

# Bardwell Parish Council

Chairman: David Ruffles      Vice Chairman: Andrew Smith

*Bardwell Parish Councillors are summoned to attend the **Meeting of Bardwell Parish Council***

Date: **Tuesday 5<sup>th</sup> June 2018**      Time: **7.30pm**

Venue: **Tithe Barn, Up Street, Bardwell IP31 1BA**

Members of the public and press are welcome to attend

## **Filming and/or Recording of Parish Council Meetings**

In the interests of openness and transparency, Councillors and Members of the Public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council or its committees when they are open to the public. This does not extend to live verbal commentary. Please see full details of this policy, including [requirements](#) and [exclusions](#) on [page 8](#).

1. [Apologies for absence: Cllr Tomlinson](#)
2. [Declarations of interest](#)
  - a. To receive declarations of interest in matters for consideration on this agenda
  - b, To consider requests for dispensations
3. [To confirm Minutes of the meeting held on Tuesday 8th May 2018](#)
4. [Mental Health Services in Suffolk: Presentation by Dan Pennock, community development officer for Healthwatch Suffolk \(HWS\). HWS is the health and social care watchdog for the county.](#)

Mental health services in Suffolk (currently provided by the Norfolk and Suffolk Foundation Trust) are being looked at closely by the Clinical Commissioning Groups (the organisations that commission and pay for them) between now and the end of the Summer. This work is driven by the concern that mental health services in the County are under significant pressure and are being delivered by an organisation, which has been judged 'Inadequate' by the Care Quality Commission for the second time.

[Additional information on page 4](#)
5. [Public Participation Members of the public are welcome to raise questions/make comments relating to items on this agenda. Other matters may be raised at the discretion of the Chairman and, if appropriate will be considered for inclusion on a future agenda for discussion.](#)
6. [Police : Police Community Engagement Officer – Paul Fox \(email previously circulated\)](#)

Suffolk Police have introduced 9 new roles for Police Officers within the force to work with our local communities. This will be done through face to face meetings as well as by effectively using social media, such as Twitter and Facebook, to promote events - which they will attend where possible - and also the work being carried out by the local SNT. The aim of this role is to increase the engagement that the police have in the local community.

[Additional information on page 4](#)
7. [To receive report from Suffolk County Councillor Joanna Spicer MBE](#)
8. [To receive report from Ward Councillor, Andrew Smith](#)
9. [Chairman's report](#)
10. [Highways](#)
  - i. [Rocks placed at edge of highway, causing concern to residents](#)

The Parish Council has been asked to address concerns by residents about rocks placed by homeowners to protect the grass at the edge of properties, which could result in injury to cyclists or others, or damage to vehicles.

ii. [Parish and Town Forum – Suffolk Highways presentation 29<sup>th</sup> May](#)  
*Attended by Cllrs Compton, Ruffles, Sanderson, and Smith*

iii. [Flooding at the Green; Blockage outside Holly House](#)  
Awaiting outcome from SCC highways drainage team. Following attendance at the Parish and Town Forum Cllr Smith will be corresponding with Suffolk Highways, Assistant Director, Mark Stevens.

11. [Planning: Proposal submitted by Cllr Sanderson \(Chairman of the BPPA and the Bardwell PC representative\) to extend the hours of usage for the football pitch on the Community Field:](#)

At the BPPA Management Meeting on 15<sup>th</sup> May the permitted times for use of the football pitch were discussed, resulting in a decision that they (the BPPA management Committee) consider it necessary to amend the times for use during Monday to Friday and that a formal application should be submitted to normalize the situation.

**Proposal:** to extend the times of use of the Community Field football pitch (currently to 6:30pm) Monday to Friday to 9.30pm during British Summer Time i.e. From last Sunday in March to the last Sunday in October.

See full details of proposal attached. [See page 5](#)

12. [Planning: New Applications – None at the time of issuing the agenda](#)

13. [Planning: Decisions since 8<sup>th</sup> May 2018](#)

**DC/18/0760/TCA Chapel Cottage Low Street Bardwell IP31 1AU**

Trees in a Conservation Area Notification - (i) T1 - Irish Yew - Crown reduction to give height of 2.5 metres and diameter to 2 metres (ii) T2 - Ash - Pollard to 2 metres (iii) T3 - Box - Crown reduction to give height of 3 metres and 2.5 metre diameter (iv) T7 T9 T13 and T14 - Leylandii - Remove (v) T24 - Yew - Crown reduction by 15% [Decision issued 29 May 2018](#) [Decided/No objections](#)

