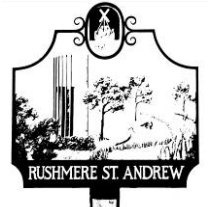




Rushmere St. Andrew Parish Council

www.rushmerestandrew.onesuffolk.net



Minutes of the Parish Council meeting held on 11th July 2024 at 7.30pm at Tower Hall

CHAIR: Mr R Whiting

PRESENT: Mr R Whiting, Mr B Ward, Mr D Francis, Mr S Taylor, Mr J Wright, Mrs M Odam, Mr J Westrup, Mr M Newton, Mr D Noske, Mr R Nunn, Mr P Phillpot, Mrs M Brown.

APOLOGIES: Mr C Griggs (another commitment) Mr K Driver (Unwell), Mr P Blundell (family commitment)

OTHER APOLOGIES: None

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

ALSO PRESENT: Cllr Dan Clery
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 Nunn proposed that the apologies be accepted, seconded by Mr Ward. Resolved with ALL in favour.

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

Mr Westrup proposed acceptance of the Parish Council minutes with no amendments, seconded by Mr Newton. Resolved with ALL 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

Mr Francis- Informed Councillors that he has had reports from residents regarding the long grass on Bladen Drive and Broadlands Way. The Assistant Clerk updated Councillors on recent correspondence with East Suffolk Services. The works have now being completed.

Mr Wright- Gave Councillors and update on the recent bus and public transport meeting which he attended- no matters arising for Rushmere St Andrew. Mr Wright also gave an update on the SID machines they are collecting data in convert mode which will then be presented to Suffolk County Council and the Police.

Mr Philpot- Highlighted concerns over the vegetation at Limes ponds which is causing visibility issues at the junction. The Assistant Clerk will inform the contractors responsible for the maintenance and ensure it is cut back.

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 distributed prior to the meeting. This item was dealt with after item 7.

Matters arising: Cllr Clery made Councillors aware that Suffolk County Council are currently consulting the public about three schemes to improve walking and cycling routes along Woodbridge Road, Nacton Road and Ipswich Hospital to Waterfront. Cllr Clery will send the information to the Clerk.

5. TO NOTE THE RECORD OF THE COMMUNITY ENGAGEMENT COMMITTEE HELD ON 27th JUNE 2024

Councillors noted these minutes. No Matters Arising.

6. FINANCE

a. To Note Expenditure Authorised under Delegated Powers

None to report.

b. To Consider and Approve Budget Monitoring and Reconciliation for June 2024

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

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

c. Other Matters –

The Clerk advised that Amazon Prime is ending in mid July 2024. To continue this service for another year will be £95 + VAT. It is used often and helpful.

Mr Noske proposed that the Parish Council sign up to Amazon Prime for 2024-2025 at a cost of £95 + VAT. Seconded by Mr Philpot. Resolved with ALL in favour.

7. TO CONSIDER AND AGREE FINANCIAL REGULATIONS

The Clerk advised that the model Financial Regulations Council has been updated. The updated financial regulations were made available prior to the meeting. The Clerk explained any updates. Councillors discussed this.

Mr Newton proposed that the updated financial regulations be approved. Seconded by Mr Westrup. Resolved with ALL in favour.

[Cllr Clery joined the meeting].

8. TO CONSIDER AND AGREE THE BEE CAFES AT THE LAND OPPOSITE THE BAPTIST CHURCH

Mr Whiting reported that since the project scope has changed from the initial rewilding project as a result of the visibility issues the proposal is to place two oak planters at the location. This will not impact on visibility but will have a positive environmental impact. The total cost to implement the project is £1,900 and £1,400 of grant funding has been secured. This includes a cost of £160 for the street licence application (Suffolk County Council), £975 + VAT for the planters (Greenways), £360 + VAT for the ground preparation at the planters (Greenways) and £80 signage (Greenways) and the remainder of the cost for plants. Mr Whiting asked Cllr Clery whether any additional funding from his Enabling

Communities Budget is available. Cllr Clery promised to check whether he has funding available for the project.

Mr Wright proposed that £500 be allocated out of the earmarked reserves for land transfers as it is no longer needed for this project, he also proposed that Greenways be appointed at a cost of £1,415 + VAT for the provision and installation of two oak planters, preparation of the land around the planters and signs on each of the planters. Seconded by Mr Noske. Resolved with ALL in favour.

9. TO NOTE MEETING DATES AND VENUES FOR 2025

Mr Whiting made Councillors aware that the dates and venues for 2025 was agreed at the Community and Engagement Committee and this has been made available to councillors. Councillors noted this.

10. TO CONSIDER AND AGREE DETERMINE REPLACEMENT DOG BINS IN TOWER WARD

The Assistant Clerk advised that funding of £2,070 has been approved for dog bins in the Tower Ward. The funding has been provided by Councillor D Dean from her Enabling Communities budget. A list of current dog bins was made available prior to the meeting. Officers advised that the following dog bins are in need of replacement:

Hardwick Close (1 bin), Kelvedon Drive opposite the play area (1 bin), Bixley Lane and Sandlings Crescent at the entrance to the Sandlings (3 bins). New bins are required at Arundel Way and St Andrews Walk.

