



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Amenities & Services Committee meeting held on 15th JULY 2021 at 7.30 pm at Tower Hall

CHAIRMAN:	Mr J Wright
COMMITTEE MEMBERS PRESENT:	Mr B Ward, Mr J Westrup, Mr R Whiting, Mr J Wright, Mr D Francis, Mrs M Brown, Mr K Driver, Ms C Evans
OTHER COUNCILLORS PRESENT:	None
APOLOGIES:	Mrs B Richardson-Todd (other commitment), Mr R Nunn (other commitment), Mr C Griggs (family commitment), Mr M Newton (unwell), Mr P Richings (family 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. ELECTION OF CHAIR OF PA&S COMMITTEE

Mr J Wright asked for nominations for Chairman of the Parish Amenities & Services Committee for the forthcoming year.

Mr B Ward nominated Mr J Wright and this was seconded by Mr K Driver. There were no other nominations. Resolved: Carried with ALL in favour. Mr J Wright was duly elected unopposed as Chairman.

2. 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.

Apologies were noted as detailed above.

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 18th MARCH 2021

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

4. DECLARATIONS OF COUNCILLOR INTEREST

There were no declarations made.

5. 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 reported a continuing issue with the footpath between Clovelly Close and Broadlands Way. Mr J Wright agreed to an onsite meeting to view issue with overgrown vegetation.

Mr D Francis also reported overgrown vegetation around the bin on Broadlands Way. Parish handyman to be asked in future to trim vegetation around litter bin as well as under the bench.

Mr R Whiting and Mr R Ward reported an issue with brambles sticking out of the hedge along the path abutting Ipswich Town Training Ground. The Clerk has reported.

Mr R Whiting reported a problem with parking on pavements on Beech Road. The Clerk to ask the PCSO to issue tickets.

Mr K Diver raised the issue of a car parked for sale on Common Land on Woodbridge Road. The Clerk advised East Suffolk Council has asked for a contact for Rushmere Commoners Committee to address the issue.

6. ALLOTMENTS

a. Update and Any Queries from Councillors

Mr J Westrup reported the Allotments to be in reasonable order as some tenants have let their plots overgrow. Letter to be sent to tenants by the Assistant Clerk to ask if they intend to keep their plots as there is a healthy waiting list.

7. ENVIRONMENT AND LEISURE

a. To Agree and Approve Replacement (No Dogs Allowed) Sign at Broke Hall Playing Field

The Assistant Clerk reported that Sales for You Ltd, our recommended supplier quoted £66.88 to supply and install a new like for like sign at the entrance of Broke Hall Play Area on Salehurst Road to replace the existing sign which has faded.

Mr J Westrup proposed to accept the quote for £66.88 plus VAT from Signs for You Ltd to supply and install a replacement 'No Dogs Allowed' at the entrance to Broke Hall Play area, seconded by Mr R Whiting and agreed by ALL.

b. To Agree and Approve Replacement Plaque for Bench on the Corner of Bent Lane

The Assistant Clerk reported the plaque detailing the presentation of the bench in memory of ex Parish Council Chairman Jeffrey Tebboth on the bench at the corner of Bent Lane has fallen off and is in a poor state so needs replacing.

There are 2 options either to replace the plaque with a like for like plaque from an online supplier which is likely to need replacing again in the future at a cost £50 plus vat or to replace the plaque with a more robust cast bronze plaque from the same supplier, Anglia Sign Casting Co. as the one on the bench at St Andrew's Church, at a cost of to supply £84.68 plus £12.50 postage plus VAT.

Mr J Westrup proposed to replace the plaque on the bench at the corner of Bent Lane with a cast bronze plaque from Anglia Sign Casting Co. at £97.18 plus VAT, seconded by Mr K Driver and agreed by ALL.

c. To Agree and Approve 3 Year Contract for Clearance and Tidy Up of the Vegetation at Limes Pond

The Assistant Clerk reported The Greenways Partnership were asked to quote for a 3-year contract. This is to include pulling out of the Canadian pondweed.

