

Minutes of the meeting held on 5th October 2021, commencing at 7pm
Venue: The Tithe Barn, Up Street, Bardwell IP31 1AA (Bardwell Village Hall)

Present:

Cllr David Ruffles (Chairman); Cllr John Babraff; Cllr Ali Compton;
Cllr Peter Sanderson; Cllr Tony Stokes; Cllr Geoff Clough.

Members of the Public: 6 (5 for part of the meeting; 1 remained for entire meeting)

Clerk/Responsible Financial Officer: Pauline Smith

1. Apologies for absence

County Councillor Joanna Spicer; Cllr Andrew Smith - Parish Councillor and District Councillor. Reason for absence: due to necessary attendance at another parish council meeting in his role as District Councillor. Cllr Smith's reason for absence was approved.

2. To receive Declarations of Pecuniary, local Non-pecuniary and Personal interest relating to items on this agenda and to consider requests for dispensations if considered appropriate. No declarations of interest were received.**3. To confirm Minutes of the meeting held on 7th September 2021.**

The Minutes had previously been circulated and one correction made (**begin** to **being**). The Minutes were taken as read and, having been unanimously approved, were signed by the Chairman as an accurate record.

4. Public Participation Session

3 members of the public raised varying issues not included on the agenda.

4.1 Question: A member of the public raised questions about litter picking in the village, including wanting to know which areas are most prone to litter.

Response: Due to the excellent work carried out in the centre of the village by the litter-picker and her husband (which can be 6 to 8 hours per month depending on requirements/level of littering) the central areas of the village are kept noticeably clean and litter free. This work is greatly appreciated by the parish council and many residents.

Any locations noticeably affected by litter (*and/or dog fouling*) during the month are noted on the monthly timesheet submitted to the parish council.

The new large multipurpose litter bins appear to have resulted in a marked improvement in reducing issues in areas where litter and/or dog fouling has previously been noted as an issue.

4.2 Question: Why are dogs permitted on the Community Field, in the bar area of the new pavilion but not on the Bardwell playing field?

Response: Playing field - Dogs are not permitted on the playing field for health and safety reasons, for the benefit of users of the pitches and grassed areas. Despite the 'ban' on dogs dog fouling on the pitches has been an issue here previously. There is no intention to relax this restriction which has been in force since the inception of the playing field in 1964.

Community Field: When the community field was opened, it was agreed that well behaved dogs would be permitted. However, this situation is kept under review and that decision could be reversed should any issues arise. Dogs are not permitted in the children's play area.

4.3 Question/statement relating to the use of the New Pavilion as a business

A member of the public raised concern that the New pavilion is now a business premises highlighting its use as a pub and restaurant.

Cllr Sanderson as the Chairman of the Bardwell Playing Field Association who are responsible for the Pavilion and Playing Field, responded that the Pavilion is being used under the terms under which it is permitted to operate.

4.4 Question/statements made by a member of the public in relation to the excessive vegetation and trees impeding the flow of the river Black Bourn resulting in the potential for flooding (See area of river from bridge at Ixworth Thorpe Road).

Response: As previously, the clerk will again contact the Environment agency for further advice and also to establish whether they will respond to a request to take action to remove trees and branches that have fallen across or into the river.

4.5 Question re Spring Road: Member of the public raised issues relating to flooding during heavy rain in the vicinity between the bridge and Blackwater Farm.

Response See SCC website: An order has been issued for work to be carried out here.

Info extracted from SCC website below:

Ref 335773 : Works ordered 15 September 2021 - re a blocked ditch

Report submitted by unknown person states: The ditch here is blocked, this ditch is meant to take water away from the road into the very nearby river but can't at present, a lot of water accumulates on the road here as the water travel downs the two hills here and then unable to travel into the ditch and away. Ditch needs clearing out asap.

Details show: Works priority 8 calendar weeks.

5. **To consider Planning Application Consultation Documents received from West Suffolk Council as the Planning authority.**

5.1 **DC/21/1618/LB** - The Cottage , Up Street Bardwell IP31 1AA

Application for listed building consent - demolition of existing outbuilding.

Resolution: No objection

5.2 **DC/21/1617/FUL** - The Cottage, Up Street, Bardwell IP31 1AA

Planning Application - one dwelling

Resolution: Majority decision: No objection

5.3 **DC/21/1805/CLE** - Lavender Barn, Bowbeck, Bardwell IP31 1BA

Application for lawful development certificate for existing use or development - use of land as part of domestic garden. Resolution: No objection

- 5.4 **DC/21/1841/TCA** - Trezelles, Quaker Lane, Bardwell IP31 1AJ
Trees in a conservation area notification - one Horse Chestnut (on plan) removal of two trunks growing from council land adjoining Quaker Lane, encroaching onto Trezelles, creating darkness and excessive foliage, require felling on Trezelles side.
Resolution: No objection

- 5.5 **The following applications decided** by the planning authority since the September meeting were noted:

DC/21/1587/TCA	St Peter and St Paul's Church, Bardwell	<i>Approved</i>
DC/21/1586/EISCR	Land East of Firsfield	<i>EIA required</i>
DC/21/1522/TCA	Bardwell Primary School, School Lane	<i>Approved</i>

6. **To receive reports from County and District Councillors**

6.1 **Report from County Councillor Joanna Spicer, MBE**

County Councillor has followed up re blocked drain/flooding on Low Street - close to Church Road.

