



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Amenities & Services Committee meeting held on 21st March 2019 at TOWER HALL at 7.30pm

CHAIRMAN: Mr P Richings

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

OTHER COUNCILLORS PRESENT:

APOLOGIES: Mr J Wright (Family commitment)

CLERK: Mrs S Stannard

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

ALSO PRESENT: 1 Member of the 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 read out 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 R Nunn proposed acceptance of reasons for councillor absence, seconded by Mr J Westrup with ALL in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 17th JANUARY 2019

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

3. DECLARATIONS OF INTEREST

Mr Newton declared a local non-pecuniary interest as a member of Shadow East Suffolk Authority and stated that he may be asked to reconsider any matter from this meeting at District Council and at any relevant Committee/Sub Committee and in so doing, shall take into account all relevant evidence and representations made at the District level before coming to a decision.

Mr Whiting stated that as a member of Shadow East Suffolk Authority and Suffolk County Council he may be asked to reconsider any matter from this meeting at District or County Council and at any relevant Committee/Sub Committee and in so doing, shall take into account all relevant evidence and representations made at the District or County level before coming to a decision.

There were no other declarations made.

4. PUBLIC PARTICIPATION

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

Mr R Potter advised that he was interested in item 5b.

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

Mr M Newton distributed several copies of 'Memories of Suffolk Coastal District Council 1974-2019. Further copies can be obtained by contacting the Parish Office.

Mr B Ward reported a fallen tree on footpath 46 near Woodbridge Road end. The Clerk has reported it to Suffolk County Council.

Mr J Westrup reported that Holly Lane footpath near the post box was disintegrating. The Clerk has reported it to Suffolk County Council.

Mr R Whiting reported that the gorse on the Playford Road footpath needs cutting back. The Assistant Clerk to report to the Clerk of the Commoners.

Mr C Griggs reported the state of the Playford Lane sign. Mr R Whiting confirmed that this sign was being removed by Suffolk Highways as new signs were now in place.

5. ALLOTMENTS

a. Update and Any Queries from Councillors

Mr J Westrup reported that there had been a break in at the allotment. Crime prevention possibilities to be discussed at the next Allotment Panel meeting.

The Assistant Clerk reported that it was agreed by Parish Council at the March meeting to write off the outstanding £50 Allotment Fee for 2018.

b. To Note Conclusion of the Pest Control Contract at the Allotments and the Ponds

Suffolk Coastal Norse have confirmed that regulations in respect of baiting have recently changed and you are not able to permanently bait anymore. They have advised treatment as and when it is required rather than retain a Pest Control contract. They have left the boxes in-situ for this reason.

NEW → Mr R Potter reported evidence of rats at the allotment. As no private baiting is permitted the Assistant Clerk is to contact Suffolk Coastal Norse to investigate and take the appropriate action.

6. ENVIRONMENT AND LEISURE

a. CLD Update on Cleaning and Maintenance of Benches in the Parish

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.

21/03/19 The Assistant Clerk reported that TimberWorx have now repaired and put back the bench at the junction of Bixley Drive and Foxhall Road.

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.

21/03/19 Plaques have been fitted. Thanks were noted to Mr R Whiting for providing the funding. It was agreed by ALL to clear this item.

b. INP Progress Report on the Replacement of the Perspex on the Damaged Notice Board

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.

21/03/19 Ipswich Plastics have delivered the Perspex sheet to the Parish Office. The Assistant Clerk to organise installation.

c. INP Update 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.

21/03/19 James Baker came into the Parish Office on Wednesday 20th March to discuss the text and pictures for the Wildlife Board with the Clerk and Assistant Clerk. Thanks were noted to Mr R Whiting for funding. The Clerk reported that 50% of the money has been received and that the balance will be received in May. Consideration will be given to the reallocation of funding from the late Mr A Eaton.

d. INP To Consider Quotes on Tree Inspections

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.

21/03/19 AlisonK-Arboriculture decided to not quote at present. The Assistant Clerk has received a quote from Ipswich Borough Council for £1,680 plus VAT.

