



Rushmere St. Andrew Parish Council

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Minutes of the Parish Council meeting held on 4th December 2025 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
APOLOGIES: Cllr M Newton, Cllr K Driver, Cllr R Nunn, Cllr P Blundell, Cllr P Phillpot, Cllr S Taylor, Cllr J Westrup, Cllr M Brown

OTHER APOLOGIES: Cllr Dan Clery, Cllr Colin Hedgley, Cllr S Lawson

CLERK: Mrs S Stannard - Clerk.
Minutes taken by Mrs S Stannard.

ALSO PRESENT: 0 Members of the public

1. APOLOGIES & APPROVAL FOR REASONS OF ABSENCE

RESOLVED: Apologies for absence approved as above.

2. DECLARATIONS OF COUNCILLOR INTEREST

Cllr Wright declared a non-pecuniary interest in Acorn Trees and SCL Landscape Management Ltd.

3. TO SIGN, AS A CORRECT RECORD, THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 6TH NOVEMBER 2025

RESOLVED: that the minutes of the Parish Council meeting held on 6th November 2025 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

None

b. County Councillor Report

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

c. District Councillor Report

A District Councillor's report was distributed prior to the meeting.
Matters arising: None.

5. FINANCE

a. To note expenditure authorised under delegated authority

NONE

b. To consider and approve budget and precept requirement for 2026/2027

A copy of the draft budget and precept requirements were made available with the agenda for the meeting.

Cllr Whiting reported that the parish specific precept letter had been received from East Suffolk Council detailing the final date for precept applications as 26th January 2026 and detailing the calculation for equivalent band D properties as 2,632.98, a decrease of 20.54 properties from the previous year. The proposed budget was considered by Councillors.

RESOLVED: To approve a 2026/27 budget for the Environment and Services Committee of £30,540, a budget of £866 for the Allotment Panel (predicted income of £3,018 and expenditure of £3,884. A general budget of £117,594. The overall budget for 2026/27 at £178,018 overall spend with a precept request for £149,000 was approved. This represents a 9.84% increase on the 2025/2026 precept band D equivalent property and a £5.07 precept increase per property. This is subject to final confirmation of East Suffolk Council that impact on the tax base and the parish council.

c. To consider and agree earmarked reserves

The Clerk reported that it is necessary to review the earmarked reserves to ensure this is still appropriate.

Item	Amount 31/10/2025
Cemetery Funds	£151,765.39
Parish Replacement Room	£60,958.23
Community Events	£3,328.80
POS Bixley Farm & Sandlings	£2,800
Election Fund	£2,842.92
Returnable Deposits Allotments	£1,660
CIL (restricted)	£21,307.88
Land Transfers	£2,000
Allotments	£231.37
Play Areas	£6,970.48
Kelvedon Sensory Garden	£8,035.48
Public Open Space	£3,000
Approved Cemetery Works	£11,000

RESOLVED: To approve the earmarked reserves as above and review the balances at the end of the financial year.

d. Other Matters

NONE

6. TO NOTE THE DRAFT MINUTES OF THE FOLLOWING COMMITTEE MEETINGS:

a. Cemetery Management Advisory Panel 13th November 2025

b. Environment and Services Committee held on 20th November 2025

NOTED.

7. TO CONSIDER AND APPROVE TOPOGRAPHICAL SURVEY AT ALLOTMENTS

A topographical survey is needed to consider a design for a parish office/community facility at the allotments. Three quotes were sourced from Alpha Surveys, A& B Surveys and Anglia Land Surveys. The most cost-effective quote was received from Alpha Surveys.

RESOLVED: To appoint Alpha Surveys at a cost of £565 + VAT to complete a topographical survey at the allotments as per their quote.

8. TO CONSIDER AND APPROVE REMOVING/ MOVING WATER BUTT AT ALLOTMENTS

Cllr Whiting and Cllr Wright informed Councillors that one of the water butts at the allotments is no longer required. A quote was sourced from SCL Landscape Management Ltd as they previously did work on the water infrastructure and are well aware of the exact details and location of the infrastructure. They have provided cost efficient and excellent service to the council over many years.

RESOLVED: To appoint SCL Landscape Management Ltd to remove the water tank between plot X6B and X5A at the allotments and to cap the water pipe.

