



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Council meeting held on 11th November 2021 at 7.30pm at the Village Hall

CHAIRMAN: Mr P Richings

PRESENT: Mrs M Brown, Mr B Ward, Mr P Richings, Mr K Driver, Mr C Griggs, Mr J Westrup, Mr R Nunn, Mr M Newton, Mr J Wright, Ms C Evans, Mr D Noske

APOLOGIES: Mrs B Richardson-Todd (family commitment), Mr R Whiting (another commitment), Mr D Francis (another commitment), Ms A Cracknell (another commitment)

OTHER APOLOGIES: Cllr S Lawson, Cllr D McCallum

CLERK: Mrs S Stannard – Clerk; Mrs S Jenkins – Assistant Clerk. Minutes taken by Mrs Stannard

ALSO PRESENT: Cllr Hedgley, Members of the public = 0

1. APOLOGIES, APPROVAL OF ABSENCE, PROTOCOL & CONDUCT REMINDERS

The Chairman welcomed everyone to the meeting. He then reminded Councillors of the Code of Conduct, protocol for debate and statutory rights to film, record, photograph or otherwise report on the proceedings of the meeting.

Apologies was received as above. Mr Westrup proposed that the apologies be accepted, seconded by Mr Nunn. Resolved with ALL in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 9th SEPTEMBER 2021

Mr Richings reminded Councillors to note the list of payments made. Mr Driver proposed acceptance of the minutes without any amendments. This was seconded by Ms Evans, with ALL in favour. The minutes were duly signed as a correct record with the amendments.

3. DECLARATIONS OF COUNCILLOR INTEREST

Mr Newton declared a local non-pecuniary interest as a member of East Suffolk 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.

No other declarations were made.

4. PUBLIC PARTICIPATION

a. To Identify Public Participation with Respect to Items on this Agenda
None

b. County Councillor Report

A written report from Mr Lawson was made available prior to the meeting.

Matters arising – None. Cllr Lawson's report was noted.

c. District Councillor Report

Written reports from Cllrs Hedgley and Fryatt were made available with the agenda for the meeting.

Matters arising – Cllr Hedgley reported that there is hardship fund available for families in need. The families cannot apply themselves, but the parish council can apply on behalf of the families. Councillor Newton also offered his support to assist the parish council to apply for funding.

Mr Richings thanked Cllrs Lawson and Hedgley for their reports.

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

Mr Newton made Councillors aware that he has some money available in his Enabling Community Budget. The Clerk/ Assistant Clerk to submit an application form for a Fido bin at Limes Pond. Mr Newton asked about whether a litter bin will be installed at Tuddenham Lane. Mr Wright confirmed that the bin has been ordered and the Parish Council is awaiting the installation of the bin.

Mr Wright reported on progress with restarting Community Speedwatch in the parish. Seven volunteers have joined the speedwatch team and have passed the necessary checks. They will receive training next and then they will be able to start the speedwatch checks.

Mr Driver updated Councillors on work at the Little Common and complaints received from members of the public about golfers playing in poor light. He also informed councillors about damage to litter bins on the Heath.

5. POLICE MATTERS AND REPORT FROM SAFER NEIGHBOURHOOD TEAM (SNT)

There was no police attendance.

a. Report from funded PCSO

Written reports from the PCSO were made available prior at the meeting.

Matters arising – Mr Richings gave a report regarding the recent ASB meeting he attended in Woodbridge. The update were as follows:

Previous ASB hotspots updated:

Adastral Park motorbikes continue but not prevalent

Broom Heath no problems

Elmhurst Park gathering occasional problems but sporadic

Martlesham Village speeding – limited reports with ticketing near antique shop – still monitoring

Martlesham Tesco Car Park – nothing for a while, couple of reports recently, possibly moved to Barrack Square.

New ASB hotspots – youths gatherings on Rushmere Heath Golf Course – liaising with club but lack of reporting until following morning does not help. Same for gatherings in parks in Kesgrave but gatherings very moveable between sites.

Very significant spike in rural burglaries (shed break ins, rideable mowers etc. targeted). Mark valuables with postcode, take photos, jot down serial numbers. Consider shed alarms – pointer to 'secure by design' website.

