



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Amenities & Services Committee meeting held on 17th MARCH 2022 at 7.30pm at Tower Hall

CHAIRMAN:	Mr J Wright
COMMITTEE MEMBERS PRESENT:	Mr J Wright, Mr P Richings, Mr B Ward, Mr J Westrup, Mr D Francis, Mr K Driver, Mrs M Brown, Mr M Newton, Mr R Whiting,
OTHER COUNCILLORS PRESENT:	None
APOLOGIES:	Mr R Nunn (another commitment), Ms C Evans (another commitment), Mr C Griggs (another commitment) Mrs B Richardson-Todd (Unwell)
CLERK:	Mrs S Stannard
ASSISTANT CLERK:	Mrs S Jenkins. Minutes taken by Mrs S Jenkins
ALSO PRESENT:	1 Member of the 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 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.

Mr R Whiting proposed that the apologies and reasons for absence be accepted, seconded by Mr M Newton with ALL in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THURSDAY 20th JANUARY 2021

Mr K Driver proposed acceptance of the minutes, seconded by Mr R Whiting with ALL in favour. The minutes were duly signed as a correct record.

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.

4. PUBLIC PARTICIPATION

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

1 member of the public identified has having an interest in item 5.

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

Mr D Francis reported a member of the public had complained about the trees at Broke Hall Playing field being fenced off so that children can no longer climb them. Mr J Wright explained that the fencing was temporary to protect the new trees that have been planted and are going to be planted. Unfortunately, without the fence the trees will be damaged.

Mr R Whiting asked if the broken light on the corner of The Street has been reported and the opportunity taken to request a new LED light. The Clerk explained the repair including a new LED light has been reported and subsequently escalated to County Councillor level.

Mr K Driver reported Rushmere Commoners Committee agreed at their last meeting to the SID post being installed on their land on Woodbridge Road but that the post needs moving from the original position. The Clerk, Mr J Wright and Mr K Driver to meet and decide on exact location of post.

5. ALLOTMENTS

a. Update and Any Queries from Councillors

Mr J Westrup reported no issues other than those in items 5b, 5c, 5d & 5.

b. To Consider and Approve the Removal and Levelling of the Bonfire Site at the Allotment Gardens

The Assistant Clerk reported there was a site meeting of the Allotment Advisory Panel consisting of Mr J Westrup, Mr J Wright, Mr D Francis, Mr D Wood, Mr P Richings to discuss the bonfire site. It was decided due to its close proximity to Oak Farm poly tunnels and the environmental effect to recommend removing the bonfire.

Mr R Whiting proposed the removal and levelling of the bonfire site at the Allotment Gardens, seconded by Mr K Driver and agreed by ALL

A quote has been received from SCL Landscape Services Ltd as they have the current maintenance contract at the Allotment Gardens and their work is excellent, for £325 plus Vat to clear the current waste and level the banks of the bonfire and £185 plus Vat to cultivate the land where the bonfire is currently. It was decided to leave the cultivation of the land.

Mr M Brown proposed to accept the quotes from SCL Landscape Management Ltd at £325 plus Vat to clear the current waste and level the banks of the bonfire, seconded by Mr P Richings and agreed by ALL.

It was agreed the office would provide a sign to say the bonfire site is permanently closed and it will be installed by the parish caretaker.

c. To Consider and Approve Change of Use of the Bonfire Site

Mr J Wright explained the idea to possibly change of use of the bonfire site to planting a copse.

d. To Consider and Approve the Purchase and Installation of Notice Regarding Change of Use of Bonfire Site

A quote has been received from Signs For You Ltd as the preferred supplier for a sign 'Strictly No Bonfires allowed anywhere on the Allotment Gardens' at £44.31 plus Vat. The sign will be installed by the Parish caretaker.

