



Rushmere St. Andrew Parish Council

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Minutes of the Parish Council meeting held on 15th August 2024 at 7.30pm at Tower Hall

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 D Noske, Mr R Nunn, Mrs M Brown Mr K Driver.
APOLOGIES:	Mr J Wright (family commitment); Mr C Griggs (another commitment)
OTHER:	Mr P Philpot and Mr P Blundell; not present.
CLERK:	Mr P Massey Clerk. Minutes taken by Mr P Massey. Mrs S Stannard Assistant Clerk
ALSO PRESENT:	1 Member of the public; Cllr D Clery.

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 Westrup proposed that the apologies be accepted, seconded by Mr Nunn. Resolved with ALL in favour.

2. TO SIGN, AS A CORRECT RECORD, THE MINUTES OF THE COUNCIL MEETING HELD ON 11th JULY 2024

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

3. DECLARATIONS OF COUNCILLOR INTEREST

Mrs Odam declared a non-pecuniary interest in Item 15.

[Cllr D Clery joined the meeting].

4. PUBLIC PARTICIPATION

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

Mr Driver made councillors aware that there are unauthorised diggings occurring on the Little Common to create a BMX bike trail. The Commoners Committee are dealing with this. Mr Driver also reported that the hedgerow at the back of Sandlings Crescent needs cutting back. Officers to report the overgrown hedge to East Suffolk Council.

Mr Francis reported that the service trench in Foxhall Road needs repairs at Nr 814 Foxhall Road. He also reported that the path from Clovelly Close to Broadlands Way needs tidying. Officers to report these issues.

Mrs Odam reported that there are issues in Chatsworth Close with parking around Broke Hall School and people keeping their engines running whilst waiting for their children. Officers to report once the school starts in September.

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 distributed prior to the meeting. Cllr Clery reported that Town and Parish Councils can apply for funding for residents that struggle financially. Grant funding of £3,000 are available. Suffolk County Council has a similar scheme of up to £2,000.

Matters arising: None.

[Cllr Clery left the meeting].

5. TO NOTE THE RECORD OF THE ENVIRONMENT AND SERVICES COMMITTEE HELD ON 18TH JULY 2024

Councillors noted these minutes. No Matters Arising.

[The chairman moved item eight forward on the agenda.]

8. TO CONSIDER AND AGREE TREE WORKS OPPOSITE KELVEDON PLAY AREA

The Clerk advised Councillors that this item on the agenda was deferred from the Environment and Services Committee following the identification that more work was required than initially identified. The amended quotes requested were for the following works: fell the multi-stemmed field maple, crown lift all branches overhanging the path and light. Prune back all branches overhanging the neighbouring house and garden and remove arisings. Lyons Tree Services, Acorn Trees and SCL Landscape Management were requested to quote for the work. Two quotes were received.

Acorn Trees- £1,200 + VAT

SCL Landscape Management- £1,240 + VAT

Mr Driver proposed that the quote from Acorn Trees to fell the multi-stemmed field maple, crown lift all branches overhanging the path and light; prune back all branches overhanging the neighbouring house and garden and remove arisings for the total cost of £1,200 +VAT and that the funds should be allocated from Play Areas in Earmarked reserves. Seconded by Mr Taylor. Resolved with ALL in favour.

Mr Newton proposed that this be funded from the Earmarked Reserves, seconded by Mr Westrup. Resolved with ALL in favour.

6. FINANCE

a. To Note Expenditure Authorised under Delegated Powers

The Assistant Clerk advised that delegated authority was given by the Chairman and Clerk for health and safety reasons to include Woodbridge Road land in the tree survey since this land has now been transferred to the parish council. The cost was £100 + VAT for Arboreal Associates. Councillors noted this.

b. Other Matters –

No matters arising.

7. TO REVIEW AND APPROVE POLICY DOCUMENTATION

The following policies 7a-wi were considered together.

