



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Amenities & Services Committee meeting held on 20th JANUARY 2022 at 7.30pm
at Tower Hall

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

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THURSDAY 18th NOVEMBER 2021

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

3. DECLARATIONS OF COUNCILLOR INTEREST

None

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

None

5. ALLOTMENTS

a. Update and Any Queries from Councillors

Mr J Westrup reported that all plots were taken and that there is a substantial waiting list. There are no issues at present.

b. To Consider and Approve Maintenance Contract for Fencing, Track and Water Supply at the Allotment Gardens 1st April 2022-31st March 2023

The Assistant Clerk advised last year SCL Landscape Management were awarded a 1 year maintenance contract for the Allotment Gardens up to £1000 plus VAT based on the following approximate quotes of £495 plus VAT for fencing, £295 plus VAT for the track and on a per job basis for the water supply. As there is no increase in these quotes for a 1, 2 or 3 year contract and the work has been of a high level no other quotes have been sourced. Last year Mr R Whiting suggested if the first year goes well a longer contract of 3 years should be considered at renewal.

Mr K Driver proposed to approve a maintenance contract for fencing, track and water supply at the Allotment Gardens up to £1000 from 1st April 2022 – 31st March 2025 and appoint SCL Landscape Management Services Ltd as the contractor, seconded by Mr B Ward and agreed by ALL.

6. ENVIRONMENT AND LEISURE

a. INP Update on Land Ownership in respect of the Relocation of the Bollards at Chestnut Pond

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.

b. To Consider and Agree the Purchase of Replacement Defibrillator Pads

The Assistant Clerk reported that the pads on the defibrillator units at Tower Hall, Penshurst Road and Baptist Church in the parish were all under 3 months to their expiry date. After a comparison of prices, the purchase of 3 replacement pads from the previous supplier, Four Square Medical is the most cost effective. The total cost is £115.95 plus Vat.

Mr P Richings proposed to purchase 3 replacement pads at £115.95 plus Vat from Four Square Medical, seconded by Mr J Westrup and agreed by ALL.

c. INP Update on the Positioning of an Additional Litter Bin at Playford Road/The Street

The Assistant Clerk was asked to go back to Suffolk Coastal Norse following their refusal to install a litter bin on this site due to underground cables to see if a bin can be attached the lamp post. The Assistant Clerk reported that they are not able to position a bin anywhere on this site.

7. PLAY SPACES

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

The Assistant Clerk reported that inspection reports were received in December. No major issues were reported. Mr P Richings reported an issue with a loose bolt on a swing at Broke Hall Play Area but this has been fixed by the Parish Caretaker.

b. To Consider and Approve Renewal of Contract for 4 Inspections at Play Areas 2022-2023

The Assistant Clerk reported that the work done by Eastern Play Services (Ashbocking, Ipswich) had been of a good standard and no other quotes were sourced as despite an increase this year they are still by far the most cost effective and have provided good service over the last year. The 2021-2022 quote for 4 inspections was £820 p.a. (£205 plus VAT per inspection of 5 play areas each quarter) Eastern Play Services have quoted £1000 plus VAT (£250 plus VAT per inspection of 5 play areas each quarter) for 2022-2023.

Mr J Westrup proposed to accept the quote of £ 1000 plus Vat from Eastern Play Services and appoint them the contract to provide 4 inspections at the play areas during the period 2022-23, seconded by Mr P Richings and agreed by ALL.

c. To Consider and Approve Renewal of Maintenance Contract at Play Areas

The Assistant Clerk reported that as the current contractor SCL Landscape Management Services Ltd have provided excellent service no other quotes were sourced. SCL Landscape Management Services Ltd have quoted the same as the current rates for 3 years from 1st March 2022 – 28th February 2025. The only change they suggest is if we wish to change the Shrub bed maintenance for Tower Hall from an hourly rate to a per visit rate of £40 in line with the other play areas. It isn't done very often and checking back it has been charged at £40. By changing it this will make the contract consistent.

Mr J Westrup proposed to change the shrub bed maintenance at Tower Hall Play Area to a rate of £40 per visit from an hourly rate and to accept the quote inclusive of this change and appoint SCL Management Services Ltd the Play area maintenance contract from 1st March 2022 – 28th February 2025, seconded by P Richings and agreed by ALL.

d. To Consider and Approve Installation of Outdoor Gym Equipment Signage and The Removal of Redundant Posts at Broke Hall Playing Field

The signs (2) have been vandalised at Broke Hall Playing Field. They are currently situated on posts but to prevent further tampering it is proposed they are attached to the chain link fence close by the gym equipment. If the posts are not used these can be taken away by the Parish Caretaker.

The cost of each sign from our usual supplier Signs For You is £43.69 plus vat. Total for 2 signs £87.38. The parish handyman will secure the signs to the fence/posts.

