

**DRAFT**

**Bardwell Parish Council**

Chairman: David Ruffles

Minutes of the Meeting of Bardwell Parish Council held on  
Tuesday 7<sup>th</sup> June 2022, commencing at 7.00pm.

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

Bardwell Parish Councillors Present:

David Ruffles (Chairman); John Babraff; Ali Compton; Geoff Clough; Peter Sanderson; Andrew Smith (also West Suffolk District Cllr) Tony Stokes;

Suffolk County Councillor Joanna Spicer MBE.

Members of the public for part of the meeting: 3

1. To receive and approve (if accepted) apologies for absence: None.
2. To receive and approve declarations of interest relating to matters included within this agenda.  
Cllr Smith – continuing interest at item 12/12.2 Clerk’s salary  
No other declarations were declared.
3. To approve the minutes of the meeting held on 3<sup>rd</sup> May 2022.  
The Minutes were taken as read/unanimously agreed as a true record and signed by the Chairman.
4. Public participation session.
  - i. The Chairman of the Tithe Barn Committee attended the meeting and spoke to request the support of the parish council in relation to item 14.4
  - ii. A resident raised his ongoing concerns about the state of the river Black bourn. He informed the parish council that railings from the fence at the (Harling) bridge had been removed and thrown into the river. Cllr Spicer said that she would speak to Claire Dixon regarding the fencing.  
*On the 8<sup>th</sup> June, following the meeting the clerk visited and confirmed that all of the rails on the bridge are intact, suggesting the work has been done recently.*
  - iii. Dead fallen trees and branches in river: The resident asked whether the parish council would consider contacting landowners to remove the fallen trees. *This will be considered/Agenda item for next meeting.*
  - iv. The resident requested reinstatement of a grit bin at the corner of The Croft.  
Response: Following a similar previous request during the November 21 meeting this was included as an agenda item during the December 21 meeting when Cllrs resolved that a grit bin is unnecessary at this location. *The parish council will monitor the situation. Copy of minute from December meeting is attached for information.*
5. To receive reports from District and County Councillors
  - 5.1 **District Councillor Andrew Smith**  
The West Suffolk Local Plan Preferred Options Consultation 26<sup>th</sup> May – 26<sup>th</sup> July 2022, is now ‘live’ online:  
<https://westsuffolk.exhibition.app>  
There will also be the opportunity to attend events being held at various locations across the West Suffolk area during the consultation period including:  
Stanton Village Hall on Thursday 16<sup>th</sup> June 3pm – 7pm  
Ixworth Village Hall on Friday 24<sup>th</sup> June 3pm – 6.45pm
  - 5.2 **County Councillor Joanna Spicer MBE**
    - i. Ixworth Thorpe Road – Highways Traffic Survey: 11<sup>th</sup> – 17<sup>th</sup> May 2022 See attached report.  
Background: Following an approach from a resident of Ixworth Thorpe Road (November 2021) seeking parish council support to reduce the speed limit along a section of this road, Cllr Spicer agreed to meet the costs of a traffic survey (£350.00) from her highways budget, in order to obtain the necessary evidence required relating to volume and speed of traffic along the route. Whilst it had been thought unlikely that Suffolk County Council would agree to reducing the speed limit, prior to receiving and subject to the results of the survey, the parish council and Cllr Spicer had discussed potential options for traffic calming measures.

More detailed information is provided within the minutes of the November and December 2021 minutes (relevant extracts are attached).

**Resolution:** Following the outcome of the speed monitoring period, carried out over a 7-day period, it was agreed that the evidence provided regarding the number of vehicles and speeds recorded does not justify expenditure by either the parish council or Cllr Spicer on traffic calming measures. |

**Action:** Cllr Spicer and Clerk to liaise regarding response to resident.

ii. Closed Footbridge over the River Black bourn: An update is expected by the end of June 2022.

*Email received from Claire Dixon SCC Public Rights of Way Team 7 June 2022*

“The final design and costings for the bridge replacement will hopefully be back by the end of June but they are still with Suffolk Highways structures team. They have stated today that they anticipate these to be with me by mid June. Once they are received I can forward that information onto yourself and Joanna.

Unfortunately, we currently have a large number of significant bridges that require replacement, these are managed by Suffolk Highways structures. “

#### 6. Chairman’s Report

Parking on footpaths is unacceptable and dangerous.

Two specific locations where this is happening on a regular basis were highlighted: The entrance to The Croft and also Hollydene on the corner of School Lane/Up Street. It was noted that Hollydene is being used as a Airbnb.

In the case of Hollydene, as well as causing difficulties for legitimate footpath users, parking close to the junction of School Lane and Up Street/Spring Road causes additional problems as this is a bus route.

**Resolution:**

1. The Clerk write to the owner of Hollydene requesting that they advise their visitors to park appropriately.
2. Item to be included in Bardwell Village News.

