



Rushmere St. Andrew Parish Council

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Minutes of the Parish Council meeting held on 10th July 2025 at 7.20pm at St Andrew's Church Hall

- CHAIRMAN: Cllr R Whiting
- PRESENT: Cllr R Whiting, Cllr M Newton, Cllr S Taylor, Cllr K Driver, Cllr B Ward, Cllr R Nunn, Cllr M Odam, Cllr J Westrup, Cllr D Francis, Cllr N Barber, Cllr K Barber
- APOLOGIES: Cllr P Blundell, Cllr J Wright, Cllr P Phillpot
- OTHER PRESENT: Cllr Robert Cawley, Cllr Dan Clery
- CLERK: Mrs S Stannard Assistant Clerk.
Minutes taken by Mrs S Stannard.
- ALSO PRESENT: 1 Members of the public

1. APOLOGIES & APPROVAL FOR REASONS OF ABSENCE

RESOLVED: Apologies for absence approved as above.

2. DECLARATIONS OF COUNCILLOR INTEREST

None

3. TO SIGN, AS A CORRECT RECORD, THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 5TH JUNE 2025

RESOLVED: that the minutes of the Parish Council meeting held on the 5th June 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 Westrup asked to speak about the allotment car park. The chairman indicated that this will be dealt with under correspondence.

b. County Councillor Report

A County Councillor's report was not available for distribution. Apologies received from Cllr Stuart Lawson.
Matters arising: None.

c. District Councillor Report

A District Councillor's report was distributed prior to the meeting. Cllr Cawley and Cllr Clery gave verbal updates at the meeting.
Matters arising: None.

5. FINANCE

a. To note expenditure authorised under delegated authority

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

- Felling of a tree at Yew Tree Play Area – Acorn Trees - £350 + VAT
- Inclusion of additional land at Brendon Drive and Euston Avenue as part of tree safety report – Arboreal Associates - £250 + VAT

b. To consider and approve contract for bin emptying on land recently acquired by Parish Council

Information was provided on the cost of emptying bins on land acquired by the parish council. East Suffolk Services charge £1.25 + VAT to empty 1 bin on a weekly basis. Cost per annum predicted at £715 + VAT per annum.

RESOLVED: That East Suffolk Council be appointed at a cost of £715 per annum to empty the bins on the land acquired by the Parish Council and that the use of the bins, number of bins and other information relating to this be reviewed in the meantime for the next financial year.

c. To consider request for use of private road at Ipswich Sports Ground

Previously a letter was sent to ITFC instructed them to stop construction vehicle access via the Ipswich School Sports Ground and to request for a solicitor of the Parish Council to meet a solicitor ITFC. Quotations from solicitors requested were discussed. Cllr N Barber was concerned about the impact of the construction traffic upon the village in terms of noise, sidewalks that are full of dirt and debris from construction vehicles, and the new access that is inconvenient and unsafe for pedestrians with no sidewalk on the other side of the road.

RESOLVED: That Prettys be instructed to act on behalf of the Parish Council to meet the solicitor of ITFC and a legal agreement be drafted and agreed if deemed necessary after the solicitors of both parties meet as per their quote subject to the solicitor's fees be paid by ITFC.

d. Other matters

None.

6. LAWN CEMETERY

a. To consider and approve updates to Cemetery Regulations, including provisions for new extension

RESOLVED: To approve the updates to the Cemetery Regulations.

7. TO CONSIDER AND APPROVE ARRANGEMENTS FOR VJ DAY COMMEMORATION

RESOLVED: To approve the following outline for VJ Day Commemoration within the £1,000 budget:

Commemorative Bell Ringing from 6:30pm-9:00pm, honouring those who served in the war.

The Last Post, sounded by a bugler at sunset, followed by the opportunity for quiet personal reflection inside the church.

A projection onto the church tower from 8:30pm-11:00pm, offering a visual tribute to the sacrifice and resilience of the wartime generation.

1940s-style refreshments served in the church hall and garden, mindful of wartime rationing - a nod to the era in both taste and presentation.

