



# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



Minutes of the Parish Amenities & Services Committee meeting held on 17<sup>th</sup> January 2019 at TOWER HALL at 7.30pm

CHAIRMAN: Mr J Wright

COMMITTEE MEMBERS PRESENT: Mr B Ward, Mr C Griggs, Mr D Francis, Mr R Nunn, Mr P Richings, Mr J Westrup, Ms C Evans, Mr J Wright, Mrs M Brown

OTHER COUNCILLORS PRESENT:

APOLOGIES: Mr R Whiting (family commitment), Mrs S Todd (family commitment), Mr M Newton (another commitment)

CLERK: Mrs S Stannard

ASSISTANT CLERK: Mrs S Jenkins. Minutes taken by Mrs S Jenkins

ALSO PRESENT: 0 Members of Public

**NAR** Old AP no action recently, **INP** In progress not resolved, **NEW** → New AP this meeting, **CLD** Cleared by this meeting

## 1. APOLOGIES & APPROVAL OF ABSENCE, PROTOCOL AND CONDUCT REMINDERS

The Chairman 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 noted as detailed above. Mr P Richings proposed acceptance of reasons for councillor absence, seconded by Mr R Nunn with ALL in favour.

## 2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 15<sup>th</sup> NOVEMBER 2018

Mr R Nunn proposed acceptance of the minutes, seconded by Mr B Ward, with ALL in favour. The minutes were duly signed as a correct record.

## 3. DECLARATIONS OF INTEREST

There were no declarations made.

## 4. PUBLIC PARTICIPATION

### a. To Identify Public Participation with Respect to Items on this Agenda

None

### b. Public Forum – Members of Public/Parish Councillors May Speak on Any Matter

Mr R Nunn reported that 2 large trees close to the Pumping Station on Brendon Drive have been topped. Mr J Wright said that the area is not protected by an area Tree Preservation Order and it is therefore unlikely that any action could be taken.

Mr R Nunn reported that the hedging on the pathway on Brendon Drive was wide making it hard for pedestrians to pass each other. The Assistant Clerk to report this to Suffolk County Council.

Mr R Nunn reported that the path on Foxhall Road leading up to the Foxhall Stadium was overgrown. The Assistant Clerk to report to Suffolk County Council and copy in Councillor R Whiting.

Mr D Francis that a tree branch had been knocked down by a vehicle on Broadlands Way. The trees are close to the road and overgrown. The Assistant Clerk to report this to Suffolk County Council.

Mr D Francis reported that the silver birch tree by the substation is leaning over and looking dangerous. The Assistant Clerk to report this to Chater Land Holding Ltd.

Mr J Wright reported that a resident has taken ownership of the oak tree in Cemetery Lane and he is paying for the tree to be cut down. There will be a 28 day notice period if anyone else wants to make a claim on the tree.

## 5. ALLOTMENTS

### a. Update and Any Queries from Councillors

Mr J Westrup reported that there were no plots currently available and that the oak tree had been trimmed by SCL Landscape Management.

## 6. ENVIRONMENT AND LEISURE

### a. **CLD** Progress Report on Cleaning and Maintenance of Benches in the Parish

19/07/18 The Assistant Clerk advised that the benches in the parish need maintenance. Either cleaning or sanding and painting.

The Assistant Clerk advised that there are x 3 benches that need cleaning (excluding x7 benches at the Cemetery). There are an additional x6 benches in the play areas that need cleaning that will be covered by the general pressure washing of the play areas (see item 7b). The Assistant Clerk reported that a quote had been received from Timber Worx for £25 per bench at a total of £75 and from MBS Property Maintenance £40 per bench at a total of £120 plus cleaning materials at £50.

Mr J Westrup proposed acceptance of the quote by Timber Worx to carry out the work. Seconded by Mr R Nunn and agreed by ALL.

There are x 23 wooden benches that need maintenance work (excluding x4 at the cemetery).

