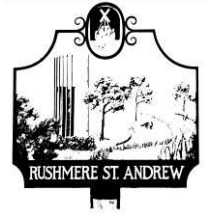




Rushmere St. Andrew Parish Council

www.rushmerestandrew.onesuffolk.net

"Seek The Common Good"



Minutes of the Annual Parish Council meeting held on 9th May 2024 at 7.30pm at Village Hall

CHAIRMAN:	Mr R Whiting
PRESENT:	Mr J Wright, Mr D Noske, Mr D J Francis, Mr M Newton, Mr R Nunn, Mr B Ward, Mr P Blundell, Mr Whiting
APOLOGIES:	Mr K Driver (another commitment), Mr J Westrup (another commitment) Mrs M Odam (another commitment), Mr P Philpot (family commitment), Mr C Griggs (another commitment), Mrs M Brown (unwell)
OTHER:	
CLERK:	Mr P Massey – Clerk; Mrs S Stannard – Assistant Clerk. Minutes taken by Mr Massey
ALSO PRESENT:	Members of the public = 1

1. ELECTION OF THE CHAIRMAN OF THE PARISH COUNCIL & Signing of Declaration of Acceptance of Office of Chairman

Mr R Whiting asked for nominations for Chairman of the Parish Council for the forthcoming year.

Mr Wright nominated Mr Whiting and this was seconded by Mr Noske. There were no other nominations. Mr Whiting was duly elected unopposed as Chairman – Resolved: Carried with ALL in favour.

Mr Whiting then signed the Chairman's Acceptance of Office form, witnessed by the Clerk.

2. ELECTION OF THE VICE-CHAIRPERSON OF THE PARISH COUNCIL

Mr Whiting asked for nominations for the Vice-Chairman of the Parish Council. Mr J Wright was nominated by Mr Whiting seconded by Mr Nunn. There were no other nominations. Mr J Wright was duly elected unopposed as Vice-Chairperson. Resolved: Carried with ALL in favour.

3. TO FILL A PARISH COUNCILLOR VACANCY IN THE VILLAGE WARD BY CO-OPTION

The Councillor vacancy in the Village Ward arose as a result of the resignation of Miss A Cracknell. A notice of the vacancy in the Village Ward was displayed on the noticeboards in the parish and on the parish council website. East Suffolk informed the Parish Council that a by-election was not needed and that a parish councillor can be co-opted for the Village Ward.

One enquiry was received regarding the co-option process and one interested candidate was present at the meeting. The interested candidate was introduced and Councillors were given a brief history of their life, family and work and why they were interested in becoming a councillor in the parish. The Candidate left the room. Mr Newton proposed that Mr S Taylor be co-opted as parish councillor for the village ward. Seconded by Mr Francis. Resolved with ALL in favour. Mr Taylor returned. Mr Whiting congratulated Mr Taylor and he signed the Declaration of Acceptance of Office witnessed by the Clerk. He then joined the meeting as a councillor.

4. APOLOGIES, APPROVAL OF ABSENCE, PROTOCOL & CONDUCT REMINDERS

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

Mr Wright proposed that the apologies be approved as above. Seconded by Mr Nunn. Resolved with ALL in favour.

5. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 11TH APRIL 2024

Mr Ward proposed acceptance of the minutes with the amendment of the correction of the date of the minutes to 11 April 2024, seconded by Mr Nunn, with ALL in favour. The minutes were duly signed as a correct record with the amendment.

6. DECLARATIONS OF COUNCILLOR INTEREST

Mr Wright declared a non-pecuniary interest in SCL Management Ltd and Greenways.

7. PUBLIC PARTICIPATION

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

Mr Francis reported an accident on the junction of Broadlands Way and Foxhall Road earlier the evening.

Mr Wright gave councillors an update on the Speedwatch initiatives in the parish.

Mr Whiting provided an update on the consecration of the lawn cemetery.

b. County Councillor Report

A written report was not available due prior to the meeting. Matters arising: None

c. District Councillor Report

A written report was made available prior to the meeting. Matters Arising: None

8. TO NOTE THE RECORD OF THE ENVIRONMENT AND SERVICES MEETING 25/04/2024 AND THE RECORD OF THE PLANNING AND TRANSPORTATION MEETING 25/04/2024

Mr Whiting reported that the draft records of the Environment and Services meeting and the Planning and Transportation meeting were distributed with the agenda for the meeting. Councillors noted this.