**DC/18/0377/TPO | TPO 302 (1973) The Old Rectory Up Street Bardwell IP31 1AA**

Tree Preservation Order -(i) 3no. Horse Chestnuts (as highlighted in yellow on the 14th May, 2018 location plan within G3 on order) Fell (ii) 3no. Horse Chestnuts (as highlighted in pink on the 14th May, 2018 location plan within G3 on order) Pollard

[Decision issued 28 May 2018](#)

[Decided/Approved](#)

14. [Planning Applications awaiting decision](#)

**DC/18/0775/TPO | TPO266 (1998) Tree Preservation Order**

**Chapel Cottage, 1 And 2 Old Baptist Chapel Low Street Bardwell IP31 1AU**

(i) 2no. Sycamore (T44 on plan within W1) crown lift to 4 metres and (ii) (T45 on plan within W1 on order) crown lift to 5metres (iii) 16no. Sycamore (T46 - T50, T66, T70, T72, T84, T92, T95, T98, T99, T101, T102, T103 on plan within W1) fell (iv) 1no. Hawthorn, 1no Oak (T94, T96 on plan within W1 on order) fell

15. [Finance: Accounts 2017/18](#)

- i. To review the draft accounts prior to submission to external auditor - attached
- ii. To review the asset register – attached
- iii. To receive the Internal Auditors report
- iv. To approve the Governance statement as required by the external auditor (page 4)
- v. To approve the Accounting Statements (page 5)

16. [Finance: Accounts 2018 -2019](#)

- i. Financial Report

- ii. Invoices for payment/authorization
- 17. **Chairman's Training Course**  
 Authorization is sought for expenditure relating to Chairman's Leadership Skills Training Course at SALC for Cllr David Ruffles. 2 days: 20 and 27 June 2018 : £103+vat (vat is recoverable).  
 Course details attached

*Reports*

- 18. **Bardwell Charity Trustees** Cllr Babraff
- 19. **Bardwell Community Field** Cllr Smith
  - i. Allotments (Report attached)
  - ii. Grasscutting: to note that the 3<sup>rd</sup> cut/maintenance will be undertaken by our contractor on 1<sup>st</sup> June 2018. This will also include a cut along Skinners Lane.
  - iii. Signage to prevent unauthorized access onto Skinners Lane to the Community Field:  
 The School has requested that the proposed signage should be located beyond its (the school's) access. This would defeat the purpose of the signage, which is to prevent unauthorized vehicles from entering Skinners Lane from School Lane to access the community field. Revised wording has been discussed with SCC and confirmation is awaited.
- 20. **Bardwell Community Speedwatch** Cllr Compton
- 21. **Bardwell Playing Fields Association** Cllr Sanderson  
 to include update re progress of new Pavilion
- 22. **Bardwell Tithe Barn** Cllr Smith
- 23. **Cars on Bardwell Village Green – 27<sup>th</sup> May 2018**  
 Bardwell Parish Council provided a £500 grant towards the cost of the road closure for Cars on Bardwell Village Green 2018. *Under the terms of the parish council grant scheme COTG will not be eligible to reapply for grant funding until 2021.*  
 To receive a report of the event by David Ruffles and Andrew Smith in their capacity as members of the COTG organizing committee.
- 24. **GDPR – Documents attached**
- 25. **Clerk's report**
- 26. **Correspondence of note requiring decision or not previously circulated**  
 Lighthouse Women's Aid (previously circulated) [see page 7](#)
- 27. **Future Courses/Meetings/Events**
  - 20/27 June Chairman's Leadership Skills Training at SALC : Cllr Ruffles
  - 12 July 7pm Police and Crime Commissioner Public Meeting  
 The Newbury Community Centre, St Olaves Road,  
 Howard Estate, Bury St Edmunds IP32 6RW
- 28. **Questions to the Chairman**
- 29. **Date of next meeting: 3<sup>rd</sup> July 2018**

## Attachments

Agenda item

4. [Mental Health Services in Suffolk: Presentation by Dan Pennock, community development officer for Healthwatch Suffolk \(HWS\). HWS is the health and social care watchdog for the county.](#)

Mental health services in Suffolk (currently provided by the Norfolk and Suffolk Foundation Trust) are being looked at closely by the Clinical Commissioning Groups (the organisations that commission and pay for them) between now and the end of the Summer. This work is driven by the concern that mental health services in the County are under significant pressure and are being delivered by an organisation which has been judged 'Inadequate' by the Care Quality Commission for the second time.

The aim of this review is to improve the quality of mental health service available to the people of Suffolk. This isn't our piece of work but we are very involved. I am keen to take information about this process into the more rural parts of the West of Suffolk to involve as many people as is feasible. Where it has been difficult to identify existing health related groups I am investigating the possibility of using the Parish Councils to spread the word.

