

## **Bardwell Parish Council**

Chairman: Peter Sanderson    Vice Chairman: Andrew Smith

*Bardwell Parish Councillors are summoned to attend the*

### **Annual Meeting of Bardwell Parish Council**

Date: **Tuesday 8<sup>th</sup> May 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 6](#).

1. [Election of Chairman and completion of Declaration of Office](#)
2. [Election of Vice Chairman and completion of Declaration of Office](#)
3. [Apologies for absence](#)
4. [Declarations of interest](#)
  - a. To receive declarations of interest in matters for consideration on this agenda
  - b, To consider requests for dispensations
5. [To confirm Minutes of the meeting held on Tuesday 3<sup>rd</sup> April 2018](#)
6. [Review of Parish Council Representation to other organisations and other roles -](#)  
*See attachment 1 – page 4*
  - Bardwell Charity Trustees
  - Bardwell Community Field Steering Group
  - Bardwell Playing Fields Association
  - Bardwell Village Hall (Tithe Barn)
  - Suffolk Association of Local Councils
  - Suffolk Resilience Group (Emergency Planning)
  - Tree Warden - Barry Felton is prepared to continue
7. [Public Participation Session](#)

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.
8. [To receive report from Suffolk County Councillor Joanna Spicer MBE](#)
9. [To receive report from Ward Councillor, Andrew Smith](#)
10. [Chairman’s report](#)

11. **Annual Village Meeting held 1 May 2018**
  - i. Review
  - ii. To consider any matters arising
  - iii. To confirm date of 2019 Annual Village Meeting
  
12. **Planning: New Applications**
  - i DC/18/0760/TCA – Trees in a Conservation Area notification Chapel Cottage, Low Street, Bardwell IP31 1AU
13. **Planning: Decisions since 3 April 2018**  
None at the time of issuing the agenda
14. **Planning Applications awaiting decisions**  
DC/18/0377/TPO | TPO 302 (1973) Tree Preservation Order - 2no. Horse Chestnuts (E and F on plan within G3 on order) Fell | The Old Rectory Up Street Bardwell IP31 1AA
  
15. **Highways**  
*to include:* Flooding update re the Green
  
16. **Finance: Accounts 2017/18**
  - i. To review the accounts
  - ii. To review the asset register
  - iii. To review insurance arrangements
  - iv. To approve the Governance statement as required by the external auditor
  
17. **Finance: Accounts 2018 -2019**
  - i. Financial Report 1 April 2018 – 8 May 2018
  - ii. Invoices for payment/authorization
  
18. **Finance: Bank signatories**  
To confirm bank account signatories  
Clerk/RFO: Permission to use online banking to ‘set up’ payments  
Payment requires authorization prior to its release.  
The following Councillors are currently signatories to the accounts:  
Cllr Peter Sanderson; Cllr John Babraff; Cllr Tony Stokes

#### **Reports**

- |     |   |                                  |
|-----|---|----------------------------------|
| 19. | <b>Bardwell Charity Trustees</b>  | Cllr Babraff                     |
| 20. | <b>Bardwell Community Field</b>   | Cllr Smith                       |
| i.  | Allotments: Tenancy Agreements  | Clerk                            |
| 21. | <b>Bardwell Community Speedwatch</b>  | Cllr Compton                     |
| 22. | <b>Bardwell Playing Fields Association</b>  | Cllr Sanderson                   |
|     | <b><i>BPFA Pavilion Project</i></b>   |                                  |
|     | <i>Football Foundation Grant Funding:</i> The Football Foundation has indicated that it requires the applicant for this funding to be the same as that shown on the freehold document i.e. Bardwell Parish Council. |                                  |
|     | Cllr Sanderson is submitting a proposal for Agreement for this to happen.   |                                  |
|     | As with the funding from Sport England the BPFA will be responsible for the project in its capacity as Managing Trustee.  |                                  |
|     |   | <i>See attachment 2 – Page 5</i> |
| 23. | <b>Bardwell Tithe Barn</b>  | Cllr Smith                       |