The Assistant Clerk reported that a quote had been received from Timber Worx for £50 per bench at a total of £1,150 and from MBS Property Maintenance for £60 per bench at a total of £1380 plus paint at £120

Mr J Westrup proposed acceptance of the quote by Timber Worx to carry out the work. Seconded by Mr R Nunn and agreed by ALL.

The Assistant Clerk to ask Timber Worx to report back on the state of the plaques on the benches.

20/09/18 The Assistant Clerk reported that Timber Worx have confirmed as of 20/09/18 x 15 of the timber benches have been completed. The remainder of the benches are due for completion this week. They have made a photo record of the benches and detailed the state of the plaques.

15/11/18 The Assistant Clerk reported that Timber Worx will complete the cleaning of the benches by the end of November. The images of the benches and plaques have been recorded on Google Drive and access will be given to the parish office shortly, to view them.

17/01/19 The Assistant Clerk reported that the work on cleaning the benches has been complete. It was agreed by ALL to clear this item.

**INP** The bench at the junction of Bixley Drive and Foxhall Road has been reported by Timber Worx as being very rotten and could be quite dangerous to use in the near future. They advise removing it and either replacing or repairing. Timber Worx have provided a quote of £ 395.00 for removing the bench and restoring it by replacing all the timbers and then refitting the bench back in the same location. To replace the bench with an Eco bench from The Garden Furniture Centre, installed by SCL Landscape Management the quote is £403 plus Vat. The charge for taking the old bench away is in the region of £22 plus VAT.

Mr J Westrup proposed acceptance of the quote for £395.00 from Timber Worx to repair and replace the bench at the junction of Bixley Drive and Foxhall Road seconded by Mr C Griggs and agreed by ALL.

15/11/18 Timber Worx have confirmed that they will collect the bench by the end of this month and restore it.

17/01/19 The Assistant Clerk reported that Timber Worx have collected the bench and are in the process of repairing it.

**INF** 19/07/18 The Assistant Church Warden at St Andrews Church contacted the Clerk regarding two benches outside the entrance to the church. The Church would like to replace fencing and the two benches are obstructing the work to be carried out as they are fixed into the tarmac. The Church have asked if the Parish Council can take the benches out from their fixings in order for the Church to carry out the work to their fencing. Initially it was thought that the benches do not belong to the Parish Council, but we have established that the benches do belong to the Parish Council. It looks like the feet of the bench on the left are rotten as they have sunk in the tarmac, but it would only be able to establish the condition of the bench once it is removed. The bench or benches need sanding down and painting and this would be a good opportunity to do the refurbishment work. We have asked the church if the benches can be moved forward to allow work to the fence to happen in future without having to move the benches. This will have to be agreed with the Church.

The Clerk received a quote from SCL Landscape Management to break the benches out; to tarmac the sunken area behind the benches and to re-situate the benches. There is also the possibility that one seat will have to be replaced. The quote from SCL is as follows

**Option One** To Break two benches out - £45 + VAT;

To tarmac the area - £150 + VAT;

To resituate two benches (move benches forward) - £113 + VAT

Sand and paint two seats - £100 + VAT

Total cost: £408 + VAT

**Option Two**

To Break two benches out - £45 + VAT;

To tarmac the area - £150 + VAT;

To resituate one bench (move bench forward) - £56.50 + VAT

Sand and paint one seat - £50 + VAT

Purchase a new seat - £350

Total cost: £651.5 + VAT

**Option Three**

To Break two benches out - £45 + VAT;

To tarmac the area - £150 + VAT;

To resituate one bench (move bench forward) - £56.50 + VAT

Sand and paint one seat - £50 + VAT

Total cost: £301.50 + VAT

Mr Robert Whiting has offered to pay for the work. Mr J Wright proposed that the Parish Council make £150 contribution, if necessary, as long as any replacement bench is purchased from Genesis Orwell Mencap. This was seconded by Mrs M Brown and agreed by ALL.