Mr B Ward proposed to accept the quote for the supply of a notice regarding the change of use of bonfire site at £44.31 plus Vat, seconded by Mr P Richings and agreed by ALL.

e. To Approve Amendments to Item 8 Bonfires of the Allotment Tenancy Agreement

The Assistant Clerk advised Item 8 of the Allotment Tenancy Agreement on Bonfires needs amending to read:

8. Bonfires

No bonfires allowed.

The member of the public asked if the committee would consider allowing incinerators to be used by tenants on their plots. Mr P Richings pointed out if one of the reasons to change item 8 was environmental then no fires should be allowed. Mr R Whiting agreed, if the Parish Council is serious about pollution no fires should be allowed.

The member of the public asked if there was a compost bin for each tenant. Mr J Westrup explained there wasn't because many plots have now been broken down into half plots but, not all compost bins were used anyway.

Mr P Richings suggested compost bins as a future agenda item.

The amendment was changed to:

8. BONFIRES

No fires allowed

Mr P Richings proposed to approve the change to item 8 of the Allotment Tenancy Agreement to read No bonfires allowed, with immediate effect, seconded by Mr J Westrup and agreed by 9 councillors with 2 councillors, Mr J Wright and Mr D Frances abstaining and one councillor, Mr B Ward against.

Amended tenancy agreements to be sent out from the parish office to all tenants as soon as possible.

6. ENVIRONMENT AND LEISURE

a. To Consider and Approve Removal of Bollards at Chestnut Pond

20/01/22 The Assistant Clerk reported the result of an investigation of the land ownership is that Suffolk County Council do not own the land. A search of the ownership of the land via the Land Registry needs a property number which means for this plot of land a SIM application form would be required to search land ownership at a cost of £7. However, in addition a map needs to be drawn up to scale which will involve further costs and time.

Mr J Wright suggested removing the bollards but leaving posts at right angles either side to prevent vehicles going into the pond. The Assistant Clerk to arrange a site visit by Mr K Driver, Mr B Ward and Mr J Westrup to look at this option and return with recommendations.

17/03/22 The Assistant Clerk reported that at a site visit by Mr K Driver, Mr B Ward and Mr J Westrup they looked at the bollards and agreed that some bollards could be removed and it would make things safer for passing traffic if cars are parked on the verge.

Mr J Westrup reported that from the allotment hedge it was proposed that 6 posts are removed. The 7th post is fine, but the 8th is out of alignment, so we also propose that this is moved a few inches so the posts line up. There is also a gap a couple of posts further down so would suggest the gap has one of the removed posts put in. These proposals would allow 2-3 cars to get off the road further, allowing better visibility on the bend. They would protect a larger verge and prevent any cars from parking nose first into the hedge or between the trees. It also means there is a wide enough strip for people to walk to their cars or to a place they are more visible before crossing.

SCL Landscape Management Ltd, as they have the maintenance contract for Chestnut Pond and their work is of a high standard, were asked to quote to remove the bollards. The quote is £175 plus Vat and they have suggested the work to include, from the allotment hedge we would propose that 6 posts are removed. The first is in the hedge and has ivy on it. The 6th is in front of 1st tree. The 7th post is OK, but the 8th is out of alignment, so we also propose that this is moved a few inches so the posts line up. There is also a gap a couple of posts further down so would suggest the gap has one of the removed posts put in.

Mr R Whiting proposed to approve removal of the bollards at Chestnut Pond and appoint SCL Landscape Management Ltd to remove them at £175 plus Vat, seconded by Mr P Richings and agreed by ALL

b. To Consider and Approve Installation of Fido Bin at Entrance to Footpath on Water Tower Lane Leading to Sandlings Crescent Subject to Approval from Landowner

Mr K Driver reported he was asked by residents if a fido bin could be installed as there was an issue with dog poo being left around the area.