9. TO CONSIDER REPOSITIONING OF MANURE BINS AT THE ALLOTMENTS

Cllr Whiting and Cllr Wright reported verbally on the condition, placement, and management of manure and compost bins at the allotment site. Ongoing issues were highlighted, including vermin infestation and the persistent misuse of bins for the disposal of household waste, contrary to allotment rules.

RESOLVED: That the Council approve the rationalisation, repositioning, and, where necessary, removal of manure and compost bins at the allotment site in order to address vermin infestation and prevent unauthorised use. Such action shall be informed by guidance received from the National Allotment Society. The Chairman and Vice-Chairman were granted delegated authority to implement the agreed measures, to communicate requirements to allotment holders, and to take such steps as are necessary to secure compliance once the National Allotment Society's advice has been received.

10. TO CONSIDER AND REVIEW THE FOLLOWING POLICY DOCUMENTS:

- a. **Accident Reporting Policy and Procedure**
- b. **Anti-corruption and Bribery Policy**
- c. **Anti-harrassment and Bullying Policy**
- d. **Appraisal Policy**
- e. **Climate Awareness and Environmental Policy**
- f. **Community Engagement Strategy**
- g. **Co-option of Councillors**
- h. **Data Protection Policy**
- i. **Disciplinary Policy**
- j. **Disciplinary Procedure**
- k. **Dispensation Policy**
- l. **Document and Electronic Data Retention Policy**
- m. **Donation and Grant Policy**
- n. **Emergency and Dependants Leave Policy**
- o. **Equal Opportunities Policy**
- p. **Flexible Working**
- q. **Grievance Procedure**
- r. **Health and Safety Policy**
- s. **Holiday Pay Policy**
- t. **Internal Banking Policy**
- u. **Information Security Incident Policy**
- v. **Internal Control Policy**
- w. **Lone Worker Policy**
- x. **Media Policy**
- y. **Meeting Attendance Policy**

The Clerk informed Councillors that the policies will have to be reviewed. Minor changes were made to the above-mentioned policies as they were fit for purpose.

RESOLVED: To adopt policies a-y as current.

11. TO REVIEW HOSTING OF EMAIL ADDRESSES

The Clerk informed Councillors that it was agreed to acquire IMAP email addresses. This cannot be run as a separate system to the existing 365 addresses. It would be best to standardise all email addresses to 365 addresses that has many benefits and future proofs the Council. This would be best placed with the current IT provider, Cloudflex and would have an additional cost of £570 to the IMAP emails that were previously agreed.

RESOLVED: To appoint Cloudflex to provide 365 email addresses to standardise councillor and officer email addresses at an extra cost of £570 + VAT.

12. GENERAL PARISH MATTERS & CORRESPONDENCE

a. General Parish Matters

None

b. Correspondence received

Correspondence from Suffolk County Council regarding the delay to the inaugural mayoral election for Norfolk and Suffolk. Councillors noted this.

13. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

14. CLOSE OF MEETING

The Chairman closed the meeting at 8.15pm

Rushmere St Andrew Parish Council

9 December 2025 (2025-2026)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
	03	24/04/2025 - 24/11/2025				Confidential			35,310.61		35,310.61
38	Telephone, internet &	01/04/2025		Barclays- General		Phone calls transfer office	T2K Voice and Data	S	52.17	10.43	62.60
37	Cemetery administration	01/04/2025		Barclays- Cemete		Bank charges - March	Barclays	E	9.10		9.10
39	Bank charges	04/04/2025		Barclays- General		Bank charges - March	Barclays	E	8.50		8.50
8	Subscriptions	10/04/2025	03/04/2025 (6f)	Barclays- General	Internet	SALC Membership	SALC	E	1,279.74		1,279.74
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
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
3	Cemetery administration	10/04/2025	06/06/2024 (18)	Barclays- Cemete	Internet	Registrar of	Kevin Braizer	X	144.50		144.50
4	Play Inspections	10/04/2025	06/06/2024 (18)	Barclays- General	Internet	Playground	Kevin Braizer	X	68.00		68.00
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
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
36	Cemetery administration	22/04/2025		Barclays- Cemete		Mobile phones contracts	H3G	S	82.96	16.59	99.55
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
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
11	Cemetery administration	24/04/2025	03/04/2025 (6f)	Barclays- Cemete	Internet	Subscription fee 2025/26	ICCM	E	105.00		105.00
12	Cemetery maintenance	24/04/2025	05/06/2025	Barclays- Cemete	Internet	Signs Lawn Cemetery	Signomatic	S	105.89	21.18	127.07
35	Telephone, internet &	01/05/2025		Barclays- General		Phone calls transfer office	T2K Voice and Data	S	55.22	11.04	66.26
20	Office Administration	02/05/2025	12/12/24 (6b)	Barclays- General	Internet	Stamps office	Peter Massey	E	6.96		6.96
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
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
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
28	Pond Maintenance	07/05/2025		Barclays- General	Internet	Pond Maintenance - April	S.C.L Landscape	S	120.00	24.00	144.00
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
30	Bee Cafes	07/05/2025		Barclays- General	Internet	Hosepipe Bee Cafes	Elmers Hardware	S	127.47	25.50	152.97
31	Community Events	07/05/2025		Barclays- General	Internet	Refreshments Annual	Sylvia Stannard	E	66.50		66.50
32	Cemetery maintenance	07/05/2025	Filing ref:1.01 PC Minutes 04/12/25	Barclays- Cemete	Internet	Garden Signage No. PC	Kevin Braizer	X	306.00		306.00
33	Cemetery administration	07/05/2025	Consider Draft until Signed, Signed as a true record: RE Wating	Barclays- Cemete	Internet	Registrar of burials - April	Kevin Braizer	X	110.50		110.50

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
34	Cemetery maintenance	07/05/2025		Barclays- Cemete	Internet	Maintenance Lawn	S.C.L Landscape	S	594.00	118.80	712.80
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		Barclays- General	Internet	Maintenance Foxwood	S.C.L Landscape	S	40.00	8.00	48.00
42	Bank charges	08/05/2025	12/12/24 6b	Barclays- General		Bank charges May 2025	Barclays	E	8.50		8.50
48	Cemetery administration	08/05/2025		Barclays- Cemete		Bank charges - May 2025	Barclays	E	8.50		8.50
40	IT, printer and office	19/05/2025	12/12/24 6b	Barclays- General	S40	Printer contract	Evolve Business	S	107.63	21.53	129.16
41	Hire charges and meeting	19/05/2025	12/12/24 6b	Barclays- General	Internet	Hire of meeting	PCC St Andrews	X	60.00		60.00
43	Community Events	21/05/2025	12/12/24 (6b)	Barclays- General	S43	Refreshments Annual	Sylvia Stannard	E	114.27		114.27
49	Cemetery administration	22/05/2025		Barclays- Cemete		Mobile phone	H3G	S	82.96	16.59	99.55
92	Telephone, internet &	02/06/2025		Barclays- General		Transfer calls office to	T2K Voice and Data	S	49.83	9.97	59.80
91	Allotment water charges	02/06/2025		Barclays- General		Water charges	Anglian Water	X	687.93		687.93
93	Bank charges	05/06/2025		Barclays- General		Bank charges - June 2025	Barclays	X	8.50		8.50
88	Cemetery administration	05/06/2025		Barclays- Cemete		Bank charges - June 2025	Barclays	X	8.50		8.50
62	Office Administration	09/06/2025		Barclays- General	Internet	Title Deed search - land	Peter Massey	X	7.00		7.00
51	IT, printer and office	09/06/2025		Barclays- General	S51	Microsoft Office 365	CloudFlex Systems	S	235.50	47.10	282.60
53	Pond Maintenance	09/06/2025		Barclays- General	Internet	Maintenance ponds - May	S.C.L Landscape	S	60.00	12.00	72.00
55	LNRs, POS, Paths	09/06/2025		Barclays- General		Remove green waste on	S.C.L Landscape	S	70.00	14.00	84.00
56	LNRs, POS, Paths	09/06/2025		Barclays- General	Internet	Cut front grass 1m back	S.C.L Landscape	S	40.00	8.00	48.00
50	Bee Cafes	09/06/2025		Barclays- General	S50	Plants for bee cafes at	Katie's Garden	S	460.00	92.00	552.00
52	Parish handyman	09/06/2025		Barclays- General	S52	Parish handyman	JN Jim	X	303.75		303.75
54	Allotment maintenance	09/06/2025		Barclays- General	Internet	Maintenance	S.C.L Landscape	S	88.50	17.70	106.20
57	Play Inspections	09/06/2025		Barclays- General	Internet	Maintenance play	S.C.L Landscape	S	180.03	36.01	216.04
58	Cemetery maintenance	09/06/2025		Barclays- Cemete	Internet	Planting at cemetery	S.C.L Landscape	S	895.00	179.00	1,074.00
59	Cemetery maintenance	09/06/2025		Barclays- Cemete		Cemetery	S.C.L Landscape	S	632.50	126.50	759.00
60	Cemetery administration	09/06/2025		Barclays- Cemete		Hosepipe gardening	S.C.L Landscape	X	55.00		55.00
61	Cemetery skips	09/06/2025		Barclays- Cemete		Skip exchange 12/06/2025	Sun Skips	S	254.34	50.87	305.21
94	Allotment water charges	17/06/2025		Barclays- General		Water charges - June 2025	Anglian Water	X	18.19		18.19
89	Cemetery water	17/06/2025		Barclays- Cemete		Water charges - June 2025	Anglian Water	X	59.96		59.96
90	Cemetery administration	23/06/2025		Barclays- Cemete		Mobile phone	H3G	S	82.96	16.59	99.55
63	IT, printer and office	24/06/2025		Barclays- Cemete		Parish online June	Parish Online	S	240.00	48.00	288.00
64	Hire charges and meeting	24/06/2025		Barclays- General		Hall hire meetings June	PCC St Andrews	X	60.00		60.00
65	Replacement Office	24/06/2025		Barclays- General		Equipment for	Amazon	S	103.44	20.68	124.12
66	Community Events	24/06/2025	Filing ref:1.01 PC Minutes 041225	Barclays- General		Ribbon Keynote Sensor	Amazon	S	8.32	1.67	9.99
67	LNRs, POS, Paths	24/06/2025	Consider Draft until Signed, Signed as a true record: RE Writing Date: 15/01/2026	Barclays- General		Aluminium signs rights of	Signomatic	S	150.32	30.06	180.38

