



# Rushmere St. Andrew Parish Council

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**THESE MINUTES CONTAIN AN IN CONFIDENCE APPENDIX WHICH IS NOT FOR PUBLICATION  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

**Minutes of the Parish Council meeting held on 6<sup>th</sup> June 2024 at 7.30pm at Tower Hall**

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CHAIR: Mr R Whiting

PRESENT: Mr R Whiting, Mr B Ward, Mr D Francis, Mr S Taylor, Mr K Driver, Mr J Wright, Mrs M Odam, Mr J Westrup, Mr M Newton, Mr D Noske, Mr R Nunn, Mr P Blundell, Mr P Philpot.

Mr P Blundell (family commitment), Mr C Griggs (family commitment)

APOLOGIES:

OTHER APOLOGIES: None

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

ALSO PRESENT: 0 Members of the public.

## 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 Philpot proposed that the apologies be accepted, seconded by Mr Nunn. Resolved with ALL in favour.

## 2. TO SIGN, AS A CORRECT RECORD, THE MINUTES OF THE COUNCIL MEETING HELD ON 6<sup>th</sup> JUNE 2024

Mr M Newton proposed acceptance of the Parish Council minutes with no amendments, seconded by Mr J Westrup. Resolved with MAJORITY in favour. The minutes were duly signed as a correct record.

## 3. DECLARATIONS OF COUNCILLOR INTEREST

Mr J Wright declared a non-pecuniary interest in SCL Landscape Management, KJ Fencing and Acorn Trees.

## 4. PUBLIC PARTICIPATION

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

Mrs M Odam- raised concerns over the dropped drains and condition of the road on The Street leading to Eaton Place from the mini roundabout on Playford Road. The Clerk to report on SCC highways tool and will escalate to County Councillors

Mr P Philpot- raised concerns over the footpaths between St Andrew's Church and Playford Road. Mr B Ward informed Councillors this has already been reported and work is scheduled within the next two weeks.

Mr M Newton- enquired about SID machines and how long they should be in situ. Mr J Wright informed councillors of the difference between SID machines and VAS machines and how difference guidance should be followed.

Mr R Whiting- informed Councillors of the decision of refusal to the Humber Doucy Lane planning application. A paper copy is available to Councillors to view and as soon as we hear of any news on another application, the Council will call a public meeting.

Mr R Whiting- Informed Councillors of the #30daywild initiative and the Wildflower Walk and made available copies of the posters encouraging attendance.

Mr J Westrup- Raised concerns of a pothole in The Street opposite Eaton Place. The Clerk will ensure this is on the SCC reporting tool and will escalate to County Council.

Mr J Wright- raised concerns over speeding along Playford Road. During recent Speedwatch the indication is that the 85% of vehicles are traveling at over 35MPH. The data is going to be made available to the Police and the county council are going to be written too.

Mr S Taylor- Highlighted flooding issues with the road outside the Church Meadow Carpark. The Clerk to report on SCC Highways tool.

Mr K Driver- Informed Councillors of recent works undertaken by The Commoners Committee.

Mr B Ward- raised concerns over fallen trees on footpath 51. This has already been reported on SCC highways tool. The Clerk to contact Debbie Adams for additional assistance.

Mr D Francis- Informed Councillors the issue outside 782 Foxhall road with the drain cover has now been resolved, however informed councillors over concerns of an overgrown tree outside 781 Foxhall Road. The clerk to report this on the SCC highways tool.

**b. County Councillor Report**

A County Councillor's Report was not available, and councillors were not present.  
Matters arising: None.

**c. District Councillor Report**

A District Councillor's Report was not available and councillors were not present.  
Matters arising: None.

**5. FINANCE**

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

None to report.

**b. To Consider and Approve Budget Monitoring and Reconciliation for April 2024.**

A bank reconciliation and budget monitoring for April 2024 were made available with the agenda for the meeting. The Assistant Clerk explained the various figures to Councillors. This information was considered.

Mr R Nunn proposed the budget monitoring and bank reconciliation be approved. Seconded by Mr D Noske. Resolved with ALL in favour.

