



# Rushmere St. Andrew Parish Council

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## Minutes of the Parish Council meeting held on 10<sup>th</sup> October 2024 at 7.30pm at Village Hall

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CHAIR:	Cllr R Whiting
PRESENT:	Cllr R Whiting, Cllr B Ward, Cllr D Francis, Cllr S Taylor, Cllr M Odam, Cllr M Newton, Cllr R Nunn, Cllr J Wright, Cllr P Blundell, Cllr K Driver, Cllr M Brown
APOLOGIES:	Cllr D Noske (another commitment) Cllr C Griggs (family commitment) Cllr J Westrup (another commitment) Cllr P Phillpot (another commitment)
OTHER:	Cllr C Hedgley (another commitment)
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 were received as above. Cllr Nunn proposed that the apologies be accepted, seconded by Cllr Taylor. Resolved with ALL in favour.

### 2. DECLARATIONS OF COUNCILLOR INTEREST

Cllr Wright declared a non-pecuniary interest in the contractors SCL Landscape Management, Acorn Trees and KJ Fencing.

### 3. PUBLIC PARTICIPATION

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

Cllr Francis reported the poor road conditions between 18-20 Bladen Drive. The Clerk to report on the highways tool.

Cllr Francis highlighted a licensing application on Foxhall Road. The Chairman informed Cllr Francis that this would be discussed under item 11.

Cllr Wright informed councillors that speedwatch will resume shortly. National Road safety week is 17-23 November where we will be co-ordinating with other councils.

Cllr Odam reported a scratch on of the new signs. The clerk was aware and it happened during installation and repairs were in hand.

#### 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.

**4. TO SIGN, AS A CORRECT RECORD, THE MINUTES OF THE COUNCIL MEETING HELD ON 15<sup>TH</sup> SEPTEMBER 2024**

Cllr Newton proposed acceptance of the Parish Council minutes with no amendments, seconded by Cllr Ward. Resolved with ALL in favour. The minutes were duly signed as a correct record.

**5. TO NOTE THE RECORD OF THE ALLOTMENT MANAGEMENT ADVISORY PANEL HELD ON 5<sup>TH</sup> SEPTEMBER 2024**

The draft minutes of the Allotment Management Advisory Panel held on the 5<sup>th</sup> September were distributed to councillors prior to the meeting. Councillors discussed this. Matters arising: None. Councillors noted this.

**6. TO NOTE THE RECORD OF THE CEMETERY MANAGEMENT ADVISORY PANEL HELD ON 26<sup>TH</sup> SEPTEMBER 2024**

The draft minutes of the Cemetery Management Advisory Panel held on the 26<sup>th</sup> September were distributed to councillors prior to the meeting. Councillors discussed this. Matters arising: None. Councillors noted this.

**7. TO NOTE THE RECORD OF THE ENVIRONMENT AND SERVICES COMMITTEE HELD ON 2<sup>ND</sup> OCTOBER 2024**

The draft minutes of the Environment and Services Committee held on the 2<sup>nd</sup> October were distributed to councillors prior to the meeting. Councillors discussed this. Matters arising: None. Councillors noted this.

**8. FINANCE**

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

The Assistant Clerk reported delegated authority was given by the Chairman and the Clerk for safety reasons, that a new zip and fixings for the fire proof document holders used for cemetery records was purchased. The cost of this was £25 the service was provided by BK Martin Sewing services. Councillors noted this.

**b. To note 2<sup>nd</sup> receipt of the precept payment**

Cllr Whiting reported that the second instalment of the precept had been received, a total of £63,150 was paid into the general account on the 27<sup>th</sup> September 2024. Councillors noted this.

**c. To consider and approve the external audit for year ending 31 March 2024**

The Assistant Clerk reported that the external audit report for 2023/24 had been received from PKF Littlejohn LLP. The report indicated that 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 2023/24 has been published on the website and noticeboards. The Chairman thanked the Assistant Clerk for all her continued hard work as the RFO.

Cllr Whiting proposed that the external audit for year ending 31 March 2024 be approved. Seconded by Cllr Wright. Resolved with ALL in favour.

- d. Other Matters –**  
No matters arising.

**9. TO APPROVE CEMETERY FEES WITH EFFECT FROM 1<sup>ST</sup> JANUARY 2025**

The Clerk reported that at the meeting of the Cemetery Advisory Panel on 26<sup>th</sup> September 2024 it was proposed that the cemetery fees as shown below be effective as of the 1<sup>st</sup> January 2025.

