

## Bardwell Parish Council

Chair: David Ruffles

### Minutes of the meeting of Bardwell Parish Council held on Tuesday 6th July 2021, commencing at 7.00pm

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

**The meeting was attended by:** Cllrs John Babraff, Ali Compton, Peter Sanderson, Andrew Smith (also Ward Cllr), Tony Stokes, and Suffolk County Councillor Joanna Spicer.

Clerk/RFO: Pauline Smith

1 Member of the public (arrived at 7.30pm)

1. **Due to the absence of the Cllr David Ruffles**, Cllr John Babraff was appointed to Chair this meeting.
- 1.2 **Apologies for absence**  
Apologies received from Cllr Clough were noted  
Apologies received from Cllr Ruffles were approved
2. **Declarations of interest**
  - 2.1 **To receive declarations of interests:** pecuniary, local non-pecuniary and personal interests in items on the agenda.  
Cllr Smith: Ongoing interest re Finance - invoices for payment: Clerk/RFO salary
  - 2.2 **To receive request for dispensations** relating to interests on the agenda: None received.
  - 2.3 **Councillors are requested to update their register of interests**  
Forms with explanatory notes have been previously circulated.  
Cllr Stokes, Sanderson and Clough have returned their completed forms to the Clerk.  
**Action:** Forms awaited from Cllrs Babraff, Ruffles, and Smith
3. **Approval of Minutes of the meeting held on Tuesday 8th June 2021**  
**Following** 1 correction at item 14.2 BPFA report: 24th **July** amended to 24th **May**, the minutes were unanimously approved and signed as an accurate record by the Chair.
4. **Public participation session:** To receive comments or questions from members of the public relating to items on this agenda.  
*This item was held following item 9.2 due to the late arrival of a member of the public who wished to raise several matters.*  
**Pavilion** The member of the public raised concerns about the bar facilities provided at the pavilion and its use generally during the pandemic  
**Response:** Cllr Sanderson (as chairman of BPFA and PC representative) advised that that all activities carried out at the pavilion were lawful and strictly in accordance with covid regulations.  
**Overgrown hedges, overhanging highway/footpaths: Resident raise concern about** hedges overhanging footpaths/highway in several areas around the village, but no specific locations provided, with the exception of hedge at rear of Lammas Close.  
**Response:** The hedge at Lammas Close has been dealt with.  
Re other non specified locations: The owner/occupier of a property/land has a legal responsibility under the Highway Act 1980 S154 to ensure that the public highway is not obstructed by their vegetation. Particular caution is required if it becomes necessary to cut a hedge during bird nesting season 1st March - 31st August. (SCC website provides details.)  
A reminder to residents will be included in Bardwell Village News. *Actioned: Clerk*  
**Churchyard Gates:** Resident stated that the gates had been donated and need attention because they are beginning to rot.

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**Response** (*this is not a parish council responsibility*) Cllr Smith advised that he a member of the PCC and would raise the matter at their next meeting.

### 5. To receive reports from County and District Councillors

5.1 To receive report from Suffolk County Councillor, Joanna Spicer MBE

**Highways** Cllr Spicer outlined the constraints facing SCC and how works are prioritised. Current matters of concern in Bardwell are: a blocked drain in Low Street (see attached email circulated to councillors); temporary repair at the junction of Legion Rise/Quaker Lane. The clerk advised that she has submitted a report to SCC as a result of receiving a complaint regarding an overgrown verge outside 1/3 Church Road: SCC response is that they do not consider this a priority at present but will monitor the situation. (SCC website provides detailed information relating to verge grass cutting.)

Whilst understanding the constraints and accepting that where matters are not so serious that they can be delayed for a period, councillors consider that wholly negative responses are unhelpful. Regular jetting of gullies would be beneficial as would a communication to notify the parish council when this work has been carried out.

5.2 **To receive report from West Suffolk District Councillor, Andrew Smith**

Ward Cllr Andrew Smith referred to a recent email circulated to councillors (copy attached) relating to housing needs and the local plan for West Suffolk. It was agreed to hold an initial discussion with Suffolk County Farms about the potential for a small housing development off School Lane, to be arranged by Cllr Spicer. The Parish Council has previously agreed in principle with a small development of appropriate homes in this location.

6. **Chairman's report:** None

7. **Highways:** see 5.1

8. **Planning:** To consider planning consultation document received from West Suffolk Council  
**DC/21/1255/TCA Merrow Cottage, Low Street:** Trees in a conservation area notification – Group of conifers – reduce height to 2 metres. *Response:* No objections

**DC/21/1196/HH Maple Cottage, Up Street:** House Holder planning application  
a. raising and replacement of conservatory roof and b. partial conversion of garage to habitable space. *Response:* No objections

**DC/21/1279/FUL Poultry Farm Cottage, Bowbeck:** a. one dwelling b. associated access and driveway following demolition of existing building.  
*Response:* No objection in principle **It was resolved that** due to the late receipt of this application, councillors will give further consideration to the final response outside of the meeting, prior to submission to WSC.

### 9. Finance

9.1 Financial report: See attached

A request had been received from Bardwell Church that the annual grant (£1,200 included within the parish council's budget) towards grass cutting be paid earlier than in previous years (see attached).

Reason: The church's income this year has been severely reduced with no fund raising opportunities to-date.

**Resolution:** Cllrs unanimously approved this request.

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9.2 Invoices/payments totalling £1,779.61 were unanimously approved.