**c. Other Matters –**

The Assistant Clerk reported that the VAT refund has been paid into the general account to the sum of £14,569.34 on the 30<sup>th</sup> May 2024.

The Assistant Clerk reported that Grant Funding from Colin Hedgley to the sum of £600 has been paid into the general account for the rewilding planters scheme on the 17<sup>th</sup> May 2024. And £500 Grant Funding from Stewart Lawson for the 30 Days Wild Scheme has also been paid into the general account on 3<sup>rd</sup> June 2024.

Councillors Noted this

Mr R Whiting informed Councillors of a grant funding application from St Andrew's Church for £400 for a community fun day scheduled on the 13<sup>th</sup> July. Councillors considered the application.

Mr J Wright proposed £400 grant funding be given to St Andrew's Church for the event, seconded by J Westrup. Resolved with MAJORITY in favour.

**6. TO CONSIDER AND AGREE SUBSCRIPTION TO PARISH ONLINE**

The Clerk advised Council that the software Parish Online used by the office is up for renewal. The annual subscription cost is £240 ex VAT. The renewal date and payment is due on 19<sup>th</sup> June 2024.

Mr Driver proposed that the subscription to Parish Online at a total cost of £240 ex VAT be accepted. Seconded by Mr R Nunn. Resolved with ALL in favour.

**7. TO CONSIDER AND AGREE REPLACEMENT POSTS FOR THE NOTICEBOARD IN BROOKHILL WAY.**

The Clerk reported as part of the ongoing asset checks the posts for the noticeboard in Brookhill Way are rotten and are no longer fit for purpose. We have recently had other posts replaced by Greenbarnes at a cost of £302 ex VAT, these were for composite plastic in an Oak finish plus delivery, for installation the Handyman is able to complete the job under his current contract. As an alternative option the Handyman provided a quote for replacement of the posts with softwood timber at a cost of £64.83 plus the time it would take for it to be completed, which would be taken out of the current contract. No other quotes were sourced as Greenbarnes and the Handyman have both provided excellent service in the past. Councillors discussed the options.

Mr D Noske proposed that the quote from Greenbarnes at a cost of £302 ex VAT be accepted for the replacement of the noticeboard posts with the Handyman installing them under the current contract. Seconded by Mr P Philpot. Resolved with ALL in favour.

**8. TO CONSIDER AND AGREE ADDITIONS TO THE CURRENT CONTRACT (TWO YEARS) FOR WOODBRIDGE ROAD**

The Clerk explained that at the Parish Council meeting on 14<sup>th</sup> September 2023 SCL Landscape Management were appointed for the trimming of the hedge (twice a year) adjacent to the footpath and to cut a 1 metre strip from the bollards (twice a year). This contract is due to end in September 2025. However, due to visibility and safety concerns of residents entering and leaving the junction it has been deemed necessary to ask for an amendment to the contract. This would include cutting up to an additional 2 cuts to a maximum of 4 cuts per year, 1 metre outside the bollards. Adding an additional cut up to 4 times per year for 1 metre inside the bollards and to tidy around the bus stop (weeds cutting back and spraying).

The current contract is for a total up to £375 ex VAT for up to 2 cuts of the hedge and up to 2 cuts of the 1 metre strip outside the bollards. The amendments to the contract would take the total value of the contract up to £645 ex VAT for up to 2 cuts of the hedge, up to 4 cuts of the grass outside the bollards (1m), up to 4 cuts of the grass inside the bollards (1m) and to tidy the weed around the bus stop (maximum of 4 times).

Councillors discussed the merits of the amendments to the current contract.

Mr R Nunn proposed acceptance of the amendments to the current contract. For up to 2 cuts of the hedge, 4 cuts of the 1 metre strip outside the bollards, 4 cuts of the 1 metre strip inside the bollards and for the tidying of the bus stop (4 times) to a maximum value of £645 ex VAT. Seconded by Mr K Driver. Resolved with ALL in favour.