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|---|---|
| a.Accident Reporting Policy and Procedures | b.Anti-Corruption and Bribery Policy |
| c.Anti- harassment and Bullying Policy | d.Appraisal Policy |
| e.Climate Awareness and Environment Policy | f.Community Engagement Strategy |
| g.Complaints Procedure | h.Co-option of Councillors |
| i.Data Protections Policy | j.Disciplinary Policy |
| k.Disciplinary Procedure | l.Dispensation Policy |
| m.Document and Electronic Data Policy | |
| n.Donation and Grants Policy | o.Emergency and Dependants Leave Policy |
| p.Equal Opportunities Policy | q.Flexible Working |
| r.Freedom of Information Policy | s.Grievance Procedure |
| t.Health and Safety Policy | u.Holiday Policy |
| v.Information Security Incident Policy | w.Internal Control Policy |
| x.Internet Banking Policy | y.IT and Communications Systems Policy- General |
| z.IT and Communications Systems- Staff | ai.Lone Worker Policy |
| bi.Media Policy | ci.Meeting Attendance Policy |
| di.Member or Officer Protocol | ei.Notice on Reporting at Meetings |
| fi.Noticeboard Content Policy | gi.Parish Risk Analysis |
| hi.Photography Policy | ii.Playground- Risk Management |
| ji.Privacy Policy | ki.Protocols for Pre-Planning Application Developments |
| li.Protocols for Public Participation in Council Meetings | mi.Protocols for Reporting at Council Meetings and Committee Meetings |
| ni.Safeguarding Policy | oi.Sickness and Absence Policy |
| pi.Social Media Policy | qi.Subject Access Request Policy |
| ri.Subject Access Request Procedure | si.Training and Development Policy |
| ti.Travel and Expenses Policy | ui.Volunteer Policy |
| vi.Website Accessibility Statement | wi.Whistleblowing Policy |

The Clerk advised that the councils policy documentation is due for its annual renewal. All policy documentation were made available to Councillors prior to the meeting. There has been no changes or amendments since the last review. Councillors considered the policies.

Mr Driver proposed that the policies be approved. Seconded by Mr Noske. Resolved with ALL in favour.

9. TO CONSIDER AND AGREE SUBMITTING APPLICATION FOR TREE PACKS FROM THE WILDLIFE TRUST

The Chairman advised Councillors that this item was deferred from the Environment and Services Committee to allow all Councillors the opportunity to discuss the proposal. The relevant documentation was sent to councillors prior to the meeting. There is no cost to the parish associated with the application. Councillors discussed this.

Mrs Odam proposed that an application be submitted for one small tree pack to plant small trees on the 3 areas of land between Chatsworth Drive and Foxhall Road that is currently being transferred from East Suffolk Council to the Parish Council. Seconded by Mr Driver. Resolved with ALL in favour.

10. TO CONSIDER AND AGREE 3-YEAR CONTRACT FOR CLEARANCE OF PONDS

The Clerk advised Councillors that Greenways have been responsible for wildlife management and yearly clearance of debris and weeds from Limes Pond and Chestnut Pond. They have provided excellent service and on a recent visit with Greenways both ponds are in a healthy condition and brimming with wildlife. Greenways, SCL Landscape Management and Serene Ponds and Landscapes were asked for a 3-year quote for the annual clearance of debris and weeds from Limes Pond and Chestnut Pond. A quote was received from Greenways. It was for Limes Pond Year 1 £350 Year 2 £375 Year 3 £400. Chestnut Pond Year 1 £200 Year 2 £215 Year 3 £230. Total 3 Year Contract Totalling £1770 + VAT.

Mr Nunn proposed that the quote from Greenways to clear the ponds of debris and weeds on an annual basis for the next three years at a total cost of £1770 + VAT be accepted. Seconded by Mr Ward. Resolved with ALL in favour.

11. TO DISCUSS AND AGREE RESPONSE TO WOODBRIDGE ROAD CYCLING ROUTE PROPOSAL

The Chairman advised Councillors of the proposal from Suffolk County Council for the implementation of an improved link between Ipswich and Kesgrave. The proposals include wider pavements and improved crossings. The documentation was made available to Councillors prior to the meeting. Councillors discussed this.