Priorities to take forward – youth noise issues; rural break ins

Rough sleepers – only 3 identified in area – was 11 so this is considered rather good news.

Licensing – very few reports of problems – couple of venues for noise issues on odd dates. Shortage of taxi drivers in area. Book ahead for outward & return journeys (especially closing time).

Community Officer Update – Road safety week 15th – 21st November.

SID update – various new places in Martlesham (Eagle Way area) but taken 2 years for posts to be erected. Melton Woods Lane initially battery powered – road volume to great when flat battery problems – solar panel needed to be added.

Councillors noted this.

b. Other Matters

The Clerk informed Councillors that PCSO Eleanor Miles has secured another job in the police from the beginning of November 2021. The police have placed adverts that have gone out internally and externally for the post that PCSO Miles holds. PCSO Gemma Read who a couple of years ago had the responsibility of Kesgrave/ Rushmere St Andrew and Woodbridge has agreed that she is going to work full time and cover Ellies responsibilities whilst we wait for a match funded post to be filled. Gemma is an experienced officer with 10 years of working in North East Ipswich, Woodbridge and Kesgrave.

6. FINANCE

a. To Note the Record of the General Purpose & Finance Committee Meeting of 14/10/202

Mr Driver reported that the last meeting of the GP&F had been held on 14th October 2021. Copies of the UNAPPROVED minutes had been made available to all Councillors.

The GP&F record was noted.

Matters Arising:

There were no matters arising from the reported minutes.

b. To Note Expenditure Authorised under Delegated Powers

None

c. Update on Playford Road Traffic Calming Scheme

The Parish Council raised issues/ problems with Suffolk County Council and Councillor Stuart Lawson regarding the scheme. Some of the issues have been addressed such as the missing head of the streetlight at Playford/ Road and other issues are being resolved.

- The speed bumps are not effective and the parish council is unconvinced that the speeding along Playford Road has been reduced by the speed bumps. Numerous comments have been received from residents reinforcing this concern.
- Some of the speed bumps are degrading/ failing (especially at Nr 12 Playford Road) even before the scheme has been completed and this is unacceptable.
- None of the electrical connections have been made. Illumination of the warning signs along the north and south of Playford Road have not been completed.
- The streetlight at the roundabout at Playford Road/ The Street is missing a head.
- A new post has been erected alongside an old rusty post at the roundabout at The Street/ Playford Road. The old post has not been removed.

- The give way sign at Bent Lane has not been replaced and once replaced will need to be illuminated.
- The yellow backing to the 30mph sign along the south of Playford Road is missing.
- Some markings along Playford Road have already disappeared.

Stuart Lawson & Jason Crane, Engineer at SCC has confirmed that the electrical works will commence Friday, 12th November. The delay has been identifying an underground cable that UKPN would approve for SCC to connect to. On the 12th, UKPN will be on site to id this cable and the SCC Teams to complete the connection". A meeting between senior managers, regarding the other issues (relating to speed cushions) still has to be agreed between all parties. Hopefully, a date for the meeting will be known very soon.

Mr Wright reported that he analysed the Speed Data collected by the Police over the last three years and that the vast majority of vehicles are travelling slower than 30mph. The speed cushions have reduced speeds and are working. Vehicles are travelling closer to the curb and this makes it feel to pedestrians that speeds are higher than what they are in reality. Councillors noted this.

d. Other Matters

The Clerk made Councillors aware that £2,291.37 of CIL money from East Suffolk Council was paid into the general account of the Parish Council on 26 October 2021. Total CIL money received to date £18,831.29. All CIL money received has to be spent within 5 years of receiving the money, this means by Oct 2022 an amount of £1,272.23 has to be spent else the Parish Council has to return this money to East Suffolk Council. Councillors noted this.