### 6. [Police Report - Police Community Engagement Officer: Paul Fox](#)

Suffolk Police have introduced 9 new roles for Police Officers within the force to work with our local communities. This will be done through face to face meetings as well as by effectively using social media, such as Twitter and Facebook, to promote events and also the work being carried out by the local SNT. The aim of this role is to increase the engagement that we have in our local community.

I will be covering the Bury St Edmunds area which includes the area that you represent. I have served as a Police Officer in this area for the last 28 years and so I have a good knowledge of our policing area.

I will also be completing regular newsletters which will be available through the Suffolk Police website and which I will send to you via email for your information and for you to distribute further if you wish to.

I would like to ask for your help by keeping me updated of any community events that we could attend such as Fetes. I will aim to attend these events when possible and with agreement will bring some crime prevention literature and a police vehicle.

If you have any issues you would like to discuss with me please contact me on the following email address :- [ceoburystedmunds@suffolk.pnn.police.uk](mailto:ceoburystedmunds@suffolk.pnn.police.uk)

I look forward to working with you in the future.

Paul Fox

#### **PC 1074 Paul Fox**

Community Engagement Officer

Bury St Edmunds Police Station

Telephone:- 101

Emergencies :- 999

Fax :- 01284 774130

Agenda item

10.ii [Highways – Parish and Town Forum – Questions submitted by Bardwell PC](#)

1. What is the role of the “Community Engineer”, are they qualified engineers and what authority do they have?
2. How are drainage repairs prioritised.
3. What is SCC’s policy on utilising private drainage systems to carry rainwater from the highway?
4. If SCC use a private drainage system (for rainwater), does it accept responsibility for repairs?
5. Specific Case as examples:- Bardwell, The Green - Why is the flooding that affected Littlemoor Bungalow, and Beech Farm through to Holly House not being treated as a priority?
6. Specific Case as example: - Bardwell, The Green - Five months after attending site why is the drain still blocked outside Holly House?
7. Specific Case as example: - Stanton - Why has it taken 3 years to repair a blocked drain, i.e. in the case of the Stanton car wash?

8. What is the plan including a time frame to repair Suffolk roads to a satisfactory condition including the multitude of potholes, large and small, on both major and minor roads?

9. How is it that I have received at reports over the last few years confirming that a reported pothole will be 1. repaired 2. then shows on SCC site as having been repaired 3. but it transpires it hasn’t been repaired 4. When challenged, the standard response is: Does not fulfil the criteria.

[Bardwell: example of specific a case in Bardwell which has been reported multiple occasions over several years and on 2 occasions the response has been exactly as detailed above, see photos \(taken today 10 May 2018\). If required, I can also forward a screen shot from SCC website of the 2nd occasion which stated that the work had been carried out. As you can see the ruler on one of the potholes extends to 1 metre - and this is not sufficient to measure across the entire pothole. It is approx 8cm deep. How is it that this - and the others in the close vicinity - fail to meet the criteria?](#)

11. **Planning – Proposal to extend hours of usage for football Pitch on Community Field**

Proposal Submitted by Cllr Sanderson: At the BPFA Management Meeting on 15<sup>th</sup> May 2018 the situation regarding permitted times for use of the football pitch was discussed.

The committee agreed that it is necessary to amend the times for Monday to Friday and that a formal application should be submitted to normalize the situation.

I would be grateful if this can be discussed at the next PC Mtg and agree that an appropriate proposal may be submitted to SEBC Planning Dept.

*The proposal is as follows:*

Extend the existing permitted period for Monday to Friday to 9.30pm during British Summer Time ie From last Sunday in March to the last Sunday in October.

When the first application was submitted we did not include any time limits they were set by officers. This proposed arrangement would allow matches to be played in the evenings although as has happened this year it does not mean there would be a match every day in every week.

It is likely that some conditions will be included for such a change and, if necessary, should be discussed with Planning Officers after they have considered the application.

*Clerk/RFO note:*

[As the Parish Council holds the lease and submitted the original application for the entire field it would be normal for the Parish Council to submit the application. If agreed, the cost of the application would be paid from the Bardwell Parish Council BPFA Account.](#)

Agenda item

17 **Councillors Training: Chairman Leadership Skills Training**

**The 4 module *Leadership and Chairing Skills* course is an important course for anyone taking on a key role within the council, including as Chair or Vice-Chair of the council, a committee or a working group. All councillors are likely to have to chair or lead council meetings or other sessions at some point and this course will equip any councillor to have the confidence to take up these roles successfully.**

*Leadership & Chairing Skills* is a highly recommended course intended to help councillors acquire or further develop all the skills needed to successfully chair and lead parish or town council meetings. The course builds confidence and helps develop and enhance essential skills in order to perform this role.