The Assistant Clerk reported East Suffolk Norse have quoted £252.09 plus vat for the installation of a new dog bin, including post and fitting. They have requested the fido bin be installed as close to the road as possible. However, it was pointed out that Suffolk Coastal Norse must drive up Water Tower Lane to empty the litter bins on The Sandlings anyway. Mr J Wright and Mr K Driver to meet and decide on best position for the installation of the fido bin.

Mr K Driver proposed to purchase and install a fido bin from East Suffolk Norse at £252.09 plus Vat subject to obtaining the landowner's permission, seconded by Mr P Richings and agreed by ALL.

c. Update on Fencing Work at Limes Pond

The Assistant Clerk reported SCL Landscape Management Ltd have apologised for the time it has taken to take delivery of the materials, but they expect to receive them by the end of this week and start the work the week beginning 20th March 2022.

7. PLAY SPACES

a. Update on Play Area Inspection Reports and Other Matters Arising

The Assistant Clerk reported that there are no inspection reports as they are due in April and that the Spinner at Tower Hall was repaired Eastern Play Services Ltd under delegated authority due to health and safety reasons.

b. To Consider and Agree Changes to Opening Times at Broke Hall Playing Field

The Assistant Clerk reported the timings of opening and closing the gates at Broke Hall Playing Field need to be agreed. Gates to be opened at 8.30am and closed at 8pm or dusk, whichever is the earlier and closed on Christmas day.

Mr K Driver proposed to agree timings for the opening of Broke Hall Playing Field gates to be 8.30am and closed at 8pm or dusk whichever is the earlier and closed on Christmas day seconded by Mr P Richings and agreed by ALL

c. To Approve the Installation of a Replacement Sign Detailing Opening Times at Broke Hall Playing Field

The Assistant Clerk reported a quote has been received from Signs For You Ltd as the preferred supplier for a sign detailing the new opening and closing times at Broke Hall Playing Field.

Mr R Whiting proposed to approve the purchase of the sign detailing the opening and closing times at Broke Hall playing field from Signs For You at £74.12 plus Vat, seconded by Mr M Newton and agreed by ALL.

d. Update on the Queen's Platinum Jubilee Event at Broke Hall Playing Field in 2022

The Assistant Clerk reported expenditure from grant funding received from Suffolk County Councillor, Mr S Lawson and Suffolk District Councillor, Mr M Newton as follows:

£61.58 trees from Kiln Farm

£279.54 Stationery for the Time Capsule

£100 100xQueen's Platinum Jubilee Scout uniform badges

£218 Printing of full colour double sided A5 leaflet

e. To Consider Request for Use of Broke Hall Playing Field

The Assistant Clerk reported a request has been received from a resident to use Broke Hall Playing Field to run a weekly boot camp for a maximum of 16 people at 8am or 9am on a Saturday or Sunday for 1 hour. Their correspondence was read out in full and there was an in-depth extensive discussion.

Concerns were expressed by councillors about liability, giving permission means the parish council endorse the business when there are other businesses out there, the playing field is maintained primarily for public use, especially young people to use without restriction, volunteers opening the gates means no guarantee the playing field will always be open and on time, giving permission for a commercial bootcamp will set a precedent and the parking of cars and noise early at weekends may become an issue for local residents.

However much some councillors feel the request is for the positive reason of getting people active and fit, the overall concerns outweigh this. The Parish Council wishes them well and commended the aim to get people fit and healthy.

Mr P Richings proposed refusal of the request to run a boot camp at Broke Hall Playing Field, seconded by Mrs M Brown and agreed by ALL.

8. ROADS, VERGES AND FOOTPATHS

a. Update and Any Queries from Councillors

None

b. INP Update on Submission of Application of SIDs to Suffolk County Council

18/11/21 The Clerk reported 9 locations in the parish have been identified that are considered suitable for SID applications, those include 2 in Playford road, 2 Arundel Way, 2 The Street, 1 Foxhall Road, 2 Woodbridge Road. Councillors debated whether SID applications should be submitted for these applications. The Clerk to look at submitting a funding proposal to East Suffolk Council for a SID.

