

## 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> February 2018, 7.30pm Venue: The Tithe Barn, Up Street, Bardwell IP31 1AA

#### Present:

Cllr Peter Sanderson (Chairman), Cllr Andrew Smith (Vice Chairman/Ward Councillor), Cllr John Babraff;  
Cllr Ali Compton; Cllr Tony Stokes.

Clerk/Responsible Financial Officer: Pauline Smith

Members of the Public: 6

1. **Apologies for absence:** Cllr Tomlinson, County Cllr Joanna Spicer
2. **To Confirm the Minutes** of the meeting held on Tuesday 5<sup>th</sup> December 2017  
*Four corrections were made to the minutes:*  
*Clarification item 6.1a Several of the reinstated wood railings are soft wood.*  
*Correction item 13 The pit at ~~Whyken~~ Wyken ....*  
*Correction item 16 Q: Do the police ~~response~~ respond to.....*  
*Correction to numbering item 20.4-20.5*

*The Minutes were then unanimously approved and signed by the Chairman*

#### 3. **Declarations of interest:**

Cllr Smith: Ongoing pecuniary interest as husband of the Clerk/RFO

Therefore, excluded from voting in relation to Clerk/RFO salary at item 19. Finance

#### 4. **Public participation session**

- 4.1 **Speeding** concerns were raised, particularly in relation to Quaker Lane and also Low Street, especially during the hours of darkness.

A resident requested that the police are asked to carry out speed checks in the Village.

He asserted that the use of Community Speed Watch and the VAS are no deterrent, because there are no penalties

*Response:* The Police are unlikely to carry out Speed checks during hours of darkness.

When evidence of speeding and times have been downloaded and collated from the VAS unit, this will be provided to the police who, subject to the information received, may then be prepared to carry out speed checks.

*(Clerk's note: at the December meeting item 16 Speedwatch/VAS, in response to the question: Do police respond to information sent to them from the VAS units, the response was Yes: Although the VAS does not record vehicle registration details, the collated data is sufficient to provide evidence, which is needed to enable resources to be 'on site' at relevant times.)*

Speeding is a national problem.

A significant number of residents have commented that the village VAS unit has/is very beneficial because it has made them 'think' and has made them more aware of their speed driving through the village. Sadly this is not the case for all speeding motorists, whether resident or not.

A comment raised about the proliferation of courier drivers was also noted. *(Courier drivers are regularly on a very tight schedule/covering wide areas resulting in many being less cautious about their speed than perhaps they may otherwise be.)*

Community Speed Watch submits details of speeding motorists to the Police, who take appropriate action.

A recent example provided by CSW was of a person driving over the speed limit, whilst talking on their mobile phone. The person either did not see CSW or chose to ignore them: their speed did not reduce.

A monthly report is received by CSW detailing how speeding motorists across the locality have been dealt with as a result of the reports submitted. This report is circulated to Councillors for information.

4.2 *Planning DC/17/2568/HH & DC/17/2569/LB Forge Cottage Bowbeck*

Concerns about, and opposition to, this application were raised and detailed explanations given with regards to the clear and unambiguous explanation of, and requirements laid down for, a curtilage listed property, which Forge Cottage is by virtue of its relationship to Bowbeck House. Details from other documentary evidence were also quoted to demonstrate that the applicant could not have been under any misapprehension about the listed status of the property and what was required/permitted when making alterations, and that replacing wooden windows and doors by an alternative product would not (it is believed) have been deemed acceptable, especially highlighted by the fact that another recently approved application for the Forge includes the insertion of wooden doors and windows.

5. **Police Report:** None

6. **County Councillor Joanna Spicer MBE** *Written report received*

6.1 **UK Village of the Year** Councillor Spicer congratulated the village on coming across so well on the TV "I felt proud to be associated with you".

6.2 **Flooding by the Green** has clearly been very worrying and Cllr Spicer appreciated having been kept updated.

Cllr Spicer suggested that when the jettors have been a site meeting will be needed to try and work out the how and why and what could be done to prevent similar problems in future

6.3 **Cllr Spicer is very concerned at the state of both crossroads north of the village** (Bowbeck and Lanketts) as well as Grove Farm and has looked at them all with SCC engineer Francesca Clarke. Euston Estate has also been contacted.