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
71	Cemetery maintenance	24/06/2025		Barclays- Cemete		Gardening - May 2025	Kevin Braizer	X	68.00		68.00
72	Cemetery administration	24/06/2025		Barclays- Cemete		Registrar of burials - June	Kevin Braizer	X	161.50		161.50
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
75	Bee Cafes	02/07/2025		Barclays- General		Bee cafes at Foxwood	Paul Martin	X	200.00		200.00
76	Cemetery administration	02/07/2025		Barclays- Cemete		Transfer of exclusive rights	Lines	X	920.00		920.00
97	Bank charges	07/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Bank charges - July 2025	Barclays	X	8.50		8.50
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
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
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
77	Community Events	07/07/2025	24/04/2025 11	Barclays- General	Internet	Kelvedon Sensory Garden	Suffolk Mind	X	156.00		156.00
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
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
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
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
87	Cemetery maintenance	07/07/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Gardening cemetery - June	Kevin Braizer	X	306.00		306.00
98	Office Administration	11/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Title deed and map	Sylvia Stannard	X	14.00		14.00
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
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
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
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
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 04/225	Barclays- General		Phone calls transfer office	T2K Voice and Data	S	82.94	16.59	99.53
115	Bank charges	04/08/2025	Consider Draft until Signed, Signed as a true record: RE Writing Date: 15/01/2026	Barclays- General		Bank charges - Aug 2025	Barclays	X	8.50		8.50