20/09/18 The Clerk reported that the two benches have been removed and that the Church has replaced the fence. The Church agreed to contribute £100 towards the removal and replacements of the seats. The Clerk has received confirmation of the funding from Councillor Whiting and two oak benches has been ordered from Orwell Mencap. It should take about two weeks for Orwell Mencap to assemble the benches and for them to be installed in time for the Remembrance Services in November.

15/11/18 The Parish Clerk reported that the benches have been installed. The plaques for the benches have been ordered. It is expected that it will be delivered in a couple of weeks. The benches have not been treated. Timber Worx has advised that the benches need to be treated as soon as possible. The quote for Timber Worx was for £60 per bench, totalling £120. Mr R Nunn proposed to accept the quote from Timber Worx of £120 to do the work on both benches, seconded by Mr D Francis and agreed by ALL.

17/01/19 The clerk confirmed that the benches have been reinstalled and secured by TimberWorx. The plaques still need to be fitted.

## **b. Update on the Replacement of the Perspex on the Damaged Notice boards**

**INP** The x 2 wooden noticeboards at The Limes Pond and Brookhill Way are in a poor state of repair and will need looking at next year. Mr J Westrup reported there was a spare noticeboard at the Allotments that could be used to replace one of the noticeboards. The other noticeboard to be replaced in 2019/20.

15/11/18 Included new noticeboard in 2019/2020 budget. Assistant Clerk to liaise with Mr R Potter on replacing the damaged Perspex on the noticeboard at Arundel Way with a new sheet of Perspex.

17/01/19 Mr R Potter has provided the Assistant Clerk with the dimensions of the sheet of Perspex required for the Notice Board on Arundel Way (695x966x4mm). Ipswich Plastics have quoted £ 100.75 Mr P Richings proposed to accept the quote of £100.75 from Ipswich Plastics to produce the Perspex sheet for the notice board in Arundel Way, seconded by Ms C Evans and agreed by ALL.

## **c. INP Progress on the Wildlife Board at Chestnut Pond**

19/07/18 The Clerk to contact Mr J Baker from The Greenways Project to chase the design, production and installation of a wildlife board at Chestnut Pond.

20/09/18 Following the Mill Stream and Sandlings Local Nature Reserve Walkabout on 19 September it was decided to ask James Baker to contact the illustrator for costs to produce pictures for a new wildlife Board with a central picture of the pond surrounded by other pictures on local information/history.

15/11/18 Mr Baker from Greenways has been in contact with an artist that they use for information boards on the Sandlings/ Mill Stream LNR. He has asked if there is any interesting facts/ history to include on the noticeboard. Mr Baker will inform the Clerk of dates to meet with the artist. A meeting is to be arranged with interested parties who have any knowledge of the pond. The Assistant Clerk to place an article in InTouch to request information about the pond.

17/01/19 An article was placed in InTouch to request that anyone with information on Chestnut Pond get in touch with the Parish Council. No one has responded. There has been an initial discussion between the artist and Mr J Baker (The Greenways Project) about the board and a further update on the notice board has been requested.

## **d. INP To Consider Tree Inspections on Land Owned by Parish Council**

Due to the dangerous nature of a broken branch hanging down at Chestnut Pond delegated authority has been used to request that SCL Landscape Management cut the branch down as soon as possible. The cost is £75 plus VAT (The tree will need to be climbed in order to cut the branch down). Two broken branches have been removed.

The Assistant Clerk/Clerk to investigate the location of the trees and the cost of an inspection of those trees in the parish. SCL Landscape Management, Greenways and Tom Lyon Tree Services Ltd to be asked for quotes.

15/11/18 The Parish Clerk reported SCL initially indicated that they would be able to quote but are no longer able to quote for the inspection at this time. Greenways is not able to do this work. Greenways indicated that they would be able to ask Ipswich Borough Council for a quote. We have not received this quote yet. The Clerk contacted Tom Lyon Tree Services Ltd and Owen Acres Tree Services and is waiting for quotations. The Clerk to also ask Ben Miller from Acorn Trees for a quotation. It was agreed that the company performing the inspection must be able to issue a certification of inspection. When the inspection is done, they should be asked to also note any trees on private property that are a possible problem so that the landowner can be written to. Proposed by Mr P Richings to agree to the use of delegated authority by the Chairman of the Council and the Clerk to appoint a company to complete tree inspections, seconded by Ms C Evans and agreed by ALL.

