



Rushmere St. Andrew Parish Council

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Minutes of the Parish Council meeting held on 19th February 2026 at 7.30pm at St Andrew's Church Hall

CHAIRMAN:	Cllr R Whiting
PRESENT:	Cllr R Whiting, Cllr B Ward, Cllr M Odam, Cllr J Wright, Cllr D Francis, Cllr R Nunn, Cllr A Jeffreys, Cllr S Taylor, Cllr M Newton, Cllr K Driver
APOLOGIES:	Cllr M Brown, Cllr P Blundell, Cllr P Phillpot
OTHER APOLOGIES:	Cllr D Clery; Cllr S Lawson; Cllr C Hedgley
CLERK:	Mrs S Stannard - Clerk.
ALSO PRESENT:	1 Members of the public; Cllr R Cawley

1. APOLOGIES & APPROVAL FOR REASONS OF ABSENCE

RESOLVED: Apologies for absence approved as above.

2. DECLARATIONS OF COUNCILLOR INTEREST

None

3. TO SIGN, AS A CORRECT RECORD, THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 15TH JANUARY 2026

RESOLVED: that the minutes of the Parish Council meeting held on 15th January 2026 be signed by the Chairman as a true record and adopted by the Council.

4. PUBLIC PARTICIPATION

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

A member of the public attended the meeting and raised several concerns regarding the ITFC training ground improvements and the impact it has on residents at Eaton Place. These include noise and disturbance generated by construction vehicles, the trees and hedges that were cut down and impact on wildlife, the floodlights that was described as intrusive and reportedly left on beyond 9:00pm. The resident queried whether the appropriate permission for the use of the access road and whether it will be repaired after the construction. The Chairman advised that the Council has received a formal complaint in relation to these matters and that the Complaints Committee will consider the issue.

Cllr Newton requested information on the percentage of parishioners who are allotment holders, together with details of allotment fees. The Clerk will collate and provide this information.

b. County Councillor Report

A County Councillor's report was not available for distribution. Matters arising: None.

c. District Councillor Report

A verbal District Councillor's report was provided by Cllr Cawley and information shared received from Cllr Hedgley at the meeting.
Matters arising: Clerk to contact Cllr Cawley regarding funding application(s) for Enabling Communities Budget.

5. FINANCE

a. To note expenditure authorised under delegated authority

NONE

b. To consider donations for 2025/2026

Two applications were received for donations. Councillors considered the merits of the applications.

RESOLVED: That an allocation of £500 be made from the grants and donations budget of the parish council to the Rushmere Baptist Church for the purchase of games and camping equipment for youth work.

That the application received from the athletics organisation be deferred to the March parish council meeting.

c. To note the internal audit date for 2025/2026

The date for the internal audit is 14th April 2026.

NOTED.

d. Other Matters

NONE

6. TO NOTE THE MINUTES OF THE ENVIRONMENT AND SERVICES MEETING HELD ON 29/01/2026

NOTED. Item regarding Sweet Chestnut tree be considered at the March Parish Council meeting.

7. TO NOTE THE MINUTES OF THE PLANNING AND TRANSPORTATION MEETING HELD ON 29/01/2026

NOTED.

8. TO CONSIDER AND APPROVE THE PARISH OFFICE HIRE INCREASES

The Parish Council was informed that there will be a 5% increase from the 1st April 2026.

RESOLVED: To approve the rent charges of £7,665 per annum for the rent of the parish office for the 2026/2027 year.

9. TO CONSIDER AND APPROVE THE FOLLOWING POLICIES/ REGULATIONS:

- a. Financial Regulations**
- b. Standing Orders**
- c. Parish Council Policy on Committees, Working Panels and Representatives**
- d. Terms of Reference for Environment and Services Committee**
- e. Terms of Reference for Planning and Transportation Committee**
- f. Terms of Reference of Community Engagement Committee**

Several regulations and policies have been reviewed and Councillors considered the reviews.

RESOLVED: To adopt the Financial Regulations, Standing Orders, Terms of Reference of the various committees and the Parish Council Policy on Committees and Working Panels (items 9a-f).

10. GENERAL PARISH MATTERS & CORRESPONDENCE

a. General Parish Matters

None

b. Correspondence received

Correspondence was received from a resident regarding recruitment at the Council. This was referred to the Personnel Committee and they dealt with it. Councillors noted this.

11. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

RESOLVED: Under the Public Bodies (admission to meetings) Act 1960, the public and press be excluded from the meeting during consideration of Agenda Item 12 on the grounds that publicity would be prejudicial to the public interest due to the confidential nature (staffing matters) of the business to be transacted.

[Members of the public and the interim clerk left the meeting].

12. TO CONSIDER AND APPROVE RECOMMENDATIONS FROM PERSONNEL COMMITTEE REGARDING STAFFING MATTERS

a. Appraisal

Councillors discussed recommendations of the Personnel Committee.

RESOLVED: That the committee agreed and signed off the annual appraisal and confirmed that the Clerk is performing her duties effectively and delivering on her responsibilities.

b. Clerk

Councillors discussed recommendations of the Personnel Committee.

RESOLVED: To appoint the interim clerk on a full time, permanent basis of SLCC Salary Scale 29. The Clerk is also appointed as the RFO.

[The Clerk joined the meeting].

