



# Rushmere St. Andrew Parish Council

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## Minutes of the Parish Council meeting held on 5<sup>th</sup> June 2025 at 7.30pm at St Andrew's Church Hall

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CHAIRMAN:	Cllr R Whiting
PRESENT:	Cllr R Whiting, Cllr M Newton, Cllr J Wright, Cllr S Taylor, Cllr K Driver, Cllr B Ward, Cllr K Barber, Cllr N Barber, Cllr R Nunn, Cllr M Odam, Cllr J Westrup, Cllr P Blundell, Cllr D Francis, Cllr M Brown, Cllr P Phillpot
APOLOGIES:	Cllr P Blundell (another commitment)
OTHER PRESENT:	None
CLERK:	Mr P Massey Clerk, Mrs S Stannard Assistant Clerk. Minutes taken by Mr P Massey
ALSO PRESENT:	0 Members of the public

### 1. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL & SIGNING OF DECLARATION OF ACCEPTANCE

Cllr Odam nominated Cllr Whiting and this was seconded by Cllr Brown. There were no other nominations. Cllr Whiting was duly elected unopposed as Chairman.

Cllr Whiting then signed the Chairman's Acceptance of Office form, witnessed by the Clerk.

RESOLVED: ALL in favour.

### 2. ELECTION OF VICE-CHAIRMAN OF THE PARISH COUNCIL

Cllr Taylor nominated Cllr Wright as Vice-Chairman. Seconded by Cllr Nunn. There were no other nominations. Cllr Wright was duly elected unopposed as Vice-Chairman.

RESOLVED: ALL in favour.

### 3. APOLOGIES, APPROVAL OF ABSENCE, PROTOCOL & CONDUCT REMINDERS

RESOLVED: Apologies for absence were received as above.

### 4. DECLARATIONS OF COUNCILLOR INTEREST

Cllr Wright declared a non-pecuniary interest in KJ Fencing and SCL Landscape Management Ltd.

Cllr Odam declared a non-pecuniary interest in St Andrew's Church.

**5. TO SIGN, AS A CORRECT RECORD, THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 3<sup>RD</sup> APRIL 2025**

RESOLVED: that the minutes of the Parish Council meeting held on the 3<sup>rd</sup> April 2025 be signed by the Chairman as a true record and adopted by the Council.

**6. PUBLIC PARTICIPATION**

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

Cllr Nunn raised concerns about the behaviour of golfers towards members of the public. Councillors were advised to record the date, time, and details of incidents so they could be reported appropriately.

Cllr Nunn advised Councillors that the seat next to the reed pond in the millstream has been removed.

Cllr Wright gave an update on Speedwatch, the Bee Café project and a recent TPO application.

**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 circulated and the contents discussed.

Matters arising: None.

**7. TO CONFIRM APPOINTMENTS OF OFFICERS TO THE PARISH COUNCIL (Clerk, Responsible Finance Officer, Assistant Clerk, Registrar of Burials)**

RESOLVED: the following appointments were re-confirmed.

Mr P Massey as Clerk

Mrs S Stannard as the Assistant Clerk & Responsible Finance Officer

Mr K Brazier as the Registrar of Burials

**8. TO CONFIRM MEMBERS' AFFILIATION TO COMMITTEES & ADVISORY PANELS AND REPRESENTATIVES ON PARTNER ORGANISATIONS & BOARDS**

RESOLVED: that the affiliation to committees, advisory panels and representatives on partner organisations and boards for the ensuing municipal year 2025-26 be made as follows:

**a. Environment and Services Committee**

Cllr Whiting, Cllr Driver, Cllr Francis, Cllr Newton, Cllr Nunn, Cllr Odam, Cllr Westrup, Cllr Wright, Cllr Ward, Cllr K Barber, Cllr Taylor (11 members).

**b. Planning and Transportation Committee**

Cllr Whiting, Cllr Driver, Cllr Francis, Cllr Phillpot, Cllr Newton, Cllr Nunn, Cllr Odam, Cllr Taylor, Cllr Westrup, Cllr Wright, Cllr Ward (11 members).