17/01/19 The Assistant Clerk has received a quote from a colleague of Tom Lyon, Jason Mcphie at Arboreal Associates (Creeping St Mary). To perform an initial tree safety survey at 10 sites around the parish is £1,675 with any additional site visits charged at £75 per hour. The survey includes a survey of the significant trees over 100mm diameter and to provide an arboricultural safety report.

Owen Akers Tree Services are not able to quote as they do not have the right qualifications to be able to provide a certificate. They have offered to quote for work as a result of the Tree Survey and to be available for emergency call out in high winds.

A request for a quote has been sent to Borough Landscapes (Ipswich Borough Council) and to AlisonK-Arboriculture (Ipswich) but no quotes have yet been received as they were only sent out in the last 2 days once it became clear all but one of the current companies could not quote.

It was agreed to wait for the outstanding quotes and for the Assistant Clerk to source further quotes.

## 7. PLAY SPACES

### a. Update on Play Area Inspection Reports

17/01/19 No new or immediate issues reported.

15/11/18 The Assistant Clerk advised that one of the padlocks on the gates at Broke Hall Playing Field needed replacing. The gates are still secured by the other padlocks. It was decided to purchase roller number padlocks to replace all current key padlocks on the gates at Broke Hall Playing Field.

17/01/19 The Assistant Clerk reported that due to the difficulty in seeing a roller number padlock clearly in the dark it was decided to ask the volunteers on the Broke Hall Play Area Rota to use the 2 existing padlocks. On locking the play area one lock is to go on the left-hand side bottom bolt and one on the middle gate mechanism and they were asked to move the middle lock to the floor bolt when gates are open to prevent it from being removed. We have been advised by a volunteer that one of the padlocks needs replacing so as the padlocks come in packs of 3 the number of padlocks on the gates will be 3 again.

### b. **CLD** Update on the Installation of New Sign at Chestnut Play Area

17/01/19 The new sign 'Ball games and cycles are NOT allowed in this area and NO dogs allowed' was installed by Signs For You on Wednesday 9<sup>th</sup> January 2019. It was agreed by ALL to clear this item.

### c. **NEW** → To Consider Replacement of Play Equipment at Broke Hall Playing Field

17/01/19 The Assistant reported that to supply and install 2 x pair of 5-a-side Anti Vandal Football Goals 12ft x 4ft at £4,290 and to dispose of old goals is £327. To supply and install Basketball Post including back board, stainless steel ring and net is £1,373.90

The Assistant Clerk to source further quotes to replace the goal posts at Broke Hall Play Area. The Clerk will check ownership of the goal posts on The Sandlings.

### d. **NEW** → To Consider Renewal of Maintenance Contract at Play Areas

17/01/19 SCL Landscape Management have quoted to keep the same rates for the maintenance of the play areas based on a 1, 2 or 3 year contract from 01/03/19-29/02/20, 28/02/21 or 28/02/22. A copy of the quote as below was given to all Councillors.

Type of Work	Area	Value	No. of Visits allowed	Time
Grass cutting	Broke Hall	£70 +VAT per visit	Up to 15 visit per year	
Selective weedkill	Broke Hall	£35.50+VAT per visit	As required probably once	
Trimming hedges and shrubs	Broke Hall	£80+VAT per visit	As required up to 3 times a year	
Any additional maintenance	Broke Hall	£20 +VAT per hour	As required	
Moving of goal posts	Broke Hall	Obtain quote	Every 3 years	Either March/Apr or Sept/Oct
Grass Cutting	Chestnut Close	£38 +VAT per visit	Up to 15 visit per year	

