

Bardwell Parish Council

Chairman: David Ruffles

DRAFT Minutes of the Meeting of Bardwell Parish Council held on
Tuesday 5th July 2022, commencing at 7.00pm.
Venue: The Tithe Barn (Bardwell Village Hall), Up Street, Bardwell 1AA.

Councillors in attendance: Cllr David Ruffles (Chairman), Cllr Ali Compton, Cllr John Babraff, Cllr Andrew Smith (also Ward Cllr), Cllr Tony Stokes.

No members of the public attended this meeting.

1. **Apologies for absence were received from:**

Cllr Peter Sanderson, Cllr Geoff Clough: *Apologies accepted/approved.*

Suffolk County Cllr Joanna Spicer

2. **To receive and approve declarations of interest relating to matters included within this agenda.**

Cllr Smith (ongoing): Finance item 15.1 (approval of Clerk's salary).

3. **Approval of the minutes of the meeting held on 7th June 2022.**

The Minutes were 'taken as read', unanimously accepted as an accurate record and signed by the Chairman.

4. **Public participation session.**

No members of the public were present: no questions raised.

To receive reports from District and County Councillors

5.1 District Councillor Andrew Smith

Solar Farm planning application at Firsfield: An extension of time for the decision has been agreed with the applicant due to additional information being required

5.2 County Councillor Joanna Spicer MBE: Update re a. closed footbridge and b. drainage investigation/repairs in Church Road and Low Street

a. **Church Road/Low Street** drainage: works carried out during 13-15th June. Cllr Spicer has followed up and received the following report from Councillor Highways Support on 5th July 2022:

"The road closure from 13th to 15th June was for the combi unit to attend. We have received the report back following the visit.

The crew were able to clear a blockage in one of the pipes which goes from the gully opposite Hill House to an outfall between Hill House and Church Cottage. They have reported that the pipe is displaced and cracked which although is now allowing water to flow through it rather than over the carriageway, will potentially cause issues in time. Therefore, we are looking into the feasibility of two options available which is to either replace the pipe or redirecting the gully to another nearby asset.

Once we have decided the best option, we will commission the works as soon as possible."

b. **Footbridge over river Black bourn** – continuing to await information regarding progress.

(email 30th June from Claire Dickson advises this is with 'Structures'/Kier design team).

5. **Chairman's Report**

Bardfest: The Chairman reported that potential use of Skinners Lane as an access/egress to parking on the adjacent field, raised as a concern with the parish council by a resident, did not occur.

6. **Business next door to Cleveland House**

Ongoing: Action Cllr Ruffles will follow up.

7. **Parking on footpaths:** Letter has been sent to owner of Hollydene, an AirBnb requesting that guests be asked not to park on the footpath along School Lane.
Clerk's note: since the meeting a response has been received confirming that this information is already included within the welcome packs for guests but that the owner will also remind visitors by email prior to arrival. A reminder about not parking on the footpaths generally was also included within the July issue of BVN.
8. **River Black Bourn: To consider whether it is appropriate for the parish council to contact landowners with riparian responsibilities in relation to clearing the river in the vicinity Harling bridge.**
Resolution: Cllr Smith, as District Cllr, will contact Environment agency and land owner (Clerk highlighted that the EA has previously advised that landowners have riparian responsibilities - she will forward original correspondence to Cllr Smith.) *Note: since the meeting it has become apparent the owner of the land is not as initially thought – confirmation of owners is to be ascertained (action Clerk)*
9. **Highways matters for consideration:**
Flooding along Low Street and Church Road: Outcome/update from SCC recent work – see 5.2a
11. **Local Plan Consultation: Consultation opened 26th May and runs until 26th July 2022.**
- 11.1 To report on meeting with SCC at proposed School Lane site. DR/JB/AS**
Cllr Spicer was unavailable to attend the meeting.
Representatives of SCC were Rob Hancock, plus colleagues Matthew Lee and one other.
Cllr Smith attended as District Cllr, Cllr Ruffles and Babraff attended as parish council representatives.
This was the second time that councillors had met with SCC. Following the first meeting SCC had provided a suggested plan for site layout along School Lane which was contrary to what had originally been discussed i.e. any development should be located in a position to preserve as much as possible of the open view across the field.
The parish councillors suggested to SCC that an L shaped development may be more acceptable/appropriate at the Church Road end of School Lane adj the access road to the watermill. SCC is open to the inclusion of a footpath along School Lane.
- 11.2 To consider the parish council's response to the consultation.**
The parish council has already stated its support for a small number of properties on this site.
It was agreed that a figure of 10 should be stated as the parish council's preferred number of properties, together with laybys and a footpath along School Lane.
- It was noted that Bardwell School is encouraging parents to write in support of the site. Additional housing in the village appropriate for young families will benefit the school.
- Whereas during a previous meeting bungalows and properties suited to people who may wish to downsize but remain in the village were suggested, it was now stated that there are a significant number of bungalows in Bardwell and that what is more necessary are properties suitable for young families.
- Cllrs Babraff, Ruffles and Stokes will provide the content of the response for consideration and approval by councillors. (Cllr Stokes will provide the general background content). Detail to be sent to Clerk.
When collated, the response will be circulated to councillors for approval prior to submission.
Deadline for submission is 26th July.
- It must be stressed that until the formal local plan consultation is completed and decisions made by WSDC as to whether or not the site will be allowed, any pre-planning discussions between Bardwell Parish Council and SCC do not hold any weight in planning terms. SCC is keen to engage with the community at the earliest opportunity, and by agreeing to discussions at this early stage the parish council is doing so to hopefully avoid inappropriate development taking place. If/when permission is given for development on this site, a full planning application will be required: this is not part of the local plan consultation.
12. **Planning Application Consultations received from West Suffolk Council for consideration**
None received for consideration at this meeting.

