

Chairman: David Ruffles

**Minutes of the meeting of Bardwell Parish Council held on
Tuesday 1st February 2022 commencing at 7:00pm
Venue: The Tithe Barn (Bardwell Village Hall), Up Street, Bardwell IP31 1AA**

Present:

Cllr David Ruffles (Chairman), Cllr John Babraff, Cllr Ali Compton, Cllr Geoff Clough, Cllr Peter Sanderson, Cllr Andrew Smith (also District Cllr), Cllr Tony Stokes.
County Cllr Joanna Spicer MBE
Clerk/RFO Pauline Smith
1 Member of the public

1. **Apologies for Absence: None**
 2. **Declarations of interest:** Pecuniary, local non-pecuniary and personal interests relating to items on this agenda.
Cllr Smith: Continuing declaration re item 19 (payment of Clerk's salary)
 3. **Approval of the Minutes** of the meeting held 7th December 2021
The minutes were 'taken as read', unanimously approved and signed by the Chairman.
 4. **Public Participation Session:**
The following matters/questions raised by the resident present were noted. Consideration will be given outside of the meeting and if/when considered appropriate items may be included on a future agenda for discussion.
 - i. Ongoing concern raised in respect of the lack of maintenance of the river Black bourn:
Could the parish council request the landowners to take the necessary action to clean up the river?
 - ii. Concern raised about cyclists riding on footpaths resulting in danger for other footpath users: footpaths are not cycle paths.
 - iii. Suggestion of the provision of picnic tables and bbq facilities at the community field.
 5. **To receive report from District Councillor, Andrew Smith**
 - 5.1 West Suffolk Local Plan: The time line for the Preferred Options Consultation Period has been amended. It is now scheduled to take place during May - July 2022.
Government reforms to the existing planning system currently being considered may have a bearing on details such as density of housing per hectare. It is hoped that relevant details will be available by May 2022.
 - 5.2 Community Governance Review: West Suffolk Council is carrying out an interim Community Governance Review of parishes in the West Suffolk area during 2021 to 2022. Whilst specifically designed to consider potential improvements to the warding arrangements for town councils in Bury St Edmunds, Haverhill and Newmarket, there is also the opportunity to look at small anomalies to parish arrangements. One such anomaly which may be raised by Stanton parish council relates to the fact that its boundary incorporates 2 properties along Barningham/Bardwell Road which are currently in the parish of Stanton: the suggestion being that these properties may be more appropriately considered within either the Bardwell or Barningham parish boundary.
Time line:Deadline for responses: 25 February 2022;
WSC will consult on draft recommendations between April and June 2022 ;
Final recommendations will be considered in September 2022.
- Clerk's note:** Item omitted from agenda. Details circulated to Councillors 23/12/21 - no comments were made for submission at the time of the meeting.
Bardwell parish council has not had an approach from Stanton parish council in relation to this matter.
- 5.3 The District Councillor (who is also a member of the Ixworth Patient Association committee), advised that Ixworth Surgery is now recognised as "Veterans Friendly". Details also received/circulated as correspondence from the Chairman of Ixworth Patient Association 31Jan2022:
"This means the surgery has updated its records to identify all patients who have been in the military and any social issues to be aware of, e.g. jabs in the past against bacterial warfare, wounds, PTSD, etc. A member of staff has been appointed to get regular training on specific treatments relevant to

ex-military personnel and to take part in research to identify social support that might help. Apparently, a big issue is about young men who leave the service early through unsuitability to Army life.”

6. **To receive report from County Councillor, Joanna Spicer MBE**

6.1 **Walsham le Willows: Shepherds Grove Industrial Estate, Stanton** - Jaynic site: Proposals for Copart recycling site for vehicles.

A planning application has not yet been submitted. A planning assessment will be initially required. If it does go ahead, the developer is offering to build a spine road through the development onto the A143. There would also be a roundabout, potentially with facilities, at Hepworth which would divert HGV's which currently go through the village of Stanton so they would enter or exit onto A143.