	Current		Proposed	
	Residents	Non-Residents	Residents	Non-Residents
Burial public grave child up to and including 16 years	£0	£0	£0	£0
Burial public grave over 16 years	£270.00	£810.00	£285	£850
Exclusive Rights Grave Burial (adult or child)	£500.00	£2,000.00	£525	£2,100
Interment Grave Burial child up to and including 16 years	£0	£0	£0	£0
Interment Grave Burial over 16 years	£370.00	£1,480.00	£390	£1,555
Interment Cremated Remains in Grave Space for child up to and including 16 years	£0	£0	£0	£0
Interment Cremated Remains in Grave Space for over 16 years	£90.00	£360.00	£95	£380
Exclusive Rights Urn Burial (adult or child)	£420.00	£1,680.00	£440	£1,765
Interment Urn Burial (adult or child)	£170.00	£680.00	£180	£715
Loose burial cremated remains (adult or child)	£90.00	£270.00	£95	£285
Memorial headstone grave	£160.00	£480.00	£170	£505
Memorial headstone urn	£115.00	£460.00	£120	£485
Certificate of burial	£40	£40	£40	£40
Registering transfer of grant	£40	£40	£40	£40
Exhumation – Local administration fee	£280	£280	£295	£295

Cllr Taylor proposed ratification of the decision made by the Cemetery Management Advisory Panel and approval the fees as shown in the table effective as of the 1<sup>st</sup> January 2025. Seconded by Cllr Wright. Resolved with ALL in favour.

**10. TO CONSIDER AND AGREE FORMAT FOR DECEMBER MEETING**

Cllr Whiting informed councillors of the format for the December meeting which will be followed by a Christmas Partnership Meeting. To host the meeting a budget of £300 is required.

Cllr Blundell proposed allocating £300 from the administration budget to cover these costs with delegated authority given to the Clerk and the Assistant Clerk. Seconded by Cllr Odam. Resolved with ALL in favour.

## **11. GENERAL PARISH MATTERS AND CORRESPONDANCE**

### **a. Correspondence Received**

The Clerk reported correspondence regarding a premises license application for 698 Foxhall Road. Councillors discussed this. The chairman advised individual councillors to make personal representations if they wish, but the Parish Council decided not to comment on the license application.

The Clerk reported correspondence from a resident regarding the Lawn Cemetery. Councillors discussed this and gave actions to the Clerk and Assistant Clerk.

The Clerk reported correspondence from Cllr McCallum regarding a residents request for a road island on Foxhall Road. Councillors noted this.

### **b. Remembrance Events**

Cllr Whiting reminded councillors of the upcoming remembrance events on Sunday 10<sup>th</sup> November and Monday 11<sup>th</sup> November. The Chairman reported from an administrative point of view, that delegated authority was required for the Clerk and the Assistant Clerk to implement the event.

Cllr Taylor proposed that delegated authority is given to the Clerk and the Assistant Clerk to implement the project. Second by Cllr Newton. Resolved with ALL in favour.

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

None.

## **13. CLOSE OF MEETING**

The Chairman closed the meeting at 20:11pm

--COUNCILLORS to note items BELOW --

The following expenditure had been incurred and income received since the items until 4 November 2024.

