



Rushmere St. Andrew Parish Council

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Minutes of the Parish Council meeting held on 15th January 2026 at 7.30pm at St Andrew's Church Hall

CHAIRMAN:	Cllr R Whiting
PRESENT:	Cllr R Whiting, Cllr B Ward, Cllr M Odam, Cllr J Wright, Cllr D Francis, Cllr R Nunn, Cllr P Phillpot, Cllr J Westrup,
APOLOGIES:	Cllr M Brown, Cllr K Driver, Cllr P Blundell, Cllr M Newton
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. Cllr Francis declared a non-pecuniary interest in Last and Tricker.

3. TO FILL A PARISH COUNCIL VACANCY BY CO-OPTION

Councillor vacancies in the Tower Ward and Beech Ward arose following the resignation of Mr K Barber and Ms N Barber. A notice of the vacancy was displayed on Parish noticeboards and the Parish Council website. East Suffolk Council informed the Parish Council that a by-election was not required, and that the vacancies could be filled through co-option.

One interested candidate attended the meeting and was introduced to the council. The candidate briefly outlined their background and explained their interest in the role. After speaking, Councillors discussed this.

RESOLVED: That Alistair Jeffreys be co-opted as the Parish Councillor for Tower Ward.

The candidate signed the Declaration of Acceptance of Office, witnessed by the Clerk, and officially joined the meeting as a councillor.

4. TO SIGN, AS A CORRECT RECORD, THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 4TH DECEMBER 2025

RESOLVED: that the minutes of the Parish Council meeting held on 4th December 2025 be signed by the Chairman as a true record and adopted by the Council.

5. PUBLIC PARTICIPATION

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

Cllr Nunn reported that the path along the Mill Stream at the first bridge needs maintenance, stones exposed and trip hazard. Cllr Wright reported on dealings regarding the ditch at the lawn cemetery.

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.

6. FINANCE

a. To note expenditure authorised under delegated authority

NONE

b. To consider and approve budget reconciliation and monitoring – November and December 2025

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

RESOLVED: That the bank reconciliation for November and December 2025 be approved.

That the budget monitoring up to the end of December 2025 be approved.

c. To note insurance premium for 2026/27

The Council signed up to a three-year long-term agreement that will end on 31/01/2028 through the Community Action Suffolk (Ansvar Insurance). The premium of £1,449.40 for 2026/27 is due.

RESOLVED: To note the insurance premium for 2026/27.

d. Other Matters

NONE

7. TO CONSIDER AND AGREE RESPONSE ON PLANNING APPLICATION – DC/25/4570/TPO, 1NO OAK (T15 ON ORDER) – CROWN LIFT BY UP TO 4 METRES ABOVE GROUND AND REMOVE 8CM DIAMETER BRANCH OVERHANGING NEIGHBOURING PROPERTY, 2 BRENDON DRIVE, RUSHMERE ST ANDREW, IP5 1NJ

Councillors reviewed the application.

RESOLVED: That the Council has no objection/ objections to the planning application.

8. TO NOTE THE MINUTES OF THE FORWARD PLANNING WORKING GROUP – 09/01/2026

A Forward Planning Working Group meeting was held on the 9th January 2026. The draft minutes was circulated prior to the parish council meeting.

RESOLVED: To note the minutes of the Forward Planning Working Group Meeting of 9th January 2026.

9. TO CONSIDER AND APPOINT ARCHITECT FOR DESIGN OF REPLACEMENT OFFICE/ COMMUNITY HUB AT ALLOTMENTS

The specifications circulated for the purpose of obtaining design quotes were reviewed and agreed to be fit for purpose. Three quotations were received for the design, planning application, and building control application stages of a replacement office / community hub at the allotments. These were submitted by Hoopers Architects, Last and Tricker Partnership Architecture, and Mullins Dowse. The Last and Tricker Partnership quote was the most cost effective and they have significant experience in the design of community halls and other relevant projects. RESOLVED: To approve that Last and Tricker Partnership Architecture be appointed for the design, planning and building control application phases of the project at a cost of £9,500 plus VAT, in accordance with their submitted quotation.