13. CLOSE OF MEETING

The Chairman closed the meeting at 8.35pm

Rushmere St Andrew Parish Council

26 February 2026 (2025-2026)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
	03 Salaries	24/04/2025 - 23/02/2026				Confidential			46,835.41		46,835.41
37	Cemetery administration	01/04/2025		Barclays- Cemete		Bank charges - March	Barclays	E	9.10		9.10
38	Telephone, internet &	01/04/2025		Barclays- General		Phone calls transfer office	T2K Voice and Data	S	52.17	10.43	62.60
39	Bank charges	04/04/2025		Barclays- General		Bank charges - March	Barclays	E	8.50		8.50
4	Play Inspections	10/04/2025	06/06/2024 (18)	Barclays- General	Internet	Playground	Kevin Braizer	X	68.00		68.00
3	Cemetery administration	10/04/2025	06/06/2024 (18)	Barclays- Cemete	Internet	Registrar of	Kevin Braizer	X	144.50		144.50
7	Cemetery administration	10/04/2025	16/01/2025 (7)	Barclays- Cemete	Internet	Scribe set up fee and	Starboard Systems	S	597.00	119.40	716.40
1	Cemetery skips	10/04/2025	12/12/24 (6b)	Barclays- Cemete	Internet	Skip exchange at Lawn	Sun Skips	S	254.34	50.87	305.21
2	Cemetery maintenance	10/04/2025	06/06/2024 (18)	Barclays- Cemete	Internet	Gardening at Lawn	Kevin Braizer	X	153.00		153.00
6	Audit & accounting	10/04/2025	16/01/2025 (7)	Barclays- General	Internet	Scribe set up fee and	Starboard Systems	S	557.00	111.40	668.40
8	Subscriptions	10/04/2025	03/04/2025 (6f)	Barclays- General	Internet	SALC Membership	SALC	E	1,279.74		1,279.74
5	Painting Trail Footpath	10/04/2025	20/02/2025 (6a)	Barclays- General	Internet	Paint trail on Pathway	Playquip	S	1,276.00	255.20	1,531.20
36	Cemetery administration	22/04/2025		Barclays- Cemete		Mobile phones contracts	H3G	S	82.96	16.59	99.55
11	Cemetery administration	24/04/2025	03/04/2025 (6f)	Barclays- Cemete	Internet	Subscription fee 2025/26	ICCM	E	105.00		105.00
10	Hire charges and meeting	24/04/2025	12/12/24 (6b)	Barclays- General	Internet	Hire of Meeting	PCC St Andrews	X	90.00		90.00
12	Cemetery maintenance	24/04/2025	05/06/2025	Barclays- Cemete	Internet	Signs Lawn Cemetery	Signomatic	S	105.89	21.18	127.07
9	Kelvedon Sensory Garden	24/04/2025	16/01/2025 (8)	Barclays- General	Internet	Interim payment 25% at	S.C.L Landscape	S	14,998.75	2,999.75	17,998.50
35	Telephone, internet &	01/05/2025		Barclays- General		Phone calls transfer office	T2K Voice and Data	S	55.22	11.04	66.26
17	Subscriptions	02/05/2025	03/04/2025 (6f)	Barclays- General	Internet	Annual membership	SLCC	E	300.00		300.00
18	Subscriptions	02/05/2025	03/04/2025 (6f)	Barclays- General	Internet	Subscription fee 2025/2026	National Allotment	E	84.00		84.00
19	Audit & accounting	02/05/2025	09/05/2024 (11d)	Barclays- General	Internet	Internal audit for year	Heelis and Lodge	X	400.00		400.00
20	Office Administration	02/05/2025	12/12/24 (6b)	Barclays- General	Internet	Stamps office	Peter Massey	E	6.96		6.96
28	Pond Maintenance	07/05/2025		Barclays- General	Internet	Pond Maintenance - April	S.C.L Landscape	S	120.00	24.00	144.00
24	Play Area Maintenance	07/05/2025	01/05/2025	Barclays- General	Internet	Replacement of gate	S.C.L Landscape	S	210.00	42.00	252.00
27	Play Area Maintenance	07/05/2025		Barclays- General	Internet	Play Area	S.C.L Landscape	S	360.06	72.01	432.07
22	Play Inspections	07/05/2025	06/06/2024 (18)	Barclays- General	Internet	Play Area Inspections	Kevin Braizer	X	93.50		93.50
23	Tree maintenance	07/05/2025	01/05/2025	Barclays- General	Internet	Removal of fallen dead	S.C.L Landscape	S	150.00	30.00	180.00
25	Allotment maintenance	07/05/2025		Barclays- General	Internet	Maintenance	S.C.L Landscape	S	177.00	35.40	212.40
33	Cemetery administration	07/05/2025		Barclays- Cemete	Internet	Registrar of burials - April	Kevin Braizer	X	110.50		110.50
21	Hire charges and meeting	07/05/2025		Barclays- General	Internet	Hire of Tower Hall	Parish Halls- Rushmere	X	1,825.00		1,825.00
26	Rewilding	07/05/2025	01/05/2025	Barclays- General	Internet	Replacement of gate posts	S.C.L Landscape	S	220.00	44.00	264.00
29	Rewilding	07/05/2025	Filing ref:1.01 PC Minutes - 19/02/26	Barclays- General	Internet	Maintenance for wood No. PC 121	S.C.L Landscape	S	40.00	8.00	48.00
32	Cemetery maintenance	07/05/2025	Signed as a true record: REWhiting Date: 26/02/26	Barclays- Cemete		Gardening at Lawn	Kevin Braizer	X	306.00		306.00