Car transporters will come from across the country and are likely to be provided with specific routes but this will be difficult to enforce.

Whilst this is not ideal, the site has been empty and derelict for many years, and it will bring jobs to the locality.

Walsham le Willows Parish Council are extremely concerned about the aquifer and are seeking a meeting on 24th February at Stanton Village Hall, to include all potentially affected parishes. Cllr Spicer recommends that Bardwell should - if asked - be represented.

Resolution: Councillors agreed that a representative will attend if invited.

6.2 **Speed limit reduction: A143 Stanton**

Cllr Spicer advised that the speed limit change will be in force by 31st March 2022.

7. **Highways Matters**

Resolution/Actions *During the meeting it was agreed that County Cllr Spicer and the Chairman would 'walk around' the village to view areas of concern. **Since the meeting:** This visit took place on Monday 7th February and the outcomes are detailed below relevant agenda items.*

7.1 **Quaker Lane and Church Road:** Damage to grass verges and obstruction caused by parked vehicles:

Quaker Lane (location 1 - in front/vicinity of 31) To note: that SCC is liaising with vehicle owner/s to prevent future damage (Information from SCC has previously been circulated to councillors.)

Correspondence from SCC previously circulated to councillors

Chairman and Cllr Clough commented on the bad state of the area: *No further discussion ensued.*

Quaker Lane (Location 2 - Triangle/Havebury area in front of 29) To consider whether an obstruction is being caused by parked vehicle(s) and if so what action is required.

This item was omitted/not discussed.

Following the meeting Cllrs Spicer and Ruffles visited this location on 7th February: Cllr Spicer has submitted a further email to SCC on behalf of the parish council advising that potentially damage is also being caused by vehicles from 29 Quaker Lane, together with suggestions to prevent vehicle access.

Church Road: for information - To note (correspondence sent to chairman) that a resident has contacted SCC with a view to installing kerbstones between the highway and their property in order to resolve an issue of vehicle damage/erosion to kerb.

7.2 **Church Road: Ditch**

To note that SCC has recently cleared a ditch in Church Meadow. A resident has raised a concern about this being close to the road and now being potentially hazardous. A request has been submitted to SCC requesting reflective verge markers.

To note response received 26/01/22 advising that the report has been “passed onto the asset manager to add to our countywide priority list for consideration within a future works programme.

With our ever-decreasing budgets we do not have sufficient budget allocated annually to deal with every defect that doesn't meet our HMOP criteria. Therefore we are unable to provide a timescale at this stage for when the Verge Markers may be installed.”

Following the meeting and the subsequent site visit of Cllrs Spicer and Ruffles 7 February, Cllr Spicer has submitted her concerns to SCC about the ditch and urgent necessity for markers in this location

- 7.3 **Spring Road: Fence:** Rotten and missing rails along Spring Road ditch/car park
A report has been submitted - 347407 - to SCC requesting that the fence rails be repaired.
To note response received 20/01/22
“We have passed your report onto the asset manager to add to our countywide priority list for consideration within a future works programme. With our ever-decreasing budgets we do not have sufficient budget allocated annually to deal with every defect that doesn't meet our Highways Maintenance Operational Plan (HMOP) criteria. Therefore, we are unable to provide a timescale at this stage for when the fencing may be replaced.”

During the meeting Cllr Spicer suggested, and it was agreed that, due to health and safety concerns, the pc would fund and carry out the work required. However, this is no longer necessary - see below:

Since the meeting Matthew Lee 'phoned the Clerk 2nd February and confirmed that Suffolk County Farms will repair the fence. The order had been placed c.10 days previously.
Update 11 February 2022: Work expected to be completed by Friday 18th February.

