



# Rushmere St. Andrew Parish Council

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## Minutes of the Parish Council meeting held on 5<sup>th</sup> June 2025 at 7.30pm at St Andrew's Church Hall

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CHAIRMAN:	Cllr R Whiting
PRESENT:	Cllr R Whiting, Cllr M Newton, Cllr J Wright, Cllr S Taylor, Cllr K Driver, Cllr B Ward, Cllr R Nunn, Cllr M Odam, Cllr J Westrup, Cllr P Phillpot, Cllr M Brown, Cllr D Francis
APOLOGIES:	Cllr P Blundell, Cllr N Barber, Cllr K Barber, Cllr Taylor.
OTHER PRESENT:	None
CLERK:	Mrs S Stannard Assistant Clerk. Minutes taken by Mrs S Stannard.
ALSO PRESENT:	0 Members of the public

### 1. APOLOGIES & APPROVAL FOR REASONS OF ABSENCE

RESOLVED: Apologies for absence were received as above.

### 2. DECLARATIONS OF COUNCILLOR INTEREST

Cllr Wright declared a non-pecuniary interest in KJ Fencing and SCL Landscape Management Ltd.

Cllr Odam declared a non-pecuniary interest in St Andrew's Church.

### 3. TO SIGN, AS A CORRECT RECORD, THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 1<sup>ST</sup> MAY 2025

RESOLVED: that the minutes of the Parish Council meeting held on the 1<sup>st</sup> May 2025 be signed by the Chairman as a true record and adopted by the Council.

### 4. PUBLIC PARTICIPATION

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

Cllr Driver made councillors aware of flytipping, issues with emptying of dog bins and anti-social behaviour on the Sandlings LNR, Mill Stream LNR and the Commons. He asked that members of the public are encouraged to report anti-social behaviour.

Cllr Phillpot made councillors aware that construction traffic is causing an issue in The Street and the bus can't pass the traffic. Cllr Whiting indicated that a public meeting can be held about weight restrictions in The Street if needed. Cllr Wright updated councillors on Speedwatch in the parish. Cllr Newton thanked the officers for the latest InTouch article, he thought this was a well written article. Cllr Francis

informed councillors that the surface in Foxhall Road was remedied with the recent works on the road. Cllr Francis reported the deteriorating surface at the junction of Broadlands Way and Foxhall Road. Officers to report to Suffolk County Council.

**b. County Councillor Report**

A County Councillor's report was not available for distribution.  
Matters arising: None.

**c. District Councillor Report**

A District Councillor's report not available for distribution.  
Matters arising: None.

**5. FINANCE**

**a. To note expenditure authorised under delegated authority**

NOTED: The following expenditure was authorised under delegated authority for safety reasons:

- Signs at Lawn Cemetery. Cost: £105.89 + VAT. Contractor: Signomatic.
- Removal of vegetation at land opposite Arundel Way. Cost: £70 +VAT. Contractor: SCL Landscape Management Ltd.
- Cutting of visibility splays at Foxwood Rewilding Area. Cost: £15 + VAT. Contractor: SCL Landscape Management Ltd.

**b. To consider and approve reconciliations and budget monitoring – April & May 2025**

RESOLVED: that the reconciliations and budget monitoring for April and May 2025 be approved.

**c. To note receipt of VAT refund and 1<sup>st</sup> payment of precept**

NOTED: the receipt of the VAT refund (2024/2025) and the 1<sup>st</sup> payment of the precept.

**d. Other matters**

None.

**6. LAWN CEMETERY**

**a. To consider and approve Cemetery Panel recommendations concerning the raised kerb area**

RESOLVED: To appoint SCL Landscape Management at a cost of £575 + VAT to reduce the size of the raised kerb area with a flat curbed area around the loose burial of ashes area. The wording on the burial of loose ashes stone be reconsidered as scattering of ashes is not allowed under consecration rules.

