



Rushmere St. Andrew Parish Council

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**THESE MINUTES CONTAIN AN IN CONFIDENCE APPENDIX WHICH IS NOT FOR PUBLICATION
(PAGE 9 OMITTED FOR THIS PUBLIC COPY)**

Minutes of the Parish Council meeting held on 14th March 2024 at 7.30pm at Village Hall.

CHAIR: Mr R Whiting

PRESENT: Mr R Whiting, Mr B Ward, Mr D Francis, Miss A Cracknell, Mr K Driver, Mr C Griggs, Mr J Wright, Mrs M Odam, Mr J Westrup, Mr M Newton, Mrs M Brown, Mr D Noske, Mr R Nunn.

APOLOGIES: Mr P Blundell (another commitment), Mr P Philpot (another commitment)

OTHER APOLOGIES: None

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

ALSO PRESENT: Cllr D Clery
0 Members of the public.

At the beginning of the meeting a one minute silence was held in respect of the late Mr Gordon Laing

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 M Newton. Resolved with ALL in favour.

2. DECLARATIONS OF COUNCILLOR INTEREST

Mr J Wright declared a non-pecuniary interest in SCL Landscape Management and Acorn Trees
Mr K Driver declared a non-pecuniary interest in the Allotments.

3. TO SIGN, AS A CORRECT RECORD, THE MINUTES OF THE COUNCIL MEETING HELD ON 8th FEBRUARY 2024

Mrs M Odam proposed acceptance of the Parish Council minutes with the following amendment:

- Change to correct seconder on item 3. It should have read Mr Phillpot not Mr Blundell.

This was seconded by Miss A Cracknell. Resolved with MAJORITY 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

Mrs M Odam- Flooding on The Street outside the Church Carpark. The clerk informed councillors that the issue had been reported and believes the issue to be resolved. If any issues arise after a heavy rain fall the clerk will report again.

Miss A Cracknell- Overhanging dangerous branch still posing a Health and Safety Risk next to the YM Rugby Club. Clerk will get an update from Debbie Adams the Footpath Officer.

Mr J Wright- Provided Councillors with an update on the SID machines and Speedwatch. He also highlighted concerns over Playford Road.

Mr J Westrup- Raised concerns over the potholes in Bent Lane. The Clerk will report on the highways tool.

Mr R Nunn- Highlighted that it might be worth the Parish Council looking into First Aid/ Stab Kits. The Clerk will collect information and report 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 received from Councillor Dan Clery. This was distributed prior to the meeting. Councillors discussed the content.
Matters arising: None.

5. FINANCE

a. To Note Expenditure Authorised under Delegated Powers

None to report.

b. Other Matters –

Gate at Yew Tree Play Area

Issues with the Gates at Yew Tree Play Area have been reported, posing health and safety risks. One gate snaps back and closes violently and the other doesn't close properly. Playquip were contacted for a quote. No other companies were contacted as they have done excellent work for us in the past at very reasonable prices and due to health and safety concerns the issue needs addressing as soon as possible. Playquip have quoted. £150+ VAT to adjust the mechanisms for each gate. To a total of £300 +VAT. If the Gates need new mechanisms and cant be adjusted the cost per new mechanism is £340+VAT to a total maximum of £680 + VAT.

Mr R Nunn proposed that a maximum of £680+VAT be allocated to fix the gates and that Playquip be instructed to carry out the works. Seconded by Mr M Newton. Resolved with ALL in favour.

Notice Board

Mr Whiting reported installation costs for the two new noticeboards. SCL were contacted for a quote and as they have provided excellent service in the past, no other quotes were sourced. SCL quoted £155 + VAT for the Installation of the noticeboards.

Mr D Noske proposed that the quote from SCL for the installation of the notice boards be accepted. Seconded by Mr M Newton. Resolved with MAJORITY in favour.

6. TO CONSIDER AND APPROVE THE PLAYGROUND RISK ASSESSMENT

The Clerk advised Council that more work is required on the playground risk assessment and in conjunction with the Vice Chairman this is ongoing. The item was deferred. Councillors noted this.

7. TO CONSIDER AND APPROVE IMPLEMENTATION OF GATEWAY SIGNS

The Clerk provided councillors with an update on the progress of the gateway signs project. Of the 8 signs, 7 of the locations have been approved by highways. The 8th sign which was destined to Mendip drive, was rejected as not suitable due to visibility issues. The funding process is still ongoing but is anticipated to be completed before the end of the financial year. The license to place the street furniture has been granted from SCC. An updated quote from the manufacturer has been sourced and it is still in line with the current budget. The updated quote from Signs of the Times was distributed to the councillors. No other quotes were sourced as the design of the signs is specific and signs of the times have individually designed this based on our requirements and they were chosen after careful research by the officers. SCL Landscape Management Ltd, Woodworx and Moyses Surfacing have been asked to quote for the installation. None of the quotes have been received for installation.

