



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Amenities & Services Committee meeting held on 18 May 2017 at
TOWER HALL – Main Hall at 7.30pm

CHAIRMAN: Mr J Wright

COMMITTEE MEMBERS PRESENT: Mr D Francis, Mrs C Gower, Mr R Nunn, Mr B Ward, Mr J Wright, Ms C Evans.

APOLOGIES: Mr M Newton (another commitment), Mrs S Todd (Holiday), Mr P Richings (work commitment), Mr J Westrup (Holiday), Mr R Whiting (SCDC meeting), Mrs M Brown (another commitment).

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

ALSO PRESENT: 2 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. ELECTION OF CHAIRMAN

Mr Wright asked for nominations for Chairman of the PA&S Committee for the forthcoming year.

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

2. 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 Nunn proposed acceptance of reasons for councillor absence, seconded by Mrs Gower with all in favour.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 16 March 2017

Ms Evans proposed acceptance of the Minutes after members had noted that Mr Nunn's name had been left off the attendee list, the minute book copy had already been altered. Proposal was seconded by Mrs Gower, with ALL in favour. The Minutes were duly signed by the Chairman as a correct record.

4. DECLARATIONS OF INTEREST

None.

5. PUBLIC PARTICIPATION

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

The members of the public requested permission to discuss item 7c on the agenda (Anti-Social Behaviour Tower Hall/Plaza).

The Chairman brought forward item 7c to this point in the meeting:-

7c. **INP** Anti-Social Behaviour Tower Hall/ Plaza

The Clerk reported that he had received correspondence regarding item 7c and 8c from Mr Richings and copies were distributed to the members present.

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 N₂O chargers. These were also found in the Tower Hall play area.

18/05/17 The members of the public that were in attendance spoke about the problems they experienced at the Nursery car park a few weeks ago. Mr Wright and the Clerk provided a summary of what the Parish Council have done and are doing to stop the anti-social behaviour at the Plaza. The Asst Clerk provided an update received from Mr Mike Sarbutts PCSO regarding changing the leases at the plaza and how he is dealing with individual drivers frequenting the nursery car park.

Also see the entry under item 8c where Mr Richings letter was discussed.

5b. Public Forum – Members of Public/ Parish Councillors may speak on any matter.

Mr Francis reported on a car parked on the visibility splay at Broadlands Way/Foxhall Road – This is a yellow lined area.

6. ALLOTMENTS

a. Update and Queries from Councillors

The Chairman read a note from Mr Westrup, the allotment manager, stating that all plots were now let and there is a small waiting list.

7. 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.

18/05/17 Mr James Hall, solicitor of the Parish Council has been in contact with the solicitor of Greene King and is awaiting his response.

b. CLD Defibrillators – Progress Report

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 Hear 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. 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.

18/05/17 Defibrillator cabinets at Jaipur Restaurant and Tower Hall have been installed and serviced. Registered with Ambulance Service. Monitored on weekly basis. Ipswich Councillors aware of progress. The defibrillator cabinet at Baptist Church has been installed and the extension at the Church completed. Will service once receive confirmation from Ambulance Service that information available on their database. Monitoring system in place. Public demonstration planned for the Annual Parish Meeting to be held on 23 May 2017, 7.30pm at the Village Hall. Note: The Baptist Church cabinet was serviced with the defibrillator on the 24 May 2017.

d. CLD Tree Limes Pond

16/03/17 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.

18/05/17 Quotation obtained from K J Fencing for repair of the fence for £250 (including VAT). Note: reported as £225 +VAT in meeting but actual figure is for £250 (including VAT). Quotation obtained from SCL Landscape Management Ltd for the repair of the fence for £295+VAT. Mr Wright proposed that K J Fencing be appointed to repair the fence as per his quote, seconded by Mr Nunn and all in favour.

e. INP Public Space Protection Orders

The Clerk had submitted a list of PSPO locations for consideration by SCDC who had in return asked the PC to try and identify locations of all the existing Alcohol Designated Area marker signs. The signs would have to be removed as that order was being rescinded before the PSPO could be set up.

