



# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



Minutes of the Parish Amenities & Services Committee meeting held on 16 March 2017 at TOWER HALL  
– Main Hall at 7.30pm

CHAIRMAN: Mr J Wright

COMMITTEE MEMBERS PRESENT: Mrs M Brown, Mr D Francis, Mrs C Gower, Mr M Newton, Mr R Nunn, Mr P Richings, Mrs S Todd, Mr B Ward, Mr J Westrup, Mr J Wright.

APOLOGIES: Mr R Whiting (work commitments)

CLERK: Mr M R Bentley, Mrs S Stannard (Assistant Clerk). Minutes taken by Mrs Stannard.

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 members 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.

Apologies were noted as detailed above. Mr Richings proposed acceptance of reasons for councillor absence, seconded by Mrs Brown with all in favour.

## 2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 19 JANUARY 2017

Mr Newton proposed acceptance of the Minutes, seconded by Mr Ward, with ALL in favour. The Minutes were duly signed by the Chairman as a correct record with no alterations.

## 3. DECLARATIONS OF INTEREST

Mr Newton declared a local non-pecuniary interest as a member of Suffolk Coastal District Council and also 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.

## 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 Newton reported that the Police and Crime Commissioner will attend the Suffolk Coastal District Council Meeting on 23<sup>rd</sup> March, Deben Conference Room, 7pm. The meeting will be held in public.

## 5. ALLOTMENTS

### a. To Note Report of Allotment Panel Meeting 8 March 2017

The minutes of the meeting on 8<sup>th</sup> of March was noted.

## **b. Action Points and Queries from Councillors**

### **i) Tenant for Plot 4**

Mr Westrup informed the meeting that since the Allotment Panel meeting a new tenant has taken on Plot number 4 (full plot). Two half plots are still available.

### **ii) Open day**

It was agreed that an open morning will be held on 1<sup>st</sup> April from 10am-12pm at the allotments. The purpose of the meeting is to generate interest and to advertise the allotments. Asst Clerk prepared posters that will be on all the Parish Notice Boards. An advert will also be in the InTouch magazine and the editor agreed that this will be free of charge.

## **6. ENVIRONMENT AND LEISURE**

### **a. INP Report on Progress of Strip of Land Acquisition off The Street/Ipswich School Sport Centre**

17/03/16 Asst Clerk has contacted Greene King but so far no further response.

21/07/16 Change of personnel at Greene King had led to delay. Now willing to set legal steps in motion prior to board approval to transfer. Asst Clerk has requested firm confirmation that transfer will go ahead if board approval is a formality, before agreeing to legal action.

15/09/16 Asst Clerk has sent emails and left telephone messages – still no response. Will continue to chase.

17/11/16 Mrs Potter has contacted Greene King again and managed to speak to the person dealing with this. He has promised to expedite this matter to get urgent board approval. Mrs Potter reiterated again that we are not willing to incur legal expenses until we have formal board approval.

19/01/17 – Asst Clerk contacted Mr Ron Herbert for an update regarding board approval. This has now been passed on to a different contact person at Greene King, Ms Emma Sweetman. Awaiting response from Ms Sweetman.

16/03/17 – Asst Clerk has been informed by Mr Ron Herbert that board approved gifting of strip of land to PC. Mr James Hall, solicitor of the Parish Council has been instructed to go ahead with transfer and he will now contact the solicitors of Greene King.

The strip of land will be gifted to the PC. The legal costs of transferring the land of both parties will be paid by the PC up to a maximum of £700 for each party.

### **b. INP Defibrillators – Report of Devolved Meeting held on 27 February 2017**

21/07/16 Funding confirmed for Tower Hall and Baptist Church, awaiting receipt of funds. No defibrillator funds left in Co-op grant funding from Co-op to place one on their building on Broke Hall. It was suggested that we write to Ipswich Borough Councillors for Bixley Ward to ask if they would consider supporting this project with ward funds.