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
101	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
111	04/08/2025	14/12/2023 (8b)	Barclays- General	Internet	Play Area	Kevin Braizer	X	34.00		34.00
112	04/08/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Registrar of Burials - July	Kevin Braizer	X	263.50		263.50
113	04/08/2025		Barclays- General		Parish handyman	JN Jim	X	298.24		298.24
114	04/08/2025		Barclays- Cemete		Bank charges - Aug 2025	Barclays	X	9.10		9.10
110	04/08/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Gardening cemetery - July	Kevin Braizer	X	340.00		340.00
149	12/08/2025	12/12/24 6b	Barclays- General	Internet	Water charges allotments	Anglian Water	X	59.58		59.58
150	12/08/2025	12/12/24 6b	Barclays- General	Internet	Water charges allotments	Anglian Water	X	4.62		4.62
121	13/08/2025	14/12/2023 (8b)	Barclays- General	Internet	Hire of meeting	PCC St Andrews	X	30.00		30.00
122	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	13/08/2025	14/12/2023 (8b)	Barclays- General	Internet	Printer contract	Evolve Business	S	60.00	12.00	72.00
126	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	13/08/2025	14/12/2023 (8b)	Barclays- General	Internet	Maintenance Play	S.C.L Landscape	S	180.03	36.01	216.04
120	13/08/2025	14/12/2023 (8b)	Barclays- General	Internet	Prune Pine Tree and	Acorn Trees	S	380.00	76.00	456.00
123	13/08/2025	14/12/2023 (8b)	Barclays- General	Internet	SID lithium battery	Leoch Battery UK Ltd	S	128.88	25.78	154.66
125	13/08/2025	14/12/2023 (8b)	Barclays- General	Internet	Grass maintenance land	S.C.L Landscape	S	15.00	3.00	18.00
127	13/08/2025	14/12/2023 (8b)	Barclays- General	Internet	Grass maintenance and	S.C.L Landscape	S	177.00	35.40	212.40
127	13/08/2025	14/12/2023 (8b)	Barclays- General	Internet	Grass maintenance and	S.C.L Landscape	S	95.00	19.00	114.00
128	13/08/2025	14/12/2023 (8b)	Barclays- General	Internet	Kelvedon Sensory	S.C.L Landscape	S	210.00	42.00	252.00
129	13/08/2025	14/12/2023 (8b)	Barclays- General	Internet	Maintenance Foxwood	S.C.L Landscape	S	40.00	8.00	48.00
132	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
131	13/08/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Cemetery	S.C.L Landscape	S	554.00	110.80	664.80
151	15/08/2025	12/12/24 6b	Barclays- General	Internet	Water charges allotments	Anglian Water	X	131.35		131.35
152	15/08/2025	12/12/24 6b	Barclays- General	Internet	Water charges	Anglian Water	X	-131.35		-131.35
148	22/08/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Phone call transfer &	H3G	S	82.96	16.59	99.55
139	24/08/2025	12/12/24 6b	Barclays- General	Internet	Office stationary	Sylvia Stannard	E	7.60		7.60
138	24/08/2025	12/12/24 6b	Barclays- Cemete	Internet	Skip exchange 21/08/2025	Sun Skips	S	254.34	50.87	305.21
145	03/09/2025	12/12/24 6b	Barclays- General	Internet	Office stationary	Amazon	S	3.79	0.76	4.55
147	03/09/2025	12/12/24 6b	Barclays- General	Internet	Key for Broke Hall Playing	Sylvia Stannard	E	9.85		9.85
140	03/09/2025	12/12/24 6b	Barclays- General	Internet	Buglar VJ Day	Fergus Odam	E	20.00		20.00
141	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	03/09/2025	12/12/24 6b	Barclays- General	Internet	Parish handyman	JN Jim	X	75.00		75.00
143	03/09/2025	Filing 12/12/24 6b	Barclays- Cemete	Internet	Paper for office No. PC 103	Amazon	S	16.75	3.35	20.10
144	03/09/2025	Considered Draft until Signed 03/09/2025	Barclays- Cemete	Internet	Office filling system	Amazon	S	8.70	1.74	10.44
146	03/09/2025	Internet payment S146	Barclays- Cemete	Internet	Office filling system	Amazon	S	6.32	1.26	7.58

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
187	Bank charges	05/09/2025		Barclays- General	Internet	Bank charges - September	Barclays	X	8.50		8.50
188	Cemetery administration	05/09/2025		Barclays- Cemete		Bank charges - September	Barclays	X	8.50		8.50
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
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
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
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
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
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
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
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
191	Cemetery water	17/09/2025		Barclays- Cemete		Water	Anglian Water	X	48.76		48.76
171	Office Administration	22/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Safety vests	Amazon	S	69.37	13.88	83.25
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
172	Community Events	22/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Remembrance	Amazon	S	12.51	2.49	15.00
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
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
214	Telephone, internet &	01/10/2025		Barclays- General		Phone calls transfer &	T2K Voice and Data	S	57.29	11.46	68.75
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
180	Parish handyman	01/10/2025	14/12/2023 (8b)	Barclays- General	Internet	Parish handyman	JN Jim	X	389.57		389.57
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
183	Cemetery administration	01/10/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Stamps	Sylvia Stannard	E	6.96		6.96