Cllr Stokes detailed an item of correspondence found in records recently passed to the Bardwell Charity Trustees which refers to the same issue raised with SCC in 1994. (copy attached)

Action: Clerk.

- 6.2 **Report from West Suffolk District Councillor, Andrew Smith:** None received

7. **Chairman's Report**

7.1 **Village Litterpick - Saturday 2nd October**

The parish council is extremely grateful to everybody who participated.

There was a very good turn out: 21 participants. It was very pleasing to also welcome a number of new residents. The Charity fundraising breakfast organised by Dinkie Williamson (Bardwell Church Lay Elder and Church warden) with Barney Williamson raised £50, which will benefit Gatehouse.

In addition the parish council acknowledges the support of a gentleman from Stanton who picks up rubbish daily along the Stanton/Bardwell Road as he walks his dog. (Met by Cllrs Babraff and Sanderson as they litter-picked along this route.)

Resolution: Date of next litter pick: 26th March 2022

Action: Clerk: Book Tithe Barn Advise Dinkie Williamson re Charity Breakfast

Resolution: Warning signage required for future litter picking events.

Action Clerk: To source details for consideration at next meeting.

7.2 **Community Field Play Area: For councillors consideration.**

Proposal submitted by Chairman, Cllr Ruffles for initial opinion: That this area is transferred to the Parish Council from the BPPA and that the Parish Council take

responsibly for the upkeep and maintenance of this area and any future costs. A transfer would make a very small difference to the proportion the BPPFA pay towards the Community Field going forward. Transferring this facility would ensure that this very well used village asset remains in good conditions in the years to come. The BPPFA is open to this proposal and has no objections at present.

A brief discussion ensued. No costings or information relating to the equipment and future or potential future liabilities falling to the parish council should it agree to proceed with taking on the responsibilities within this proposal, had been provided at this stage.

Resolution: Following a brief discussion it was resolved that this proposal will be included on the November agenda together with financial and other relevant information as required. This will ensure that a balanced review/proper assessment of the proposal is undertaken. **Action Clerk**

8. Highways

8.1 Grit Bin, Knox Lane

Cllrs Ruffles and Clough were thanked for installing the new grit bin at Knox Lane. to replace that which had been damaged beyond repair.

Email from Barry Felton states "...can I register my thanks and appreciation to: David & Geoff for their hard work replacing and repositioning the grit bin in Knox Lane."

8.2 **Highway repairs, Knox Lane** Mr Felton (by email) also registered his thanks and appreciation to The team from Suffolk Highways that repaired the potholes in Knox Lane. "Unlike previous attempts, these repairs were carried out properly and professionally. The tarmac was compacted with a machine and the edges of the repairs were sealed with liquid tar."

9. Finance

9.1 Financial Report

Reports were provided to councillors showing payments against budget to date: the bank reconciliation (balanced); details of transactions authorised between September meeting and 5th October meeting and invoices not yet paid for approval/authorisation (details attached)

Invoices paid since September meeting requiring retrospective approval and invoices for approval at meeting totalled: £949.87

9.2 To confirm receipt of the Notice of Conclusion of Audit for the year ended 2021/22 from PKF Littlejohn posted on the parish council website 22 September 2021 and also on the parish notice board: copy attached.

The Clerk has previously circulated copies to councillors. No questions were raised.

9.3 **To note receipt of the External auditor certificate** (copy attached) - No issues have been raised.

Copies have previously been circulated to councillors/No questions raised.

- 9.4 **Grant request** submitted by Cllr Ruffles "that £400 be provided to BPFA towards a fireworks display to be organised in November. This is a rescheduled event from 2020. **Proposal:** It is hoped to stage a display at the Playing Field on either November 5th or 6th, a grant of £400.00 was agreed in principle last year for a similar event, but due to the pandemic the event had to be cancelled. Hopefully now conditions will allow such an event this year in what is hoped will bring a welcome event for the village to look forward to after all the restrictions over the last 20 months from the pandemic, for this reason a grant of £400.00 would help towards the running costs, the remaining monies required would be found through sponsorship. This will be a free entry event, food and drink will be available to purchase."

A question was raised regarding the probity of the parish council providing funding towards an event benefitting a business venture.

