

Bardwell Parish Council

Chairman: David Ruffles Vice Chairman: Andrew Smith

Councillors are summoned to attend the Annual Meeting of the Parish Council
to be held on **Tuesday 4th May 2021**, commencing at **7.00pm via zoom** video conferencing.
Members of the public and press are welcome to attend

Access details

<https://us02web.zoom.us/j/84226868685?pwd=djF0T3hTUnNhdnIkbnVUK1orV0lUdz09>
Meeting ID: 842 2686 8685 Passcode: 394779

AGENDA

- 1 Election of Chairman**
- 2 Election of Vice Chairman**
- 3 To receive and approve (if accepted) apologies for absence**
- 4 To receive and approve (if appropriate) declarations of interest** relating to matters included within this agenda
Cllr Smith: Ongoing interest declared re: Finance - Clerk's Salary
Cllr Smith: Pecuniary interest declared re item 12: Planning Application DC/21/0715/LB
- 5 Appointment of representatives to outside bodies and other relevant appointments**
To appoint representatives on the bodies shown below.
Appointments are annual unless stated
 - 5.1 [Bardwell Charity Trustees \(2\) 4 year tenure](#)**
Current representatives: Cllr Tony Stokes and Cllr Andrew Smith
 - 5.2 [Bardwell Playing Fields Association Committee of Management \(2\):](#)**
Current representatives: Cllr Peter Sanderson, Cllr Geoff Clough
 - 5.3 [Bardwell Village Hall Management Committee](#)**
Current representative: Cllr Andrew Smith
 - 5.4 [Suffolk Association of Local Councils](#)**
Current representative: Cllr Tony Stokes
- Other relevant appointments**
 - 5.5 [Bardwell Speed watch](#)**
Current representative: Cllr Ali Compton
 - 5.6 [Bardwell Tree Officer: Ongoing role](#)**
Current post holder: Barry Felton (not a parish councillor)
- 6 Approval of minutes** of the meeting held on Tuesday 6th April 2021
- 7 Public participation session:** To receive questions from members of the public relating to items included within this agenda. Other matters raised may be responded to at the discretion of the Chairman.
- 8 To receive reports from District and County Councillors**
 - 8.1 District Councillor Andrew Smith
 - 8.2 County Councillor Joanna Spicer MBE
- 9 Chairman's Report**
- 10 Dog bins review:** To receive report and proposal from Cllr Ruffles following meeting with Andrew Harvey from West Suffolk Council (full details within agenda pack).

Proposal: That the 3 existing dog waste bins located at i.top of Skinners Lane, ii. Community Field fence iii. Knox Lane, be replaced with 3 x £240ltr wheelie bins on metal frames (multipurpose) at the cost of £887.97
- 11 Highways Matters for Consideration**

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- 12 Planning Applications**
Consultations received from Planning Authority for consideration.
12.1 DC/21/0715/LB Lavender Barn, Bowbeck, Bardwell IP31 1BA
Application for listed building consent - replacement external windows

12.2 DC/21/0770/HH Greenway, Low Street, Bardwell
Householder Planning Application: Raise roof to rear elevation
- 13 Community Field:** Progress report (see agenda pack)
- 14 Finance :** To receive draft accounts 2020/21
- 15 Finance: Salaries and Wages**
To consider approval of annual salary increases as per budget for Clerk/RFO and Litterpicker wef April 2021
(Increases, although included within the 2021/22 budget must be formally approved prior to implementation.)
- 16 Finance:** To receive financial report
To approve invoices for payment
- 17 To note receipt of signed copy of Legal Agreement:** Contract between West Suffolk Council and the Committee of Management Operating as Bardwell Playing fields Association and The Custodian Trustee Operating as Bardwell Parish Council: Contract for the supply of heat and electrical plant and energy to the Bardwell Pavilion.
- 18 Clerk's report**
18.1 Review of Financial Regulations
18.2 Review of Standing Orders
18.3 Review of Asset List
- 19 Virtual Meetings after 7th May:** Outcome of Legal case regarding virtual meetings and implications for Bardwell Parish Council meetings
- 20 Annual Village Meeting: Scheduled for 25 May via Zoom** Matters for consideration
- 21 Quiet Lanes**
21.1 Consultation letter for approval (previously circulated)
21.2 Update received regarding costs
- 22 To receive reports from Councillors**
22.1 BPFA - Cllr Sanderson
22.2 Bardwell Village Hall - Cllr Smith
22.3 Bardwell Speed watch - Cllr Compton
- 23 Police Report** - Clerk
- 24 Correspondence** requiring discussion
- 25 Future dates/Meetings** for noting and reports from any meetings attended.
25 May 2021 Annual Village Meeting via Zoom
27 May 2021 Quiet Lanes Public Meeting at Stanton Village Hall
- 26 Questions to the Chair**
- 27 Next Meeting** Tuesday 1st June, 7pm