15/09/16 Funding from Councillor for Bixley Ward together with funding from SCC Locality Budget from Bixley Ward Councillor to support total costs of project. However the Co-op have recently refused to allow the defibrillator to be sited on their building. Asst Clerk and Mr Wright pursuing other locations nearby.

17/11/16 The Chairman reported that the Parish Council is looking for a location for the Bixley defibrillator. He is currently trying to make contact with the landowner. The Council has not received the grant for the second defibrillator. Mrs Potter has written a letter to Mr Newton regarding this.

19/01/17 The Council received the grant for the second defibrillator and it is anticipated that the funding for the defibrillator for the Bixley Ward will be received/available in due course. The landowner of the Jaipur Restaurant, Penshurst Road has given agreement that the defibrillator for the Bixley Ward can be sited outside the restaurant. The Ambulance Service has agreed to the locations of all three defibrillators and made recommendations with regards to the type of defibrillators to purchase. The Asst Clerk is currently researching the best type of defibrillator to purchase and have received a quote for the iPad defibrillator from WEL Medical. Awaiting a quotation from IS Electrical for installation of the defibrillators at Tower Hall and for Bixley Ward. Rushmere Baptist Church will ask own contractor to install as part of extension to church.

Mr Newton proposed that delegated authority be given to the Chairman of the Parish Council, the Vice-Chairman of the Parish Council, Clerk and Asst Clerk to make a decision with regards to the type of defibrillators and cabinets to purchase and installation of the defibrillators. The proposal was seconded by Mrs Gower and agreed by all.

16/03/17 The Chairman of the Parish Council, the Vice-Chairman, Mr Newton, the Clerk and Asst Clerk held a meeting on 27 February to consider the type of defibrillators and cabinets to purchase. The various quotations for defibrillators, cabinets and installation of the defibrillators were also considered. It was decided to purchase the iPad SP1 Semi Auto AED Defibrillators and Defib Safe Mk2 external defibrillator cabinets (yellow) with locks from WEL Medical for a total cost of £4,098.75 excluding VAT. This was based on a recommendation from the ambulance service and the iPad defibrillator is also the nominated device of the British Heart Foundation. The company WEL Medical provided the parish with the cheapest quotation and they were recommended by the Ambulance Service.

It was decided to appoint I.S Electrical to install the defibrillators at Tower Hall and Jaipur Restaurant at a cost of £579.16 excluding VAT. The Rushmere Baptist Church will arrange for the installation of the defibrillator at the church. The defibrillators and cabinets were delivered on the 16 March. **NEW** → A sheet for checking the defibrillators will be prepared by the Asst Clerk prior to installation. Asst Clerk will inform Ipswich Councillors of progress on project. WEL Medical has agreed to a demonstration of the defibrillator and the Asst Clerk is currently in contact with them regarding this. The Clerk reported that all grant funding for the defibrillators have been received.

**c. INP Anti-Social Behaviour Tower Hall/ Plaza (Including Report of Meeting on Site with Agents)**

21/05/15 Agents for St Andrews Walk Area had increased the litter collection to two times a week in an effort to keep things tidy. However Nursery is responsible for its own litter clearance. Barrier gate put on One-Stop Car Park which is locked by last business owner to leave the site. Efforts to convince the Nursery head office to erect a similar barrier on the nursery car park have not yet met with success despite letters being written from Police, Parish Council and Parish Halls. A barrier would stop the remaining car park being used as a social area for cars parked there and the subsequent litter problem. Discovered that new nursery manager had been appointed March/April 2016.

19/05/16 Asst Clerk still to contact and arrange a visit together with PCSO Mike Sarbutts.

21/07/16 New Nursery Manager following up barrier query with head office.

Further reports of anti-social behaviour in this area including human excrement in play area. All reported to PCSO Mike Sarbutts and Inspector Roger Salmon.

