



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Parish Amenities & Services Committee meeting held on 19th NOVEMBER 2020 via a Virtual Meeting at 7.00pm

CHAIRMAN:	Mr J Wright
COMMITTEE MEMBERS PRESENT:	Mr B Ward, Mr P Richings, Mr R Nunn, Mr J Westrup, Mr R Whiting, Mr J Wright, Mrs B Richardson-Todd, Mr D Francis, Ms C Evans
OTHER COUNCILLORS PRESENT:	Mr K Driver
APOLOGIES:	Mr M Newton (Work Commitment), Mr C Griggs (Other Commitment), Mrs M Brown (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. 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. Mr R Nunn proposed acceptance of reasons for councillor absence, seconded by Mr B Ward with ALL in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON 16th JANUARY 2020

Mr D Francis proposed acceptance of the minutes, seconded by Mr P Richings with ALL in favour. The minutes were duly signed as a correct record with the following amendments:

Under 5c. Update on Cutting of Overgrown Hedge at Allotment, the word 'tables' is changed to 'stables'.

3. DECLARATIONS OF INTEREST

Mr Whiting stated that as a member of Suffolk County Council he may be asked to reconsider any matter from this meeting at County Council and at any relevant Committee/Sub Committee and in so doing, shall take into account all relevant evidence and representations made at the County level before coming to a decision.

There were no other declarations made.

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 R Whiting reported that the hedge on the footpath beside St Andrew's Church running alongside the Cemetery was overgrown. The Assistant Clerk to report to Suffolk County Council.

Mr B Ward commented on the success of the mini roundabout on Playford Road but that the bumps on the road hadn't reduced the speed of traffic. Mr R Whiting assured the Committee that they were to specification and would forward the designer's plans to the Clerk. The PCSO is to be asked to organise a speed check.

Mrs Richardson-Todd reported that details of the Neighbourhood Plan Questionnaire had been circulated on social media.

Mr R Nunn reported that there was still flooding on the Bell Lane/Foxhall Road corner. The Clerk to write to Suffolk County Council again to ask them to deal with this issue.

Mr R Nunn highlighted an issue with the feet either side of the gate at the end of the Boardwalk /Bixley Lane rotting away and suggested a more permanent solution may be needed. The Assistant Clerk to report to Greenways.

Mr D Francis noted the good work done by Suffolk County Council in clearing back overgrown vegetation on the hill on Foxhall Road near the Nuffield.

5. ALLOTMENTS

a. Update and Any Queries from Councillors

The Allotment Manager reported that the Allotments were proving very popular and he was in the process of allocating plots to new tenants.

6. ENVIRONMENT AND LEISURE

a. INP Update on Replacement Noticeboard at Limes Pond

The Assistant Clerk reported that Greenbarnes Ltd confirmed the noticeboard will be ready to go out this week and they will arrange delivery with SCL Landscape Management who will then advise when it will be installed and the current noticeboard dismantled.

7. PLAY SPACES

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

Nothing urgent to report at present.

b. NEW → To Approve and Additional Litter Bin at Broke Hall Playing Field

Suffolk Coastal Norse have quoted £225 plus VAT to provide and install an additional litter bin next to the bench at Broke Hall Playing Field on the Salehurst Roadside.

Mr R Nunn proposed to accept the quote of £225 plus Vat from Suffolk Coastal Norse to provide and install a litter bin at Broke Hall Playing Field, seconded by Mr P Richings and agreed by ALL. The Assistant Clerk was asked in the first instance to enquire about a litter bin with a flap to prevent wildlife pulling out the litter.

c. To Approve the Allocation of Funds in the Budget for the Purchase of Materials to Maintain Benches, Noticeboards and Play Equipment

The Assistant Clerk reported that in order to facilitate the ongoing work by the Parish caretaker to keep Parish Council assets in a good state of repair a budget to enable the purchase of materials would allow the work to be done more efficiently.

Mr D Francis proposed to approve an allocation of £500 in the budget for the purchase of materials to maintain benches, noticeboards and play equipment, seconded by Mr R Whiting and agreed by ALL.

8. ROADS, VERGES AND FOOTPATHS

a. INP To Consider and Approve the Provision of a 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.

b. To Consider and Approve the Removal of the Existing Surface below the Wheelchair Accessible Picnic Bench at Broke Hall Playing Field and to Provide and Install a Replacement

The current surface gravel under the picnic bench at Broke Hall Playing Field has become loose and creating a mess. Resurfacing has been agreed under item 8a.

9. ROADS, VERGES AND FOOTPATHS

a. To Approve the Recalibration of the Speedar Equipment

The Assistant Clerk reported the intention to resume Speedwatch in the new year. Mr J Wright reported 2 members of the public are interested (Mr M Sarbutts and Mr J Ainslie). For Speedar Ltd to recalibrate the Speedar equipment is £70.50 plus Vat.