**b. To consider and approve installation of anchor points and guideline markers**

RESOLVED: To appoint Spencer Wix at a cost of £850.02 + VAT to complete the works on the anchor points and guideline markers in the new lawn cemetery extension.

**c. To Consider and Approve Staining of the Tap Boxes**

RESOLVED: To instruct Cllr Wright to complete staining of the tap boxes at the Lawn Cemetery, at no cost to the Parish Council.

**d. To consider and approve extra cuts at the closed church yard**

RESOLVED: To allocate £561 + VAT for East Suffolk Council to carry out up to 4 extra cuts at the closed churchyard if these cuts are needed.

**7. TO CONSIDER AND APPROVE CREATION OF A PERSONNEL COMMITTEE AND TERMS OF REFERENCE FOR PROPOSED COMMITTEE**

RESOLVED: To establish a Personnel Committee; To approve the terms of reference for the committee; and Councillors on the Committee will be the Chairman, Vice-Chairman, Cllr Taylor and Cllr Phillpot.

**8. TO CONSIDER AND APPROVE COMMEMORATION OF VJ DAY**

RESOLVED: To allocate £1,000 for the commemorate VJ Day on 15<sup>th</sup> August 2025 at the St Andrew's Church in the village; delegated authority be given to the Chairman and Vice-Chairman to draw up a plan for what activities will be included and take it to the next Parish Council meeting for approval; and to appoint TM Services at a cost of £500 to project images on the Church Tower.

**9. TO CONSIDER AND APPROVE COMMUNITY INFRASTRUCTURE LEVY ALLOCATION FOR INFORMATION BOARD**

RESOLVED: To allocate £2,000 from the Parish Council CIL money for the Kelvedon Sensory Garden.

**10. TO CONSIDER AND APPROVE MAINTENANCE CONTRACT FOR KELVEDON SENSORY GARDEN**

RESOLVED: To appoint SCL Landscape Management Ltd for the following maintenance contract at Kelvedon Sensory Garden:

Description	Number of visits	Cost per Visit	Total Cost Per Item
Cutting of grass area (2 visits per month)	Maximum 8	£30 + VAT	£240
Cutting and raking off wild areas (once per year)	1	£145 + VAT	£145
Watering	Deliver 1000 litres of water to Kelvedon and pump into tank on site	£45 + VAT	£145

RESOLVED: To appoint Kevin Bazier to weed and water the garden at £17 per hour, allow for 2 hours per week for 12 weeks.

**11. GENERAL PARISH MATTERS & CORRESPONDENCE**

**a. General Parish Matters**

No matters arising.

**b. Correspondence received**

Nothing to report.

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

No matters arising.

**13. CLOSE OF MEETING**

The Chairman closed the meeting at 9pm

**Rushmere St Andrew Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2025 and 16-06-2025)**

**Cost Centre Administration**

**Code Number 4 Office Administration**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
20	02/05/2025		12/12/24	Barclays- Genera	Internet	Stamps office	Peter Massey	E	6.96		6.96
62	09/06/2025			Barclays- Genera	Internet	Title Deed search - land off The	Peter Massey	X	7.00		7.00
Subtotal for Code: Office Administration									£13.96		£13.96

**Code Number 7 Subscriptions**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
8	10/04/2025	Invoice no	03/04/2025	Barclays- Genera	Internet	SALC Membership Subscription	SALC	E	1,279.74		1,279.74
17	02/05/2025		03/04/2025	Barclays- Genera	Internet	Annual membership 2025/26	SLCC	E	300.00		300.00
18	02/05/2025		03/04/2025	Barclays- Genera	Internet	Subscription fee 2025/2026	National Allotment Society	E	84.00		84.00
Subtotal for Code: Subscriptions									£1,663.74		£1,663.74