Year 1 £300 plus VAT

Year 2 £320 plus VAT

Year 3 £330 Plus VAT

Total over 3 years of £950 plus VAT

Mrs C Evans proposed approval of the quote from The Greenways Project for £950 plus VAT over 3 years to complete an annual clearance and tidy up of the vegetation at Limes Pond, seconded by Mr R Whiting and agreed by ALL.

d. To Arrange a Site Meeting to Discuss Fencing at Limes Pond

The Assistant Clerk reported that the iron fence and chain link at Limes Pond are in a poor state of repair.

It was agreed the Assistant Clerk would arrange a date and time for councillors; Mr J Wright, Mr R Whiting, Mr J Westrup and Mr B Ward to meet onsite and bring back recommendations to the next PA&S meeting.

e. To Agree and Approve Quote to Fell Dead Sycamore Tree at Limes Pond

The Assistant Clerk reported the sycamore tree at Limes Pond is dead and needs to be felled before it falls in to the pond.

Three quotes have been requested but only one received from Acorn Trees. The quote also includes items 7f. The total for items 7e and 7f is £900 plus VAT. Mr K Driver proposed approval of quote from Acorn Trees for £900 plus VAT to fell the dead sycamore and trim the holm oak at Limes Pond seconded by Mr J Westrup and agreed by ALL.

f. To Agree and Approve the Trimming of the Holm Oak at Limes Pond

The holm oak causes significant overshadowing and heavy leaf fall and Greenways have advised it would be beneficial to cut it back to improve its long-term viability.

Agreed under item 7e.

g. INP Update on the Installation of a Fido Doggie Bin at Tuddenham Lane

Funding has been secured from District Councillor Mark Newton's Enabling Communities Budget to install a Fido doggie bin at Tuddenham Lane where the public footpath comes out alongside Ipswich Rugby Club. Mr J Wright met with the Vice Chairman of House and Grounds at Ipswich Rugby Club to look at the location and permission has been given by Ipswich Rugby Club to go ahead and install a Fido doggie bin. The Clerk confirmed that payment has been received. The Assistant Clerk reported the bin will be ordered from and installed by Suffolk Coastal Norse. Thanks were given to Councillor M Newton.

15/07/21 Mr J Wright reported that the bin has been successfully installed.

h. INP Update on the Installation of Two Litter Bins at Playford Road/The Street

Funding has been secured from District Councillor Mark Newton's Enabling Communities Budget to install litter bins on the diagonally opposite sides next to each bench on the grass areas of the junction of The Street, Playford Road and Bent Lane. Permission has been given by Suffolk County Council Highways Street Furniture Department for a licence to install the bins. The Clerk confirmed that payment has been received. The Assistant Clerk reported the bins will be ordered from and installed by Suffolk Coastal Norse in liaison with Mr J Wright. Thanks were given to Mr M Newton.

15/07/21 Mr J Wright reported that one bin has been successfully installed. Suffolk Coastal Norse are still carrying out the ground scanning for the other bin and once they are satisfied there are no pipes or cables in the area, they will complete works.

i. To Agree and Approve Repositioning of 5 a-side Goals on Sandlings LNR

The Assistant Clerk reported that an email had been received by a resident about the poor state of the land around the 5 a-side goals on the Sandlings LNR. The land by the goals is just dust and need reseeding. The goals are usually moved every 3 years and were moved a year ago but due to the weather and usage during lockdowns this needs doing earlier. Permission has been requested from East Suffolk Council and they have been chased several times but with a change in personnel this is taking time.

Mr K Driver to speak to local neighbours to ensure they find the proposal to turn the goals 90 degrees acceptable.

A quote has been received from our usual contractor SCL Landscape Management Ltd to reposition the 5 a-side goals and reseed for £ 394 plus VAT.