10. TO CONSIDER AND APPROVE THE FOLLOWING POLICIES:

- a. **Notice on Reporting at Parish Council and Committee Meetings**
- b. **Noticeboard Content Policy**
- c. **Photography Policy**
- d. **Playground and Management Policy**
- e. **Privacy Policy**
- f. **Protocols for Pre-Planning Application Developments**
- g. **Protocols for Public Participation at Council Meetings**
- h. **Protocols for Reporting and Council and Committee Meetings**
- i. **Risk Management Strategy**
- j. **Safeguarding Policy**
- k. **Sickness and Absence Policy**
- l. **Social Media Policy**
- m. **Subject Access Request Policy**
- n. **Subject Access Request Procedure**
- o. **Training and Development Policy**
- p. **Travel and Expenses Policy**
- q. **Use of Television Screen at St Andrews Church Hall**
- r. **Volunteer Policy**
- s. **Whistleblowing Policy**
- t. **Web Accessibility Statement**

Several policies will have to be reviewed. The Risk Management Strategy have been expanded and improved and the Web Accessibility Statement has been reviewed significantly to reflect the review of the website to make it compliant to Assertion 10 and the new regulations. Other policies were considered fit for purpose.

RESOLVED: To adopt policies a-t as current and that delegated authority be given to the Chairman and Vice-chairman to correct typos.

11. TO CONSIDER AND APPROVE MAINTENANCE CONTRACT AT KELVEDON SENSORY GARDEN AND NEW LAND

Maintenance contracts for Kelvedon Garden and newly transferred land for April 2026 to March 2027 must be approved. Three quotes were requested for the contract at Kelvedon Garden from SCL Landscape Management, Greengrass Ltd and Greenways. Quotes were received from SCL Landscape Management and Greengrass Ltd. The most cost-effective quotation was received from SCL Landscape Management.

Three quotes were requested for the maintenance of the newly transferred land. The quotes were requested from East Suffolk Council, SCL Landscape Management and Acorn Trees. Quotes were received from SCL Landscape Management and East Suffolk Council. SCL Landscape Management Ltd was the most cost effective and they have provided excellent service to the Council in the past.

RESOLVED: To appoint SCL Landscape Management for the maintenance of Kelvedon Garden as per their quote:
Monthly maintenance visits up to 7 visits; weeding/ pruning of flower bed including leaf clearance and hedge cutting of the passageway - £95 + VAT per visit;
Cutting of the grass area up to 2 visits per month during growing season - £25 + VAT
Cutting and raking off wild areas (once per year) - £145 + VAT
Water of trees and plants - £75 + VAT up to a maximum of 5 times

To appoint SCL Landscape Management for the maintenance of the newly transferred land as per their quote:
Land rear of Pardoe Place, Sandlings Crescent and Larkhill Rise – cut back hedging and lower branches to maintain path – up to 3 annually – £110 + VAT;
Four areas along Brendon Drive – cut back hedging and lower branches to maintain path – up to 3 annually - £110 + VAT;
Land off Broadlands Way - cut back hedging and lower branches to maintain path – up to 3 annually – £75 + VAT;
Land at the back of Euston Avenue and Parnham Place - cut back hedging and lower branches to maintain path – up to 3 annually – £72.50 + VAT;
Land off Bixley Lane - cut back hedging and lower branches to maintain path – up to 3 annually – £65 + VAT;
Land off Bladen Drive/ Sandpit Close - cut back hedging and lower branches to maintain path – up to 3 annually – £65 + VAT;
3 areas rear Foxhall Road, triangular area at Hardwick Close – Grass cut and strim up to 6 annually - £77.5 + VAT;
8 areas along Brookhill Way and Mere Gardens – cut/ strim and one metre from road/ path – up to 3 annually - £67.50 + VAT;
A maximum of 6 inspections annually at £85 + VAT.

12. TO CONSIDER AND APPROVE INSTALLATION OF MANURE BINS AND COMPOST BINS ON ALLOTMENT PLOTS

Cllr Whiting and Cllr Wright updated Councillors on discussions with allotment holders affected by recent proposed changes to compost bins and manure bins. Quotes were sourced from SCL Landscape Management. Other quotes were not sourced as they are the contractors that maintain the allotments, they have proven to be cost effective with recent comparisons and they have provided excellent service.