Mr M Newton proposed that delegated authority be given to the Chairman, Vice Chairman and the officers to implement the project, once the funds have been released and subject to the project not exceeding the grant funding. Seconded by Mrs M Odam. Resolved with ALL in favour.

8. TO APPROVE THE ASSET REGISTER AND INSURANCE VALUATION LIST FOR YEAR ENDING 31ST MARCH 2024

A revised asset register/ insurance schedule - Issue 36 had been made available to Councillors prior to the meeting. The Assistant Clerk advised that the additions since it was last approved in March 2023 include:

- Additional land has been acquired;
- An information board at Tower Hall;
- Four mobile phones;
- Leaf blower and hedge trimmer;
- Standpipes at the allotments
- 2 Office chairs
- Two new noticeboards
- Replacement bench

The following items have been removed from the asset register as they are no longer fit for purpose and will have to be formally written off by the parish council:

- Two older Samsung mobile phones;
- Bench at cemetery;
- 2 Office chairs
- One aluminium noticeboard

The asset register now has an asset valuation value of £174,036 (based on original purchase costs).

The Clerk reported that the Parish Council insurance cover aligns with the asset register and fidelity cover of £500,000 is provided with Zurich Municipal. The fidelity cover is within the level required. Councillors noted this.

Mr K Driver proposed writing off of the listed assets that are no longer fit for purpose and approval of the revised asset register dated 31st March 2024 for the 2023/24 financial year (Issue 36). Seconded by Mr J Wright with ALL in favour.

9. TO CONSIDER AND APPROVE REPLACEMENT DOGGIE BIN AT BROADLANDS WAY AT ST ANDREWS WALK

The Clerk advised Councillors that the doggie bin located at Broadlands Way is no longer fit for purpose. It leaks contents when raining due to rust and holes. East Suffolk Council advise that they can only empty contents of bins which are 25 litres for health and safety reason. Therefore only quotes for bins which are 25litres in capacity where sourced.

East Suffolk Service can provide a Glasdon Fido 25 dog bin including removal of old bin and installation for £229.31+VAT

Glasdon Fido Bin direct from Glasdon is £115.68 + VAT but we would have to install and dispose of the old bin.

Kingfisher Direct Post mountable dog waste bin is £164.50 + VAT but we would have to install and dispose of the old bin.

Councillors discussed the quotes.

Mr J Wright proposed that the quote from East Suffolk Service for the removal and disposal of the old bin and installation of the glasdon fido 25 dog bin be approved. Seconded by Miss A Cracknell Resolved with ALL in favour.

10. REPORT BACK ON THE ENCHANTED TREE TRAIL AND LAUNCH, NATURE WATCH AND NOTICEBOARDS

The Assistant Clerk distributed the finalised expenditure paperwork to Councillors for the Enchanted Tree Trail, Nature Watch and Notice boards. Councillors discussed this.

**Enchanted Tree Trail
Funding Received**

Organisation	Description	Amount
East Suffolk Council	Launch	£2,000.00
Suffolk County Council	Trail	£2,800.00
East Suffolk Council	Play Area	£1,500.00
Total		£6,300.00

Total Expenditure (excluding VAT)

Description	Supplier	Expenditure
Design of Information Board	Rachel Holmes Illustrator	£470.00
Production of Information Board	Nature Signs	£1,030.00
Installation of Information Board	Greenways	£200.00
Mini Enchanted Village	Greenways	£360.00
Provision and installation of Waymarkers and discs	Greenways	£1,070.00
Production of discs for waymarkers	5 Star Printing	£148.00
Development of website and hosting for tree trail and development and other support with development of trail	Jason Alexander, Rubbish Walks	£900.00
Development and installation of tree guardians	Amazon	£384.23
Mesh panels	5 Star Printing	£686.54
Bug hotel	Greenways	£200.00

Projection Water Tower	TM Services and Canva Subscription	£312.99
Entertainment & Refreshments	Amazon, Tesco, Hobbycraft, One Stop Shop	£538.24
Total		£6,300.00

Nature Watch

Funding Received

Organisation	Description	Amount
East Suffolk Council	Nature Watch	£1,200.00

Total Expenditure (excluding VAT)

Description	Supplier	Expenditure
Solar Trail Cameras	Amazon	£299.97
Trail Cam Post Mount	Amazon	£79.12
Kit bags	Amazon	£19.28
Development of website and workshop	Jason Alexander, Rubbish Walks	£661.99
Total		£1,060.36

Noticeboards

Funding Received

Organisation	Description	Amount
East Suffolk Council	Noticeboards	£3,000.00

Total Expenditure (excluding VAT)

Description	Supplier	Expenditure
Noticeboards	Greenbarnes	£2,959.32
Total		£2,959.32

Councillors noted this.

