



# Rushmere St. Andrew Parish Council

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*"Seek The Common Good"*



## Minutes of the Parish Council meeting held on 20<sup>th</sup> August 2020 at 7.00pm via a virtual meeting

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CHAIRMAN: Mr P Richings

PRESENT: Mrs Brown, Mr M Newton, Mrs B Richardson-Todd, Mr B Ward, Mr D Francis, Mr R Whiting, Mr J Westrup, Mr J Wright, Mr P Richings, Mr R Nunn, Mr S Todd

APOLOGIES: Miss A Cracknell (unable to join virtual meeting), Mrs A Bridger (family commitment), Mr Griggs (family commitment), Ms C Evans (unwell)

OTHER APOLOGIES:

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

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

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

The Chairman reminded Councillors 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 above. Mr Newton proposed acceptance of apologies and reasons for absence, seconded by Mrs Richardson-Todd, with ALL in favour.

*[Mr Nunn and Mrs Todd joined the meeting].*

### 2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE COUNCIL MEETING HELD ON 9<sup>th</sup> July 2020

Mr Richings reminded Councillors to note the list of cheques issued. Mr Newton proposed acceptance of the minutes. This was seconded by Mr Westrup, with ALL in favour. The minutes were duly signed as a correct record with no amendments.

A discussion followed about an IT working group meeting and early repayment of the loan at Tower Hall.

### 3. DECLARATIONS OF COUNCILLOR INTEREST

Mr Newton declared a 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.

Mr Newton declared a non-pecuniary interest as a member of the Greenways Countryside Project.

Mr Whiting declared a non-pecuniary interest as a member of Suffolk County Council he may be asked to reconsider any matter from this meeting at 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 County 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 Whiting was made available with the agenda for the meeting.

Matters arising – None

##### **c. District Councillor Report**

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

Matters arising – None

Mr Richings thanked Mr Whiting and Mr Hedgley for their reports.

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

Mr Francis reported that a member of the public contacted him about the hedge encroaching on the pavement at 20 Bladen Drive. The Parish Clerk/ Assistant Clerk will report this.

*[Mrs Brown joined the meeting]*

Mr Westrup asked if an Allotment Panel can be arranged for the near future. The Assistant Clerk will organise an allotment panel meeting.

#### **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 distributed at the meeting. The reports were noted.

Matters arising – None

##### **b. Other Police Matters**

None

#### **6. TO CONSIDER AND APPROVE WORK TO BE CARRIED OUT BY STAFF TO ENSURE THE PARISH COUNCIL WEBSITE IS COMPLAINT WITH WEBB ACCESSIBILITY REGULATIONS**

The Assistant Clerk reported that from 23<sup>rd</sup> September 2020 all Local Government websites need to ensure they are complying with the WCAG 2.1 Website Accessibility Standard to assist those people with visual impairment who may use the Parish Council Website. A website accessibility statement is required to be published on the Parish Council website by 23<sup>rd</sup> September 2020.

Mr Richings proposed the Assistant Clerk carries out the necessary work to ensure the Parish Council website is compliant and to publish an Accessibility Statement by 23<sup>rd</sup> September 2020, seconded by Mr Westrup and agreed by ALL.

## **7. TO CONSIDER AND APPROVE MAINTENANCE OF THE STRIP OF LAND AT THE STREET**

The Clerk reported that maintenance is needed at the strip of land at The Street, Rushmere St Andrew. Greenways quoted £190 + VAT to clear a strip at each side behind the gardens of the residential properties and to remove litter from the whole area. SCL Landscape Management Ltd was asked for a quote but were not able to provide a quote. The previous year Greenways and SCL Management quoted and Greenways provided the cheapest quote. An additional advantage in appointing Greenways to complete the work is that they also assist the parish council with the medium to long term environmental management of the land.

Mr Wright proposed to appoint Greenways to maintain the strip of land at The Street at a cost of £190 plus VAT in accordance with their quote, seconded by Mrs Richardson-Todd and agreed by MAJORITY. Mr Newton abstained.

*[Mr Nunn left the meeting].*

## **8. TO CONSIDER THE ESTABLISHMENT OF QUIET LANES IN THE PARISH**

Mr Whiting reported that funding is available from Suffolk County Council to establish quiet lanes in the county. Mr Whiting suggested to Suffolk County Council that the following locations in the parish be considered for the establishment of quiet lanes:

- Playford Lane;
- Holly Lane;
- Lamberts Lane;
- Tuddenham Lane; and
- Severn Cottages Lane.