RESOLVED: To appoint SCL Landscape Management for the following: to provide individual compost bins on the plots of plot holders at a cost of £26 + VAT per bin for materials and installation. A maximum of 56 bins be provided; to demolish manure bins 14-16 at a cost of £525 + VAT and install a manure bin at a cost of £375 + VAT; to demolish compost bins 13,21 and 40-46 at a cost of £695; and re-use manure bins 12 and 13 to provide a communal manure bin and chippings bin at a cost of £80 +VAT.

13. TO APPROVE TENANCY AGREEMENT FOR NEW TENANTS AT ALLOTMENTS

Council agreed to rationalise manure and compost bins at the Parish Council meeting on 4th December 2025 and therefore the tenancy agreement will have to be amended accordingly.

RESOLVED: To defer this item to the Environment and Services meeting on 29th January 2026.

14. TO DISCUSS AND AGREE PROPOSALS FOR QUEEN ELIZABETH II CENTENARY COMMEMORATION

Cllr Wright suggested that the Parish Council commemorates the Queen Elizabeth II Centenary with tree planting at the land the council owns adjacent to Foxhall Road and the triangular land at Hardwick Close.

RESOLVED: To proceed with these proposals and that the details and costs be agreed at the Environment and Services Committee meeting.

15. TO DISCUSS AND AGREE ON PROGRESSING A PROPOSAL FOR ADDITIONAL CROSSING POINT ON FOXHALL ROAD

Cllr Wright updated Councillors on the proposal for an additional crossing point on Foxhall Road.

RESOLVED: To write to Suffolk County Council and indicate that the Parish Council is supportive of this and request that they proceed with designs for the proposed.

16. TO CONSIDER AND AGREE MOVING OF GOAL POSTS AT BROKE HALL PLAYING AREA

The goal posts at Broke Hall Playing Field needs to be moved to give the grass a chance to recover. A quote was sourced from SCL Landscape Management to move and anchor the goal posts. Other quotes were requested from the YM Rugbyclub and Ipswich School but not received. Ipswich

RESOLVED: To appoint SCL Landscape Management Ltd at a cost of £394 + VAT to move and anchor the goal posts at Broke Hall Playing Field as per their quote.

17. GENERAL PARISH MATTERS & CORRESPONDENCE

a. General Parish Matters

None

b. Correspondence received

Correspondence was received from various allotment tenants about the rationalisation of compost bins. Discussions were held with the tenants to try and address any issues where possible. Councillors noted this.

A Freedom of Information Request was received regarding the compost bins at the allotments. Cllr Whiting provided councillors more information on this. Councillors noted this.

East Suffolk Council is reviewing the Statement of Community Involvement. Consultation end on 24th February 2026. Councillors noted this.

A request for an extra street light along the path at Kelvedon Drive was received. Councillors agreed that the resident be referred to Suffolk County Council.

18. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

19. CLOSE OF MEETING

The Chairman closed the meeting at 8.50pm

Rushmere St Andrew Parish Council

2 February 2026 (2025-2026)

PAYMENTS LIST

			Payment Ref.	Description	Supplier			
03 Salaries	24/04/2025 - 26/01/2026			Confidential			42,797.69	42,797.69
37 Cemetery administration	01/04/2025		Barclays- Cemete	Bank charges - March	Barclays	E	9.10	9.10
38 Telephone, internet &	01/04/2025		Barclays- General	Phone calls transfer office	T2K Voice and Data	S	52.17	10.43 62.60
39 Bank charges	04/04/2025		Barclays- General	Bank charges - March	Barclays	E	8.50	8.50
4 Play Inspections	10/04/2025	06/06/2024 (18)	Barclays- General Internet	Playground	Kevin Braizer	X	68.00	68.00
3 Cemetery administration	10/04/2025	06/06/2024 (18)	Barclays- Cemete Internet	Registrar of	Kevin Braizer	X	144.50	144.50
7 Cemetery administration	10/04/2025	16/01/2025 (7)	Barclays- Cemete Internet	Scribe set up fee and	Starboard Systems	S	597.00	119.40 716.40
1 Cemetery skips	10/04/2025	12/12/24 (6b)	Barclays- Cemete Internet	Skip exchange at Lawn	Sun Skips	S	254.34	50.87 305.21
2 Cemetery maintenance	10/04/2025	06/06/2024 (18)	Barclays- Cemete Internet	Gardening at Lawn	Kevin Braizer	X	153.00	153.00
6 Audit & accounting	10/04/2025	16/01/2025 (7)	Barclays- General Internet	Scribe set up fee and	Starboard Systems	S	557.00	111.40 668.40
8 Subscriptions	10/04/2025	03/04/2025 (6f)	Barclays- General Internet	SALC Membership	SALC	E	1,279.74	1,279.74
5 Painting Trail Footpath	10/04/2025	20/02/2025 (6a)	Barclays- General Internet	Paint trail on Pathway	Playquip	S	1,276.00	255.20 1,531.20
36 Cemetery administration	22/04/2025		Barclays- Cemete	Mobile phones contracts	H3G	S	82.96	16.59 99.55
11 Cemetery administration	24/04/2025	03/04/2025 (6f)	Barclays- Cemete Internet	Subscription fee 2025/26	ICCM	E	105.00	105.00
10 Hire charges and meeting	24/04/2025	12/12/24 (6b)	Barclays- General Internet	Hire of Meeting	PCC St Andrews	X	90.00	90.00
12 Cemetery maintenance	24/04/2025	05/06/2025	Barclays- Cemete Internet	Signs Lawn Cemetery	Signomatic	S	105.89	21.18 127.07
9 Kelvedon Sensory Garden	24/04/2025	16/01/2025 (8)	Barclays- General Internet	Interim payment 25% at	S.C.L Landscape	S	14,998.75	2,999.75 17,998.50
35 Telephone, internet &	01/05/2025		Barclays- General	Phone calls transfer office	T2K Voice and Data	S	55.22	11.04 66.26
17 Subscriptions	02/05/2025	03/04/2025 (6f)	Barclays- General Internet	Annual membership	SLCC	E	300.00	300.00
18 Subscriptions	02/05/2025	03/04/2025 (6f)	Barclays- General Internet	Subscription fee 2025/2026	National Allotment	E	84.00	84.00
19 Audit & accounting	02/05/2025	09/05/2024 (11d)	Barclays- General Internet	Internal audit for year	Heelis and Lodge	X	400.00	400.00
20 Office Administration	02/05/2025	12/12/24 (6b)	Barclays- General Internet	Stamps office	Peter Massey	E	6.96	6.96
28 Pond Maintenance	07/05/2025		Barclays- General Internet	Pond Maintenance - April	S.C.L Landscape	S	120.00	24.00 144.00
24 Play Area Maintenance	07/05/2025	01/05/2025	Barclays- General Internet	Replacement of gate	S.C.L Landscape	S	210.00	42.00 252.00
27 Play Area Maintenance	07/05/2025		Barclays- General Internet	Play Area	S.C.L Landscape	S	360.06	72.01 432.07
22 Play Inspections	07/05/2025	06/06/2024 (18)	Barclays- General Internet	Play Area Inspections	Kevin Braizer	X	93.50	93.50
23 Tree maintenance	07/05/2025	01/05/2025	Barclays- General Internet	Removal of fallen dead	S.C.L Landscape	S	150.00	30.00 180.00
25 Allotment maintenance	07/05/2025		Barclays- General Internet	Maintenance	S.C.L Landscape	S	177.00	35.40 212.40
33 Cemetery administration	07/05/2025		Barclays- Cemete Internet	Registrar of burials - April	Kevin Braizer	X	110.50	110.50
21 Hire charges and meeting	07/05/2025		Barclays- General Internet	Hire of Tower Hall	Parish Halls- Rushmere	X	1,825.00	1,825.00
26 Rewilding	07/05/2025	01/05/2025	Barclays- General Internet	Replacement of gate posts	S.C.L Landscape	S	220.00	44.00 264.00
29 Rewilding	07/05/2025	Filing ref:1.01 PC Minutes - 50126	Barclays- General Internet	Maintenance for wood No. PC 124	S.C.L Landscape	S	40.00	8.00 48.00
32 Cemetery maintenance	07/05/2025	Signed as a true record: REWhiting Date: 19/02/2026	Barclays- Cemete Internet	Gardening at Lawn	Kevin Braizer	X	306.00	306.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	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
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
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
54	Allotment maintenance	09/06/2025		Barclays- General	Internet	Maintenance	S.C.L Landscape	S	88.50	17.70	106.20
60	Cemetery administration	09/06/2025		Barclays- Cemete		Hosepipe gardening	S.C.L Landscape	X	55.00		55.00
51	IT, printer and office	09/06/2025		Barclays- General	S51	Microsoft Office 365	CloudFlex Systems	S	235.50	47.10	282.60
