



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Amenities & Services Committee meeting held on 15th September 2022 at 7.30pm at Tower Hall

CHAIRMAN:	Mr R Whiting
COMMITTEE MEMBERS PRESENT:	Mr D Francis, Ms B Richardson-Todd, Mr B Ward, Mr K Driver, Mr R Whiting, Mr J Westrup, Mr R Nunn, Mr C Griggs
OTHER COUNCILLORS PRESENT:	None
APOLOGIES:	Ms C Evans (another commitment), M Brown (family commitment), Mr J Wright (family commitment), Mr M Newton (another 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

A minute's silence was held in respect of the death of Her Majesty Queen Elizabeth II

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 C Griggs proposed that the apologies and reasons for absence be accepted, seconded by Mr R Nunn with ALL in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THURSDAY 21st July 2022

Mr B Ward 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

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

Mrs B Richardson-Todd asked whether the Parish Council should mark the passing of HM Queen Elizabeth II with the planting of oak trees and to plan ahead an event to mark the coronation of the King. The trees are to be put on a future PA&S Agenda.

The Clerk was asked to contact St Andrew's Church and the Baptist Church to see if they planned to screen the funeral of HM Queen Elizabeth II and if so if they required any funding.

Mr C Griggs reported that a sign at the roundabout at Bent Lane had been hit. The Clerk to report.

Mr K Driver reported stickers warning of fines have been attached to bins on The heath.

Mr D Francis raised his concern about the weeds in Clovelly Close. A site meeting with County Councillor Stuart Lawson and an engineer from SCC to be arranged by the Clerk.

Mr D Francis asked if a meeting has been arranged with Chater Homes in respect of concerns about the land off Gwendoline Close. The Clerk to chase up.

5. ALLOTMENTS

a. Update and Any Queries from Councillors

Mr J Westrup reported because of the long hot summer the water bill will be higher than previous years and that trees will be planted on the old bonfire site this Autumn.

b. To Consider and Approve Installation of Fencing on New Allotment Plot

Mr J Westrup reported this area has been cleared and requires fencing in order to establish a new plot.

SCL Landscape Management Ltd have quoted £715 plus Vat to install new fencing and gate for the recently cleared area to create a new plot.

SCL have the maintenance contract, cleared the site and we are pleased with their work so have not asked for other quotes.

Mr K Driver proposed to accept the quote for £715 plus VAT from SCL Landscape Management Ltd to install fencing on the New Allotment Plot at the Allotment Gardens, seconded by Mr R Nunn and agreed by ALL.

c. To Consider and Approve the Cutting Back of the Hedge Running Alongside the Stables on the Allotments Side, where Accessible

Mr J Westrup reported the hedge alongside the stables was overgrown and required cutting back.

SCL Landscape Management Ltd have quoted £185 plus Vat to cut back the allotment side of the stable hedge.

SCL have the maintenance contract and we are pleased with their work on this hedge previously so have not asked for other quotes.

Mrs B Richardson-Todd proposed to accept the quote for £185 plus VAT from SCL Landscape Management Ltd to cut back the hedge running alongside the stables on the Allotments side, where accessible, seconded by Mr R Nunn and agreed by ALL.

6. ENVIRONMENT AND LEISURE

a. Update on Play Inspection Reports and Other Matters Arising

The Clerk reported no matters arising. Play Inspection reports due in September. The caretaker is painting the goal posts at Broke Hall Play Area and The Sandlings.

b. Update on the Installation of a Replacement Litter Bin at Broke Hall Playing Field

The Clerk reported that on 5th July 2022 a litter bin at Broke Hall Playing Field was set alight and put out by volunteers. This has been reported to the police and investigated.

The Clerk reported that a quote has been requested from Suffolk Coastal Norse for the purchase and installation of a replacement litter bin at Broke Hall Playing Field but despite chasing it has not yet been received.

The Clerk was asked to check in the first instance whether the Parish Council Insurance would cover the cost of the replacement bin.

Mr R Whiting proposed to give delegated authority to the chairman of PA&S and the Clerk to accept a quote up to a maximum amount of £ 500 plus VAT from Suffolk Coastal Norse for the purchase and installation of a replacement litter bin at Broke Hall Playing Field, seconded by Mr K Driver and agreed by ALL.