**Code Number 8 Telephone, internet & website**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
35	01/05/2025			Barclays- Genera		Phone calls transfer office number &	T2K Voice and Data	S	55.22	11.04	66.26
38	01/04/2025			Barclays- Genera		Phone calls transfer office number &	T2K Voice and Data	S	52.17	10.43	62.60
Subtotal for Code: Telephone, internet & website									£107.39	£21.47	£128.86

**Code Number 9 IT, printer and office equipment**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
40	19/05/2025	010667	12/12/24	Barclays- Genera	S40	Printer contract	Evolve Business Solutions	S	107.63	21.53	129.16
51	09/06/2025	27052025-10		Barclays- Genera	S51	Microsoft Office 365	CloudFlex Systems	S	235.50	47.10	282.60
Subtotal for Code: IT, printer and office									£343.13	£68.63	£411.76

**Code Number 10 Audit & accounting software**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
6	10/04/2025	INV-9060	16/01/2025	Barclays- Genera	Internet	Scribe set up fee and subscription	Starboard Systems	S	557.00	111.40	668.40
19	02/05/2025	HL9552	09/05/2024	Barclays- Genera	Internet	Internal audit for year ending 31	Heelis and Lodge	X	400.00		400.00
Subtotal for Code: Audit & accounting software									£957.00	£111.40	£1,068.40

**Code Number 11 Bank charges**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
39	04/04/2025			Barclays- Genera		Bank charges - March 2025	Barclays	E	8.50		8.50
42	08/05/2025		12/12/24	Barclays- Genera		Bank charges May 2025	Barclays	E	8.50		8.50
Subtotal for Code: Bank charges									£17.00		£17.00

**Code Number 12 Hire charges and meeting rooms**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
10	24/04/2025	Invoice	12/12/24	Barclays- Genera	Internet	Hire of Meeting Rooms - April 2025	PCC St Andrews	X	90.00		90.00
21	07/05/2025	6032 TH		Barclays- Genera	Internet	Hire of Tower Hall	Parish Halls- Rushmere St Andrew	X	1,825.00		1,825.00
41	19/05/2025	021A/2025	12/12/24	Barclays- Genera	Internet	Hire of meeting rooms - May 2025	PCC St Andrews	X	60.00		60.00
Subtotal for Code: Hire charges and meeting									£1,975.00		£1,975.00

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 Date: 16<sup>th</sup> July 2025

Filing ref: 1.01 PC Minutes - 050625.docx  
 Sequence No

**Rushmere St Andrew Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2025 and 16-06-2025)**

Subtotal for Cost Centre: Administration 5,077.22 201.50 5,278.72

**Cost Centre Allotments**

**Code Number 48 Allotment maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
25	07/05/2025	Invoice 4123		Barclays- Genera	Internet	Maintenance allotments - April 2025	S.C.L Landscape Management	S	177.00	35.40	212.40
54	09/06/2025	Invoice no		Barclays- Genera	Internet	Maintenance allotments - May 2025	S.C.L Landscape Management	S	88.50	17.70	106.20
Subtotal for Code: Allotment maintenance									£265.50	£53.10	£318.60
Subtotal for Cost Centre: Allotments									265.50	53.10	318.60

**Cost Centre Cemetery**

**Code Number 53 Cemetery administration**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
3	10/04/2025	056	06/06/2024	Barclays- Cemete	Internet	Registrar of Burials - March 2025	Kevin Braizer	X	144.50		144.50
7	10/04/2025	INV-9060	16/01/2025	Barclays- Cemete	Internet	Scribe set up fee and subscription	Starboard Systems	S	597.00	119.40	716.40
11	24/04/2025	4506/2025/26	03/04/2025	Barclays- Cemete	Internet	Subscription fee 2025/26	ICCM	E	105.00		105.00
33	07/05/2025	61		Barclays- Cemete	Internet	Registrar of burials - April 2025	Kevin Braizer	X	110.50		110.50
36	22/04/2025			Barclays- Cemete		Mobile phones contracts	H3G	S	82.96	16.59	99.55
37	01/04/2025			Barclays- Cemete		Bank charges - March 2025	Barclays	E	9.10		9.10
48	08/05/2025			Barclays- Cemete		Bank charges - May 2025	Barclays	E	8.50		8.50
49	22/05/2025			Barclays- Cemete		Mobile phone contracts - May 2025	H3G	S	82.96	16.59	99.55
60	09/06/2025			Barclays- Cemete		Hosepipe gardening cemetery	S.C.L Landscape Management	X	55.00		55.00
Subtotal for Code: Cemetery administration									£1,195.52	£152.58	£1,348.10

