



Rushmere St. Andrew Parish Council

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"Seek The Common Good"



Minutes of the Environment and Services Committee meeting held on 20th July 2023 at 7.30pm at the Tower Hall

CHAIRMAN: Mr J Wright

PRESENT: Mr J Wright, Mr R Whiting, Mr J Westrup, Mr D Francis, Mr M Newton, Mr R Nunn, Mr B Ward, Mrs Odam

APOLOGIES: Mr K Driver (family commitment)

CLERK: Mr P Massey - Clerk; Mrs S Stannard – Assistant Clerk. Minutes taken by Mrs Stannard

ALSO PRESENT: Member of the Public 1

1. ELECTION OF CHAIRPERSON OF THE ENVIRONMENT AND SERVICES COMMITTEE

The Clerk asked for nominations for Chairman of the Environment & Services Committee for the forthcoming year.

Mr Whiting nominated Mr Wright and this was seconded by Mr Newton. There were no other nominations. Resolved: Carried with ALL in favour. Mr Wright was duly elected unopposed as Chairperson.

2. APOLOGIES & APPROVAL OF ABSENCE, PROTOCOL AND CONDUCT REMINDERS

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

3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THURSDAY 19th JANUARY 2023

Mr Newton proposed acceptance of the Environment and Services Committee minutes seconded by Mr Francis with MAJORITY in favour. The minutes were duly signed as a correct record.

4. DECLARATIONS OF COUNCILLOR INTEREST

Mr Wright declared a non-pecuniary interest in the quotes provided by SCL Landscape Management Ltd. Mr Ward declared a non-pecuniary interest regarding the correspondence received from a resident along Lambert Lane.

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 Newton reported that on the south side of the street towards Eaton Place on the left side there is a 30mph sign and fire hydrant discarded. Mr Newton will report this on the SCC online tool.

Mr Francis asked the Assistant Clerk to inform Councillors about the correspondence received from Suffolk County Council about parking of vehicles on verges and when anything can be done about this. The Assistant Clerk reported that Suffolk County Council can only act if the vehicle is parked on a verges or pavements if:

- there are waiting restrictions (yellow lines) on the road, as these also apply to the pavement/verge; or
- the vehicle weighs in excess of 7.5 tonne; or
- there is a signed restriction that prohibits parking on the pavement/verge.

If the vehicles parked on a pavement cause an obstruction and force pedestrians into the carriageway and there are no waiting restrictions the Police may act where they consider that a parked vehicle is causing an obstruction, forcing pedestrians to enter the carriageway. The Police are unlikely to act if there is a minimum of 1.2 metres of clear pavement for pedestrians.

Mr Francis asked whether the Council knows who owns the path leading from Clovelly Close to Broadlands Way. Mr Whiting replied that the landowner has not been identified to date. Mr Francis reported that the manhole that sunk along Foxhall Road had been raised but that this had been done at the same level and it is still a problem. Officers to report to Suffolk County Council.

Mr Nunn reported that Anglian Water engineers have investigated the sewerage spillages around the Mill Stream reported by the Assistant Clerk. They have not identified what is causing this and are trying to resolve the issue. Councillors noted this and thanked Mr Nunn for his efforts on this.

Mr Westrup reported that the footpath in Holly Lane has been resurfaced but that this work has not been done to a good standard.

6. ALLOTMENTS

a. Update on Water System and Connection by Anglian Water

Mr Westrup advised that the internal water connections have been completed and that the external water connections are planned for September/ October 2023. Good water supply for the meantime has been secured.

b. Report by Allotment Manager

Mr Westrup provided Councillors with an update on the allotments. He mentioned that the allotments are in a very good state and that there are not a lot of issues to report at present. There are no residents currently on the waiting list. One plot will become available soon once it has been cleared. The cost for clearing the plot will form part of the existing maintenance contract with SCL Landscape Management Ltd. There are still a large number of non-residents on the waiting list. Councillors noted this.

c. To Consider and Approve Purchase and Installation of Signs for Wildlife Area

Mr Westrup advised that some of the tenants at the allotments leave rubbish in the wildlife area (former bonfire area) and it is proposed to purchase two signs to install on the edge of the area advising members of the public that they cannot access the site.

