



Rushmere St Andrew Parish Council

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

CHAIRMAN: Cllr J Wright

PRESENT: Cllr R Whiting, Cllr B Ward, Cllr M Odam, Cllr K Driver, Cllr R Whiting, Cllr S Taylor, Cllr J Wright, Cllr M Newton

APOLOGIES: Cllr D Francis (unwell), Cllr J Westrup (unwell), Cllr R Nunn (another commitment)

CLERK: Mr Massey (Clerk). Mrs S Stannard (Assistant Clerk). Minutes taken by Mr Massey.

ALSO PRESENT: Cllr Barber. Members of the Public 1.

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

Cllr 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.

Cllr Ward proposed approval of the apologies as listed above. Seconded by Cllr Odam. Resolved with ALL in favour.

2. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THURSDAY 30th JANUARY 2025

Cllr Ward proposed acceptance of the Environment and Services Committee minutes held on Thursday, 30th January 202 with no amendments. Seconded by Cllr Odam. Resolved with ALL in favour. The minutes were duly signed as a correct record.

3. DECLARATIONS OF COUNCILLOR INTEREST

Cllr Wright declared a non-pecuniary interest in SCL Landscape Management and KJ Fencing. Cllr Driver and Cllr Barber declared a non-pecuniary interest as allotment holders. Cllr Odam declared a non-pecuniary interest in St Andrew's Church.

4. PUBLIC PARTICIPATION

a. To Identify Public Participation with Respect to Items on this Agenda

No matters arising

b. Public Forum – Members of Public/Parish Councillors May Speak on Any Matter

Cllr Whiting reported that the Right of Way at Nr 38 Bent Lane is overgrown and that there is fly tipping on the Right of Way behind Nr 7 Bent Lane.

Cllr Wright updated Councillors on the recent meeting he has as representative on public transport forum. Cllr Driver mentioned that it would be useful for tickets to be transferrable between bus providers.

5. ALLOTMENTS

a. To Receive and Note Minutes of Allotment Rents Working Group Meeting held on 5th February 2025

Cllr Wright made councillors aware of the minutes of the Allotment Rents Working Group Meeting that was held on 5th February 2025 and the draft minutes that were circulated prior to the meeting. Councillors noted this.

b. Feedback from the Allotment Manager

The Chairman provided Councillors with an update on the allotments as received from the allotment manager, Mr Squirrell. Councillors noted this.

c. To Consider and Agree Recommendations Regarding Tenancy Agreement

As a result of moving from charging tenancy fees in arrears to charging them in advance new tenancy agreements have to be drawn up and signed. A draft tenancy agreement that is in line with national best practice was circulated to members for review. Councillors discussed the draft agreement.

Cllr Newton proposed that the draft agreement be recommended to Parish Council for approval subject to correcting formatting and typographical errors. Seconded by Cllr Odam. Resolved with MAJORITY in favour.

d. To Consider and Agree Recommendations for setting of Allotment Fees 2026/2027

Cllr Wright updated Councillors on progress with regards to moving from charging allotment fees in arrears to charging in advance. Given this change, allotment tenants will have to be given a year's notice of fees to apply for 2026/2027. The Assistant Clerk gave Councillors an update on current fees, income and expenditure and recommendations for fees for 2026/2027. The fees will include costs of water whereas this was calculated and charged in arrears in the past. The average cost of water over the last three years was £8.00 per half plot.

Cllr Wright proposed that it is recommended to Parish Council that the allotment fees from 1st April 2026 – 31 March 2027 be £48 for a half a plot and £96 for a full plot. This includes water charges. Manure bins to stay the same at £10 per bin. Seconded by Cllr Whiting. Resolved with MAJORITY in favour.

e. To Consider and Agree Consultation Strategy for Informing Allotment Holders of Changes in Charging System

Councillors discussed a consultation strategy for informing allotment holders about the changes to the charging system and tenancy agreements.

Cllr Whiting proposed that a letter be sent to all allotment holders in March 2025 after the Parish Council meeting providing them with background on why the change in the charging system, the draft proposed agreement and inform them of the tenancy fees to apply from April 2026 – March 2027. Seconded by Cllr Newton. Resolved with MAJORITY in favour.