9. TO CONFIRM APPOINTMENTS OF OFFICERS TO THE PARISH COUNCIL (Clerk, Responsible Finance Officer, Assistant Clerk, Registrar of Burials).

a. **To re-confirm the appointment of Mr P Massey as Clerk** – Confirmed.

b. **To re-confirm the appointment of Mrs S Stannard as the Assistant Clerk & Responsible Finance Officer to the Council** – Confirmed.

c. **To re-confirm Mr K Brazier as the Registrar of Burials**– Confirmed.

Mr Newton proposed acceptance of the above appointments listed under a-c, seconded by Mr Ward. Resolved: Carried with ALL in favour.

10. TO CONFIRM MEMBERS AFFILIATION TO COMMITTEES & ADVISORY PANELS AND REPRESENTATIVES ON PARTNER ORGANISATIONS & BOARDS

- a. Environment and Services Committee**
Mr Whiting, Mr Driver, Mr Francis, Mr Newton, Mr Nunn, Mrs Odam, Mr Westrup, Mr Wright, Mr Ward (9 members).
- b. Planning and Transportation Committee**
Mr Whiting, Mr Driver, Mr Francis, Mr Noske, Mr Philpot, Mr Newton, Mr Nunn, Mrs Odam, Mr Westrup, Mr Wright, Mr Ward (11 members).
- c. Community Engagement Committee**
Mr Whiting, Mrs Brown, Mr Newton, Mrs Odam, Mr Wright, Mr Griggs, Mr Ward (7 members).
- d. Cemetery Management Panel**
Mr Griggs, Mr Whiting, Mr Wright, Mr Blundell, Mr Brazier (Registrar) (5 members).
- e. Allotment Advisory Panel**
Mr Francis, Mr Whiting, Mr Westrup (also Allotment Manager) Mr Wright, Dr Wood (Allotment Tenant), Mrs Rozier (Allotment Tenant), Mrs Barber, Mr Barber (8 members).
- f. Newsletter & Website Editorial Advisory Panel**
Mrs Brown, Mr Newton, Mr Whiting, Mr Griggs, Mr Wright, Mr Driver (6 members).
- g. Forward Planning Working Group**
Mr R Whiting, Mr J Wright, Mr K Driver, Mr J Westrup, Mr D Francis, Mr D Noske (6 members).
- h. Neighbourhood Plan Working Group**
Mr Whiting, Mr Wright, Mr Griggs, Mrs Bridger, Mr Driver, Mr Noske, Mrs Copsey (7 members).
- i. Representatives on Boards and Partner Organisations:-**
The following posts were confirmed:-

i. Community Emergency Adviser	Mr J Wright
I. PC Representative on Broke Hall School	Mrs M Brown
II. PC Representative on Parish Halls Management Committee	Mr J Wright
ii. PC Representative Churches	Mr R Whiting
III. Parish Council's Public Footpath Liaison Officer	Mr B Ward
IV. PC Representative on Suffolk Association of Local Councils	Mr R Whiting
V. Parish Council Community Emergency Adviser	Mr J Wright
iii. PC Contact for Safeguarding of Children & Vulnerable Adults	Mrs M Brown
iv. Public Transport Liaison Contact	Mr J Wright
v. Parish Tree & Pond Warden	Mr J Wright
vi. PC Representative on the Woodbridge SNT ASB Group	Mr P Massey
VI. PC Representative on Community Partnership Group (including Rewilding forum and Road Safety Forum)	Mr J Wright
VII. PC Representative on Rushmere Commoners	Mr K Driver
vii. Representative on Kesgrave Community Library	Mrs M Brown
viii. Representative on SAVID	Mr J Wright

Mr Wright proposed acceptance of the above appointments as listed under items a-i, with additions of Mr Blundell to the Community Engagement Committee and the Cemetery Management Panel and deletion of the Newsletter and Website Editorial Panel or the Neighbourhood Plan Working Group seconded by Mr Ward. Resolved: Carried with ALL in favour.

11. FINANCE

a. To approve the unaudited financial accounts for the year ending 31st March 2024

The unaudited financial accounts for year ending 31 March 2024 were shared with Councillors with the agenda for the meeting.

RECEIPTS: Of note were:- Total receipts at £222,512.86 was £13,489.59 more than the previous year (£209,023.27) as a result of increases predominantly in burial receipts received. Burial receipts were up by £12,015.85 at £54,315.25. The Council had gratefully received a total of £20,382.99 in grant money. The precept increased by £1,300 to £23,300.

