



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Amenities & Services Committee meeting held on 17th May 2018 at TOWER HALL
at 7.30pm

CHAIRMAN: Mr J Wright

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

OTHER COUNCILLORS PRESENT:

APOLOGIES: Mr J Westrup (family commitment)

CLERK: Mrs S Stannard.

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

ALSO PRESENT: 0 Member 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 OF THE PARISH AMENITIES AND SERVICES COMMITTEE

Mr Wright asked for nominations for Chairman of the Parish Amenities & Services Committee for the forthcoming year.

Mr R Nunn nominated Mr Wright and this was seconded by Mrs M Brown. 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 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 B Ward proposed acceptance of reasons for councillor absence, seconded by Mr R Nunn with ALL in favour.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 15th March 2018

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

4. PUBLIC PARTICIPATION

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

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

Mrs S Todd reported that there was a permanent puddle of water on the grass verge outside 79 Claverton Way. Mrs S Todd agreed to report this to Anglian Water.

Mr D Francis reported that the spraying of weeds in Clovelly Close was done too fast. Mr D Francis to see if the weeds die and if not to report this to Suffolk County Council.

Mrs C Evans reported that the Blackdown Avenue road sign was missing. This has been reported twice. The Committee will support any further escalation of this if it is not addressed.

Mr J Wright asked for it to be noted that all councillors present had been given an invitation to the Beacon Lighting Event and those not present would be sent one by post by the Assistant Clerk.

Mr J Wright reported that Mr S Chambers was not well and had moved into a nursing home.

5. 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.

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

There were no other declarations made.

6. ALLOTMENTS

a. Update and Any Queries from Councillors

As reported at the last PA&S meeting there will be one vacancy at the Allotments after March 2018. The vacancy will be advertised in the next issue of InTouch magazine and the Parish Newsletter.

17/05/18 This vacancy has been filled and one person is on the waiting list for a half or whole plot. Mr John Westrup has advised that Plot 6 has been left to become overgrown. A letter was sent to them dated 18th April (after emails and phone calls) enquiring as to why the plot is unattended and that the plot would be sprayed to prevent further growth if they no longer wished to keep the plot. Another letter was sent dated 24th April. Following a phone conversation with Mr Westrup they confirmed that they wished to keep the plot and would tend to it by the end of the week. As the Plot was still not in an acceptable state a letter dated 26th April was sent to confirm that if the plot was still overgrown by 31st May there would be no option but to terminate the agreement and end the tenancy.

7. ENVIRONMENT AND LEISURE

a. **INP** Public Space Protection Orders – Update

18/05/17 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.

20/07/17 It was scheduled to roll out the PSPO's in October. SCDC is struggling to manage this within the timescales and the biggest problem they have is to identify the locations where the old Alcohol Designated Area signs were posted. Nearly half of the locations in Rushmere St Andrew have been identified. The PSPO signs will be placed on top of the old signs. SCDC has to re-assess where there is a drinking habit. The PSPOs will only be valid for three years. SCDC is paying for the new signs but it is likely that Town and Parish Councils will have to pay for signs when they expire.

21/09/17 SCDC is consulting the public to have their say on proposed changes to dog controls in Suffolk Coastal District. Comments must be submitted online or in writing by Friday 22 September 2017. No further update regarding the timescales for the implementation of PSPO have been received.

Asst Clerk to establish if the consultation applies to play areas and play spaces as well.

16/11/17 No further update regarding the PSPOs.

18/01/18 The Clerk spoke to the contact person at SCDC dealing with PSPOs. She informed the Clerk that SCDC is meeting with their legal team next week regarding this and then the Parish Council will be provided with an update.

15/03/2018 Clerk received an email from the East Suffolk Communities Manager indicating that he and the Cabinet Member with the responsibility for Community Health wish to attend and speak at a forthcoming Parish Council meeting to explain the process and considerations if we are to uphold the PSPO's in Rushmere St

Andrew. Clerk in contact with East Suffolk Communities Manager regarding this. There will be an update at the next meeting.

