



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Amenities & Services Committee meeting held on 15th November 2018 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 M Newton, Mr J Wright

OTHER COUNCILLORS PRESENT:

APOLOGIES: Mrs S Todd (family commitment), Mrs M Brown (unwell), Mr R Whiting (family commitment)

CLERK: Mrs S Stannard

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

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. APOLOGIES & APPROVAL OF ABSENCE, PROTOCOL AND CONDUCT REMINDERS

The Chairman read out 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 J Westrup 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 20th SEPTEMBER 2018

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

3. PUBLIC PARTICIPATION

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

Mrs J Sibley wished to give an update on parking in Claverton Way. The Chairman moved item **8a Update on Reporting of Traffic Management in Chatsworth Drive and Claverton Way** to No. 3b on the agenda with the agreement of the committee.

Mr B Brander did not wish to speak on an item so the Chairman invited him to speak under item **3b Public Forum**

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

[It was agreed to move item 8a forward]

8a. **INP** 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 17th 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.

INP 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.

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.

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

15/11/18 Mr Westrup reported the Playford Lane sign still in need of repair. The Assistant Clerk to report.

15/11/18 Mr R Nunn reported that the member of the public reporting the problem with mobility scooter access to the Mill Stream and Sandlings Nature Reserve wished to pass on their sincere thanks the Parish Council and James Baker from Greenways for their help with this matter. They are extremely happy with the service they have received.

15/11/18 Mr R Nunn reported the tree blocking the pathway had been cleared on the Mill Stream and Sandlings Local Nature reserve.

15/11/18 Mr M Newton reported back on his discussions with the electoral team at Suffolk Coastal District Council about whether the district council has powers to change parish electoral arrangements. Mr Newton reported that it is not possible to change the Parish electoral arrangements without changing the District electoral arrangements. Given that Local Government Boundary Commission for England has very recently reviewed the District Electoral arrangements the District would not be able to alter the electoral arrangements.

15/11/18 During the public participation the Chairman on several occasions asked Mr R Brander to not interrupt the meeting and to wait his turn.

Mr R Brander was given 3 minutes to speak. He mentioned his concern about the speed bumps next to the junction at Playford Road and the time it took to address the flooding at Chestnut Pond. He requested that the Parish Councillors' email addresses be made public.

After 3 minutes the chairman asked Mr Brander to finish on several occasions. Mr Brander continued speaking. Mr Brander was asked to leave the meeting.

At 7.55pm the meeting was temporarily suspended by the Chairman until Mr Brander had left.

At 7.58pm the meeting was reconvened.

4. DECLARATIONS OF INTEREST

Mr Newton declared a local non-pecuniary interest as a member of Suffolk Coastal District Council 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 Newton is also a representative for Suffolk Coastal District Council on the Greenways Advisory Panel.

There were no other declarations made.

5. ALLOTMENTS

a. Update and Any Queries from Councillors

An Allotment Management Advisory Panel meeting was held on the 23 July 2018. The minutes have been distributed to all Councillors. The minutes was noted by Councillors.

15/11/2018 The Allotment Manager reported that two new tenants have taken on a half plot each. There is currently one empty ½ plot ready to be let.

b. INP Update on 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 23rd 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.

6. ENVIRONMENT AND LEISURE

a. INP 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.

INF 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.

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.

b. INP Progress Report on Cleaning of all Noticeboards and Signs at the Ponds and the Allotments

CLD 19/07/18 The Assistant Clerk advised that the x 15 noticeboards in the Parish and the signs at The Limes Pond and Chestnut Pond need cleaning. Mr R Potter has quoted £12 per hour plus materials to clean these. It is estimated that the total cost should not exceed £300.

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

20/09/18 Mr R Potter has confirmed that all x 15 noticeboards have been cleaned, the x 2 lifebelt stations and the signs at the ponds and the signs at the allotments. The total cost of the work is £108.00 (9 hours at £12 per hour).

He reported that the graffiti in the bus shelter has mostly been removed, heavier traces remain in the bus shelter opposite Beech Road. There is damage to the Perspex front in The Street shelter by burning and on the 'No Smoking signs in all shelters with the sign in the shelter opposite Beech Road missing. The Perspex on the noticeboard at Arundel Way needs replacing.