Quotes were sourced from the following companies for two A4 signs:

Composite aluminium –

SignExpress - £168 + VAT

Signbase - £431.92 + VAT

Plastic Standard signs – Amazon £5.44 + VAT

The parish handyman has posts and will secure this to the signs and install as part of his monthly contract.

Mr Francis proposed that two plastic signs from Amazon at a cost of £5.44 + VAT (each). Seconded by Mr Nunn. Resolved with ALL in favour.

7. ENVIRONMENT AND LEISURE

a. To Consider and Approve Pressure Washing at Kelvedon, Broke Hall and Chestnut Play Areas

Mr Wright report that three of the play areas in the parish needs pressure washing to get rid of moss on the surfaces of the play areas. The Assistant Clerk reported that three quotes were sources including from:

SCL Landscape Management Ltd – £425 + VAT

Prestige External Cleaning - £3000 + VAT

BMT Garden Services - £1500 + VAT

Mr Whiting proposed that SCL Landscape Management Ltd at a cost of £425 + VAT be appointed as per their quote for pressure washing of the surfaces of the play areas at Broke Hall Playing Field, Kelvedon Play Area and Chestnut Play Area. Seconded by Mr Newton. Resolved with MAJORITY in favour. Mr Wright abstained.

b. To Consider Reports of Trespassing from Chestnut Play Area into Ipswich School Playing Field

Mr Wright reported that a neighbour informed him that youngsters climb over the fence from Chestnut Play Area and they also pass their bikes over the fence. This is causing a nuisance to the neighbours.

The Clerk suggested anti vandal paint to address the issue. The cost is £12.99 + VAT from Screwfix for a litre of anti-climb paint and £2.63 + VAT for a sign from Amazon (15cm x20cm).

Mr Newton proposed that anti-climb paint be purchased from Screwfix at a cost of £12.99 + VAT and two signs at a cost of £5.26 + VAT from Amazon. Seconded by Mr Whiting. Resolved with ALL in favour.

c. To Consider and Agree Extending Parish Handyman Hours to Carry out Regular Checks at Play Areas and Play Area Equipment

The Parish Council employs a company to complete an annual safety inspection at all the play areas. It is considered good practice to complete regular checks at the play areas during the rest of the year. It is proposed that the hours of the parish handyman be increased by 5 hours a month at £12 per hour to accommodate checking of the play areas and play equipment for any issues. There is sufficient funding in the play area inspections budget item to accommodate these additional hours.

Mr Nunn proposed that the hours of the parish handyman be extended with 5 additional hours per month at the current rate. Seconded by Mr Westrup. Resolved with ALL in favour.

d. To Consider Action on Junior Swings at Broke Hall Play Area

Mr Wright informed Councillors that the bolts of the junior swings at Broke Hall Play Area are regularly loosened by users of the playing field. Mr Wright advised that the best way forward is thought to be to use liquid lock to tighten the bolts. SCL Landscape Management Ltd indicated that they can do this free of charge when they next carry out maintenance at the play area.

Advice was also sought from PlayQuip the company that installed the play equipment at Broke Hall. They advised that the swing needs 4 anti-twist brackets and the bolts would need to be fixed more securely into the seat. The quote provided by PlayQuip to do this work would be £666 + VAT.