Rushmere St Andrew Parish Council

26 February 2026 (2025-2026)

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38	Telephone, internet &	01/04/2025		Barclays- General		Phone calls transfer office	T2K Voice and Data	S	52.17	10.43	62.60
39	Bank charges	04/04/2025		Barclays- General		Bank charges - March	Barclays	E	8.50		8.50
4	Play Inspections	10/04/2025	06/06/2024 (18)	Barclays- General	Internet	Playground	Kevin Braizer	X	68.00		68.00
3	Cemetery administration	10/04/2025	06/06/2024 (18)	Barclays- Cemete	Internet	Registrar of	Kevin Braizer	X	144.50		144.50
7	Cemetery administration	10/04/2025	16/01/2025 (7)	Barclays- Cemete	Internet	Scribe set up fee and	Starboard Systems	S	597.00	119.40	716.40
1	Cemetery skips	10/04/2025	12/12/24 (6b)	Barclays- Cemete	Internet	Skip exchange at Lawn	Sun Skips	S	254.34	50.87	305.21
2	Cemetery maintenance	10/04/2025	06/06/2024 (18)	Barclays- Cemete	Internet	Gardening at Lawn	Kevin Braizer	X	153.00		153.00
6	Audit & accounting	10/04/2025	16/01/2025 (7)	Barclays- General	Internet	Scribe set up fee and	Starboard Systems	S	557.00	111.40	668.40
8	Subscriptions	10/04/2025	03/04/2025 (6f)	Barclays- General	Internet	SALC Membership	SALC	E	1,279.74		1,279.74
5	Painting Trail Footpath	10/04/2025	20/02/2025 (6a)	Barclays- General	Internet	Paint trail on Pathway	Playquip	S	1,276.00	255.20	1,531.20
36	Cemetery administration	22/04/2025		Barclays- Cemete		Mobile phones contracts	H3G	S	82.96	16.59	99.55
11	Cemetery administration	24/04/2025	03/04/2025 (6f)	Barclays- Cemete	Internet	Subscription fee 2025/26	ICCM	E	105.00		105.00
10	Hire charges and meeting	24/04/2025	12/12/24 (6b)	Barclays- General	Internet	Hire of Meeting	PCC St Andrews	X	90.00		90.00
12	Cemetery maintenance	24/04/2025	05/06/2025	Barclays- Cemete	Internet	Signs Lawn Cemetery	Signomatic	S	105.89	21.18	127.07
9	Kelvedon Sensory Garden	24/04/2025	16/01/2025 (8)	Barclays- General	Internet	Interim payment 25% at	S.C.L Landscape	S	14,998.75	2,999.75	17,998.50
35	Telephone, internet &	01/05/2025		Barclays- General		Phone calls transfer office	T2K Voice and Data	S	55.22	11.04	66.26
17	Subscriptions	02/05/2025	03/04/2025 (6f)	Barclays- General	Internet	Annual membership	SLCC	E	300.00		300.00
18	Subscriptions	02/05/2025	03/04/2025 (6f)	Barclays- General	Internet	Subscription fee 2025/2026	National Allotment	E	84.00		84.00
19	Audit & accounting	02/05/2025	09/05/2024 (11d)	Barclays- General	Internet	Internal audit for year	Heelis and Lodge	X	400.00		400.00
20	Office Administration	02/05/2025	12/12/24 (6b)	Barclays- General	Internet	Stamps office	Peter Massey	E	6.96		6.96
28	Pond Maintenance	07/05/2025		Barclays- General	Internet	Pond Maintenance - April	S.C.L Landscape	S	120.00	24.00	144.00
24	Play Area Maintenance	07/05/2025	01/05/2025	Barclays- General	Internet	Replacement of gate	S.C.L Landscape	S	210.00	42.00	252.00
27	Play Area Maintenance	07/05/2025		Barclays- General	Internet	Play Area	S.C.L Landscape	S	360.06	72.01	432.07
22	Play Inspections	07/05/2025	06/06/2024 (18)	Barclays- General	Internet	Play Area Inspections	Kevin Braizer	X	93.50		93.50
23	Tree maintenance	07/05/2025	01/05/2025	Barclays- General	Internet	Removal of fallen dead	S.C.L Landscape	S	150.00	30.00	180.00
25	Allotment maintenance	07/05/2025		Barclays- General	Internet	Maintenance	S.C.L Landscape	S	177.00	35.40	212.40
33	Cemetery administration	07/05/2025		Barclays- Cemete	Internet	Registrar of burials - April	Kevin Braizer	X	110.50		110.50
21	Hire charges and meeting	07/05/2025		Barclays- General	Internet	Hire of Tower Hall	Parish Halls- Rushmere	X	1,825.00		1,825.00
26	Rewilding	07/05/2025	01/05/2025	Barclays- General	Internet	Replacement of gate posts	S.C.L Landscape	S	220.00	44.00	264.00
29	Rewilding	07/05/2025	Filing ref:1.01 PC Minutes - 19/02/26 final	Barclays- General	Internet	Maintenance for wood No. PC 121	S.C.L Landscape	S	40.00	8.00	48.00
32	Cemetery maintenance	07/05/2025	Signed as a true record: REWhiting Date: 26/02/26	Barclays- Cemete	Internet	Gardening at Lawn	Kevin Braizer	X	306.00		306.00

