

Bardwell Parish Council  
Chair: Cllr David Ruffles

Minutes of the meeting of Bardwell Parish Council held on  
Tuesday 8th June 2021, commencing at 7pm,  
Venue: The Tithe Barn, Bardwell's Village Hall, Up Street, Bardwell IP31 1AA  
(This meeting was recorded.)

**In attendance:**

Cllrs: David Ruffles (Chair); John Babraff; Ali Compton; Geoff Clough; Peter Sanderson;  
Andrew Smith (also as Ward Councillor); Tony Stokes;  
Suffolk County Councillor Joanna Spicer MBE  
Clerk/RFO: Pauline Smith  
members of the public: 0

**1. To receive and approve (if accepted) apologies for absence: No apologies received.**

**2. Declarations of Interest**

- 2.1 To receive declarations of pecuniary, local non-pecuniary interest(s) and personal interests in items on the agenda  
Ongoing pecuniary interest: Cllr Smith re Finance 10.2 invoices for approval (includes standing item: Clerk/RFO salary - Cllr Smith does not vote on this item)
- 2.2 To receive requests for dispensations: None received

**3. Approval of Minutes of the Annual Meeting of Bardwell Parish Council held on 4th May 2021.**

Annotation to Item 2: Election of Vice Chair - the words: *(Cllr Smith, previous vice chair did not 'stand' for re-election)* were added at the beginning of this item as instructed by councillors.

(The Clerk's view and reason for omitting this from the minute that this was unnecessary because Cllr Smith's term of office had ended' i.e. he had not 'stood down'. Councillors are required to vote for the Chair, and Vice Chair (if there is to be one) at the annual meeting each year. Advance notice by the previous year's incumbent of their decision whether or not they wish to stand again for office is not a formal requirement.)

**Approval of the minutes: Proposed Cllr Stokes Secoded: Cllr Babraff**

**It was resolved that the minutes be approved.**

**4. Public participation session:** To receive comments and 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 Chair. If appropriate items may be considered for inclusion on a future agenda.

*No members of the public were present.*

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

5.1 [Suffolk County Councillor Joanna Spicer MBE](#)

**Schools:** Councillor Spicer spoke about schools in the area, highlighting that schools such as Stanton and Barningham have much wider catchment areas than Bardwell School, resulting in some being oversubscribed.

Cllr Spicer holds Bardwell School in high regard. It currently has spaces available for September, and therefore it is feasible that some children who are unable to get places at Honington or Stanton schools, for example, may join Bardwell.

Ixworth Free School is oversubscribed: Seckford Foundation adheres to the SCC policy of accepting children to their nearest school, resulting in the likelihood of some children from Hopton and Barningham travelling to Thurston.

Cllr Spicer and parish councillors appreciate receiving the weekly newsletter from Bardwell School. It was highlighted that on 7th May Cllrs Babraff and Sanderson had been involved in tree planting with pupils around the perimeter fence of the school/community field.

**Highways** Councillor Spicer explained that the recent severe disruption caused by traffic being re-routed through Bardwell over a longer than normal period, was the result of a very serious road traffic accident on the A143.

5.2 **West Suffolk District Councillor Andrew Smith**

Cllr Smith has been appointed as a member of the West Suffolk Local Plan working group: Cllr David Roach is the chair.

Cllr Smith will support Bardwell Parish Council's view that of the three sites for Bardwell submitted to the initial local plan consultation that only the School Lane site, with a small development as identified within the Bardwell consultation response, is appropriate for the village.

**6. Chairman's report**

6.1 **Annual Village Meeting held 25th May in the Tithe Barn**

Cllr Ruffles had chaired the Annual Village Meeting which had been attended by 7 people in total. 14 village organisations had submitted reports (which are available to read online).

6.2 **Cars on the Green 30th May 2021**

The event had been extremely successful.

Next year's event will be on 5th June to coincide with the Queen's Jubilee weekend.

**7. Highways Matters for consideration**

7.1 **To consider the suggestion and viability of the parish council taking responsibility for the grassed triangle at the junction of Davey's Lane/The Green.**

To consider pros and cons: taking into account licence requirements/insurance/initial and long term maintenance costs.

Councillors briefly discussed the suggestion, including the suggestion that improvements should be made to increase the height to its original state and reinforce with kerbing, which may reduce incidents of vehicles driving at speed from Davey's Lane into the village.

The ground beneath the grassed area is likely to be tarmac.