The course also explores common issues that can affect the smooth running of a meeting and how to overcome unexpected or difficult situations, not least handling relationship problems between councillors or with the public and handling media interest.

Additionally, the course explores the use of standing orders to achieve efficient and timely meetings, different mechanisms to control meetings and employee management. The wider responsibilities of being the Chair or the council are also considered.

**Key subjects include:**

- The leadership role of the Chair
- The legal powers and duties of the Chair
- Public participation
- Public relations – civic duties and engagement
- Managing council meetings – meeting preparation and procedures
- Chairing styles
- Visionary leadership
- Facilitation skills
- Maximising use of the skills of councillors
- Conflict management
- Handling contentious issues
- Ethical standards
- Being a good employer

**Course Fees**

£103 +VAT per delegate for courses held mid week

This course is offered as a two day course including lunch or 4 evening sessions

Agenda item

26. **Correspondence requiring a response**

**i. Lighthouse Women's Aid**

**Lighthouse Women's Aid** is a charitable organisation based in Suffolk, providing support and advice to adults and children experiencing domestic abuse in their personal or family relationships.

Our work is challenging, domestic abuse is horrible and we hear the most devastating stories from victims who can see no way out. The statistics show the shocking reality:

- 1.2 million women and 713,000 men experienced domestic abuse in the UK, year ending March 2017
- In Britain, a woman is killed by a violent partner or former partner every 3 days.
- Domestic Violence accounts for 25% of all reported crime.
- In households where domestic violence occurs, 50% of children are also being directly abused.
- In 90% of cases, children are in the same or next room during the violent incident.
- 1 in 5 teenage girls have been assaulted by a boyfriend and young women are more likely to experience sexual abuse than any other age group.

On a more local level in from April 2017 to March 2018 the Lighthouse IDVA (Independent Domestic Violence Advisor) Service took 1,874 referrals which were made through either the police or other outside agencies and are deemed at the highest risk, 294 of these came from the St Edmundsbury area. Lighthouse Women's Centre dealt with 1039 attendances within this same time frame and Lighthouse refuge was full for the majority of this period. This is why it is so important that specialist organisations like ours continue to exist.

Domestic abuse continues to be a social epidemic in our society, therefore it is extremely important that we are able to raise awareness of the services we offer so that adults and children can access the support they so desperately need. We also have to continually pursue additional forms of funding to provide items that are constantly in demand. For example, £40.00 provides a Crisis Pack for a family entering refuge with nothing, £34.00 provides bedding for a room at the refuge; it costs approximately £130 to change the locks on 2 doors and £22.00 for a fire Safety Letterbox Plate.

Prevention is becoming an integral part of the work Lighthouse is undertaking, we coordinate and run Expect Respect programmes in schools across Suffolk and Domestic Abuse Awareness training for charities, agencies and business as well as Domestic Abuse Awareness in the Workplace for HR staff and managers. Lighthouse also attend a number of community groups and charities to give presentations on the work of Lighthouse.

If there is any way in which your parish council can help with raising awareness in your local area, perhaps have a representative to come along and give a talk or with additional funding for Lighthouse, we would be particularly grateful.

Thank you for your time, I have also enclosed our latest newsletter for your information.

Yours sincerely

Laura Squirrell  
Volunteer & Fundraising Coordinator  
**01473 228270**

**Bardwell Parish Council**  
**Filming and/or Recording of Parish Council Meetings**

In the interests of openness and transparency, councillors and members of the public are reminded that the law permits any person to film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council or its committees when they are open to the public. This does not extend to live verbal commentary.

Filming and photography will only be permitted from the area designated. No flash photography or additional lighting should be used without prior consent.

Anyone wishing to report on the meeting should notify the Clerk or Chairman so that they can be afforded reasonable facilities.

People under the age of 18 or other members of the public not wishing to be filmed or photographed should notify the Clerk or Chairman and should sit in the area designated for this purpose.

Improper conduct or any disruptive behaviour could result in expulsion from the meeting.

**Filming and/or recording is not permitted** during closed meetings following a Resolution to Exclude Public and Press by virtue of Public Bodies (Admission to Meetings) Act 1960 s1 (2) due to the confidential nature of the business to be transacted.

All members of the public and press must leave the meeting and remove any devices used for filming and recording. All Councillors shall turn off any filming or recording devices, if present.

It is recommended that the room be checked for such devices before the meeting continues.

11 November 2015  
Review November 2017

Revised to include details re exclusion during closed session.  
November 2017/Clerk