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
50	Bee Cafes	09/06/2025		Barclays- General	S50	Plants for bee cafes at	Katie's Garden	S	460.00	92.00	552.00
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
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	Filing ref:1.01 PC Minutes - 150126	Barclays- General		Hall hire meeting room	PCC St Andrews	X	60.00		60.00
71	Cemetery maintenance	24/06/2025	Consider Draft until Signed, Signed as a true record: REWhiting, Date: 19/02/2026	Barclays- Cemete		Gardening - May 2025	Kevin Braizer	X	68.00		68.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
65	Replacement Office	24/06/2025		Barclays- General		Equipment for	Amazon	S	103.44	20.68	124.12
66	Community Events	24/06/2025		Barclays- General		Ribbon Kelvedon Sensory	Amazon	S	8.32	1.67	9.99
96	Telephone, internet &	01/07/2025		Barclays- General		Phone calls transfer office	T2K Voice and Data	S	50.38	10.08	60.46
74	Parish handyman	02/07/2025		Barclays- General		Parish handyman	JN Jim	X	352.50		352.50
76	Cemetery administration	02/07/2025		Barclays- Cemete		Transfer of exclusive rights	Lines	X	920.00		920.00
75	Bee Cafes	02/07/2025		Barclays- General		Bee cafes at Foxwood	Paul Martin	X	200.00		200.00
83	Pond Maintenance	07/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Maintenance Ponds - June	S.C.L Landscape	S	60.00	12.00	72.00
80	Play Area Maintenance	07/07/2025	05/06/2025 10	Barclays- General	Internet	Maintenance - Sensory	S.C.L Landscape	S	280.00	56.00	336.00
84	Play Area Maintenance	07/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Maintenance Play	S.C.L Landscape	S	251.43	50.29	301.72
79	LNRS, POS, Paths	07/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Maintenance - Woodbridge	S.C.L Landscape	S	40.00	8.00	48.00
81	Play Inspections	07/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Play Area	Kevin Braizer	X	17.00		17.00
78	Allotment maintenance	07/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Maintenance	S.C.L Landscape	S	221.00	44.20	265.20
86	Cemetery administration	07/07/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Registrar of burials - June	Kevin Braizer	X	178.50		178.50
95	Cemetery administration	07/07/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Bank charges - July 2025	Barclays	X	8.50		8.50
82	Rewilding	07/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Maintenance The Street	S.C.L Landscape	S	15.00	3.00	18.00
85	Cemetery maintenance	07/07/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Maintenance	S.C.L Landscape	S	599.00	119.80	718.80
87	Cemetery maintenance	07/07/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Gardening cemetery - June	Kevin Braizer	X	306.00		306.00
97	Bank charges	07/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Bank charges - July 2025	Barclays	X	8.50		8.50
77	Community Events	07/07/2025	24/04/2025 11	Barclays- General	Internet	Kelvedon Sensory Garden	Suffolk Mind	X	156.00		156.00
98	Office Administration	11/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Title deed and map	Sylvia Stannard	X	14.00		14.00
100	Cemetery skips	11/07/2025	12/12/24 6b	Barclays- Cemete	Internet	Skip exchange 07/07/2025	Sun Skips	S	254.34	50.87	305.21
99	Community Events	11/07/2025	10/07/2025 (7)	Barclays- General	Internet	Flower arrangement VJ	Kaye Souter Florist	S	41.67	8.33	50.00
102	Hire charges and meeting	16/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Hire of Tower Hall Parish	Parish Halls- Rushmere	X	1,825.00		1,825.00
103	Office Administration	16/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Refreshments meeting	Sylvia Stannard	E	1.75		1.75
104	Subscriptions	16/07/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Amazon Prime Annual	Amazon	S	95.00	19.00	114.00
105	Tree maintenance	17/07/2025	10/07/2025 5a	Barclays- General	Internet	Tree safety report for	Arboreal Associates	X	875.00		875.00
106	Community Events	21/07/2025	06/06/2025 8	Barclays- General	Internet	Crafts VJ Day Event	Amazon	S	31.91	6.38	38.29
133	Cemetery administration	22/07/2025	14/12/2023 (8B)	Barclays- Cemete	Internet	Mobile phone	H3G	S	82.96	16.59	99.55
107	Office Administration	23/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Cups events	Amazon	S	4.16	0.83	4.99
109	Office Administration	23/07/2025	14/12/2023 (8b)	Barclays- General	Internet	Paper for office	Amazon	S	16.46	3.29	19.75
108	Community Events	23/07/2025	05/06/2025 (8)	Barclays- General	Internet	Crafts VJ Day Event	Amazon	S	14.14	2.84	16.98
134	Cemetery administration	24/07/2025	14/12/2023 (8B)	Barclays- Cemete	Internet	Parking payment cheques	Sylvia Stannard	E	1.60		1.60
116	Telephone, internet &	01/08/2025	Filing ref:1.01 PC Minutes - 150126	Barclays- General	Internet	Phone calls transfer office	T2K Voice and Data	S	82.94	16.59	99.53
111	Play Inspections	07/06/2025	14/12/2023 (8b)	Barclays- General	Internet	Play Area	Kevin Braizer	X	34.00		34.00