*(renumbered – this relates to 6.1 on agenda)*

6.4 **Pothole** situation outside Chapel Cottage – noted.

6.5 **School Fencing** Grant processed of £1000 to the school towards the new fencing

6.6 **SCC Council Tax** Cllr Spicer reported that it is likely that on Thursday the county council will raise council tax by just under 3% with a further 2% being added as the Government's adult social care levy.

6.7 **SCC Highways Community Self Help - Survey**

The e-mail forwarded to Cllr Spicer by the Clerk came as a surprise as she had not seen it previously. She requested a meeting with the Chairman, Cllr Smith and the Clerk to discuss the content, when she has found out more.

*Note: although the Parish Council is willing to continue to clear road signs as necessary, having had the opportunity – albeit only briefly – to consider the document, Parish Councillors are not in favour of taking on any further 'areas' of work.*

6.8 **Schools' Bus Transport consultation** (note: deadline for response 28 Feb) – No further information received within Cllr Spicer's report *(renumbered: this relates to 6.2 on agenda)*.

The Chairman explained that there had been a very high turn out to a meeting on this matter, held at Thurston Community College last week.

**7. Ward Councillor Andrew Smith**

7.1 **Council Tax** Cllr Smith informed the meeting that, subject to Cabinet approval, St Edmundsbury Borough is proposing to freeze its element of council tax during 2018/19.

7.2 **Community Field Planning Application Decision Notice re variation to times for use of football pitch** – Councillor Smith has been liaising with Gary Hancox, Planning Officer at SEBC in relation to the (SEBC) error on the planning approval letter. This will be dealt with by a ‘non-material change’ – which requires completion of an appropriate form, signed by the Parish Council.  
*Councillors agreed to accept this resolution. Cllr Smith will inform Gary Hancox. Actioned 8/2/18*

7.3 Cllr Smith has received approval for his request for £600.00 from his locality budget to be allocated to the Allotment fencing on Bardwell Community Field.

7.4 Cllr Robert Everett, Portfolio holder for Communities, is scheduled to visit the Community Field with Cllr Smith next week

7.5 Warding Review: This is ongoing.

**8. Chairman’s Report**

Cllr Sanderson reconfirmed, that after c. 18/19 years it is his intention to stand down as Chairman at the May Annual Meeting. He will continue as a Councillor and is very willing to support the new Chairman.

**9. Highways**

9.1 **Flooding: 29/30 December at The Green, particularly affecting Beech Farm, Littlemoor Bungalow, Holly House, The Pond**

Images of the extremely serious flooding were displayed and Cllr Smith explained the impact upon affected properties, in particular Beech Farm, and the action taken by Suffolk County Council to-date.

Following the insistence by Cllr Smith on 30 December, SCC attended site: Later that day - an emergency jetting team were instructed and attended site and locations of blockages were identified.

The contractor identified that one of the blockages, outside Holly House, was likely to be caused by tree roots. But it was strongly suggested that a camera investigation would be required.

Until the blockages within the public drainage system are cleared it is necessary to plug the outlet from the pond (as discussed with SCC on the 30 December), which is now overflowing. In the meanwhile this will result in the road either side being flooded, as other parts of the drainage system are also blocked.

*On 30 December: Cllrs Babraff (also as representative of the Bardwell Charity Trustees/The Pond), Cllr Ruffles and the Clerk had also been on site.*

A further response is awaited from SCC regarding action to be taken.

Further investigative work is required, which will first of all require the jetting of the system before determining whether a camera investigation will be carried out.

Cllr Smith and the Clerk are in contact with SCC and are awaiting a response regarding when the necessary work will be carried out/action to be taken.

A vote of sincere gratitude to Mike Allum and Peter Bloomfield was given, without whose continued practical work the dire situation would have been significantly worse.

9.2 **Issues previously raised by residents: Updates**

Quaker Lane: Drain outside Mulberry Cottage (new property)

This has previously been raised as part of other issues to do with work carried out at the property,

following which SCC had attended the site and met with representatives from the parish council as well as the resident who has raised the matter again.