Selective weedkill	Chestnut Close	£25.50+VAT per visit	As required probably two -three times a year	
Trimming hedges and shrubs	Chestnut Close	£50+VAT per visit	As required probably two or three times a year	
Any additional maintenance	Chestnut Close	£20 +VAT per hour	As required	
Grass cutting (drive & footpath)	Kelvedon & footpath & grass area at top	£40+VAT per visit	Up to 15 visit per year	
Selective weedkill	Kelvedon & footpath & grass area at top	£25.50+VAT per visit	As required probably once - twice a year	
Trimming hedges and shrubs	Kelvedon & footpath & grass area at top	£65+VAT per visit	As required probably once - twice a year	
Any additional maintenance	Kelvedon & footpath & grass area at top	£20 +VAT per hour	As required	
Grass Cutting	Tower Hall	£38.50+VAT per visit	Up to 15 visit per year	
Selective weedkill	Tower Hall	£25.50 +VAT per hour	As required two or three times year	
Trimming hedges and shrubs	Tower Hall		Tree in corner may need a trim. Normally every second year. Last year was cut	
Any additional maintenance	Tower Hall	£20 +VAT per hour		
Grass cutting	Yew Tree Grove & footpath	£30+VAT per visit	Up to 15 visit per year	
Selective weedkill	Yew Tree Grove & footpath	£22.50+VAT per visit	As required two or three times year	
Trimming hedges and shrubs	Yew Tree Grove & footpath	£50+VAT per visit	2-3 times as required	
Any additional maintenance	Yew Tree Grove & footpath	£20 +VAT per hour	As required	

Other quotes were not sourced as SCL Landscape has provided exceptional service over many years. Other companies, when used, have provided poor service and so these companies were not asked to provide quotes.

Mr R Nunn proposed to accept the Maintenance quote from SCL Landscape Management as detailed above, for 3 years, seconded by Mr C Griggs and agreed by ALL.

**e. NEW → To Consider Quotes for Play Area Inspections**

17/01/19 A quote for the inspection of the play areas at Broke Hall, Chestnut Close, Kelvedon Drive, Yew Tree Grove and Tower Hall from PlayQuip Leisure has been received as follows:

x 8 Inspections (4 x Maintenance & 4 x Visual) £4,120.20 plus 10% discount on the purchase of play equipment.

X 4 Maintenance Inspections £2,419.80 plus 10% discount on the purchase of play equipment.

SCL Landscapes declined to quote for visual inspections so they could quote for the work in the play areas.

Other quotes were received but from an unknown company so not recommended and companies that did not deal with any maintenance issues and therefore thought unsuitable.

ROSPA (Royal Society for Prevention of Accidents) quoted but can only do 2 inspections per year.

It was agreed to find someone with training or to provide training to do a visual inspection of the play areas between the quarterly inspections. The Assistant Clerk to put a notice in the Parish Magazine if necessary.

Mr J Wright proposed to accept the quote from PlayQuip Leisure at £ 2,419.80 for 1 year for 4 maintenance inspections per year on all 5 play areas, seconded by Mr J Westrup and agreed by ALL.

## **8. ROADS, VERGES AND FOOTPATHS**

**a. INP Update on Pedestrian Crossing on Foxhall Road near Heathlands Park**

A number of residents of Heathlands Park on Foxhall Road attended the Parish Council meeting on 12<sup>th</sup> July 2018. They requested a safer crossing of Foxhall Road near Heathlands Park. This issue was referred to the PA&S by Parish Council. Mr J Wright read out a letter drafted to Councillor R Whiting voicing the concerns of the residents and in particular with the section of Foxhall Road between the junctions with Bixley Drive and Arundel Way on behalf of Rushmere St Andrew Parish Council. The letter asks for urgent consideration to be given to:

- 1) An up to date set of Covert Speed Detection Data and Full Traffic (Volume) Counts covering 24/7 for a 7-day week during the School Term Time.
- 2) A site meeting between SCC Highways Officer(s) and two representatives of the Parish Council at the earliest opportunity.
- 3) Providing the PC with details of District and County Councillors covering the extent of Foxhall Road from the Roundabout with A12 at Martlesham through to the top of Grove Lane in Ipswich.