PAYMENTS LIST

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

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PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
140	Community Events	03/09/2025	12/12/24 6b	Barclays- General	Internet	Buglar VJ Day	Fergus Odam	E	20.00		20.00
188	Cemetery administration	05/09/2025		Barclays- Cemete		Bank charges - September	Barclays	X	8.50		8.50
187	Bank charges	05/09/2025		Barclays- General	Internet	Bank charges - September	Barclays	X	8.50		8.50
156	Pond Maintenance	09/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Maintenance	S.C.L Landscape	S	60.00	12.00	72.00
153	LNRs, POS, Paths	09/09/2025	12/12/24 6b	Barclays- General	Internet	Kelvedon drive - extra	S.C.L Landscape	S	45.00	9.00	54.00
154	LNRs, POS, Paths	09/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Woodbridge Road	S.C.L Landscape	S	40.00	8.00	48.00
158	Play Area Maintenance	09/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Maintenance play	S.C.L Landscape	S	180.03	36.01	216.04
160	Play Area Maintenance	09/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Play Area Inspections	Kevin Braizer	X	17.00		17.00
157	LNRs, POS, Paths	09/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Maintenance The Street	S.C.L Landscape	S	15.00	3.00	18.00
155	Allotment maintenance	09/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Allotment	S.C.L Landscape	S	203.50	40.70	244.20
162	Cemetery administration	09/09/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Registrar of	Kevin Braizer	X	93.50		93.50
163	Cemetery administration	09/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Office 365	CloudFlex Systems	S	235.50	47.10	282.60
166	Cemetery administration	09/09/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Stationary cemetery	Amazon	S	4.17	0.84	5.01
167	Cemetery administration	09/09/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Stationary cemetery	Amazon	S	40.58	8.10	48.68
159	Cemetery maintenance	09/09/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Maintenance	S.C.L Landscape	S	632.50	126.50	759.00
161	Cemetery maintenance	09/09/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Gardening at	Kevin Braizer	X	119.00		119.00
164	Hire charges and meeting	09/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Hire of meeting	PCC St Andrews	X	60.00		60.00
165	Office Administration	09/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Office stationary	Amazon	S	14.14	2.82	16.96
168	Office Administration	09/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Office stationary	Amazon	S	14.99	3.00	17.99
191	Cemetery water	17/09/2025		Barclays- Cemete		Water	Anglian Water	X	48.76		48.76
169	Play Area Maintenance	22/09/2025	14/03/2024 (12)	Barclays- General	Internet	Servicing and install new	Playquip	S	621.00	124.20	745.20
170	Play Inspections	22/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Annual safety checks play	ROSPA- Play Safety	S	388.00	77.60	465.60
174	Cemetery administration	22/09/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Postage letters	Sylvia Stannard	E	44.35		44.35
175	Cemetery administration	22/09/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Stationary cemetery	Amazon	S	5.66	1.13	6.79
192	Cemetery administration	22/09/2025		Barclays- Cemete		Mobile phone	H3G	S	82.96	16.59	99.55
171	Office Administration	22/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Safety vests	Amazon	S	69.37	13.88	83.25
172	Community Events	22/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Remembrance	Amazon	S	12.51	2.49	15.00
173	Remembrance Event	22/09/2025	14/12/2023 (8b)	Barclays- General	Internet	Remembrance	Amazon	S	4.82	0.96	5.78
186	Telephone, internet &	30/09/2025		Barclays- General		Phone calls transfer office	T2K Voice and Data	S	59.28	11.86	71.14
182	Pond Maintenance	01/10/2025	14/12/2023 (8b)	Barclays- General	Internet	No fishing sign Chestnut	Amazon	S	3.32	0.66	3.98
