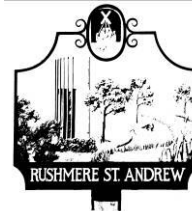




# Rushmere St. Andrew Parish Council

[www.rushmerestandrew.onesuffolk.net](http://www.rushmerestandrew.onesuffolk.net)

*"Seek The Common Good"*



## Minutes of the Parish Amenities & Services Committee meeting held on 19<sup>th</sup> May 2022 at 7.30pm at Tower Hall

CHAIRMAN:	Mr J Wright
COMMITTEE MEMBERS PRESENT:	Mr J Wright, Mr B Ward, Mr K Driver, Mr M Newton, Mr R Whiting,
OTHER COUNCILLORS PRESENT:	None
APOLOGIES:	Mr D Francis (another commitment), Mr R Nunn (another commitment), Ms C Evans (another commitment), Mr C Griggs (another commitment) Mrs B Richardson-Todd (another commitment), Mr J Westrup (another commitment), Mrs M Brown (unwell)
CLERK:	Mrs S Stannard
ASSISTANT CLERK:	Mrs S Jenkins. Minutes taken by Mrs S Jenkins
ALSO PRESENT:	0 Member 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 CHAIRMAN OF PA&S COMMITTEE

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

Mr R Whiting nominated Mr J Wright and this was seconded by Mr M Newton. 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.

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

### 3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THURSDAY 17<sup>th</sup> MARCH 2022

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

### 4. DECLARATIONS OF COUNCILLOR INTEREST

Mr Newton declared a local non-pecuniary interest as a member of East Suffolk Council and also stated that he may be asked to reconsider any matter from this meeting at District Council and at any relevant Committee/Sub Committee and in so doing, shall take into account all relevant evidence and representations made at the District level before coming to a decision.

## **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 R Whiting reported that the stumps on the pathway adjacent to the cemetery were causing a trip hazard and needed to be removed under health and safety grounds as one member of the public had already tripped.

Mr K Driver reported on the issue with parking at the end of Bixley Drive by Lings Garage and that he has raised it with County Councillor D McCallum.

Mr K Driver advised he met with Mr C Gibson in respect of the boot camp being held on The Sandlings. He will report back at the next meeting whether there is anything the Parish Council is able to assist with in line with mental and physical health in the community.

## **6. ALLOTMENTS**

### **a. Update and Any Queries from Councillors**

Mr J Westrup has reported no issues in advance of the meeting.

### **b. To Consider and Approve the Planting of a Copse on the Former Bonfire Site**

17/03/22 The Assistant Clerk reported there was a site meeting of the Allotment Advisory Panel consisting of Mr J Westrup, Mr J Wright, Mr D Francis, Mr D Wood, Mr P Richings to discuss the bonfire site. It was decided due to its close proximity to Oak Farm poly tunnels and the environmental effect to recommend removing the bonfire.

Mr R Whiting proposed the removal and levelling of the bonfire site at the Allotment Gardens, seconded by Mr K Driver and agreed by ALL

A quote has been received from SCL Landscape Services Ltd as they have the current maintenance contract at the Allotment Gardens and their work is excellent, for £325 plus Vat to clear the current waste and level the banks of the bonfire and £185 plus Vat to cultivate the land where the bonfire is currently. It was decided to leave the cultivation of the land.

Mr M Brown proposed to accept the quotes from SCL Landscape Management Ltd at £325 plus Vat to clear the current waste and level the banks of the bonfire, seconded by Mr P Richings and agreed by ALL.

It was agreed the office would provide a sign to say the bonfire site is permanently closed and it will be installed by the parish caretaker.

19/05/22 The Assistant Clerk confirmed that the bonfire site has been cleared and levelled by SCL Landscape Management. A meeting was held on 22<sup>nd</sup> April at the Allotment Gardens and attended by The Clerk, The Assistant Clerk, Mr J Wright, Mr J Westrup and Mr J Baker from The Greenways Countryside Project to discuss the establishment of a copse at the site. The following was discussed and agreed to recommend to PA&S for approval:

To allow the elm suckers to grow along the hedge line, and then plant around 40 mixed native species whips in the gaps to increase diversity. To plant around 30 hazel whips as a miniature copse to potentially produce nuts but more likely to be cut by ploholders to make beanpoles and pea sticks in the future.

To plant a bramley apple tree and 2 Suffolk varieties apple trees (from the East Anglian Apples and Orchards Project) and Mr J Wright to donate and plant a walnut tree.

Lastly, to sow wildflower seed mix across the area, probably best done in September, following the last application of weedkiller (which was discussed). All the tree and hedge planting would be a winter task, once the nurseries have lifted their stock, so probably December.

The Greenways Countryside Project, our preferred contractor has provided a quote as follows:

The trees and shrubs (including delivery etc) £200. Wildflower seeds £100. Protect the plants with plastic tree guards £100. Labour for sowing, planting, guarding and supply of woodchip mulch to put around the trees £250.