Mr Nunn proposed that SCL Landscape Management Ltd be asked to use liquid lock to tighten the bolts free of charge. Seconded by Mr Whiting. Resolved with ALL in favour.

e. To Plan the Annual Walkabout of the Sandlings and Mill Stream Local Nature Reserves

Mr Wright informed Councillors that the annual walkabout with Greenways is planned for one day in the first two weeks in September 2023. The Assistant Clerk informed Councillors of available dates for the walkabout. It was agreed to ask Mr Baker to have the walkabout on the 6th of September 10am.

f. To Consider and Approve Removal of Clump of Sycamore Trees at Lawn Cemetery

Mr Wright reported that there is a clump of Sycamore trees that needs to be removed at the Lawn Cemetery to tidy up the area. The Assistant Clerk sourced the following three quotes for the removal of the trees:

Tom Lyon Tree Services Ltd - £970 + VAT

Acorn Trees - £1,450 + VAT

SCL Landscape Management Ltd - £1,250.00

Councillors debated recent work carried out at the cemetery and it was agreed that SCL Landscape Management Ltd had done an excellent job with recent tree work at the cemetery.

Mr Whiting proposed that SCL Landscape Management be appointed at a cost of £1,250 + VAT as per their quote. This was seconded by Mr Nunn. Resolved with MAJORITY in favour. Mr Wright abstained.

g. To Consider and Approve Planting of a Mixed Native Species Shelter Belt at the New Boundary Fence at the Lawn Cemetery

Mr Wright reported that it would be beneficial for the development of the cemetery to plant a shelter belt alongside the new boundary fence. The Assistant Clerk sourced three quotes for this from the following contractors:

Greenways – £275 + VAT

SCL Landscape Management Ltd – £495 + VAT

TJC Gardening – requested a quote but not received.

Councillors debated recent work carried out at the cemetery and it was agreed that SCL Landscape Management Ltd had done an excellent job planting of a native hedge at the cemetery.

Mr Whiting proposed that SCL Landscape Management Ltd be appointed at a cost of £495 + VAT as per their quote. This was seconded by Mr Nunn. Resolved with MAJORITY in favour. Mr Wright abstained.

h. To Consider and Approve Upgrading of Water Taps at Lawn Cemetery

Mr Wright advised that the four water taps at the cemetery need to be upgraded. The taps keep leaking and are not fit for purpose anymore. Mr Wright advised that leak had to be fixed earlier in the week.

Mr Whiting proposed that delegated authority be given to the Vice-Chair, Mr Wright to determine an appropriate solution for the replacement of the taps and boxes to cover them up to an amount of £2,500. Mr Wright will report back. Seconded by Mr Nunn. Resolved with ALL in favour.

i. To Consider and Approve Planting a Mixed Native Species Shelter Belt at Woodbridge Road

Mr Wright advised that it would be beneficial from an environmental point of view if a mixed native species shelter belt is planted at the new boundary fence at Woodbridge Road. The Assistant Clerk sourced three quotes for this including from:

SCL Landscape Management Ltd – £625 + VAT

Greenways – £795 + VAT

TJC Gardening – Asked for quote but not received.

Councillors debated recent work carried out at Woodbridge Road and agreed that Greenways had done an excellent job with planting of another hedge on site.

Mr Newton proposed that Greenways be appointed at a cost of £795 + VAT as per their quote. This was seconded by Mr Francis. Resolved with MAJORITY in favour. Mr Wright abstained.

a. To Consider and Approve Replacement Fencing at Chestnut Pond

Mr Wright advised that the fencing at Chestnut Pond needs replacing. The Assistant Clerk sourced three quotes for this including from:

SCL Landscape Management Ltd – £1,795 + VAT

Greenways – £1,150 + VAT

KJ Fencing - £1,750

Mr Nunn proposed that Greenways be appointed at a cost of £1,150 + VAT as per their quote. This was seconded by Mr Newton. Resolved with MAJORITY in favour. Mr Wright abstained.

8. ROADS, VERGES AND FOOTPATHS

a. Update and Any Queries from Councillors

Mr Wright provided an update regarding the Playford Road Traffic Calming Scheme. Corrections and measure from Suffolk County Council to agree the scheme have been agreed and the work is scheduled for August. The Parish Council agreed to pay the outstanding invoice once the work has been completed.