The Clerk has contacted SCC and received the following response today (6<sup>th</sup> February)

*"I had met the client on site and had agreed mitigation works which included lowering the drain, amending some kerbing, installing boundary markers and cutting back vegetation.*

*I shall check with my inspecting engineer that the works have been carried out to a satisfactory standard and revert back as soon as possible"*

Legion Rise: matter raised directly with SCC by resident: No further information available. Details are not showing on the SCC report it map and no further response has been received from the resident with regards to whether or not they are satisfied that their complaint has been dealt with.

Potholes: Entrance to old Methodist Chapel, Ixworth Road, raised by resident with Cllr Spicer: No further information at this time.

### 9.3 **Other Highways Issues**

The Large potholes at the Sapiston junction continue to be of concern: *Previously reported.*

The area in the vicinity of Bardwell Equestrian Centre, has been flooded again recently: *The Parish Council has previously been informed that work is scheduled for the first quarter of 2018*

Potholes at Hardstanding beyond Bowbeck Crossroads: *Reported*

## 10. **Planning Applications**

### 10.1 **DC/17/2568/HH & DC/17/2569/LB Forge Cottage, Bowbeck, Bardwell**

(i) Replacement of windows and doors (ii) insertion of door and window to west elevation and window to south elevation of The Forge and Forge Cottage (Retrospective)

#### *Comments received in favour*

- The building is only listed by virtue of its association with Bowbeck House
- The plastic frames do not visually detract from the design or appearance of the building or those in the vicinity. (There was not unanimous agreement for this comment)
- Whilst not considering that the plastic windows detract from the building, flouting planning law is unacceptable.

#### *Comments received in objection*

- The Parish Council has had to deal with other, significantly larger, planning enforcement issues, however, a wrong is a wrong, irrespective of size.
- The 'argument' that the property is not listed is unfounded: Extensive information is available and St Edmundsbury Borough Council has previously informed the applicant with regard to these facts.
- The applicant is knowledgeable about the property being listed, as is identified by the fact that consent/approval was received for a listed planning application submitted in 2005.
- The work resulting in the installation of the plastic frames is stated on the application form as being carried out 2008 - 2010.
- Other unauthorized works have been undertaken at Forge Cottage/The Forge resulting in enforcement action having been taken.

#### *Other Comments*

An example of a case of another Bardwell resident replacing windows within a listed property (2010) without approval – subsequently refused - was cited.

For information: *(in brief) the outcome was that the resident was required to replace 17 unauthorised double glazed storm proof casements with single glazed flush fitting casements.*

The Parish Council must act with integrity at all times:

To approve a retrospective application that would not have been approved if it had been submitted before work had commenced, has far reaching consequences for the parish council who must act with integrity and fairness to all residents, the majority of whom adhere to planning law. Approving this application would be failing to do this and would compromise the integrity of the Parish Council when considering future applications.

Owners of listed buildings, buy such properties knowing that they have a responsibility to adhere to the appropriate rules and regulations.

If it were to support this application, the Parish Council would be setting an unacceptable precedent.

**A vote was taken:** Support: 2 Object: 3 Abstention: 1

**Resolution: Object**

Response to Planning authority:

“The Forge and Forge Cottage are curtilage-listed buildings of Bowbeck House (as are the other converted farm buildings within this complex) and are therefore subject to the controls of the legislation relating to listed buildings.

Bardwell Parish Council objects to this application on the grounds that the use of Plastic (to replace wood) is not an appropriate material for windows and/or doorframes for listed buildings within this setting, whether for new or to replace existing frames.

It is hoped that the Planning Authority is able to reach a satisfactory resolution with the applicant.”

**10.2 DC/18/0165/TCA Beech Farm, The Green, Bardwell** 1no Beech (reduce by 50%) 4no Acer (fell)  
The Parish Council had the benefit of a report from Barry Felton (Parish Council’s Tree Warden), who had viewed the trees at the request of the applicant:

“Having discussed the situation at length (*with the applicant*) and having surveyed the trees in question I am perfectly happy to support this application.

In particular, the Acacia trees located on the roadside verge are a problem. The large and prolific thorns are a danger to the public and have been the cause of numerous punctures. These are not an indigenous species and were not planted there intentionally.

Mr Bloomfield would like to replace them with Beech trees as there originally used to be 3 Beech Trees where the Acacias now stand.