PAYMENTS: 'Total payments' for the year at £266,079.09 were up £84,392.64 from £181,686.45 from the previous year. This was accounted for by mainly increased expenditure on the Playford Road Traffic Calming Scheme (£45,200), asset improvement (£2,960.71), several events/ projects that was held/implemented such as the Coronation Event (£5,295.54), Remembrance Events (£2,042.28), enchanted tree trail (£6,461.47), nature watch (£1,135.35), increases in natural insurance payments, net salary payments, PAYE and other HMRC employee repayments and pension payments (£9,776.29), playing fields and public open spaces (£13,150.91), VAT charges (£14,569.34), administration and maintenance increases at the cemetery (£3,478.91) and increased costs at the allotments with new projects that were implemented (£1,040.54).

Total cash assets at the bank were £331,726.29 at 31st March 2024, a decrease of £16,229.50 on the previous year. Of those cash assets £275,710.52 was Earmarked Reserves.

The end of year balance in the general account was £51,585 worse than the previous year and the cemetery current account balance ended the year £21,350 better than the previous year. The Business Premium account remained largely static with £658 of interest paid in.

Mr Wright recommended that the unaudited accounts be approved as presented, seconded by Mr Ward, with ALL in favour. The Clerk, Chairman, Vice-Chairman and RFO will sign the unaudited accounts as approved. The Chairman expressed thanks on behalf of the Council for all the work that had gone into preparing the accounts.

b. To approve the Annual Governance and Accountability Return 2023/24 Part 3, Section 1 – Annual Governance Statement 2023/24

Taking this and item 11b & c together:- The RFO made copies of the Annual Governance and Accountability Return Part 3 (Sections 1 and 2) available to Councillors. The RFO had signed the AGAR before presented to Council. The RFO explained the various entries in the document and stated that Section 1 must be approved by Council before Section 2.

Mr Ward proposed acceptance of the Annual Return Section 1 as a true and correct submission, seconded by Mr Newton. Resolved: Carried with ALL in favour.

c. To approve the Annual Governance and Accountability Return 2020/21 Part 3, Section 2 – Accounting Statements 2020/21

The RFO explained the various entries in the document and stated that Section 2 must be approved by Council before it can be submitted to the external auditors.

Mr Ward proposed acceptance of the Annual Governance and Accountability Return Section 2 as a true and correct submission, seconded by Mr Nunn. Resolved: Carried with ALL in favour.

Section 1 of the Annual Return was signed by the Chairman of the meeting and the Clerk witnessed it. whilst Section 2 was signed by the Chairman. The document would now be sent to PKF Littlejohn (External Auditor) along with other requested papers.

d. To consider and approve the internal audit report for year ending 31/03/2023

The internal audit report from Heelis & Lodge was made available prior to the meeting. No adverse issues were raised or recommendations/ observations made.

Mr Wright proposed approval of the internal audit report for year ending 31/03/2024, seconded by Mr Noske. Resolved: Carried with ALL in favour.

e. To approve the statement of review of control and audit procedures and to confirm appointment of Internal Auditor for 2024/2025

The latest version of the “*Statement of Review of Control and Audit Procedures*” and ‘*Review of Audit Effectiveness*’ check list were made available prior to the meeting.

It was agreed that the internal auditor and the Parish Council met the Control and Audit procedure criteria.

Mr Wright proposed acceptance of both the Statement of Review and the Review of Effectiveness of Internal Audit, seconded by Mr Noske. Resolved: Carried with ALL in favour.

Heelis and Lodge was the appointed internal auditor for the previous financial year. The Assistant Clerk made Councillors aware that the Statement of the Review of Control and Audit Procedures and Audit Risk Assessment, which had been available prior to the meeting, reviews the internal audit procedures and scope of the work by the internal auditor. According to this document the current internal auditor Heelis and Lodge fulfils the independency and competency tests. The Assistant Clerk asked Councillors to confirm whether the Council still wished Heelis and Lodge to continue as the Internal Auditor for year 2024/25. The fee is likely to remain £320 for the 2024/25 financial year.

Mr Wright proposed that Heelis and Lodge should continue as the appointed internal auditor for 2024/25, seconded by Mr Blundell. Resolved: Carried with ALL in favour.

f. To confirm bank signatories

Current bank account signatories are:- Mr Whiting, Mr Driver, Mr Westrup, Mr Massey and Mrs Stannard although Mr Whiting still has to be approved as a signatory. Mrs Stannard is a signatory to initiate electronic payments and Mr Massey as he is the named official for the Debit Card. A debit card still has to be acquired and Mr Massey still has to be approved as a signatory.

