



Rushmere St. Andrew Parish Council

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Minutes of the Parish Council meeting held on 11th April 2024 at 7.30pm at Village Hall.

CHAIR: Mr R Whiting

PRESENT: Mr R Whiting, Mr B Ward, Mr D Francis, Mr J Wright, Mr J Westrup, Mr M Newton, Mrs M Brown, Mr R Nunn, Mr P Blundell, Mr P Philpot

APOLOGIES: Mr Kev Driver (Family Commitment) Mr C Griggs (Family Commitment) Mrs M Odam (Family Commitment) Mr D Noske (Unwell)

OTHER APOLOGIES:

CLERK: Mr P Massey Clerk. Minutes taken by Mr P Massey.

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 J Wright proposed that the apologies be accepted, seconded by Mr R Nunn. Resolved with ALL in favour.

2. DECLARATIONS OF COUNCILLOR INTEREST

Mr J Wright declared a non-pecuniary interest in SCL Landscape Management.

3. TO SIGN, AS A CORRECT RECORD, THE MINUTES OF THE COUNCIL MEETING HELD ON 14th MARCH 2024

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

4. PUBLIC PARTICIPATION

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

Mr M Newton asked about the Loop system for the hard of hearing in the Halls to be investigated. The Clerk will speak with Parish Halls for instruction.

Mr J Wright gave an update on Speedwatch and the SID machines. Also information on the bus route 66 and the interruptions in service over the coming weeks.

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 Note Increase in Mobile Phone Contracts

The Clerk reported that as per the contractual agreement, the cost of the mobile phone lines has increased by 4.5% from April for the 24-25 financial year. This has taken the bill from £76 + VAT to £79.40 + VAT

Councillors noted this.

c. To Report Internal and External Audit Dates

The Clerk advised Councillors that the Internal Audit will be held on 29th April 2024 at 9:30am at the Parish Council Office. Heelis and Lodge will be completing the internal audit.

The external audit will be completed by PKF Littlejohn and all documents have to be submitted to the external auditors by 31st July 2024. The period for the excise of public rights and publication of unaudited accounts will be from the 3rd June 2024 until 12th July 2024

Councillors noted this.

d. To Approve Renewal of Suffolk Association of Local Councils (SALC) Subscription

The Clerk reported that the annual subscription cost for the subscription to SALC is due. The Cost of the subscription is £1255.14 +VAT

Mr J Wright proposed acceptance of the renewal at a cost of £1255.14 +VAT. Seconded by Mr M Newton. Resolved with ALL in favour.

e. To Approve Renewal of Information Commission's Office (ICO)

The Clerk reported that the annual subscription cost for the subscription to ICO is due. The Cost of the subscription is £35.00 + VAT

Mr B Ward proposed acceptance of the renewal at a cost of £35.00 + VAT. Seconded by Mr M Newton. Resolved with ALL in favour.

f. To Approve Renewal of Institute of Cemetery and Crematorium Management (ICCM) Subscription

The Clerk reported that the annual subscription cost for the subscription to ICCM is due. The Cost of the subscription is £95.00 + VAT

Mr J Wright Proposed acceptance of the renewal at a cost of £95.00 + VAT. Seconded by Mr D Francis. Resolved with ALL in favour.

g. To Approve Renewal of the Society of Local Council Clerks (SLCC) Subscription

The Clerk reported that the annual subscription cost for the subscription to SLCC is due. The Cost of the subscription is £20.00 VAT joining fee and £298 subscription fee + VAT

Mr J Wright proposed acceptance of the renewal at a cost of £318 +VAT. Seconded by Mr P Blundell. Resolved with ALL in favour.

h. To Approve Renewal of National Allotment Society Subscription

The Clerk reported that the annual subscription cost for the subscription to the National Allotment Society is due. The Cost of the subscription is £55 + VAT.

Mr J Westrup proposed acceptance of the renewal at a cost of £55 + VAT. Seconded by Mr R Nunn. Resolved with ALL in favour.

i. Other Matters

SCRIBE ACCOUNTING

The Clerk reported that now we have acquired Scribe and as a Parish Council we are exceeding £200,000 in income and expenditure we are having to go over to Income and Expenditure account rather than Payments and Receipts account.

Councillors noted this.

LAWN CEMETERY GRASS CUTTING

The Clerk reported that the scheduled works for the grass cuttings at the Lawn Cemetery provided by East Suffolk and funded equally by the Parish Council and St Andrews Church are increasing from £241 +VAT each to £280.50 + VAT each.

Councillors Discussed this.

Mr P Philpot proposed acceptance of the price increase from East Suffolk to £280.50 + VAT for the cutting of the Lawn Cemetery on the proviso that the increase in the cost is confirmed acceptable for the church who pay the other half of the bill. Seconded by Mr J Wright. Resolved with ALL in favour.