PAYMENTS LIST

			Payment Ref.	Description	Supplier						
65	Replacement Office	24/06/2025		Barclays- General	Equipment for	Amazon	S	103.44	20.68	124.12	
66	Community Events	24/06/2025		Barclays- General	Ribbon Kelvedon Sensory	Amazon	S	8.32	1.67	9.99	
96	Telephone, internet &	01/07/2025		Barclays- General	Phone calls transfer office	T2K Voice and Data	S	50.38	10.08	60.46	
74	Parish handyman	02/07/2025		Barclays- General	Parish handyman	JN Jim	X	352.50		352.50	
76	Cemetery administration	02/07/2025		Barclays- Cemete	Transfer of exclusive rights	Lines	X	920.00		920.00	
75	Bee Cafes	02/07/2025		Barclays- General	Bee cafes at Foxwood	Paul Martin	X	200.00		200.00	
83	Pond Maintenance	07/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Maintenance Ponds - June	S.C.L Landscape	S	60.00	12.00	72.00
80	Play Area Maintenance	07/07/2025	05/06/2025 10	Barclays- General	Internet	Maintenance - Sensory	S.C.L Landscape	S	280.00	56.00	336.00
84	Play Area Maintenance	07/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Maintenance Play	S.C.L Landscape	S	251.43	50.29	301.72
79	LNRS, POS, Paths	07/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Maintenance - Woodbridge	S.C.L Landscape	S	40.00	8.00	48.00
81	Play Inspections	07/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Play Area	Kevin Braizer	X	17.00		17.00
78	Allotment maintenance	07/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Maintenance	S.C.L Landscape	S	221.00	44.20	265.20
86	Cemetery administration	07/07/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Registrar of burials - June	Kevin Braizer	X	178.50		178.50
95	Cemetery administration	07/07/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Bank charges - July 2025	Barclays	X	8.50		8.50
82	Rewilding	07/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Maintenance The Street	S.C.L Landscape	S	15.00	3.00	18.00
85	Cemetery maintenance	07/07/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Maintenance	S.C.L Landscape	S	599.00	119.80	718.80
87	Cemetery maintenance	07/07/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Gardening cemetery - June	Kevin Braizer	X	306.00		306.00
97	Bank charges	07/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Bank charges - July 2025	Barclays	X	8.50		8.50
77	Community Events	07/07/2025	24/04/2025 11	Barclays- General	Internet	Kelvedon Sensory Garden	Suffolk Mind	X	156.00		156.00
98	Office Administration	11/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Title deed and map	Sylvia Stannard	X	14.00		14.00
100	Cemetery skips	11/07/2025	12/12/24 6b	Barclays- Cemete	Internet	Skip exchange 07/07/2025	Sun Skips	S	254.34	50.87	305.21
99	Community Events	11/07/2025	10/07/2025 (7)	Barclays- General	Internet	Flower arrangement VJ	Kaye Souter Florist	S	41.67	8.33	50.00
102	Hire charges and meeting	16/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Hire of Tower Hall Parish	Parish Halls- Rushmere	X	1,825.00		1,825.00
103	Office Administration	16/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Refreshments meeting	Sylvia Stannard	E	1.75		1.75
104	Subscriptions	16/07/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Amazon Prime Annual	Amazon	S	95.00	19.00	114.00
105	Tree maintenance	17/07/2025	10/07/2025 5a	Barclays- General	Internet	Tree safety report for	Arboreal Associates	X	875.00		875.00
106	Community Events	21/07/2025	06/06/2025 8	Barclays- General	Internet	Crafts VJ Day Event	Amazon	S	31.91	6.38	38.29
133	Cemetery administration	22/07/2025	14/12/2023 (8B)	Barclays- Cemete	Internet	Mobile phone	H3G	S	82.96	16.59	99.55
107	Office Administration	23/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Cups events	Amazon	S	4.16	0.83	4.99
109	Office Administration	23/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Paper for office	Amazon	S	16.46	3.29	19.75
108	Community Events	23/07/2025	05/06/2025 (8)	Barclays- General	Internet	Crafts VJ Day Event	Amazon	S	14.14	2.84	16.98
134	Cemetery administration	24/07/2025	14/12/2023 (8B)	Barclays- Cemete	Internet	Parking payment cheques	Sylvia Stannard	E	1.60		1.60
116	Telephone, internet &	01/08/2025	Filing ref:1.01 PC Minutes - 260226	Barclays- General	Internet	Phone calls transfer office	T2K Voice and Data	S	82.94	16.59	99.53
111	Play Inspections	04/08/2025	14/12/2023 (8b)	Barclays- General	Internet	Play Area	Kevin Braizer	X	34.00		34.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
113	Parish handyman	04/08/2025		Barclays- General		Parish handyman	JN Jim	X	298.24		298.24
112	Cemetery administration	04/08/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Registrar of Burials - July	Kevin Braizer	X	263.50		263.50
114	Cemetery administration	04/08/2025		Barclays- Cemete		Bank charges - Aug 2025	Barclays	X	9.10		9.10
110	Cemetery maintenance	04/08/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Gardening cemetery - July	Kevin Braizer	X	340.00		340.00
115	Bank charges	04/08/2025		Barclays- General		Bank charges - Aug 2025	Barclays	X	8.50		8.50
101	Kelvedon Sensory Garden	04/08/2025	16/01/2025 7	Barclays- General	Internet	Completion of works at	S.C.L Landscape	S	44,996.25	8,999.25	53,995.50
149	Allotment water charges	12/08/2025	12/12/24 6b	Barclays- General	Internet	Water charges allotments	Anglian Water	X	59.58		59.58
150	Allotment water charges	12/08/2025	12/12/24 6b	Barclays- General	Internet	Water charges allotments	Anglian Water	X	4.62		4.62
126	Pond Maintenance	13/08/2025	14/12/2023 (8b)	Barclays- General	Internet	Pond maintenance - July	S.C.L Landscape	S	120.00	24.00	144.00
130	Play Area Maintenance	13/08/2025	14/12/2023 (8b)	Barclays- General	Internet	Maintenance Play	S.C.L Landscape	S	180.03	36.01	216.04
125	LNRs, POS, Paths	13/08/2025	14/12/2023 (8b)	Barclays- General	Internet	Grass maintenance land	S.C.L Landscape	S	15.00	3.00	18.00
128	LNRs, POS, Paths	13/08/2025	14/12/2023 (8b)	Barclays- General	Internet	Kelvedon Sensory	S.C.L Landscape	S	210.00	42.00	252.00
129	LNRs, POS, Paths	13/08/2025	14/12/2023 (8b)	Barclays- General	Internet	Maintenance Foxwood	S.C.L Landscape	S	40.00	8.00	48.00
123	Highways & traffic calming	13/08/2025	14/12/2023 (8b)	Barclays- General	Internet	SID lithium battery	Leoch Battery UK Ltd	S	128.88	25.78	154.66
132	Tree maintenance	13/08/2025	14/12/2023 (8b)	Barclays- General	Internet	Reduction of Cherry Tree	S.C.L Landscape	S	425.00	85.00	510.00
120	Allotment maintenance	13/08/2025	14/12/2023 (8b)	Barclays- General	Internet	Prune Pine Tree and	Acorn Trees	S	380.00	76.00	456.00
127	Allotment maintenance	13/08/2025	14/12/2023 (8b)	Barclays- General	Internet	Grass maintenance and	S.C.L Landscape	S	177.00	35.40	212.40
121	Hire charges and meeting	13/08/2025	14/12/2023 (8b)	Barclays- General	Internet	Hire of meeting	PCC St Andrews	X	30.00		30.00
122	Audit & accounting	13/08/2025	14/12/2023 (8b)	Barclays- General	Internet	External audit for year	PKF- Littlejohn LLP	S	630.00	126.00	756.00
124	IT, printer and office	13/08/2025	14/12/2023 (8b)	Barclays- General	Internet	Printer contract	Evolve Business	S	60.00	12.00	72.00
131	Cemetery maintenance	13/08/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Cemetery	S.C.L Landscape	S	554.00	110.80	664.80
127	Replacement Office	13/08/2025	14/12/2023 (8b)	Barclays- General	Internet	Grass maintenance and	S.C.L Landscape	S	95.00	19.00	114.00
151	Allotment water charges	15/08/2025	12/12/24 6b	Barclays- General	Internet	Water charges allotments	Anglian Water	X	131.35		131.35
152	Allotment water charges	15/08/2025	12/12/24 6b	Barclays- General	Internet	Water charges	Anglian Water	X	-131.35		-131.35
148	Cemetery administration	22/08/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Phone call transfer &	H3G	S	82.96	16.59	99.55
138	Cemetery maintenance	24/08/2025	12/12/24 6b	Barclays- Cemete	Internet	Skip exchange 21/08/2025	Sun Skips	S	254.34	50.87	305.21
139	Office Administration	24/08/2025	12/12/24 6b	Barclays- General	Internet	Office stationary	Sylvia Stannard	E	7.60		7.60
147	Play Area Maintenance	03/09/2025	12/12/24 6b	Barclays- General	Internet	Key for Broke Hall Playing	Sylvia Stannard	E	9.85		9.85
141	Tree maintenance	03/09/2025	12/12/24 6b	Barclays- General	Internet	Fell Hazel Tree and grind	Acorn Trees	S	350.00	70.00	420.00
142	Parish handyman	03/09/2025	12/12/24 6b	Barclays- General	Internet	Parish handyman	JN Jim	X	75.00		75.00
143	Cemetery administration	03/09/2025	12/12/24 6b	Barclays- Cemete	Internet	Paper for office	Amazon	S	16.75	3.35	20.10
144	Cemetery administration	03/09/2025	12/12/24 6b	Barclays- Cemete	Internet	Office filling system	Amazon	S	8.70	1.74	10.44
146	Cemetery administration	03/09/2025	12/12/24 6b	Barclays- Cemete	Internet	Office filling system	Amazon	S	6.32	1.26	7.58
145	Office Administration	03/09/2025	12/12/24 6b	Barclays- General	Internet	Office stationary	Amazon	S	3.79	0.76	4.55