15/09/22 The Clerk reported that after much chasing that Suffolk Coastal Norse are waiting for delivery of the litter bin and it will then be installed.

c. To Approve the Purchase and Installation of a New Litter Bin at Broke Hall Playing Field

Mr J Wright explained that a new litter bin was required at Broke Hall Play Area further down on the left as you go through the gate by the bench.

Mr M Newton agreed he would look into providing funding for another litter bin but preferred a large litter bin and would report back at the next meeting.

15/09/22 The Clerk reported that a larger litter bin was not permissible. Mr M Newton has agreed in an email to look at funding the regular size litter bin from his Enabling Communities Budget subject to the Clerk completing an application form. This will be done in the next few days.

d. To Consider a Request to the Transfer of Two Grass Verges in The Street Near Birchwood Drive and Opposite the Baptist Church to Rushmere St Andrew Parish Council

Mr J Wright highlighted these grass verges as being poorly maintained. It was agreed to write to East Suffolk Council and ask if they are prepared to transfer the grass verges in The Street Near Birchwood Drive and Opposite the Baptist Church in their ownership to the Parish Council or to request permission to tidy these areas up.

Mr J Wright proposed to write to East Suffolk Council and ask if they are prepared to transfer the grass verges in The Street Near Birchwood Drive and Opposite the Baptist Church in their ownership to the Parish Council or to request permission to tidy these areas up, seconded by Mr R Whiting and agreed by ALL.

15/09/22 The Clerk reported back on an email response from Chris Phillips, Senior Estates Surveyor at East Suffolk Council, which was favourable to passing the Freehold of these (and potentially others) to the parish on the basis the areas are preserved in their existing use.

It was agreed this would be taken to the next Parish Council meeting for discussion.

e. To Agree the Installation of a Silt Trap at Limes Pond

The Clerk reported that Mr J Wright had met The Greenways Project at Limes Pond to discuss the maintenance and they agreed a silt trap would benefit the health of the pond and make it easy to just dig out the silt as required as it would trap debris from the adjacent highway which gets washed into the pond

Silt trap for Limes Pond

To construct a 'box' approximately 3 ft by 3ft from recycled plastic sheet-pile material, sunk into the base of the pond and additionally secured with steel posts. Height determined by bottom of pipe, so that water can still flow either way as appropriate. Collected silt can then be removed by digging out as required.

Including sheet-piles, other materials and labour - £750 (excluding VAT) (much of this cost is the sheet pile material – I could potentially look at an English oak structure instead if you wish, but timber would probably not be as effective).

No other quotes were sourced as this is specialised work and The Greenways Project have the current maintenance contract at Limes Pond and do an excellent job.

Mr K Driver proposed to accept the quote from the Greenways Project of £750 plus Vat to install a silt trap at Limes Pond, seconded by Mr J Westrup and agreed by ALL

Mr D Francis suggested looking into doing the same at Chestnut Pond. The Clerk to discuss with Mr J Wright.

7. 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.

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.

c. Update on Community Speedwatch

The clerk reported that all locations are being covered. On Arundel Way most that speed would seem to be on the school run. Parents/carers with children in the car. Last one caught here travelled at 39mph.

8. CORRESPONDENCE & ANY OTHER MATTERS

a. To Note Matters Arising Since Publication of this Agenda

The Clerk read out an email from a resident about the dangerous parking around Broke Hall School.

The Clerk to write to Parking Enforcement to ask them to increase their presence at the school and to contact the PCSO to patrol here too. Updates to be sent to the resident.

The Clerk reported that due to the low water at Chestnut Pond The Greenways Project was asked under delegated authority to clear this as a matter of urgency as several complaints have been received from concerned residents.

b. Dates to Note

Cemetery Panel Meeting, Thursday 22nd September at 6 pm for a walkabout followed by a meeting at St Andrews Church

Allotment Management Advisory Panel Meeting, Tuesday 27th September at 10am for a walkabout the Allotments followed by a meeting in the Parish Office

Sandlings and Mill Stream LNRs Walkabout Wednesday 28th September at 10am

General Purpose and Finance Meeting, Thursday 13th October at 7.30pm at Village Hall
The Annual Allotment Holders Meeting, Tuesday 18th October at 7.30pm Tower Hall

9. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Plant oak trees to mark the passing of HM Queen Elizabeth II.

10. CLOSE OF MEETING

The Chairman closed the meeting at 8 pm.