



# Rushmere St. Andrew Parish Council

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## Minutes of the Parish Council meeting held on 12<sup>th</sup> September 2024 at 7.30pm at Village Hall

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|               |   |
|---------------|---|
| CHAIR:        | Mr R Whiting  |
| PRESENT:      | Mr R Whiting, Mr B Ward, Mr D Francis, Mr S Taylor, Mrs M Odam, Mr J Westrup, Mr M Newton, Mr R Nunn, Mr J Wright, Mr P Phillpot                                    |
| APOLOGIES:    | Mr D Noske (another commitment) Mr P Blundell (another commitment) Mr K Driver (another commitment) Mrs M Brown (family commitment) Mr C Griggs (family commitment) |
| OTHER:        | None  |
| CLERK:        | Mr P Massey Clerk. Minutes taken by Mr P Massey.<br>Mrs S Stannard Assistant Clerk  |
| ALSO PRESENT: | 2 Members of the public   |

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

The Chairman welcomed everyone to the meeting. He reminded Councillors of the Code of Conduct, protocol for debate and statutory rights to film, record, photograph or otherwise report on the proceedings of the meeting.

Apologies were received as above. Mr Wright proposed that the apologies be accepted, seconded by Mr Phillpot. Resolved with ALL in favour.

### 2. TO SIGN, AS A CORRECT RECORD, THE MINUTES OF THE COUNCIL MEETING HELD ON 15<sup>TH</sup> AUGUST 2024

Mr Taylor proposed acceptance of the Parish Council minutes with no amendments, seconded by Mr Newton. Resolved with MAJORITY in favour. The minutes were duly signed as a correct record.

### 3. DECLARATIONS OF COUNCILLOR INTEREST

Mr Wright declared a non-pecuniary interest in the contractors SCL Landscape Management, Acorn Trees and KJ Fencing.

Mr Westrup declared a non-pecuniary interest in items 6 and 7.

### 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 queried the publication of the minutes on the website. The Chairman informed them that moving forward the draft minutes on the website within 4 weeks of the meeting. The Resident also expressed interest in item 7, the Chairman gave permission for the resident to have 3 minutes to talk again at that point.

Another member of the public raised concerns over parking and road safety issues on Chestnut Close. The resident was advised to approach the county councillors the informed that the Clerk will also report the issue to the Police.

Mr Whiting reported to councillors on the weekends events of unveiling the new gateway signs and allotment community hut.

Mr Wright reported on community speedwatch and the SID machines.

Mr Francis reported on the weeds in Clovelly Close. The Clerk is to raise the issues on the SCC Highways reporting tool.

Mr Newton informed councillors that one of the Jubilee Walk posts at St Andrew's Church is covered in vegetation. The Clerk will ask the handyman to clear.

**b. County Councillor Report**

A County Councillor's Report was not available, and councillors were not present.  
Matters arising: None.

**c. District Councillor Report**

A District Councillor's Report was not available, and councillors were not present.  
Matters arising: None.

**5. FINANCE**

**a. To Note Expenditure Authorised under Delegated Powers**

None

**b. To consider and approve budget monitoring and reconciliation for July and August 2024**

The Assistant Clerk talked through the various figures on the circulated report and answered any questions raised. Assistant clerk to provide more details on items where Parish Council received grant funding or where CIL funding or reserves have been allocated for a project. Assistant clerk to correct typographical error under play area inspection item.

Mr Newton proposed acceptance of the reconciliation. Seconded by Mr Taylor. Resolved with ALL in favour.

Mr Ward proposed acceptance of the budget monitoring. Seconded by Mr Phillpot. Resolved with ALL in favour.

**c. Other Matters –**

No matters arising.

**6. TO CONSIDER AND APPROVE ALLOTMENT DEPOSITS AND ALLOTMENT FEES FOR 2024/2025**

The Assistant Clerk distributed a draft budget for the Allotments for 2025/2026 and provided councillors with more information on costs and income for 2023/24; 2024/25 and the budget for 2025/26. Currently fees are as follows: Full plot - £60; half a plot - £30; manure bin £6; Deposits for a full plot £200 and half a plot £100.