A discussion followed about the criteria for quiet lanes and suitability of the mentioned lanes.

Mr Richings proposed that Playford Lane, Holly Lane, Lamberts Lane, Tuddenham Lane and Severn Cottages Lane are considered by Suffolk County Council as Quiet Lanes. Mr Wright seconded this and agreed by ALL. Mr Whiting to inform Suffolk County Council about the Parish Council decision.

## **9. TO CONSIDER ADDITIONAL MAINTENANCE WORK TO TREES AT LIMES POND**

Mr Wright and Mr Whiting reported that after meeting at the Limes Pond the following maintenance work was identified as needed at the pond:

Removal of the Canadian pondweed to reduce its dominance. Greenways quoted £180 + VAT for this item.

Cut and treat the stumps (with systemic herbicide) of several small sycamore trees and an elder growing against the sheet piling edge of the pond, to prevent structural damage. Greenways quoted £45 + VAT for this item.

Clear back ivy around litter bin at the north-east corner and fell and remove a small dead ash tree and a medium sycamore which is hanging over the pond and road. Greenways quoted £200 + VAT for this item.

Install a 'ramp' at both the north-east and south-west corners to allow easier access for toads, hedgehogs etc. Greenways quoted £80 + VAT for this item.

Investigate routes for toads crossing the road to access the pond – possibly through drains, and removal of some 'gravel' boards – to avoid the significant losses suffered this spring on the road. Greenways quoted £40 + VAT for this item.

Supply two free-standing 'toad crossing' road-signs to be placed either side of the pond on the road. Greenways quoted £110 + VAT for this item.

Paint the wooden post for the village sign with dark coloured wood preservative and reposition the two small plaques to the front face. Greenways quoted £40 + VAT for this item.

Total cost of the work as quoted by Greenways is £695 + VAT. SCL Landscape Management Ltd was asked for a quote for the above-mentioned maintenance work but they were not able to provide a quote for the mentioned work. An additional advantage in appointing Greenways to complete the work is that they assist the parish council with the environmental management of the pond.

Mr Whiting asked that permission be obtained from Suffolk County Council regarding the 'toad crossing' road-signs and location of the signs.

Mr Wright proposed approval of the quote from Greenways for the maintenance work at Limes Pond as specified above totalling £695 + VAT as per their quote. Permission be obtained from Suffolk County Council regarding the toad crossing road signs and the location of the signs prior to their placement at the pond. The proposal was seconded by Mr Whiting and agreed by MAJORITY. Mr Newton abstained.

*[Cllr Hedgley joined the meeting].*

Mr Richings welcomed Cllr Hedgley to the meeting, thanked him for his report and gave him an opportunity to add anything else to his written report. Nothing to add.

#### **10. TO CONSIDER SUBMISSION OF ADDITIONAL EVIDENCE FOR PUBLIC FOOTPATH AT BIXLEY LANE IN RUSHMERE ST ANDREW**

The Clerk informed Councillors that she received a letter dated 11 August from the Definitive Maps Officer, Mr David Last at Suffolk County Council. In the letter it is stated that the County Council has started investigations into the formal application made by the Parish Council for Bixley Lane to be added to the Definitive Map. The application will be considered by Suffolk County Council, Development and Regulations Committee. The Parish Council has 28 days (from the date of the letter) to submit any additional evidence to the original application. This will be the only invitation to submit evidence. If the Committee rejects the application the Parish Council will have a right to appeal to the Secretary of State. If the committee accepts the application, a modification order will be made. If an order is made it will be advertised and copies sent to landowners, parish and district councils and statutory user groups. If objections are received to any order, the order and objections have to be submitted to the Planning Inspectorate in Bristol for determination by public inquiry, hearing or written representation procedure.

The Clerk stated that she has a copy of the public right of way user evidence statement. It would be beneficial if any councillors or members of the public that regularly use Bixley Lane as a footpath and has not completed a form yet do so in the next 28 days. To obtain a copy of the form please contact the Clerk.

It was agreed that the Clerk will post user forms to Mr Richings, Mr Wright and Mr Whiting for completion and submission to Suffolk County Council.

#### **11. FINANCE**

##### **a. To Note Expenditure Authorised under Delegated Powers**

The Clerk advised that SCL Landscape Management was appointed to replace the posts at Chestnut Pond that was damaged for £170 + VAT during June 2020.

These payments were authorised on safety grounds under delegated powers by the Chairman and the Clerk.

Councillors noted this.