11. TO CONSIDER INCREASE IN HIRE CHARGES FOR HALLS AND OFFICE

The Clerk informed Councillors of the notification of the increased rents from Parish Halls. The Clerk advised the Councillors that action must be taken to reduce the overall running costs to ensure the 24/25 Budget is not exceeded. The Clerk provided recommendations to the councillors to ensure that the budget set for 24-25 budget for the Halls and Office where not exceeded. Councillors discussed this.

Mr J Wright proposed that the recommendation from the officers to:

- Move to a book as required option without room set up fee for Hall Bookings. Saving £1,515 per annum
- Give notice on the Village Hall storage room saving £250 per annum
- Give notice for the notice board rounds and the Officers absorb this role. Saving approximately £750 per annum

These actions would give a total saving of £2,515 per annum (based on the proposed increases) and the office should see a £175 under spend at year end as appose to a £2,340 overspend. Seconded by Mr R Whiting. Resolved with MAJORITY in favour.

12. TO CONSIDER AND APPROVE LAYING OF BASE FOR COMMUNITY SHED AT ALLOTMENTS

The Clerk advised councillors that £4,000 had been received from the Suffolk County Council locality grant of Cllr Stuart Lawson for a community shed at the allotments. At a previous meeting it was agreed to purchase a shed and the cost of the shed is £2,928.91 +VAT. This leaves £1,071.09 in the Locality Budget. The shed is due to be delivered at the end of March 2024. Three quotes have been sourced for a 8m x 4.5m concrete base of 100mm thick and with type 1 aggregate of 50mm deep. The quotes received were from Moyse Surfacing that quoted £2,000 + VAT, SCL Landscape Management

quoted £2,650 + VAT and Woodworks quoted £2,500 + VAT for the installation of the base on which the community shed will sit. Councillors discussed the quotes.

Mr R Whiting proposed that the quote from Moyses Surfacing for the installation of the base for the community shed be accepted at a total cost of £2,000. Seconded by Mr M Newton. Resolved with MAJORITY in favour.

Mr J Wright proposed that £928.91 of earmarked reserves for allotments be allocated for the base. The rest of the costs would be covered by the remaining locality budget received. Seconded by Mr B Ward. Resolved with MAJORITY in favour.

13. TO CONSIDER AND APPROVE ARRANGEMENTS FOR CONSECRATION AT CEMETERY

Mr Whiting advised Councillors that the new extension at the Lawn Cemetery will be consecrated by Bishop Martin on Wednesday, 8th May at 11am. Councillors discussed this.

Mr K Driver proposed that £200 be allocated for light refreshments to be provided after the consecration. Seconded by Mrs M Odam. Resolved with ALL in favour.

14. TO CONSIDER AND APPROVE DONATION IN MEMORY OF GORDON LAING

Mr Whiting informed councillors that recently Mr Gordon Laing passed away. He was elected to the Parish Council in 1983 and served for many years as a councillor.

Mr J Wright proposed that a donation of £100 be made to the St Elizabeths Hospice in memory of Mr Gordon Laing in accordance with S.137. Seconded by Mr C Griggs. Resolved with ALL in favour.

15. TO CONSIDER AND APPROVE PLANTING AT LAWN CEMETERY

Mr Whiting advised that there are several beds at the Lawn Cemetery that still have to be planted. A discussion followed about what is planned for the cemetery. A quotation was sourced from SCL Landscape Management Ltd for the provision and delivery of turf for phase one of the works.

SCL Landscape Management - £725 + VAT for sourcing and laying of the turf. No other quotes were sourced since SCL Landscape Management are the contractors that are responsible for the maintenance at the lawn cemetery and they have provided excellent service in the past.

Mr D Noske proposed that SCL Landscape Management be appointed to source and lay turf at a cost of £725 + VAT. Seconded by Mr K Driver. Resolved with MAJORITY in favour.

