Partner Organisations:-**

The following posts were confirmed:-

i. <b>Community Emergency Adviser</b>	Mr Wright
ii. <b>Representative on SALC</b>	Mr R Whiting
iii. <b>PC Contact for Safeguarding of Children &amp; Vulnerable Adults</b>	Mrs M Brown
iv. <b>Public Transport Liaison Officer</b>	Mr Wright
v. <b>Parish Paths Liaison Officer</b>	Mr Ward
vi. <b>PC Representative on Parish Halls Management Committee</b>	Miss Cracknell
vii. <b>Tree and Pond Warden</b>	Mr Wright
viii. <b>Representative on the Woodbridge SNT ASB Group</b>	Mr P Massey
ix. <b>Representative on Kesgrave Community Library</b>	Mrs Brown
x. <b>Representative on Rushmere Commons</b>	Mr Driver
xi. <b>Representative on SAVID</b>	Mr Wright
xii. <b>Representative on Community Partnership (including Rewilding Forum and Road Safety Forum)</b>	Mr Wright
xiii. <b>Broke Hall School</b>	Mrs Brown
xiv. <b>Churches</b>	Mr R Whiting

Mr J Wright proposed acceptance of the above appointments as listed under items a-i, seconded by Mr R Nunn. Resolved: Carried with ALL in favour.

*[Mr C Hedgley Left the Meeting]*

**9. FINANCE**

**a. To approve the unaudited financial accounts for the year ending 31<sup>st</sup> March 2023**

The summary pages of the unaudited financial accounts for year ending 31 March 2023 were shared with Councillors at the meeting.

The RFO explained all main variances on the previous year's accounts.

RECEIPTS: Of note were:- Total receipts at £209,023.27 was £14,809.55 more than the previous year (£194,213.72). Burial receipts were up by £6,659.40 at £42,299.20. The Council had gratefully received a total of £29,787.38 in grant money. The precept stayed the same at £122,000 for 2022/23.

PAYMENTS: 'Total payments' for the year at £181,686.54 were up £12,790.72 from £168,965.62 from the previous year. This was accounted for by mainly increased expenditure on hire charges, S137, S142, Speed Indicator Devices, Coronation Event, salary increases, national insurance increases, tax increases and pension increases, administration and maintenance increases at the cemetery and increased costs at the allotments with new projects that were implemented.

Total cash assets at the bank were £375,292.52 at 31<sup>st</sup> March 2022, an increase of £27,336.73 on the previous year. Of those cash assets £ 313,454.90 was Earmarked Reserves.

The end of year balance in the general account was £13,458 better than the previous year and the cemetery current account balance ended the year £13,760 better than the previous year. The Business Premium account remained largely static with £119 of interest paid in.

Mr D Norske recommended that the unaudited accounts be approved as presented, seconded by Mr J Westrup, with ALL in favour. The Clerk, Chairman, Vice-Chairman and RFO will sign the unaudited accounts as approved. The Chairman expressed thanks on behalf of the Council for all the work that had gone into preparing the accounts. The Vice Chairman thank the Assistant Clerk for her work on the accounts.

**b. To approve the Annual Governance and Accountability Return 2022/23 Part 3, Section 1 – Annual Governance Statement 2022/23**

Taking this and item 10c & d together:- The RFO made copies of the Annual Governance and Accountability Return Part 3 (Sections 1 and 2) available to Councillors. The RFO had signed the AGAR before presented to Council. The RFO explained the various entries in the document and stated that Section 1 must be approved by Council before Section 2.

Mr M Newton proposed acceptance of the Annual Return Section 1 as a true and correct submission, seconded by Mr R Nunn. Resolved: Carried with ALL in favour.

**c. To approve the Annual Governance and Accountability Return 2020/21 Part 3, Section 2 – Accounting Statements 2020/21**

The RFO explained the various entries in the document and stated that Section 2 must be approved by Council before it can be submitted to the external auditors.

Mr J Westrup proposed acceptance of the Annual Governance and Accountability Return Section 2 as a true and correct submission, seconded by Mr J Wright. Resolved: Carried with ALL in favour.

Section 1 of the Annual Return was signed by the Chairman of the meeting and the Clerk witnessed it. whilst Section 2 was signed by the Chairman. The document would now be sent to PKF Littlejohn (External Auditor) along with other requested papers.

**d. To consider and approve the internal audit report for year ending 31/03/2023**

The internal audit report from Heelis & Lodge was made available at the meeting. No adverse issues were raised or recommendations/ observations made.

Mr B Ward proposed approval of the internal audit report for year ending 31/03/2023, seconded by Mr K Driver. Resolved: Carried with ALL in favour.