Cllr Ruffles advised that:

£400 grant represents less than half of actual cost being charged by the professional fireworks company engaged to provide the fireworks display, which will last for approximately 20 minutes.

The organisers are seeking sponsorship for the additional funding.

The event will be held on the playing field, all neighbours will be provided with details in advance.

Resolution: Request approved

Action: Cllr Sanderson (for BPFA) will submit formal application (similar to last year) to PC Clerk. Payment of Grant (£400) will be made to BPFA.

- 9.5 **Budget 2022/23 To review requirements for 2022/23 - additional items/costs for discussion**

- i. **Proposal by Chairman that a village handyman/caretaker should be employed.**
There is currently a small group of regular volunteers whose age profile is such that it is necessary to look forward to future requirements and to look to recruit other - younger - people willing to become involved in assisting with physical tasks as required.

With regards to the proposed idea for a village handyman: there is no current plan identifying number of hours likely to be required or specific duties, though the chairman suggests that this would be on an ad hoc basis as required.

A variety of options/suggestions were briefly discussed: self employed; employed; using volunteers trained under the SCC help scheme as provided; enquire whether a person currently carrying out a similar role with another parish may be willing to add to their hours in Bardwell on an ad hoc/as required basis.

Resolution: Action Clerk to review options

To include promotion of the idea of volunteering roles to residents at the 2022 Parish (Village) meeting.

ii. **Budget limit to be set for Jubilee celebrations**

Proposed sum **£500**: for further discussion when parish event is agreed.

iii. **Increase to grounds maintenance budget at community field** re annual requirements for maintenance of wildflower area: **£300**
(Note 2021 cost £280 was not included in budget)iv. **Re 7.2: Costs arising from potential transfer of play area from BPPFA to PC**

Current and ongoing costs currently unknown

This information should be available for discussion at the November meeting.

10. **Queen's Platinum Jubilee**

A request has been (and continues to be) promoted to residents via Facebook, Posters on parish notice board and post office, and BVN for ideas from residents who are also willing to progress/organise the chosen village event.

To-date one suggestion has been received, from Tania Nolan: A concert of British Music in the church. The Chairman has requested further details but in principle the parish council thinks this is a very good idea. Dinkie Williamson is very receptive to the idea of the church being used for this purpose.

However, it is necessary to give time for others' to submit suggestions before making a decision.

Although there is an extended May bank holiday weekend for the Jubilee, events will be going on throughout the year across the country: In other words it is not absolutely the case that Bardwell's event must take place on the Jubilee weekend, which is the same weekend on which the annual Cars on the Green event is taking place, it could be on another date.

The Festival of Suffolk (see attached): The chairman had attended an online event on 30th September arranged with other parish council chairman where information about events being planned across the County were described, including The Queen's Green Canopy and the aim to plant a tree for every Suffolk resident.

More information is available at festivalofsuffolk.org

11. **Community Field**11.1 **Vandalism of sign on Community Field**

Councillors considered the suggestion that a similar sign - possibly with a stronger backing should be reinstalled. There is another sign with duplicate details at the Spring Road entrance. This is the second time that one of the two signs has been destroyed.

Resolution: It was agreed that the sign will not be reinstated. Reliance for contact details will be on the remaining sign for the time being.

- 11.2 **Allotments:** All plots are currently allocated
2 released plots have been allocated with effect from 1st October 2021 (one whole and one half).
- 11.3 **Allotment Sheds**
Havebury Grant: Deadline to utilise grant funding for sheds has been extended to 31 March 2022
- 11.4 **Community field water supply leak**
The leak has been repaired. Meter to be checked regularly (Action Cllr Smith/Clerk)
(Note: Following the meeting Cllr Babraff checked meter 6th October and confirmed no issues.)
12. **Clerk's report**
- 12.1 BVN invoices: Whilst a fairly good response to BVN invoices issued to date - there are a number outstanding. Follow up calls by phone are now being undertaken as necessary on the basis that perhaps emails have not been received.
Another batch of invoices are due to be issued this week.
13. **Policies for review**
- 13.1 **Use of Drones on Bardwell Community Field** (See existing policy attached)
Drones are not permitted to be flown on/from/across the community field without written permission.
- Following discussion:
- Resolution:** It was agreed that additional requirements will be added into the policy which require evidence of appropriate operator's licence and insurance to be submitted with a formal written application/request.
- 13.2 **Delegation of minor applications** Are Cllrs satisfied with the current arrangements for dealing with non controversial/minor applications and amendments received with deadlines requiring response outside of meetings, whereby having consulted councillors for opinion via email the clerk is able to formally respond to the Planning Authority outside of meetings - i.e. delegated authority?

Resolution: Cllrs approved the current policy of delegation to continue.