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Consider Draft until Signed Signed as a true record

RE Whiting

Date: 15/01/2026

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
184	01/10/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Skip exchange at lawn	Sun Skips	S	267.06	53.41	320.47
185	01/10/2025	14/12/2023 (8b)	Barclays- General	Internet	Projection on church VJ	TM Services Audio	S	500.00	100.00	600.00
190	06/10/2025	07/11/2024 (12)	Barclays- General	Internet	Bank charges - October	Barclays	X	8.50		8.50
189	06/10/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Bank charges - October	Barclays	X	8.50		8.50
200	13/10/2025		Barclays- General	Internet	Lead for laptop	Sylvia Stannard	S	48.74	9.75	58.49
201	13/10/2025		Barclays- General	Internet	Hire of meeting	PCC St Andrews	X	90.00		90.00
195	13/10/2025		Barclays- General	Internet	Maintenance play	S.C.L Landscape	S	662.14	132.43	794.57
197	13/10/2025		Barclays- General		Maintenance ponds - Sept	S.C.L Landscape	S	120.00	24.00	144.00
205	13/10/2025		Barclays- General	Internet	No fishing sign ponds	Amazon	S	10.91	2.18	13.09
193	13/10/2025		Barclays- General	Internet	Refreshments VJ Day	PCC St Andrews	X	30.81		30.81
194	13/10/2025		Barclays- General	Internet	Grass maintenance land	S.C.L Landscape	S	15.00	3.00	18.00
198	13/10/2025		Barclays- General	Internet	Maintenance	S.C.L Landscape	S	177.00	35.40	212.40
199	13/10/2025		Barclays- General	Internet	Strimming of Rush Close	S.C.L Landscape	S	170.00	34.00	204.00
202	13/10/2025		Barclays- General	Internet	Play Area	Kevin Braizer	X	17.00		17.00
203	13/10/2025		Barclays- Cemete	Internet	Registrar of	Kevin Braizer	X	195.50		195.50
196	13/10/2025		Barclays- General	Internet	Maintenance Woodbridge	S.C.L Landscape	S	105.00	21.00	126.00
204	13/10/2025		Barclays- Cemete	Internet	Gardening	Kevin Braizer	X	136.00		136.00
206	13/10/2025		Barclays- Cemete	Internet	Maintenance cemetery	S.C.L Landscape	S	554.00	110.80	664.80
215	14/10/2025		Barclays- General		Water charges allotments	Anglian Water	X	427.23		427.23
213	22/10/2025		Barclays- Cemete	Internet	Mobile phone	H3G	S	82.96	16.59	99.55
207	25/10/2025		Barclays- General	Internet	Remembrance wreath &	Royal British Legion	E	41.00		41.00
208	25/10/2025		Barclays- General	Internet	Refreshments	Sylvia Stannard	X	82.50		82.50
211	25/10/2025		Barclays- Cemete	Internet	Parking fees - paying in	Sylvia Stannard	X	2.45		2.45
212	25/10/2025		Barclays- Cemete	Internet	Skip exchange at cemetery	Sun Skips	S	267.06	53.41	320.47
219	04/11/2025		Barclays- General		Wreath	Sylvia Stannard	X	20.00		20.00
221	04/11/2025		Barclays- General		Hire of Tower Hall	Parish Halls- Rushmere	X	1,825.00		1,825.00
217	04/11/2025		Barclays- General		Defibrillator pads	Sylvia Stannard	X	141.60		141.60
218	04/11/2025		Barclays- General		SID lithium battery	Battery Store	S	128.88	25.78	154.66
220	04/11/2025		Barclays- General		Playground	Kevin Braizer	X	34.00		34.00
222	04/11/2025		Barclays- General		Parish handyman	JN Jim	X	322.50		322.50
223	04/11/2025		Barclays- Cemete		Registrar of	Kevin Braizer	X	212.50		212.50
225	04/11/2025		Barclays- Cemete		Refreshments meeting	Sylvia Stannard	X	1.75		1.75
224	04/11/2025	Filing ref: 1.01 PC Minutes 041225	Barclays- Cemete		Gardening - October 2025	Kevin Braizer	X	102.00		102.00
227	04/11/2025	Consider Draft until Signed, Signed as a true record: 07/11/2025	Barclays- General	Date: 15/01/2026	Interim Clerk - Financial	Sylvia Stannard	X	243.50		243.50