Local history exhibitions from the Kesgrave War Museum and Martlesham Heath Control Tower Museum, coordinated with the support of Local History Recorder Ruth Silburn.

Vintage military and civilian vehicles displayed in the church car park.

8. TO CONSIDER AND APPROVE DELEGATED AUTHORITY FOR IMPLEMENTATION OF FINAL PHASE OF KELVEDON SENSORY GARDEN

RESOLVED: To give delegated authority to the Forward Planning Group to draw up a implementation plan for the final phase of Kelvedon Sensory Garden within the approved budget (Parish CIL - £2,000; District CIL Play Fund £6,000; ECB Cllr Cawley - £2,000 and Locality budget Cllr Lawson - £2,000 (awaiting approval)) in accordance with the grant submissions.

9. TO REPORT AND AGREE ACTION REGARDING TREE ON FOOTPATH 65 (HARDWICK CLOSE)

NOTED: Debris and tree stump removed. No further action required.

10. TO REPORT AND AGREE ACTION REGARDING GATEWAY SIGN ADJACENT TO 876 FOXHALL ROAD

RESOLVED: To instruct Parish Handyman to keep vegetation around gateway under control to improve visibility for drivers as part of his agreed hours.

11. GENERAL PARISH MATTERS & CORRESPONDENCE

a. General Parish Matters

None

b. Correspondence received

Correspondence was received from the Baptist Church asking permission to use the community shed at the allotments for a family to be held on 5th October 2025.

Councillors agreed that the shed can be used by the Baptist Church and agreed to the proposed activities to be held at the allotments. Assistant Clerk to notify all allotment holders and add a notice on the noticeboard at the allotments about the planned family day. Cllr Driver, Cllr N Barber and Cllr K Barber thought it was good that the Baptist Church would no longer be using the car park. Cllr Westrup was concerned about the loss of income and asked if there have been conversations with the church about lower car park rents. The Chairman responded saying that the issue will have to be considered fully by the Allotment Panel at a future meeting.

12. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Discussions with Baptist Church about car park – Allotment Panel.

Risk management plan and maintenance plans for all land owned by Parish Council.

13. CLOSE OF MEETING

The Chairman closed the meeting at 20.17pm

Rushmere St Andrew Parish Council

17 July 2025 (2025-2026)

PAYMENTS LIST

			Cheque No	Description	Supplier			
03 Salaries	24/04/2025 - 27/06/2025			Confidential		18,644.45		18,644.45
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
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
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
36 Cemetery administration	22/04/2025		Barclays- Cemete	Mobile phones contracts	H3G S	82.96	16.59	99.55
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
11 Cemetery administration	24/04/2025	03/04/2025 (6f)	Barclays- Cemete Internet	Subscription fee 2025/26	ICCM E	105.00		105.00
12 Cemetery maintenance	24/04/2025	05/06/2025	Barclays- Cemete Internet	Signs Lawn Cemetery	Signomatic S	105.89	21.18	127.07
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
35 Telephone, internet &	01/05/2025		Barclays- General	Phone calls transfer office	T2K Voice and Data S	55.22	11.04	66.26
20 Office Administration	02/05/2025	12/12/24 (6b)	Barclays- General Internet	Stamps office	Peter Massey E	6.96		6.96
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
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
30 Bee Cafes	07/05/2025		Barclays- General Internet	Hosepipe Bee Cafes	Elmers Hardware S	127.47	25.50	152.97
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		Barclays- General Internet	Maintenance Foxwood	S.C.L Landscape S	40.00	8.00	48.00
32 Cemetery maintenance	07/05/2025		Barclays- General Internet	Gardening at Lawn	Kevin Braizer X	306.00		306.00
33 Cemetery administration	07/05/2025		Barclays- Cemete Internet	Registrar of burials - April	Kevin Braizer X	110.50		110.50