17/11/16 Mrs Potter has made contact with Busy Bees head office who promised to expedite the matter. Since then communication received from Nursery manager. Order has been given for fence to be repaired and communications between land agent and Busy Bees head office ongoing regarding release of covenant in their lease for barrier gate. Agreed by both parties in principle that barrier gate definitely required.

19/01/17 - Nursery manager included barrier gate as part of capital expenditure for the next year and submitted this for approval from head office.

Strider gym equipment at Tower Hall play area was broken some weeks ago. PlayQuip that inspects the play equipment in our play areas has offered to contact the manufacturer regarding this. Manufacturer confirmed that Strider will be fixed by the end of the month.

16/03/17 Mr Wright, Clerk, Asst Clerk and PCSO Mr Mike Sarbutts met the agents of the owner of the Plaza and a representative from Busy Bees Nursery on 1 March at the Plaza. The agents of the owner of the Plaza agreed that signs will be added to the bollards of the emergency exit. The agents are also considering tidying up the area and adding planters with plants to the Plaza. The PC has provided them with the contact details of SCL Landscaping as a suggested contact. A barrier to the gate at the Busy Bees nursery was discussed. It was agreed that Busy Bees would contact the agents to discuss the lease agreements of other tenants. Mr Mike Sarbutts informed the Nursery that if progress is not made with the barrier the police can issue a Community Protection Notice. The Nursery representative promised to take this issue up with head office. Mr Sarbutts has since been in contact with the nursery and written to them making them aware of this in writing. The nursery contact has forwarded the information to Head Office.

It was reported that the One Stop Shop do not use the barrier at present and that there were lots of litter at the Plaza area including several N<sub>2</sub>O chargers. These were also found in the Tower Hall play area.

#### **d. Tree Limes Pond**

Tree blown over on fence at Limes Pond during Storm Doris. The fence insured for all risks. Insurers said that PC can claim for the cutting back of the tree to free the fence and for repairing the fence but not for the removal of the tree from site. SCL Landscaping removed the tree from the fence and will remove it from site. SCL Landscaping will prepare two invoices, one for removing the tree from the fence and a second for removing the tree from site. SCL Landscaping has forwarded their invoice for removing the tree from the fence which is £60. When tree removed from site PC will receive second invoice for rest of work. Clerk will obtain two quotes for repair of the fence. Simon Cox will also check the trees when he works at the ponds.

### **7. PLAY SPACES**

#### **a. INP Progress Report Change of Play Equipment at Yew Tree Play Area and Funding Source**

17/11/16 Volunteer inspector of this area reported parents request for more junior equipment for older children. Request was for junior swings. Mrs Potter had checked with our equipment suppliers and not enough room was available for junior swings. However a multi play piece of equipment has been suggested at a cost of £6,750, which would replace one of the toddler see-saws. The amount includes taking the old equipment out and installation of the new equipment. Mr Wright proposed that this work goes ahead only if adequate grant funding for this equipment can be secured. Seconded by Mr Ward and all in favour. Asst Clerk to apply for funding.

19/01/17 Asst Clerk looking into funding streams and will make applications in the new financial year.

16/03/17 Cllrs Mark Newton and Deborah Dean have kindly agreed to support a 2017/18 ECB funding application from the PC for the full amount of 6,750.00 excluding VAT for the change of equipment at Yew Tree play area. Application form completed, signed by both Cllrs and submitted to the Grants Team at SCDC. The applications will be processed in the new financial year. PC would like to express their thanks to Cllrs Newton and Dean for their support.

#### **b. Rear Fencing Tower Hall Play Area**

Vice-Chairman and Asst Clerk met Sam Charter on the 16<sup>th</sup> March. The concern about two fences were discussed with Mr Charter. He agreed that he will consider replacing the fence with a close boarded fence. He will confirm exact details in due course.