Mr R Whiting proposed approval of quote from SCL Landscape Management Services Ltd for £394 plus VAT to reposition the 5 a-side goals at The Sandlings LNR, subject to receiving approval from East Suffolk Council, seconded by Mrs M Brown and agreed by ALL.

j. To Consider Arranging a Walkabout of Sandlings and Mill Stream LNRs

The Assistant Clerk reported that a walkabout was not possibly last year due to COVID-19 restrictions but that one could be arranged this year. The Assistant Clerk to contact councillors and The Greenways Project with dates for consideration.

8. PLAY SPACES

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

The Assistant Clerk reported the first inspection reports had been received in June from the newly appointed contractor, Eastern Play Services. All items flagged up in the report were low risk. However, Kelvedon Play area was flagged as having an issue with the amount of moss on the surface. This is addressed under item 8.c.

b. INP Update on Footpath at Broke Hall Play Area

21/11/19 The Assistant Clerk reported that a quote has been obtained from R Butcher Surfacing for £4,127.57 to construct a tarmac path from the entrance to the All-Inclusive roundabout.

The Assistant Clerk to acquire 2 more quotes and report back at the next meeting.

16/01/20 The Assistant Clerk reported that one additional quote had been received for the addition of a path at Broke Hall Playing field following a site meeting between Mr J Wright and Oliver Moyse from Moyse Surfacing. They have quoted £ 2,300 plus Vat to install a footpath to the roundabout and an additional £2,500 plus VAT from the roundabout around the play equipment. We are awaiting a quote from Booth Tarmacadam following a site visit with Mr J Wright. The Assistant Clerk was asked to source other quotes.

19/11/20 The Assistant Clerk reported that further quotes had been sourced as follows:

Resin Master Ltd (no loose stones, chippings or gravel, extremely durable, low maintenance (easy to clean), good long-term investment, environmentally friendly, 10-year warranty)

The cost for this area one approx. 17 Sq. mts ££1618.50p plus vat.

Area two as above but 32 sq. mts £2133.75

From Entrance to All Inclusive Roundabout £1618.50 plus Vat

From All Inclusive Roundabout leading around all play equipment £2133.75 plus Vat

To include Picnic bench £286 plus Vat

Total for all £4,038.25 plus Vat

Moyse Surfacing

From Entrance to All Inclusive Roundabout £2,300 plus Vat

From All Inclusive Roundabout leading around all play equipment £2,500 plus Vat

To include Picnic Bench – No extra charge

Total for all £4,800

R Butcher Surfacing Ltd

From Entrance to All Inclusive Roundabout £4,127.57 plus Vat

From All Inclusive Roundabout leading around all play equipment £7,663.05 plus Vat

No response received despite chasing twice.

Wiles Contractors Ltd

From Entrance to All Inclusive Roundabout leading around all play equipment £6,727 plus Vat

To include Picnic Bench £439 plus Vat

Total for all £7,166 plus Vat

Mr M Newton has kindly offered funding from his Enabling Communities Budget up to £5,500.

Mr J Westrup proposed approval of quote from Resin Master Ltd for £ 4,038.25 plus VAT to lay a footpath from the entrance to the all-Inclusive roundabout and leading around all play including the picnic bench at Broke Hall Playing Field, seconded by Mr R Nunn and Agreed by ALL.

21/01/21 The Assistant Clerk reported approval has been received for funding from Mr M Newton's Enabling Communities Budget and transfer of funds was expected soon. The current expectation from Resin Master Ltd was work will take place end of March beginning of April 2021.

18/03/21 The Assistant Clerk reported funding has been received and we are awaiting Resin Master Ltd to confirm when they are able to start the work. Current estimate April / May.