Mr Wright proposed that East Suffolk Services be appointed to replace the dog bins at Harwick Close, Kelvedon Drive, Bixley Lane, Sandlings Crescent and that new bins be provided at Arundel Way, St Andrews Walk and at Sandlings Crescent from the funding secured from Cllr D Dean's enabling budget. Seconded by Mr Philpot. Resolved with ALL in favour.

11. TO DISCUSS AND AGREE PUBLICATION OF DRAFT MINUTES ON WEBSITE

The Clerk advised that according to best practice it is advised that draft minutes be published on the Parish Council website within four weeks of the meeting. Currently only approved minutes are published and it is recommended to publish draft minutes. Councillors discussed this.

Mr Newton proposed that the Parish Council publish draft minutes within four weeks of the meeting on the website. Seconded by Mr Westrup. Resolved with MAJORITY in favour.

12. TO CONSIDER AND DISCUSS FUNDING APPLICATIONS SUBMITTED

The Assistant Clerk advised councillors that the following funding applications has been and will be submitted:

Befriending service for lonely and isolated individuals in parish - £2,000 – East of England Co-op
Trim trail at Broke Hall Playing Field - £15,000 – Sport England
Kelvedon Play Area Sensory Garden - £42,000 – S106 East Suffolk Council

Councillors noted this.

13. GENERAL PARISH MATTERS AND CORRESPONDANCE

a. Correspondence Received

Nothing to report.

14. DETERMINATION OF ITEMS FOR FUTURE AGENDA

No matters arising.

15. CLOSE OF MEETING

The Chairman closed the meeting at 8:24pm

--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 6th June 2024.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04/06/2024	Barclays	Bank charges			£ 8.50		Admin
13/06/2024	Amazon	Crafts 30 Days Wilder		£ 29.78	£ 24.82	£ 4.96	PF&POS
13/06/2024	Amazon	Crafts 30 Days Wilder		£ 14.99	£ 12.49	£ 2.50	PF&POS
13/06/2024	J Wright	Lock Broke Hall Playing field		£ 28.30	£ 23.58	£ 4.72	PF&POS
13/06/2024	Amazon	Crafts 30 Days Wilder		£ 9.15	£ 7.63	£ 1.53	PF&POS
13/06/2024	SCL Landscape Management	Maintenance Play Areas - June 2024		£ 519.60	£ 433.00	£ 86.60	PF&POS
13/06/2024	SCL Landscape Management	Maintenance Ponds - June 2024		£ 144.00	£ 120.00	£ 24.00	Pond
17/06/2024	Greenbarnes Ltd	Legs Noticeboard Brookhill Way		363.54	£ 302.95	£ 60.59	PF&POS
17/06/2024	Wood Worx Carpentry & K	Painting of fence at Tower Hall		1,466.50	£ 1,222.08	£ 244.42	PF&POS
17/06/2024	Communities Together Eas	Chinwag events 2024			£ 5,105.78		Admin
21/06/2024	Amazon	Crafts 30 Days Wilder		6.98			PF&POS
26/06/2024	Mrs S Stannard	Refreshments 30 Days Wilder			£ 11.75		PF&POS
26/06/2024	Gerry Donlon	Story telling 30 Days Wilder			£ 50.00		PF&POS
26/06/2024	PCC Rushmere St Andrew	Donation Rushmere St Andrew Fun Day			£ 400.00		S137
26/06/2024	HMRC	PAYE, NI, Student Loan Repayments -			£ 1,600.16		PAYE
27/06/2024	Net salaries paid after PAYE, NI, Student loan & Pension - June 2024				£ 4,304.72		Salary
28/06/2024	Nest	Pension contributions - June 2024			£ 314.33		Pension

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04/06/2024	Barclays	Bank charges				8.50	Admin
13/06/2024	Mr K Brazier	Stationary			£16.99	£ 14.16	£ 2.83 Admin
13/06/2024	Mr K Brazier	Registrar of burial		£ 182.25	£ 151.88	£ 30.38	Admin
13/06/2024	Mr K Brazier	Gardening at lawn cemetery		£ 263.25	£ 219.38	£ 43.88	Maintenance
17/06/2024	Anglian Water	Water use at cemetery			£ 23.04		Maintenance
17/06/2024	Mrs S Stannard	Postage Mr Lambert Letter			£ 7.95		Admin
17/06/2024	Sunskips	Skip exchange		£ 280.00	£ 233.33	£ 46.67	Maintenance
17/06/2024	Cloudflex Systems	Laptop and installation costs		£ 1,129.25	£ 941.04	£ 188.21	Admin
24/06/2024	H3G	Mobile phone contracts		£ 95.28	£ 79.40	£ 15.88	Admin
27/06/2024	O A Chapman and Sons	Drainage report		£ 720.00	£ 600.00	£ 120.00	Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
13/06/2024	SCL Landscape Mar	Supply and installation of water tank			102	85	17 Maintenance
13/06/2024	SCL Landscape Mar	Maintenance allotments - May 2024			212.4	177	35.4 Maintenance

INCOME RECEIVED during June 2024

General Account (VAT refund, grant funding, allotment deposit)	£622.50
Business Base Rate Tracker (interest)	£369.48
Cemetery Account (burial income)	£5,625.00

ACCOUNT BALANCES AS AT 30th June 2024

General Account	£51,045.19
Business Base Rate Tracker	£275,653.97
Cemetery Account	£52,190.30