6. ENVIRONMENT AND LEISURE

a. To Consider and Agree Trail Prints for Land at Foxhall Road and Opposite Arundel Way

Cllr Wright informed Councillors that it is proposed to create a trim paint trail on the path on the land opposite Arundel Way. This path is aimed at encouraging walking to school. The path is well used and it is aimed at encouraging children to jump, hop and balance on the way to school.

Funding for £1,000 has been agreed by Cllr Stuart Lawson from his Locality Budget. Quotes were requested from ESP Play, Fun Play and PlayQuip Leisure. The first two companies are

not able to carry out orders below £1,500 and PlayQuip provided a quote of £1,276 + VAT for an agility trail.

Cllr Newton proposed that PlayQuip be appointed at a cost of £1,276 + VAT provided that £1,000 funding is received from Suffolk County Council for this project. £276 + VAT will be funded from Parish Council environmental budget. Seconded by Cllr Wright. Resolved with MAJORITY in favour.

b. To Consider and Approve Purchase and Installation of Signs on Parish Council Land

[This item was discussed alongside item 7b]

Cllr Wright discussed with Councillors the possible benefits to have signs printed and installed on land that has been transferred to the Council during 2023 and 2024 from Chater Land Holdings and East Suffolk Council. The signs would depict the Parish logo and show who was responsible for the parcels of land.

Councillors discussed this, it was decided that there were no significant advantages of the installations and the item was not supported by council.

c. To Consider and Agree Planting Hedgerow at St Andrews' Church

Cllr Wright informed councillors that it would be beneficial to plant some of the hedgerows acquired for the land opposite Arundel Way adjacent to St Andrews' Church. Councillors discussed this.

Cllr Ward proposed that the hedgerows acquired from the Woodlands Trust be planted adjacent to St Andrews' Church and that plastic tree protectors at a cost of £38 + VAT be purchased. Seconded by Cllr Whiting. Resolved with MAJORITY in favour.

d. To Consider and Agree Moving of Goal Posts on Sandlings LNR and at Broke Hall Playing Field

Cllr Wright informed councillors that it would be beneficial to move the goal posts at the Sandlings LNR and at Broke Hall Playing Field to give the grass a chance to recover and reseed it. Quotes were requested from SCL Landscape Management, East Suffolk Council, YM Rugbyclub and Greenways for moving of the goal posts at Broke Hall Playing Field. Quotes were received from SCL Landscape Management for £394 + VAT. Greenways indicated that they were too busy to take on additional work at the moment. No other quotes were not received.

Cllr Driver proposed that SCL Landscape Management Ltd be appointed at a cost of £394 + VAT for moving of the goal posts at Broke Hall Playing Field. Seconded by Cllr Ward. Resolved with MAJORITY in favour.

7. ROADS, VERGES AND FOOTPATHS

a. To Report on Speed Indicator Devices and Speedwatch

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

b. To Consider and Approve Actions Relating to Works on Land Owned by Parish Council

[This item was considered with item 6b]

Cllr Wright informed Councillors of potential access issues on parcels of land owned by the Parish Council, relating to public rights and right accruals. Councillors discussed this.

Cllr Ward proposed that 4 signs be purchased for the parcels of land in Bixley Drive. The signs should outline the following: No legal rights of access, easements, or prescriptive rights are conferred or accrued through use of this land. The wording should first be approved by SALC and delegated authority should be given to the Chair, Vice-Chair and Officers to implement up to the value of £500. Seconded by Cllr Odam. Resolved with MAJORITY in favour.

c. To Consider Response Regarding Traffic Management Solutions for The Street.

Cllr Wright discussed with Councillors the lack of response regarding the Parish Councils request for assistance with traffic management solutions for The Street. Whilst the councillors are proactive in the determination of implementing a scheme it was discussed that a good approach would be to draft a flyer/notice to residents to obtain their opinions on the matter. This item was deferred due to lack of response to the enquiry and on the basis of formulating public opinions on the matter.

8. TO NOTE CORRESPONDENCE RECEIVED

None to note.

9. DETERMINATION OF ITEMS FOR FUTURE AGENDA

Traffic Management Solutions for The Street

10. CLOSE OF MEETING

The Chairman closed the meeting at 20.45pm.