Mr R Nunn proposed Speedar Ltd recalibrate the Speedar equipment for £70.50 plus Vat, seconded by Mr J Wright and agreed by ALL.

b. INP Consider Action on the Poor State of the Chain Link Fence at Beech Road Passageway

19/11/20 The Assistant Clerk reported that as per approval to replace fence at Parish Council meeting on 9th July 2020 SCL Landscape Management has confirmed the fencing at Beech Road has been started and should be completed this week. They are awaiting delivery of materials that didn't arrive with the original order.

10. BUDGET BUILD 2021/22 – TO RECOMMEND TO THE GP&F COMMITTEE FOR PA&S AND ALLOTMENTS

The Clerk went through the Allotment budget for 2021/22 and the Parish Amenities & Services Budget 2021/22. Mr R Whiting proposed to accept the Allotment budget with the amendment of an extra £300 be added under miscellaneous costs and that it be forwarded to the GP&F for inclusion in the overall budget and seconded by Ms Evans. Resolved with all in favour.

Mr R Whiting proposed to accept the PA&S budget and that it be forwarded to the GP&F for inclusion in the overall budget, seconded by Mr R Nunn. Resolved with ALL in favour.

11. ACTION POINTS AND CLEARANCE OF ITEMS NOT ELSEWHERE ON AGENDA

a. CLD Update on the Wildlife Board at Chestnut Pond

19/07/18 The Clerk to contact Mr J Baker from The Greenways Project to chase the design, production and installation of a wildlife board at Chestnut Pond.

20/09/18 Following the Mill Stream and Sandlings Local Nature Reserve Walkabout on 19 September it was decided to ask James Baker to contact the illustrator for costs to produce pictures for a new wildlife Board with a central picture of the pond surrounded by other pictures on local information/history.

15/11/18 Mr Baker from Greenways has been in contact with an artist that they use for information boards on the Sandlings/ Mill Stream LNR. He has asked if there is any interesting facts/ history to include on the noticeboard. Mr Baker will inform the Clerk of dates to meet with the artist. A meeting is to be arranged with interested parties who have any knowledge of the pond. The Assistant Clerk to place an article in InTouch to request information about the pond.

17/01/19 An article was placed in InTouch to request that anyone with information on Chestnut Pond get in touch with the Parish Council. No one has responded. There has been an initial discussion between the artist and Mr J Baker (The Greenways Project) about the board and a further update on the notice board has been requested.

21/03/19 James Baker came into the Parish Office on Wednesday 20th March to discuss the text and pictures for the Wildlife Board with the Clerk and Assistant Clerk. Thanks, were noted to Mr R Whiting for funding. The Clerk reported that 50% of the money has been received and that the balance will be received in May. Consideration will be given to the reallocation of funding from the late Mr A Eaton.

16/05/19 The artist is working on the information board. It was agreed by ALL to recommend to the Parish Council to earmark funding from the late Mr A Eaton for an alternative use/project.

18/07/19 The Clerk reported that the pictures for the board had been completed and that it was expected to be installed within the next 2 months.

19/09/19 Mr James Baker from Greenways reported that he was going to meet the designer to draw up a draft of the board. He will forward this to the PC in due course. It is estimated that the cost for the board will be £1,500. The Parish Council has received grant funding of £2,000. The Clerk reported that she asked Mr Baker for a quote to add a box to the information board where leaflets can be stored about walking routes, wildlife at the pond, etc. Awaiting quotation for this.

21/11/19 The Assistant Clerk circulated copies of the final proof of the Wildlife Board which was well received. The wildlife board will be installed during the next 3 weeks.

16/01/20 The wildlife board frame will be installed week beginning 20th January 2020 and the artwork will be installed soon after.

It was agreed by ALL to clear.

b. CLD Update on Cutting of Overgrown Hedge at Allotment

The hedge on the left of the allotment adjacent to the stables needs attention as it is overgrown, and it is impacting on allotments at this end of the allotment site. Mr Westrup met with the owners of the tables and they

have given permission for the hedge to be cut and to allow contractors on their land as it would be best done from their land. The Clerk reported that she received a quote from SCL Landscape Management for £1,550 + VAT to cut the hedge. The Allotment Management Advisory Panel recommended that the hedge be cut to PA&S Committee. Mrs M Brown proposed that SCL Landscape Management Ltd be appointed at a cost of £1,550 + VAT to cut the hedge at the Stable side at the allotments as per their quote, seconded by Mr R Whiting and agreed by ALL.

21/11/19 The Assistant Clerk reported that SCL Landscape Management has been informed that the quotation was approved and met with Mr Westrup at the Allotments. The hedge will be trimmed in January/ February 2020.

16/01/20 SCL Landscape Management Ltd scheduled to start trimming the hedge on Monday 20th January. It was agreed by ALL to clear.

c. Update on Request to Secretary of State Regarding Bixley Lane Claim

The Clerk advised that she contacted Suffolk County Council and was advised that our claim for Bixley Lane to be added to the definitive map remains on the backlog of cases in the high priority category for future investigation. There are currently 9 cases ahead of Bixley Lane.