**c. Community Engagement Committee**

Cllr Whiting, Cllr Brown, Cllr Newton, Cllr Odam, Cllr Wright, Cllr Ward, Cllr N Barber, Cllr K Barber, Cllr Phillpot, Cllr Blundell (10 members).

**d. Cemetery Management Panel**

Cllr Whiting, Cllr Wright, Cllr Blundell, Cllr Phillpot, Mr Brazier (Registrar) (5 members).

**e. Allotment Advisory Panel**

Cllr Francis, Cllr Whiting, Cllr Westrup, Cllr Wright, Mr J Squirrell (Allotment Manager), Dr Wood (Allotment Tenant), Mrs Rozier (Allotment Tenant), Cllr N Barber, Cllr K Barber (9 members).

**f. Forward Planning Working Group**

Cllr Whiting, Cllr Wright, Cllr Driver, Cllr Westrup, Cllr Taylor, Cllr Phillpot (6 members).

- g. Representatives on Boards and Partner Organisations:-**
- |  |           |
|--|-----------|
| i. Community Emergency Adviser   | J Wright  |
| ii. PC Representative on Broke Hall School   | M Brown   |
| iii. PC Representative on Parish Halls Management Committee  | J Wright  |
| iv. PC Representative Churches   | R Whiting |
| v. Parish Council's Public Footpath Liaison Officer  | B Ward    |
| vi. PC Representative on Suffolk Association of Local Councils   | R Whiting |
| vii. Parish Council Community Emergency Adviser  | J Wright  |
| viii. PC Contact for Safeguarding of Children & Vulnerable Adults  | M Brown   |
| ix. Public Transport Liaison Contact   | J Wright  |
| x. Parish Tree & Pond Warden   | J Wright  |
| xi. PC Representative on the Woodbridge SNT ASB Group  | P Massey  |
| xii. PC Representative on Community Partnership Group<br>(including Rewilding forum and Road Safety Forum) | J Wright  |
| xiii. PC Representative on Rushmere Commoners  | K Driver  |
| xiv. Representative on Kesgrave Community Library  | M Brown   |
| xv. Representative on SAVID  | J Wright  |

## 9. FINANCE

**a. To note expenditure authorised under delegated authority**

NOTED: The following expenditure was authorised under delegated authority for safety reasons:

- Removal of a tree that had fallen on a neighbouring fence along a lane owned by the Parish Council adjacent to Pardoe Place. Cost: £150 + VAT. Contractor appointed: SCL Landscape Management Ltd (lowest quote).
- Reduction of a cherry tree at the Foxwood Rewilding Area (along Woodbridge Road) by 2 metres to ensure clearance from overhead wires. Cost: £425 + VAT. Contractor appointed: SCL Landscape Management Ltd (lowest quote).
- Replacement of broken gateposts at the Foxwood Rewilding Area (along Woodbridge Road) to ensure public safety. Cost: £220 + VAT. Contractor appointed: SCL Landscape Management Ltd (lowest quote).
- Replacement of gate locking sleeves, including straightened locking pin and re-concreting, at Broke Hall Playing Field to ensure the safety of volunteers locking and unlocking the gates. Cost: £210 + VAT. Contractor appointed: SCL Landscape Management Ltd (lowest quote).

**b. To approve the unaudited financial accounts for the year ending 31st March 2025**

RESOLVED: The unaudited financial accounts for the year ending 31st March 2025 were approved as presented.

The unaudited financial accounts had been circulated to all councillors in advance of the meeting. Members were advised that the Council moved from a receipts and payments basis in 2023/24 to an income and expenditure basis for 2024/25. The 2023/24 values were restated to reflect this.

**INCOME:**

Total receipts amounted to £224,620.08 – an increase of £12,033 on the previous year (£226,591). Key contributing factors included increases in burial income, allotment deposits, bank interest, and the precept.

- Burial income rose by £4,790 to £59,105

- Interest received increased to £2,684
- The precept rose by £3,000 to £26,300
- The Council received £30,330 in grant funding

**EXPENDITURE:**

Total expenditure was £238,624.04 – a decrease of £12,921 from the previous year. This reduction was mainly due to the cessation of S19 loan repayments and the completion of one-off projects such as the Enchanted Tree Trail and Playford Road traffic calming scheme during 2023/24.