6. TO NOTE THE RECORD OF THE PLANNING AND TRANSPORTATION COMMITTEE MEETING 14/03/24

Councillors noted these minutes. No Matters Arising.

7. TO CONSIDER AND APPROVE PURCHASE OF PLANTS FOR FLOWER BEDS AT CEMETERY

The Clerk reported that the flower beds at the cemetery have now been adequately prepared for planting. SCI Landscape Management were asked to provide a quote for the planting up of the beds. No other quotes were sourced as SCL Landscape Management are the contractors currently responsible for the maintenance at the Lawn Cemetery and they provide excellent service at reasonable cost.

The quote from SCL for the plants for the flower beds is £621 +VAT This is for 70 ilex crenata, 30 lavender and 30 roses and £55 +VAT for delivery. To plant the above would be a charge of £320 +VAT

Without SCL planting total cost of £621.00 + VAT

With SCL planting total cost of £941.00 + VAT

Mr J Westrup proposed that delegated authority be given to the Chairman and Vicechairman up to the cost of £2,000 + VAT for flowerbed related costs at the lawn Cemetery with acceptance of SCL as the contractor to be used. Seconded by Mr M Newton. Resolved with ALL in favour.

8. TO CONSIDER AND APPROVE TRAINING FOR MR NICHOLLS TO COMPLETE QUARTERLY PLAYGROUND INSPECTIONS

The Clerk reported as per the updated playground management policy there is a requirement for a nominated person to inspect the playground on a quarterly basis to conform with Health and Safety legislation. Mr Nicholls has been identified as the nominated person and has agreed to the training and ongoing inspections. The cost of the training supplied by ROSPA is £555 +VAT

Mr P Philpot proposed acceptance of the training for Mr Nicholls at a cost of £555 +VAT to allow for quarterly inspections of the playgrounds. Seconded by Mr Paul Blundell. Resolved with ALL in favour.

9. TO NOTE COUNCILLOR VACANCY VILLAGE WARD

The Clerk reported that due to the resignation of Councillor A Cracknell, a vacancy has arisen in the Office of Councillor for the Parish Council. The Notice has been received from East Suffolk and is displayed on the website and notice boards. If no such notice is given the Parish Council will be able to fill the vacancy by co-option after the 18th April.

Councillors noted this.

10. TO CONSIDER JOINING SUFFOLK CLIMATE CHANGE PARTNERSHIP THERMAL IMAGING CAMERAS PROJECT

The Clerk reported that Community Thermal Imaging Project Suffolk-Green Suffolk have a number of Thermal Camaras that they loan out the Parish Councils for 2-4 Weeks so they can carry out surveys on behalf of residents of the community the project runs from November to April and we can book a slot for this winter come Summer 2024. The project is free, it just requires time and volunteers to carry out the surveys.

Councillors Discussed the project.

Mr P Blundell proposed more information should be collected on the workings of the project, including GDPR information and taken to the Environment and Services Committee in the hopes of finding volunteers to actualise the project. Seconded by Mr J Wright Resolved with MAJORITY in favour.

11. TO CONSIDER FIRST AID/ BLEED KITS

The Clerk reported that following on from Mr R Nunns expression of interest at the last meeting for more information on the First Aid/Bleed kits. Be Lucky Anti Crime Foundation were approached. They were found from the article in the Ipswich Star where the initial information was sourced.

Emergency Bleed Control Kits are for the designed to control moderate to very severe haemorrhages following a Stabbing. They work is a very similar way to the Defib Boxes currently in operation throughout the Parish. The Cost of the Kits are £550 +VAT each.

Councillors Discussed this.

Mr R Whiting proposed no further actions to be taken at this time on the matter. Seconded by Mr J Wright. Resolved with MAJORITY in favour.

12. TO CONSIDER NO THROUGH ROAD AT HOLLY LANE

The Clerk reported that following on from the request for information on a no through road sign at Holly Lane, the Office have received the following communications from Suffolk County Council; Suffolk County Council would be happy for the Parish Council to apply for a license for the sign that must be installed through SCC as it is a highway sign. However the Parish Council must fund this themselves (no costs were provided by SCC for this service) Funding through the Local Highways Budget was explored but the request was denied.

Councillors discussed this.

Mr J Wright proposed Cllr J Westrup approaches Suffolk County Coucillor directly regarding the matter. Cllr J Westrup agreed. Seconded by Mr R Nunn. Resolved with ALL in favour.

13. TO CONSIDER RECENT CORRESPONDENCE ON HUMBER DOUCY LANE

The Clerk Read the recent correspondence received on the topic of Humber Doucy Lane.

Councillors discussed this.

Mr J Westrup proposed no further action, until such time that further developments occur, at which point the decision should be taken to call a public meeting. Seconded by Mr R Nunn. Resolved with ALL in favour.

