



Rushmere St Andrew Parish Council

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Minutes of the Environment and Services Committee meeting held on Thursday, 20th November 2025 at 7.30pm at St Andrews' Church Hall

CHAIRMAN: Cllr J Wright
PRESENT: Cllr R Whiting, Cllr B Ward, Cllr M Odam, Cllr J Wright, Cllr D Francis, Cllr M Newton, Cllr J Westrup
APOLOGIES: Cllr K Driver
CLERK: Mrs S Stannard (Assistant Clerk). Minutes taken by Mrs Stannard.
ALSO PRESENT: Members of the Public 0

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

RESOLVED: Approved as above.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THURSDAY 18th SEPTEMBER 2025

RESOLVED: The minutes of the Environment and Services Committee meeting held on the 18th September 2025 be signed by the Chairman as a true record following a correction to the draft minutes.

3. DECLARATIONS OF COUNCILLOR INTEREST

Cllr Wright declared a non-pecuniary interest in Acorn Trees and SCL Landscape Management Ltd.

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

Cllr Ward made Councillors aware of the social media posts regarding trees that has been cut down at on the highway land at the allotments. The Parish Council is not aware of who cut the trees down.

Cllr Wright made Councillors aware that resident who offered to carry out an ancient tree survey may be able to carry out the survey in next year. Cllr Wright indicated that there is currently a consultation about bus services in the county and that he is the representative on the public transport forum.

5. ALLOTMENTS

a. Feedback from the Allotment Manager

NOTED: Update provided by Cllr Wright on allotments.

b. To elect new member for the Allotment Management Advisory Panel

Cllr Wright updated Councillors about the vacancy on the above-mentioned panel.

RESOLVED: Defer until interested member comes forward or are nominated.

c. To consider and approve trimming of hedge at allotments

The Clerk informed Councillors that three quotes were requested from SCL Landscape Management Ltd, Acorn Trees and TL Tree Services for trimming of the hedge on the northern boundary. One quote was received from SCL Landscape Management. The quote was discussed.

RESOLVED: To appoint SCL Landscape Management at a cost of £175.00 + VAT to trim the hedge vertically at the allotments.

d. To consider strimming of plot X6A

The plot has been strimmed, at no cost.

NOTED.

e. To consider and approve clearance of compost bins at allotments

The Clerk informed Councillors that a quote was sourced from SCL Landscape Management for the clearance of the compost bins adjacent to plot 10c as they are an eyesore. Other quotes we requested from H Saxon and Clearabee but not received.

RESOLVED: To appoint SCL Landscape Management at a cost of £475 + vat to clear the compost bins adjacent to plot 10c at the allotments.

6. CEMETERY

a. To consider and approve Cemetery budget for 2026

A copy of the draft cemetery budget was made available with the agenda for the meeting. The Chairman reported on draft budget.

RESOLVED: To accept the budget as recommended by the Cemetery Panel for a total of £26,000. No provision has to be made from the precept for the management and maintenance of the cemetery during the 2026/27 financial year.

b. To consider and approve Cemetery Fees for 2026

The Cemetery Panel recommended an increase of 10% on residents' charges at the cemetery from January 2026 – December 2026. It is proposed that non-residents' fees remain the same. The proposes fees were made available with the agenda for the meeting. The recommendation was considered.

RESOLVED: To increase residents' fees and non-residents' fees with 5% (rounded to the nearest £5 pounds).

Item c and d were considered together.

c. To consider and approve proposals regarding refuse area and turning point at cemetery; d. To consider and approve resurfacing of main roadway at cemetery

Cllr Whiting gave Councillors an update regarding a refuse and turning area at the cemetery and the resurfacing of the main roadway that is needed. Three quotes were sourced. Only two were received from Moyse and AEW Surfacing. The quotes were considered. The most cost-effective quote that met the specifications of the quote was from Moyse Surfacing. They had completed work to a good standard at the cemetery.

RESOLVED: To appoint Moyses Surfacing at a cost of £9,850 + VAT to provide a refuse area and turning point and resurfacing of the main roadway at the cemetery as per their quote.

e. To consider and agree action regarding trimming of hedge and ditch at cemetery

One of the residents in Church Close has been in contact regarding the hedge and the ditch at the cemetery. This was assessed and discussed by the cemetery panel and recommended to parish council that this looks fine at present and that the situation be monitored. RESOLVED: To monitor the condition of the hedge and ditch at the cemetery. Usual trimming of vegetation will be carried out as part of the maintenance contract.

7. ENVIRONMENT AND LEISURE

a. To consider and agree clearing of shrubs and tree work at Brendon Drive areas

The shrubs and trees along Brendon Drive needs clearing/ trimming. Three quotes were requested from Acorn Trees, SCL Landscape Management and TL Tree Services. A quote was received from SCL Landscape Management Services.

RESOLUTION: To appoint SCL Landscape Management Services Ltd at a cost of £475 + VAT for clearing/ trimming the trees along Brendon Drive on the land owned by the Parish Council as per their quote.

b. To consider and agree cutting back of hedging from footpath at Kelvedon Drive leading to Broadlands Way

The shrubs and hedges along Kelvedon Drive needs clearing/ trimming. Three quotes were requested from Acorn Trees, SCL Landscape Management and TL Tree Services. A quote was received from SCL Landscape Management Services.

RESOLUTION: To appoint SCL Landscape Management Services Ltd at a cost of £520+ VAT for clearing of the area and trimming the hedges along Kelvedon Drive on the land owned by the Parish Council as per their quote.

8. ROADS, VERGES AND FOOTPATHS

a. Request for support for pedestrian crossing at 694 Foxhall Road

Cllr Wright provided Councillors with background regarding a request from one of the residents for a pedestrian crossing at Foxhall Road. RESOLVED: To write to Cllr McCallum and Cllr Lawson at Suffolk County Council and Cllr Crawley at East Suffolk Council to ask for support and funding for a crossing at No 692/694 Foxhall Road and a barrier to improve the safety around this area.

9. TO NOTE CORRESPONDENCE RECEIVED

Consultation regarding local government reforms in Suffolk and Norfolk. RESOLUTION: Clerk to post on parish council website.

10. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

10. CLOSE OF MEETING

The Chairman closed the meeting at 8.32pm.