16. TO CONSIDER AND APPROVE CIL FUNDING APPLICATION FOR SENSORY GARDEN AT KELVEDON DRIVE

The Clerk informed councillors that the local and district Community Infrastructure Levy fund open on 1st April 2024 and close on 31 May 2024. The Parish Council can submit a funding bid for the Sensory Garden Project at Kelvedon Play Area. The applications are allocated on a first come first served basis. The application was discussed by Councillors.

Mr R Nunn proposed that a CIL funding application be submitted to East Suffolk Council as soon as possible after the 1st April 2024. Seconded by Mr J Westrup. Resolved with ALL in favour.

17. TO CONSIDER DEALING WITH DISTRIBUTION OF PAPERWORK FOR NOTICEBOARDS

The Clerk Explained that the Notice Board rounds for the distribution of paperwork and notices cost the Parish Council approximately £750 per annum. The current contractor for the works has indicated that they are wanting to give up this job role at the end of the year. Additionally, as a cost saving exercise for the council to contribute this fund to the increase in the rent for the council office. The Clerk and The Assistant Clerk would absorb this job role as part of their responsibility.

Mr R Nunn proposed that thanks and notice be given to the current contractor for the distribution of paperwork for noticeboards, the allocated funds in the budget for the next financial year be re-allocated to Office Rent, and the Clerk and The Assistant Clerk absorb this job role as part of their responsibility. Seconded by Mr D Noske. Resolved with MAJORITY in favour.

18. GENERAL PARISH MATTERS AND CORRESPONDANCE

a. Correspondence Received

Correspondence from Hilary Magnall, Checkpoint Co-ordinator for Long Distance Walkers Association. A courtesy email outlining the route of the walkers from the Norfolk and Suffolk Long Distance Walkers was read by the Clerk. Councillors noted this.