**9. TO CONSIDER AND AGREE FINANCIAL REGULATIONS.**

The Clerk advised Councillors that there has been an update the Model Financial Regulations. However, NALC has released this later than anticipated from the pre-release statement and work is required to adapt this to Rushmere St Andrew Parish Council, therefore the item is required to be deferred until the next meeting.

Councillors agreed to defer the item to the next meeting.

#### **10. TO CONSIDER AND AGREE THREE YEAR CONTRACT FOR MAINTENANCE OF ORCHARD AT THE ALLOTMENTS**

The Clerk explained to Councillors that as part of the ongoing maintenance at the allotments the allotment orchard has become overgrown and regular maintenance to upkeep the area is required. SCL Landscape Management were asked for a quote. The three year quote of £45 ex VAT per cut, for up to 4 cuts per year at a total cost of £180 ex VAT was received from SCL for strimming around the newly planted saplings and general strimming of the top area of the allotments. No other quotes were sourced as SCL have proved excellent service in the past at a reasonable cost.

Councillors discussed the merits of the quote from SCL

Mr R Nunn proposed acceptance of the quote from SCL for up to 4 cuts at a maximum total cost of £180 ex VAT per year, for a three year period. Seconded by Mr D Francis. Resolved with ALL in favour.

#### **11. FEEDBACK ON THE ANNUAL PARISH MEETING**

The Chairman reported on the success of the Annual Parish Meeting, which was well attended. The theme of the evening was community engagement with thought provoking presentations from Dr Jill Comfort, Jo Reeder and Natalie Barber each sharing their expertise in spreading the awareness on the importance of looking after your mental health. Expenditure on the event came to the total of £102.92 ex VAT.

Councillors noted this.

#### **12. TO CONSIDER AND AGREE PUBLICATION OF COUNCILLORS DETAILS ON NOTICEBOARDS AND WEBSITE**

The Clerk advised councillors that under the current arrangements, Councillors personal details are published on noticeboards and the website, unless at their request for it to be removed by the office, in which case it is replaced with C/O Parish Council Office. There is no guidance on best practice and ultimately the decision lays with individual councillors. The Clerk informed Councillors that if they wish for their contact details and address to be removed or updated from the Parish Council website and Noticeboard that they should contact the office at any point, in which case the details will be amended at the earliest convenience.

Councillors noted this

#### **13. TO CONSIDER AND AGREE REMEMBRANCE EVENTS.**

The Clerk informed councillors that following the success of last year's remembrance events it would be the recommendation of the officers for the Parish Council to facilitate a similar remembrance event this year. Details of which can be arranged through community engagement committee.

Councillors discussed this.

Mr J Wright proposed that delegated authority be given to the Community Engagement Committee to facilitate such an event, for the value up to £1000 from Earmarked Reserves, seconded by Mr J Westrup. Resolved with ALL in favour.

**14. GENERAL PARISH MATTERS AND CORRESPONDANCE**

**a. Correspondence Received**

Nothing to report.

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

No matters arising.

**16. CLOSE OF MEETING**

The Chairman closed the meeting at 9pm

---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 9<sup>th</sup> May 2024.

**GENERAL EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
07/05/2024	Barclays	Bank charges			£ 8.50		Admin
09/05/2024	Wood Worx Carpentry & K	Repainting of wall Kelvedon Play Area (50' Internet payment 1327		£ 5,000.00	£ 4,166.67	£ 833.33	PF&POS
09/05/2024	Heelis & Lodge	Internal audit for year ending 31 March 20: Internet payment 1328			£ 320.00	£ -	Admin
10/05/2024	PBWL	Final payment on loan D/D			£ 10,665.30		S19
15/05/2024	SCL Landscape	Maintenance Ponds - April 2024	Internet payment 1329	72.00	£ 60.00	£ 12.00	Pond
15/05/2024	SCL Landscape	Maintenance Play Areas - April 2024	Internet payment 1330	374.40	£ 312.00	£ 62.40	PF&POS
15/05/2024	Starboard Systems	Scribe	Internet payment 1332	1,551.60	£ 1,293.00	£ 258.60	Admin
16/05/2024		Transfer from general account to business account	Transfer		£ 140,000.00		Admin
17/05/2024	SALC	Councillor training - Mr Stafford Taylor	Internet payment 1337	76.80	£ 64.00	£ 12.80	Training
17/05/2024	East Suffolk Services	Purchase, installation of doggie bin and disposal of old bin at St Andrews Walk	Internet payment 1338	275.17	£ 229.31	£ 45.86	Asset
22/05/2024	Mr P Massey	Refreshments Annual Meeting	Internet payment 1344		102.92		Admin
23/05/2024		Net salaries paid after NI, PAYE, Pension, Student Loan repayments - May 2024	Internet payment S60, S61		4,304.72		Salary
23/05/2024	HMRC	NI, PAYE, Student loan	Internet payment S62		3,200.32		PAYE
23/05/2024	Nest	Pension contributions - May 2024	D/D		314.33		Pension