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PAYMENTS LIST

			Cheque No	Description	Supplier				
34	Cemetery maintenance	07/05/2025	Barclays- Cemete	Internet Maintenance Lawn	S.C.L Landscape	S	594.00	118.80	712.80
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
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
57	Play Inspections	09/06/2025		Barclays- General Internet Maintenance play	S.C.L Landscape	S	180.03	36.01	216.04
50	Bee Cafes	09/06/2025		Barclays- General S50 Plants for bee cafes at	Katie's Garden	S	460.00	92.00	552.00
52	Parish handyman	09/06/2025		Barclays- General S52 Parish handyman	JN Jim	X	303.75		303.75
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
60	Cemetery administration	09/06/2025		Barclays- Cemete Hosepipe gardening	S.C.L Landscape	X	55.00		55.00
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
51	IT, printer and office	09/06/2025		Barclays- General S51 Microsoft Office 365	CloudFlex Systems	S	235.50	47.10	282.60
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
71	Cemetery maintenance	24/06/2025		Barclays- Cemete Gardening - May 2025	Kevin Braizer	X	68.00		68.00
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 meetings June	PCC St Andrews	X	60.00		60.00

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PAYMENTS LIST

		Cheque No	Description	Supplier					
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
75	Bee Cafes	02/07/2025	Barclays- General	Bee cafes at Foxwood	Paul Martin	X	200.00		200.00
76	Cemetery administration	02/07/2025	Barclays- Cemete	Transfer of exclusive rights	Lines	X	920.00		920.00
80	Play Area Maintenance	07/07/2025	Barclays- General	Maintenance - Sensory	S.C.L Landscape	S	280.00	56.00	336.00
83	Pond Maintenance	07/07/2025	Barclays- General	Maintenance Ponds - June	S.C.L Landscape	S	60.00	12.00	72.00
79	LNRs, POS, Paths	07/07/2025	Barclays- General	Maintenance - Woodbridge	S.C.L Landscape	S	40.00	8.00	48.00
84	Play Area Maintenance	07/07/2025	Barclays- General	Maintenance Play	S.C.L Landscape	S	251.43	50.29	301.72
78	Allotment maintenance	07/07/2025	Barclays- General	Maintenance	S.C.L Landscape	S	221.00	44.20	265.20
81	Play Inspections	07/07/2025	Barclays- General	Play Area	Kevin Braizer	X	17.00		17.00
82	Rewilding	07/07/2025	Barclays- General	Maintenance The Street	S.C.L Landscape	S	15.00	3.00	18.00
85	Cemetery maintenance	07/07/2025	Barclays- Cemete	Maintenance	S.C.L Landscape	S	599.00	119.80	718.80
86	Cemetery administration	07/07/2025	Barclays- Cemete	Registrar of burials - June	Kevin Braizer	X	178.50		178.50
87	Cemetery maintenance	07/07/2025	Barclays- Cemete	Gardening cemetery - June	Kevin Braizer	X	306.00		306.00
95	Cemetery administration	07/07/2025	Barclays- Cemete	Bank charges - July 2025	Barclays	X	8.50		8.50
77	Community Events	07/07/2025	Barclays- General	Kelvedon Sensory Garden	Suffolk Mind	X	156.00		156.00
97	Bank charges	07/07/2025	Barclays- General	Bank charges - July 2025	Barclays	X	8.50		8.50
98	Office Administration	11/07/2025	Barclays- General	Title deed and map	Sylvia Stannard	X	14.00		14.00
100	Cemetery skips	11/07/2025	Barclays- Cemete	Skip exchange 07/07/2025	Sun Skips	S	254.34	50.87	305.21
99	Community Events	11/07/2025	Barclays- General	Flower arrangement VJ	Kaye Souter Florist	S	41.67	8.33	50.00
102	Hire charges and meeting	16/07/2025	Barclays- General	Hire of Tower Hall Parish	Parish Halls- Rushmere	X	1,825.00		1,825.00
103	Office Administration	16/07/2025	Barclays- General	Refreshments meeting	Sylvia Stannard	E	1.75		1.75
104	Subscriptions	16/07/2025	Barclays- General	Amazon Prime Annual	Amazon	S	95.00	19.00	114.00
101	Kelvedon Sensory Garden	23/07/2025	Barclays- General	Completion of works at	S.C.L Landscape	S	44,996.25	8,999.25	53,995.50
						Total	99,935.36	14,124.66	114,060.02