15/11/18 It was agreed by All to clear this item.

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.

c. CLD Progress Report on the Maintenance of Strip of Land Adjacent to The Street

19/07/18 The Clerk received a complaint from residents of one of the properties in Laburnum Close backing onto the strip of land fronting onto The Street, Rushmere St Andrew. The resident enquired whether the Council will be able to do some maintenance at the strip of land.

This is the part of the piece of land that was gifted from Greene King to the Parish Council in June 2017. Once the Parish Council acquired the land, Greenways was appointed to trim the vegetation. This has made a significant difference to the state of this strip of land and the intention was to keep it as an area for wildlife and not to trim the vegetation too much.

The Clerk to obtain a quote from SCL Landscape Management to look at maintaining the area, following a site visit with Mr J Wright.

20/09/18 The Chairman and the Clerk visited the strip of land at The Street and spoke to one of the residents that complained about that the strip is overgrown. Two quotations for cutting the vegetation 1 metre from the boundaries of the neighbouring properties have been received.

Greenways quoted £275-£300 plus VAT to cut back growth 1 metre from gardens.

Mr R Nunn proposed to accept Greenways quote of £275-£300 plus VAT to do the work on the strip of land adjacent to The Street, seconded by Mr J Westrup and agreed by ALL.

15/11/18 The Parish Clerk reported that this work has been carried out. It was reported that the neighbours were very pleased with the work. It was agreed by ALL to clear this item.

d. INP To Consider Long Term Maintenance of Strip of Land Adjacent to The Street

20/09/18 SCL Landscape Management have quoted £85 plus VAT per visit to maintain cut back area and they suggest 2 visits. The Clerk was asked to source a quote from Greenways for comparison.

15/11/18 The Parish Clerk reported that two quotes were received for the long term maintenance of the strip of land. Greenways quoted £ 180-200 for one cut per year. SCL Landscape Maintenance quoted £170 for two cuts per year (£85 per cut). Given that Greenways has cleared the strip of land for two years, did a very good job and enhances opportunities for wildlife it was agreed to appoint them to carry out the long term maintenance. Mr J Wright proposed to accept the quote from Greenways of £180-200 for one cut per year, seconded by Mr J Westrup and agreed by ALL.

e. INP Update on Wheelchair Access at the New Mill Stream Barrier

19/07/18 James Baker from Greenways reported to the Clerk that he had received a complaint that a mobility scooter could not fit through the new staggered gate at the Mill Stream. Greenways has offered to meet onsite with the complainant. No response has yet been received from the complainant. Greenways have confirmed that the barrier was a like for like replacement.

Mr R Nunn reported that a lady had complained to him that she could not get through the entrance at Brendon Drive.

19/07/18 Mr Baker had arranged to meet with the lady on the 5th July to discuss the problem with the barrier. Unfortunately, she was unwell on that particular day and the meeting was cancelled. She has given an indication via an email about what the problem with the barrier is. Mr Baker will arrange for the central (separate) section/ panel of the fencing to be moved further away from the gap in the fence. Anticipating that this will be done on 24th July 2018.

20/09/18 James Baker from Greenways is meeting onsite with the resident next week.

15/11/18 The Parish Clerk reported that Mr Baker from Greenways met the lady on site and after looking at various options the lady said that she would prefer that no alternations are made at present.

It was agreed by ALL to clear this item.

f. 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.

g. 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.

7. PLAY SPACES

a. CLD Progress Report on the Painting of Play Equipment Items in Need of Maintenance

19/07/18 The Assistant Clerk advised that at Yew Tree Grove Play Area the single seat spinner needs sanding down and painting and at Kelvedon Drive Recreation Ground the cradle seats need sanding down and painting. The Assistant Clerk has quotes for the rubbing down and repainting of the single seat spinner at Yew Tree Play Area from SCL Landscape Management at £65 plus vat and PlayQuip at £ 225 plus vat. The Assistant Clerk has quotes for the rubbing down and repainting of the cradle seats at Kelvedon Drive Play Area from SCL Landscape Management at £80 plus vat and PlayQuip at £160 plus vat and they have quoted for replacement cradle swings at £310 plus vat.