#### 7. Business next door to Cleveland House: **To consider response to complaints received.**

Numerous verbal complaints have been made to the Chairman.

A vehicle recovery business is operating from this address.

Numerous vehicles are parked on the land and it looks completely unsightly, adversely impacting the visual amenity of the conservation area; often a number of vehicles are parked on The Green.

**Resolution:** The Chairman and Cllr Babraff will call on the owner to discuss the issues.

If it is not possible to resolve the matter locally, it may be necessary to submit the concerns to West Suffolk District Council.

#### 8. Highways matters for consideration

Area to the rear of the grassed utility area at Quaker Lane in a bad state of repair.

*Note: 090622 - Since the meeting the Clerk has received an email notification advising that work will be carried out here within approximately 8 calendar weeks.*

#### 9. Planning Applications

**To consider planning applications on which the parish council has been consulted.**

**9.1 DC/22/0784/VAR** | Old Baptist Chapel Low Street Bardwell Suffolk IP31 1AS

Planning application - variation of condition 3 of SE/10/0318 to allow use of holiday let as temporary residential dwelling | *Response closing date 16<sup>th</sup> June 2022*

**Resolution:** The Parish Council Supports this application.

**9.2 To consider any other planning applications** received after the agenda had been published.

None received

#### 10. Local Plan Consultation: Consultation opened 26<sup>th</sup> May and runs until 26<sup>th</sup> July 2022.

**10.1 To consider the parish council’s response to the Local Plan Consultation.**

The parish council submitted a robust response to the previous consultation acknowledging the need for a small number of homes on the School Lane site. Now that only the School Lane site is included in the Local Plan, the

parish council will review and reinforce its initial response in relation to this site.

In addition, Cllrs will consider their response taking into account the impact upon highways infrastructure resulting from development in the neighbouring villages, eg from Stanton

**This will be an agenda item for discussion and resolution at the July meeting prior to submission.**

## **10.2 Invitation from Suffolk County Council to a second meeting to discuss the proposed School Lane site.**

The Chairman, Cllr Smith and Cllr Babraff will meet with Cllr Spicer and Rob Hancock on 28<sup>th</sup> June at 6pm.

Cllrs will have a short pre-meeting at 5.45pm (meet outside the windmill)

This will be an informal discussion during which Cllrs may hear the initial thoughts and suggestions from SCC, whilst reinforcing the necessity for a small number of properties (less than the indicative figure of 15 currently indicated), and the importance of protecting the view across the site.

Until such time as the parish council has submitted its own response and the outcome of the consultation is known, which will include the views of residents, it will not be in a position to hold meaningful discussions with Suffolk County Council.

It should be noted that there will be a further consultation in 2023, and it is unlikely that the decisions made will be enacted until at least 2024, although it is feasible that some of the policies and some of the sites could start to come to fruition sooner than this.

## **11. Community Field**

11.1 Play area: The work to level up the gap underneath the roundabout has been completed.

11.2 Antisocial behaviour within the play area during evening hours: 29<sup>th</sup> May - a fire was lit underneath the table. Fortunately, the table was not damaged on this occasion.

11.3 Allotments update: sheds have been erected. Guttering and water butts have been ordered and the work is being carried out by the allotment holders.

11.4 The Queen's Platinum Jubilee Planter is in position and has been planted up and looks very good. There is a temporary plaque at present: Cllrs discussed the requirements further.

**Resolution:** Cllr Stokes will create artwork based on current suggestion.

11.5 Fields in Trust: Green Space Registration – Initial information to be provided (Clerk)

The Clerk has written for further information. The form suggests that where a lease is held, a minimum term of 99 years is required: The lease for the community field currently expires 2046.

## **12. Finance**

**12.1 Financial report and Invoices** for payment: See attached.

Payments made since May meeting totalling £2,372.18 were unanimously approved.

**12.2 Salaries and Wages:** Clerk/RFO and Litter picker: To ratify (if considered appropriate) the increases as included within the approved budget for 2022/23

1% annual increases as included within budget were approved wef 1<sup>st</sup> April 2022.

This equates to a combined annual increased for litterpicker and clerk/RFO of **£34.38**

**12.3 Finance: to receive draft accounts 2021/22:** Draft accounts balance details provided to cllrs.

**12.4 To approve AGAR -**

a. Section1: Annual Governance Statement was unanimously approved

Proposed: Cllr Sanderson

Seconded: Cllr Stokes

b. Section 2: Accounting Statements were unanimously approved

Proposed Cllr Stokes

Seconded: Cllr Ruffles

**12.5 Insurance review**

The Clerk/RFO recommended that the parish council should move from Gallagher (Hiscox) £541.44 to Community Action Suffolk (Ansvr) Premium £459.82.

