Rushmere St. Andrew Parish Council

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Minutes of the Parish Council meeting held on 3rd September 2026 at 7.30pm at St Andrew's Church Hall

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CHAIRMAN:	Cllr R Whiting
PRESENT:	Cllr R Whiting, Cllr J Wright, Cllr B Ward, Cllr R Nunn, Cllr M Odam, Cllr R Silburn, Cllr A Sayles, Cllr A Jeffreys, Cllr S Taylor, Cllr P Phillpot, Cllr D Francis, Cllr M Newton, Cllr S Smith
APOLOGIES:	Cllr M Brown
OTHER PRESENT:	Cllr R Cawley, Cllr E Bryce, Cllr D Clery
CLERK:	Mrs S Stannard
ALSO PRESENT:	1 Members of the public

1. **APOLOGIES, APPROVAL OF ABSENCE, PROTOCOL & CONDUCT REMINDERS**
   RESOLVED: To approve the apologies for absence received as above.

2. **DECLARATIONS OF COUNCILLOR INTEREST**
   Cllr Wright declared a non-pecuniary interest in SCL Landscape Management Ltd and KJ Fencing. Cllr R Silburn declared a non-pecuniary interest in the St Andrews Church.

3. **TO SIGN, AS A CORRECT RECORD, THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 16th JULY 2026**
   RESOLVED: that the minutes of the Parish Council meeting held on the 16th July 2026 be signed by the Chairman as a true record and adopted by the Council.

4. **PUBLIC PARTICIPATION**
   a. **Members of Public/Parish Councillors may Raise Items Relating to this Agenda or any Matter Concerning the Parish**
      Cllr Newton reported that HGVs are parked across the footpath again at the ITFC training ground maintenance entrance in The Street. Clerk to follow up correspondence previously sent about this.
      Cllr Odam reported that the land outside Nr 117 The Street is overgrown and impacting on visibility. Clerk to report.

A member of the public spoke about community engagement, consultation with parishioners and allotment tenants, the business plan of the council, the annual meeting minutes and the Allotment Liaison Panel. Clerk to publish draft annual parish minutes.

[Cllr P Phillpot joined the meeting].

b. District Councillor's Report

A District Councillors' Report was distributed to councillors prior to the meeting.
Matters arising: Cllr Cawley informed Councillors that he would be keen to get involved with proving funding for improving and replacing play equipment at Broke Hall Playing Field. Clerk to contact Cllr Cawley regarding this. Cllr Clery spoke about waste collections in the district. Cllr Clery promised to query the statistics provided to the parish council as part of the councillors report and provide feedback regarding this.

c. County Councillor's Report

A County Councillors report was distributed to councillors prior to the meeting.
Matters arising: Cllr Bryce provided an update on the Westerfield Quarry application and Easterling Solar application. Cllr Bryce will forward HGV map to parish council. Jeffreys provided a verbal update at the meeting regarding Foxhall Road crossing and the second footfall crossing will be completed by Cllr Wright in due course to support this request. He confirmed that funding has been transferred to the Parish Council for Tower Hall Play Area refurbishments.

5. TO CONSIDER AND AGREE MAINTENANCE AT ALLOTMENTS AND TENANCY CONSIDERATIONS

Cllr Wright updated Councillors regarding the correspondence from the tenants of plots X3, X2a and X2b and offers from the Parish Council to these tenants. A discussion followed.
RESOLVE: To defer this item to the Environment and Services Committee/ Parish Council.

6. FINANCE

a. To note expenditure authorised under delegated authority

None.

b. To consider and approve the bank reconciliation and budget monitoring reports for June and July 2026

The Clerk explained these reports to Councillors and provided opportunities for questions.
RESOLVED: To approve the bank reconciliation for June and July 2026 and the budget monitoring for these months.

c. Other Matters

None.

7. TO CONSIDER AND AGREE BOLLARD AND SIGN AT RIGHT OF WAY AT LAWN CEMETERY

Bollard that restricts access at lane adjacent to the lawn cemetery has disappeared. A replacement is necessary and sign to advise that no parking in front of the bollard is allowed. A quote has been sourced from SCL Landscape Management Ltd for a cost of £225 + VAT for sourcing and installing a bollard, concrete around bollard and sourcing and fixing a sign. Similar works were carried out at Broke Hall Playing Field recently and SCL Landscape Management was cost efficient and provided very good service. Quotes were requested from the parish handyman and Mr K Brazier.
RESOLVE: To appoint SCL Landscape Management at a cost of £225 + VAT to install bollard and sign.