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
228	13/11/2025	Training	Barclays- General		Financial	Sylvia Stannard	X	180.00		180.00
229	13/11/2025	Training	Barclays- General		Financial training - finance	Sylvia Stannard	X	279.00		279.00
226	13/11/2025	Hire charges and meeting	Barclays- General		Hire of meeting rooms	PCC St Andrews	X	60.00		60.00
230	13/11/2025	Community Events	Barclays- General		Refreshments	Sylvia Stannard	X	102.50		102.50
237	14/11/2025	IT, printer and office	Barclays- General		Printer contract	Evolve Business	S	64.15	12.83	76.98
233	14/11/2025	Play Area Maintenance	Barclays- General	Internet	Maintenance play	S.C.L Landscape	S	180.03	36.01	216.04
235	14/11/2025	Pond Maintenance	Barclays- General	Internet	Maintenance	S.C.L Landscape	S	60.00	12.00	72.00
231	14/11/2025	LNRs, POS, Paths	Barclays- General	Internet	Extra work	S.C.L Landscape	S	400.00	80.00	480.00
232	14/11/2025	LNRs, POS, Paths	Barclays- General	Internet	Grass maintenance land	S.C.L Landscape	S	15.00	3.00	18.00
234	14/11/2025	LNRs, POS, Paths	Barclays- General	Internet	Maintenance Woodbridge	S.C.L Landscape	S	40.00	8.00	48.00
236	14/11/2025	Allotment maintenance	Barclays- General	Internet	Maintenance	S.C.L Landscape	S	203.50	40.70	244.20
238	14/11/2025	Community Events	Barclays- General		Entertainment	Annika Roper	X	100.00		100.00
239	14/11/2025	Parish handyman	Barclays- General	Internet	Parish handyman	JN Jim	X	123.75		123.75
241	14/11/2025	Cemetery administration	Barclays- Cemete	Internet	Stamps	Sylvia Stannard	E	6.96		6.96
240	14/11/2025	Cemetery maintenance	Barclays- Cemete	Internet	Maintenance	S.C.L Landscape	S	1,677.50	335.50	2,013.00
250	30/11/2025	Allotment maintenance	Barclays- General	Internet	Maintenance	S.C.L Landscape	S	195.00	39.00	234.00
249	02/12/2025	Play Inspections	Barclays- General		Playground	Kevin Braizer	X	17.00		17.00
251	05/12/2025	Hire charges and meeting	Barclays- General	Internet	Hire of church	PCC St Andrews	X	30.00		30.00
245	08/12/2025	Training	Barclays- General	Internet	Interim Clerk - Financial	Sylvia Stannard	X	93.00		93.00
246	08/12/2025	Training	Barclays- General	Internet	Interim Clerk - Financial	Sylvia Stannard	X	243.50		243.50
247	08/12/2025	Telephone, internet &	Barclays- General	Internet	Domain name hosting and	Communities Action	S	112.92	22.58	135.50
248	08/12/2025	IT, printer and office	Barclays- General	Internet	Microsoft 365 subscriptions	CloudFlex Systems	S	235.50	47.10	282.60
252	08/12/2025	Cemetery administration	Barclays- Cemete	Internet	Registrar of	Kevin Braizer	X	221.00		221.00
253	08/12/2025	Cemetery maintenance	Barclays- Cemete	Internet	Gardening	Kevin Braizer	X	51.00		51.00
254	08/12/2025	Cemetery maintenance	Barclays- Cemete	Internet	Maintenance	S.C.L Landscape	S	272.00	54.40	326.40
Total								139,709.72	17,089.73	156,799.45