Mr Newton proposed that the Council comment as follows on the consultation:

The Parish Council objects to all the proposed crossings, move of the bus stop, road widenings and additional cycle paths as there are too many elements that will cause Woodbridge Road East to become very congested. The Council is concerned that this will lead to more through traffic on The Street, Rushmere St Andrew. The Street is not suitable as a through road with several narrow stretches along this road and it is already taking lots of through traffic. The Parish Council is supportive of the pedestrian crossing opposite Bent Lane and in close proximity to Linksfield as this will provide a safe crossing for pedestrians that want to cross from Bent Lane to the bus stop on the opposite side of the road.

Seconded by Mrs Odam. Resolved with ALL in favour.

12. TO CONSIDER AND AGREE TREE SURVEY ON LAND BEING TRANSFERRED TO PARISH COUNCIL

The Assistant Clerk informed Councillors that the land from East Suffolk Council will be transferred to the Parish Council in due course. As part of the management of the land it would be required to complete a tree survey for the land every three years. Currently Arboreal Associates is completing a tree survey for land owned by the Parish Council and it would be advisable to complete a survey on the land to be transferred from East Suffolk once the transfer is completed. A quote was received from Arboreal Associates that is completed the rest of the surveys for £700 + VAT the land being transferred. Other quotes were not sourced, as it is preferable to have the same consultant complete the tree survey for the land owned by the Parish Council.

Mr Driver proposed that Arboreal Associates be appointed to complete a tree survey for the land being transferred from East Suffolk once the Parish Council takes ownership of this land at a cost of £700 + VAT. Seconded by Mr Noske. Resolved with ALL in favour.

Mr Driver proposed that this be funded from the Earmarked Reserves, seconded by Mr Noske. Resolved with ALL in favour.

13. TO DISCUSS AND AGREE NEIGHBOURHOOD WATCH HALL HIRE FEES

The Clerk informed councillors that pre 2017 Council agreed to pay for the hall hire at Tower Hall for the neighbourhood watch group in perpetuity. The current cost of hiring the parish halls for off peak evening meetings is £45 +VAT plus an additional caretaker fee of £10 to set up the chairs and tables. This totals £55 + VAT per meeting. The clerk informed councillors that with the increase in rent costs from Parish Halls for 2024 each additional meeting pushes the Parish Council over the budget. SALC have been approached for advice on the in-perpetuity decision made by Council and the advice was that there is nothing to stop the Council changing its position on this matter. Councillors discussed this.

Mr Driver proposed that the in-perpetuity decision to pay for Neighbourhood watch meetings is made null and a letter is sent to the Neighbourhood Watch group explaining the decision and reasonings. Seconded by Mr Westrup. Resolved with MAJORITY in favour. Mr Francis abstained.

14. TO CONSIDER AND AGREE CONTRACTOR FOR THE INSTALLATION OF THE GATEWAY SIGNS

The Clerk advised Council that the Gateways signs have now been manufactured and delivered and all street furniture licenses and placements of the signs have been agreed. The sign on Mendip Drive where the last suggested placement was initially not accepted by Suffolk County Council due to visibility issues, has now been accepted. The grant funding received for the project was £18,000. The next step is to instruct the contractor to remove and dispose of the old signs and install the new signs in the agreed allocated locations. SCL Landscape Management were originally asked to quote for this works as part of the funding application. The quote received was for £925.00 + VAT for the works. A breakdown of the costs submitted in the application are as follows:

Task	Budget	Actual Cost
Street Furniture Licence	£150	£150
Production and Delivery of signs	£16,296.84	£16,296.84 + VAT
Installation of new signs and disposal of old signs	£925	Contract to be allocated
To tidy and planting underneath new signs	£628.16	Contract to be allocated

Mr Noske proposed that SCL Landscape management be allocated to Install the new signs, remove and dispose of the old signs as per the original quote of £925 + VAT. The chairman and the officers should be given delegated authority to implement the remaining task of tidying and planting underneath the new signs to the total cost of £628.18 + VAT. Seconded by Mr Westrup. Resolved with ALL in favour.