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PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
140	Community Events	03/09/2025	12/12/24 6b	Barclays- General	Internet	Buglar VJ Day	Fergus Odam	E	20.00		20.00
188	Cemetery administration	05/09/2025		Barclays- Cemete		Bank charges - September	Barclays	X	8.50		8.50
187	Bank charges	05/09/2025		Barclays- General	Internet	Bank charges - September	Barclays	X	8.50		8.50
156	Pond Maintenance	09/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Maintenance	S.C.L Landscape	S	60.00	12.00	72.00
153	LNRs, POS, Paths	09/09/2025	12/12/24 6b	Barclays- General	Internet	Kelvedon drive - extra	S.C.L Landscape	S	45.00	9.00	54.00
154	LNRs, POS, Paths	09/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Woodbridge Road	S.C.L Landscape	S	40.00	8.00	48.00
158	Play Area Maintenance	09/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Maintenance play	S.C.L Landscape	S	180.03	36.01	216.04
160	Play Area Maintenance	09/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Play Area Inspections	Kevin Braizer	X	17.00		17.00
157	LNRs, POS, Paths	09/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Maintenance The Street	S.C.L Landscape	S	15.00	3.00	18.00
155	Allotment maintenance	09/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Allotment	S.C.L Landscape	S	203.50	40.70	244.20
162	Cemetery administration	09/09/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Registrar of	Kevin Braizer	X	93.50		93.50
163	Cemetery administration	09/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Office 365	CloudFlex Systems	S	235.50	47.10	282.60
166	Cemetery administration	09/09/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Stationary cemetery	Amazon	S	4.17	0.84	5.01
167	Cemetery administration	09/09/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Stationary cemetery	Amazon	S	40.58	8.10	48.68
159	Cemetery maintenance	09/09/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Maintenance	S.C.L Landscape	S	632.50	126.50	759.00
161	Cemetery maintenance	09/09/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Gardening at	Kevin Braizer	X	119.00		119.00
164	Hire charges and meeting	09/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Hire of meeting	PCC St Andrews	X	60.00		60.00
165	Office Administration	09/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Office stationary	Amazon	S	14.14	2.82	16.96
168	Office Administration	09/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Office stationary	Amazon	S	14.99	3.00	17.99
191	Cemetery water	17/09/2025		Barclays- Cemete		Water	Anglian Water	X	48.76		48.76
169	Play Area Maintenance	22/09/2025	14/03/2024 (12)	Barclays- General	Internet	Servicing and install new	Playquip	S	621.00	124.20	745.20
170	Play Inspections	22/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Annual safety checks play	ROSPA- Play Safety	S	388.00	77.60	465.60
174	Cemetery administration	22/09/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Postage letters	Sylvia Stannard	E	44.35		44.35
175	Cemetery administration	22/09/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Stationary cemetery	Amazon	S	5.66	1.13	6.79
192	Cemetery administration	22/09/2025		Barclays- Cemete		Mobile phone	H3G	S	82.96	16.59	99.55
171	Office Administration	22/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Safety vests	Amazon	S	69.37	13.88	83.25
172	Community Events	22/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Remembrance	Amazon	S	12.51	2.49	15.00
173	Remembrance Event	22/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Remembrance	Amazon	S	4.82	0.96	5.78
186	Telephone, internet &	30/09/2025		Barclays- General		Phone calls transfer office	T2K Voice and Data	S	59.28	11.86	71.14
182	Pond Maintenance	01/10/2025	14/12/2023 (8b)	Barclays- General	Internet	No fishing sign Chestnut	Amazon	S	3.32	0.66	3.98
179	Play equipment repairs	01/10/2025	14/12/2023 (8b)	Barclays- General	Internet	Supply and installation 2	Playquip	S	520.00	104.00	624.00
181	LNRs, POS, Paths	01/10/2025	14/12/2023 (8b)	Barclays- General	Internet	Litter bins emptied and	East Suffolk Council	S	981.11	196.22	1,177.33
180	Parish handyman	01/10/2025	Filing of 10/10/2025 Minutes - 260226	Barclays- General	Internet	Parish handyman	PGU Ltd	X	389.57		389.57
183	Cemetery administration	01/10/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Stamps	Sylvia Stannard	E	6.96		6.96