179	Play equipment repairs	01/10/2025	14/12/2023 (8b)	Barclays- General	Internet	Supply and installation 2	Playquip	S	520.00	104.00	624.00
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 supplied	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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Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
184	Cemetery skips	01/10/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Skip exchange at lawn	Sun Skips	S	267.06	53.41	320.47
214	Telephone, internet &	01/10/2025		Barclays- General		Phone calls transfer &	T2K Voice and Data	S	57.29	11.46	68.75
185	Community Events	01/10/2025	14/12/2023 (8b)	Barclays- General	Internet	Projection on church VJ	TM Services Audio	S	500.00	100.00	600.00
189	Cemetery administration	06/10/2025	14/12/2023 (8b)	Barclays- Cemete	Internet	Bank charges - October	Barclays	X	8.50		8.50
190	Bank charges	06/10/2025	07/11/2024 (12)	Barclays- General	Internet	Bank charges - October	Barclays	X	8.50		8.50
197	Pond Maintenance	13/10/2025		Barclays- General		Maintenance ponds - Sept	S.C.L Landscape	S	120.00	24.00	144.00
205	Pond Maintenance	13/10/2025		Barclays- General	Internet	No fishing sign ponds	Amazon	S	10.91	2.18	13.09
195	Play Area Maintenance	13/10/2025		Barclays- General	Internet	Maintenance play	S.C.L Landscape	S	662.14	132.43	794.57
194	LNRs, POS, Paths	13/10/2025		Barclays- General	Internet	Grass maintenance land	S.C.L Landscape	S	15.00	3.00	18.00
199	LNRs, POS, Paths	13/10/2025		Barclays- General	Internet	Strimming of Rush Close	S.C.L Landscape	S	170.00	34.00	204.00
202	Play Inspections	13/10/2025		Barclays- General	Internet	Play Area	Kevin Braizer	X	17.00		17.00
198	Allotment maintenance	13/10/2025		Barclays- General	Internet	Maintenance	S.C.L Landscape	S	177.00	35.40	212.40
203	Cemetery administration	13/10/2025		Barclays- Cemete	Internet	Registrar of	Kevin Braizer	X	195.50		195.50
196	Rewilding	13/10/2025		Barclays- General	Internet	Maintenance Woodbridge	S.C.L Landscape	S	105.00	21.00	126.00
200	IT, printer and office	13/10/2025		Barclays- General	Internet	Lead for laptop	Sylvia Stannard	S	48.74	9.75	58.49
201	Hire charges and meeting	13/10/2025		Barclays- General	Internet	Hire of meeting	PCC St Andrews	X	90.00		90.00
204	Cemetery maintenance	13/10/2025		Barclays- Cemete	Internet	Gardening	Kevin Braizer	X	136.00		136.00
206	Cemetery maintenance	13/10/2025		Barclays- Cemete	Internet	Maintenance cemetery	S.C.L Landscape	S	554.00	110.80	664.80
193	Community Events	13/10/2025		Barclays- General	Internet	Refreshments VJ Day	PCC St Andrews	X	30.81		30.81
215	Allotment water charges	14/10/2025		Barclays- General		Water charges allotments	Anglian Water	X	427.23		427.23
213	Cemetery administration	22/10/2025		Barclays- Cemete	Internet	Mobile phone	H3G	S	82.96	16.59	99.55
211	Cemetery administration	25/10/2025		Barclays- Cemete	Internet	Parking fees - paying in	Sylvia Stannard	X	2.45		2.45
207	Remembrance Wreath	25/10/2025		Barclays- General	Internet	Remembrance wreath &	Royal British Legion	E	41.00		41.00
212	Cemetery maintenance	25/10/2025		Barclays- Cemete	Internet	Skip exchange at cemetery	Sun Skips	S	267.06	53.41	320.47
208	Community Events	25/10/2025		Barclays- General	Internet	Refreshments	Sylvia Stannard	X	82.50		82.50
272	Cemetery administration	03/11/2025		Barclays- Cemete		Bank charges - November	Barclays	X	8.50		8.50
268	Telephone, internet &	03/11/2025		Barclays- General		Website hosting - 2025/26	Communities Action	S	55.00	11.00	66.00
269	Telephone, internet &	03/11/2025		Barclays- General		Phone calls transfer and	T2K Voice and Data	S	73.95	14.79	88.74
270	Bank charges	03/11/2025		Barclays- General		Bank charges - November	Barclays	E	8.50		8.50
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	Kevin Braizer	X	322.50		322.50
223	Cemetery administration	04/11/2025		Barclays- Cemete		Registrar of	Kevin Braizer	X	212.50		212.50