- 7.4 **Low Street: Blocked Drains** (reports 301297 327061 refer)

Since the meeting: Following a site visit by County Councillor Spicer and Cllr Ruffles 7th February: Cllr Spicer is in communication with the drainage team and has resent a copy of the video previously submitted July 2021.

- 7.5 **Bridge over River Black Bourne** - To receive update regarding closure/repairs and temporary permissive footpath. (346618)
A decision is expected imminently re which bridges will be repaired this year: A bid is 'in' for Bardwell. Signs detailing the permissive path are in place.
- 7.6 **School Lane: Parking Enforcement.** Update regarding installation of signage and yellow lines. Signage has been installed; awaiting yellow lines - date not yet known.
- 7.7 **Ixworth Thorpe Road:** Traffic Survey (counter and speed). To confirm parish council's preferred date period for monitoring. To note that Cllr Spicer has kindly agreed to fund the cost from her locality budget: £365.00 + vat (December minutes 6.1)

As detailed within December minutes: This is not a precursor to an application to SCC for a speed limit change. Cllr Spicer, separately, offered to fund the cost of a traffic survey to obtain factual information/evidence about traffic numbers/speeds in the location prior to considering potential traffic calming measures for the vicinity.

Action Cllr Spicer will discuss further with the clerk outside of the meeting.

8. **Spring Road Lighting:** To have a meaningful discussion, and to seek councillors views, about the lack of street lighting in Spring Road, and whether, or the extent to which, this impacts on pedestrians, motorists, residents and crime.

Concerns were highlighted relating to Spring Road being an unlit route along which people walk to and from the Hastoe properties and now to the Grumpy Goat at the Bardwell Playing Field. Lighting has been installed within the pavilion car park.

It was noted that when the Hastoe properties were being planned, police advice at the time advised against street lighting: one of the reasons given at the time was lighting was considered to make it easier/quicker for criminals to commit crimes.

An initial enquiry regarding the implementation of street lighting has been made to SCC by the clerk. Response: “Generally the major costs associated with this type of request are for the electrical

supply, also UKPN will no longer install a new underground cable on footpaths, we have to now install a feeder pillar at the entrance to the footpath in highway land and then install a private cable from the new pillar to the column location

The other issue to consider will be who would be responsible for the future maintenance and energy use etc, this would also include the ownership of the private cable. Just so you are aware SCC would not consider this as an option, it would either have to be the PC or WSC (Further discussions between the PC & WSC would be required and subsequently agreed between the two parties).

Resolution: It was resolved that further enquiries will be made into the potential - including costs - for the provision of street lighting along Spring Road.

Action: Cllr Smith

9. **Cars on the Green:** Request for agreement of Bardwell Parish Council for road closure Sunday June 5th 2022, 9am - 6pm. Diversion will be in place.

Resolution: Councillors unanimously approved this request

Action: Clerk to send email confirmation to COTG

10. **Chairman's Report**

- 10.1 **Defibrillator training:** Laura Flowers has volunteered to carry out defibrillator training. The Clerk reminded Councillors that this has already been organised - although put on hold due to covid, but she will ask Sarah Gooderham (and her colleague) whether they are still prepared to carry the training out and whether it would be helpful to ask Laura Flowers to be involved as well.(subject to Laura being willing).

Action: Clerk to contact Sarah Gooderham and Laura Flowers

- 10.2 **Bardwell Community Hub Facebook page** The Chairman advised that posts are no longer accepted about dog mess.

It was highlighted that dog fouling and failing to pick up is a concern amongst many people in the village, however the Chairman explained that often these posts result in a significant number of responses - many of which are not helpful.

- 10.3 **Tim Cavell** was extremely appreciative of the gift provided to him from councillors and clerk, on his retirement as Editor of Bardwell Village News.

11. **Tree Wardens:** To review information from the Suffolk Tree Warden scheme and identify how the parish council and tree wardens can work in partnership.

Action: Deferred to March meeting.