15. TO CONSIDER AND AGREE PURCHASE AND INSTALLATION OF MULTIMEDIA SCREEN FOR USE AT PUBLIC MEETINGS AND TO ALLOCATE CIL FUNDING FOR SCREEN

The Chairman advised that clerk has been researching ways to enhance and improve the Parish Council's meetings and ways to become paperless. Installing a large multimedia screen for public meetings will enhance engagement and communication by providing clear, visual presentations of data, maps, and other crucial information, making complex topics more accessible and understandable to attendees. This technology will facilitate better transparency and inclusivity, as visual aids can accommodate diversity and improve the overall flow and effectiveness of meetings.

The following quotes were received for a large multimedia screen:

JS Sound: £12,588 + VAT

TM Services: £7,660 + VAT

RNSS Limited: £12,295 + VAT

Currently there is £23,363.82 left in the Community Infrastructure Earmarked Reserves. Officers advised that as a multimedia screen would be used at public meetings CIL funding can be used for this purpose. Councillors discussed this.

Mr Noske proposed that CIL money of £7,660 be allocated for the purchase and installation of a multi-media screen for use in the public meetings of the parish council. Seconded by Mr Westrup. Resolved with MAJORITY in favour. Mrs Odam abstained.

Mr Westrup proposed that TM Services be appointed to purchase and install a multi-media screen for use in the public meetings of the Parish Council. The cost of the screen and installation is £7,660 + VAT. Seconded by Mr Stafford. Resolved with MAJORITY in favour. Mrs Odam abstained.

16. TO DISCUSS AND AGREE A REVIEW OF THE NEIGHBOURHOOD PLAN

The Chairman advised councillors that there could be an opportunity to consider a focussed review to re-evaluate the local green spaces included in the Rushmere St Andrew Neighbourhood Plan that was made. The Focused Review will entail the following process: An assessment of the Loal Green Space to confirm that it meets the criteria currently set out in paragraph 106 of the National Planning Policy Framework (December 2023); A focused consultation on the amended policy and designation of proposed Local Green Space; A review of comments and submission of Review to East Suffolk Council; Further consultation by East Suffolk Council followed by examination of Review by Independent Examiner; If deemed necessary, a Parish Referendum; and making of amended Neighbourhood Plan. Places4People provided a quote to assess complete the local green space assessment and preparation of the consultation materials as well as a submission of the focussed review materials for East Suffolk Council for £2,485 + VAT. Councillors debated this.

It was agreed not to progress with a review of the Neighbourhood Plan.

17. GENERAL PARISH MATTERS AND CORRESPONDANCE

a. Correspondence Received

Email from a concerned neighbour about traffic issues on Bixley Drive. Officers to contact Mr Chater about this.

b. The Chairman made Councillors aware of an application for the erection of 13 dwellings opposite Westerfield House. This is outside the parish. Councillors noted this.

18. DETERMINATION OF ITEMS FOR FUTURE AGENDA

No matters arising.