#### **c. Moving Goal Posts at Broke Hall Play Area and Sandlings POS**

The goal posts at Broke Hall play area need to be moved a few metres away and the grass need to be re-seeded where the posts used to be. Received a quote from SCL Landscaping for move of the goal posts. Quote for £394 + VAT. Similar to Broke Hall the goal posts at Sandlings also need moving and grass re-seeding. Awaiting quotation from SCL Landscaping for moving of the goal posts at Sandlings. This will all form part of the routine maintenance budget for 2017/18. Mr Wright will mark where the posts need to be moved to. Report back to PA&S.

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

#### **a. INP Community Speedwatch - Progress Report on Joint Scheme with Kesgrave TC**

19/11/15 to 17/03/16 Joint Scheme with Playford PC. ECB funding of total of £1400 received by both parish councils to pay for the equipment, which would not be purchased until enough volunteers were available to run the scheme.

19/05/16 Appeal for volunteers has just been published in the Parish Newsletter.

21/07/16 Six volunteers are available and will be trained in September. Purchase equipment in October with Enabling Community Grant Funds via Mr Whiting for both Rushmere St Andrew and Playford.

15/09/16 Ongoing, but awaiting a report back from PCSO Mike Sarbutts who had indicated that Kesgrave Town Council may be interested in joining with us.

17/11/16 The Clerk and Mr Wright had a meeting on 15 November 2016 with the Clerk and the Chairman of Playford Parish Council. The Clerk and Chairman of Playford PC agreed that provided that they receive a policy document with terms and conditions and a rota as was discussed on 15th November they would still like to be part of the scheme. This will however have to be discussed and agreed at their Parish Council meeting in January. Revoking of the previous decision will have to be considered.

19/01/17 Playford PC decided that they do not want to be part of the Speedwatch Scheme. Rushmere St Andrew PC and Kesgrave PC will continue with the scheme. Kesgrave PC applied for funding from Cllr R Whiting. The Clerk and Mr Wright will meet Mike Sarbutts (PCSO) the second week of February to sort details regarding kit and sites. 6-8 volunteers for Rushmere St Andrew. Volunteers for Kesgrave to be determined.

16/03/17 The project is progressing well. Mike Sarbutts (PCSO) attended a meeting at Landmark House. Mike will be the police liaison for Rushmere St Andrew and Kesgrave. Mike will only be involved with Speedwatch in Rushmere St Andrew and Kesgrave. Mike will organise the training. All equipment now ordered. Received high visibility jackets and speed signs. Waiting for camera to be delivered. Likely that this will be delivered mid April. Kesgrave TC transferred the grant of £700 to the PC.

**b. INP BT Inspection Chamber - Progress Report on Recent Damage**

Clerk had written to Derek Oldham and Mr Whiting regarding the long delay to repair. Meanwhile an incident concerning a broken BT joint-box cover had meant that the barriers had been removed from the well head and placed around the broken cover.

15/09/16 Well Head had now been repaired, but BT joint box cover still required repair. Hopefully BT will do soon.

17/11/16 Mrs Potter has been in contact with BT OpenReach. Should have been inspected by now. Awaiting repair. Cllr J Westrup keeping an eye on it and reporting to Asst Clerk. Still equipment to remove. Also equipment at The Street and Playford Road to remove.

19/01/17 Work completed.

16/03/17 Mr Wright reported that the edges of the BT joint-box cover are cracking. Asst Clerk reported this and have been informed that it will be fixed.

**c. INP Bixley Lane Definitive Footpath List**

19/01/17 The Clerk received letters from 6A, 6B and 6D Bixley Lane, asking for help to determine landownership and who is responsible for the maintenance of the trees along Bixley Lane. It is likely that the land belongs to Mr Charter or Gerry Mann. The letters also questions whether Bixley Lane is a right of way. The Clerk informed Councillors that in 2007 the Parish Council attempted to add Bixley Lane to the definitive map by making a claim to SCC. However, a claim was never submitted. All claims have to be submitted by 2026. Asst Clerk will start this process again and the item will be on the next agenda.