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Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
253	Cemetery maintenance	08/12/2025		Barclays- Cemete	Internet	Gardening	Kevin Braizer	X	51.00		51.00
254	Cemetery maintenance	08/12/2025		Barclays- Cemete	Internet	Maintenance	S.C.L Landscape	S	272.00	54.40	326.40
255	Highways & traffic calming	10/12/2025		Barclays- General	Internet	Servicing of Speed	Westcotec	S	100.00	20.00	120.00
257	Cemetery administration	10/12/2025		Barclays- Cemete		Refreshments CMAP	Sylvia Stannard	E	1.95		1.95
256	Cemetery maintenance	10/12/2025		Barclays- Cemete	Internet	Grass cuts closed	East Suffolk Council	S	561.00	112.20	673.20
275	Cemetery water	17/12/2025		Barclays- Cemete		Water charges - December	Anglian Water	X	162.08		162.08
276	Cemetery administration	22/12/2025		Barclays- Cemete		Mobile phone	H3G	S	82.96	16.59	99.55
265	Cemetery maintenance	22/12/2025		Barclays- Cemete	Internet	Skip exchange 08/12/2025	Sun Skips	S	267.06	53.41	320.47
267	Cemetery maintenance	22/12/2025		Barclays- Cemete		Incorrect payment	PCC St Andrews	X	120.00		120.00
261	Replacement Office	22/12/2025		Barclays- General		Topographical survey	Alpha Surveys	S	565.00	113.00	678.00
266	Telephone, internet &	07/01/2026		Barclays- General		Phone call transfer &	T2K Voice and Data	S	50.01	10.00	60.01
280	Play Area Maintenance	08/01/2026		Barclays- General		Maintenance Play	S.C.L Landscape	S	102.00	20.40	122.40
278	Parish handyman	08/01/2026		Barclays- General		Parish handyman rounds	JN Jim	X	135.00		135.00
277	Hire charges and meeting	08/01/2026		Barclays- General		Hire of meeting	PCC St Andrews	X	60.00		60.00
279	Insurance	08/01/2026		Barclays- General		Insurance	CAS Insurance Services	X	1,449.40		1,449.40
281	Hire charges and meeting	08/01/2026		Barclays- General		Hire of parish office - Jan	Parish Halls- Rushmere	X	1,825.00		1,825.00
282	Cemetery maintenance	08/01/2026		Barclays- Cemete		Maintenance	S.C.L Landscape	S	495.00	99.00	594.00
285	Play Inspections	26/01/2026		Barclays- General	Internet	Play Area	Kevin Braizer	X	17.00		17.00
283	Office Administration	26/01/2026		Barclays- General		Office supplies (paper and	Amazon	S	12.18	2.44	14.62
284	IT, printer and office	26/01/2026		Barclays- General	Internet	Supply of new laptops in	CloudFlex Systems	S	1,996.00	399.20	2,395.20
Total									155,480.50	17,990.88	173,471.38