It was agreed by ALL that this letter be sent by the PC to Councillor R Whiting.

20/09/18 Mr Richings, Mr Nunn, Mr Whiting and the Clerk met the Principal Engineer from Suffolk County Council on site. He indicated that from a technical perspective it is possible that a crossing can be provided. He will detail the proposal and make his colleagues aware of this if any funding is available to implement the scheme.

15/11/18 The Parish Clerk reported that sufficient money is available from County Councillors for the design of this scheme. The Clerk to inform Heathlands Park residents.

17/01/19 The Clerk has spoken to Luke Barber Principal Engineer, Suffolk County Council who confirms that they are busy creating a detailed design.

## **9. Beacon Event 11 November 2018 – Update**

**a. NEW → To Approve Recommended Payments for Services Provided at the Beacon Event**

The Beacon Working Party recommended the following payments for services provided at the Beacon Community Event as follows:

A £200 payment for services provided by the 51st Ipswich Scouts was proposed by Mr J Westrup, seconded by Mr P Richings and agreed by ALL.

A £100 payment for services provided by the 51<sup>st</sup> Ipswich Beavers was proposed by Mrs M Brown, seconded by Mr C Griggs and agreed by ALL.

A £100 payment for services provided by The Orwell Singers was proposed by Mr J Westrup, seconded by Mr P Richings and agreed by ALL.

**b. NEW → Legacy**

At the Beacon Working Party Meeting on 6<sup>th</sup> December 2018 the Assistant Parish Clerk reported on the actual final figures compared to the budget previously agreed by the Beacon Working Party. The amount for legacy and payment for volunteer services is £2,671.53.

The Assistant Clerk provided an update on The Broke Hall School Tree Planting project, a project to be funded by legacy. Mr J Baker from the Greenways Project has agreed to help with the planting of a hedge at the school. The plants will be purchased from Swann's Nursery. The Assistant Clerk met with Mr Pollard from Broke Hall School and they have agreed for year 5 to take part in the hedge planting project which will include the burial of a time capsule under a dedication plaque. It was suggested that funding be set aside for maintenance of the hedge. Mr J Wright produced photographs of Willow tunnels which the Assistant Clerk was asked to take to Mr Pollard for opinion. Planting is set for March 2019. The Assistant Clerk was asked to keep Councillor and School Governor Mrs S Todd updated.

**10. ACTION POINTS AND CLEARANCE OF ITEMS NOT ELSEWHERE ON AGENDA**

**a. Update on Trimming of Trees, Trimming of Hedge and Maintenance of the Footpath**

**5b. CLD Update on the Trimming of Trees, Trimming of Hedge and Maintenance of the Footpath**

19/07/18 The Assistant Clerk to ask SCL Landscape Management to attend the Allotment Panel Meeting on Monday 23<sup>rd</sup> July to discuss the tree trimming with them and to provide a quote.

20/09/18 SCL Landscape Management have quoted £40 plus VAT to cut back the hedge leading up the track, £60 plus VAT to cut back hedges/tree branches on the footpath at the far end of the allotment and £260 plus VAT raising the lower limbs on the oak trees at the entrance with a reduction of limbs overhanging the compost bins and hedge. Total for all work £360 plus VAT

Mr P Richings proposed that SCL Landscape Management be appointed to undertake the work at the quoted price of £360 plus VAT, seconded by Mr M Newton and agreed by ALL.

15/11/18 Mr J Westrup reported that the work has been completed on the footpath and the hedge. The Oak tree works will be undertaken in November, depending on when the leaves start to turn.

17/01/19 It was agreed to clear this item.

**b. Update on Reporting of Traffic Management in Chatsworth Drive and Claverton**

**8a. CLD Update on Reporting of Traffic Management in Chatsworth Drive and Claverton Way  
Request for Double Yellow Lines in Chatsworth Drive and Claverton Way**

15/03/18 After consultation with Mr Sarbutts (PCSO) and Mr Pollard (Business Manager Broke Hall School in consultation with coach drivers regularly using the estate) the proposed double yellow lines are as follows: Outside 28, 30 & 32 Chatsworth Drive. Outside 10, 12, 14 & 16 Claverton Way and on the opposite side of the road outside no. 33 Claverton Way. Assistant Clerk to report the traffic problems using the SCC reporting tool requesting the need for resolution. If no feedback, follow request up. Any necessary escalation/request for a feasibility study should be sent to Councillor Whiting.