Mr J Wright proposed acceptance of quotes from SCL Landscape Management to carry out the work. Seconded by Mr C Griggs and agreed by ALL.

20/09/18 SCL Landscape Management has completed the work on the spinner at Yew Tree Play Area and on the cradle seats at Kelvedon Drive Play Area.

15/11/18 The Assistant Clerk reported that the paint on the spinner at Yew Tree Play Area kept flaking off due to a reaction with the first type of paint used. SCL Landscape Management were asked to rectify this, which they have done by applying a different type of paint.

It was agreed by ALL to clear this item.

b. CLD Progress Report on the Pressure Washing of the Play Areas

19/07/18 All the play equipment, safety surfaces and benches in the Parish Play Areas need pressure washing. The Assistant Clerk has quotes from SCL Landscapes at £750 plus vat and IBC at £ 1,100 plus vat.

Mr J Westrup proposed acceptance of quote from SCL Landscape Management to carry out the work. Seconded by Mr P Richings and agreed by ALL.

20/09/18 SCL Landscape Management have completed the pressure washing of all play areas except Chestnut Close Play Area due to problems with access. They have now been given permission by Ipswich School Sports Centre to access the back of the play area and therefore the pressure washing will be undertaken next week.

15/11/18 The outstanding pressure washing of Chestnut Play Area has now been completed.

It was agreed by ALL to clear this item.

c. To Consider Action to be Taken on Rubber Connectors on the Play Equipment at Broke Hall

19/07/18 The Assistant Clerk reported that at Broke Hall Recreation Ground the problem with the rubber connectors on the Kompan unit has continued to deteriorate. PlayQuip will apply a coat of resin to the rubber connectors, free of charge, to slow down the deterioration.

20/09/18 The problem with the rubber connectors on the Kompan unit at Broke Hall Recreation Ground is still ongoing as due to the wet weather PlayQuip were unable to apply the resin coating. They will do this next time they visit.

15/11/18 The latest Play Equipment Inspection report on Broke Hall Play Area states that the rubber connectors on the Kompan unit are still deteriorating and PlayQuip are still unable to apply the resin coat to slow down the process. The cost of dismantling the unit and replacing the rubber connectors is £1,320 plus VAT. This has been discussed in the past and replacing the connectors was thought to create the same issue with the connectors in the future. To replace the unit with a different climbing frame (with no rubber connectors) the costs start at £7,683 including installation. Inclusive Roundabout £10,344. PlayQuip have advised that work needs to be done as soon as is practically possible and so is not a high risk but needs to be a consideration for the future. It was decided to wait and see if the rubber connectors could be treated and if this slows down the deterioration.

d. Update on Play Area Inspection Reports

15/11/18 The Play Inspection Report at Yew Tree Grove Play Area found that both the gates closed fully and then recoiled outwards leaving a 100mm gap. Both gates were lubricated and the issue improved.

No other immediate issues to report from the Inspection Reports.

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.

8. ROADS, VERGES AND FOOTPATHS

b. 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.

9. Beacon Event 11 November 2018 - Update

INP The Beacon Working Group meeting was held on 20 February 2018 at 10.30 am at the Parish Office. Broke Hall School have agreed to be involved in the Bookmark competition for the event. An invitation to all residents of the parish will be sent out in the form of an invitation printed in the Spring Newsletter. The cover of the Newsletter will

also feature the Beacon Event. Invitations to VIP's are to be sent out asap by the Parish Office. It was decided to source a choir for the event. An article has been approved to appear in InTouch Magazine. A legacy was discussed which included planting a hedgerow and/or adding QR codes to the Jubilee Walk. The Assistant Parish Clerk has been asked to contact burger/ice cream vans and to obtain quotes. To obtain tickets for the event email the Parish Office and the tickets can be collected from the Parish Office, and subject to agreement from Rushmere St Andrew's Church and Rushmere Baptist Church. The next meeting of The Beacon Working

Party is scheduled for the end of April, Beginning of May 2018. Mr R Whiting offered funding for this event for which he was thanked by the committee.