Mr Noske proposed that all signatories remain the same. The proposal was seconded by Mr Blundell. Resolved: Carried with ALL in favour.

g. To confirm existing standing orders & direct debits

There are no standing orders. Variable amount direct debits were active for:-

Three – Mobile phone contracts for four phones (two officers, Chairman and Vice-Chairman)
Anglian Water – Allotments and Cemetery water supply
Public Works Loan Board – 6 monthly building loan repayments for Tower Hall
Information Commissioners Office – The annual subscription for registration as a Data Controller.
Community Action Suffolk - Annual Web portal fee.
Nest – Pension payments.

All the above to be checked by Parish Council Chairman against bank statements on a regular basis.

Mr Blundell proposed existing arrangement for direct debits remain in place, seconded by Mr Newton. Resolved: Carried with ALL in favour.

h. To confirm S137 expenditure powers for specific financial commitments

The PC meeting of 11th November 2004 passed a resolution authorising expenditure during the course of the year under Section 137 of the Local Government Act (1972) in support of Community Action Suffolk (CAS) and Suffolk Association of Local Councils (SALC) subscriptions and purchase of Remembrance wreaths. The above resolution seeks to confirm S137 arrangements for the current financial period. S137 provides for an expenditure of up to £51,357.96 per elector for the year 2023/24 on community items not covered by other statutory powers. In March 2024 there were 5172 electors in the parish. This equates to £3,576.83 in the 2023/24 financial year. In the 2023/24 financial year £3,818.32 was spent on S137 expenditure.

Mr Nunn proposed acceptance for the noted S137 commitments of subscription payments to SALC and Community Action Suffolk, SLCC, Allotment Society, plus S137 expenditure on wreaths; Seconded by Mr Noske. Resolved: Carried with ALL in favour.

i. To re-confirm S19 expenditure powers for specific financial commitments

Loan repayments to the Public Works Loan Board (PWLB) for the building of Tower Hall came under the Section 19 Power of Expenditure within the Local Government Act (1972) following the transfer of Tower Hall to charitable status. The resolution seeks to re-confirm those arrangements for the last payment due in May in the current financial period (£10,665.30. This includes interest of £255.05). Outstanding balance of the loan was £10,410.25 at 31st March 2024.

Mr Nunn proposed acceptance of the noted commitment under S19 expenditure powers to pay the loan repayments on Tower Hall, seconded by Mr Noske. Resolved: Carried with MAJORITY/ ALL in favour.

j. To note the VAT reclaim submission for 2023/24

The Assistant Clerk reported that a VAT reclaim for £14,569.34 will be submitted to HMRC in respect of the year ending 31st March 2024. This was noted by Councillors.

k. To note receipt of First Payment of Council Precept for 2024/25

The Assistant Clerk reported that the first Precept payment for 2024/25 of £63,150 for the current year had been received on 30 April 2024. A similar amount would be received in September 2024. This was noted by Councillors.

l. To note receipt of CIL payments

The Assistant Clerk advised Councillors that £2,021.08 in CIL payments were paid into the Parish Council, General Account on 17 April 2024. The total CIL payments received since 2016 are £43,136.32. Of this amount £8,785.37 have been spent and £34,351.45 remains. The next part of the CIL money that has to be allocated and spent by 14/04/2026 is £4,620.89. Councillors noted this.

12. TO CONSIDER AND APPROVE PLAYGROUND RISK MANAGEMENT POLICY

Mr Whiting informed councillors that the Policy has been reworded and amendments made following the review after the Parish Council meeting on the 14th March 2024 where the item was deferred.

Mr Newton proposed that the Playground Risk Management Policy be approved. Seconded by Mr Noske. Resolved with ALL in favour.

13. TO CONSIDER AND DISCUSS 30 DAYS WILD INITIATIVES IN PARISH AND NATURE WATCH

The Clerk informed Councillors The Wildlife Trust have a 30 day wild initiative which takes place in June. It is the UK's biggest nature challenge. The idea behind the scheme is for everyone involved to do one thing a day throughout the month of June to encourage/protect the natural environment. The Clerk presented the idea to Councillors that the Parish Council could get involved by promoting the concept through social media to encourage residents to participate. In addition to this £500 grant funding from SCC locality budget has been secured. The Officers would like to use this money to facilitate a few small events throughout the month and are in process of talking with organisations such as Greenways to host mini pop-up days to further encourage resident involvement

Councillors discussed the initiative.

Mr Whiting proposed that the Parish Council participate in the 30 day wild scheme and use the £500 to facilitate a few small events. Seconded by Mr Wright. Resolved with ALL in favour.