b. Forthcoming Meeting Dates

Thursday March 21st. Tower Hall. Planning and Transport Committee- Cancelled

Thursday April 11th. Tower Hall. Parish Council Meeting

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

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

19. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Humber Doucy Lane

No Through Road Sign Holly Lane

First Aid/Bleed Kits

21. CLOSE OF MEETING

The Chair closed the meeting at 8:54 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 8th February 2024.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
01/02/2024	Greenbarnes Ltd	Noticeboards Beech Rd; Water Tower	Internet payment 1225	3,551.18		2,959.32	591.86 PF&POS
01/02/2024	Mr P Massey	Crafts for Tree Trail launch	Internet payment 1226			24.98	Misc
01/02/2024	Mrs S Stannard	Crafts for Tree Trail launch	Internet payment 1227			19.00	Misc
05/02/2024	JEP Business Services	Noticeboard and letter rounds - January	Internet payment 1228			75.00	S142
05/02/2024	Barclays Bank	Bank charges 13 Dec - 14 Jan				10.00	Admin
05/02/2024	Woodworx	Deposit for spray painting play equipment	Internet payment 1229			897.00	PF&POS
05/02/2024	Amazon	Crafts for Tree Trail launch	Internet payment 1230	7.48		6.23	1.25 Misc
05/02/2024	Amazon	Refreshments for Tree Trail launch	Internet payment 1231	13.99		11.66	2.33 Misc
05/02/2024	Amazon	Crafts for Tree Trail launch	Internet payment 1232	6.99		5.82	1.17 Misc
05/02/2024	Amazon	Tree faces for tree trail	Internet payment 1233	30.06		25.04	5.02 Misc
05/02/2024	Amazon	Crafts for Tree Trail launch	Internet payment 1234	3.99		3.32	0.67 Misc
05/02/2024	Amazon	Refreshments for Tree Trail launch	Internet payment 1235			9.89	Misc
05/02/2024	Amazon	Crafts for Tree Trail launch	Internet payment 1236	7.49		6.24	1.25 Misc
05/02/2024	Amazon	Crafts for Tree Trail launch	Internet payment 1237	2.99		2.49	0.50 Misc
05/02/2024	Amazon	Crafts for Tree Trail launch	Internet payment 1238	30.78		25.65	5.13 Misc
05/02/2024	Amazon	Crafts for Tree Trail launch	Internet payment 1239	21.51		17.92	3.59 Misc
05/02/2024	Amazon	Crafts for Tree Trail launch	Internet payment 1240	5.38		4.48	0.90 Misc
05/02/2024	Amazon	Refreshments for Tree Trail launch	Internet payment 1241			3.99	Misc
05/02/2024	Nature Signs Design	Information Board	Internet payment 1242	1,236.00		1,030.00	206.00 Misc
05/02/2024	Mr P Massey	Refreshments for Tree Trail launch	Internet payment 1243			9.50	Misc
05/02/2024	KWMCC	Hire of Bowls Pavillion for Planning	Internet payment 1244			89.00	Hire
05/02/2024	Mr J Nicholls	Parish handyman rounds	Internet payment 1245			174.99	PF&POS
05/02/2024	Woodworx	Deposit for Kelvedon Wall	Internet payment 1246			5,383.37	PF&POS
12/02/2024	Mrs S Stannard	Batteries for 1 defibrillators	Internet payment 1252	192.00		160.00	32.00 PF&POS
12/02/2024	Mrs S Stannard	Batteries for 1 defibrillators	Internet payment 1253	192.00		160.00	32.00 PF&POS
12/02/2024	Mrs S Stannard	Batteries for 1 defibrillators	Internet payment 1254	192.00		160.00	32.00 PF&POS
12/02/2024	PlayQuip Leisure	Purchase and installation of cradle and	Internet payment 1255	2,259.60		1,883.00	376.60 PF&POS
12/02/2024	Mrs S Stannard	Refreshments nature trail	Internet payment 1257			48.60	Misc
12/02/2024	Mrs S Stannard	Refreshments & crafts nature trail	Internet payment 1258			22.75	Misc
12/02/2024	Mrs S Stannard	Crafts for Tree Trail launch	Internet payment 1259	2.00		1.67	0.33 Misc
12/02/2024	Mrs S Stannard	Refreshments Tree Trail launch	Internet payment 1260			3.25	Misc
12/02/2024	Mrs S Stannard	Refreshment Tree Trail launch	Internet payment 1261			1.88	Misc
12/02/2024	Mr P Massey	Refreshments Tree Trail launch	Internet payment 1262			12.90	Misc
12/02/2024	BT Group PLC	Office phone	D/D		269.31	224.42	44.89 Admin
26/02/2024	Net salaries paid after PAYE, NI, Pension - February 2024		Internet payment 1265, 1266			4,418.62	Salary
26/02/2024	Nest	Pension contributions - February 2024	D/D			300.42	Pension
26/02/2024	Rubbish Walks	Support development of nature watch	Internet payment 1267			661.99	Misc
26/02/2024	Rubbish Walks	Support development of tree trail project	Internet payment 1268			900.00	Misc
26/02/2024	Mr J Nicholls	Parish handyman weekly checks -	Internet payment 1270			102.00	PF&POS

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
05/02/2024	Greenbarnes Ltd	Noticeboard cemetery	Internet payment 1247	£ 2,160.91	£ 1,800.76	£ 360.15	Maintenance
05/02/2024	F Masters Ltd	Topple Testing at Lawn Cemetery	Internet payment 1248	£ 822.00	£ 685.00	£ 137.00	Maintenance
05/02/2024	Sunskips Ltd	Skip exchange 19/01/2024	Internet payment 1249		280	233.33	46.67 Maintenance
05/02/2024	Mr K Brazier	Gardening at Cemetery	Internet payment 1250		£ 256.50		Maintenance
05/02/2024	Mr K Brazier	Registrar of Burials Cemetery	Internet payment 1251		£ 128.25		Admin
05/02/2024	Barclays Bank	Bank charges 13 Dec - 14 Jan			£ 8.50		Admin
12/02/2024	Mr P Massey	Admin requirements registrar of burials/ office	Internet payment 1263		£ 27.89		Admin
12/02/2024	Mr P Massey	Canva subscription - signage, regulations, website December	Internet payment 1266		£ 38.97		Admin
12/02/2024	SCL Landscape Manager	Maintenance Cemetery, taps, sycamore trees	Internet payment 1264	£ 2,520.00	£ 2,100.00	£ 420.00	Maintenance
26/02/2024	Evolve Business Solution	Printer contract - 12/11/2023 - 11/02/2023	Internet payment 1269			72.00	Admin
26/02/2024	Sun Skips	Skip exchange at cemetery - 20/02/2024	Internet payment 1271	£ 280.00	£ 233.33	£ 46.67	Maintenance
27/02/2024	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 February 2024

General Account (allotments, grants)	£4,100
Business Base Rate Tracker (interest)	£0
Cemetery Account (burial income, interest)	£2,070

ACCOUNT BALANCES AS AT 29th February 2024

General Account	£185,399.26
Business Base Rate Tracker	£55,078.51
Cemetery Account	£125,034.27