**Resolution:** Following an overview of the content applicable to the parish council included in the Ansvr policy, the recommendation was unanimously approved.

## **13. To review:**

Standing Orders: The Clerk will provide a summary of amendments via email

Financial Regulations: The Clerk will provide a summary of amendments via email

New Model Code of Conduct (to be adopted): It was agreed that the parish council will adopt the new Model Code of Conduct

**Resolution:** It was agreed that all of the above will be ratified at the July meeting.

#### 14. To receive reports

- 14.1 BPPA:** At the BPPA AGM on 16 May there were several changes to the committee of management. Peter Sanderson has stood down as Chairman, he remains on the committee. Cllr Ruffles praised Cllr Sanderson's input during his tenure as Chairman of the BPPA. Neil Kellett has stood down from the committee  
Chair: Andrew Perkins  
Deputy Chair: Kate Miller

The football pitch at the community field is considered 'poor'

Cllr Sanderson advised of an opportunity to obtain funding through the football foundation to improve the playing surfaces of football pitches, which he is currently progressing. He spoken to Matthew Lee(SCC County Farms, as the owner of the land) who has agreed to the proposal.

**Diary Date: Village Fete: Saturday 18<sup>th</sup> June** at the Playing Field

#### 14.2 Bardwell Charity Trustees

Barry Felton, Chairman of the Trustees provided a written report:

We were planning to plant a Jubilee Oak at the back of the Green but we have a dead Willow that needs to be removed beforehand. It might be nice to involve our new Tree Wardens in the planting process and take some photos for the media.

The Oak that was planted for the previous Jubilee is looking fantastic but it could to with a minor crown lift i.e. removal of some of the lower branches, to make it easier to mow around. Any work would be delayed until the dormant season. As this was a PC initiative, I feel it would be courteous to seek the PC's agreement.

**Resolution:** The Parish Council is pleased to agree to the Chairman of the Trustees' Chairman's request for a minor crown lift to the Oak tree, as detailed within his report.

- 14.3 Bardwell Speed Watch** – The speed watch team have been out recently, but have not 'caught' anybody driving in excess of the speed limit.

#### 14.4 Bardwell Village Hall

The Bardwell Village Hall Management Committee is proceeding with the refurbishment plans.

The parish council is asked to agree in principle to submitting the planning application and also to receiving invoices relating to the project to be paid from the Bardwell Parish Council Tithe Barn Account. (NALC LTN 21 provides clarification re the ability of parish councils to assist village halls.)

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

There was brief discussion about the potential of the parish council submitting grant applications/receiving funds and the vat implications. This will be investigated further.

A public consultation will be held at an appropriate time.

#### 15. Clerk's Report

The Clerk has received a message from a resident asking whether there is any wheelchair accessible play equipment.

**Resolution:** Cllr Clough will contact/visit the resident to discuss.

- 16. Annual Parish Meeting** – 9<sup>th</sup> May 2022: Report and to confirm date for 2023 meeting, with revised format for consideration.

The meeting was attended by 25 residents.

**Resolution:** 2023 Date to be confirmed later in the year, together with details of the format.

## 17. Jubilee Celebrations in Bardwell

- 17.1 16<sup>th</sup> May Jubilee Torch Relay came through Bardwell on 16<sup>th</sup> July, organisation for the village section was successfully managed by Bardwell School in association with the Festival of Suffolk.
- 17.2 3,4,5<sup>th</sup> June Bardwell Church Flower Festival was very successful, with very innovative displays
- 17.3 5<sup>th</sup> June Cars on the Green – Good turnout, despite the weather predictions.  
Prize draw was very well organised by Dave Ray.  
Tithe Barn, one of the outlets providing refreshments, enjoyed a constant flow of customers.

## 18. Refurbishment of the existing benches on the Green and Village Sign Post.

The parish council appreciates the help of Jeffrey Lewis, who has kindly carried out this work. Mr Lewis provided his labour free of charge. He has submitted an invoice for materials totalling £63.50 Cllrs unanimously agreed to pay the invoice.  
Proposed: Cllr Babraff                      Seconded: Cllr Stokes  
**Action: Clerk - Letter of thanks to be sent**

## 19. Correspondence requiring consideration

- 19.1 Invitation to meeting with CAB via Zoom: see attached: To be attended by Cllr Smith
- 19.2 Walsham le Willows parish council: Concerns about impact of Copart Inc – a secondhand/damaged car sales area. Full details attached.  
Invitation to parish councils to be involved in a working group to look to providing a combined response to the planning process.  
Resolution: Bardwell Parish Council has previously discussed this proposal and determined that in principle it is not opposed to the proposed development providing that the traffic issues are adequately dealt with.

The parish council will welcome being kept updated with regards to progress.  
Cllr Stokes said that he is willing to attend meetings to listen, in his role as SALC area Chairman.

