

Bardwell Parish Council

Chairman David Ruffles

Minutes of the Meeting of Bardwell Parish Council held on
Tuesday 6th September 2022, commencing at 7.00pm.

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

Councillors present: Cllr David Ruffles (Chairman), Cllr Geoff Clough, Cllr Ali Compton, Cllr Peter Sanderson, Cllr Andrew Smith (also Ward Cllr), Cllr Tony Stokes

2 members of the public (1 resident/1 visitor)

1. To receive and approve (if accepted) apologies for absence.

Apologies for absence were received/approved from Cllr John Babraff

Apologies were also received from Suffolk County Councillor Joanna Spicer MBE

(Note: Approval of absence is only relevant to parish councillors at parish council meetings)

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

Item 11.2: (part) Continuous – Cllr Smith (approval of Clerk/RFO salary)

item 13: Cllrs Stokes and Smith (as members of the Tithe Barn management committee)

3. To approve the minutes of the meeting held on 5th July 2022.

The Minutes were taken as read/unanimously approved and signed as a correct record by the Chairman.

4. Public participation session.

To receive questions and comments from members of the public relating to items included on this agenda. Other matters may be raised at the Chairman's discretion but may not necessarily be responded to during the meeting. Where appropriate a written response may be provided outside of the meeting, alternatively the matter may be considered for inclusion within a future agenda for discussion.

A resident raised the following concerns:

a. Blocked gullies in Spring Road, vicinity of Black Water Farm to the bridge: recent heavy rainfall apparently caused flooding in this location.

The water had dissipated during the day. No date provided.

Response: It was noted that that SCC carried out significant work in this location recently due to previous flooding issues, including clearing ditches on both sides of the road. It was suggested that a combination of the sudden heavy downpour, together with very dry weather conditions will have impacted on the ability of water to immediately soak away. It was accepted that if detritus has built up in the gullies, then this will also have had an adverse impact.

Action Clerk: Report to be submitted to SCC.

b. Requirement for a salt/grit bin at the entrance to The Croft. Resident considers that this is not a request for a new grit bin but a replacement for one previously in situ.

Response: This matter has previously been discussed and the reasons for declining the request explained. It was reiterated that the parish council will monitor the situation and if thought necessary will consider the matter on a future agenda. (The previous grit bin referred to was vandalised/burnt/removed over 10 years ago.)

c. Quaker Lane Speeding: Concerns about speeding motorists and the dangers to young children cycling on the road.

Response: The resident has raised the matter of speeding motorists along Quaker Lane on previous occasions.

It is incumbent upon all road users to ensure that they drive/cycle/walk along the highway with care and consideration for themselves and others, and do so appropriately for the conditions.

Parents also have a responsibility to ensure that their children only cycle where it is safe to do so. It was noted that children on bikes have also been seen exiting dangerously from Knox Lane onto Low Street.

Action: An item relating to these concerns will be included in Bardwell Village News and also on social media outlets.

d. River Black Bourn: The resident commented that the parish council could work in association with Green Ixworth.

5. To receive reports from District and County Councillors.

5.1 West Suffolk District Councillor Andrew Smith

Solar Farm, Bardwell: This application has not yet been determined because there is further information awaited regarding archaeology, ecology and Highways.

Local Plan: The first meeting of the local plan group following the 2nd public consultation is scheduled to take place on 13th September.

At this stage it is not possible to give a date for when there will be any available information regarding the outcome of the 2022 consultation as it relates to Bardwell. As soon as Cllr Smith has information he is able to share then he will do so.

There will be a 3rd and final public consultation during 2023.

Concerns had been raised with the parish council by a member of the public regarding a caravan having moved onto land at Glassfield Road.

During the period that the caravan had been parked on the land the ward councillor, at the request of the chairman, had made enquiries with WSC regarding the restrictions on the land. However, the caravan had moved off again on 2nd September, prior to the date of the meeting. It was therefore decided that there was no requirement for further enquiries at this time.

5.2 Suffolk County Councillor Joanna Spicer, MBE. Cllr Spicer has given apologies for this meeting but submitted the following details via email:

Low Street/Church Road Flooding issues: (From Amanda Mays) SCC drainage engineer has visited the site and identified that there are issues in the wider catchment as well as the immediate area. This puts the scale of the scheme beyond the scope of the small combi/small works crews so it will have to be added to the main planned drainage programme. A brief is being drafted to commission John Rozier's team to add to their drainage improvement design programme.