14. **Tree Warden Vacancy**

To-date nobody has volunteered for this voluntary roll.
Several residents were named as possibly being interested.

Resolution: Action The Clerk will speak to those named to establish the level of interest.

15. **Correspondence** (*not dealt with elsewhere or outside of meeting requiring decision*)
Owners of land off Knox Lane (locally known as Doff's Field) have asked the parish council to reconsider its decision not to meet to discuss potential development on this land.

As previously discussed (June meeting) there have been multiple historic planning applications for this site, all of which have been refused. Woodland has since been planted: it is understood that this was as a result of the previous owner accepting that planning permission would never be granted. As far as the parish council is aware nothing has changed.

Resolution: The parish council considers that the owners would be better advised to speak to WSC in the first instance. The parish council has proactively involved itself in responding to the WSC Local plan process, and it would not be appropriate for it to be involved in a separate discussion about the Knox Lane site (which has been submitted to previous Local Plans and refused).

Action: Clerk to confirm the parish council's decision.
The owners will be welcome to attend a future parish council meeting if they require further clarity.

Village Organisations: Reports

16. **Bardwell Charity Trustees Report** (received by email from the Chairman, Barry Felton)_
The Open Event hosted by the Trustees went ahead as planned and appears to have been well received by those that attended.
A slide show describing the origin and history of the Charities, dating back to 1442, was supported by a more extensive record of our history, which was displayed around the Barn along with old photos and maps.
The atmosphere remained convivial throughout, even during a probing Q & A session. I think the biggest surprise was the fact that the Charities operate on an average annual income that is slightly less than the annual state pension.
For the benefit of those that were unable to attend, details will be published on our new website, which is due to be launched later this year.

Stocks Fair finally paid us a visit in September although the number of rides was down in comparison to previous visits. This was partly due to an accident in transit and partly because some were booked for other venues. In spite of the constant rainfall while they were packing up The Green escaped any serious consequences and the main damage, to the high bank, was actually caused by a non-fairground vehicle. The site was cleared

up before their departure but Stocks came back during the following week to double-check for any remaining issues, which have all been resolved.

17. **Bardwell Community Speed Watch:** No report.

18. **Bardwell Playing Fields Association**

BPFA Annual Quiz will be held on 28th October in the pavilion

Refurbishment of Tennis Court: It is intended to pressure wash the surface and will then assess whether additional work is required.

There is a possibility of funding via a Government Scheme, set up since Emma Raducanu's success, to provide funding to refurbish 4,500 tennis courts.

BPFA is beginning to look at improvements to the outfield.

Electrical equipment has been PAT tested and fire extinguishers and fire alarm checked.

The Defibrillator is activated and currently kept indoors whilst awaiting the exterior cabinet. Three defibrillator training sessions have been held.

19. **Bardwell Village Hall** - No report

20. **Meetings attended by Councillors** not referred to elsewhere on the agenda.

20 September: Honington Solar Farm site visit facilitated by Andrew Blenkiron, Director, Euston Estate Farm. Attended by Cllrs Babraff, Ruffles, Sanderson, Stokes, Smith and the Clerk - A very interesting and informative visit.

Future meetings

19th October: Firsfield Solar Farm - Public Consultation to be held in the Tithe Barn from 2pm - 7pm. A copy of the consultation document has been posted to all households in affected parishes. (This consultation is prior to a full planning application being submitted.)

21. Questions to the Chairman:

Cllr Clough: Could the 2022 Open Gardens Event be expanded to become a Beautiful Village Event?

Cllr Compton: A request has been received from a resident for consideration of a footpath from Low Street to Ixworth, suitable for mobility scooters. (Comments received were that this is thought unlikely at the present time due to requirement to obtain land and the associated cost.)

22. Date of next meeting Tuesday 2nd November 2021, 7pm

The Tithe Barn (Bardwell Village Hall) Up Street, Bardwell IP31 1AA

The meeting closed at 8.49pm

Bardwell Parish Council

A Policy re the Use of Drones at/over Bardwell Community Field

Adopted 3 October 2017 – Reviewed 5th October 2021

Amendments following meeting of 5th October **are in colour**

Bardwell Parish Council unanimously agreed the policy below during its meeting on 3 October 2017.

The flying of drones, irrespective of size, is not permitted **at/from** the Bardwell Community Field at any time.

In exceptional circumstances, subject to the code of practice and any regulations in force at the time, the Parish Council may engage the services of a named individual to act on its behalf for a specified purpose, such as to record progress at the field. **Evidence of an appropriate operator's licence and relevant insurance will be required.** Such permission will be provided in writing by the Clerk and Chairman, following authorization by the Parish Council.

The Clerk,
Bardwell Parish Council
Lavender Barn
Bowbeck
Bardwell
Bury St Edmunds
Suffolk IP31 1BA