Councillors noted this.

b. To Report on Speed Indicator Devices and Speedwatch

Mr Wright provided Councillors with a report on SIDS and Speedwatch in the parish. Councillors noted this.

c. To Consider and Agree Cultivation of Verges in The Street, opposite Baptist Church

Mr Wright outlined what is planned on the verge in The Street, opposite the Baptist Church. An application was submitted to Suffolk County Council for approval of a 'cultivation of verge' application and a street furniture application. The Parish Council is still waiting for approval from Suffolk County Council but has been informed that the land on the other side of the path is not within the ownership of Suffolk County Council. It was agreed that this item be deferred to a future meeting.

d. To Consider and Agree Moving Bus Stop Pole and Timetable in Broadlands Way, Opposite St Andrews Walk

Mr Wright updated Councillors on the proposal to move the bus stop in Broadlands Way. Suffolk County Council advised that they cannot fund painting a bus stop sign, moving the post and providing a dropped kerb as this part of Broadlands Way is not an adopted highway. The landowner has given permission for the bus stop and a dropped kerb. It is suggested that in the meantime until the road is adopted by Suffolk County Council that the Parish Council pay a contractor to move the bus stop sign and timetable. Once transferred a funding application will be submitted to Suffolk County Council to paint a bus stop sign and provide a dropped kerb. The Assistant Clerk sourced two quotes for this from the following companies:

K J Fencing – £85

SCL Landscape Management Ltd - £65 + VAT

Mr Whiting proposed that SCL Landscape Management Ltd be appointed at a cost of £65 + VAT as per their quote. This was seconded by Mr Newton. Resolved with MAJORITY in favour. Mr Wright abstained.

e. To Consider and Approve Purchase of No Through Sign for Holly Lane

Mr Wright informed Councillors that residents are complaining that HGVs go down Holly Lane and then have trouble turning round as it is not a through road. The Assistant Clerk informed Councillors that it would cost £8.52 for a 1mm plastic sign 400mm x 300mm from Amazon.

It was agreed to report this issue to Suffolk County Council on the highways reporting tool.

9. TO CONSIDER AND APPROVE LAND TRANSFERS ON BIXLEY FARM FROM EAST SUFFOLK TO THE PARISH COUNCIL

Mr Whiting informed Councillors that East Suffolk is willing to transfer several pieces of land (grassed areas) in the parish to the Parish Council. The Assistant Clerk distributed a map to Councillors showing the pieces of land under discussion. Councillors debated transfer of the land.

Mr Whiting proposed that the Parish Council approve this in principle with the exclusion of the Mill Stream and Sandlings LNRs in order for East Suffolk Council be take this to Council but that further investigations regarding the land in Brookhill Way be done and that this be taken to Parish Council for full consideration. Seconded by Mr Nunn. Resolved with ALL in favour.

10. CORRESPONDENCE & ANY OTHER MATTERS

a. To Note Matters Arising Since Publication of this Agenda

Mr Wright reported that several letters of correspondence were received regarding items on burial plots that do not conform to the cemetery regulations. This was discussed and a standard reply to these enquires was considered. Mr Nunn proposed that this be adopted as a standard response to complaints about removal of items from burial plots at the cemetery with the addition of a reference to maintenance of the lawn cemetery. Seconded by Mr Westrup. Resolved with MAJORITY in favour. Mr Wright read out a letter received fabout a planning application in Lamberts Lane. Councillors noted this and the Clerk will formulate a response to the points raised.

b. Dates to Note

Forward Planning and Policies Working Group – Monday, 31st July at 1.30pm at Tower Hall
Planning and Transportation Committee - Thursday, 7th September at 7.30pm at Tower Hall

Parish Council - Thursday, 14th September at 7.30pm at Tower Hall

Community and Engagement Committee – Thursday, 21st September at Tower Hall

11. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Kelvedon Play Area

13. CLOSE OF MEETING

The Chairman closed the meeting at 9.25pm.