

## Bardwell Parish Council

Chairman: Peter Sanderson Vice Chairman: Andrew Smith

### Minutes of the Meeting of Bardwell Parish Council

held on **Tuesday 6<sup>th</sup> March 2018**, commencing at **7.30pm**

Venue: **The Tithe Barn, Up Street, Bardwell IP31 1AA**

**Present:** Cllr Peter Sanderson (Chairman)  
Cllr Andrew Smith (Vice Chairman & Ward Cllr)  
Cllr John Babraff,  
Cllr Ali Compton,  
Cllr David Ruffles

Cllr Tony Stokes  
Cllr Jan Tomlinson,  
Suffolk County Cllr Joanna Spicer MBE  
Clerk: Pauline Smith  
2 Members of the Public

1. **Apologies for absence:** None
2. **To confirm the minutes** of the meeting held on Tuesday 6 February 2018  
The Minutes were unanimously approved and signed by the Chairman.
3. **Declarations of interest:** Cllr Smith – Item 20 (Monthly approval of Clerk/RFO salary) ongoing
4. **Public participation session** – 20 minutes
  - i. **The Green *Overflowing pond opposite Cleveland House*** A resident suggested dredging as a solution to the overflowing pond, which is currently flooding the surrounding area.  
**Response:** The parish council is fully aware of the situation, which is caused by blockages in the drainage system. A site meeting is to be held with appropriate personnel from Suffolk County Council. Access to the public drainage system from the pond has been temporarily blocked to avoid properties being flooded, pending a resolution.
  - ii. **Church Road:** Water permanently running along and across the road: This can become dangerous during low temperatures due to formation of ice. Could a gully be installed along the edge of the road?  
**Response:** Suffolk Highways and AWA have visited the location on multiple occasions over the years. There is no sign of damage to the drainage system and this is believed to be caused by natural seepage from underground.
5. **Presentation by Chairman of Ixworth Patients' Association, Graeme Norris**  
*'Where are We Going'* At the recent AGM concerns were expressed about changes in Primary Care and Ixworth Surgery. *(previously circulated)*  
*Dr Norris, is a member of the West and East Suffolk Clinical commissioning Community Engagement Groups.*

The Parish Council received an informative presentation highlighting the increasing pressures being put upon the local surgeries, the need for people to take more responsibility for their own healthcare and suggestions as to how this could be achieved by communities working together.

Proactive participation by patients is welcomed by the Partners who own Ixworth and Stanton GP Surgeries. Both Ixworth and Stanton Practices have Patient Participation Groups (PPGs) who arrange regular consultation events throughout the year and they would like as many people as possible from every background and age group to help in shaping the future.

Dr Norris will provide an article for Bardwell Village News.

*Recd/fwd to BVN Clerk*

Support was sought from the Parish Council for a contact to assist Dr Norris and the IPA in working together to engage with communities served by the Ixworth and Stanton surgeries.

**Response:** Cllr Smith volunteered to be the Bardwell point of contact initially. It is hoped that that another member of the community will take this role on as the organisation gains momentum.

**6. County Councillor Joanna Spicer MBE**

- i. Cllr Spicer enquired about Spring Road, following work to alleviate flooding outside Manor Farm and also the work to pipe the ditch in front of the Hastoe Properties.  
It was confirmed that in each case the work has – to date - been successful: There have been no significant flooding issues outside Manor Farm; nor have there been any reports of flooding resulting from piping the ditch.
- ii. The recent heavy snow did have some impact on rural roads, as would be expected.  
SCC did a good job of ensuring the main routes were kept clear, and local farmers had been helpful in assisting where snow drifts had caused problems.  
It was considered that Bardwell had been served very well.

Councillor Spicer asked about the status of Bardwell's grit bins:

Grit/Salt bins: 1<sup>st</sup> March A request to replenish all of the grit bins had been made via the customer service centre report no 193305, and also to [WinterandCyclicWorks@suffolk.gov.uk](mailto:WinterandCyclicWorks@suffolk.gov.uk)  
(It was noted that a report submitted on 15 January asking for a grit heap at the Bowbeck Crossroads - 00191691 – has not been fulfilled.)