My only reservation about the application is that Mr Bloomfield is applying to reduce a large Beech tree by 50%. This may be excessive in a single crown reduction and he may be limited to 30%.”

A query has been raised about ownership of the land on which the Acacias stand:

It is believed that this land part of The Green, i.e. owned by the Charity Trustees, who have not been consulted about the application.

The Clerk will (*has*) obtain(*ed*) an extension of time to respond to the consultation to 21<sup>st</sup> February (currently 20<sup>th</sup> February) to permit the Trustees to formally respond, if they so wish, following their meeting on 20<sup>th</sup> February. *It is noted that Barry Felton is also the Trustees’ Tree Officer*

**Resolution:** Having considered the application and Tree Warden’s report, the Parish Council agreed

to support the application with a limit to the reduction of the Beech Tree by 30%.

**Subsequent to the meeting the majority** of parish councillors viewed the trees in situ, following which the parish council has revised its decision and will support the reduction of the Beech tree by 50% as detailed with in the application. Actioned Clerk

- 10.3 DC/18/0168/TCA Holly Lodge, The Green, Bardwell 1no Acer Fell: Support
- 10.4 DC/18/0119/TCA Knotty Poplars, The Green Bardwell 1no Chestnut fell Support
- 10.5 DC/18/0052/TCA Mill Cottage, Quaker Lane, Bardwell T1 Ash tree Reduce height & spread by 30%  
Decision required prior to meeting: Delegated to Clerk – Councillors were circulated with details and no concerns or objections were raised.  
**Decision: Action Taken** A response of ‘No objection’ was submitted 17 January 2018

**11. To note Planning Decisions since previous meeting**

DC/17/1746/HH The Warren, School Lane, Bardwell Granted 11 December 2017  
DC/17/2571/TCA Bardwell Hall, Ixworth Road, Bardwell No objection 16 January 2018  
DC/17/2450/FUL Pinn Field, Glassfield road, Bardwell Granted 23 January 2018

**12. Neighbourhood Watch**

- 12.1 To consider the benefits of remaining as a member of the Neighbourhood Watch Scheme. Changes to the structure of the organization have been made (letter previously circulated to Councillors – copy attached).

The Parish Council does not have full information to establish how active all of the street coordinators are, but it appears that there is a low level of awareness by residents. A suggestion of abandoning the scheme was put forward, but Councillors agreed that some residents are reassured by being members of the scheme and that it should continue with a further review of its benefits to be undertaken after 12 months.

**Resolution:** To review the benefits of the Neighbourhood Watch scheme and whether it should continue after a period of 12 months. Action for review March 2019 Clerk

- 12.2 If Councillors agree to continue to support the Bardwell Scheme, they are asked to consider the request from Chairman of Suffolk Neighbourhood Watch for a ‘one off’ donation of £50.00

**Resolution:** The request for a donation will be considered together with other donations during the 2018/19 financial year (September 2018). Action Clerk

- 12.3 Village Coordinator: *The Clerk who is currently ‘acting’ as Village Neighbourhood Watch Coordinator, has been contacted (30 Jan) by a volunteer prepared to take over this role.*

Richard Wakeman’s offer to take on the role of Neighbourhood Watch Area Coordinator will be gratefully accepted.

The Clerk will make the necessary arrangements with Suffolk Neighbourhood Watch to register his details. Actioned Clerk

Mr Wakeman will be provided with the necessary information and assistance to enable him to promote NW within the village. Action Clerk

*Reports*

- 13. Bardwell Charity Trustees** Cllr Babraff

A report regarding The Pit at Glassfield Road will be provided at the next meeting.

- 14. Bardwell Playing Field Association** Chairman  
to include Pavilion Progress/Sport England application

**Pavilion Project**

Tender documents including a detailed specification and associated drawings have been distributed to six building contractors/developers some of whom provided budget costs for the project several months ago.

We expect to receive responses by the end of this month. Sport England, the ECB and the Football Foundation require the assessment of the tenders and copies of three of them.

Discussions with HMRC regarding VAT have been very successful and they have agreed to allow 100% exemption. This was achieved by referring to two separate High Court cases similar to our situation.

An update on progress has been given to Sport England and the contact, Alan Dovaston, is content.