The Chairman of the Allotment Panel explained that at the Allotment panel meeting it was recommended to Parish Council that rents for a full plot be increased to £80 and half plots to £40 and that manure bins be increased to £10 this increase is aimed at balancing the budget in the allotment accounts, which are currently running at a deficit. The Assistant Clerk reminded councillors that allotment holders require 12 months notice to any change.

Councillors discussed the fees for 2025.

A further discussion on the removal and re-allocation of the bins in the carpark was started, but as this was not an agenda item and the councillors had not had the opportunity to review, this was proposed to be added to next agenda.

Mr Wright proposed that the rents for 2025 for the allotments be increased to £80 for a full plot and £40 for a half plot, and £10 for a manure bin. Seconded by Mr Francis. Resolved with MAJORITY in favour.

*[a resident left the meeting]*

## **7. TO CONSIDER AND APPROVE TENANCY AGREEMENT FOR THE CAR PARK AT THE ALLOTMENTS**

The Assistant Clerk distributed a draft budget for the Allotments for 2025/2026 and provided councillors with more information on costs and income for 2023/24; 2024/25 and the budget for 2025/26. Councillors discussed this.

Mr Wright proposed increasing the rents for the Baptist Church carpark at the allotments to £650 as of October 2025. Seconded by Mr Nunn. Resolved with ALL in favour.

## **8. TO CONSIDER AND AGREE THE ANNUAL PLAY INSPECTION**

The Clerk explained that the Annual Play inspection is due and a contractor needs to be appointed to complete safety inspection. Last year Rospa were appointed at a cost of £692 + VAT. The works they provided and the detailed report were very impressive they were also the cheapest quote last year. Rospa have quoted this year at a discount price of 15% last years price making the quote £588.20 +VAT. No other quotes were sourced as Rospa provided excellent service in the past at a reasonable price.

Councillors discussed this.

Mr Phillpot proposed that the quote from Rospa at a total cost of £588.20 be accepted and they be instructed to carry out the necessary works. Seconded by Mr Nunn. Resolved with ALL in favour.

## **9. GENERAL PARISH MATTERS AND CORRESPONDANCE**

### **a. Correspondence Received**

None

## **10. DETERMINATION OF ITEMS FOR FUTURE AGENDA**

Manure Bins at the Allotments

## **11. CLOSE OF MEETING**

The Chairman closed the meeting at 8:30 pm

--COUNCILLORS to note items BELOW --

The following expenditure had been incurred and income received since the items listed in the Minutes of the Parish Council meeting of 15<sup>th</sup> August 2024.

**GENERAL EXPENDITURE**

| Paid Date  | Supplier  | Item  | Cheque No. | Cost inc. VAT | Cost exc. VAT | VAT        | Category |
|------------|---|---|------------|---------------|---------------|------------|----------|
| 05/08/2024 | Barclays  | Bank charges                                    |            |               | £ 8.50        |            | Admin    |
| 08/08/2024 | Mr P Massey   | Land Search Title Deed                          |            |               | £ 3.00        |            | Admin    |
| 08/08/2024 | Amazon  | Equipment play area                             |            | 6.98          | £ 5.82        | £ 1.16     | PF&POS   |
| 08/08/2024 | Ipswich Wildlife Group  | Supply wildlife homes for event                 |            |               | £ 150.00      |            | PF&POS   |
| 09/08/2024 | Signs of the Times  | Gateway signs                                   |            | 19,556.21     | £ 16,296.84   | £ 3,259.37 | PF&POS   |
| 27/08/2024 | Amazon  | Lock for ponds                                  |            | 27.78         | 23.15         | 4.63       | Pond     |
| 27/08/2024 | SCL Landscape Management  | Woodbridge Road Maintenance July 2024           |            | 126.00        | 105.00        | 21.00      | PF&POS   |
| 27/08/2024 | SCL Landscape Management  | Maintenance ponds - July 2024                   |            | 216.00        | 180.00        | 36.00      | Pond     |
| 27/08/2024 | Mr P Massey   | Battery defibrillator                           |            | 272.39        | 226.99        | 45.40      | Admin    |
| 27/08/2024 | SCL Landscape Management  | Maintenance play areas- July 2024               |            | 940.80        | 784.00        | 156.80     | PF&POS   |
| 27/08/2024 | HMRC  | PAYE, NI, Student Loan Repayments - August 2024 |            |               | 1,596.36      |            | PAYE     |
| 28/08/2024 | Net salaries after PAYE, NI, Student Loan Repayments, Pension -Aug 2024 |   |            |               | 4,308.52      |            | Salary   |
| 30/08/2024 | Nest  | Pension - August 2024                           |            |               | 314.33        |            | Pension  |