17/05/18 Julia Cattermole from Suffolk Coastal District Council gave an update at the General Purposes & Finance Committee meeting on 12th April 2018. The Clerk confirmed that dog fouling falls within PSPO. The Clerk confirmed that Mike Sarbutts (PCSO) has evidence that he will collate if needed to support PSPOs. The Clerk and Assistant Clerk to keep a record of all reports that are sent to Mike Sarbutts.

b. Update Regarding Offer of Seat for Sandlings Local Nature Reserve

INP Mr Bentley had received a request for a bench and rubbish bin to be donated and placed on the Sandlings near the five-a-side pitch with a plaque affixed in memory of a family dog. It was agreed at the P&D meeting of 26 Sept 2017 that the PA&S would need to make a decision regarding this as there had been problems in the past with ASB on the Sandlings. Mrs Stannard distributed a map to cllrs with the current distribution of benches and bins on the Sandlings near the five-a-side pitch. The need and location of a bench was discussed. Mr Nunn proposed that a suitable location would be near the existing seat. Mr Richings said we should cost a package for a reconstituted plastic seat and include installation costs, and proceed from that point. It was agreed that a bin is not necessary given that there is a bin in close proximity to the proposed location of the seat. Mr Richings proposed that the family be contacted indicating where the PC would like the bench to be located, opposite existing seat on Sandlings LNR near the five-a-side pitch, and what the costs are likely to be to determine if they would still like to proceed with the proposal. If they would like to proceed to then facilitate permission from SCDC. This was seconded by Mr Westrup with all in favour.

18/01/2018 Clerk wrote to Ranns family thanking them for their kind request and indicated that Councillors approve of a new bench on the Sandlings LNR opposite the existing seat but further away from the five-a-side goals than requested by the Ranns family. The cost of a recycled plastic seat would be approximately £300 and the installation costs approximately £150. The land belongs to SCDC and their approval will have to be obtained before this offer is progressed. Payment will also have to be received before the offer is progressed. Clerk received reply from the Ranns family asking whether the bench can be located in closer proximity to the five-a-side goals. The family felt that the position would not change any risk of bad behaviour. Mr Ranns attended the meeting and explained the reasons for wanting to locate the bench in closer proximity to the five-a-side goals. He also explained where the family would like the bench to be located. Mr Ranns again offered to pay for a rubbish bin in addition to the seat. Councillors debated the request. Mr Nunn proposed to ask permission from SCDC to locate a bench and rubbish bin at the five-a-side goal as requested by Mr Ranns, this was seconded by Mr Westrup and ALL in favour. The Assistant Clerk to write to SCDC regarding request.

15/03/18 The Assistant Clerk wrote to Peter Ross at Suffolk Coastal Norse and obtained permission for the bench only as Mr Ranns decided to not go ahead with the rubbish bin. Permission was obtained on 7 February 2018. Mr Ranns was sent an invoice £453.99 on 8th February 2018. Once payment has been received the bench will be ordered and installed in the agreed location. This was noted by ALL.

17/05/18 Payment has been received from Mr. Ranns and the bench has been purchased from The Garden Furniture Centre. Once the bench has been delivered to SCL Landscape Management they will contact Mr Ranns to arrange an installation date.

c. Mill Stream and Sandlings Local Nature Reserve Walkabout

NEW → 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.

8. PLAY SPACES

a. INP Update on Repair to Overhead Spinner at Tower Hall

18/01/18 The Clerk reported that the bearing of the overhead spinner at Tower Hall play area needs to be greased and the spinner needs to be rub down. We received a quote from PlayQuip to do all the work and the cost would be £375.95. We also have a quote from PlayQuip to only grease the bearing and Mr Rob Potter to rub down and paint the spinner and this option will be £205. Mr Nunn enquired whether IBC would be able to

provide a quote for greasing the bearing. The Clerk indicated that we have never obtained a quote from IBC for fixing of play equipment but it could be investigated. However, this would mean delaying fixing the equipment for another couple of months until the March PA&S meeting. Mr Newton proposed acceptance of the quote by PlayQuip to grease the bearing and Mr Rob Potter to rub down and paint the spinner for a total of £205. Seconded by Mr Westrup, agreed by ALL in favour.

15/03/18 The bearing of the overhead spinner was greased by PlayQuip in February 2018. The Assistant Clerk asked Mr Rob Potter to go ahead with the rubbing down and painting of the overhead spinner. He is currently waiting for the weather to be dry and warm as each coat of rust preventative and paint needs to be put on with no trace of moisture and have time to dry between coats.