### 10. Community Field

10.1 **Path - Management of Weeds:** There is increasing concern about the use of glyphosate to treat weeds for environmental reasons. The parish council's

previous contractor has declined the request to use weedkiller to destroy weeds for this reason this year but has offered to hoe and weed manually.

Councillors are asked to consider the issue and decide whether:

**Proposal 1:** to accept a quote from another contractor of £100 + vat to spray the weeds along the path and around some of the small trees using Roundup (glyphosate is the active chemical),

or

**Proposal 2:** To consider an alternative course of action to manage/remove the weeds

Following a brief explanation by Cllr Babraff who described the problem of very large weeds growing on the paths necessitating the use of weedkiller, a vote was held.

**Cllr Babraff proposed** that proposal 1 should be implemented

Seconded: Cllr Sanderson No objections

**Resolution:** That The CountryLife Landscapes be engaged to spray the weeds on the paths and around some of the trees as per the quote (£100+vat) provided to Cllr Ruffles.

**Action: Cllr Babraff to advise TCCL**

(Note: since the meeting the TCCL has carried out the work to spray the weeds)

### 10.2 Annual Maintenance of Wildflower Area

*(Information provided by Cllr Ruffles)* When the seed was sown earlier this year we were informed that we must mow and remove all cuttings from the area late July, for the seed to thrive hopefully next year. This will be an annual requirement.

**To consider proposal** to accept a quote from TCCL to cut and collect the longer grass areas including the mounds on the area adjacent to the primary school field wild flower area. TCCL have the equipment to do this i.e large mower with box and have quoted £280.00

Following a brief explanation by Cllr Babraff Councillors were asked to vote on this proposal understanding that this will be an additional annual expense.

**Proposed:** Cllr Babraff Seconded: Cllr Compton No objections

**Resolution:** Councillors unanimously approved this proposal.

**Action Cllr Babraff** will advise TCCL and make appropriate arrangements

The additional expenditure will be included within future budget calculations.

**Action: Clerk** to note re 2022/23 budget

10.3 **Sheds:** It is intended that the bases will be shingle on a plastic raft.

Installation: Aiming for October

It is a requirement that the Havebury grant is spent on this part of the project by 24 November.

**Action: Cllr Smith** to review quotes and check requirements in order to progress project.

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### 11. Reports from parish council appointed representatives to village organisations

#### 11.1 Bardwell Charity Trustees Cllr Stokes

Following the meeting of the Charity Trustees on 1st July 2021, Barry Felton is now the Chair and Tony Stokes is Vice Chair.

**Open Day:** The Bardwell Charity Trustees will host an Open Day on Saturday 18th September, 10.30am in the Tithe Barn

**Bench and Bollards:** As soon as a suitable contractor can be engaged, the bench will be installed next to the round pond and it is also aimed to install traffic bollards, along the Stanton Road, next to the pond

**The Fair:** Stocks Fair enquired about a July visit. In response they were invited to visit in either June or July. A reply is awaited.

**Future reports:** As previously agreed, the Chair of the Trustees will liaise with the Clerk over matters of mutual interest/concern.

#### 11.2 BPFA Cllr Sanderson

The BPFA is progressing plans relating to renewing the MUGA surface.

The Football Club will be receiving a £free defibrillator via the FA

#### 11.3 Bardwell Community Speed Watch Cllr Compton

The team has not received any complaints recently.

The next speed-watch session will be held during July.

#### 11.4 Tithe Barn (Bardwell Village Hall) Cllr Smith

**Refurbishment Project:** The committee is awaiting a response from the architect who drew up the original plans for the refurbishment project prior to deciding how to proceed.

**Glass Banks:** An additional glass bank is being installed.

All villages are experiencing the same problems of bins being filled to capacity and bottles being left on the ground. (Note: Since the meeting the additional glass bank has been installed)

### 12. Police report

To note that the meeting to be held with PC Lee Andrews-Pearce Community Engagement Officer (CEO) has been rescheduled to 12th July (7pm). Meeting at the Bardwell Community Field car-park.

**Attendees:** Cllrs Ruffles, Compton, Babraff, Sanderson, Stokes (subject to availability).

### 13. Clerk's report: None

### 14. Correspondence not dealt with previously, requiring discussion

Invitation to Bardwell School Carnival 16th July from 10.30am - see attached.

### 15. 2022 The Queen's Platinum Jubilee

June minutes: item 19 refers:

Cars on the Green (Sunday 5 June) will be the main event during this weekend:

Councillors to propose suggestions for Bardwell Parish Council's involvement.

*No comments/suggestion received.*

**Resolution:** Deferred to September Meeting

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### 16. Future meetings

Monday 12th July	Parish Councillors meeting with PC Andrews-Pearce	7pm
Wednesday 14th July	Town and Parish Forum (Microsoft Teams - pre registration required)	6pm - 7.30pm
Thursday 29th July	SALC AGM (via Zoom - pre-registration required)	7pm

### 17. Questions to the Chair: None

### 18. Date of next meeting

There is not normally a meeting held during August.

The next scheduled meeting will be on Tuesday 7th September, 7pm - Tithe Barn

P Smith Clerk/RFO

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*Minutes approved by Councillors and signed as an accurate record of the meeting by  
Chairman, Cllr David Ruffles at the meeting held on Tuesday 7th September 2021*