**Resolution:** It was agreed that costs outweigh the benefits at this time.

Councillors agreed to defer the decision to November, when they will give the matter further consideration.

7.2 **Blocked drain at Low Street:** Cllr Spicer is aware of the concerns relating to the ongoing issue of the blocked drains at Low Street which have been reported to SCC as not having been satisfactorily resolved, and will follow up further if it becomes necessary.

**8. Quiet lanes:**

8.1 **To resolve whether or not to support the Quiet Lanes submission**

for Knox Lane, Davey's Lane, Glassfield Road, Wyken Road.

(Responses from residents to the initial consultation are attached.)

**Resolution:** Councillors resolved that despite their previous concerns, in view of the positive responses received from residents, Bardwell Parish Council will support the application to go through to the next stage.

**Action:** Clerk to advise Stanton Parish Council

*Note following the meeting: Stanton Parish Council, the lead on the submission for the Stanton and Bardwell routes also agreed to continue with the Stanton element of the submission during their meeting held on 10th June.*

8.2 **To resolve whether or not to approve a contribution of £50.00 towards Quiet Lane signage, subject to the decision at 8.1**

**Resolution:** the contribution of £50.00 towards signage was approved.

## 9. Planning

The parish council has received planning consultation documents relating to the following:

- 9.1 [DC/21/1051/TCA](#) Hill Cottage, Low Street Bardwell - Trees in a conservation area notification.  
**Resolution:** The Parish Council has no objection to this application.
- 9.2 [DC/21/0980/HH](#) 13 Church Road, Bardwell Householder Planning application - single storey side and rear extension.  
**Resolution:** Bardwell Parish Council has no objection to this application.
- 9.3 [DC/21/0004/HH](#) The Pines, School Lane, Bardwell:  
To note that a planning appeal against refusal of this application has been submitted to the Planning Inspectorate.  
**No action is required** by the parish council.

## 10. Finance

- 10.1. **Financial report:** Confirmed bank account balances on the day of the meeting were unavailable due to the Barclays Bank website being inaccessible on 8 June. Cllr Sanderson informed the meeting that Havebury Housing have advised that 50% of the approved grant towards the community field project will be paid within the next two weeks.  
*(Note: Chairman and 3 other signatories have access to view statements on line at Barclays website at any time.)*
- 10.2 **Invoices for approval** - Invoices totalling £8,151.53 were unanimously approved (details attached)
- 10.3 **To receive internal audit report 2020/21:** The internal audit report has been received from the internal auditor, Peter Chapman. No concerns have been raised. Councillors noted and accepted the report.
- 10.4 **To approve the annual governance statement :** The annual governance report was approved by councillors and signed by the Chairman and Clerk
- 10.5 **To approve the accounting statements 2020/21:** The Accounting statements, prepared and signed by the responsible Financial Officer were approved by councillors and signed by the Chairman.  
**Resolution: Approval of items 10.1 - 10.5 inclusive**  
**Proposed: Cllr Stokes      Seconded Cllr Sanderson      Unanimously approved**
- 10.6 **To note: Confirmation of the dates of the period for the exercise of Public rights:**  
Tuesday 22 June 2021 - Monday 2 August 2021 inclusive.  
All requisite Audit information including the Annual Governance and Accountability Return 2020/21 part 3, is available on the parish council's website.

*Clerk's note: Since the meeting the requisite AGAR documentation has been submitted to PKF Littlejohn LLP (external auditor)*

## 11. Document reviews

The Clerk had circulated the following documents for review:

- 11.1 **Standing Orders:** Unanimously approved as circulated
- 11.2 **Financial Regulations:** Unanimously approved as circulated
- 11.3 **Assets register:** Unanimously approved as circulated

## 12. Community Field: Any matters for consideration

Cllr Ruffles highlighted that a lot of strongbow cans have been deposited in the bin in the children's play area.

Cllr Babraff mentioned that a number of older youngsters are regularly seen seated at the picnic table (there is no indication that is a correlation between this use of the picnic table

and the strongbow cans).

Cllr Clough highlighted that the picnic table requires a coat of teak oil which he will attend to.

Weeds are growing along the footpath and require attention.

**Action:** Clerk will contact Harry Hoblyn.

Cllr Sanderson highlighted that SCC contractor had done a good job clearing the brambles from the ditch adjacent to the community field.