19. CLOSE OF MEETING

The Chairman closed the meeting at 9.05pm

--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 11th July 2024.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
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03/07/2024	Telecom 2000 Ltd	Contract office phone May - June 2024		£	52.74	£	43.95	£	8.79	Admin
03/07/2024	Amazon	Crafts 30 Days Wilder			8.56	£	7.14	£	1.43	PF&POS
03/07/2024	Amazon	Crafts 30 Days Wilder			5.99	£	4.99	£	1.00	PF&POS
03/07/2024	Amazon	Crafts 30 Days Wilder			11.99	£	9.99	£	2.00	PF&POS
03/07/2024	Amazon	Crafts 30 Days Wilder			16.12	£	13.43	£	2.69	PF&POS
03/07/2024	Amazon	Crafts 30 Days Wilder			4.29	£	3.58	£	0.72	PF&POS
03/07/2024	Amazon	Crafts 30 Days Wilder			21.29	£	17.54	£	3.75	PF&POS
03/07/2024	Amazon	Crafts 30 Days Wilder			12.61	£	10.40	£	2.21	PF&POS
03/07/2024	Amazon	Crafts 30 Days Wilder			32.98	£	27.48	£	5.50	PF&POS
03/07/2024	Amazon	Crafts 30 Days Wilder			3.13	£	2.58	£	0.55	PF&POS
03/07/2024	Amazon	Crafts 30 Days Wilder			19.98	£	16.64	£	3.34	PF&POS
03/07/2024	Mrs S Stannard	Street furniture lisenche				£	160.00	£	-	PF&POS
03/07/2024	Mrs S Stannard	Crafts 30 Days Wilder			5.00	£	4.17	£	0.83	PF&POS
05/07/2024	Barclays	Bank charges				£	8.50			Admin
08/07/2024	Rubbish Walks	30 Day Wilder Event				£	140.00			PF&POS
08/07/2024	Mr J Nicholls	Parish handyman weekly checks - June				£	323.89			Litter
08/07/2024	Mr P Massey	Video - Remembrance Event				£	5.95			Admin
08/07/2024	EDI Sunveys Limited	Topographical survey - Kelvedon Play			696.00	£	580.00	£	116.00	PF&POS
16/07/2024	Amazon	Crafts 30 Days Wilder			9.99	£	8.33	£	1.67	PF&POS
16/07/2024	SCL Landscape Managem	Woodbridge Road Maintenance June 2024			48.00	£	40.00	£	8.00	PF&POS
16/07/2024	SCL Landscape Managem	Maintenance Ponds June 2024			72.00	£	60.00	£	12.00	PF&POS
16/07/2024	Amazon	Amazon Prime			114.00	£	95.00	£	19.00	Admin
16/07/2024	SCL Landscape Managem	Maintenance play areas June 2024			259.80	£	216.50	£	43.30	PF&POS
23/07/2024	Amazon	Stationary			7.99	£	6.66	£	1.33	Admin
23/07/2024	SCL Landscape Managem	Kelvedon Play Area vegetation; Chestnut pond trail			3,390.00	£	2,825.00	£	565.00	PF&POS
23/07/2024	Wood Worx Carpentry & K	Wall Kelvedon Play Area			883.37	£	736.14	£	147.23	PF&POS
23/07/2024	HMRC	PAYE, NI, Student Loan Repayments - July 2024				£	1,600.16			PAYE
23/07/2024		Net salaries after PAYE, NI, Student Loan Repayments, Pension - July 2024				£	4,304.72			Salary
23/07/2024	Nest	Pension payments - July 2024				£	314.33			Pension

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
03/07/2024	Parish Online	Parish Online subscription		£ 240.00	£ 200.00	£ 40.00	Admin
05/07/2024	Barclays	Bank charges			£ 11.50		Admin
15/07/2024	Mr K Brazier	Registrar of burial			£ 87.75		Admin
15/07/2024	Mr K Brazier	Gardening at lawn cemetery			£ 182.25		Maintenance
16/07/2024	SCL Landscape Manager	Maintenance cemetery - June 2024		£ 664.80	£ 554.00	£ 110.80	Maintenance
16/07/2024	SCL Landscape Manager	Planting		£ 3,295.20	£ 2,746.00	£ 549.20	Maintenance
16/07/2024	H3G	Mobile phone contracts		£ 95.00	£ 79.17	£ 15.83	Admin
16/07/2024	Amazon	Refreshments Consecration		£ 22.98	£ 19.15	£ 3.83	Admin

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
07/07/2024	D J Moyses Surfacing	Base for community hut			2400	2000	400 Maintenance
16/07/2024	SCL Landscape Mar	Maintenance allotments June 2024		205.20	171	34.2	Maintenance

INCOME RECEIVED during July 2024

General Account (grant funding, allotment deposit)	£5,140.00
Business Base Rate Tracker	£0
Cemetery Account (burial income)	£2,125.60

ACCOUNT BALANCES AS AT 31st July 2024

General Account	£40,933.11
Business Base Rate Tracker	£275,653.97
Cemetery Account	£49,668.14