24. **GDPR update** Clerk  
 As previously circulated, an amendment is being tabled to Government to exclude the legal requirement for Parish Councils to appoint a Data Protection Officer, although doing so would be considered good practice. It is understood that all other requirements will remain in force. Further details are awaited.  
*The Clerk is attending a GDPR Awareness Session at SALC on 10 May*
25. **Clerk's report**
26. **Correspondence**  
 CPRE Campaign: Tell the Government to put people and the countryside first  
**(previously circulated)**  
 Police and Crime Commissioner: Public Meetings  
**(previously circulated)**  
 Homelessness Reduction Strategy Consultation  
**(previously circulated – copy attached)**
27. **Future Courses/Meetings/Events**  
 10 May 10am **GDPR** SALC Clerk/RFO  
 29 May 6pm **Parish Forum** Venue tbc  
 12 July 7pm **Police and Crime Commissioner Public Meeting**  
 The Newbury Community Centre, St Olaves Road,  
 Howard Estate, Bury St Edmunds IP32 6RW
28. Confidential Item: Members of the public and press are excluded from this item to enable parish councillors to discuss confidential correspondence received.  
*As permitted under s.1(2) of the 1960 Act: It is considered that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*
- 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.
28. **Questions to the Chairman**
30. **Date of next meeting: 5<sup>th</sup> June 2018**

## Attachment 1.

1. Representation to other organizations
2. Other roles and responsibilities

### [Bardwell Charity Trustees](#) 2 Posts

Nominated representatives to these posts are Trustees of the Charity

- Current representative:
1. John Babraff
  - 2.

### [Bardwell Playing Fields Association Management Committee](#) 2 Posts

Nominated representatives to these posts are Trustees of the Charity

- Current Representatives:
1. Peter Sanderson
  2. David Ruffles

### [Bardwell Village Hall Committee](#) (Tithe Barn) 1 Post

The nominated representative to this post is a Trustee of the Charity

- Current Representative
1. Andrew Smith

Other Councillor as a member in personal capacity: Tony Stokes

### [Bardwell Community Field Steering Group](#) (2 posts)

- Current representatives
1. Cllr Andrew Smith
  2. Cllr Ali Compton

Community Field Steering Group: Admin/Finance Clerk

*Other Councillors also on the Community Field steering group representing:*

BPFA Cllr Peter Sanderson

BPFA play area Health&Safety Cllr John Babraff

### [Suffolk Association of Local Councils](#) Clerk

SALC SEBC area representative - not a pc appointment: Tony Stokes

*Both Tony Stokes and Andrew Smith (when available) regularly attend SALC area meetings with the Clerk. This is not necessarily the Clerk's Role. The Clerk took on this role due to other volunteers coming forward after the previous representative, Barry Felton, stood down from the parish council.*

### [Suffolk Resilience Group](#) (Emergency Planning) Clerk

[Bardwell Village News](#) Editors Tim Cavell  
Cllr Ali Compton

[Defibrillator](#) Clerk  
[Website/Twitter/NextDoor](#) Clerk

*Organisations closely affiliated to the Parish Council as a consequence of their activities/responsibilities.*

[Tree Warden](#) Barry Felton: Is prepared to continue 2/5/18

[Speed Watch](#) Cllr Ali Compton (lead)  
Cllr Jan Tomlinson

[Neighbourhood Watch](#) Richard Wakeman

## **Attachment 2**

### **Agenda Item 22.1**

#### **BPFA Pavilion Project Funding by Football Foundation**

The Football Foundation has already agreed in principle to fund the Pavilion Project. This is based on all the information that has been provided in an application by the BPFA. It is expected to be finalised once three tenders have been submitted.

This week the Football Foundation has indicated that the applicant needs to be the same as contained on the freehold document. Until now there has not been any indication this is the case despite all the communications during several months.

The Football Foundation's funds are sourced by The Premier League, The FA and The Government. The last of these is probably the reason for the applicant to be the title holder of the land as has occurred with the application to Sport England.

Agreement is therefore sought for this to happen. As with the funding from Sport England the BPFA will be responsible for project in its capacity as Managing Trustee.

Peter Sanderson  
2 May 2018

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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.

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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