Notable expenditure in 2024/25 included:

- Subscription to Scribe financial software
- Repointing of the Kelvedon Sensory Garden wall
- Completion of a tree safety report and follow-up works
- Provision of community “Chinwag” sessions
- Installation of a TV screen at the hall
- Hosting of several parish events
- Installation of gateway signs
- Cemetery improvements including new paths, fencing and drainage
- Erection of a new allotment hut

As of 31st March 2025, the Council's total net assets stood at £332,257. Of this, £264,276 was held in earmarked reserves and the general fund balance was £67,981.

The Chairman thanked the Responsible Financial Officer on behalf of the Council for her work in preparing the accounts.

**c. To approve the Annual Governance and Accountability Return (AGAR) 2024/25 Part 3, Section 1 – Annual Governance Statement**

RESOLVED: That the Annual Governance Statement for 2024/25 (Section 1 of the AGAR) be approved. The document was signed by the RFO prior to the meeting and by the Chairman at the meeting.

**d. To approve the AGAR 2024/25 Part 3, Section 2 – Accounting Statements**

RESOLVED: That the Accounting Statements for 2024/25 (Section 2 of the AGAR) be approved. The document was signed by the RFO prior to the meeting and by the Chairman at the meeting.

**e. To consider and approve the internal audit report for year ending 31st March 2025**

RESOLVED: That the internal audit report for 2024/25, conducted by Heelis & Lodge, be accepted. No adverse issues were raised. The only recommendation was to update Standing Order 18c at the next review to reflect updated procurement regulations. This matter is to be considered under Item 13 of this meeting.

**f. To consider and approve the statement of review and control of audit procedures; internal control policy; and risk management strategy for 2025/26**

RESOLVED: That the above documents be approved, with the caveat that the risk management strategy be reviewed to reflect the recent acquisition of additional land and trees.

**g. To confirm appointment of Internal Auditor for 2025/26**

RESOLVED: That Heelis & Lodge be appointed as the Internal Auditor for the 2025/26 financial year, with the Council satisfied that they meet the necessary criteria for independence and audit capability as determined in the statement of review and control of audit procedures.

**h. To confirm bank signatories**

RESOLVED: That the following individuals be confirmed as bank signatories for 2025/26:

Cllr Whiting, Cllr Driver, Cllr Westrup, Cllr Phillpot, Mr P Massey (Clerk), and Mrs S Stannard (Assistant Clerk/RFO). Mrs Stannard is authorised to initiate electronic payments, and Mr Massey is a signatory for the debit card as the named official.

**i. To confirm existing Standing Orders and Direct Debits**

RESOLVED: That the following be confirmed and are monitored regularly by the Chairman:

- Standing Orders: None in place
- Direct Debits:
  - Mobile phone contracts (four devices: two officers, Chairman, Vice-Chairman)
  - Anglian Water (Cemetery and Allotments)
  - Information Commissioner's Office (Annual registration fee)
  - Community Action Suffolk (Website hosting)
  - Nest (Pension contributions)
  - T2K Voice and Data (Call transfers and internet)

**j. To confirm S137 expenditure powers for specific financial commitments**

RESOLVED: (1) That Section 137 actual expenditure be confirmed for 2024/25 as £1,303. The power permits expenditure of up to £10.81 per elector (5,196 electors), giving a total limit of £56,168.76.

(2) Section 137 expenditure for 2025/2026 be agreed as donations up to £2,000 and the purchase of Remembrance wreaths.

**k. To note S19 loan maturity**

NOTED: That the loan repayments to the Public Works Loan Board (PWLb) for the building of Tower Hall have now been completed.

**l. To note VAT reclaim submission for 2024/25**

NOTED: That a VAT reclaim in the sum of £22,496.91 is to be submitted to HMRC for the 2024/25 financial year.

**m. To note dates for public rights inspection and publication of annual accounts**

NOTED: That the dates for the exercise of public rights and inspection of the 2024/25 accounts will be from 3rd June to 14th July 2025.