17/05/18 The Beacon Working Group meeting was held on Tuesday 1st May 2018 at 10 am at the Parish Office. Tickets have been printed and are now available. An invitation to the event will be sent out to all councillors. Parkers Hog Roast will provide the food. The invitation to the parish has gone out in the Parish Newsletter. Broke Hall School have accepted, if funding for the legacy is approved, the planting of a hedgerow (100 plants) to commemorate the end of WWI. A meeting was held at Ipswich School Sports Centre on 11th May between the Assistant Clerk, Mr James Wright, Mr John Westrup and a representative from The Orwell Singers. They have agreed to sing at the event. Roger Osborne, the manager of ISSC has agreed to store the beacon. A meeting has been arranged between the Assistant Clerk and Mandy Camilleri (Administrator at Ipswich School Sports Centre) on 20th June at 10.45 am

19/07/18 The Assistant Clerk reported that a meeting of the Beacon Working Party was held on Tuesday 10th July 2018 at the Parish Office. To date 234 tickets had been given out. St Andrews Church and the Baptist Church have agreed to help with volunteers to assist in the running of the event on the day. A candyfloss stall supplied by Mr Bean Entertainments has been booked in order to provide FREE candyfloss and popcorn at the event. The bells of St Andrews Church are planned to be rung to coincide with the Beacon Event. Exhibitor packs are being sent out to clarify their requirements. A trumpeter has been secured through Mr D Frances. The budget for the event has been agreed and funding proposals from the Enabling Communities Budget Scheme of Councillor M Newton and Councillor D Dean and Councillor R Whiting have been submitted. These proposals have now been approved on the condition that SCDC is acknowledged for the funding of the project.

20/09/18 The Assistant Clerk had a meeting with the exhibitors last week and has a meeting with The Orwell Singers on 21/09/18. The Bookmark Competition forms have been given to Broke Hall School and will be sent out on 21/09/18. Letters have been given to the local Beavers, Cubs and Scouts to give out on 21/09/18 to order their Beacon tickets. These groups will be helping at the event. First aid will be provided by Gryphon First Aid. To date x 281 tickets have been sent out.

15/11/18 There was a meeting of volunteers and the Beacon Working Party on Tuesday 30th October 2018 at Ipswich School Sports Centre. The Beacon Event was held on 11th November and attended by hundreds of people of all ages from Rushmere St Andrew Parish. The Beacon was lit by the winners of the Broke Hall School World War I bookmark competition at 7pm after the Remembrance led by Rev Heather Marsden (Rushmere Baptist Church). The photographs so far are available on the Rushmere St Andrew Parish website and there is a report and photographs on the EADT website that can be found at www.eadt.co.uk/news/battle-s-over-rushmere-st-andrew-1-5774558. An article and photographs were submitted in time for publication in InTouch Magazine. The total raised for the charity 'Help the Heroes' from the collection boxes and the jelly bean competition was £205.63. There will be a meeting of the Beacon Working Party on Thursday 6th December where the Assistant Clerk will report back on the final actual v budget figures for the event. The Working Party will then look towards the allocation of the legacy money. The Parish Clerk and Assistant Clerk have received many messages of thanks for organising such a good community event. The event's success was very much down to all the groups and volunteers that donated their time and energies. The Clerk and Assistant Clerk were thanked by the councillors for all their hard work in producing such a successful event. The Assistant Clerk to draft letters to thank everyone involved in the event, to be signed by the Parish Council Chairman and Vice Chairman. Mr M Newton and Suffolk Coastal District Council to be mentioned in any publicity surrounding legacy proposals.

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

a. Report on Mill Stream and Sandlings Local Nature Reserve Walkabout

6 a. **CLD** Report on Mill Stream and Sandlings Local Nature Reserve Walkabout

The Clerk to contact James Baker and Peter Ross to arrange a walkabout for the second week in September if suitable for Mr Baker and Mr Ross.

19/07/18 The Assistant Clerk reported that the following dates have been received from Mr Baker but none as yet from Mr Ross: Monday 10th Sept am, Wed 12th all day, Thurs 13th all day, Mon 17th all day, Wed 19th all day, Fri 21st all day. The Assistant Clerk to circulate dates in an email to councillors to find a common date for the walkabout to take place.