**CEMETERY EXPENDITURE**

| Paid Date  | Supplier                 | Item                       | Cheque No. | Cost inc. VAT | Cost exc. VAT | VAT      | Category    |       |
|------------|--------------------------|----------------------------|------------|---------------|---------------|----------|-------------|-------|
| 05/08/2024 | Barclays                 | Bank charges               |            |               |               | 8.5      | Admin       |       |
| 08/08/2024 | Amazon                   | Noticeboard cemetery admin |            |               | 26.23         | £ 21.86  | £ 4.37      | Admin |
| 08/08/2024 | Mr K Brazier             | Registrar of burial        |            |               |               | 187.00   | Admin       |       |
| 08/08/2024 | Sunskips                 | Skip exchange 22/07/2024   |            | £ 280.00      | £ 233.33      | £ 46.67  | Maintenance |       |
| 08/08/2024 | Mr K Brazier             | Maintenance                |            | £ 280.50      | £ 233.75      | £ 46.75  | Maintenance |       |
| 08/08/2024 | Cloudflex Systems        | Office 365 subscriptions   |            | £ 302.22      | £ 251.85      | £ 50.37  | Admin       |       |
| 08/08/2024 | Mr J Nicholls            | Parish handyman work       |            |               |               | 441.75   | Maintenance |       |
| 08/08/2024 | H3G                      | Mobile phone contracts     |            | £ 95.28       | £ 79.40       | £ 15.88  | Admin       |       |
| 22/08/2024 | Evolve Business Solution | Printer contract           |            | £ 87.81       | £ 73.18       | £ 14.64  | Admin       |       |
| 27/08/2024 | SCL Landscape Management | Maintenance                |            | £ 1,123.20    | £ 936.00      | £ 187.20 | Maintenance |       |

**ALLOTMENT EXPENDITURE**

| Paid Date  | Supplier          | Item                                 | Cheque No. | Cost inc. VAT | Cost exc. VAT | VAT    | Category |             |
|------------|-------------------|--------------------------------------|------------|---------------|---------------|--------|----------|-------------|
| 27/08/2024 | Mr P Massey       | Paint community hut                  |            |               | 31.47         | 26.23  | 5.25     | Maintenance |
| 27/08/2024 | SCL Landscape Mar | Maintenance allotments - July 2024   |            |               | 318.60        | 265.50 | 53.10    | Maintenance |
| 27/08/2024 | SCL Landscape Mar | Extra work at allotments             |            |               | 432.00        | 360.00 | 72.00    | Maintenance |
| 09/09/2024 | SCL Landscape Mar | Maintenance Allotments - August 2024 |            |               | 106.20        | 88.50  | 17.70    | Maintenance |
| 13/09/2024 | Mr P Massey       | Signs for allotments                 |            |               |               | 25.94  | 0.00     | Maintenance |

**INCOME RECEIVED**

|                                  |        |
|----------------------------------|--------|
| General Account (grant funding)  | £830   |
| Business Base Rate Tracker       | £0     |
| Cemetery Account (burial income) | £1,530 |

**ACCOUNT BALANCES AS AT 30 August 2024**

|                            |             |
|----------------------------|-------------|
| General Account            | £13,454.17  |
| Business Base Rate Tracker | £275,653.97 |
| Cemetery Account           | £48,365.65  |