**b. To Note Receipt of CIL Money**

The Clerk reported that £6,481.83 Community Infrastructure Levy (CIL) funding were paid into the Parish Council general account on 28<sup>th</sup> April 2020 by East Suffolk Council. A report was made available with the agenda for the meeting showing the CIL funding received by the Parish Council to date. The CIL money receives totals £10,422.00 and it has to be spent within 5 years of receipt. Allocation of the CIL money will have to be considered at a future meeting. Councillors noted this.

**c. Other Financial Matters**

None.

**12. PLANNING AND DEVELOPMENT**

**a. To Note the Record of the Planning and Development Committee**

Mr Richings reported that a meeting of the P&D had been held on 5<sup>th</sup> August 2020 and prior to the parish council meeting (20<sup>th</sup> August). A copy of the minutes for the meeting were made available to all Councillors. This was noted.

**Matters Arising:** None

**b. To Note the Record of the Neighbourhood Plan Working Group Meeting**

Mr Richings reported that a meeting of the P&D had been held on 4<sup>th</sup> August 2020. A copy of the minutes for the meeting were made available to all Councillors. This was noted.

**Matters Arising:** None

**c. To Consider and Appoint a Consultant to Complete a Landscape Character Assessment to Support the Development of a Neighbourhood Plan Subject to the Approval of the Locality Funding Application**

The Clerk advised that the Neighbourhood Plan Working Group recommended that the Parish Council appoint Alison Farmer Associates at a cost of £6,750 + VAT in accordance with their quote to complete a Landscape Character Assessment for the parish; subject to receipt of Locality Grant Funding to pay for the assessment. A Landscape Character Assessment will be important evidence to support the development of a neighbourhood plan for the parish. It was not possible to obtain two other quotes. A limited number of local companies specialise in this field. Two other companies, The Landscape Partnership; and Landscape Planning and Assessment were asked to quote but declined to quote. Alison Farmer Associates was highly recommended by several local councils and the company has completed several other Landscape Character Assessments to support Neighbourhood Plans in Suffolk and has a very good knowledge of the local area.

Mr Wright proposed that Alison Farmer Associates be appointed to complete a Landscape Character Assessment for the parish at a cost of £6,750 + VAT as per their quote, subject to the receipt of Locality Grant Funding to pay for the study. This was seconded by Mr Whiting. Resolved with ALL in favour.

**13. GENERAL PARISH MATTERS & CORRESPONDENCE**

The Clerk reported that she received correspondence from East Suffolk Council regarding the grass cutting at the closed churchyard at St Andrews Church. East Suffolk Council has agreed to resume with the normal grass cutting regime. Mr Whiting asked if the St Andrews Church is aware of this. The Clerk confirmed that she has emailed one of the church wardens.

The Clerk reported that she received correspondence from a resident that they regularly do litter picks on the Heath. In specific he mentions that there are no bin facilities at the entrance to the golf club near

Playford road on Woodbridge road East. The Clerk to refer this correspondence to the Rushmere Commoners.

The Clerk reported that she received correspondence from East Suffolk Council indicating that there is an opportunity within the Communities budget to hire/ use a minibus to collect older people or less mobile people from within communities and transport them to shops/ meetings/ social events. Looking for people in parish that would benefit from local transport system. The Clerk to contact St Andrews Church and the Baptist Church about this.

The Clerk reported that she received correspondence from 'Rubbish Walks'. They are starting with a research project in the parish regarding public litter bins with a view to roll it out nationally. Rushmere St Andrew parish will be used as a pilot area to test the process. The project is called 'BinWatch' and the goal is to help parishes and local councils to increase efficiency and reduce costs by ensuring they have the right bins in the right place emptied at the right time. A team of volunteers will be organised to monitor all public bins in the area over an extended time. In order to speed up the monitoring process they are developing an app to make it quick and easy for volunteers to submit updates. Each bin in the parish will be fitted with a small label to identify the bins. Councillors noted this.

The Clerk reported that she received correspondence from a resident of the parish. He is involved in Ipswich Wanderers Football Club who play at Humber Doucy Lane. Football club has set up a second team for young adults aged 18-23. They need a different badge and identity and they would like to use the Rushmere motif with the ducks at Limes Pond. Remove the Rushmere St Andrew writing and replace it with AFC Wanderers. The resident requested permission to use image on their badges. It was agreed to give permission for use of the image on the badges.

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

Speed sign The Street, Rushmere St Andrew

Quotes to fell large tree on left hand side of Limes Pond.