A total of £650 plus VAT.

Mr K Driver proposed to accept the quote for £650 plus VAT from The Greenways Countryside Project to plant a Copse on the former bonfire site at the Allotment Gardens, seconded by Mr J Wright and agreed by ALL.

**c. To Consider and Approve the Spraying of Weeds at the Former Bonfire Site**

The former bonfire site levelled by SCL Landscape Management Ltd requires weed spraying to maintain it prior to the planting of a copse. SCL Landscape Management Ltd, our preferred contractor have quoted £48.50 plus VAT per application with up to a maximum of 3 sprays required.

Mr R Whiting proposed to accept the quote from SCL Landscape Management to spray the weeds up to 3 times at £48.50 plus Vat per application seconded by Mr M Newton and agreed by ALL.

**7. ENVIRONMENT AND LEISURE**

**a. Update on the Installation of Fido Bin at Entrance to Footpath on Water Tower Lane Leading to Sandlings Crescent Subject to Approval from Landowner**

17/03/22 Mr K Driver reported he was asked by residents if a fido bin could be installed as there was an issue with dog poo being left around the area.

The Assistant Clerk reported East Suffolk Norse have quoted £252.09 plus vat for the installation of a new dog bin, including post and fitting. They have requested the fido bin be installed as close to the road as possible. However, it was pointed out that Suffolk Coastal Norse must drive up Water Tower Lane to empty the litter bins on The Sandlings anyway. Mr J Wright and Mr K Driver to meet and decide on best position for the installation of the fido bin.

Mr K Driver proposed to purchase and install a fido bin from East Suffolk Norse at £252.09 plus Vat subject to obtaining the landowner's permission, seconded by Mr P Richings and agreed by ALL.

19/05/22 The Assistant Clerk reported that East Suffolk have been chased numerous times for a decision. An email was received today to confirm the matter was now with the correct person and that a decision is forthcoming, if not the Assistant Clerk to ask Mr M Newton to escalate this.

**b. Update on Fencing Work at Limes Pond**

17/03/22 The Assistant Clerk reported SCL Landscape Management Ltd have apologised for the time it has taken to take delivery of the materials, but they expect to receive them by the end of this week and start the work the week beginning 20<sup>th</sup> March 2022.

19/05/22 The Assistant Clerk reported that the fencing work has been completed and there are 2 padlocks on order for the gates.

**c. To Consider and Approve the Removal of the Conifer Hedge at The Cemetery and to Replace it with a Native Hedgerow Species Alongside it**

Mr R Whiting explained that the conifer hedge is unattractive and as per the Neighbourhood Plan the Parish Council needs to make an example on its land and replace them.

The Assistant Clerk to obtain quotes to take to the next Cemetery Panel Meeting.

**d. Update on Play Inspection Reports**

The Assistant Clerk reported that inspection reports were received on 18<sup>th</sup> April with no urgent action required.

Mr J Wright reported that PC. Hannah Canning had been helpful in respect of issues with cannabis at play areas.

***The chairman proposed that Item 7e and item 8b are considered together and this was agreed.***

**e. To Consider and Approve 2 Signs about rewilding at Broke Hall Playing Field**

The Assistant Clerk reported that a quote had been received from our preferred supplier, Signs For You Ltd for a Green sign 440mm x 300 mm with white text reading 'Wildlife Area, Part of our Rewilding Project' or something similar to be agreed. Mr J Wright explained the proposed use of Wild East on the signs. If Wild East used on the signs we will need to ask their permission. This will not affect the quote for the signs. It was decided to go without the Wild East.

## **8.b Roads, Verges and Footpaths -b. To Consider and Approve 2 Signs about rewilding at Woodbridge Road**

The Assistant Clerk reported that a quote had been received from our preferred supplier, Signs For You Ltd for a Green sign 440mm x 300 mm with white text reading 'Wildlife Area, Part of our Rewilding Project' or something similar to be agreed. Mr J Wright explained the proposed use of Wild East on the signs. If Wild East used on the signs we will need to ask their permission. This will not affect the quote for the signs. It was decided to go without the Wild East. It was also agreed to order 3 signs due to the size of the area.

Mr R Whiting proposed to accept the quote from Signs For You for 5 signs with fixtures (For Broke Hall Playing Field Item 7e and Item 8b Woodbridge Road) at a total of up to £225 to be installed by the parish caretaker at Woodbridge Road, seconded by Mr M Newton agreed by ALL.

### **f. Update on the Queen's Platinum Jubilee Event at Broke Hall Playing Field in 2022**

The Assistant Clerk reported that the event was a great success and around 100 people attending to enjoy the good weather and see the time capsule and oak tree dedicated. The competition winners of the Design a Tree for the Jubilee were presented with their prizes. Thanks to everyone involved including The Greenways Countryside Project, Ipswich Wildlife Group, Rubbish Walks, 51<sup>st</sup> Scout Group, Gerry Donlon and volunteers.