12. **Police Report**

Contact details had been provided to the police for the football club (at the police request) regarding a report of antisocial behaviour (urinating by players/visitors: vicinity of Skinners Lane side of pitch). It is understood that advice has been offered by the police.

Drug issues: The Community Engagement Officer, PC Lee Andrews-Pearce, advised that the Kestrel Team, a proactive unit that deal with crime and ASB across the west, had been asked to patrol the village along with Barningham and Stanton.

They were briefed on a specific individual and his moped however no sightings were made. PC Lee Andrews-Pearce asks that members of the community are encouraged to submit sightings and incidents of drug activity to the police.

This can be done online or via email to Lee.Andrews-Pearce@suffolk.police.uk

Future meetings and Police reports

PC Andrews-Pearce was unable to attend the meeting due to an internal training event that he was delivering, however he has asked for meeting dates for the rest of the year.

Action: Clerk to send meeting dates including APM

PC Andrews-Pearce explained that "The Constabulary does not provide reports on crimes for PC meetings anymore, I believe this is due to the time it takes to produce. With 53 parishes and 9 town wards in my area, this can be time consuming. There is a link on the website, which I have included

below to the Crime Map, this is data compiled by the home office and classifies crime in the following categories:-

- Anti-social behaviour
- Criminal damage and arson
- Public order
- Violence & sexual offences

Some community groups have expressed concern about the grouping of the crimes, which can appear quite alarming on first glance. This is not helped as we, as a force, have no control of how the data is presented. The Home Office take the basic layer of data and publish it via [police.uk](https://www.police.uk)

I am, however, willing to provide some details on specific crimes, subject to data protection, for the purposes of reassurance of the community or public interest. These would normally be serious crimes that affect or have the potential to affect parts of the community or the community as a whole. Due to the relatively low crime levels in the parish I do not envisage the need to use this often.

I will look to prepare a report for the AGM summarising crime and ASB for the year.

Crime map via our website:

<https://www.police.uk/pu/your-area/suffolk-constabulary/bury-st-edmunds/>

The link below takes you to the Constables County magazine which you can share with members of the parish. <https://www.suffolk.police.uk/your-area/snt-snt-newsletters>

PC 1554 Lee Andrews-Pearce
Community Engagement Officer

Action: Clerk to follow up re alleged County Lines activity.

Re Moped at playing field - photo with clear details of registration plate were supplied by BPFA and later forwarded again by PC: nothing further heard, request outcome.

13. Community Field

13.i Play area: Update

Update re independent safety inspection prior to transfer to parish council, and possible resolutions to concerns about roundabout and other matters for rectification.

Action: Clerk to follow up for precise date with Wicksteed (expected to be prior to 11th March).

Roundabout: Peter Sanderson is meeting with a potential contractor to discuss a resolution to the roundabout concerns on Friday 4th February.

Swings/Nails as bird guard: The nails have been removed from the swings and replaced with an alternative bird guard solution

Other outstanding items have also been rectified.

Regular donations: The parish council is extremely grateful to Mr and Mrs Shepherd who continue to make a regular monthly donation to the community field.

Action: Letter of appreciation to be sent/Clerk

13.ii Allotments: Update regarding installation of sheds.

Cllr Smith has advised that Installation will be completed by 31st March

13.iii Fruit Trees: (following correspondence), to confirm how the fruit trees are being cared for and whether they will benefit from "formative pruning".

Following a brief discussion **it was resolved that** the clerk will enquire re requirements .

Action: Clerk

13.iv Grasscutting/maintenance: Plans/requirements for 2022

The Chairman is of the opinion that maintenance of the Community Field will require an increased number of hours.

Action: Clerk to confirm hourly rate with Graham Hunt services for 2022.

Weed killing will be required around the trees and paths.

Action: Cllr Babraff will discuss with/ask TCLL for advice/appropriate time/quote

14. The Queen's Jubilee: update

The Church is holding a flower festival over the Jubilee weekend.