17/05/18 Mr Rob Potter has advised that he intends to rub down and paint the Overhead Spinner on Friday 18th May.

b. CLD Sammy Snail

The Inspection report from PlayQuip has indicated that the spring is very loose at the base and below the seat enabling the top to be removed. They have advised that it is replaced as soon as possible. (High Risk)

The Assistant Clerk has obtained 3 quotes to replace the Sammy Snail Springer at Chestnut Close Play Area.

- Our current provider PlayQuip Leisure has quoted £783 for a sit on Springer replacement or £885 for a sit in like for like Sammy Snail sit in Springer. (The quote includes installation cost).
- Kompan using Ipswich Borough Council to install the sit on Springer have quoted £884.32.
- Playtime by Fawns using Ipswich Borough Council to install the sit on Springer have quoted £991.32.

Mr R Nunn proposed to replace Sammy Snail with a like for like sit in Sammy Snail Springer using PlayQuip at a cost of £885 and this was seconded by Mrs M Brown, with ALL in favour.

17/05/18 Sammy Snail has been installed. Agreed to clear this item.

c. INP Safety Report on Berries at Yew Tree Play Area

The Assistant Clerk asked for further clarification from PlayQuip regarding the recommendation from their inspection report to remove a hedge that is laden with berries. The report they have sent says:

A general rule within unsupervised play areas is to avoid shrubs and trees that bear fruit, young children are attracted to colourful berries and fruit and can end up putting them in their mouths.

Fortunately, in most cases no harm comes from this, however a child may have a severe reaction to berries and fruit should he or she be allergic to it regardless of its toxicity.

Another consideration is that if fruit bearing bushes are in play area they may be presumed safe, unfortunately this isn't the case in all play areas and for that reason we recommend avoiding this type of planting or controlling the production of the fruit by pruning or removing the fruit as soon as it appears.

It is up to the play provider whether they take action.

The Assistant Clerk and Clerk have spoken to Simon from SCL Landscape Management who says you could prune them back every 2 or 3 years to inhibit the growth. It was decided to ask SCL to cut down the berries and the bush. This was proposed by R Nunn, seconded by J Westrup and agreed by ALL.

17/05/18 The Assistant Clerk went to the Yew Tree Play Area and took photographs. The Inspection reports from PlayQuip no longer show the berries as a risk. The Assistant Clerk confirmed that the land belongs to the Parish Council. Mr J Wright to look at the berries and report back with alternatives.

d. NEW → To Note Bin Replacement on Broadlands Way

It was noted that the litter bin on Broadlands way near Tower Hall has been replaced and that a replacement litter bin for the top of Broadlands Way near Foxhall Road has been ordered. The Clerk has chased the installation of the litter bin as rubbish has been left in the base. Mr R Potter has cleared the rubbish.

e. Rota for Locking Gate at Broke Hall Playing Field

The Assistant Clerk reported that another volunteer has resigned from the current list leaving 4 weeks to allocated to the remaining volunteers. It is thought unlikely that the volunteers are going to be willing to take on additional shifts. The current rota finishes on 10 June 2018 and it is expected that more volunteers will drop out. There have been no anti-social incidents at Broke Hall Playing Fields in recent months (except an empty liquor bottle and some beer cans were left on the field). **INP** The Assistant Clerk to investigate options including asking Ipswich Borough Council for a quote to lock and unlock the gates along with their other park gates. Assistant Clerk to report back at the next PA&S meeting.

17/05/18 The Assistant Clerk contacted Ipswich Borough Council Park Patrol and asked if they could add Broke Hall Playing Field to their rota for locking and unlocking parks. Mr. Nick Wilcox advised the Park Patrol was full to capacity. An email was sent to volunteers on the Broke Hall Playing Field rota requesting confirmation of their willingness to continue, holiday dates and if they could do more weeks. No one to date has declined to continue and some volunteers have offered to do more than 4 weeks. Mr J Wright confirmed that he would do 4 weeks. **NEW** → A new rota to be sent out by the Assistant Clerk by 31st May.

f. **NEW → To Consider Replacement of Signage on gate at Broke Hall Playing Field**

Two signs on Broke Hall Playing Field have been damaged and one needs replacing. The Assistant Clerk has reported the damage to Mike Sarbutts. The notice on the front gate to the Playing Field needs updating. A quote for a replacement sign for the White Zone Gym Equipment and the sign on the front gate including installation from Signs For You is £142.88 plus VAT and from Signs Express Ipswich is £199 plus VAT. Mr R Nunn proposed to replace the signs using Signs For You at a cost of £142.88 plus VAT and this was seconded by Mr P Richings, with ALL in favour. Assistant Clerk to check signs around the parish for necessary updates and replacements.