Mr J Wright thanked everyone including the Assistant Clerk and her family for helping on the day.

### **g. To Consider and Approve the Publication of a Wildlife Calendar 2023 to be Delivered to All Residents**

The Assistant Clerk reported that Suffolk Digital Print and Design printed the Martlesham calendar. They printed x 2300 at a cost of just over £2100 and the design and set up cost £350. Total £2,450 but due to an escalation in print costs in 2022 this figure can be expected to be much higher. Calendar to be looked at for 2024 in order to give a proper lead in time. There was some discussion on whether people used paper calendars and whether it would provide value for money. Mr J Wright was asked to prepare a report/proposal for the Parish Council meeting in September with a view to a 2024 calendar.

## **8.ROADS, VERGES AND FOOTPATHS**

### **a. Update and Any Queries from Councillors**

None

### **c. To Consider Rushmere St Andrew Parish Council join SAVID – Safer Driving Village**

Mr J Wright explained that SAVID (Safer Village Driving) offers a new approach to speeding. It comprises official representatives from a number of local villages, acting together to give a bigger voice and a more effective response to the problem of speeding. It has the support of the Police, Suffolk Coastal District Council, Community Action Suffolk and Suffolk County Council.

There is an administrative cost involved in joining SAVID of £50 per year.

Mr R Whiting proposed to agree to join SAVID and to pay the yearly administration fee of £50 seconded by Mr J Wright agreed by ALL.

### **d. To Consider Involving the Parish Council in Pride in our Village**

Mr J Wright explained the idea was look at verges, weeds and signs that are in a bad state in the Parish. The aspiration is to support the environment we live in with a self-help initiative, as per the Neighbourhood Plan.

Mr B Ward expressed a concern over health and safety if residents were encouraged to help. Mr K Driver said there was a conflict of messaging between re-wilding and keeping areas cut back. It was agreed Mr J Wright would write an article.

### **e. To Consider Making the Jubilee Walk Wheelchair Accessible**

Mr J Wright explained the idea was to make the Jubilee Walk entirely accessible for wheelchair users. It was agreed to take this to the Forward Planning Working Party to discuss further bearing in mind the issue with multiple landownership.

### **f. 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 order 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.

#### **g. Update on Community Speedwatch**

Mr J wright gave an update. Playford Road is still a concern with over 25 people going over 30mph between 7.45-8.45 am. The police have been made aware of this and are keen to deal with repeat offenders.

Kesgrave Parish Council have requested help from Speedwatch to set up sites on Bell Lane. This was agreed.

#### **h. To Consider Slow Speed Roundel at Playford Road**

19/05/23 Speed roundel - The request for a 30mph floor marking is not allowed under the current rules (see below) so a decision has to be made as to whether we go with what we are allowed with which is a **SLOW** marking along Playford Road. We have agreement for this, and Stuart Lawson is willing to fund half of this from his Locality Budget if Councillors agree. The cost to the Parish Council will be £215 and Stuart will fund £215 from his locality budget.

The Assistant Clerk was asked to contact Councillor Stuart Lawson and request that he asks for the existing sign on the road to be repainted.

The Assistant Clerk was asked to look into the cost of a 'Welcome to Rushmere St Andrew' sign including a speed request and speed limit stickers for wheelie bins.

#### **i. To Consider Response to Suffolk County Council regarding Playford Road Traffic Calming Scheme**

Ms. Debbie McCallum taking Mr. Paul West (Councillor responsible for roads at SCC) to take a look on Friday. She will drive him over the speed bumps. The outcome of this to be reported back. Email to be sent to Mr. Paul

West and the Chief Executive to chase for a response on what will be done to rectify the issue with eh speed bumps not working despite several attempts by engineers.

Mr R Whiting reported that the street light in the Village was still not repaired and the redundant post has not been cleared. The Assistant Clerk to chase.

## **9. CORRESPONDENCE & ANY OTHER MATTERS**

- a. To Consider and Approve Printing and Distribution of Flyer for Annual Parish Meeting**  
Previously completed.
- b. To Note Matters Arising Since Publication of this Agenda**

Correspondence from Mr Houchell in respect of replacement hedgerow on Woodbridge Road. The Clerk has reported it but it is up to the landowner.

### **c. Dates to Note**

Annual Parish Meeting, Tuesday 24<sup>th</sup> May at 7.30pm at Village Hall

Extra-ordinary Meeting of the Parish Council, Tuesday 31 May at 7.30pm at Tower Hall

General Purpose and Finance Meeting, Thursday 9<sup>th</sup> June at 7.30pm at Tower Hall

## **10. DETERMINATION OF ITEMS FOR FUTURE AGENDA**

The PA&S minutes to not list out previous activities in the minutes.

## **11. CLOSE OF MEETING**

The Chairman closed the meeting at 8.46 pm.