**e. To confirm appointment of Internal Auditor for 2023/24**

Heelis and Lodge was the appointed internal auditor for the previous financial year. The Assistant Clerk made Councillors aware that the Statement of the Review of Control and Audit Procedures and Audit Risk Assessment, which had been available prior to the meeting, reviews the internal audit procedures and scope of the work by the internal auditor. According to this document the current internal auditor Heelis and Lodge fulfils the independency and competency tests. The Assistant Clerk asked Councillors to confirm whether the Council still wished Heelis and Lodge to continue as the Internal Auditor for year 2023/24. The fee is likely to remain the same at £280 for the 2023/24 financial year.

Mr R Nunn proposed that Heelis and Lodge should continue as the appointed internal auditor for 2023/24, seconded by Miss A Cracknell. Resolved: Carried with ALL in favour.

**f. To confirm bank signatories**

Current bank account signatories are:- Mr Whiting, Mr Driver, Mr Westrup and Mrs Stannard although Mr Whiting still has to be approved as a signatory. Mrs Stannard is a signatory to initiate electronic payments.

Mr D Noske proposed that all signatories remain the same, The proposal was seconded by Mr C Griggs.  
Resolved: Carried with ALL in favour.

**g. To confirm existing standing orders & direct debits**

There are no standing orders. Variable amount direct debits were active for:-

BT – Parish Council telephone bill

Anglian Water – Allotments and Cemetery water supply

Public Works Loan Board – 6 monthly building loan repayments for Tower Hall

Information Commissioners Office – The annual subscription for registration as a Data Controller.

Community Action Suffolk - Annual Web portal fee.

Nest – Pension payments.

All the above to be checked by Parish Council Chairman against bank statements on a regular basis.

Mr K Driver proposed existing arrangement for direct debits remain in place, seconded by Mrs M Odam.

Resolved: Carried with ALL in favour.

**h. To confirm S137 expenditure powers for specific financial commitments**

The PC meeting of 11<sup>th</sup> November 2004 passed a resolution authorising expenditure during the course of the year under Section 137 of the Local Government Act (1972) in support of Community Action Suffolk (CAS) and Suffolk Association of Local Councils (SALC) subscriptions and purchase of Remembrance wreaths. The above resolution seeks to confirm S137 arrangements for the current financial period. S137 provides for an expenditure of up to £9.93 per elector for the year 2022/23 on community items not covered by other statutory powers. In March 2023 there were 5168 electors in the parish. This equates to £51,219 in the 2022/23 financial year. In the 2022/23 financial year £3,818 was spent on S137 expenditure.

Miss A Cracknell proposed acceptance for the noted S137 commitments of subscription payments to SALC and Community Action Suffolk, SLCC, Allotment Society, plus S137 expenditure on wreaths; Seconded by Mr R Nunn. Resolved: Carried with ALL in favour.

**i. To re-confirm S19 expenditure powers for specific financial commitments**

Loan repayments to the Public Works Loan Board (PWLB) for the building of Tower Hall came under the Section 19 Power of Expenditure within the Local Government Act (1972) following the transfer of Tower Hall to charitable status. The resolution seeks to re-confirm those arrangements for the payments due in May and November of the current financial period (£10,665.41 per payment). Outstanding balance of the loan was noted at £ 30,490.05 as at 31<sup>st</sup> March 2023.

Mr D Noske proposed acceptance of the noted commitment under S19 expenditure powers to pay the loan repayments on Tower Hall, seconded by Mr J Wright. Resolved: Carried with ALL in favour.

**j. To note the VAT reclaim submission for 2022/23**

The Assistant Clerk reported that a VAT reclaim for £9,926.02 will be submitted to HMRC in respect of the year ending 31<sup>st</sup> March 2023. This was noted by Councillors.

**k. To note receipt of First Payment of Council Precept for 2023/24**

The Assistant Clerk reported that the first Precept payment for 2023/24 of £61,650 for the current year had been received on 28/04/2023. A similar amount would be received in September 2023. This was noted by Councillors.

**l. To note receipt of CIL payments**

The Assistant Clerk advised Councillors that £10,202.60 in CIL payments were paid into the Parish Council, General Account during April 2023. The total CIL payments received since 2016 are £40,534.35. Of this amount £3,589.21 have been spent and another £710.02 have been allocated. A total of

£36,235.12 CIL money has still got to be allocated and £6,122.77 have to be allocated and spend by 28/04/2025. Councillors noted this.

#### **m. Other Matters**

Mr J Westrup reported issues at the allotments relating to minor maintenance and the requirement of funds to resolve. Mr R Whiting proposed that up to £100 would be made available for maintenance at the allotments and delegated authority would be given to Mr J Westrup to select an appropriate contractor, to complete the necessary work. Mr J Wright seconded the motion. Resolved with ALL in favour.