- iii. School transport: Cllr Spicer considers that Thurston is likely to be the worst affected school.  
If Thurston was to be taken out of the current proposals and phased arrangements implemented, this could potentially alleviate the situation.
- iv. Other Highways matters referred to by Cllr Spicer: see item 9

**7. Ward Councillor Andrew Smith to include**

- i. *New Single Council for West Suffolk* "Proposals to create a new West Suffolk Council to drive prosperity, jobs and meet future challenges have been backed by Government."  
*Review of Electoral Wards*" One of the first steps in the journey to creating a single District Council for West Suffolk will be creating a new district-level warding structure for West Suffolk. This process will form the electoral review before elections to the new Council in May 2019.

A consultation document (response deadline 28 March) will soon be issued, inviting Parish Councils to respond to West Suffolk Council's proposed Ward boundary changes. The final decision will be made by the Local Government Boundary Commission England (LGBCE).

The initial proposals are that the boundary changes will reduce the existing 72 councillors to 64.  
It is understood that there are proposed changes to Bardwell Ward.

- ii. Broadband: Bowbeck – 'Not Spot'  
BT OpenReach has responded with a quotation to provide fibre to 24 properties to "not spots" in Bowbeck, Bardwell: £66,000.  
Therefore unless significant grant funding is available, this will be unattainable. Cllr Smith is making enquiries regarding the availability of grants but is also looking at potential alternative options, such as 4G mobile data.
- iii. Planning Matters: Councillor Smith will be attending the delegation panel re application [DC/17/2569/LB](#) The Forge and Forge Cottage, Bowbeck, Bardwell.  
He will be presenting the views of the applicant.
- iv. In response to a question raised about the impact on Bury St Edmunds as a result of the increasing number of houses/population, Cllr Smith explained that to alleviate parking issues in the town centre, SEBC is looking to build a second multi-storey car park.

**8. Chairman's Report** All matters dealt with elsewhere.

## 9. Highways

- i. To Note: Bowbeck Crossroads towards Coney Weston: 9-10 April Pre-surface dressing repairs (patching etc): May-July return to site for surface dressing works
- ii. Drainage Works: Ixworth Road in vicinity of Hall Farm Cottages and Bardwell Manor Equestrian Centre 28 Nov 2017 SCC (Report to the Clerk) no: 155011 stated that the location was listed on 2017/18 Drainage Programme, planned delivery 1st quarter of 2018.  
Cllr Spicer confirmed that this work is included on a formal list of scheduled works as noted during her recent visit with the SCC Community Engineer for Bardwell, Francesca Clarke.

*Since the meeting: updated information received 16<sup>th</sup> March 2018: "The Drainage team have advised that this scheme is on the 2018/19 Contractors Plan and should be delivered in the coming months."*

- iii. Drainage works at The Green following flooding at Beech Farm/Holly House  
SCC has issued an order to Flowline to 'jet' the area from Beech Farm/Holly House to the ditch.  
*Site visit with SCC/Flooding Team being arranged. Cllr Spicer will attend if available.*  
Date awaited. Action Cllr Smith
- iv. *Other outstanding highways issues including* Action Clerk  
Potholes at forked junction Spring Road/Bowbeck towards Sapiston: Submitted multiple occasions  
*Will be re-submitted*

Quaker Lane report no 184546 (4 Nov 2017) – Submitted as advised by SCC Engineer –  
*Update awaited*

Potholes at entrance to The Old Baptist Chapel/rear of Pelham House Low Street  
*Viewed during Cllr Spicer's visit to Bardwell with SCC Engineer, Francesca Clarke.*

## 10. Planning Applications: New

- i. It was noted that an application for a 'non material' amendment relating to a drafting error on the approval letter for the use of the football pitch on the community field has been submitted to SEBC.
- ii. DC/18/0377/TPO: The Old Rectory, Up Street, Bardwell IP31 1AA  
TPO 302 (1973) Tree Preservation Order – 2no.Horse Chestnuts (E and F on plan within G3 on order)  
Fell  
*This application was received after the agenda had been issued: Councillors were agreeable to suspend standing orders to enable the application to be considered during the meeting.*  
*It is noted that Cllr Ruffles an immediate neighbour, (non-pecuniary interest) has no objection to the application.*

Councillors noted that:

- The property is in the conservation area and that two of the trees are covered by TPO
- The applicant proposes to replace the felled trees with Beech trees, not in the exact location but in the vicinity of those felled

The Parish Council **Resolved** unanimously that it has **no objection** to this application Clerk

## 11. The following Decisions received since the February meeting were noted

[DC/18/0165/TCA](#) Beech Farm, The Green, Bardwell – No objection (Work to be carried out within 2 years of notice 1 March 2018. *It is noted that Crown reduction to Beech Tree has been agreed at 30% ie not 50% as in the application.*

[DC/18/0168TBA](#) Holly Lodge, the Green Bardwell - No objection (work to be carried out within 2 years of notice 22 Feb 2018)

[DC/18/002/TCA](#) Mill Cottage, Quaker Lane, Bardwell - No objection (work to be carried out within 2 years of notice 15 Feb 2018)

[DC/17/2568/HH](#) The Forge and Forge Cottage, Bowbeck, Bardwell retrospective – Withdrawn

**12. Planning Applications awaiting Decision**

[DC/17/2569/LB](#) The Forge and Forge Cottage, Bowbeck, Bardwell retrospective  
This application will be considered by the Delegation Panel on 7<sup>th</sup> March.  
(Note: Since the meeting the Decision Notice has been issued - 9 March - Refuse)

*Reports*

**13. Bardwell Charity Trustees**

Cllr Babraff

To reduce the water level in the pond, The Trustees are planning to pump across from the pond in front of Cleveland House to the long pond on a temporary basis: This then overflows into the public drainage system via a pipe under the Green across to the drain at Holly House which drains into the ditch. However, this cannot be implemented until the blockage at Holly House has been cleared.  
(Awaiting action by SCC/Flowline).

**14. Bardwell Playing Field Association**

Chairman

Re Pavilion Project: BPFA is awaiting tenders, which are expected imminently, in order to move to the next stage.  
In response to a question raised, Cllr Sanderson as Chairman of BPFA, reaffirmed that BPFA will ensure that it (BPFA) will adhere to all of the conditions as detailed within the Sport England grant offer documents signed by the Parish Council.

**15. Bardwell Community Field**

Cllr Smith

UK Power has commenced work in the village.  
When completed this will improve security of supply for the village, as well as ensuring the safety of the community when using the community field, e.g. playing football or flying kites, as the powerlines currently across the football pitch will be removed and laid underground.

AWA is providing a quotation to supply water to the Community Field.

This is expected on 16<sup>th</sup> March 2018.

Cllr Smith is investigating how he can assist with the water installation through his locality budget.

On 24<sup>th</sup> February, an additional tree planting session was carried out by a small working party (8). Saplings were planted along the school fence line (part way) and in front of the School Lane properties. It has since become known that the school has ordered 420 saplings being delivered during March. School to be asked what the school's plans are/whether they could continue along the existing planting line. *(Since the meeting the School has agreed to this request)* Clerk

**16. Speedwatch/VAS**

Cllr Compton

Cllr Compton had received the new computer/software to enable the download of statistics from the VAS unit. Statistics relating to December had been circulated to Councillors in advance of the meeting, (copy attached). During this period the VAS was located on the hill outside Chapel Cottage. Anecdotal evidence from residents is that the equipment has made some more aware of their speeds. It will be interesting and useful to be able to compare statistics on an ongoing basis.

**17. Tithe Barn**

Cllr Smith

The AGM had been held on 21<sup>st</sup> February

Spinning Wheel Theatre Company may be returning later in the year to perform their successful 2017 production of "The Secret Garden"

**18. Neighbourhood Watch – Update**

Cllr Babraff advised that Neighbourhood Watch is working in School Lane area: Since the last meeting he had been contacted on two occasions with reports of suspicious activity. Richard Wakeman, the NW coordinator has received details of the street coordinators and has contacted them all.

19. **Police Report** – Coucillors were provided with the latest (February) report from the Suffolk Police website.

20. **Financial Report** Clerk  
Details of bank balances, together with income and expenditure details since the last meeting were provided to Councillors (copy attached).