7. TO CONSIDER AND AGREE QUEENS PLATINUM JUBILEE EVENT AT BROKE HALL PLAY AREA ON 14TH MAY 2022 – TIME CAPSULE AND PLANTING OF TREES

The Assistant Clerk explained the proposal to hold a small event at Broke Hall Play Area on 14th May 2022 to celebrate the Queens' Platinum Jubilee by planting and dedicating trees and a time capsule with the help of local community groups such as Brownies and Beavers and The Greenways Project. This is a continuation of the project already underway to fence off a portion of the land at the play area and plant a hedge. Mr J Wright asked that the event be supported and attended by as many councillors as possible. Mr M Newton offered to fund this event and asked the Assistant Clerk to submit a proposal for funding form his Enabling Communities Budget.

Mr Newton proposed that the Parish Council hold a queens platinum jubilee event at Broke Hall play area on 14th May 2022. This was seconded by Mr Wright. Resolved with ALL in favour.

8. TO CONSIDER AND APPROVE ESTABLISHMENT OF A FORWARD PLANNING/ POLICY FORMULATION WORKING PARTY FOR THE PARISH COUNCIL

The Clerk indicated that there is a need to establish a working group to look at drawing up a medium term project plan for the Parish Council. The Tower Hall loan will be paid off in May 2024 and it would be useful to start looking at forward planning for the medium term and identify the priorities that the parish would like to implement over the medium term including whether a replacement office would be feasible. Several community initiatives have also been identified in the draft NP and the working group could consider how this can be progressed. There is also a need to look whether or not the parish council would like to renew the PCSO contract when it is up for renewal in April 2023. Finally it is suggested that the working group look at reviewing the parish council policies. Once the working group has drawn up these suggestions this will then be considered by Parish Council. It is recommended that the group has at least six members including the Chairman and Vice-Chairman of the Parish Council. The Working Group will report back to Parish Council.

Mr Newton proposed that a forward planning/ policy formulation working group be established and that the members of the committee would consist of Mr Noske, Mr Driver, Mr Wright and Mr Westrup as well as the Chairman and Vice-Chairman of the Parish Council; and that the terms of Reference of the Working Group as circulated with the minutes be approved. It was agreed that as several councillors were unable to attend the meeting the Clerk will ask whether any of these Councillors would like to join the working group. This was seconded by Mr Wright. Resolved with ALL in favour.

9. TO NOTE THE RECORD OF THE PLANNING AND DEVELOPMENT COMMITTEE MEETING OF 22/09/2021

Mr Richings reported that the last meeting of the P&D had been held on 22th September 2021. Copies of the UNAPPROVED minutes had been made available to all Councillors.

The P&D record was noted.

Matters Arising: There were no matters arising from the reported minutes.

10. TO NOTE THE RECORD OF THE PARISH AMENITIES AND SERVICES COMMITTEE MEETING OF 16/09/2021

Mr Richings reported that the last meeting of the PA&S had been held on 16th September 2021. Copies of the UNAPPROVED minutes had been made available to all Councillors. The PA&S record was noted.

Matters Arising:

There were no matters arising from the reported minutes. Mr Richings updated Councillors on recent applications received. Councillors noted this.

11. GENERAL PARISH MATTERS & CORRESPONDENCE

a. Correspondence Received

The Clerk advised that she received an apology from Cllr Mallinder. He is unable to attend the meeting. Cllr Hedgley & Cllr Newton fully updated on position regarding green bins. No change in policy will be considered at moment until know the outcome of the environmental bill and changes to waste responsibilities.

The Clerk advised that the Community Partnership is currently focussing on Road Safety. Road safety week 15th – 21 November 2021. All applications for road and traffic safety have to be submitted by 17th December.

The Clerk advised that a resident complained about the maintenance of roads in the parish and the Playford Road Traffic Calming Scheme. The Council has responded to him previously and no new issues were raised. Councillors noted this.

The Clerk advised that East Suffolk Council are currently consulting the public on Sustainable Construction Supplementary Planning Document until 13 Dec 2021; the Draft CIL Charging Schedule and Instalment Policy until 23 December 2021; the Affordable Housing Supplementary Planning Document until 13th December and the Draft Cycling and Walking Strategy until 10th January 2022. These consultations will be referred to the next Planning & Development Committee Meeting. Councillors noted this.

b. Forthcoming Meeting Dates

Parish Amenities and Services Meeting, Thursday 18th November 2021 at 7.30pm at Tower Hall
Neighbourhood Plan Working Group, Tuesday 30th November at 7pm via Zoom

General Purpose and Finance Meeting, Thursday 9th December at 7.30pm at Tower Hall

12. CLOSE OF MEETING

The chairman closed the meeting at 20.44pm.