**Code Number 56 Cemetery skips**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	10/04/2025	SI-168186	12/12/24	Barclays- Cemete	Internet	Skip exchange at Lawn	Sun Skips	S	254.34	50.87	305.21
61	09/06/2025			Barclays- Cemete		Skip exchange 12/06/2025	Sun Skips	S	254.34	50.87	305.21
Subtotal for Code: Cemetery skips									£508.68	£101.74	£610.42

**Code Number 57 Cemetery maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
2	10/04/2025	57	06/06/2024	Barclays- Cemete	Internet	Gardening at Lawn	Kevin Braizer	X	153.00		153.00
12	24/04/2025	Invoice	05/06/2025	Barclays- Cemete	Internet	Signs Lawn Cemetery	Signomatic	S	105.89	21.18	127.07
32	07/05/2025	60		Barclays- Cemete	Internet	Gardening at Lawn Cemetery - April	Kevin Braizer	X	306.00		306.00
34	07/05/2025	Invoice 4121		Barclays- Cemete	Internet	Maintenance Lawn Cemetery - April	S.C.L Landscape Management	S	594.00	118.80	712.80
58	09/06/2025	Invoice 4147		Barclays- Cemete	Internet	Planting at cemetery	S.C.L Landscape Management	S	895.00	179.00	1,074.00
59	09/06/2025			Barclays- Cemete		Cemetery maintenance - May 2025	S.C.L Landscape Management	S	632.50	126.50	759.00
Subtotal for Code: Cemetery maintenance									£2,686.39	£445.48	£3,131.87
Subtotal for Cost Centre: Cemetery									4,390.59	699.80	5,090.39

Consider Draft until signed/initialled as a true record: R E Whiting

Date: 10<sup>th</sup> July 2025

**Rushmere St Andrew Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2025 and 16-06-2025)**

16 June 2025 (2025-2026)

**Cost Centre Earmarked Reserves**

**Code Number 37 Community Events**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
31	07/05/2025			Barclays- Genera	Internet	Refreshments Annual Meeting	Sylvia Stannard	E	66.50		66.50
43	21/05/2025		12/12/24	Barclays- Genera	S43	Refreshments Annual Meeting	Sylvia Stannard	E	114.27		114.27
Subtotal for Code: Community Events									£180.77		£180.77
Subtotal for Cost Centre: Earmarked Reserves									180.77		180.77

**Cost Centre Environment & Assets**

**Code Number 25 Pond Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
28	07/05/2025	Invoice 4124		Barclays- Genera	Internet	Pond Maintenance - April 2025	S.C.L Landscape Management	S	120.00	24.00	144.00
53	09/06/2025	Invoice 4150		Barclays- Genera	Internet	Maintenance ponds - May 2025	S.C.L Landscape Management	S	60.00	12.00	72.00
Subtotal for Code: Pond Maintenance									£180.00	£36.00	£216.00

**Code Number 26 Play Area Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
24	07/05/2025	Invoice 4128	01/05/2025	Barclays- Genera	Internet	Replacement of gate locking system	S.C.L Landscape Management	S	210.00	42.00	252.00
27	07/05/2025	Invoice 4122		Barclays- Genera	Internet	Play Area Maintenance - April 2025	S.C.L Landscape Management	S	360.06	72.01	432.07
Subtotal for Code: Play Area Maintenance									£570.06	£114.01	£684.07