There were 24 signs in total of which Mr Richings had identified locations for 11 so far. Cllrs were urged to let the Clerk know of any they were aware of before 24th May. Clerk reported no information had been received about exact date when the PSPO's will be lifted.

f. Mill Stream/ Sandlings Walkabout – Report Back and Issues Arising

A Mill Stream & Sandlings walkabout took place on Wed 17th May at 10am. The Clerk, Mr Nunn, Mr Richings and Mr Wright accompanied Mr James Baker (Greenways) and Mr Peter Ross (Norse Countryside Ranger) on a maintenance inspection of the area and a number of potential works were identified over and above the agreed 3 year Works Programme.

Identified works included repairs to the track at several points, repairs to fencing and new barrier fencing at some entrance points, some new planks on the boardwalk, excavation of the reed pond to restore open water. Mr Baker would be compiling an estimate of addition costs in order that the Parish Council could apply for some grant funding for the additional work over and above the scheduled maintenance. **NEW** → Clerk/Asst Clerk to apply for funding once estimate received. Another walkabout is planned for October 2017.

8. PLAY SPACES

a. INP Progress Report Change of Play Equipment at Yew Tree Play Area

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.

18/05/17 The application for ECB funding from District Cllrs Newton and Dean for the change of equipment at Yew Tree play area was approved for the full amount of £6,750.00 excluding VAT. Clerk reported that the grant funding had been received. It was agreed at the meeting in November 2016 to appoint PlayQuip to change/ install the play equipment as per their quote if able to secure funding. PlayQuip has indicated that it would take approximately 8-9 weeks to change/ install the new equipment.

b. CLD Broke Hall Gate Locking Rota

Correspondence was received from one of the volunteers about the number of volunteers that are shrinking every year. Alternative suggestions were made such as only locking gates on random days, etc. Leaflets (185) were distributed to properties in Arundel Way, Lewes Close, Cuckfield Avenue and Salehurst Road asking for more volunteers. No interest to date. Asst Clerk and Mr Wright have volunteered.

As a result of problems in the past with anti-social behaviour at the park it was agreed that the current rota system to lock & unlock the gates every day should remain in place.

c. INP Tower Hall Play Area – Update

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.

18/05/17 The Asst Clerk reported that lower hinge on one of the entrance gates has torn from metal post. Need to re-weld to prevent complete detachment, condition has not deteriorated over the past month. Received quote from PlayQuip to repair gate - £325 +VAT. This is a safety issue and it will be dealt with under the maintenance budget. It was agreed that this gate should be repaired as soon as possible.

Following the written correspondence by Mr Richings, which related to provision of new fencing at the play area, CCTV, Policing and gate locking, the Chairman stated this matter should be considered in more detail at a later date with no further discussion at this meeting - Given this it would be best to wait with the ordering of the fencing at Tower Hall Play area.

d. CLD Moving Goal Posts at Broke Hall Play Area and Sandlings POS

16/03/17 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.

18/05/17 Cost for moving goals at Sandlings the same as quote for moving the goal posts at the Broke Hall play area. Part of 2017/18 maintenance budget and agreed at GP&F in April. Goal posts for both the Broke Hall play area and the Sandlings have been moved and anchored. Grass has been re-seeded. Goal posts at Sandlings re-anchored as posts had been removed by unknown persons before concrete dried (anti-social behaviour).

e. CLD Progress Report – Removal of Moss at Kelvedon Play Area

At the GP&F Committee meeting in April it was decided to appoint IBC to remove the moss at the play area and clean the whole of the Kelvedon play area. The work is now completed.

9. ROADS, VERGES AND FOOTPATHS

a. CLD 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.

18/05/17 Mr Wright reported on the progress of this project. All volunteers were trained a month ago. Have been out in field and one check planned this week and one the following week.

b. 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. 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. 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.

18/05/17 Still in process of identifying all the landowners along Bixley Lane. Article included in newsletter. Received 4 completed questionnaires regarding use of footpath. Have received several requests for copies of questionnaires. Signs displayed along Bixley Lane asking for questionnaires to be completed. Questionnaire available on website.

Letter regarding fly-tipping were distributed to properties along Bixley Lane, Houghton Place and Glemham Drive. Asst Clerk contacted SCC about fallen tree. Tree has been removed.

c. INP 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.