**CEMETERY EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category	
07/05/2024	Barclays	Bank charges			£ 8.50			
09/05/2024	Mr P Massey	Consecration cemetery refreshments	Internet payment 1321			£27.00	Admin	
09/05/2024	Mr P Massey	Consecration cemetery refreshments	Internet payment 1322			£14.00	Admin	
09/05/2024	TownsWebArchiving	Backup of cemetery digital records	Internet payment 1323	£ 173.05	£ 144.21	£ 28.84	Admin	
09/05/2024	Mr K Brazier	Gardening at lawn cemetery	Internet payment 1324		£ 135.00		Maintenance	
09/05/2024	Mr K Brazier	Registrar of burial	Internet payment 1325		£256.50		Admin	
09/05/2024	Anglia Sign Casting	Plaque seat at cemetery	Internet payment 1326	£ 138.72	£ 115.60	£ 23.12	Maintenance	
15/05/2024	SCL Landscape Manager	Maintenance - April 2024	Internet payment 1333	£ 1,534.80	£ 1,279.00	£ 255.80	Maintenance	
15/05/2024	T2K Voice & Data	Phone calls	Internet payment 1334	£ 119.65	£ 99.71	£ 19.94	Admin	
15/05/2024	Mr P Massey	Sandwiches consecration	Internet payment 1335			70	Admin	
15/05/2024	Mr P Massey	Administration - stamps	Internet payment 1336			£13.61	Admin	
16/05/2024		Transfer from cemetery account to business account	Transfer			£ 80,000.00	Admin	
22/05/2024	Evolve Business Solution	Printing and contract 12/02.2024 - 11/05/2024	Internet payment 1339	465.03	£ 387.53	£ 77.51	Admin	
22/05/2024	Sunskips	Skip exchange at lawn cemetery - 17/05/2024	Internet payment 1340		280	£ 233.33	£ 46.67	Admin
22/05/2024	Signomatic	Signs at lawn cemetery	Internet payment 1341	£ 321.62	£ 268.02	£ 53.60	Admin	
22/05/2024	Mr P Massey	Refreshments Consecration	Internet payment 1342		£ 24.80		Admin	
22/05/2024	Mr P Massey	Refreshments Consecration	Internet payment 1343		£ 8.28		Admin	
30/05/2024	Mr J Nicholls	Parish handyman rounds - May 2024	Internet payment 1345			224.20	Maintenance	
30/05/2024	Mr K Brazier	Plants for lawn cemetery	Internet payment 1346			51.89	Maintenance	

**ALLOTMENT EXPENDITURE**

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
15/05/2024	SCL Landscape Mar	Maintenance allotments - April 2024	Internet payment 1331		154.2	128.5	25.7 Maintenance

**INCOME RECEIVED during May 2024**

General Account (VAT refund, grant funding, allotment deposit)	£15,269.34
Business Base Rate Tracker (interest)	£220,000
Cemetery Account (burial income)	£3,500

**ACCOUNT BALANCES AS AT 31<sup>th</sup> May 2024**

General Account	£65,095.17
Business Base Rate Tracker	£275,284.49

Cemetery Account

£49,956.61