16/03/17 Made progress with identifying landowners along the Bixley Lane. Aiming to distribute letters to serve notice on landowners when the newsletter is distributed. Councillors and residents that use Bixley Lane as a footpath are encouraged to complete a questionnaire to state that they use the lane as a footpath. **NEW** → Asst Clerk to coordinate with Mr Ward regarding signs about definitive footpath at the both ends to Bixley Lane. Information should also be added to the website and an article will be included in the Newsletter.

Mr Wright and the Asst Clerk met the residents of 6A, 6B and 6D Bixley Lane on 16 March. Landownership, fly-tipping and the tree that fell down in the lane that was not removed were all discussed. **NEW** → Asst Clerk to distribute a letter to all landowners in on the other side of Bixley Lane (Houghton Place & Glemham Drive) regarding fly-tipping and will contact SCC about removing fallen tree. Mr Wright will contact Nick Newton (SCDC Tree Officer) to have a look at one tree in the Lane to determine if it is dangerous.

**d. Doggy Bin off Mannington Crescent**

17/11/16 Chairman reported a need for a bin and suggested that it be included in the budget for the next financial year. The cost for a doggy bin is £325. Mr Newton proposed inclusion in budget and to be ordered by the Asst Clerk next year. Seconded by Mr Westrup and all agreed.

19/01/17 Asst Clerk will order in the new financial year since included in 2017/18 budget.

16/03/17 Will order in new financial year.

**e. Notice Board at Bennetts**

17/11/16 Mrs Potter reported that the notice board at Bennetts (Foxhall Road) has to be replaced; it has already been purchased. As fixing a new board to the existing fence was not deemed to be very secure, the Chairman,



Mrs Potter and Mrs Stannard looked for a new location. A piece of ground to the right of the post box seems to be best, but landownership will have to be investigated. Action the Clerk.

19/01/17 Clerk still to investigate.

16/03/17 Land does not belong to SCC Highways or Bennetts. It is likely that the land belongs to Heathlands Caravan Park. Waiting for confirmation that the land belongs to them.

## 9. HISTORY EXHIBITION 7/8 APRIL – CONSIDERATION OF PARISH COUNCIL TABLE

Mrs Babara Richardson-Todd received correspondence from Mr Ron Spore regarding a history exhibition at the Parish Hall, Humber Doucy Lane on the 7 and 8<sup>th</sup> April. It was agreed that the Parish Council would like to support the event and have a table at the event provided that a clear terms of reference is received from Mr Ron Spore in writing. **NEW** → Asst Clerk to contact Mr Ron Spore.

## 10. BEACON EVENT 11 NOVEMBER 2018 – VENUE AND STRUCTURE OF EVENT, CHOICE OF BEACON, ETC

Clerk received correspondence about whether the Parish Council would like to join in commemoration and remembrance of the end of the war. A beacon will be lit at 7pm on 11th November 2018. Options for beacons are: 1) beacon braziers on tall wooden poles that will have to be made by local craftsmen; 2) gas fuelled beacons and 3) traditional bonfire. Option one is likely to be costly; the estimated cost of a gas fuelled beacon is £365.00, including delivery to UK mainland but excluding VAT. Mr Wright reported that he met Bev Hudson at the Ipswich School Sports Centre (ISSC). The school seemed willing to make their venue available for the Beacon Event provided that they can also take part in the event. Mr Richings proposed that the Parish Council join in the Beacon Event on 11<sup>th</sup> November 2018; that the PC purchase a gas fuelled beacon for the event; and that the Ipswich School Sports Centre be used as a venue for the event provided the School formally give permission for this. **NEW** → Asst Clerk to contact ISSC regarding use of the centre as a venue for the beacon event. Clerk/ Asst Clerk to inform Mr Bruno Peek that PC would like to join in the beacon event.

## 11. ACTION POINTS AND CLEARANCE OF ITEMS NOT ELSEWHERE ON AGENDA

### a. **CLD** Broke Hall School Suffolk Constabulary Parking Notice

11/01/17 The Chairman requested that the Broke Hall School Suffolk Constabulary Parking Notice be updated and redistributed. Mr Mike Sarbutts, PCSO, to update the notice and redistribute.