15. Bardwell Village Litter pick Saturday 26th March 2022, 10am - noon

(in association with Bardwell Church Charity Breakfast)

2 metal warning signs for the litter pick signs have been 'booked' for loan from the Sicon Foundation. Awaiting response re whether or not SCC is able to assist with loan of additional signs. To consider purchase of signage, or printing own, if unable to borrow requisite quantity.

After brief discussion it was decided to print appropriate signs in preference to purchasing proper signs due to cost.

Action: Clerk

Litter to be collected and left in Community Field overflow car park

Action: Clerk to notify WSC of revised location for pick up

16. Reports from Parish Council representatives to village organisations**16.1 Bardwell Charity Trustees:**

Stocks Fair have requested their usual visit at the beginning of May.

It is likely they will follow a similar format to September 2021, opening over 2 weekends, but closed Monday - Thursday. They will open on 6,7,8, and 13,14,15 May.

This should give the Green 3 weeks to recover before the Cars on the Green event.

16.ii Bardwell Playing Fields Association

The hedge alongside the road and adjacent to the MUGA has been laid. This has reduced its size to a much more manageable level and by next Spring should begin to generate a more attractive hedge. The lower height will benefit the condition of the court by allowing more light and air onto it. At the northern end new hedging plants have also been planted.

Two volunteer working party sessions cleared the excess brushwood to minimize the cost of the project.

New lights have been installed to illuminate the footpath from the roadside to the pavilion. This has improved the situation considerably for pedestrians on very dark evenings. Again, the contribution by volunteers for some of the work is much appreciated.

Plans are in hand to improve the outfield. In December the whole field was vertidraind and more work will be done during the coming months.

A defibrillator has been installed at the front of the pavilion and is registered on the national database for use 24/7. It complements the existing machine sited at the Tithe Barn. The Premier League's Defibrillator Fund, supported by The Football Association and Sport England and delivered by the Football Foundation, has provided all the funding.

16.iii Bardwell Speed Watch

VAS Water had got into the battery chamber of the VAS, which could have explained some of the unusual activity shown within the reports, and experienced by drivers approaching the display. However, once dried out the equipment is apparently back to normal.

SCC ANPR Project: (see attached)

The parish council confirmed its acceptance of the requirements and also that Cllr Compton is the contact person.

Action: Clerk to confirm acceptance of requirements and Cllr Compton's contact details.

- 16.iv **Bardwell Village Hall**
Bottle Banks: The contractor employed to empty the bottle banks has been experiencing staff shortages, which has resulted in bottle banks across the county remaining full. The ladies from the Tithe Barn removed excess bottles and cleaned up around the bottle banks: Cllr Ruffles had put a sign up asking people to take their bottles home/not to leave their bottles on the ground. The bins have now been emptied.
17. **Planning Applications:** Consultations received from West Suffolk Council (the planning authority). At the time of issuing the agenda, no new applications had been received. Please see attached with details of applications responded to outside of/prior to meeting and those for which the planning authority has made decisions.
18. **Clerk's Report**
Annual Parish Meeting - It was resolved that, subject to venue availability, the Annual Village Meeting will be held on Monday 9th May 2022, 7pm in the Tithe Barn, Bardwell Village Hall.
19. **Finance**
Invoices totalling £508.67 were unanimously approved
Financial report: See attached
The precept application form had been completed and submitted to WSC as agreed at the December meeting: £15,828 - Band D £50.74 No change from previous year.
Signed copy (Chairman and Clerk) attached.
20. **Correspondence**
Letters/emails of thanks/confirmation of S137 payments have been received for all recipients. S137 donation request: AF Association has been contacted again for bank details. BL has acknowledged receipt. but has not yet provided the necessary information.
21. **Future meetings (other than Parish Council)** 9 February - West Suffolk Parish and Town Forum
To be attended by Cllrs Smith and Stokes; Clerk
22. **Questions to the Chair: None**
23. **Next Meeting: 1st March 2022, 7pm Venue: The Tithe Barn**

Attachments:**17. Planning**

17.i

Planning Applications (New): Consultations received from West Suffolk Council as the Planning Authority, for consideration: None received at the time of issuing the agenda.

