



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



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

CHAIRMAN:	Mr J Wright
COMMITTEE MEMBERS PRESENT:	Mr D Francis, Ms B Richardson-Todd, Mr B Ward, Mr K Driver, Mr R Whiting, Mr R Nunn, Mr M Newton, Mrs M Brown
OTHER COUNCILLORS PRESENT:	None
APOLOGIES:	Ms C Evans (another commitment), Mr J Westrup (other commitment), Mr C Griggs (other commitment)
CLERK:	Mrs S Jenkins. Minutes taken by Mrs S Jenkins
ALSO PRESENT:	0 Members 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 Nunn proposed that the apologies and reasons for absence be accepted, seconded by Mr R Whiting with ALL in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THURSDAY 15th SEPTEMBER 2022

Mr K Driver proposed acceptance of the minutes seconded by Mr R Nunn 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.

Mr J Wright declared a non-pecuniary interest in SCL Landscape Management as he has used them as a contractor.

4. PUBLIC PARTICIPATION

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

None

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

Mr D Francis commented on the silt trap at Chestnut Pond and Mr J Wright confirmed that the maintenance of the pond was being looked at and there would be a report back to Committee in the future.

Mr D Francis requested a meeting with Mr Chater on the work at Gwendoline Close. The Clerk to arrange a meeting for early January.

5. ALLOTMENTS

a. Update and Any Queries from Councillors

None

b. To Consider Increasing Water Supply

The Assistant Clerk advised that a quotation has been requested from Anglian Water for the increase of the water supply at the Allotments from 13mm to 32mm. The request has been acknowledged and the Parish Council informed that it will take at least 30 working days to process the request and provide the Parish Council with a quotation. Councillors noted this.

6. ENVIRONMENT AND LEISURE

a. Update on Play Inspection Reports and Other Matters Arising

The Clerk reported no matters arising from the September inspection reports.

b. Report on Walkabout The Sandlings and Mill Stream LNRs

Walkabout The Sandlings and Mill Stream LNRs on Wednesday 28th September 2022. In attendance were councillors; James Wright, Derk Noske, Ron Nunn, Kev Driver, Brian Ward, John Westrup and James Baker from The Greenways Project.

Met at the 5 a-side goal posts on The Sandlings.

James Baker talked through the work The Greenways Project have and plan to do as follows:

- Balance grassland, scrubland and big trees. Article from James Baker for Winter Newsletter on dead hedge areas which have recently been constructed to protect wildlife.
- Land opposite John Klaschka bench to be mown and oak seedlings dug out to prevent more oak tree growing and changing the land which will adversely affect wildlife. Patches of weeds (20%) to be left to enable insects.
- Step at gate near Felbrigg Avenue to be filled with type 1 aggregate.
- James Baker to ask East Suffolk to coppice some trees such as a willow behind Kelvedon Drive which need urgent attention.
- The need for an additional fido bin the other side of the entrance to Bixley Lane was identified and will be taken to the next PA&S meeting.

Overall, the LNR's are in an excellent condition and well maintained

Mr R Whiting asked the Clerk to check with The Greenways Project whether the trees will be felled by the end of March 2023.

c. To Discuss and Approve the Repair of Noticeboards or to Consider the Installation of New Noticeboards

The Clerk advised it was agreed at the GP&F Committee Meeting on 13th October this item be deferred to the PA&S Committee Meeting in November 2022 to discuss whether the Perspex is replaced or wooden noticeboards installed. The noticeboard on Foxhall Road at the top of the walkway from Claverton Way and the noticeboard on Bixley Drive by Water Tower Lane are now very clouded and it is difficult to read the notices.

Previous Perspex replacements have been sourced from Ipswich Plastics Ltd as they need to be cut to size. No other quotes have been sourced as this is a specialised job and previous Perspex has been cut exactly to specifications.

2 x Perspex sheet 2440mm x 1220mm x 4mm clear acrylic £264.92 -12.5% =£231.80 + vat

Cut to 966mm x 695mm

Cutting charge £5.60 + vat

Total £231.80 + £237.40 plus VAT

The sheets to be installed by the Parish Caretaker.

To purchase a wooden noticeboard to replace the aluminium noticeboard Greenbarnes Ltd who have supplied previous noticeboards has quoted £1,987.49 plus VAT. Installation would be done by SCL Landscape Management Ltd at a maximum subject to receiving quote of £150 plus VAT.