Mr R Whiting proposed acceptance of the quote for £1,680 by Borough Landscapes to carry out a tree inspection in Rushmere St Andrew Parish, seconded by Mr M Newton and agreed by ALL.

e. CLD Update on Improvement Works at Mill Stream and Sandlings LNRs by The Greenways Project

Work has been completed. Assistant Clerk to send out dates for a walkabout around Mill Stream and Sandlings LNR. Agreed by ALL to clear Item.

f. NEW → To Consider the Relocation or Addition of a Litter Bin at Chestnut Pond

An email was received from Dr Wood requesting that the litter bin at Chestnut Pond be moved to a more visible and convenient location.

The cost of a new litter bin with base and installation is £225 plus VAT.

It was proposed by Mr C Griggs that councillors meet at Chestnut Pond and review the position of the litter bin, seconded by Mr R Whiting and agreed by ALL.

7. PLAY SPACES

a. Update on Play Area Inspection Reports

No new or immediate issue reported.

It was agreed to appoint someone to do a visual inspection of the play areas between the quarterly inspections. Mr R Potter has agreed to do a visual inspection at Broke Hall Playing Field, Kelvedon Play Areas and Tower Hall Play Area (until December 2019 only), Mr M Willis Yew Tree Play Area and Mrs M Brown Chestnut Play Area. **NEW →** The Assistant Clerk to provide a checklist.

NEW → Mr R Whiting asked the Assistant Clerk to check if Volunteers need a DBS.

The Assistant Clerk reported that as funding as now been received, and the inclusive roundabout has been ordered from PlayQuip. Installation is expected to be in May.

NEW → The sign at Broke Hall Playing field at the gym equipment area has been vandalised. The cost of a replacement sign and installation from Signs For You is £68.75. Instead of being installed on a post it will be attached to the fence to prevent further vandalism.

It was proposed by Mr P Richings to accept the quote from Signs For You at £68.75 to replace and install the sign at Broke Hall Playing Field, seconded by Ms C Evans and agreed by ALL.

NEW → It has been reported that the paving stones on the path outside the gate at Tower Hall Play area are a potential trip hazard.

[Mr R Whiting left the room at 08.25pm to inspect the paving stones and returned shortly after]

The Assistant Clerk to investigate land ownership.

b. INP 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.

21/03/19 The Assistant Clerk confirmed the Parish Council owns the goals on The Sandlings. The Assistant Clerk reported that another quote for replacing the goal posts at Broke Hall Playing Field and /or The Sandlings has been received.

Fitness-sports quoted £4,298 to provide and install 2 x mini anti-vandal goal posts (3000mm x 1000mm) and to remove the existing goals. Goal not full steel as sides are HDPE (**High-density polyethylene**) and vulnerable to damage.

PlayQuip have provided a new quote as follows:

£4,390 to provide and install a pair of full steel anti-vandalism goals 12ft x 4ft and to remove the existing goals.

PlayQuip have also quoted £4,330 per pair of goals for Broke Hall Playing Field and The Sandlings if we order two pairs, saving £120 overall.

£550 to move goals in 2020-21 budget so to consider replacing the goals at this time meanwhile the Assistant Clerk to keep report back on any changes to the risk level.

c. NEW → To Consider Painting of Outside Gate at Broke Hall Playing Field

Timberworks have quoted £185 to rub down and paint the outside gate at Broke Hall Playing Field.

It was proposed by Mr D Francis that TimberWorx paint the outside gate at Broke Hall Playing Field at the quoted £185, seconded by Mr B Ward 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 12th 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.

21/03/19 Mr R Whiting reported that the design was complete as funding was in place for the progression of the Independent Risk Assessment. The next stage is to source funding for the implementation.

Mr R Nunn to pass this information on to Heathlands Park residents.

NEW → Mr D Francis reported that the sign outside The Golf Hotel was still there and tipped over onto the ground. The Clerk to report this sign again to Suffolk County Council.