Allocation of CIL funding

#### **15. CLOSE OF MEETING**

The chairman closed the meeting at 20.26pm.

--COUNCILLORS to note items BELOW --

The following expenditure had been incurred and income received since the items listed in the Minutes of the Parish Council meeting of 9<sup>th</sup> July 2020

### GENERAL EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04/08/2020	SCL Landscape Management Ltd	Maintenance play areas June 2020	Internet payment 178	£ 379.80	£ 316.50	£ 63.30	PF&POS
04/08/2020	SCL Landscape Management Ltd	Maintenance ponds June 2020	Internet payment 179	£ 120.00	£ 100.00	£ 20.00	PF&POS
04/08/2020	SCL Landscape Management Ltd	Replacement of bollards at Chestnut Pond June 2020	Internet payment 180	£ 204.00	£ 170.00	£ 34.00	PF&POS
04/08/2020	JEP Business Services	Noticeboard rounds July 2020	Internet payment 182		£ 63.00		S142
04/08/2020	Suffolk Assn of Local Councils	Training website accessibility: S Jenkins	Internet payment 183	£ 30.00	£ 25.00	£ 5.00	Training
04/08/2020	Jim Nicholls	Parish Caretaker -weekly inspections July 2020	Internet payment 184		£ 96.00		Litter
13/08/2020	Parish Halls -Rushmere St Andrew	PAT Testing at Parish Office - July 2020	Internet payment 188		£ 38.00		Admin
13/08/2020	SCL Landscape Management Ltd	Removal of Ivy at Chestnut Play Area - July 2020	Internet payment 189	£ 60.00	£ 50.00	£ 10.00	PF&POS
13/08/2020	SCL Landscape Management Ltd	Maintenance at Play Areas - July 2020	Internet payment 190	£ 715.20	£ 596.00	£ 119.20	PF&POS
13/08/2020	SCL Landscape Management Ltd	Maintenance at Ponds - July 2020	Internet payment 192	£ 72.00	£ 60.00	£ 12.00	Pond
13/08/2020	SCL Landscape Management Ltd	Pressure wash of play areas - July 2020	Internet payment 193	£ 900.00	£ 750.00	£ 150.00	PF&POS
13/08/2020	Parish Online	Subscription to Parish Online Mapping 04/08/2020 - 04/08/2021	Internet payment 194	£ 324.00	£ 270.00	£ 54.00	Misc
18/08/3030	SCL Landscape Management Ltd	Moving of 5-a-side goals at Broke Hall Play Area	Internet payment 196	£ 472.80	£ 394.00	£ 78.80	PF&POS
24/08/2020	Fullrays Leaflet Distribution	Summer Newsletter Distribution	Internet payment 197		£ 161.70		S142
24/08/2020	Net salaries paid after tax, NI and pension -		Internet payment 198, 199		£ 2,676.93		Salary
24/08/2020	Nest	Pension contributions - employer & employee - August 2020	D/D		£ 149.03		Pension

### CEMETERY EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04/08/2020	SCL Landscape Manager	Maintenance at cemetery June 2020	Internet payment 185	£ 873.00	£ 727.50	£ 145.50	Maintenance
04/08/2020	TownsWebArchiving	Digitisation of cemetery records (remainder of payment 50%)	Internet payment 186	£ 1,568.96	£ 1,307.47	£ 261.49	Admin
04/08/2020	Cooks Waste Kare Ltd	Skip exchange 22/07/2020	Internet payment 187	£ 170.00	£ 141.67	£ 28.33	Maintenance
13/08/2020	SCL Landscape Manager	Maintenance at cemetery - July 2020	Internet payment 195	£ 438.60	£ 365.50	£ 73.10	Maintenance

### ALLOTMENT EXPENDITURE

Paid Date	Supplier	Item	Cheque No.	Cost inc. VAT	Cost exc. VAT	VAT	Category
04/08/2020	SCL Landscape Mar	Maintenance at Allotments June 2020	Internet payment 181	£ 212.40	£ 177.00	£ 35.40	Maintenance
13/08/2020	SCL Landscape Mar	Maintenance of Allotments - July 2020	Internet payment 191	£ 151.20	£ 126.00	£ 25.20	Maintenance

### INCOME RECEIVED during August 2020

General Account (interest, advertising)	£75.90
Business Base Rate Tracker	£0
Cemetery Account	£360.81

### ACCOUNT BALANCES AS AT 31 August 2020

General Account	£153,381.76
Business Base Rate Tracker	£61,787.74
Cemetery Account	£54,492.09