Cllr Clough identified that there is a foul smell emanating from the waste digester plant associated to the Hastoe Housing properties, which is located adjacent to the community Field.

**Action:** Clerk to contact Hastoe

- 13. Tree officer:** Following the retirement of Barry Felton as Tree Officer (a voluntary role), Councillors are asked to consider the process to recruit to this post if it considers it appropriate to do so.

**Resolution:** It was agreed that details will be included within Bardwell Village News inviting anybody who is interested to contact the parish council via the clerk.

**Action:** Clerk

**14. Reports from parish council appointed representatives**

**14.1 Bardwell Charity Trustees Cllr Stokes**

Cllr Stokes advised that Dr Kathie Bull, having been a Bardwell Charity Trustee for 10 years and having reached the end of her 2nd period of tenure, has now stood down as a Trustee. Dr Bull was formerly the Chair: Barry Felton (vice chair) is currently acting Chair. Residents will be invited to an open meeting during September when the responsibilities and work of the charity trustees will be explained.

Stocks Fair may be visiting Bardwell during July: the Trustees are awaiting confirmation. Cllr Ruffles commented that the Green is currently in very good condition.

**14.2 BPFA Cllr Sanderson**

The AGM was held via zoom on 24th May, followed by a management meeting. There is a lot happening: Tennis on the MUGA; Cricket  
The surface of the MUGA will require replacing in the fairly near future.

**14.3 Bardwell Speed Watch Cllr Compton**

Cllr Compton advised that she has received acknowledgement of the application for the ANPR camera to be located in Bardwell. There is no further information at this stage.

**14.4 Tithe Barn (Bardwell Village Hall) Cllr Smith**

Subject to restrictions permitting, the Hall will be 'open' for bookings from 1st July. The first booking since 'lockdown' in the Tithe Barn (other than parish council meetings) will be on 16th July.

It is intended to restart the process/planning to refurbish the village hall.

The parish council and community will be kept fully informed and consulted throughout the process. It is intended to make a presentation to the parish council with the proposals to ensure that the parish council and community are fully informed as the project progresses.

**15. Police report**

A meeting for parish councillors with PC Lee Andrews Pearce, Bardwell's Community Engagement Officer (CEO) has been arranged for ~~21st June~~ at 7pm

**Clerk's Note: Since the meeting: the date has been rescheduled to 12th July.**

- 16 Clerk's report** - See notes circulated with agenda (copy attached): nothing further to report.
- 17. Correspondence** requiring discussion: **Land off Knox Lane** (Doff's Field)
- 17.1 [To consider response to letter received from owners of land at Knox Lane.](#) (Copy attached.)  
Following discussion, councillors agreed that whilst they appreciate being consulted by the present owners re potential use of the site, they did not believe it appropriate to arrange a preplanning discussion regarding a housing development here.  
It was highlighted that proposals for this site have previously been submitted on multiple occasions but refused. A significant reason for refusal being given by SCC relates to the unsuitable access onto Knox Lane.  
Trees have previously been planted on this site and councillors would be pleased to hear of other potentially beneficial environmental plans/suggestions that the owners may have.
- 17.2 [School: Antisocial behaviour on Bardwell school sports field](#)  
An email has been received from Bardwell School detailing damage to the school's goal posts and litter left on the school sports field during half term.  
The contents have been noted. (Copy attached.)
- 18. Village Litter-pick:**  
It was agreed to hold a village litter pick on Saturday 2nd October 2021, commencing at 10am.
- 19. 2022 The Queen's Platinum Jubilee**  
To note that The Queen will celebrate 70 years on the British throne on Saturday 6 February 2022.  
There will be a 4 day bank holiday weekend: Thursday 2nd June - Sunday 5th June.  
**To consider** whether the Parish Council will wish to become involved in the celebrations.  
The Cars on the Green committee has advised that its event will be held on Sunday 5th June 2022.  
  
**Resolution:** It was agreed that it makes sense that "Cars on the Green" should be considered as the main event and that councillors will give consideration to how the parish council should contribute/be involved.  
[Agenda item for next meeting](#)
- 20. Future Meetings**  
14th July Town and Parish Forum (online-microsoft teams) 6pm - 7.30pm  
29th July SALC AGM (online via Zoom ) 7pm
- 21. Questions to the Chair:** None
- 22. Date of next meeting:** Tuesday 6th July 2021, 7pm  
Venue: The Tithe Barn.
- 23. If required:** To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed: This item was not required.