Mr J Westrup proposed to purchase and install 2 signs on the fence required for the outdoor gym area at Broke Hall Playing Field from Signs For You at a total of £87.38 and to ask the Parish Caretaker to remove the 2 redundant posts, seconded by Mr B Ward and agreed by ALL.

e. To Agree and Approve Repositioning of 5 A-Side Goals on Broke Hall Playing Field

The Assistant Clerk reported the 5 A-Side Goals at Broke Hall Play Area need repositioning as the grass has been worn away and is becoming a hazard. SCL Landscape Management Ltd who do the current maintenance at the play areas have quoted £394 plus VAT to reposition the goals and to reseed the area.

Mr D Francis proposed to accept the quote of £394 plus VAT to reposition the goals at Broke Hall Play Area and to reseed, seconded by Mr B Ward and agreed by ALL.

f. INP Update on the Installation of Protective Fence at Broke Hall Play Area

The Assistant Clerk reported that further to funding received from Suffolk County Councillor Stuart Lawson's Locality Budget of £2070 quotes have been received to erect protective fencing at Broke Hall Play Area ready for the planting of a hedge in 2022.

For material and to install 70 metres of rabbit netting including a 1-metre-wide gate and 1.2 m wooden posts. The fence will run at the back of Broke Hall Play Area along the existing chain link fence. Rather than in a straight line it will dip in and out around the tress and benches.

The company that installed Broke Hall School fencing are DIW Fencing.

Quotes as follows:

- DIW Fencing £1450 (3-inch round posts every 3 m with a 3m wooden rail between them along the top.)
- KJ Fencing £1640 plus VAT (1.2 high green coated chain link on wooden 4x4 posts or round poles. Posts set at 3 m centres with strainer posts where needed.
- SCL Landscape Management Ltd £1,700 plus VAT. SCL are the only contractors quoting for the cultivation of the land inside the protective fencing (inclusive).

Mr J Wright proposed approval of the quote from DIW Fencing for £1450 to install a protective fence at Broke Hall Play Area seconded by Mr J Westrup and agreed by ALL.

Quotes for the cultivation of the land will be agreed at a future meeting.

16/09/21 The Assistant Clerk reported the fencing was due to be installed in October, an exact date to be agreed. The Assistant Clerk will then put up a notice about the work at Broke Hall Play Area and advise volunteers on the rota as the area will need to be closed.

18/11/21 The Clerk advised funding has been received. DIW Fencing are due to start installing the fencing at the beginning of December 2021.

20/01/22 The Assistant Clerk reported that the fencing was completed, and the land cultivated in December 2021. Greenways Project facilitated this work.

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

The Assistant Clerk reported that the Parish Council has agreed 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 M Newton offered to fund this event and asked the Assistant Clerk to submit a proposal for funding from his Enabling Communities Budget. The Assistant Clerk is in the process of completing an application form, preparing a budget and contacting community groups for this event.

20/01/22 The Assistant Clerk reported that an ECB funding request has been sent to Councillor Mark Newton and is awaiting approval.

8. ROADS, VERGES AND FOOTPATHS

a. Update and Any Queries from Councillors

The Assistant Clerk read out an email from Suffolk Highways Winter and Cyclic Team detailing previous and planned weed treatments in the Parish as a result of an issue with this raised by Mr D Francis. The Assistant Clerk to check back with Suffolk Highways about the outcome of the review on they are undertaking of that service?

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

The Street

The Street

Woodbridge Road

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

c. INP Update on APNR

18/11/21 The Clerk advised that ANPR submissions were submitted to SCC for 9 locations. The ANPR locations are the same as identified for SID locations. The Parish Council is awaiting feedback from SCC in respect of these applications.

20/01/22 The Clerk reported there was no need to continue with this as SIDs are going ahead and this is a more favourable outcome.

d. INP Update on Community Speedwatch

18/11/21 The Assistant Clerk advised that letters including forms have been sent out to the 7 volunteers in respect of training. Once these forms have been completed and returned to the Parish Council and forwarded to CSW. Administration Officer trainers will come out to train the volunteers in the practical skills of using Radar device and answer any questions.

20/01/22 The codes for the Speedwatch sites have been approved and the Assistant Clerk has chased Suffolk Police several times for confirmation of a date in January for the training of the volunteers with no response to date. Mr J Wright confirmed that the codes for the Speedwatch sites including new locations, have now been issued. A new radar gun will be issued for the Parish Council's use by the Police.

9. CORRESPONDENCE & ANY OTHER MATTERS

a. To Note Matters Arising Since Publication of this Agenda

b. Dates to Note

Forward Planning/Policy Formulation Working Group Meeting Working Group Meeting, Tuesday 25th January, 7pm via Zoom

General Purpose and Finance Meeting, Thursday 10th February at 7.30pm at Tower Hall

10. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

11. CLOSE OF MEETING

The Chairman closed the meeting at 8.47 pm.