8. TO CONSIDER AND AGREE EXTRA REMEDIAL WORK TO BE CARRIED OUT AT THE LAWN CEMETERY FOLLOWING RESULTS OF TOPPLE TEST

Masters Ltd carried out a topple test at the cemetery and were appointed for remedial work at the lawn cemetery. Additional remedial work has subsequently been identified. A quote for the extra remedial work was received from Masters Ltd and this is £552 + VAT. Other quotes were not requested since Masters had carried out the remedial work and is best placed to complete the remedial work. Previous work £4000.
RESOLVED: To appoint Masters Ltd at a cost of £552 + VAT to complete the extra remedial work required as per their quote.

9. TO CONSIDER AND AGREE PLAY SAFETY INSPECTIONS

Cllr Wright advised that annual play safety inspections are required by law. A quote from ROSPA was received for £336 + VAT for four play safety inspections at the play areas in the parish owned by the parish council. ROSPA has been very cost efficient in the past and more importantly highly regarded and has provided very good inspections in the past.
RESOLVED: That ROSPA be appointed at a cost of £336 + VAT to compete the 4 play safety inspections required in the parish.

10. TO CONSIDER AND AGREE REMEDIAL WORK ON TREE AT LAND OPPOSITE 32 BROOKHILL WAY

Cllr Wright informed Councillors regarding the need for remedial work on the tree opposite 32 Brookhill Way. The land belongs to the Parish Council. A quote was received from Acorn Trees for £550 + VAT. They have provided very cost efficient quotes and has provided a very good service in the past. Two other quotes were sourced but not received.
RESOLVED:
To appoint Acorn Tree to complete the remedial work for £550 + VAT on the tree opposite 32 Brookhill Way as per their quote and for the Clerk to submit a TPO application for this and to agree for expenditure on the cost of the application.

11. TO CONSIDER AND AGREE CYCLE LANE PROPOSED AT WOODBRIDGE ROAD

Councillors discussed the proposed scheme received from Suffolk County Council.
RESOLVED: To submit the following comments to County Councillor Alistair Jeffreys:

- Very concerned about narrowing of Woodbridge Road on traffic and emergency vehicles.

- Concerned that cyclists will not use the proposed cycle route and in particular cross road as per planned route.
- Consider using the existing bus-only lanes as an alternative to create more space.
- Model the effect of the Bent Lane and Linksfield crossings on queues.
- Concerned that scheme will have adverse impact on safety at Playford Lane junction with islands and visibility issues at present.
- Retain the Linksfield bus lay-by and provide a suitable replacement shelter.
- Balance the needs of cyclists, pedestrians, bus users, motorists and emergency services.
- Support the aim of improving cycling facilities.
- Hold a full public consultation before the scheme progresses.

12. TO CONSIDER AND AGREE HGV PROPOSALS

This was discussed previously and requests were made to County Councillors for any proposals covering Kesgrave. These have not been received. Cllr Bryce and Cllr McCallum have requested this from officers at Suffolk County Council.
RESOLVED: DEFER UNTIL ADDITIONAL INFORMATION IS AVAILABLE.

13. GENERAL PARISH MATTERS & CORRESPONDENCE

a. General Parish Matters

No matters arising.

b. Correspondence received

From tenants regarding allotment plots X3 and plots X2a and plot X2b.
From resident about annual parish meeting, business plan, allotment panel, communication, complaints procedure, annual reports, etc
Resident about Limes Pond, main kerb drain blocked
Resident about Broke Hall Playing Field request for update/ improvements to play equipment.
Cllrs noted the correspondence.

14. DETERMINATION OF ITEMS FOR FUTURE AGENDA

None

RESOLVE: That Item 15 be treated as confidential and is subject to the exclusion of the public and press in accordance with the Public Bodies (admissions to Meetings) Act 1960.

15. TO CONSIDER AND AGREE TEMPORARY CONTRACT FOR ADMINISTRATIVE SUPPORT

Councillors discussed this item.
RESOLVE: Defer this item to the personnel committee first to consider the requirements of the council, specifications and package to be offered. The Personnel Committee will then make a recommendation to parish council.

[Cllr Wright left the meeting].

16. CLOSE OF MEETING

The Chairman closed the meeting at 9.25pm.