-COUNCILLORS to note items BELOW ---

The following expenditure had been incurred and income received since the items listed in the Minutes of the General Purpose and Finance meeting of 14th October 2021

GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04/10/2021	Barclays	Bank Charges 13 Aug- 12 Sept			£ 8.50		Admin
04/10/2021	Mrs S Stannard	Refreshments for second drop-in session neighbourhood plan			£ 3.79		Misc
04/10/2021	Rubbish Walks CIC	Litter Pick Equipment			£ 180.00		PF&POS
04/10/2021	Mr J Nicholls	Paint for refurbishment of benches			£ 29.98		PF&POS
04/10/2021	Mr J Nicholls	Weekly checks, removal of graffiti, fix plaque on bench, clean notice			£ 81.00		Litter
04/10/2021	SCL Landscape Management Ltd	Installation of noticeboard at Chestnut Pond		£ 342.00	£ 285.00	£ 57.00	PF&POS
04/10/2021	SCL Landscape Management Ltd	Removal of melted litter bins Sandlings LNR		£ 114.00	£ 95.00	£ 19.00	PF&POS
04/10/2021	SCL Landscape Management Ltd	Maintenance Play Areas - September 2021		£ 543.00	£ 452.50	£ 90.50	PF&POS
04/10/2021	SCL Landscape Management Ltd	Maintenance Ponds - September 2021		£ 72.00	£ 60.00	£ 12.00	Pond
04/10/2021	Parish Halls - Rushmere St Andrew	Hiring of halls for meetings			£ 1,100.00		Hire
04/10/2021	Parish Halls - Rushmere St Andrew	Hiring of Tower Hall Committee Room for Parish Office			£ 1,996.50		Hire
04/10/2021	Cloudflex Systems	Dell Precision Laptop, software on laptop, rebuild older laptop, mail		£ 1,793.99	£ 1,494.99	£ 299.00	Misc
04/10/2021	Mrs S Stannard	Bitdefender for 3 devices			£ 58.38		Admin
04/10/2021	Acom Trees - Ben Miller	Feel dying sycamore and reduce Holm Oak at Limes Pond, Prune		£ 1,260.00	£ 1,050.00	£ 210.00	PF&POS
12/10/2021	Business Services at CAS Ltd	Renewal of Annual Insurance Premium 01/10/21-20/09/22			£ 1,276.80		Admin
12/10/2021	Mr J Nicholls	Equipment for refurbishing of seats			£ 44.79		PF&POS
12/10/2021	Ipswich Borough Council	Tree safety inspection - Land Adj Woodbridge Road		£ 420.00	£ 350.00	£ 70.00	Misc
12/10/2021	Resin Master Ltd	Path at Broke Hall Playing Field		£ 4,845.90	£ 4,038.25	£ 807.65	Misc
26/10/2021	Net salaries paid after PAYE, NI & Pension - October 2021				£ 2,788.09		Salary

CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04/10/2021	Barclays Bank	Bank charges - 13 Aug - 12 Sept			£ 9.40		
04/10/2021	SCL Landscape Manager	Maintenance cemetery - Sept 2021		Internet payment 474	£ 664.80	£ 554.00	£ 110.80
04/10/2021	Cooks Waste Kare	Skip exchange - 22/09/2021		Internet payment 475	£ 182.40	£ 152.00	£ 30.40

ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04/10/2021	SCL L/S MGT Ltd	Maintenance at allotments - Sept 2021	Internet payment 473	£ 106.20	£ 88.50	£ 17.70	Maintenance

INCOME RECEIVED during Oct 2021

General Account (allotment deposits & fees, grant, interest)	£ 3,762.62
Business Base Rate Tracker	£0
Cemetery Account (burial income, transfer, interest)	£1,000.28

ACCOUNT BALANCES AS AT 31st Oct 2021

General Account	£241,835.39
Business Base Rate Tracker	£54,505.07
Cemetery Account	£88,465.81