**Rushmere St Andrew Parish Council**

4 November 2024 (2024 - 2025)

**Monthly breakdown of Receipts and Payments**  
All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

	April	May	June	July	August	September	October	November	December	January	February	March	Total
<b>PAYMENTS</b>													
<b>02 Administration</b>													
Legal Fees													
Office Administration	15.82	102.92		104.27	78.99	20.40	128.08	3.45					453.93
Training	32.00	64.00				572.00		37.50					705.50
Subscriptions	1,628.97												1,628.97
Telephone, internet and website				43.95	79.40								123.35
IT, printer and office equipment		1,293.00					251.85						1,544.85
Audit and Accounting Software		320.00				630.00							950.00
Bank charges	8.50		8.50	8.50	8.50	8.50	8.50						51.00
Hire charges office and meeting	3,580.67						3,780.00	35.00					7,395.67
S19 Loan Repayments		10,665.30											10,665.30
Remembrance Wreath							53.00						53.00
Insurance													
Elections													
S137 Donations and grants			400.00										400.00
Publicity and Communication													
<b>03 Salaries</b>													
Pension - Employees	199.59	179.62	179.62	179.62	179.62	179.62	179.62						1,277.31
Pension - Employer	149.68	134.71	134.71	134.71	134.71	134.71	134.71						957.94
Net Salaries	4,304.72	4,304.72	4,304.72	4,304.72	4,308.52	4,308.72	4,308.72						30,144.84
NI - Employees		549.52	274.76	828.76	274.76	274.76	274.76						2,477.32
HMRC - Tax Employees		1,402.80	701.40	701.40	697.60	697.40	697.40						4,898.00
NI - Employer		1,108.00	554.00		554.00	554.00	554.00						3,324.00
HMRC - Student Loan		140.00	70.00	70.00	70.00	70.00	70.00						490.00
<b>04 Environment, assets and grounds maintenance</b>													
Pond maintenance	60.00	60.00	120.00	60.00	203.15	60.00	120.00						683.15
Play Areas Maintenance	216.50	312.00	461.30	216.50	784.00	451.50	452.98						2,894.78
Maintenance LNRS, POS, Paths				40.00	105.00	65.84	40.00						250.84
Play Inspection Reports						397.82							397.82
Play Equipment and Repairs													
Tree Maintenance				2,825.00		1,975.00							4,800.00
Streetfurniture (seats, bins,	548.00	229.31	302.95			190.00							1,270.26
Highways and Traffic Calming													
Defibrillators		180.99			226.99								407.98
Parish handyman	75.00			323.89			251.25	213.75					863.89
<b>05 Earmarked Reserves</b>													
Chinwag			5,105.78										5,105.78
Tower Hall Play Equipment			1,205.42				747.50						1,952.92
Public Open Space Bixley Farm							1,200.00						1,200.00
Remembrance Events								68.00					68.00
<b>06 Grant Funding</b>													
Bee Cafes				160.00			1,415.00						1,575.00
30 Days Wilder			112.50	236.50	150.00								499.00
Kelvedon Sensory Garden				580.00			1,610.00						2,190.00
Remembrance Events				5.95				31.60					37.55
Gateway Signs					16,299.84	87.42							16,387.26
Nature Watch	51.64												51.64
Replacement of Doggiebins													
Improvements allotments car park													

<b>07 CIL</b>									
Kelvedon Sensory Garden		4,166.67		736.14					4,902.81
<b>08 Allotments</b>									
Allotments- Deposits									
Allotment Income									
Allotments Maintenance, Hedges,	873.50	128.50	177.00	171.00	265.50	88.50	222.00		1,926.00
Allotments Skips									
Allotments Fence, Gates, Track,			85.00		360.00	400.94			845.94
Allotment Water Charges									
Allotment hut	2,928.91			2,113.50	26.22				5,068.63
<b>09 Cemetery</b>									
Cemetery income									
Cemetery Administration	713.00	1,142.02	1,876.89	225.28	469.21	222.61	672.90		5,321.91
Cemetery Water Charges			23.04			52.36			75.40
Cemetery Maintenance	554.75	2,073.71	1,013.66	3,482.25	1,658.25	21,056.86	906.50		30,745.98
Cemetery Skips	233.33	233.33	233.33		233.33	233.33	233.33	233.33	1,633.31
Cemetery Assets	150.00								150.00
	<b>16,324.58</b>	<b>28,791.12</b>	<b>17,344.58</b>	<b>17,551.94</b>	<b>27,167.59</b>	<b>32,732.29</b>	<b>18,312.10</b>	<b>622.63</b>	

**Total: 158,846.83**

**RECEIPTS**

<b>01 Income</b>									
Precept	63,150.00					63,150.00			126,300.00
Grants	18,000.00	600.00	500.00	5,040.00	830.00	1,900.00			26,870.00
Donations (Income)						300.00			300.00
Bank Interest	0.30		369.48	0.60		1,030.87			1,401.25
CIL	2,021.08								2,021.08
Refunds	66.27								66.27
VAT Refund									
<b>08 Allotments</b>									
Allotments- Deposits	100.00	100.00	100.00	100.00			200.00		600.00
Allotment Income			22.50			1,154.00	868.00		2,044.50
Allotments Maintenance, Hedges,									
Allotments Skips									
Allotments Fence, Gates, Track,									
Allotment Water Charges									
Allotment hut									
<b>09 Cemetery</b>									
Cemetery income	4,600.00	3,500.00	5,625.00	2,125.00	1,530.00	9,760.00	6,960.00		34,100.00
Cemetery Administration									
Cemetery Water Charges									
Cemetery Maintenance									
Cemetery Skips									
Cemetery Assets									
	<b>87,937.65</b>	<b>4,200.00</b>	<b>6,616.98</b>	<b>7,265.60</b>	<b>2,360.00</b>	<b>77,294.87</b>	<b>8,028.00</b>		

**Total: 193,703.10**