Mr R Whiting proposed to agree to purchase 2 Perspex sheets from Ipswich Plastics Ltd at £237.40 plus Vat to replace the existing sheets in the noticeboards on Foxhall Road and Bixley Drive. This was seconded by Mr R Nunn. Agreed with ALL in favour.

d. To Agree the Installation of an Additional Fido Bin on the Land at the back of Bixley Lane

The Clerk reported that as a result of the Walkabout in September the need for an additional fido bin at the entrance to Bixley Lane was identified. Subject to receiving confirmation from Norse to install this bin the cost of installation of an additional Glason 25 Fido bin is £252.09 plus Vat. This is also subject to approval from land owner.

Mr R Nunn proposed to agree to purchase and install an additional Glasdon 25 Fido Bin as per their quote at the entrance to Bixley Lane subject to approval from Norse and the land owner, seconded by Mr B Ward and agreed by ALL.

e. To Agree Printing and Distribution of Information Stickers on Litter and Fido Bins

The Clerk reported Suffolk County Cllr Stuart Lawson has agreed to fund the purchase of 100 litter and fido bin stickers detailing where to report full bins and including a QR code out of his Locality Budget. A quote was obtained from our preferred supplier, Suffolk Digital Print & design for £86 for x 100 A5 stickers suitable for outdoor use. These will be applied to the bins by the Parish Caretaker.

Mr M Newton proposed to agree the quote from Suffolk Digital Print & Design for £86 to print x 100 stickers, seconded by Mr R Nunn and agreed by ALL.

f. To Consider and Agree Planting Around the War Memorial at St Andrew's Church, The Street

Mr J Wright reported the memorial has been tidied up and the planting completed in time for the Remembrance Day Service. Mr R Whiting thanked Mr J Wright for doing the work. The cost of the plants is £155.34 purchased from Kiln Farm Nursery and Elmer's Hardware.

Mr R Whiting proposed to agree payment of £155.34 for tidying the area around the War Memorial at St Andrew's Church, seconded by Mrs B Richardson-Todd and agreed by ALL.

g. To Consider Planting Oak Trees to Mark the Coronation of HM King Charles III

Mr J Wright explained Rushmere St Andrew Parish Council is preparing plans to celebrate the Coronation of King Charles III. As well as celebrations around the time of the event itself there are two possible projects that will involve land in the ownership of Suffolk County Council.

Plan 1 is to plant 4 Oak Trees in the grass verges either side of the entrance to the "overflow" Car Park of St Andrews Church, The Street. A map was distributed. The plan is to replant the oak trees that were originally in the Mill Stream LNR and to use guards to protect the trees. The Clerk to seek permission from Suffolk County Council being mindful that permission has been given in the past for chestnut trees.

It was suggested looking at planting oak trees on the boundary of the Mill Stream LNR also, to celebrate 70 years platinum reign of HM Queen Elizabeth II.

Discussed the use of funding for this project from Alan Eaton £2071.25 and Inez Wollard £1,500 bequests.

Cllr M Newton offered to consider funding for all Coronation plans from his Enabling Communities budget of £4,135.94. The Clerk to submit funding proposal to Cllr M Newton.

Mr R Whiting proposed to agree planting oak trees to mark the Coronation of HM King Charles III. Seconded by Mrs B Richardson-Todd. Agreed by ALL.

h. To Consider Holding an Event to Mark the Coronation of HM King Charles III

The Clerk reported waiting for confirmation from St Andrew's Church that the church hall is available on Saturday 29th April 2023 to hold an event to coincide with the planting of the oak trees. The Clerk was asked to

arrange a meeting for Mrs M Odam, Mr B Ward, Mr J Wright and Mrs B Richardson-Todd to discuss plans further.

Mr M Newton proposed to agree to hold an event to mark the coronation of HM King Charles III, seconded by Mr B Ward and agreed by ALL.

i. To Consider the Installation of a Coronation Walk in Parish

Mr J Wright reported on a plan to develop a Coronation Walk. This would include the location of the four Oak Trees. From there we have in mind a circular walk along some of the designated footpaths and Quiet Lanes in that part of the village. A map was distributed.

The plan is for up to 30 marker posts with discs. Having researched the locations there are some footpath signs in place. The Clerk to contact SCC to confirm if they are content for the Parish Council to add a small disc rather than plant a new post adjacent the existing posts and for new posts to be installed where necessary.

Ideas expressed were for a crown or acorn to be used as markers and for leaflets to be available.

Mr K Driver proposed to agree the installation of a Coronation Walk in Parish, seconded by Mr B Ward and agreed by ALL.