17/05/18 The Assistant Clerk reported this on 17<sup>th</sup> April 2018. No response received to date.

19/07/18 Mr David Stiff, Civil Parking Enforcement Implementation Manager from Suffolk Highways wrote to the PC indicating that in Suffolk they are planning to introduce civil parking enforcement (CPE), where the responsibility for enforcement against illegal parking is transferred from the police to the local authority. In order to grant CPE powers Highways need to ensure that all Traffic Orders (TROs), road markings and signs with on-street parking are consistent and fit for purpose. In reviewing TROs the format was changed from text based schedules to map based schedules. These have been sent to the PC asking us to comment. Mr Wright coordinated this response and PC submitted comments asking for several locations as shown in the attached map to be added to the TRO.



20/09/18 The Clerk received a response from Mr Stiff indicating that existing issues that the PC raised will be included and lines that need remarking will be painted in due course. However, any new issues cannot be dealt with as part of the existing process. The PC need to contact Highways about this separately and submit the appropriate information. The Safety and Speed Management team will then initially consider this and if suitable provide the Parish Council with more information on the process. The Clerk submitted information and is waiting for feedback from SCC. Councillors noted this.

19/07/18 Mrs J Sibley reported her concerns about the illegal parking around Claverton Way and Chatsworth Drive at school times and that a concerted effort by Suffolk Constabulary to ticket parking offenders may assist in alleviating the problem. A car parked on her property recently and children had to go on the road to get through. Mrs Sibley requested permission to install 'Dragon's Teeth' on her driveway in order to stop parking (it was thought the Parish Council does not have the right to authorise this type of request). Mr J Wright agreed to meet with Mrs Sibley to discuss her concerns and will consult PCSO Mike Sarbutts and Suffolk County Council and to report back at the next PA&S Committee Meeting.

20/09/18 Mr Wright visited the site. The Parish Council has subsequently written a letter to the resident regarding this. No response has been received to date from the resident.

**CLD** 15/11/18 Mrs J Sibley reported a response was received on 9 November 2018 from the Traffic Regulation Officer declining the request for dragon's teeth or bollards due to the costs of maintenance and the restrictions it may cause to buggies and wheelchair users. Mrs Sibley thanked the Parish Council for their support and stated that she hoped the PCSO would continue to ticket illegal. The Parish Clerk reported that she received an email from the resident asking for help to make contact with the appropriate officer at Suffolk County Council. The Clerk emailed the particular officer at SCC as well but has not received a response.

Mrs J Sibley asked if the Parish Council would distribute posters for ICUsteps Support Group for critical care patients on the road to recovery. The Parish Council agreed to place the posters on the noticeboards.

17/01/19 It was agreed to clear this item.

## **12. CORRESPONDENCE & ANY OTHER MATTERS**

### **a. To Note Matters Arising Since Publication of this Agenda**

The Assistant Clerk reported that an email had been received from a resident about the sign at Playford Lane. A reply was sent to confirm that Suffolk County Council had confirmed the site will now be considered and prioritised against all other potential signing works that have been identified within the County.

### **b. Date and Place of Next Meeting – Thursday 21<sup>st</sup> March at 7.30pm at Tower Hall**

### **c. Other Dates to Note**

Thursday, 14<sup>th</sup> February, GP&F Meeting, Village Hall, 7.30pm

Thursday 14<sup>th</sup> March, Parish Council Meeting, Tower Hall, 7.30pm

## **13. DETERMINATION OF ITEMS FOR FUTURE AGENDA**

None other than in minutes.

## **14. CLOSE OF MEETING**

The Chairman closed the meeting at 8.37 pm