**10. TO CONSIDER AND APPROVE RECOMMENDATIONS REGARDING EXCLUSIVE RIGHTS REFUND REQUEST AT LAWN CEMETERY**

RESOLVED: Following advice from ICCM and recommendation from the Cemetery Management Panel; to process the refund request of £920 to individuals who had paid £960.00 for exclusive rights at the Rushmere St Andrew Lawn Cemetery in 2019 and wanted to transfer the rights back to the Parish Council. An administrative fee of £40 will be charged for the transfer of the exclusive rights back to the Parish Council.

**11. TO CONSIDER AND APPROVE RECOMMENDATIONS REGARDING KELVEDON SENSORY GARDEN OPENING**

RESOLVED: Following a recommendation from the Community Engagement Committee, to allocate £300 from Earmarked Reserves for an opening event to be held in July 2025. The potential for funding an information board will be considered at a future Parish Council meeting.

**12. TO ESTABLISH A WORKING GROUP TO DEAL WITH POTENTIAL WEBSITE OVERHAUL AND DOMAIN CHANGES**

The Council considered a recommendation from the Community Engagement Committee to establish a working group to explore transitioning to .gov.uk domain and undertaking a website overhaul.

It was agreed that Terms of Reference be prepared for consideration at a future Parish Council meeting. Councillors interested in joining the working group were invited to contact the Clerk or Assistant Clerk.

**13. TO CONSIDER AND APPROVE UPDATES TO THE MODEL STANDING ORDERS**

RESOLVED: To approve the updated NALC Model Standing Order (England) to comply with new procurement legislation and ensure consistency with the Model Financial Regulation.

**14. GENERAL PARISH MATTERS & CORRESPONDENCE**

**a. General Parish Matters**

No matters arising.

**b. Correspondence received**

Nothing to report.

**15. DETERMINATION OF ITEMS FOR FUTURE AGENDA**

No matters arising.

**16. CLOSE OF MEETING**

The Chairman closed the meeting at 8.15pm

**Rushmere St Andrew Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2025 and 20-05-2025)**

**Cost Centre Administration**

**Code Number 4 Office Administration**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
20	02/05/2025		12/12/24	Barclays- Genera	Internet	Stamps office	Peter Massey	E	6.96		6.96
									Subtotal for Code: Office Administration	£6.96	£6.96

**Code Number 7 Subscriptions**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
8	10/04/2025	Invoice no	03/04/2025	Barclays- Genera	Internet	SALC Membership Subscription	SALC	E	1,279.74		1,279.74
17	02/05/2025		03/04/2025	Barclays- Genera	Internet	Annual membership 2025/26	SLCC	E	300.00		300.00
18	02/05/2025		03/04/2025	Barclays- Genera	Internet	Subscription fee 2025/2026	National Allotment Society	E	84.00		84.00
									Subtotal for Code: Subscriptions	£1,663.74	£1,663.74

**Code Number 8 Telephone, internet & website**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
35	01/05/2025			Barclays- Genera		Phone calls transfer office number &	T2K Voice and Data	S	55.22	11.04	66.26	
38	01/04/2025			Barclays- Genera		Phone calls transfer office number &	T2K Voice and Data	S	52.17	10.43	62.60	
									Subtotal for Code: Telephone, internet & website	£107.39	£21.47	£128.86

**Code Number 9 IT, printer and office equipment**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
40	19/05/2025	010667	12/12/24	Barclays- Genera	S40	Printer contract	Evolve Business Solutions	S	107.63	21.53	129.16	
									Subtotal for Code: IT, printer and office	£107.63	£21.53	£129.16

**Code Number 10 Audit & accounting software**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
6	10/04/2025	INV-9060	16/01/2025	Barclays- Genera	Internet	Scribe set up fee and subscription	Starboard Systems	S	557.00	111.40	668.40	
19	02/05/2025	HL9552	09/05/2024	Barclays- Genera	Internet	Internal audit for year ending 31	Heelis and Lodge	X	400.00		400.00	
									Subtotal for Code: Audit & accounting software	£957.00	£111.40	£1,068.40

**Code Number 11 Bank charges**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
39	04/04/2025			Barclays- Genera		Bank charges - March 2025	Barclays	E	8.50		8.50
42	08/05/2025		12/12/24	Barclays- Genera		Bank charges May 2025	Barclays	E	8.50		8.50
									Subtotal for Code: Bank charges	£17.00	£17.00