Since more than 12 months has passed since the formal application was submitted and it has not yet been determined, the parish council does have the right to ask the Secretary of State to direct the County Council to determine this application within a set timescale. The Secretary of State would then ask Suffolk County Council to explain their priorities and why this claim has not yet been determined and would consider their response before deciding whether or not to issue a direction.

The Clerk has looked into submitting an appeal and advised that there is no fee for submitting an appeal to the Secretary of State. Only the original applicant can submit an appeal. It is known as a Schedule 14 appeal and the Clerk has completed a draft application and collated all the supporting information to be submitted with the application should the Council want to proceed with this application. The Parish Council will need to notify Suffolk County Council that they have lodged an appeal.

21/11/19 The Assistant Clerk reported that the application has been submitted to the Planning Inspectorate and was acknowledged. The Planning Inspectorate included a copy of the letter that they have sent to Suffolk County Council regarding the appeal. The Inspectorate has requested more information from SCC about the stage of the application, when they would expect to issue a decision, the authority's statements of priorities, list of outstanding applications and comments on the direction requested. Suffolk County Council has until 23rd December 2019 to reply to the Planning Inspector.

16/01/20 Awaiting decision.

19/11/20 It was agreed not to clear and to instead follow up.

d. CLD Update on Sanding and Repainting Lock at Chestnut Pond

The Assistant Clerk reported that the Clerk has asked SCL Landscape Management Ltd, Greenways and Timber Worx for quotes.

Quotes have been received from James Baker for £50 to clean up the existing lock and lay gravel around it and SCL Landscape Management Ltd quoted £285 to replace the bollard. The Assistant Clerk advised there is £50 in this current year's financial budget but not £285 unless we look at general reserves and get approval from the Parish Council.

Mr R Whiting proposed approval of the quote from Greenways to repair the lock at Chestnut Pond at £50, seconded by Mr P Richings and agreed by ALL.

16/01/20 The Assistant Clerk reported that Greenways has completed the work on the lock at Chestnut Pond. The Clerk to purchase a padlock to install.

It was agreed by ALL to clear.

e. CLD To Consider the Repositioning of the Wooden Bollards at Chestnut Pond

The Parish Council should not be funding a Highways issue. Mr R Whiting proposed to delete this item from the agenda and it is not raised for another 6 months, seconded by Mr P Richings and agreed by ALL.

It was agreed by ALL to clear.

f. CLD Update on the Addition of Wheelchair Accessible Picnic Benches at Broke Hall Playing Field and Chestnut Pond

19/09/19 Councillor Mark Newton has suggested placing picnic benches at Broke Hall Playing Field as lots of families use this area. PlayQuip have quoted £701.77 to supply and install a recycled plastic bench (maintenance free) with ground anchors. Length 1.55m x height 0.78m x width 1,42 m Weight 102kg and £785 for a wheelchair accessible bench.

Mr M Newton advised that he would be willing to fund the purchase and installation of a wheelchair accessible bench at Broke Hall Playing Field once the entrance to the Playing Field has been investigated. Mr J Wright, Mr C Griggs and the Assistant Clerk to meet onsite to discuss the entrance and other short, medium and long term plans.

21/11/19 PlayQuip have quoted £701.77 to supply and install a wheelchair accessible recycled plastic bench (maintenance free) with ground anchors. Length 1.55m x height 0.78m x width 1,42 m Weight 102kg and £785 for a wheelchair accessible bench.

Mr J Wright and Mr C Griggs met, as suggested at Broke Hall Playing Field to discuss options to make the area more accessible for wheelchair users. Mr Newton has agreed to it being done before access is sorted.

Mr M Newton also wishes to provide funding to place a wheelchair accessible picnic bench at Chestnut Pond and he also agreed to fund the hard standing for both benches. The Assistant Clerk to obtain a quote.

Mr J Wright proposed that an application be sent to Mr M Newton to fund the installation of a wheelchair accessible bench at Broke Hall Playing Field and Chestnut Pond by PlayQuip at £701.77 (£1403.54) and the hard standing for each bench, seconded by Mr J Westrup and agreed by ALL.

16/01/20 Funding from Councillor Mark Newton's Enabling Communities Budget has been approved. Once payment is received the benches will be ordered and installed at Broke Hall Playing Field and Chestnut Pond by PlayQuip.

It was agreed by ALL to clear.

11. CORRESPONDENCE & ANY OTHER MATTERS

a. To Note Matters Arising Since Publication of this Agenda

An email has been received from a resident living next to the Broke Hall Play Area about overhanging tree branches. Mr J Wright to meet with resident to discuss further.

b. Dates to Note

Thursday 26th November 2020 Cemetery Management and Advisory Panel Meeting via virtual meeting at 7.00pm

12. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

13. CLOSE OF MEETING

The Chairman closed the meeting at 8.14 pm.