### **10. TO APPROVE THE STATEMENT OF REVIEW OF CONTROL AND AUDIT PROCEDURES**

The latest version of the “*Statement of Review of Control and Audit Procedures*” and ‘*Review of Audit Effectiveness*’ check list were made available prior to the meeting.

It was agreed that the internal auditor and the Parish Council met the Control and Audit procedure criteria.

Mr D Noske proposed acceptance of both the Statement of Review and the Review of Effectiveness of Internal Audit, seconded by Mr R Nunn. Resolved: Carried with ALL in favour.

### **11. TO CONSIDER AND APPROVE MOVING OF GOAL POSTS ON SANDLINGS AND AT BROKE HALL PLAYING FIELDS**

Mr Wright reported that the two sets of goal posts; one set at Broke Hall Playing Field, and one set on the Sandlings LNR needs moving to allow the grass to recover. Three quotes were requested from IA Play Solutions, Greenways and SCL Landscape Management Ltd. One quote was received from SCL Landscape Management Ltd for £788 + VAT to move the 2 sets of goal posts and anchor them.

Mr R Nunn proposed that SCL Landscape Management Ltd be appointed for £788 + VAT to move the two sets of goal posts at Broke Hall Playing Field and at the Sandlings LNR, with Mr J Wright to liaise with the contractors about the location of the goals. Seconded by Miss A Cracknell. Resolved with ALL in favour.

### **12. TO CONSIDER AND APPROVE REPOSITIONING OF GATE AND ERECTION OF BOUNDARY FENCE AT THE LAWN CEMETRY**

Mr Wright explained that the gate needs to be repositioned at the Lawn Cemetery to follow the actual boundary and that a fence needs to be erected on the boundary. Three quotes were requested from Martlesham Fencing, KJ Fencing and SCL Landscape Management Ltd. Two quotes were received from KJ Fencing for £1800 + VAT for 1.2m chainlink fencing on concrete posts and moving of the existing gate to new fence line. Removal and disposal of old fence and SCL Landscape Management Ltd for £1495 + VAT to install a 2m high chain link fence and repositioning of the existing gate. The quotes were discussed and it was agreed the KJ fencing has provided high quality fencing installation in the parish previously.

Mr R Whiting proposed that KJ Fencing be appointed as per their quote of £1800 + VAT for the reposition of the gate and erection of a 1.2m boundary fence at the Lawn Cemetery on the correct boundary line and Mr J Wright work with the contractors to implement the project. Seconded by Mr R Nunn. Resolved with ALL in favour.

### **13. TO CONSIDER AND APPROVE THE APPLICATION FOR A LICENCE TO PLANT ADDITIONAL OAK TREES ALONG THE STREET**

Mr R Whiting explained that the Parish Council are considering applying for additional licences for planting more oak trees and rewilding projects along The Street. A licence may be needed for street furniture within the highway. The cost per application is £150.



Mrs M Odam proposed that the Parish Council submitted appropriate applications to Suffolk County Council to plant oak trees and rewild an area in The Street. Seconded by Mrs M Brown. Resolved with ALL in favour.

#### **14. LEGAL ADVICE REGARDING BOUNDARY CHANGES**

Mr Whiting provided Councillors with an update following the meeting with Mr James Hall at Birketts. Councillors discussed this.

Mr Whiting proposed that the Parish Council write to the adjoining landowner. Seconded by Mr J Wright. Resolved with ALL in favour.

#### **15. UPDATE ON CORONATION EVENTS**

Mr Whiting provided Councillors with an update on the recent Coronation Events. Mr Whiting reported that since the last parish council meeting in April the following expenditure has occurred:

Invoices for the following has been paid:

Lydia Woods Artist – artwork for coronation walk, leaflet £425; Printing of souvenir programme – paper £36.05; Catering for event £1,127.69;; Parking marshalls £121.60; Helpers refreshments - £140; Evie Capon Music - £60; P/A System - £125; Printing of leaflet for Coronation Walk - £200; Posts for Coronation Walk - £750; Discs Coronation Walk - £235.

In summary a budget of £10,000 was allocated to the events, £5,234.94 was grant money and donations received from East Suffolk Council and Suffolk County Council to fund the event. The total of the expected expenditure is £7,537.69.

Councillors noted this.

#### **16. UPDATE ON TRANSFER OF LAND AT BIXLEY FARM**

Mr Whiting reported that delegated authority was given to himself and Mr Wright to select a solicitor for a cost up to £2,680.00 + VAT. Additional quotes were sourced, Mr Whiting and Mr Wright agreed that the Parish Council appoint Gotelee at a cost of £2,680 + VAT to transfer the land at Bixley Farm. Although this was not the cheapest it was considered that they have the best experience to deal with these matters. Councillors noted this.