*Q: Following this report a query was raised about the potential failure to meet the required deadlines as laid down in the terms and conditions document signed by the Parish Council, and whether written confirmation had been received with regards to an extension of time.*

*A: Cllr Sanderson reiterated that Alan Dovaston of Sport England is fully in the picture with regards to progress and dates. Sport England will not release the funds until they are satisfied.)*

*Comment: Test holes dug as required by the structural engineers to establish the depth of the required foundations, have now been filled in.*

**Sports Coaching**

As a result of acquiring a grant from Suffolk Community Foundation Sports Trust to encourage participation in sporting activity, arrangements are being made for tennis and netball coaching during school holidays. These will be for children although it may be possible for sessions to be arranged for adults later.

Emily Wharton, an LTA Level 4 Coach, will be taking the tennis sessions during the Easter holiday and Tracey Butcher will be running sessions for netball although dates have not been finalised for the latter.

**Other-**

Grant Relief for Non Domestic Rates has been granted for both the Playing Field and the Overflow car park for another year.

Portable Appliance Tests and the five-year Electrical Installation Testing/Inspection have both been carried out recently.

Planning for the Summer Fete will commence later this month.

Next Management Committee is planned for 26 March 2018 and the AGM for 15 May 2018.

- 15. Speed Watch/VAS**

Several Speed Watch sessions have been carried out recently, resulting in the registration number of one driver exceeding the speed limit whilst using a mobile phone being forwarded to the Police. At a session in Low Street on 5 Feb, several drivers were registered exceeding the 30 mph limit.

The replacement computer has been received back (6 February). The collated data will be reviewed and relevant information provided to the Parish Council. [Action Cllr Compton](#)

Fakenham Magna Parish Council, who has recently modified two existing signs on the 1088, has asked via Cllr Smith if they could share experiences and knowledge with the Bardwell Speed Watch Team: Cllr Compton confirmed that she would be pleased to speak with them

[Action Cllr Smith to provide contact details](#)

- 16. Tithe Barn**

Cllr Smith reported that:

Repairs have been carried out to the Tithe Barn following a vehicle collision.

PAT testing has recently been carried out  
The Quirkhouse production prior to Christmas raised approximately £300.00  
AGM will be held on 27 February, 8pm  
Lease: Response from Charity Commission is still awaited  
A request was received for the Bottle Banks to be moved further back: When the banks are full people leave bottles on the ground, which is a problem particularly at Christmas when collections are less frequent. This request will be made to the Tithe Barn Committee.  
It was noted that the position may be determined by the extent of the grab arm of the collection/delivery vehicle.

**17. Bardwell Community Field**

A very successful tree-planting day had been held on 9<sup>th</sup> December.  
The Committee was extremely grateful to the many people  
A second tree planning day will be held on 24<sup>th</sup> February.

UK Power Networks: Notification of road closures are now on roadworks.org. Indicating that work will shortly begin to 'underground the overhead lines' including that over the Community Field. Work at the field is scheduled for during the Easter holiday, when School Lane will be closed.

A quotation has been requested from AWA for a water supply to the Community Field.

**18 Allotments**

18.1 Tenancy agreement to be considered and agreed  
A draft tenancy agreement has been drawn up by the allotments association – further details are required. [Action Clerk](#)

18.2 Annual rents for to be discussed and agreed  
A figure has been suggested during the community field steering group meeting.  
When the final draft of the tenancy and landlords agreement has been confirmed, plus details re whether water is to be provided, precise details will be provided. [Action Clerk](#)

**19. Financial Report**

Financial details relating to bank balances and invoices for payment/paid on-line prior to meeting were provided. No queries were raised. Copy attached.  
**Resolution:** Councillors approved all payments

**20. Clerk's report** to include GDPR update, Dog fouling, grit bins (re question at December meeting)

GDPR: SALC has advised that NALC will be providing a toolkit at no cost.

Dog fouling: Councillors decided against 'posting' dog fouling posters around the village, but to continue to monitor the situation.

Grit bins: This matter has previously been discussed and it was agreed not to pursue new bins at this time.

29 January: SALC/Audit briefing by PKF Littlejohn Accountants: This dealt with the new Audit regime with effect 1 April 2018. There are no real significant changes.