9. ROADS, VERGES AND FOOTPATHS

a. **INP Community Speedwatch – Update and the Use of SID**

i) **CLD Temporary Co-ordinator**

16/11/17 Cllr James Wright is not able to coordinate the CSW until possibly at some point next year. Mrs Stannard contacted all the CSW volunteers to notify them of this and to identify a volunteer that is willing to take on the role as a temporary coordinator for CSW. One of the volunteers is willing to take on this role, provided he receives sufficient training and sufficient support. Mr Mike Sarbutts, PCSO is now trying to organise training for the particular volunteer with the CSW department and Mr Sarbutts will provide support the first few times when the CSW meet.

18/01/18 The volunteer that was willing to take on the role as temporary coordinator is not able to attend training during the daytime. Mr Mike Sarbutts has since identified a new volunteer that is willing to take on the role as a temporary coordinator. Mr Sarbutts is arranging training for this volunteer and he will provide support for the first few times when the CSW team meet.

15/03/2018 New volunteer willing to act as temporary coordinator. The new volunteer has been trained and he will coordinate the group on this basis. Mr Sarbutts have offered to attend when the group commence speed checks.

17/05/18 Agreed to clear this item.

ii) **CLD To Approve Recalibration of Speed Gun**

The Assistant Clerk reported that it would cost £60 + VAT and £10.50 for the postage for the recalibration of the speed gun. Due for recalibration 22 March 2018. It was proposed by R Nunn, seconded by C Evans and agreed by ALL for the recalibration of the speed gun.

17/05/18 The speed gun has been recalibrated and received back in the office. The Assistant Clerk has advised Mr Ben Case that the speed gun is now available. Mr J Wright confirmed that the next Speedwatch would take place on Bell Lane. Agreed to clear this item.

iii) SID Update

16/11/17 The 12PT funds are due to be used to buy the Speed Indicator Device (SID). The device will be used in Rushmere St. Andrew and the other members of the 12PT group. This matter is currently in the hands of Kesgrave Town Council as they are holding the remaining 12PT Funds. They need to re-order a SID as there had been problems with the previous order, resulting in cancellation. Once received, the SID will be deployed by PCSO along Bixley Drive and any other location as required.

18/01/18 Kesgrave TC is looking for a new supplier but has not found a suitable supplier yet. Mr Mike Sarbutts (PCSO) is advising Kesgrave TC regarding this and he is currently trying to locate a new supplier.

INP 15/03/2018 A purchase order for a DFS600 SID has been placed and the PCSO, Mr Sarbutts will be managing its deployment. It's a very mobile device which is fixed to a tripod and secured to lamp posts. If you receive any complaints regarding speeding on a specific road, please do let the Assistant Clerk or Mr Sarbutts know. Mr Sarbutts will assess whether there is a suitable place to deploy the SID as a deterrent. **CLD** It was noted that the SID on Playford Road is faulty. Assistant Clerk to report this to Mr Sarbutts.

17/05/18 SID on Playford Road was reported faulty to Mike Sarbutts (PCSO) by the Assistant Clerk but it had already been taken down. It was agreed to clear this item.

[Mr R Whiting joined the meeting]

b. INP 30mph Signage in Playford Road – Update from County Councillor Robert Whiting

16/11/17 No update available as Mr Whiting was not present at this meeting.

18/01/18 Mr Whiting emailed a written response to the Clerk. Mr Whiting stated that he is awaiting the results of an investigation regarding traffic calming measures in Playford Road. Mr Whiting is anticipating that the results will be available by the end of February. Several Councillors expressed their concern about the cost of the report (£5,000) and felt this should rather be spent on physical improvements than a report.

15/03/18 Councillor Whiting reported that the Feasibility Study Report was expected by the end of March. This would include a situation report and various measures to reduce speeding. These options will be brought back to the Parish Council to discuss.

17/05/18 Copies of a summary, by Mr J Wright, of the Feasibility Study completed by Suffolk Highways on Traffic Calming Solutions to Playford Road, initiated by County Councillor Robert Whiting, were distributed to councillors. Mr J Wright thanked Mr R Whiting for funding this report. After a discussion it was proposed by Mr J Wright to recommend that at the next Parish Council meeting they consider spending £5,000 on the design of the preferred Scheme A. Mr B Ward seconded this proposal, Mrs S Todd and Mrs M Brown abstained, Mr R Nunn was against and the majority were in favour.

c. INP 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.