Thanks were noted to Mr Whiting who reported on the progress of the Traffic Calming Scheme on Playford Road.

b. NEW → To Consider Replacement and Relocation of Grit Bin in Foxwood Crescent

A resident of Foxwood Crescent has reported a split in the Grit Bin on the grass verge on the corner of No.5. The resident also reported that the bin keeps getting knocked by cars reversing into it which pushes the grit bin into their hedge killing the plants with the grit that then falls out of the split in the side of the bin. When the Clerk and Assistant Clerk went to check the bin another resident driving past also confirmed that cars frequently reverse into the bin due to its location. Need to consider whether to replace the broken bin or to replace and relocate the bin.

The cost of a new dark green grit bin from gritbins.net £64.99 plus £17 delivery (Total £81.99)

The cost of a recycled black grit bin from gritbins.net £44.99 plus £17 delivery (Total £61.99)

It was proposed by Mr R Whiting to send a letter to residents of Foxwood Crescent to gauge their opinion on the location and necessity of the grit bin, seconded Mr M Newton. Resolved with majority in favour.

c. NEW → To Consider Recalibration of Speed Gun

21/03/19 Recalibration of the Speed Gun is due in April. The cost of recalibration by Speedar Ltd is £70.50.

It was proposed by Mr P Richings to send the speed gun for recalibration by Speedar Ltd at £70.50, seconded by Mrs M Brown and agreed by ALL.

9. Beacon Event 11 November 2018 – Update

a. Update on Legacy Tree Planting and Time Capsule Project at Broke Hall School

At the Beacon Working Party Meeting on 6th 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.

21/03/19 The planting of the 100 trees at Broke Hall School took place on Monday 11th March attended by Councillor James Wright, Councillor Mirabel Brown and the Assistant Clerk. The year 5 children had a great time and learnt a lot about the environment thanks to James Baker and volunteers from The Greenways Project. Photographs and a link to a short film published by the East Anglian Daily Times can be found on the parish website at <http://rushmerestandrew.onesuffolk.net/> . Broke Hall School has also put a link to the Rushmere St Andrew Parish website and a short article about the event. The next stage is for the year 5 children to complete work to fill the time capsule which will be buried along with a dedication plaque on Thursday 23rd May at 10.45 at Broke Hall School. An official invitation will be sent out.

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

11. CORRESPONDENCE & ANY OTHER MATTERS

a. To Note Matters Arising Since Publication of this Agenda

The Assistant Clerk reported that the problem with the overhanging trees on Broadlands Way had been escalated to Councillor R. Whiting.

The sign at Playford Lane in need of repair was escalated to Councillor R. Whiting with the suggestion that it be taken down as there are now new signs. Councillor Whiting has confirmed that the old sign at Playford Lane will be removed by Suffolk County Council.

Mr R Potter reported that the lifebelt at Chestnut Pond was thrown in to the pond. As a result, Miss A Cracknell and Mr J Westrup have agreed to monitor Chestnut Pond and Limes Pond. **NEW** → The Assistant Parish Clerk to provide a checklist.

The Clerk advised that correspondence had been received from Mr R Brander. The Clerk and Mr P Richings to send Mr Brander a response in respect of councillors' emails.

The Clerk advised that correspondence had been received asking the Parish Council to object on their behalf against planning permission for 155 Street. The Clerk to advise that planning permission has already been granted by Suffolk Coastal District Council.

b. Dates to Note

Monday 1st April 2019, Clerk's appointment to return nomination papers, 10am

Wednesday, 3rd April 2019, Closing date for returning nomination papers

Thursday, 4th April 2019, SNT meeting, Woodbridge Police Station, 10am

Thursday 11th April 2019, GP&F Committee, Village Hall, 7.30pm

Thursday 16th May 2019, PA&S Committee, Tower Hall, 7.30pm

Wednesday, 17th April 2019, Internal Audit, Parish Office, 9am

Thursday 23rd May, Beacon Legacy – Time Capsule & Plaque Dedication, Broke Hall School, 10.45 am

Thursday 25th April 2019, Newsletter Panel, Parish Office, 7pm

12. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Possible reallocation of funding for information board.

13. CLOSE OF MEETING

The Chairman closed the meeting at 9.12 pm