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
184	Cemetery skips	01/10/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Skip exchange at lawn	Sun Skips	S	267.06	53.41	320.47
214	Telephone, internet &	01/10/2025		Barclays- General		Phone calls transfer &	T2K Voice and Data	S	57.29	11.46	68.75
185	Community Events	01/10/2025	14/12/2023 (8b)	Barclays- General	Internet	Projection on church VJ	TM Services Audio	S	500.00	100.00	600.00
189	Cemetery administration	06/10/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Bank charges - October	Barclays	X	8.50		8.50
190	Bank charges	06/10/2025	07/11/2024 (12)	Barclays- General	Internet	Bank charges - October	Barclays	X	8.50		8.50
197	Pond Maintenance	13/10/2025		Barclays- General		Maintenance ponds - Sept	S.C.L Landscape	S	120.00	24.00	144.00
205	Pond Maintenance	13/10/2025		Barclays- General	Internet	No fishing sign ponds	Amazon	S	10.91	2.18	13.09
195	Play Area Maintenance	13/10/2025		Barclays- General	Internet	Maintenance play	S.C.L Landscape	S	662.14	132.43	794.57
194	LNRs, POS, Paths	13/10/2025		Barclays- General	Internet	Grass maintenance land	S.C.L Landscape	S	15.00	3.00	18.00
199	LNRs, POS, Paths	13/10/2025		Barclays- General	Internet	Strimming of Rush Close	S.C.L Landscape	S	170.00	34.00	204.00
202	Play Inspections	13/10/2025		Barclays- General	Internet	Play Area	Kevin Braizer	X	17.00		17.00
198	Allotment maintenance	13/10/2025		Barclays- General	Internet	Maintenance	S.C.L Landscape	S	177.00	35.40	212.40
203	Cemetery administration	13/10/2025		Barclays- Cemete	Internet	Registrar of	Kevin Braizer	X	195.50		195.50
196	Rewilding	13/10/2025		Barclays- General	Internet	Maintenance Woodbridge	S.C.L Landscape	S	105.00	21.00	126.00
200	IT, printer and office	13/10/2025		Barclays- General	Internet	Lead for laptop	Sylvia Stannard	S	48.74	9.75	58.49
201	Hire charges and meeting	13/10/2025		Barclays- General	Internet	Hire of meeting	PCC St Andrews	X	90.00		90.00
204	Cemetery maintenance	13/10/2025		Barclays- Cemete	Internet	Gardening	Kevin Braizer	X	136.00		136.00
206	Cemetery maintenance	13/10/2025		Barclays- Cemete	Internet	Maintenance cemetery	S.C.L Landscape	S	554.00	110.80	664.80
193	Community Events	13/10/2025		Barclays- General	Internet	Refreshments VJ Day	PCC St Andrews	X	30.81		30.81
215	Allotment water charges	14/10/2025		Barclays- General		Water charges allotments	Anglian Water	X	427.23		427.23
213	Cemetery administration	22/10/2025		Barclays- Cemete	Internet	Mobile phone	H3G	S	82.96	16.59	99.55
211	Cemetery administration	25/10/2025		Barclays- Cemete	Internet	Parking fees - paying in	Sylvia Stannard	X	2.45		2.45
207	Remembrance Wreath	25/10/2025		Barclays- General	Internet	Remembrance wreath &	Royal British Legion	E	41.00		41.00
212	Cemetery maintenance	25/10/2025		Barclays- Cemete	Internet	Skip exchange at cemetery	Sun Skips	S	267.06	53.41	320.47
208	Community Events	25/10/2025		Barclays- General	Internet	Refreshments	Sylvia Stannard	X	82.50		82.50
268	Telephone, internet &	03/11/2025		Barclays- General		Website hosting - 2025/26	Communities Action	S	55.00	11.00	66.00
269	Telephone, internet &	03/11/2025		Barclays- General		Phone calls transfer and	T2K Voice and Data	S	73.95	14.79	88.74
270	Bank charges	03/11/2025		Barclays- General		Bank charges - November	Barclays	E	8.50		8.50
272	Cemetery administration	03/11/2025		Barclays- Cemete		Bank charges - November	Barclays	X	8.50		8.50
217	Defibrillator	04/11/2025		Barclays- General		Defibrillator pads	Sylvia Stannard	X	141.60		141.60
218	Highways & traffic calming	04/11/2025		Barclays- General		SID lithium battery	Battery Store	S	128.88	25.78	154.66
220	Play Inspections	04/11/2025		Barclays- General		Playground	Kevin Braizer	X	34.00		34.00
222	Parish handyman	04/11/2025	Filing ref:1.01 PC Minutes - 100226 final	Barclays- General		Parish handyman	Source No. 00125	X	322.50		322.50
223	Cemetery administration	04/11/2025	Consider Draft until Signed, Signed as a true record: REWhiting Date: 260226	Barclays- Cemete		Registrar of	Kevin Braizer	X	212.50		212.50