17.ii

Planning Application Consultation's responded to since meeting held on 1st December 2021**DC/21/2362/LB Barn 1 Barningham Park, Bardwell Suffolk IP31 1EA**

Application for listed building consent - barn conversion to one dwelling

DC/21/2361/FUL Barn 1 Barningham Park, Bardwell Suffolk IP31 1EA

Planning application - barn conversion to one dwelling

Parish Council response:

Bardwell Parish Council has previously responded in support of the previous applications for this barn conversion (DC/16/0158/FUL and DC/16/0159/LB) and has no further comments to submit.

DC/21/2366/HH 3 Legion Rise, Bardwell IP31 1BE

Householder Planning application - single storey side extension

Parish Council response: No objection

Comments: It is noted that the application states "facing bricks to match dwelling and that the conservation officers response also references this.

The parish council has been advised that bricks used throughout the Legion Rise development are known as Aldwick Blend.

DC/21/2365/HH Trezelles, Quaker Lane, Bardwell

Householder Planning Application a. conversion of double garage to music room b.porch to northern elevation c.solar panels to existing dwelling roof on eastern and western elevation.

Parish Council response: No objection

DC/21/2293/HH Hillcroft Davey's Lane, Bardwell IP31 1BD

Householder planning application - conversion of existing detached barn to form self-contained residential annexe

Parish Council response: Bardwell Parish Council does not object to the principle of this application.

Bardwell Parish Council considers that its comments made in relation to the previous application

DC/14/1211/HH continue to apply, i.e:

The Parish Council notes that:

The property, Hillcroft is outside of the settlement boundary;

The application relates to the conversion of an existing building - the barn - within the curtilage of the residential dwelling Hillcroft;

The plans do not propose increasing the footprint of the existing barn;

The application form clearly indicates that this is for residential use.

The parish council wishes to ensure that any proliferation of building outside of the settlement boundary is prevented. It requests that if this application is granted/approved, that appropriate conditions should be imposed, to include:

The annexe is to be retained for residential use only in association with Hillcroft, the main dwelling; The annexe is not to be marketed/sold as a separate dwelling from Hillcroft, the main dwelling.

17.iii

Planning Applications decided by the Planning Authority since 1st December 2021:

All applications listed below have been decided/approved.

DC/21/2278/TCA | Trees in a conservation area notification - a. two Sycamore (T1 and T2 on plan) crown lift to five metres b. one Conifer (T3 on plan) fell c. one Lime (T4 on plan) overall crown reduction by up to 2 metres | Beech Farm The Green Bardwell IP31 1AW

DC/21/1805/CLE | Application for lawful development certificate for existing use or development - use of land as part of domestic garden | Lavender Barn Bowbeck Bardwell Bury St Edmunds Suffolk IP31 1BA

DC/21/1279/FUL | Planning application - a. one dwelling b. associated access and driveway following demolition of existing dwelling | Poultry Farm Cottage Bowbeck Bardwell IP31 1BA

DC/21/1938/HH | Householder planning application - Installation of swimming pool to rear garden | Guildhall Quaker Lane Bardwell Bury St Edmunds Suffolk IP31 1AL

DC/21/2324/HH | Householder planning application - single storey side extension | House Martins Knox Lane Bardwell IP31 1AX

DC/21/2357/TCA | Trees in a conservation area - a. one Leylandii (L on plan) overall reduction by up to one metre b. six Yew (6 on plan) reduce height by 2.5 metres c. one Yew (1 on plan) overall crown reduction by up to 1.5 metres d. five Yew (5 on plan) overall crown reduction by up to 2.5 metres | The Old Rectory Up Street Bardwell IP31 1AA