Details of payments (via online banking) for approval at meeting total £577.04

Clerk'/RFO Salary <i>February 2018</i>	£209.34
Village Litterpicker <i>February 2018</i>	£ 60.00
Community Workshop	
<i>BVN printing March 2018</i>	£ 211.70
Tithe Barn Hire	£ 60.00
CPRE annual membership	£ 36.00
<b>Total Expenditure</b>	<b>£ 577.04</b>

Transfer from Bardwell Parish Council Tracker Account to Bardwell Parish Council Community Account to cover expenditure **£ 600.00**

The Clerk had previously 'set up' the payments on the online banking system pending authorisation. CPRE is a new online payment: The Chairman checked the bank details for accuracy.

**Resolution: Councillors unanimously approved all details of expenditure as presented**

Following approval the Chairman will authorize the payments online.

Chairman

21. **Clerk's report**

i. **GDPR update**

SALC has circulated a GDPR Toolkit from NALC. Copies have been circulated to Councillors. Appropriate documentation to ensure compliance by Bardwell Parish Council is progressing. *DPO role*: The issue of whether a small parish council, which holds very low levels of personal data, will be required to employ an external DPO is one of a number of issues which continue to be 'under discussion'. Differences of opinion continue to be quoted from various sources. NALC/SALC are continuing to assert that neither Clerk nor Councillors can be the DPO.

ii. **Welcome packs** (New residents)

The Clerk provided an example of the new welcome packs, which will include the Chairman's welcome letter and leaflets about village organisations and activities.

*An A5 pre-printed presentation folder would have been the preferred choice, but this is not cost effective due to the low numbers required: A significantly cheaper A4 plain alternative is being trialed.*

22. **Annual Parish Meeting (Village Meeting) 1<sup>st</sup> May 2018**

The format of the Annual Parish Meeting was discussed.

**It was resolved that** The meeting will be promoted as a "Village Meeting" and a revised format will be trialed along the lines of proposal 2 previously circulated.

Start time to be 7pm – with Suffolk Wildlife Trust as first speaker to give a presentation lasting no more 30 minutes (20 minutes for presentation - 10 minutes for questions).

Request all reports to be with Clerk by 15 April – No longer than 300 words. Plus each to have a 5 bullet point summary.

All reports to be collated and printed off in advance of the meeting: To be accessible on the website (in advance) and in hard copy for attendees.

Bullet points to be collated and read out at meeting with representatives available for questions.

*Refreshments* – Available space for leaflets, questions, chat about/to the organisations

Box for questions, comments, about village matters. This to be promoted before hand so that people can send in questions in advance if they wish to do so.

*After refreshments*: 20 – 30 minutes for Chairman to respond to suggestions/questions/comments.

**23. Consultation Documents**

**i. Crime and Poor Performance in the Waste Sector**

Following an email from NALC (via SALC) circulated to Councillors prior to the meeting, containing specific questions from the DEFRA consultation document (previously circulated) Parish Councillors had submitted their comments to the Clerk.

**It was resolved that** a response from Councillors previous replies will collated and submitted by the *Clerk*.

**ii. Suffolk County Highways' Community Self Help Survey – Closing Date 19 March 2018**

Bardwell Parish Council volunteers are willing to continue cleaning road signs, as carried out during 2017, but it is not in a position to take on any other works on the highway.

Hedgecutting notices: The Parish Council would be interested in receiving information on how it could support the management of overgrown vegetation, (if this is simply identifying land owners and delivering appropriate information/hedgecutting notices provided by SCC).

Bardwell is fortunate in having exceptional, willing volunteers as part of a thriving community. However, these volunteers are already 'at capacity'.

Many of the additional works described within the survey could be taken on by a village lengthsman. However, this would require the appropriate funding, which could not be afforded from the current precept. To increase the precept to the level required would require the agreement of the community and therefore could not be considered during the 2019/20 financial year.