10. 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

11. NEW → IDENTIFICATION OF PROJECTS FOR COMMUNITY INFRASTRUCTURE LEVY FUNDING

Mrs M Brown proposed that The Clerk contact SCDC to find out how much the funding is available for and then to use delegated authority to submit a request for funding for either playground equipment for Broke Hall Playing Field and/or Traffic Calming on Playford Road, seconded by Mrs C Evans and agreed by ALL. The first choice for the play equipment was the inclusive roundabout as per the quote received from PlayQuip.

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

a. INP Update Regarding Overgrown Areas at Ditchingham Grove and Brendon Drive

It was reported that the land adjacent to No.1 Ditchingham Grove is overgrown and that a resident has put a fence around the land. This land belongs to SCDC. The Assistant Clerk to report this to Suffolk Coastal.

17/05/18 This has been reported to Suffolk Coastal Norse.

b. **INP** Mr R Nunn reported that a pack of dogs were being let loose with no owner on to the Mill Stream area and were going into residents' gardens. The Clerk to report this to Mike Sarbutts.

17/05/18 Mike Sarbutts has asked a colleague to issue Community Protection Order.

c. **CLD** Mr D Francis reported that there were lots of leaves in the Kelvedon Drive Recreation Ground. The Assistant Clerk to ask SCL to remove the leaves. The Assistant Clerk has asked SCL Landscapes to check on the leaves and to remove them.

17/05/18 It was agreed to clear this item. It was agreed to remove this item.

d. INP Advert for Parish Handyman in the Spring Newsletter

It was agreed by ALL to put an advert in the Spring Newsletter for a Handyman.

17/05/18 An advert was not put in the Spring Parish Newsletter as it there was not enough information available to draw up a job description. Mr J Wright asked the Clerk to obtain a copy of the job description of the caretaker role for Kesgrave Town Council and for the role to be discussed at the next Parish Council meeting.

e. INP St Andrew's Church – Rehallowing 50 years celebration

An invitation has been received from Tom Tyler to the Parish Council to have a table at St Andrew's Church 50 years celebrations from 22-23 June 2018. The Clerk to look at how much information there is and the feasibility of attending before a decision is made on whether to attend.

17/05/18 A decision to attend the event was made at the Annual Parish Council on 10th May 2018.

13. CORRESPONDENCE & ANY OTHER MATTERS

a. NEW → Wheelchair Access at the New Mill Stream Barrier

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 newly constructed entrance at Euston Drive.

b. NEW →Garage Fire in Brendon Drive

On the 14th May there was a fire in Brendon Drive and the Fire engine arrived on Broadlands Way and found that they could not access Brendon Drive. The Assistant Parish Clerk has contacted the Property Administrators to find out if any other business has a set of keys for such an emergency. Mike Sarbutts (PCSO) is aware that the Parish Council has a set of keys. The Property Administrators have confirmed they will ask the contractors to check the bollards with a view to making them both combination locks. The Assistant Clerk to notify the emergency services of these codes.

c. Walk to School Living Streets

Broke Hall School are taking part in Walk to School Week 18th-24th May 2018. The five day walking challenge this year is to explore a tree's ecosystem. All children will receive a packet of sunflower seeds. This was noted.

d. To Note Matters Arising Since Publication of this Agenda

e. Date and Place of Next Meeting – Thursday at 7.30pm at Tower Hall

f. Other Dates to Note

Tuesday 22nd May 2018 Cemetery Management Panel Meeting, Parish Office, Tower Hall, 10.00am

Tuesday 22nd May 2018 Annual Parish Meeting

Thursday 5th July Safer Neighbourhood Team Meeting, Woodbridge Police Station, 10.30am

Monday 4th June Suffolk Coastal SALC area Meeting, Riverside Centre.

Tuesday 10th July, Beacon Working Group, Rushmere St Andrew Parish Office, 10.00am

14. DETERMINATION OF ITEMS FOR FUTURE AGENDA

- a. Parish Council to consider Scheme A for Playford Road
- b. Parish Council to consider employing a handyman.

15. CLOSE OF MEETING

The Chairman closed the meeting at 9.31 pm.