16/03/17 Mike Sarbutts has updated the leaflet and will distribute appropriately

### b. **INP** ID Badges

11/01/17 The Chairman stated that it would be useful if Councillors be issued with new ID Badges. Mrs Gower pointed out that this would be particularly useful for the neighbourhood planning meeting planned later in the year. Clerk to print new ID Badges.

16/03/17 Need 5 more photographs of councillors.

### c. **INP** To consider quote for fencing of Tower Hall play area

17/11/16 Chairman explained the need for high fence around Tower Hall play area due to anti-social behaviour and constant repairs to equipment. We had been given a rough estimate of costs. The quote from K J Fencing Services included several options for a 1.8 metre fence. Option one was £3,590 for twin wire and the second option was £3,200 for a V Mesh fence. There is an option for K J Fencing to remove and sell the existing hoop-top fence for between £500 - £600. Opening and closing the gates will have to be considered. Asst Clerk to enquire whether planning permission will be required.

The principle of installing high fence at Tower Hall play area and the contractor removing and selling the old fence was proposed by Mr Ward and seconded by Mrs Gower and agreed by all. It was proposed by Mr Wright that the twin wire option in a blue colour be included in the budget to be recommended to the GP& F committee. This was seconded by Mr Westrup and agreed by all. Our Play Area equipment supplier PlayQuip have also requested to be allowed to quote when possible next year.

19/01/17 Included in budget. Awaiting second quotation from PlayQuip. Will implement in the new financial year.

16/03/17 PlayQuip not able to provide quotation. Will implement in the new financial year.

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

### **a. Access for Bus Users Attending Ipswich Hospital – KTC Correspondence**

The Clerk received correspondence from Kesgrave Town Council asking whether the Parish Council would support more stops for bus users attending Ipswich Hospital. It was agreed that since none of the Rushmere St Andrew residents have expressed problems with this, the Parish would not write to SCC regarding this issue.

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

There were some initial discussions regarding the logistics of setting up the Parish Council table for the Parish History Exhibition at the Village Hall on 7<sup>th</sup> and 8<sup>th</sup> April. The Assistant Clerk and Vice Chairman would liaise on content and organise resources as necessary including a probable meeting with representatives from SORRI.

### **c. Date and Place of Next Meeting – Thursday 18 May 2017 at 7.30pm at Tower Hall - Noted.**

### **d. Other Dates to Note**

Thursday 16<sup>th</sup> March, SCDC SNT ASB Meeting, Woodbridge Fire/Police Station, 10.30am. Mr Dennis Frances will attend.

Monday 20<sup>th</sup> March, SALC Area Meeting, Stratford St Andrew, 7pm-9pm. Mrs M Brown will attend.

Friday 31<sup>st</sup> March, Closing Date for Newsletter Copy.

Saturday 1<sup>st</sup> April, Allotment open morning, 10am to Midday.

7<sup>th</sup> and 8<sup>th</sup> April, Rushmere St Andrew History Exhibition, Village Hall.

Thursday 13<sup>th</sup> April, GP&F meeting, 7.30pm Tower Hall.

Thursday 27<sup>th</sup> April, Internal Audit with Heelis & Lodge, 9.15 The Parish Office.

Suffolk Show, 31 May & 1 June.

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

Overhanging Anglian Water Compound at Mill Stream;

Bixley Lane Pond;

Motorbikes on Mill Stream and erecting barriers; and

Meet on site before the next meeting. **NEW** → Clerk to contact Mr James Baker. Mr Nunn and Mrs Gower indicated that they would like to join the walkabout.

Note: It was also agreed to include horse poo on Mill Stream with regards to Public Space Protection Orders.

## **14. CLOSE OF MEETING**

The Chairman closed the meeting at 9.04pm