The Parish Council is not in a position to take on any additional regular responsibilities, which will require a long-term commitment and/or funding

**It was resolved that** the Clerk will submit responses as discussed and agreed at the meeting. *Clerk*

**24. Courses/meetings**

**13 March** **SALC Area meeting** to be held in Tithe Barn

*Attendees: Cllrs Sanderson, Compton, Stokes, & Clerk*

**20 March** **CPRE Heritage Training** at Haughley Barn *Attendees: Cllr Compton*

*Update 16 March: No other Councillors submitted a request to attend. The Clerk will attend* *Clerk*

**1 May** **Village Meeting** (Annual Parish Meeting)

**3 May** **SALC - Safeguarding** – Details previously circulated

*Cllrs to notify Clerk by 16<sup>th</sup> March if they wish to attend*

*Update 17th March Cllrs Babraff, Smith and Clerk will attend. Places Booked* *Clerk*

**8 May 2018** **Parish Council Annual Meeting**

**25. Spring Litterpick 24<sup>th</sup> March**

To note that this will be in collaboration with Bardwell Church who will organize a FairTrade Breakfast. *Action: Councillors are asked to confirm whether or not they will be attending*

**26. Correspondence of Note**, not previously circulated

Email from SEBC re Flytipping in Bardwell (attached)

**27. Questions to the Chairman** None received

**28. Next Meeting:** Tuesday 3 April 2018, 7.30pm

The meeting closed at 9.20pm

*Attachments*

Item 20 Financial Report

Item 26 Correspondence – email from SEBC: Fly tipping

Item 20 **Bardwell Parish Council - Financial Report 6 March 2018**

**Bardwell Community Account**

**Invoices for approval 6 March 2018**

P Smith - Clerk's Salary Feb 18	£209.34
M Endicott Litterpicking Feb 18	£60.00
Tithe Barn Hire	£60.00
Community Workshop March	£211.70
CPRE Annual membership wef10/4/18	£36.00
	<b>£577.04</b>

06-Feb-18	Transfer from Bardwell PC Community Tracker	£600.00
06-Feb-18	Transfer to Bardwell PC Community Ac	£600.00

**Balances/movements since 6 Feb**

**Bardwell PC Community Account**

06-Feb-18	Bardwell pc community ac- closing balance	£1,120.20
09-Feb-18	Approved invoices	£(478.68)
19-Feb-18	BVN advert income	£55.00
		<b>£696.52</b>
06-Mar-18	Transfer from PC Community Tracker re March invoices	£600.00
06-Mar-18	Closing balance	£1,296.52
07-Mar-18	Subject to approval 6 March- invoices for payment	£(577.04)
	<b>Projected balance 7 March 2018</b>	<b>£719.48</b>

**Bardwell PC Community Tracker Ac**

06-Feb-18	Closing balance	£13,611.25
05-Mar	interest 4Dec-4 Mar	£6.96
06-Mar	transfer to Bardwell PC community ac re invoices	£(600.00)
		<b>£13,018.21</b>

**BPFA Community Account**

06-Feb	Closing balance	£472.92
06-Mar	No transactions/Closing balance	<b>£472.92</b>

**BPFA Tracker Account**

06-Feb	Closing balance	£21,735.63
05-Mar-18	interest	£10.84
06-Mar-18	Closing balance	<b>£21,746.47</b>

**Tithe Barn Account**

06-Feb-18	Closing balance	£2,015.25
06-Mar-18	No Transactions/Closing balance	<b>£2,015.25</b>

**Community Field Current**

06-Feb-18	Closing balance	£975.30
19-Feb-18	Monthly standing order	£15.00
19-Feb-18	SEBC/ locality funding - allotment fencing'	£600.00
		<b>£1,590.30</b>

**Community Field Deposit**

06-Feb-18	Closing balance	£31.11
05-Mar-18	Interest	£0.02
		<b>£31.13</b>

**Item 25**

**Recent Fly tipping in Bardwell: Email From Andrew Harvey.**

**From:** "Harvey, Andrew" <Andrew.Harvey@westsuffolk.gov.uk>

**Subject:** RE: Flytipping in Bardwell

**Date:** 23 February 2018 at 12:21:50 GMT

Hi Pauline,

I went to both sites yesterday and both are located within the boundaries of the field's so on private property.

I have managed to get a name from one bag but no address, we have had bags deposited at the same location before and of similar contents so I think it is someone travelling through or to the area on a regular basis.

It would help to make residents aware of what is going on at this location and for them to look out for any suspicious unmarked vehicles carrying waste in general and in particular these distinctive green sacks, maybe a photo in the parish newsletter or website would help make more people aware so that they can note any vehicle registrations seen.

Many thanks

Andrew