13. Community Governance Review

To note parish council's response: See attached.

Resolution: Councillors were satisfied with the response: no additional detail required.

14. Community Field

14.1 **Agreement** between Parish Council and BPFA to be reviewed: Councillors were satisfied with the document in general. Clerk will confirm with the school that they are in agreement - and request the school to sign the document - to ensure that there is no dispute about their responsibility for maintenance of the fence along the school/community field boundary.

14.2 Allotments update

Following a request by the allotments association secretary: **It was resolved** that the parish council will reimburse the secretary of the allotments association for additional keys purchased for the sheds from original grant funds.

14.3 Play area update

The monthly site inspection of the play area by WSC highlighted and recommended removal of the graffiti on the bench. The majority of councillors were in agreement that the graffiti should be removed.

14.4 **Any other matters** relating to the community field which require consideration/agreement: None

15. Finance

15.1 Financial report and Invoices for payment: See attached.

Payments were approved/authorised.

The bank reconciliation was signed copy attached.

15.2 AGAR: To confirm acceptance of the internal auditor's report – no issues of concern raised.

15.3 AGAR: Notice of public rights and publication of unaudited annual governance & accountability return

Notice of Public Rights Period: 1st July – 11 August 2022

(these were approved at the June meeting)

Documents have been submitted to PKF Littlejohn for audit: now available on the parish council website.

15.4 To consider proposal to transfer balances of the following accounts into earmarked reserves within the Bardwell Parish Council community bank accounts, and thereafter to close those accounts:

BPFA Community Account; BPFA Tracker Account; Community Field Account; Community Field Deposit Account; Tithe Barn Account.

Note: This proposal is supported by the parish council's internal auditor.

Resolution: Parish Councillors supported and approved this proposal.

Action: Clerk/RFO

16. To review:

16.1 **Standing Orders:** In principle these were agreed.

Full copies to be provided to councillors for final approval at the September meeting

16.2 **Financial Regulations:** In principle these were agreed.

Full copies to be provided to for final approval at September meeting.

16.3 **New Model Code of Conduct**

It was resolved to adopted the New Model Code of conduct.

Cllr Ruffles provided the requisite documentation to the Clerk;

Action: All other councillors to provide their completed forms to the Clerk

17. To receive reports from parish council representatives to 'outside' organisations and other meetings attended:

17.1 Bardwell Playing Fields Association: No report

17.2 Bardwell Charity Trustees: The Trustees are aware of the tree that has fallen onto the back of The Green. The tree has fallen from the far bank, on land belonging to the farm.

Mike Allum has been notified and will deal with its removal after he's finished harvesting.

17.3 **Bardwell Speed Watch**

Cllr Compton has been interviewed by Suzanne Coles who is with the ANPR team. The Bardwell speed-watch team will cease using the VAS during the period 18th July – 25th October, during which time the ANPR camera will be active during a period within Bardwell. Bardwell speed-watch can continue its other normal activities during this time.

17.4 **Bardwell Village Hall**

The management committee is continuing its progress plans to refurbish the village hall. A meeting to view the 3D drawings is scheduled for July.

17.5 **Meeting with CAB via Zoom** attended by Cllr Smith on 30th June 2022

Cllr Smith attended this meeting which was extremely interesting although poorly attended (3 councillors). CAB do an amazing job offering advice and assistance but are always short of money. Energy prices are having a significant impact upon people and whilst gas and electricity are commonly highlighted, in rural areas an extremely high number of people are reliant on oil, lpg, solid fuel (wood). Last year CAB was able to find grants to help some people with paying for oil.

18. Clerk's Report - none

19. Correspondence requiring consideration – none/dealt with outside of meeting

20. Questions to the Chair – none

The Chairman advised councillors of Jan Cavell's funeral arrangements.

21. Next Meeting: Tuesday 6th September 2022, 7pm, in The Tithe Barn, Bardwell Village Hall, Up Street, Bardwell