18/05/17 During the Sandlings/ Mill Stream walkabout it was agreed that the best position for a new doggy bin would be at Kelvedon Close. Asst Clerk made request for installation of doggy bin.

d. INP Update Regarding 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.

18/05/17 Heathlands Caravan Park indicated that land at Bennetts does not belong to them. Problem with location as discovered that concrete and cables under the grass. Need to find alternative location for the notice board. Handout distributed to councillors showing 3 possible locations for a notice board. It was proposed by Mr Wright and seconded by Mr Nunn and agreed by all that if permission can be obtained from the landowner that the notice board should be installed at the corner of Chatsworth Drive and Bixley Drive.

Note: Two quotations received for installation of notice board. One from SCL for £85-£120 + VAT but it may vary depending on the materials used and time needed to install and the other from K J Fencing for £75 +VAT.

e. To Consider the Erection of a 'No Through Road' Sign in Salehurst Road

Residents of Nos. 11, 13 & 15 Salehurst Road asked if the Parish Council can make a request to SCC for a 'No Through Road' sign. It was agreed that the Parish Council will make a request. **NEW** → Asst Clerk to make request.

f. To Note the Replacement of Litter Bin Foxhall Road

The litter bin at the Foxhall Road end of the path between Chatsworth and Foxhall Roads (opposite Arundel Way) has been vandalised. The metal interior bin has been flattened and needs a replacement. Been informed by Suffolk Coastal that these bins are no longer available and bin will have to be replaced with a new bin. The cost for a new bin and installation of the bin would be £225 + VAT for a black Glasdon Topsy Royal litter bin. Noted and agreed to replace bin with a black Glasdon Topsy Royal litter bin from SCDC. Part of maintenance budget. **NEW** → Asst Clerk to order new bin.

10. BEACON EVENT 11 NOVEMBER 2018 – REPORT/ WORKING GROUP/ BUDGET

16/03/17 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 11th 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. 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.

18/05/17 Mr Wright, Clerk & Asst Clerk had a meeting with Ms Bev Hudson, Mr Paul Wranek and Ms Mandy Moore on the 3 May 2017 at ISSC. Ipswich School agreed beacon event can be held at the ISSC. It will be a joint event between Rushmere St Andrew PC and the Ipswich School. The safety aspects around lighting of the gas beacon need to be considered. The best time for the event would be from 4 – 9pm and it would be a ticketed event. It was agreed that a recommendation be made to Parish Council that a working party be established to plan the Beacon event. Mr Wright, Ms Evans, Mrs Gower volunteered to be on the working party.

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

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.

18/05/17 The clerk took photographs of 2 councillors.

12. CORRESPONDENCE & ANY OTHER MATTERS

a. To Note Matters Arising Since Publication of this Agenda

Mr Wright and the Clerk reported that correspondence was received from Mr Robertson regarding a number of current issues including speeding, CSW, potholes and road resurfacing. It was agreed that Mr Wright will respond on behalf of the Parish Council and will forward a copy to the Clerk.

Mr Wright received a phone call about a tree that was cut down in The Street. Tree not protected by TPO. Mr Wright contacted Mr Nick Newton from SCDC about the tree.

b. Date and Place of Next Meeting – Thursday 20 July 2017 at 7.30pm at Tower Hall - Noted.

c. Other Dates to Note

23rd May, Annual Parish Meeting, Village Hall, 7.30pm

25th May, Woodbridge ASB SNT Meeting, Woodbridge Police Station, 10.30am

31st May and 1st June – Suffolk Show

Newsletter Panel – end of May/ beginning of June - to be determined

7th June, Cemetery Management Advisory Panel meeting. 6.45 pm at Cemetery. Note this will be held at the Committee Room, Village Hall at 7.30pm

8th June, General Election Day – hence no GP&F meeting

15th June – Rearranged GP&F meeting Tower Hall, 7.30pm

20th June – Rushmere St Andrew Parish Review, Village Hall, 7.30pm

13. DETERMINATION OF ITEMS FOR FUTURE AGENDA - None

14. CLOSE OF MEETING

The Chairman closed the meeting at 9.12pm.