SALC offers an internal audit service, which was described during this event: Bardwell Parish Council has its own arrangements in place.

**21. Correspondence of Note**, not previously circulated: None

**22. Courses meetings** attended/future meetings

22 January SEBC Parish & Town Forum Kedington Cllrs Smith/Stokes & Clerk  
*Speakers provided presentations on the Benefits System and GDPR.*

29 January Audit Briefing by PKF Littlejohn Accountants Clerk/see item 20

5 February UK Power Networks, Norwich Cllr Smith/Clerk

13 March SALC Area meeting to be held in Tithe Barn

**23. Spring Litterpick**

Saturday 24 March (in association with FreeTrade Breakfast if possible) [Action Clerk](#)

**24. Annual Meeting of the Parish Council and Annual Parish Meeting**

Annual Meeting of the Parish Council will be held on 8 May 2018

Annual Parish Meeting, ie Village Meeting will be held on 1<sup>st</sup> May 2018

The Clerk will circulate alternative suggestions for the format of the APM for consideration at the March Meeting. [Action Clerk](#)

**25. Annual Charity Bale Push September 22<sup>nd</sup> 2018: Road Closure**

*Verbal request from Mr L Maddox (via Councillor Ruffles).*

As in previous years Mr Maddox, in association with others, is organizing a Charity Bale Push.

The Parish Council is asked to confirm whether or not it has any objections to the application being submitted to SCC applying for a road closure (Up Street to Quaker Lane) for the duration of this event.

The Parish Council confirmed its agreement to this request.

[Action Clerk](#)

**26. Questions to the Chairman**

Friends of Bardwell Church Meeting: 19<sup>th</sup> March in the Dun Cow Pub, 7pm

Skinner Lane Grass Cutting – Can this be maintained at the same time as the Community Field by the same contractor? Clerk will make enquiries re cost. [Action Clerk](#)

**27. Next Meeting: Tuesday 6 March, 7.30pm**

**Ref: Item 12/Neighbourhood Watch**

**From:** Chairman SNWA <chair@suffolknwa.co.uk>

**Subject:** Neighbourhood Watch in Suffolk

**Date:** 19 January 2018 at 16:30:32 GMT

**To:** bardwellpc@gmail.com

Dear Town/Parish Council

Neighbourhood Watch is a vital and successful crime prevention initiative, which brings communities together in the fight against crime.

Previously, Suffolk Constabulary were responsible for Neighbourhood watch in Suffolk, but following the local policing review in 2016, the complete ownership was handed over to the Suffolk Neighbourhood Watch Association (SNWA).

The SNWA are now an independent representative body for Suffolk, working in partnership with the national Neighbourhood Watch organisation. We are a voluntary body, managed by a membership elected committee. We do not receive any regular income, and are responsible for raising all funds necessary to cover the operating costs of the Association.

This communication is to ask your council to consider making a single one-off donation of £50.00 to the Suffolk Neighbourhood Watch Association, as a contribution to help us sustain the support of neighbourhood watch across the county.

Since taking over the administration from the constabulary, we have made good progress, engaging with our existing membership, as well as continuing to attract new schemes to the organisation. We have an agreed memorandum of understanding with Suffolk Constabulary, and are currently working towards a similar agreement with Suffolk County Council. We also aim to approach the Suffolk Police and Crime Commissioner in 2018 with a view of agreeing some similar form of partnership agreement.

We are continuously working to create a network of Neighbourhood Watch schemes across the county, aligned to the Suffolk Constabulary area command and Safer Neighbourhood Team areas. We currently have 1036 active schemes in Suffolk.

Our work provides awareness and education to help prevent, detect and deter crime, while at the same time fostering community spirit and reducing the fear of crime.

We are also looking to expand our current limited engagement with towns and parish councils across Suffolk, to seek support and develop the opportunity to further promote Neighbourhood Watch across Suffolk. This will hopefully be something that your council may be interested in.

I would be most grateful for your support, and would hope there is an opportunity for us to engage in the future.

Yours sincerely,

*Tony Spall*  
Chairman  
Suffolk Neighbourhood Watch Association

[www.suffolknwa.co.uk](http://www.suffolknwa.co.uk)

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