



Rushmere St. Andrew Parish Council

www.rushmerestandrew.onesuffolk.net

Minutes of the Parish Council meeting held on 6th November 2025 at 7.30pm at St Andrew's Church Hall

CHAIRMAN: Cllr R Whiting

PRESENT: Cllr R Whiting, Cllr M Newton, Cllr K Driver, Cllr B Ward, Cllr R Nunn, Cllr M Odam, Cllr J Westrup, Cllr N Barber, Cllr K Barber, Cllr J Wright, Cllr D Francis, Cllr P Blundell

APOLOGIES: Cllr P Phillpot, Cllr M Brown

OTHER APOLOGIES: Cllr Dan Clery

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

ALSO PRESENT: Cllr R Cawley (ESC); 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 11TH SEPTEMBER 2025

RESOLVED: that the minutes of the Parish Council meeting held on 11th September 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

Cllr Driver made Councillors aware of the extinguish order for the Jubilee/ Enchanted Tree Trail path and that these paths will no longer be maintained. Assistant Clerk to follow up.

Cllr Driver updated Councillors on the actions of the Commoners with regards to the homeless person living in a tent on the Little Heath.

Cllr Westrup reported that the white lines opposite the Baptist Church has been painted.

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.
Verbal update from Councillor Cawley.

5. FINANCE

a. To note expenditure authorised under delegated authority

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

- SID Battery – Leoch Battery Ltd - £128.88 + VAT – Battery Store
- Defibrillator Pads - £118 + VAT – Four Square Healthcare Ltd

b. To consider and approve reconciliations and budget monitoring 31 August 2025

The bank reconciliations for September and October 2025 were provided in advance of the meeting. The budget monitoring report, covering the period up to the end of October 2025, was also made available beforehand.

RESOLVED: That the bank reconciliation for September and October 2025 be approved.
That the budget monitoring up to the end of October 2025 be approved.

Items c, de and e were considered together.

c. To consider and approve .gov domain name for website and gov.uk email addresses for officers and councillors; d. To consider and approve carrying out accessibility audit and corrections on website; e. To consider and approve IT policy

The Assistant Clerk provided Councillors with the necessary information regarding the new audit compliance requirements that came into force. Three quotes were sourced from Community Action Suffolk, Aubergine and Cloudflex for:

.gov domain name;

.gov.uk email addresses for councillors and officers; and

making the website accessibility complaint.

The most cost-effective quotation was from Community Action Suffolk and they currently also host the parish council website and have provided very good service to the Council.

An appropriate IT policy that covers effective and secure information technology (IT) and email usage, guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors was considered.

RESOLVED:

To appoint Community Action Suffolk at a cost of £27.50 + VAT to acquire .gov domain name.

To approve the quotation from Community Action Suffolk for £351 + VAT to host 13 new councillor Rushmere St Andrew Parish Council .gov email addresses.

To appoint Cloudflex at a cost of £110 + VAT to sync all existing systems with new systems and change current .org email addresses to .gov email addresses.

To appoint Community Action Suffolk for a cost of £108 + VAT to complete an accessibility audit WCAG2.2A, address accessibility issues and complete an accessibility statement for publication.

To approve the IT Policy for the parish council.

f. To consider and agree purchase of two laptops

The Assistant Clerk informed Councillors that the two office laptops are no longer fit for purpose. Three quotations were sourced for replacement laptops from Cloudflex, Laptops Direct and Tech Bazaar. The recommended and most cost-efficient option is to appoint Cloudflex. In the past they have provided very good service to the council.

RESOLVED: To appoint Cloudflex at a cost of £2,000 to source, deliver and set up two laptops for office use after consultation with Cllr Driver and Cllr Blundell to ensure the specs for the laptops are appropriate.

f. Other matters

None.

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

- a. **Personnel Committee held on 20th June 2025**
- b. **Environment and Services Committee held on 19th September 2025**
- c. **Planning and Transportation Committee held on 2nd October 2025**
- d. **Personnel Committee held on 31st October 2025**

NOTED.

7. TO NOTE ARRANGEMENTS FOR REMEMBRANCE DAY

Arrangements discussed.

NOTED.

8. TO CONSIDER DECEMBER PARISH COUNCIL MEETING

Arrangements for Christmas Parish Council meeting discussed. It will be a smaller meeting this year.

NOTED.

9. TO NOTE PROGRESS ON SECTION 8 APPLICATION TO SECRETARY OF STATE

Section 8 approval obtained from Secretary of State.

NOTED.

10. TO CONSIDER AND APPROVE UPDATE TO FORWARD PLANNING TERMS OF REFERENCE

Terms of Reference updated.

RESOLVED: To approve the updated Terms of Reference of the Forward Planning Group.