15/07/21 The Assistant Clerk reported that Resin Master have agreed a date of the week beginning 4th October 2021 to start the work on the footpath, subject to the weather. The play area will be closed for that week. The Assistant Clerk to advise volunteers on the Broke Hall Gate Rota.

c. To Agree and Approve Pressure Washing of Play Areas

The Assistant Clerk reported that all play areas were due for an annual pressure wash, particularly Kelvedon Play area as highlighted in the play inspection report from Eastern Play Services.

SCL Landscape Management Services Ltd, our usual contractor has quoted the same as last year £750 plus VAT to pressure wash Kelvedon, Tower Hall, Yew Tree, Chestnut and Broke Hall play areas.

Ms C Evans proposed approval of quote from SCL Landscape Management Ltd for £750 plus VAT to pressure wash Kelvedon, Tower Hall, Yew Tree, Chestnut and Broke Hall play areas seconded by Mr R Whiting and agreed by ALL.

d. To Agree and Approve Installation of Protective Fence and Cultivation Area 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 at £ 175

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.

e. To Agree and Approve Quote for Trimming of Conifer Tree Overhanging Street Light at Kelvedon Play Area

The Assistant Clerk reported that the large conifer tree at Kelvedon play area overhangs the street light and would benefit from being cut back.

The Assistant Clerk reported that 3 quotes had been requested but only one received from Acorn Trees. The quote includes items 8e and 8f. The total for items 8e and 8f is £150 plus VAT.

Mr K Driver proposed approval of quote from Acorn Trees for £150 plus VAT to trim conifer tree and hawthorn tree at Kelvedon Play Area seconded by Ms C Evans and agreed by ALL.

f. To Agree and Approve Quote to Trim Back Hawthorn Tree at Kelvedon Play Area

The Assistant Clerk reported the hawthorn tree at Kelvedon play area overhangs a neighbour's property and in terms of good management would be appropriate to trim it.

Agreed under item 7e.

g. To Agree and Approve Quote to add Protective Ply Board at Entrance of Broke Hall Playing Field

The Assistant Clerk reported that the fence belonging to a house next to Broke Hall Play Area is experiencing damage when the public wheel their bikes through the entrance, due to the chicane. The handlebars are rubbing against the fence damaging the wood.

The solution to this is to install a 3-ply sheet on to the railing at the entrance of the chicane. SCL Landscape Management Ltd have quoted £75 plus Vat.

Ms C Evans proposed approval of the quote from SCL Landscape Management to install a 3-ply sheet on to the railing at Broke Hall Play Area for £ 75 plus VAT seconded by Mr B Ward and agreed by ALL

9. ROADS, VERGES AND FOOTPATHS

a. Update and Any Queries from Councillors

None

b. Update in Speed Indication Devices

Mr J Wright updated councillors. We are awaiting confirmation of the sites for Speedwatch from the police before starting.

The criteria for SIDs are hard to meet but several have been identified and a bid for these will be submitted.

The public are able to request police traffic information under The Freedom of Information Act. The Clerk is investigating.

10. CORRESPONDENCE & ANY OTHER MATTERS

a. To Note Matters Arising Since Publication of this Agenda

Email received from Mr K Driver regarding a fido bin at the top of Linksfild. The hinges on the lid have rusted away and it needs repairing.

b. Dates to Note

Neighbourhood Plan Working Group Meeting, Tuesday 21st July 2021 at 7.30pm via Zoom

General Purpose and Finance Meeting, Thursday 12th August at 7.30pm at Tower Hall

Cemetery Panel Meeting, Thursday 2nd September 2021 at 6.30pm walkabout followed by meeting at Tower Hall

Allotment Panel Meeting, Tuesday 14th September 6.30pm walkabout followed by meeting at Village Hall

Newsletter Panel Meeting Thursday 21st October at 7pm at Tower Hall

12. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Installation of an additional fido bin on the opposite side of Tuddenham Lane where the public footpath comes out alongside Ipswich Rugby Club.

13. CLOSE OF MEETING

The Chairman closed the meeting at 8.32 pm.