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
225	Cemetery administration	04/11/2025		Barclays- Cemete		Refreshments meeting	Sylvia Stannard	X	1.75		1.75
219	Remembrance Wreath	04/11/2025		Barclays- General		Wreath	Sylvia Stannard	X	20.00		20.00
221	Hire charges and meeting	04/11/2025		Barclays- General		Hire of Tower Hall	Parish Halls- Rushmere	X	1,825.00		1,825.00
224	Cemetery maintenance	04/11/2025		Barclays- Cemete		Gardening - October 2025	Kevin Braizer	X	102.00		102.00
274	Allotment water charges	11/11/2025		Barclays- General		Water charges - allotments	Anglian Water	X	91.70		91.70
226	Hire charges and meeting	13/11/2025		Barclays- General		Hire of meeting rooms	PCC St Andrews	X	60.00		60.00
227	Training	13/11/2025	06/11/2025	Barclays- General		Interim Clerk - Financial	Sylvia Stannard	X	243.50		243.50
228	Training	13/11/2025		Barclays- General		Financial	Sylvia Stannard	X	180.00		180.00
229	Training	13/11/2025		Barclays- General		Financial training - finance	Sylvia Stannard	X	279.00		279.00
230	Community Events	13/11/2025		Barclays- General		Refreshments	Sylvia Stannard	X	102.50		102.50
235	Pond Maintenance	14/11/2025		Barclays- General	Internet	Maintenance	S.C.L Landscape	S	60.00	12.00	72.00
233	Play Area Maintenance	14/11/2025		Barclays- General	Internet	Maintenance play	S.C.L Landscape	S	180.03	36.01	216.04
231	LNRs, POS, Paths	14/11/2025		Barclays- General	Internet	Extra work	S.C.L Landscape	S	400.00	80.00	480.00
232	LNRs, POS, Paths	14/11/2025		Barclays- General	Internet	Grass maintenance land	S.C.L Landscape	S	15.00	3.00	18.00
234	LNRs, POS, Paths	14/11/2025		Barclays- General	Internet	Maintenance Woodbridge	S.C.L Landscape	S	40.00	8.00	48.00
236	Allotment maintenance	14/11/2025		Barclays- General	Internet	Maintenance	S.C.L Landscape	S	203.50	40.70	244.20
239	Parish handyman	14/11/2025		Barclays- General	Internet	Parish handyman	JN Jim	X	123.75		123.75
241	Cemetery administration	14/11/2025		Barclays- Cemete	Internet	Stamps	Sylvia Stannard	E	6.96		6.96
237	IT, printer and office	14/11/2025		Barclays- General		Printer contract	Evolve Business	S	64.15	12.83	76.98
240	Cemetery maintenance	14/11/2025		Barclays- Cemete	Internet	Maintenance	S.C.L Landscape	S	1,677.50	335.50	2,013.00
238	Community Events	14/11/2025		Barclays- General		Entertainment	Annika Roper	X	100.00		100.00
271	Cemetery administration	24/11/2025		Barclays- Cemete		Mobile phone	H3G	S	82.96	16.59	99.55
273	Miscellaneous	24/11/2025		Barclays- Cemete		Payment received in error	Farthings Funerals	X	-120.00		-120.00
260	Telephone, internet &	01/12/2025		Barclays- General		Phone calls transfer office	T2K Voice and Data	S	62.65	12.53	75.18
249	Play Inspections	02/12/2025		Barclays- General		Playground	Kevin Braizer	X	17.00		17.00
251	Hire charges and meeting	05/12/2025		Barclays- General	Internet	Hire of church	PCC St Andrews	X	30.00		30.00
259	Bank charges	05/12/2025		Barclays- General		Bank charges - November	Barclays	X	10.30		10.30
250	Allotment maintenance	06/12/2025		Barclays- General	Internet	Maintenance	S.C.L Landscape	S	195.00	39.00	234.00
252	Cemetery administration	08/12/2025		Barclays- Cemete	Internet	Registrar of	Kevin Braizer	X	221.00		221.00
245	Training	08/12/2025		Barclays- General	Internet	Interim Clerk - Financial	Sylvia Stannard	X	93.00		93.00
246	Training	08/12/2025		Barclays- General	Internet	Interim Clerk - Financial	Sylvia Stannard	X	243.50		243.50
247	Telephone, internet &	08/12/2025		Barclays- General	Internet	Domain name hosting and	Communities Action	S	112.92	22.58	135.50
248	IT, printer and office	08/12/2025		Barclays- General	Internet	Microsoft 365 subscriptions	CloudFlex Systems	S	235.50	47.10	282.60
253	Cemetery maintenance	08/12/2025		Barclays- Cemete	Internet	Gardening	Kevin Braizer	X	51.00		51.00