11. GENERAL PARISH MATTERS & CORRESPONDENCE

a. General Parish Matters

None

b. Correspondence received

None

12. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

Item 13-16 is subject to exclusion of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960

13. APPROVAL OF APPRAISAL FOR ASSISTANT CLERK, CONSIDERATION OF ANNUAL SALARY INCREASE FOR ASSISTANT CLERK AND NATIONAL PAY AWARD

The Assistant Clerk left the meeting.

RESOLVED:

That the Appraisal for the Assistant Clerk as presented to the Personnel Committee be approved.

That the Assistant Clerk would progress from Salary Point 28 to Salary Point 29 backdated to 1st April 2025.

That the Assistant Clerk would be paid the SLCC pay award for 2025 also backdated to 1st April 2025.

14. TO CONSIDER AND AGREE ADDITIONAL HOURS FOR ASSISTANT CLERK

RESOLVED: That the Assistant Clerk moves to full time hours of 37 per week from 1st November 2025 to 31st March 2026.

15. TO CONSIDER AND AGREE PAYMENT OF COURSE FEES FOR THE TRAINING AND DEVELOPMENT NEEDS OF THE ASSISTANT CLERK

RESOLVED: To meet training needs of the Assistant Clerk identified during the appraisal process it is agreed that the Parish Council pays for the Accountancy Training Course at an amount of £2,265.20.

16. TO CHANGE THE JOB TITLE OF THE ASSISTANT CLERK TO CLERK

RESOLVED: That the Assistant Clerk moves to the position of Clerk to the Council on full time hours of 37 per week from 1st November 2025 to 31st March 2026.
Cllr N Baber expressed concern over the wellbeing of the Clerk.

17. CLOSE OF MEETING

The Chairman closed the meeting at 9.30pm

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
31	Community Events	07/05/2025		Barclays- General	Internet	Refreshments Annual	Sylvia Stannard	E	66.50		66.50
32	Cemetery maintenance	07/05/2025		Barclays- Cemete	Internet	Gardening at Lawn	Kevin Braizer	X	306.00		306.00
34	Cemetery maintenance	07/05/2025		Barclays- Cemete	Internet	Maintenance Lawn	S.C.L Landscape	S	594.00	118.80	712.80
48	Cemetery administration	08/05/2025		Barclays- Cemete		Bank charges - May 2025	Barclays	E	8.50		8.50
42	Bank charges	08/05/2025	12/12/24 6b	Barclays- General		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
91	Allotment water charges	02/06/2025		Barclays- General		Water charges	Anglian Water	X	687.93		687.93
92	Telephone, internet &	02/06/2025		Barclays- General		Transfer calls office to	T2K Voice and Data	S	49.83	9.97	59.80
88	Cemetery administration	05/06/2025		Barclays- Cemete		Bank charges - June 2025	Barclays	X	8.50		8.50
93	Bank charges	05/06/2025		Barclays- General		Bank charges - June 2025	Barclays	X	8.50		8.50
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
52	Parish handyman	09/06/2025		Barclays- General	S52	Parish handyman	JN Jim	X	303.75		303.75
57	Play Inspections	09/06/2025		Barclays- General	Internet	Maintenance play	S.C.L Landscape	S	180.03	36.01	216.04
60	Cemetery administration	09/06/2025		Barclays- Cemete		Hosepipe gardening	S.C.L Landscape	X	55.00		55.00
50	Bee Cafes	09/06/2025		Barclays- General	S50	Plants for bee cafes at	Katie's Garden	S	460.00	92.00	552.00
51	IT, printer and office	09/06/2025		Barclays- General	S51	Microsoft Office 365	CloudFlex Systems	S	235.50	47.10	282.60
54	Allotment maintenance	09/06/2025		Barclays- General	Internet	Maintenance	S.C.L Landscape	S	88.50	17.70	106.20
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
61	Cemetery skips	09/06/2025		Barclays- Cemete		Skip exchange 12/06/2025	Sun Skips	S	254.34	50.87	305.21
62	Office Administration	09/06/2025		Barclays- General	Internet	Title Deed search - land	Peter Massey	X	7.00		7.00
89	Cemetery water	17/06/2025		Barclays- Cemete		Water charges - June 2025	Anglian Water	X	59.96		59.96
94	Allotment water charges	17/06/2025		Barclays- General		Water charges - June 2025	Anglian Water	X	18.19		18.19
90	Cemetery administration	23/06/2025		Barclays- Cemete		Mobile phone	H3G	S	82.96	16.59	99.55
67	LNRs, POS, Paths	24/06/2025		Barclays- General		Aluminium signs rights of	Signomatic	S	150.32	30.06	180.38
72	Cemetery administration	24/06/2025		Barclays- Cemete		Registrar of burials - June	Kevin Braizer	X	161.50		161.50
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 meeting 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