**Code Number 27 LNRs, POS, Paths Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
55	09/06/2025	Invoice 4148		Barclays- Genera		Remove green waste on land	S.C.L Landscape Management	S	70.00	14.00	84.00
56	09/06/2025	Invoice 4153		Barclays- Genera	Internet	Cut front grass 1m back from	S.C.L Landscape Management	S	40.00	8.00	48.00
Subtotal for Code: LNRs, POS, Paths									£110.00	£22.00	£132.00

**Code Number 28 Play Inspections**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
4	10/04/2025	58	06/06/2024	Barclays- Genera	Internet	Playground Inspections - March 2025	Kevin Braizer	X	68.00		68.00
22	07/05/2025	59	06/06/2024	Barclays- Genera	Internet	Play Area Inspections Monthly and	Kevin Braizer	X	93.50		93.50
57	09/06/2025	Invoice 4152		Barclays- Genera	Internet	Maintenance play areas - May 2025	S.C.L Landscape Management	S	180.03	36.01	216.04
Subtotal for Code: Play Inspections									£341.53	£36.01	£377.54

**Code Number 30 Tree maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
23	07/05/2025	Invoice 4127	01/05/2025	Barclays- Genera	Internet	Removal of fallen dead tree lane	S.C.L Landscape Management	S	150.00	30.00	180.00
Subtotal for Code: Tree maintenance									£150.00	£30.00	£180.00

**Code Number 34 Parish handyman**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	Sequence No
52	09/06/2025	60		Barclays- Genera	S52	Parish handyman rounds - May 2025	JN Jim	X	303.75		303.75	
Subtotal for Code: Parish handyman									£303.75		£303.75	

**Rushmere St Andrew Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2025 and 16-06-2025)**

16 June 2025 (2025-2026)

**Code Number 59 Rewilding**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
26	07/05/2025	Invoice 4129	01/05/2025	Barclays- Genera	Internet	Replacement of gate posts Foxwood	S.C.L Landscape Management	S	220.00	44.00	264.00
29	07/05/2025	Invoice 4125		Barclays- Genera	Internet	Maintenance Foxwood Rewilding	S.C.L Landscape Management	S	40.00	8.00	48.00
Subtotal for Code: Rewilding									£260.00	£52.00	£312.00
Subtotal for Cost Centre: Environment & Assets									1,915.34	290.02	2,205.36

**Cost Centre Grant Funding**

**Code Number 40 Bee Cafes**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
30	07/05/2025			Barclays- Genera	Internet	Hosepipe Bee Cafes Foxwood	Elmers Hardware	S	127.47	25.50	152.97
50	09/06/2025	INV-5436		Barclays- Genera	S50	Plants for bee cafes at Foxwood	Katie's Garden	S	460.00	92.00	552.00
Subtotal for Code: Bee Cafes									£587.47	£117.50	£704.97

**Code Number 41 Kelvedon Sensory Garden**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
9	24/04/2025	Invoice 4116	16/01/2025	Barclays- Genera	Internet	Interim payment 25% at half way	S.C.L Landscape Management	S	14,998.75	2,999.75	17,998.50
Subtotal for Code: Kelvedon Sensory Garden									£14,998.75	£2,999.75	£17,998.50

**Code Number 45 Painting Trail Footpath**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
5	10/04/2025	9445	20/02/2025	Barclays- Genera	Internet	Paint trail on Pathway opposite	Playquip	S	1,276.00	255.20	1,531.20
Subtotal for Code: Painting Trail Footpath									£1,276.00	£255.20	£1,531.20
Subtotal for Cost Centre: Grant Funding									16,862.22	3,372.45	20,234.67

**Cost Centre Salaries**

**Code Number Salaries**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Subtotal for Cost Centre: Salaries									13,315.50		13,315.50

**TOTALS . . . . . £42,007.14 £4,616.87 £46,624.01**