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PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
254	Cemetery maintenance	08/12/2025		Barclays- Cemete	Internet	Maintenance	S.C.L Landscape	S	272.00	54.40	326.40
258	Cemetery administration	08/12/2025		Barclays- Cemete		Bank charges - November	Barclays	X	8.50		8.50
255	Highways & traffic calming	10/12/2025		Barclays- General	Internet	Servicing of Speed	Westcotec	S	100.00	20.00	120.00
257	Cemetery administration	10/12/2025		Barclays- Cemete		Refreshments CMAP	Sylvia Stannard	E	1.95		1.95
256	Cemetery maintenance	10/12/2025		Barclays- Cemete	Internet	Grass cuts closed	East Suffolk Council	S	561.00	112.20	673.20
275	Cemetery water	17/12/2025		Barclays- Cemete		Water charges - December	Anglian Water	X	162.08		162.08
265	Cemetery maintenance	22/12/2025		Barclays- Cemete	Internet	Skip exchange 08/12/2025	Sun Skips	S	267.06	53.41	320.47
267	Cemetery maintenance	22/12/2025		Barclays- Cemete		Incorrect payment	PCC St Andrews	X	120.00		120.00
276	Cemetery administration	22/12/2025		Barclays- Cemete		Mobile phone	H3G	S	82.96	16.59	99.55
261	Replacement Office	22/12/2025		Barclays- General		Topographical survey	Alpha Surveys	S	565.00	113.00	678.00
266	Telephone, internet &	07/01/2026		Barclays- General		Phone call transfer &	T2K Voice and Data	S	50.01	10.00	60.01
280	Play Area Maintenance	08/01/2026		Barclays- General		Maintenance Play	S.C.L Landscape	S	122.40	24.48	146.88
278	Parish handyman	08/01/2026		Barclays- General		Parish handyman rounds	JN Jim	X	135.00		135.00
277	Hire charges and meeting	08/01/2026		Barclays- General		Hire of meeting	PCC St Andrews	X	60.00		60.00
279	Insurance	08/01/2026		Barclays- General		Insurance	CAS Insurance Services	X	1,449.40		1,449.40
281	Hire charges and meeting	08/01/2026		Barclays- General		Hire of parish office - Jan	Parish Halls- Rushmere	X	1,825.00		1,825.00
282	Cemetery maintenance	08/01/2026		Barclays- Cemete		Maintenance	S.C.L Landscape	S	495.00	99.00	594.00
288	Bank charges	08/01/2026		Barclays- General		Bank charges - December	Barclays	X	8.50		8.50
292	Cemetery administration	08/01/2026		Barclays- Cemete		Bank charges - December	Barclays	X	8.50		8.50
293	Cemetery administration	22/01/2026		Barclays- Cemete		Mobile phone	H3G	S	82.96	16.59	99.55
285	Play Inspections	26/01/2026		Barclays- General	Internet	Play Area	Kevin Braizer	X	17.00		17.00
283	Office Administration	26/01/2026		Barclays- General		Office supplies (paper and	Amazon	S	12.18	2.44	14.62
284	IT, printer and office	26/01/2026		Barclays- General	Internet	Supply of new laptops in	CloudFlex Systems	S	1,996.00	399.20	2,395.20
290	Cemetery maintenance	28/01/2026		Barclays- Cemete		Gardening	Kevin Braizer	X	76.50		76.50
291	Cemetery administration	28/01/2026		Barclays- Cemete		Registrar of	Kevin Braizer	X	144.50		144.50
295	LNRs, POS, Paths	23/02/2026		Barclays- General		Clearance of Brendon	S.C.L Landscape	S	995.00	199.00	1,194.00
302	Tree maintenance	23/02/2026		Barclays- General		Implementation of tree	Acorn Trees	S	1,565.00	313.00	1,878.00
296	Allotment fences, gates,	23/02/2026		Barclays- General		Replacement of fence and	S.C.L Landscape	S	465.00	93.00	558.00
298	Parish handyman	23/02/2026		Barclays- General		Parish handyman	JN Jim	X	131.24		131.24
294	IT, printer and office	23/02/2026		Barclays- General		Printer contract	Evolve Business	S	79.51	15.90	95.41
297	Training	23/02/2026		Barclays- General		Training - Cllr A Jeffreyes	SALC	S	66.00	13.20	79.20
299	Audit & accounting	23/02/2026		Barclays- General		Scribe Accounts Renewal	Starboard Systems	S	768.00	153.60	921.60
300	Cemetery maintenance	23/02/2026	Filing ref: 1.01 PC Minutes - 100226 final	Barclays- Cemete		Cemetery Sequence No. PC 125	S.C.L Landscape	S	118.50	23.70	142.20
301	Cemetery administration	23/02/2026	Consider Draft until Signed, Signed as a true record: REWhiting Date: 260226	Barclays- Cemete		Scribe accounts renewal	Starboard Systems	S	696.00	139.20	835.20

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
303	23/02/2026		Barclays- General		Hire of meeting	PCC St Andrews	X	60.00		60.00
304	23/02/2026		Barclays- Cemete		Office supplies cemetery	Amazon	S	12.18	2.44	14.62
305	23/02/2026		Barclays- General		Office equipment	Sylvia Stannard	X	29.00		29.00
306	23/02/2026		Barclays- General		Hosting of domain	Sylvia Stannard	X	82.77		82.77
307	23/02/2026		Barclays- Cemete		Skip exchange at Lawn	Sun Skips	S	267.06	53.41	320.47
311	23/02/2026		Barclays- Cemete		Mobile phone	H3G	S	82.96	16.59	99.55
							Total	165,277.80	19,034.59	184,312.39