7. ROADS, VERGES AND FOOTPATHS

a. Update and Any Queries from Councillors

Mr D Francis reported that the weeds in Clovelly Close should no longer be a problem as the land where the seeds were coming in from has been sold and is being cleared.

b. Update on SIDs

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.

19/05/22 Six locations provisionally approved by officer and five new posts will need to be installed for the SIDs. SCC is currently putting works pack together for the installation of the posts. It is estimated that it would take a maximum of 14 weeks to install the posts, but it is too early to have accurate timescales. SIDs have been ordered and the PC should receive the SIDs in the next couple of weeks. Need to potentially resolve issue at Woodbridge Road. Awaiting confirmation that current location identified will be fine to progress

The Assistant Clerk reported that the proposal for Playford Road and the one for Woodbridge Road creating a warning for Cadent Gas Mains. After providing additional details, we were given the okay to proceed with caution for the Playford Road location, however, for Woodbridge Road they want to undertake a site visit when the works take place in order to either agree we can proceed or to prohibit works. The Parish Clerk has asked for clarification from Cadent but if they have some concerns we will not proceed with a post at that location.

Mr J Wright confirmed he has sent a reply to suggest moving the sign away from the gas pipe.

21/07/22 The Clerk advised that five of six locations submitted has been approved. Issue with Woodbridge Road location and unlikely that a suitable location for Woodbridge Road will be identified. Looking at additional location in Playford Road. Awaiting feedback from Commoners as they own land and will need to provide approval. Ordered and received SIDs.

Mr J Wright advised he was meeting with the Parish Caretaker to look at how to fix the brackets to the post in Arundel Way. Mr J Wright looking into a scheme to rotate the SIDS.

15/09/22 Still awaiting additional posts.

17/11/22 Mr J Wright reported that there are 2 SID machines up. The one on Foxhall Road is near the dip at Nuffield. ANPR trial will be in Rushmere St Andrew next week and will capture number plates and drivers will be notified.

Mr J Wright distributed a SID graph of Arundel Way. 10 out of 15,000 were over the limit. It can be concluded that SID machines and Speedwatch are doing their jobs as Speedwatch is not catching as many drivers speeding.

Mr B Richardson-Todd asked if Mr J Wright could produce a graph for Playford Road to be circulated to all councillors.

c. Update on Community Speedwatch

Mr J Wright reported that he spent the previous day with school children on Bell Lane for National Road Awareness Week. Speedwatch is having a positive effect although Foxhall Road still an issue. There is a positive effect on The Street, Playford Road and Arundel Way. Mr R Whiting said thank you and well done on behalf of the Parish council.

8. BUDGET BUILD 2023/24 – TO RECOMMEND TO THE GP&F COMMITTEE A BUDGET FOR PA&S AND ALLOTMENTS

The Assistant Clerk distributed copies of proposed budget for 2023/24 and explained details.

Mr J Wright asked what would happen if new equipment was needed. The Assistant Clerk reported that reserves or CIL money would be used.

Mr D Francis proposed recommendation of the budget of 18,700 for the PA&S budget and that it be forwarded to the GP&F for inclusion in the overall budget. Seconded by Mr B Ward. Resolved with ALL in favour.

Mr M Newton proposed recommendation of the budget of -£169 for the Allotments budget and that it be forwarded to the GP&F for inclusion in the overall budget. Seconded by Mr B Ward. Resolved with ALL in favour.

9. CORRESPONDENCE & ANY OTHER MATTERS

a. To Note Matters Arising Since Publication of this Agenda

The Clerk distributed copies of the postcard of Christmas events at the Baptist Church.

Mr B Ward asked how the Christmas party was to be funded. Mr R Whiting explained it was to celebrate volunteers in the parish and to thank those that have retired. It was agreed to put a note at the bottom of the GP&F Agenda that all welcome to join and that refreshments will be available after the meeting.

Mr J Wright read out a quote from SCL Landscape Management Ltd to take away the debris left from the hedgerow removal as it is a trip hazard. As it is a health and safety issue the Clerk was asked to deal with and get approval to have the work done under health and safety grounds through delegated authority.

Mr R Whiting asked members of the Planning and Development Committee to stay behind to discuss planning applications. The Clerk and Assistant Clerk pointed out this was not a pointed out this was not a formal meeting as no agenda had been sent out.

b. Dates to Note

GP&F Committee Meeting followed by refreshments, Thursday 8th December 2022 at 7.30pm at Village Hall

9. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

10. CLOSE OF MEETING

The Chairman closed the meeting at 8.50 pm.