Mr K Driver proposed that SID applications be submitted to East Suffolk Council for the above locations, seconded by Mr J Westrup agreed by ALL.

20/01/22 The Clerk reported that SID funding was approved by the East Suffolk Community Partnership for £3,730 to purchase a SID for the parish. Subsequently SID applications were submitted to Suffolk County Council for the mentioned 9 locations. Suffolk County Council has indicated that a maximum of 6 locations can be approved in the parish. Councillors agreed to prioritise the SID applications as follows: Arundel Way, Foxhall Road, Playford Road, two locations in The Street and Woodbridge Road

If the above-mentioned locations are not suitable then the other remaining locations will be considered.

17/03/22 The Clerk reported that a temporary ANPR was attached to an existing post along Arundel Way for a week. The results have been shared with the Parish Council.

c. Update on Community Speedwatch

Mr J wright reported that several Speedwatch sessions have been held including on Foxhall Road, Arundel Way, Playford Road, Limes Pond where a speed of 46 mph was recorded and Broadlands Way.

d. To Consider and Approve Purchase of Speed Indicator Device & Associated Equipment

The Clerk advised that grant money was received from Cllr Mark Newton's Enabling Communities Budget for £3,247.91 to purchase a SID. At the Parish Council meeting on 10/03/2022 it was agreed to allocated £2,000 of CIL money of £2,000 that was allocated for top-up funding, extra batteries, extra brackets, locks and post to be provided by Suffolk County Council. A grant was approved from the Community Partnership of £3,730 for the purchase of another SID.

The Clerk indicated only one quotation was sourced as Suffolk County Council recommended this provider and the provider is also recommended by numerous parish councils that has acquired SIDs in their parishes. The quote from Westcotec was for £3,730 for a Portable Speed Indicator Device with Lithium batteries and data collection unit; four brackets at a cost of £200.00 and locks at a cost of £30.00. Suffolk County Council have given approval for six SID locations in the parish (provided some additional information is provided for two of the locations) quoted £760.00 to instal six posts in the parish.

Mr K Driver proposed that two SID devices with Lithium batters and data collection units, four brackets and locks be purchased from Wescotec at a cost of £7,690 plus VAT and that Suffolk County Council be authorised to install 5 SID posts in parish at a cost of £760 plus VAT. Seconded by Mr B Ward Resolved with ALL in favour.

9. CORRESPONDENCE & ANY OTHER MATTERS

a. To Consider and Approve Printing and Distribution of Flyer for Annual Parish Meeting

The Assistant Clerk reported the cost of distribution of flyers from our preferred company Fullrays Leaflet Distribution is £50 per 1000 leaflets.

Print costs from our preferred supplier Suffolk Digital Print and Design Ltd is as follows:

3000 x A5 full colour one sided £158

3000 x A5 full colour double sided £186

The Assistant Clerk passed around a draft copy of the A5 leaflet and reported that following a discussion with Mr R Whiting a very general leaflet design has been produced for consideration as the invitation to speakers has not been sent yet and therefore no speakers confirmed.

Mr J Wright proposed to approve the quotes from Suffolk Digital Print and Design Ltd to print A5 single sided colour leaflet for the advertising the Annual Parish Meeting at £158 and for Fullrays Leaflet Distribution to distribute the leaflets to all residents in the parish at £150, seconded by Mr M Newton and agreed by ALL.

b. To Note Matters Arising Since Publication of this Agenda

None

c. Dates to Note

General Purpose and Finance Meeting, Thursday 14th April at 7.30pm at Tower Hall

Planning and Development Meeting, Wednesday 30th March at 7.30pm at Village Hall

10. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Planting of trees at the Allotment Gardens to replace the Bonfire Site.

The allocation of compost bins at the Allotment Gardens.

11. CLOSE OF MEETING

The Chairman closed the meeting at 8.58 pm.