#### **17. UPDATE ON ANNUAL PARISH MEETING**

The Clerk provided Councillors with an update on the arrangements for the annual parish meeting. Councillors noted this.

#### **18. GENERAL PARISH MATTERS & CORRESPONDENCE**

##### **a. Correspondence Received**

The Clerk reported issues surrounding a property at Bent Lane and the footpath that leads from Woodbridge Road to Bent Lane (Footpath Number 23) were discussed. The Clerk explained that several residents had complained and raised issues. The Clerk gave details regarding the actions currently underway by East Suffolk Council. All correspondence has been forwarded to Footpath Officer at Suffolk County Council is dealing with the matter. Councillors noted this.

Mr Whiting reported results from the Neighbourhood Plan Referendum. The plan will be given full weight in planning and application procedures. A special thank you to Sylvia Stannard- the assistant clerk. For all of the hard work and dedication of her time that she gave.

**a. Forthcoming Meeting Dates**

The meeting scheduled for Thursday May 18<sup>th</sup>, Planning and Transport Committee, Tower Hall. 7.30pm will be cancelled.

Tuesday May 23<sup>rd</sup>, Annual Parish Meeting, Tower Hall, 7.30pm

Thursday June 8<sup>th</sup>, Village Hall, Parish Council Meeting, 7.30pm

**19. DETERMINATION OF ITEMS FOR FUTURE AGENDA**

None

**18. CLOSE OF MEETING**

The Chairman closed the meeting at 20:55.



--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 13<sup>th</sup> April 2023.

## GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
03/04/2023	The Colneis Singers	Entertainment at Coronation Event				£ 100.00	Misc
03/04/2023	Mr J Nicholls	Parish handyman weekly inspections				£ 139.98	PF&POS
03/04/2023	IA Play Solutions Ltd	Play inspection report				£ 60.00	PF&POS
03/04/2023	Amazon	Post it notes			360	£ 11.02	Admin
03/04/2023	Amazon	Card for printing of tickets coronation event		£ 10.25	£ 8.54	£ 1.71	Misc
03/04/2023	Amazon	Post it notes		£ 9.32	£ 7.77	£ 1.55	Admin
05/04/2023	Suffolk Digital Print & Design	Neighbourhood Plan Referendum leaflet				£ 228.00	Misc
05/04/2023	Suffolk Digital Print & Design	Neighbourhood Plan Referendum banners				£ 258.00	Misc
05/04/2023	Cloudflex Systems	Office 365 subscriptions, setup new clerk, email addresses				£ 64.40	Admin
05/04/2023	Ridgequest	Plaque for tree dedication Coronation Event				£ 63.60	Misc
05/04/2023	Suffolk Digital Print & Design	Printing of Coronation Event Postcard				£ 228	Misc
05/04/2023	Kit for Catering/ Fridge Trailer	Hire of fridge trailer coronation event			336	£ 280.00	Misc
18/04/2023	Kingsound Public Address	Provision of PA system				£ 125	Misc
18/04/2023	Evie Capon	Entertainment at Coronation Event				£ 60	Misc
18/04/2023	SALC	Membership subscription for 2023/24				£ 1,216.85	S137
18/04/2023	Mrs S Stannard	Mobile top up for Clerk				£ 10.00	Admin
18/04/2023	Ms S Stannard	Parking request paying in book from Barclays				£ 1.45	Admin
18/04/2023	Suffolk Digital Print & Design	Printing of A0 map - Coronation Event			£ 57.60	£ 48.00	Misc
26/04/2023	Net salaries paid after NI, Tax	& Pension - April 2023				£ 4,853.64	Salary
26/04/2023	Nest	Pension contributions - April 2023				£ 128.22	Pension
26/04/2023	Sue Sotchmere	Tickets coronation event				£ 45.00	Misc

## CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
03/04/2023	SCL Management Ltd	Maintenance cemetery - March 2023			£ 528.60	£ 440.50	Maintenance
03/04/2023	Cloudflex Systems	Office 365 subscription Registrar of Burials			£ 271.92	£ 226.60	Admin
18/04/2023	Mrs S Stannard	Parking - meeting with Birketts				£ 2.40	Admin
18/04/2023	ICCM	Annual subscription				£ 95.00	Admin
18/04/2023	Mr K Brazier	Registrar cemetery - Administration March 2023				£ 74.25	Admin

## ALLOTMENT EXPENDITURE

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

General Account (allotment deposits)	£71,977.90
Business Base Rate Tracker (interest)	£0
Cemetery Account (burial income, interest)	£8,100.63

## ACCOUNT BALANCES AS AT 30<sup>th</sup> April 2023

General Account	£278,523.40
Business Base Rate Tracker	£54,626.81
Cemetery Account	£113,353.66