



Parish Council
Rushmere St Andrew
www.rushmerestandrew.onesuffolk.net

Minutes of the Parish Council meeting held on 26th March 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 S Taylor, Cllr M Newton, Cllr P Blundell, Cllr A Jeffreys

APOLOGIES: Cllr M Brown, Cllr P Phillpot

OTHER APOLOGIES: None

CLERK: Mrs S Stannard - Clerk.

ALSO PRESENT: 3 Members of the public; Cllr Dan Clery

1. APOLOGIES & APPROVAL FOR REASONS OF ABSENCE

RESOLVED: Apologies for absence were received as above and approved.

2. TO FILL PARISH COUNCIL VACANCY IN TOWER WARD

A vacancy had arisen in the Tower Ward and East Suffolk Council has confirmed that the Council can co-opt. Two candidates were interested in being co-opted for the vacancy and they gave short presentations about what they would bring to the councillor role. The candidates left the room.

RESOLVED: To co-opt Mrs Silburn to fill the vacancy in the Tower Ward; she signed the Declaration of Office, witnessed by the Clerk and joined councillors. The other candidate was advised that there will be more vacancies that will be filled at the next meeting.

3. DECLARATION OF COUNCILLOR INTEREST

Cllr Wright declared a non-pecuniary interest in Acorn Trees and SCL Landscape Management Ltd.

4. TO SIGN, AS A CORRECT RECORD, THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 26TH FEBRUARY 2026

RESOLVED: Minutes of the meeting 26th February 2026 were approved with no amendments.

5. PUBLIC PARTICIPATION

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

Cllr Taylor made Councillors aware of a request to relocate the rubbish bin at Limes Pond. The request will be considered at the next Environment and Services Meeting.

Cllr Taylor highlighted the need to the Council's social media presence. This will be considered at the next Community Engagement Committee meeting.

Cllr Jeffreys requested that grant availability from East Suffolk Council for cycle lane improvements be investigated.

b. County Councillor Report

None. Councillors noted the resignation of Stuart Lawson as County Councillor.

c. District Councillor Report

Distributed with agenda for meeting. Cllr Clery provided a verbal update. Matters arising: To investigate grant availability from East Suffolk Council for improving places.

6. TO CONSIDER AND AGREE DESIGN OF PARISH OFFICE/ COMMUNITY HUB

Draft design presented by Last and Tricker.

RESOLVED: To approve the design and layout of the parish office/ community hub as presented.

7. TO CONSIDER AND AGREE SUBMISSION OF PLANNING APPLICATION FOR PARISH OFFICE/ COMMUNITY HUB

RESOLVED: To agree that a planning application proceed at a cost of up to £1,250 + VAT.

8. FINANCE

a. To note expenditure authorised under delegated authority

None

b. To consider and agree bank reconciliation and budget monitoring – January and February 2026

Reconciliations and budget monitoring documents were reviewed.

RESOLVED: To approve the bank reconciliations and budget monitoring for January and February 2026.

c. To consider and agree write-off of assets and approve the Asset Register – 31 March 2026

RESOLVED: That the following assets be written off:

Slide (purchase price £1); swings (purchase price £1); two laptops (purchase price £275 and £855); and 2 Dell hard drive (purchase price of £986).

To approve the asset register dated 31 March 2026 with a total purchase cost of £203, 529.

d. To consider and agree write-off of debt (allotments)

Two tenants of Plot 4XB and 6B owe £58.24 each (total £116.48), despite several attempts to recover the debts they are still outstanding.

RESOLVED: To write off the debt for plot 4XB and 6B totaling £116.48. Tenant of Plot 6B to have tenancy ended.

e. To appoint signatory for signing of cheques and authorising payments

It was noted that a new signatory is required and that K. Driver and J. Westrup should be removed from the authorised signatory list.

RESOLVED: Cllr P. Blundell be appointed as an authorised signatory for the Parish Council.

f. To consider and agree earmarked reserves for 2025/2026

Councillors considered the current level of the general reserves and earmarked reserves.

RESOLVED: To transfer £20,000 to earmarked reserves for the cemetery improvements and £45,500 for the parish replacement office; leaving approximately £74,500 in general reserves.

g. Other Matters

None

9. TO NOTE THE MINUTES OF THE FOLLOWING MEETINGS:

a. Planning and Transportation Committee Meeting – 19/02/2026 & 26/02/2026

Noted

b. Complaints Committee – 19 March 2026

Noted

c. Forward Planning -19 March 2026

Noted

10. TO CONSIDER AND AGREE ALLOTMENT FEES FOR 2027/2028

A breakdown of income and expenditure for the 2025/2026 year and impacts of increasing the fees with 5% and 10% were distributed with the agenda for the meeting. Councillors considered the fees for 2027/2028.

RESOLVED: That allotment fees for 2027/2028 be set at £52.50 for half a plot and £105 for a full plot. No fees be charged for manure bins given the current and planned rationalisation of the manure bins at the allotments.

11. TO CONSIDER AND AGREE CLEARING OF SHED AT ALLOTMENTS

Cllr Whiting updated Councillors regarding the removal of a shed at the allotments. He indicated that SCL Landscape Management Ltd had agreed to carry this out at no cost.

RESOLVED: To instruct SCL Landscape Management Ltd to demolish the shed at the allotments at no cost to the Parish Council.

12. TO CONSIDER AND AGREE ACTION REGARDING TREE AT HARDWICK CLOSE/ PARDOE PLACE

Cllr Wright as tree warden updated Councillors regarding the tree at Hardwick Close/ Pardoe Place.

RESOLVED: That delegated authority given to the Chairman, Vice-Chairman and Clerk to permit felling of Chestnut Tree along path at Pardoe Place/ Hardwick Close at no cost to the Parish Council if requested by residents.

13. TO CONSIDER AND REVIEW OF FOLLOWING POLICIES

- a. Biodiversity
- b. Freedom of Information
- c. IT and Communications Policy – General
- d. IT and Communications Policy – Staff
- e. Publications Scheme
- f. Internal Control Policy

Documents made available prior to meeting. Item 13a-f were reviewed.

RESOLVED: To adopt policies a-f.

14. TO CONSIDER AND AGREE RESPONSE REGARDING EXTINGUISHING FOOTPATH (FORMERLY FOOTPATH 13)

Correspondence was received from Network Rail Eastern region in relation to an unrecorded public footpath, which crosses the railway on the level at Stennetts 1 level crossing. Network Rail is exploring the possibility of extinguishing the public footpath, to allow the permanent legal closure of the level crossing and the Parish Council was asked to comment on this.

RESOLVED: That the Parish Council is opposed to extinguishing of footpath (formerly footpath 13); and that the Council write to Suffolk County Council requesting that the error on the Definitive Map be corrected.

15. TO CONSIDER AND AGREE FORMAT FOR ANNUAL MEETING

Councillors discussed the potential format for the upcoming annual meeting.

RESOLVED: That the Chairman will contact Ipswich Football Club and Luke Chambers regarding presentations at the annual meeting. Up to £300 be approved for refreshments for the annual parish meeting.

16. GENERAL PARISH MATTERS & CORRESPONDENCE

a. General Parish Matters

None

b. Correspondence Received

ITFC responded to complaints about impacts on residential amenity following construction work at the training ground.

17. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

18. CLOSE OF MEETING

The Chairman closed the meeting at 20.57pm