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PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
66	Community Events	24/06/2025		Barclays- General		Ribbon Kelvedon Sensory	Amazon	S	8.32	1.67	9.99
71	Cemetery maintenance	24/06/2025		Barclays- Cemete		Gardening - May 2025	Kevin Braizer	X	68.00		68.00
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
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
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
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
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
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
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
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
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
109	Office Administration	23/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Paper for office	Amazon	S	16.46	3.29	19.75
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		Barclays- General		Phone calls transfer office	T2K Voice and Data	S	82.94	16.59	99.53
111	Play Inspections	04/08/2025		Barclays- General	Internet	Play Area	Kevin Braizer	X	34.00		34.00

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Date: 04/12/2025

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
112	Cemetery administration	04/08/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Registrar of Burials - July	Kevin Braizer	X	263.50		263.50
113	Parish handyman	04/08/2025		Barclays- General		Parish handyman	JN Jim	X	298.24		298.24
114	Cemetery administration	04/08/2025		Barclays- Cemete		Bank charges - Aug 2025	Barclays	X	9.10		9.10
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
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
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
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
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
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
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
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
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
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
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
140	Community Events	03/09/2025	12/12/24 6b	Barclays- General	Internet	Buglar VJ Day	Fergus Odam	E	20.00		20.00
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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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
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
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
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
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
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
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
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
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

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PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
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
214	Telephone, internet &	01/10/2025		Barclays- General		Phone calls transfer &	T2K Voice and Data	S	57.29	11.46	68.75
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
195	Play Area Maintenance	13/10/2025		Barclays- General	Internet	Maintenance play	S.C.L Landscape	S	662.14	132.43	794.57
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
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
193	Community Events	13/10/2025		Barclays- General	Internet	Refreshments VJ Day	PCC St Andrews	X	30.81		30.81
196	Rewilding	13/10/2025		Barclays- General	Internet	Maintenance Woodbridge	S.C.L Landscape	S	105.00	21.00	126.00
198	Allotment maintenance	13/10/2025		Barclays- General	Internet	Maintenance	S.C.L Landscape	S	177.00	35.40	212.40
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
203	Cemetery administration	13/10/2025		Barclays- Cemete	Internet	Registrar of	Kevin Braizer	X	195.50		195.50
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
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
207	Remembrance Wreath	25/10/2025		Barclays- General	Internet	Remembrance wreath &	Royal British Legion	E	41.00		41.00
208	Community Events	25/10/2025		Barclays- General	Internet	Refreshments	Sylvia Stannard	X	82.50		82.50
211	Cemetery administration	25/10/2025		Barclays- Cemete	Internet	Parking fees - paying in	Sylvia Stannard	X	2.45		2.45
212	Cemetery maintenance	25/10/2025		Barclays- Cemete	Internet	Skip exchange at cemetery	Sun Skips	S	267.06	53.41	320.47
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		Barclays- General		Parish handyman	JN Jim	X	322.50		322.50
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
223	Cemetery administration	04/11/2025		Barclays- Cemete		Registrar of	Kevin Braizer	X	212.50		212.50
224	Cemetery maintenance	04/11/2025		Barclays- Cemete		Gardening - October 2025	Kevin Braizer	X	102.00		102.00
225	Cemetery administration	04/11/2025		Barclays- Cemete		Refreshments Meeting	Sylvia Stannard	X	1.75		1.75
226	Hire charges and meeting	13/11/2025		Barclays- General		Hire of meeting rooms	PCC St Andrews	X	60.00		60.00

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PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
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
233	Play Area Maintenance	14/11/2025		Barclays- General	Internet	Maintenance play	S.C.L Landscape	S	180.03	36.01	216.04
235	Pond Maintenance	14/11/2025		Barclays- General	Internet	Maintenance	S.C.L Landscape	S	60.00	12.00	72.00
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
239	Parish handyman	14/11/2025		Barclays- General	Internet	Parish handyman	JN Jim	X	123.75		123.75
236	Allotment maintenance	14/11/2025		Barclays- General	Internet	Maintenance	S.C.L Landscape	S	203.50	40.70	244.20
237	IT, printer and office	14/11/2025		Barclays- General		Printer contract	Evolve Business	S	64.15	12.83	76.98
238	Community Events	14/11/2025		Barclays- General		Entertainment	Annika Roper	X	100.00		100.00
240	Cemetery maintenance	14/11/2025		Barclays- Cemete	Internet	Maintenance	S.C.L Landscape	S	1,677.50	335.50	2,013.00
241	Cemetery administration	14/11/2025		Barclays- Cemete	Internet	Stamps	Sylvia Stannard	E	6.96		6.96
Total									133,323.40	16,926.65	150,250.05