**Code Number 12 Hire charges and meeting rooms**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
10	24/04/2025	Invoice	12/12/24	Barclays- Genera	Internet	Hire of Meeting Rooms - April 2025	PCC St Andrews	X	90.00		90.00
21	07/05/2025	6032 TH		Barclays- Genera	Internet	Hire of Tower Hall	Parish Halls- Rushmere St Andrew	X	1,825.00		1,825.00
41	19/05/2025	021A/2025	12/12/24	Barclays- Genera		Hire of meeting rooms - May 2025	PCC St Andrews	X	60.00		60.00
									Subtotal for Code: Hire charges and meeting rooms	£1,975.00	£1,975.00

Subtotal for Code: Administration 4,834.72 154.40 4,989.12

Subtotal for Cost Centre: Administration 4,834.72 154.40 4,989.12

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 Date: 5<sup>th</sup> JUNE 2025

Consider Draft until signed/initialled as a true record: RE WHITING

**Cost Centre Allotments**

**Rushmere St Andrew Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2025 and 20-05-2025)**

20 May 2025 (2025-2026)

**Code Number 48 Allotment maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
25	07/05/2025	Invoice 4123		Barclays- Genera	Internet	Maintenance allotments - April 2025	S.C.L Landscape Management	S	177.00	35.40	212.40
Subtotal for Code: Allotment maintenance									£177.00	£35.40	£212.40
Subtotal for Cost Centre: Allotments									177.00	35.40	212.40

**Cost Centre Cemetery**

**Code Number 53 Cemetery administration**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
3	10/04/2025	056	06/06/2024	Barclays- Cemete	Internet	Registrar of Burials - March 2025	Kevin Braizer	X	144.50		144.50
7	10/04/2025	INV-9060	16/01/2025	Barclays- Cemete	Internet	Scribe set up fee and subscription	Starboard Systems	S	597.00	119.40	716.40
11	24/04/2025	4506/2025/26	03/04/2025	Barclays- Cemete	Internet	Subscription fee 2025/26	ICCM	E	105.00		105.00
33	07/05/2025	61		Barclays- Cemete	Internet	Registrar of burials - April 2025	Kevin Braizer	X	110.50		110.50
36	22/04/2025			Barclays- Cemete		Mobile phones contracts	H3G	S	82.96	16.59	99.55
37	01/04/2025			Barclays- Cemete		Bank charges - March 2025	Barclays	E	9.10		9.10
Subtotal for Code: Cemetery administration									£1,049.06	£135.99	£1,185.05

**Code Number 56 Cemetery skips**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	10/04/2025	SI-168186	12/12/24	Barclays- Cemete	Internet	Skip exchange at Lawn	Sun Skips	S	254.34	50.87	305.21
Subtotal for Code: Cemetery skips									£254.34	£50.87	£305.21

**Code Number 57 Cemetery maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
2	10/04/2025	57	06/06/2024	Barclays- Cemete	Internet	Gardening at Lawn	Kevin Braizer	X	153.00		153.00
12	24/04/2025	Invoice	05/06/2025	Barclays- Cemete	Internet	Signs Lawn Cemetery	Signomatic	S	105.89	21.18	127.07
32	07/05/2025	60		Barclays- Cemete	Internet	Gardening at Lawn Cemetery - April	Kevin Braizer	X	306.00		306.00
34	07/05/2025	Invoice 4121		Barclays- Cemete	Internet	Maintenance Lawn Cemetery - April	S.C.L Landscape Management	S	594.00	118.80	712.80
Subtotal for Code: Cemetery maintenance									£1,158.89	£139.98	£1,298.87
Subtotal for Cost Centre: Cemetery									2,462.29	326.84	2,789.13

**Cost Centre Earmarked Reserves**

**Code Number 37 Community Events**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
31	07/05/2025			Barclays- Genera		Refreshments Annual Meeting	Sylvia Stannard	E			
Subtotal for Code: Community Events											
Subtotal for Cost Centre: Earmarked Reserves											

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**Cost Centre Environment & Assets**