## 20. Questions to the Chair

A person has been seen travelling on an e-scooter from Bowbeck Crossroads to Coney Weston. This is not legal.  
**Action:** Clerk to request advice from Police

## 21. Next Meeting: Tuesday 5<sup>th</sup> July 2022, 7pm, in The Tithe Barn, Bardwell Village Hall, Up Street, Bardwell

The meeting closed at 9pm.

**Draft minutes v1/90/06/22 P Smith, Clerk 280422 [bardwellpc@gmail.com](mailto:bardwellpc@gmail.com) 01359 221934**

## Attachments

### Ref Public Participation 4.3: Request by resident for reinstatement of Grit Bin at entrance to The Croft

#### Minutes of 7<sup>th</sup> December 2021

**Item 7** – extract copied below for information.

Grit bin - The Croft/Junction with Quaker Lane: To consider request from resident that a grit bin be installed at this location.

It was noted that there is another bin a short distance away on the opposite side of Quaker Lane. Prior to installing a grit bin the parish council would be required to submit an application form to SCC - details attached.

**Resolution:** The parish council does consider that this request is financially or practically viable and therefore does not support the request.

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### Background information relating to item 5.2 Ixworth Thorpe Road : Inappropriate speed concerns and outcome of traffic survey

#### Minutes 2<sup>nd</sup> November 2021

#### 4. Public participation session

**4.1** A resident from Ixworth Thorpe Road, seeking parish council support for a reduction in the speed limit, described the rationale for his request relating to issues of motorists driving at inappropriate speeds resulting in danger caused to children, horse riders, dog walkers, and other road users. See 7.1

**7.1 Ixworth Thorpe Road - Speeding Concerns:** A resident of Ixworth Thorpe Road sought parish council support for an extension to the existing 30mph speed limit from the junction with Church Road to a point beyond Place Farm on safety grounds. (Currently national speed limit applies).

- Cllr Spicer explained that the road does not meet the criteria for lowering the speed limit and therefore the chances of success are very low. The police will not normally support such requests because they don't have the capacity to enforce in such locations.
- If the parish council wishes to pursue the request it will initially need, and be liable for the costs of, the traffic monitoring survey (which is initially required) (£365) and all costs of the application including legal costs of implementation if successful, likely to be in the region of £1000 - £1500. Alternative options could be implemented such as road markings "Slow".
- A suggestion of applying to designate the road as a "Quiet Lane was also mentioned. (One resident had put this forward as a suggestion for Ixworth Thorpe Road when the QL consultation was held for Knox Lane/Davey's Lane/Wyken Road.)

**Response:** Councillors agreed that enquiries will be made to establish the feasibility/likely chances of success and costs of an application to Suffolk County Council, for an extension to the existing 30mph limit from the junction with Church Road to a point beyond Place Farm. The outcome of the enquiries will be discussed at the December meeting. Cllr Compton will investigate the possibility of using the VAS along Ixworth Thorpe Road

#### Minutes of meeting 7<sup>th</sup> December 2021 item 6

**6. Highways: Matters for consideration 6.1 Ixworth Thorpe Road: To determine whether to proceed with an application to SCC for the 30mph limit to be extended from Church Road along Ixworth Thorpe Road to beyond Place Farm.**

- The costs of an application would be the responsibility of the parish council - see attached details. It was agreed that an application to extend the limit as proposed would be unlikely to succeed due to the road not meeting the necessary criteria. In addition, even if it was successful, police enforcement would be unlikely.
- The suggestion of a 40mph buffer zone would not sufficiently address the concerns along the prior section of road and therefore that suggestion was dismissed.

- Road classification: The resident has suggested that the road - currently classified U - should be reclassified as C and is awaiting a response from Suffolk County Council.
- The speed watch team is not able to carry out monitoring along Ixworth Thorpe Road.
- Councillor Spicer suggested that she would be prepared to pay for a traffic counter/survey to be carried out during late spring 2022, in order to obtain factual evidence: Councillors considered that this would be an appropriate action.

Following on from this, if appropriate, slow markings painted on the road and other potential traffic calming measures could be considered.

***It is was agreed*** in principle that when applications open for the next round of Quiet Lane designations, that an application should be submitted for Ixworth Thorpe Road.

In the meanwhile an expression of interest has already been submitted to ensure that Bardwell Parish Council is notified when applications open. There is not currently a time frame for this.

**Resolutions:**

1. The parish council will not submit an application to extend the 30mph limit due to the costs (circa £1350 - £1500), because it is unlikely to succeed.
  2. Traffic counter/monitoring to be carried out late spring 2022 to establish factual evidence, with the potential for 'slow' road markings if then considered appropriate.
  3. Quiet Lanes application to be submitted when feasible.
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