14. GENERAL PARISH MATTERS AND CORRESPONDANCE

a. Correspondence Received

Nothing to report

b. Forthcoming Meeting Dates

Thursday April 25th. Village Hall. Environment and Services Committee

Thursday May 9th. Village Hall. Annual Meeting of Parish Council.

Thursday May 16th. Tower Hall. Planning and Transportation Committee.

Wednesday May 22nd. Village Hall. Annual Parish Meeting.

15. DETERMINATION OF ITEMS FOR FUTURE AGENDA

No Matters Arising

21. CLOSE OF MEETING

The Chair closed the meeting at 08.26 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 11th April 2024.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
11/03/2024	TM Services	Projection Tree Launch	Internet payment 1273	360.00		300.00	60.00 Misc
11/03/2024	JEP Business Services	Noticeboard Rounds and letters - February 2024	Internet payment 1274			25.00	S142
11/03/2024	Acorn Trees	Chestnut Play Area reducing cherry trees	Internet payment 1275	1,740.00		1,450.00	290.00 PF&POS
11/03/2024	Mrs S Stannard	Street furniture license for gateways	Internet payment 1276			150.00	Highways
11/03/2024	Ipswich Borough Council	Clearing of weeds at Limes Pond	Internet payment 1277	378.00		315.00	63.00 Pond
11/03/2024	Ipswich Borough Council	Hedge and tree planting at Woodbridge Road	Internet payment 1278	954.00		795.00	159.00 PF&POS
11/03/2024	Ipswich Borough Council	Annual management work Mill	Internet payment 1279	4,914.00		4,095.00	819.00 PF&POS
11/03/2024	Mrs S Stannard	Parking fees paying in cheques	Internet payment 1283			3.20	Admin
13/03/2024	Amazon	Crafts for Tree Trail launch	Internet payment 1284	13.99		11.66	2.33 Misc
13/03/2024	Amazon	Refreshments for Tree Trail launch	Internet payment 1285			6.98	Misc
13/03/2024	Amazon	Crafts for Tree Trail launch	Internet payment 1286	5.59		4.66	0.93 Misc
21/03/2024	SCL Landscape Management	Installation of replacement noticeboards at Beech Road and Water Tower Lane	Internet payment 1287	330.00		275.00	55.00 PF&POS
21/03/2024	Ipswich Borough Council	Path clearance and surface works	Internet payment 1288	1,170.00		975.00	195.00 PF&POS
21/03/2024	Ipswich Borough Council	Enchanted Tree Trail	Internet payment 1289	2,196.00		1,830.00	366.00 Misc
21/03/2024	JEP Business Services	Noticeboard and letter round	Internet payment 1290			25.00	S142
21/03/2024	PlayQuip Leisure	Repair gates at Yew Tree Play Area	Internet payment 1291	678.00		565.00	113.00 PF&POS
21/03/2024	St Elizabeth Hospice	Donation in remembrance G Laing	Internet payment 1293			100.00	S137
22/03/2024	Net salaries paid after	Tax, NI and Pension - March 2024	Internet payment 1294,1295			4,130.29	Salary
22/03/2024	Nest	Pension - March 2024	D/D			304.79	Pension
22/03/2024	HMRC	Tax, NI - Jan, Feb, Mar 2024	Internet payment 1296			5,038.48	PAYE
22/03/2024	ICO	Data Protection charge	D/D			35.00	Admin
25/03/2024	Amazon	Wildlife Cameras Nature Watch	Internet payment 1297	89.99		74.99	15.00 Misc

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04/03/2024	Greenbarnes Ltd	Noticeboard cemetery	Internet payment 1272	£ 363.54	£ 302.95	£ 60.59	Maintenance
06/03/2024	Barclays Bank	Bank charges			£ 8.50		Admin
11/03/2024	Mr K Brazier	Garden maintenance at lawn cemetery - February 2024	Internet payment 1280		£202.50		Admin
11/03/2024	Mr K Brazier	Registrar of burials at lawn cemetery - February 2024	Internet payment 1281		£87.75		Admin
11/03/2024	Mr K Brazier	Plants for cemetery & stationary	Internet payment 1282		£ 51.00		Admin
18/03/2024	Anglian Water Business	Water charges cemetery	D/D		£ 30.63		Metered Water
21/03/2024	Sun Skips	Skip exchange 14/03/2024	Internet payment 1292		£ 233.33	£ 46.67	Maintenance
22/03/2024	H3G	Mobile phone contracts	D/D		£ 91.20		Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
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INCOME RECEIVED during March 2024

General Account (allotments, grants)	£3,100.00
Business Base Rate Tracker (interest)	£205.98
Cemetery Account (burial income)	£8,390.00

ACCOUNT BALANCES AS AT 31st March 2024

General Account	£148,748.87
Business Base Rate Tracker	£55,284.49
Cemetery Account	£127,692.93