**Code Number 25 Pond Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
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Date: 5<sup>th</sup> JUNE 2025

Consider Draft until signed/initialled as a true record: RE WHITING

**Rushmere St Andrew Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2025 and 20-05-2025)**

20 May 2025 (2025-2026)

28	07/05/2025	Invoice 4124		Barclays- Genera	Internet	Pond Maintenance - April 2025	S.C.L Landscape Management	S	120.00	24.00	144.00
Subtotal for Code: Pond Maintenance									£120.00	£24.00	£144.00

**Code Number 26 Play Area Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
24	07/05/2025	Invoice 4128	01/05/2025	Barclays- Genera	Internet	Replacement of gate locking system	S.C.L Landscape Management	S	210.00	42.00	252.00
27	07/05/2025	Invoice 4122		Barclays- Genera	Internet	Play Area Maintenance - April 2025	S.C.L Landscape Management	S	360.06	72.01	432.07
Subtotal for Code: Play Area Maintenance									£570.06	£114.01	£684.07

**Code Number 28 Play Inspections**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
4	10/04/2025	58	06/06/2024	Barclays- Genera	Internet	Playground Inspections - March 2025	Kevin Braizer	X	68.00		68.00
22	07/05/2025	59	06/06/2024	Barclays- Genera	Internet	Play Area Inspections Monthly and	Kevin Braizer	X	93.50		93.50
Subtotal for Code: Play Inspections									£161.50		£161.50

**Code Number 30 Tree maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
23	07/05/2025	Invoice 4127	01/05/2025	Barclays- Genera	Internet	Removal of fallen dead tree lane	S.C.L Landscape Management	S	150.00	30.00	180.00
Subtotal for Code: Tree maintenance									£150.00	£30.00	£180.00

**Code Number 59 Rewilding**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
26	07/05/2025	Invoice 4129	01/05/2025	Barclays- Genera	Internet	Replacement of gate posts Foxwood	S.C.L Landscape Management	S	220.00	44.00	264.00
29	07/05/2025	Invoice 4125		Barclays- Genera	Internet	Maintenance Foxwood Rewilding	S.C.L Landscape Management	S	48.00	9.60	57.60
Subtotal for Code: Rewilding									£268.00	£53.60	£321.60
Subtotal for Cost Centre: Environment & Assets									1,269.56	221.61	1,491.17

**Cost Centre Grant Funding**

**Code Number 40 Bee Cafes**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
30	07/05/2025			Barclays- Genera		Hosepipe Bee Cafes Foxwood	Elmers Hardware	S	127.47	25.50	152.97
Subtotal for Code: Bee Cafes									£127.47	£25.50	£152.97

**Code Number 41 Kelvedon Sensory Garden**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
9	24/04/2025	Invoice 4116	16/01/2025	Barclays- Genera	Internet	Interim payment 25% at half way	S.C.L Landscape Management	S	14,998.75	2,999.75	17,998.50
Subtotal for Code: Kelvedon Sensory Garden									£14,998.75	£2,999.75	£17,998.50

**Code Number 45 Painting Trail Footpath**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
5	10/04/2025	9445	20/02/2025	Barclays- Genera	Internet	Paint trail on Pathway opposite	Playquip	S	1,276.00	255.20	1,531.20
Subtotal for Code: Painting Trail Footpath									£1,276.00	£255.20	£1,531.20

Subtotal for Cost Centre: Grant Funding									16,402.22	3,280.45	19,682.67
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 Date: 5<sup>th</sup> JUNE 2025

Consider Draft until signed/initialled as a true record: RE WHITING

**Cost Centre Salaries**

**Rushmere St Andrew Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2025 and 20-05-2025)**

20 May 2025 (2025-2026)

Code Number Vchr.	Date	Salaries Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
						Subtotal for Cost Centre:	Salaries		6,657.75		6,657.75
<b>TOTALS .....</b>									<b>£31,803.54</b>	<b>£4,018.70</b>	<b>£35,822.24</b>

Filing ref: 1.01 PC Annual Minutes - 010525.docx

Sequence

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Date: 5<sup>TH</sup> JUNE 2025

Consider Draft until signed/initialled as a true record: RE WHITING