20/09/18 Walkabout was carried out on Wednesday 19th September at 10am. Those present were: Mr P Richings, Mr R Nunn, Mr D Francis, Mr J Westrup, Mr J Baker (Greenways) and Mrs S Jenkins (Assistant Clerk). The walkabout went well and the Assistant Clerk reported the issues to note.

15/11/18 It was agreed to clear this item

b. To Consider Quote for Replacement Sign at Broke Hall Play Area

7 d. CLD To Consider Quote for Replacement sign at Broke Hall Play Area

The Gym Equipment white zone Sign at Broke Hall Playing Filed needs replacing. The cost of the replacement sign including installation from Signs for you is £65.38 plus VAT.

Mr J Westrup proposed acceptance of the quote of £65.83 plus VAT from Signs For You, seconded by Mr R Nunn and agreed by ALL.

15/11/18 It was agreed to clear this item.

c. To Comment on Extending the Kerb at Beech Road

8e. CLD To comment on Extending the Kerb at Beech Road

Suffolk County Council have received a request to look at the problem bus passengers have alighting and boarding the buses at the bus stop on Beech Road. They have asked the Parish Council for its thoughts on extending the kerb. It was proposed by Mr D Francis that the preferred solution would be to lose some of the already dropped kerb to increase the full kerb length to required length but to ensure that some of the dropped kerb remains, seconded by Mr R Nunn and agreed by ALL.

15/11/18 It was agreed to clear this item.

d. Update on Speeding in The Street, Rushmere Village

8d. CLD Update on Speeding in The Street, Rushmere Village

The Clerk reported that she received correspondence from a resident along The Street complaining about the speed of vehicles travelling along the road and asking about traffic calming measures. The Clerk to refer this to PCSO Mike Sarbutts and to request a camera van/SID to be positioned on the corner of Chestnut Close, Bixley Drive, The Street and Foxhall Road.

20/09/18 SID to be deployed initially followed by the deployment of the mobile speed van.

15/11/18 It was agreed to clear this item.

11. NEW → BUDGET BUILD 2019/20 – TO RECOMMEND TO THE GP&F COMMITTEE A BUDGET FOR ALLOTMENTS AND PA&S

15/11/18 The Clerk went through the Parish Amenities & Services Committee Annual Budget 2019/20. The Assistant Clerk to get 3 quotes for Play Inspections prior to the end of the current contract with PlayQuip. Mr M Newton proposed to accept the Parish Amenities & Services Committee Annual Budget 2019/20, seconded by Mr P Richings. The Clerk went through the Allotment Management Advisory Panel Annual Budget 2019/20. Mr J Wright proposed acceptance of the Allotment Management Advisory Panel Annual Budget 2019/20, seconded by Mr P Richings.

12. CORRESPONDENCE & ANY OTHER MATTERS

a. To Note Matters Arising Since Publication of this Agenda

15/11/18 A quote has been received from PlayQuip for £10,344 to supply and install an inclusive roundabout at Broke Hall Playing Field. Ms C Evans proposed to submit a bid to the Enabling Communities Fund to contribute towards the cost of purchase and installation of an inclusive roundabout at Broke Hall Playing Field, seconded by Mr J Westrup and agreed by ALL.

15/11/18 The Clerk reported that she has received an email from Mr R Brander. Mr P Richings and Mr J Wright to send a response to Mr R Brander.

The Clerk has received a flyer from Oak Tree Farm about dropping off leaves at the farm.

b. Date and Place of Next Meeting – Thursday 17th January at 7.30pm at Tower Hall

c. Other Dates to Note

Thursday, 29th November Newsletter and Web Advisory Panel, Parish Office, Tower Hall, 7pm

Thursday, 6th December Beacon Working Party Meeting, Parish Office, Tower Hall, 10am

Thursday, 13th December, GP&F Committee Meeting, Village Hall, 7.30pm

Thursday, 10th January, Parish Council Meeting, Tower Hall, 7.30pm

13. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

14. CLOSE OF MEETING

The Chairman closed the meeting at 9.05 pm