14. GENERAL PARISH MATTERS & CORRESPONDENCE

a. Correspondence Received

The Clerk reported that DAS and Each thanked the parish council for the donations. Mr Wright suggested that the Parish Council write to Ipswich Town Football Club to congratulate them on their promotion to the premiership.

a. Forthcoming Meeting Dates

The meeting scheduled for Thursday May 18th, Planning and Transport Committee, Tower Hall. 7.30pm will be cancelled.

Wednesday May 22nd, Annual Parish Meeting, Village Hall, 7.30pm

Thursday June 6th, Tower Hall, Parish Council Meeting, 7.30pm

15. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

18. CLOSE OF MEETING

The Chairman closed the meeting at 20:30.

--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 April 2024.

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
02/04/2024	Nest	Amendment to February Pension	D/D			34.94	Pension
02/04/2024	Mrs S Stannard	Crafts/refreshments for promotion nature	Internet payment 1298	54.97		51.64	3.33 Misc
02/04/2024	SCL Landscape	Maintenance Play Areas - March 2024	Internet payment 1299	259.80		216.50	43.30 PF&POS
02/04/2024	SCL Landscape	Maintenance Ponds - March 2024	Internet payment 1300	72.00		60.00	12.00 Pond
02/04/2024	Mr J Nicholls	Weekly inspections -March 2024	Internet payment 1301			75.00	PF&POS
08/04/2024	Tuin Ltd	Shed at allotments	Internet payment 1306	3514.69	£	2,928.91	£ 585.78 PF&POS
08/04/2024	SALC	Annual membership fees	Internet payment 1307			1255.14	S137
08/04/2024	KBS Depot	Replacement Seat	Internet payment 1308	£ 657.60	£	548.00	£ 109.60 Misc
08/04/2024	Barclays	Bank charges				8.50	Admin
23/04/2024	SALC	Councillor Training: P Philpot	Internet payment 1309	£ 38.40	£	32.00	£ 6.40 Training
23/04/2024	SLCC	Annual membership fees	Internet payment 1310			318.00	S137
26/04/2024	Net salaries paid after PAYE, NI & Pension Contributions - April 2024		Internet payment 1311,1312			4,304.72	Salary
26/04/2024	Nest	Pension contributions - April 2024	D/D			314.33	Pension
30/04/2024	Amazon	Paper office	Internet payment 1315	£ 18.98	£	15.82	£ 3.16 Admin
30/04/2024	Allotment Society	Annual membership fees 2023-24	Internet payment 1317			67.00	S137
30/04/2024	Parish Halls - Rushmere S	Hire fees for parish office and halls	Internet payment 1318			3,580.67	Hire
30/04/2024	Mr P Massey	3 Defibrillator pads	Internet payment 1319	£ 217.19	£	180.99	£ 36.20 PF&POS

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
02/04/2024	SCL Landscape Manager	Installation of new bench at cemetery	Internet payment 1304		180	£ 150.00	£ 30.00 Maintenance
02/04/2024	SCL Landscape Manager	Maintenance - March 2024	Internet payment 1305		344.4	£ 287.00	£ 57.40 Maintenance
08/04/2024	Barclays	Bank charges				10.00	Admin
22/04/2024	H3G	Contracts mobile phones	D/D			95.28	
23/04/2024	Cloudflex Systems	Microsoft 365 subscriptions	Internet payment 1311	£ 442.02	£	368.35	£ 73.67 Admin
23/04/2024	ICCM	Annual membership 2024/2025	Internet payment 1312			100.00	Admin
23/04/2024	Mr K Brazier	Gardening at lawn cemetery	Internet payment 1313			114.75	Maintenance
23/04/2024	Mr K Brazier	Registrar of burial	Internet payment 1314			155.25	Admin
30/04/2024	Sunskips	Skip exchange 24/04/2024	Internet payment 1320	£ 280.00	£	233.33	£ 46.67 Maintenance
30/04/2024	Mr J Nicholls	Parish handyman rounds - April 2024	Internet payment 1316			153.00	PF&POS

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
02/04/2024	SCL Landscape Mar	Clearance of Plot 9D, 14B and 15B	Internet payment 1302		942	785	157 Maintenance
02/04/2024	SCL Landscape Mar	Maintenance allotments - March 2024	Internet payment 1303		106.2	88.5	17.7 Maintenance

INCOME RECEIVED during April 2024

General Account (allotment deposits)	£83,337.35
Business Base Rate Tracker (interest)	£0
Cemetery Account (burial income, interest)	£4,600.30

ACCOUNT BALANCES AS AT 30th April 2024

General Account	£220,444.26
Business Base Rate Tracker	£55,284.49
Cemetery Account	£130,851.53