Closed Bridge over Black Bourn (Church Meadow): Cllr Spicer has been chasing for bridge news and received the news on 5th September that there is no actual plan yet, just "under consideration". Cllr Spicer will advise on how she plans to escalate this matter in due course.

New Community Engineer: Cllr Spicer has a new community engineer and will be going out with him later in September.

6 Chairman's report: None

- 7 Highway matters** for consideration: None
- 8 Planning Application Consultations from West Suffolk Council** for consideration:
 No applications had been received at the time the agenda was issued.
 Since the agenda had been issued notification of an appeal had been received relating to:
 The Cottage, Up Street Bardwell: DC/21/1617/FUL Appeal ref: AP/22/0045/STAND (copy attached).
 The Parish Council submitted a response of 'No objections' to the original planning application.
It was resolved that the no additional comments will be submitted to the Planning Inspectorate in relation to this appeal.
- 9 Planning Application: BPFA**
 Proposal: Cllr Sanderson. Request from the BPFA for the parish council to submit the planning application relating to signage and lighting at the entrance to the Bardwell Playing Field. Details attached.
 Clerk's note: Bardwell PC/BPFA earmarked reserve: £2,378.39
 Cllr Sanderson explained the rationale for asking the parish council to submit this application on behalf of the BPFA, is that the planning application fee is reduced by 50%.
- Note: Cllrs Sanderson and Clough are members of the BPFA Committee of Management Committee and are Trustees. Neither participated in the vote.
- (Clerk's note for clarification: para 10 of NALC's LTN28 states: 'as custodian trustee the Council has a duty to perform all lawful acts necessary to enable the managing trustees to administer the charity efficiently')*
- Resolution:** Parish councillors voted unanimously to support this proposal.
Action: Clerk
- 10. Land and workshop next to Cleveland House, (Mallard View), The Green**
 To determine the parish council's response to complaints received regarding potential planning irregularities, and visual impact on the conservation area relating to use of land and workshop for vehicle breakdown business.
 Councillors reviewed the details available, including conditions imposed relating to the previous planning applications for the site granted when it was part of/within the curtilage of what is now a separately owned property, Cleveland House.
 It was agreed that there does not appear to be any correlation between the current use of the building/land and the purpose for which planning permission was previously applied for, or the basis on which consent was granted.
- Resolution:** It was unanimously agreed that In order to ascertain whether or not planning permission is being adhered to the parish council will submit an enquiry to West Suffolk Council, the Planning Authority. **Action: Clerk**
- 11. Community Field.**
- 11.1 Damage to wooden rail close to entrance to car park in front of ditch resulting from anti-social behaviour: Community Speed watch have replaced the damaged sign.
 Resolution: It was agreed to purchase and reinstate the broken wooden rail.
 Wooden rail to be purchased from Clarkes of Walsham: Cost £6.88 + vat
Action Clerk/Cllr Ruffles

- 11.2 Allotments: Update/any matters for consideration
Allotments continue to be successful.
- 11.3 Play area: Update/any matters for consideration
Annual Inspection has been carried out.
Several issues were raised for attention but none of serious concern.
Chairman has had a chat with a youngster at the play area who admitted responsibility for removing the endcaps from the play equipment. He explained the costs involved each time they have to be replaced. There has been no further issue since.
- 11.4 Any other matters relevant to the community field requiring consideration.
Jubilee Planter: The allotment holders were thanked for watering the jubilee planter, which has continued to look splendid.
Autumn planting will replace existing flowers (previously agreed) **Action Cllr Babraff**
Mounds to rear: It was agreed to have a work party to improve the existing 'mounds'. Graham Hunt will help, with his digger. **Action: Cllr Ruffles**
A large sack of bulbs (100) to be purchased **Action: Clerk**
Large Square tree guards to be purchased (20) **Action: Clerk**
Grass seed to be purchased **Action: Clerk**
Trees: Several have been lost, however 90% remain which is to be expected.
The trees were watered last week.
Apple Tree: Unfortunately the replacement apple tree planted last autumn has not survived – likely to be as a result of lack of water. New tree required. **Action: Clerk**
Long Grass: around the trees towards the Winnats, needs cutting.
It was agreed to ask Greg Felton for a quote to cut this area before the winter.
(Graham Hunt does not have the appropriate equipment) **Action Chairman**

12. Financial Report

- 12.1 To note that as agreed at the July meeting 15.4, all funds previously held in individual accounts: BPFA; Tithe Barn; Community Field are now held as earmarked reserves within the Bardwell Parish Council Community Account.
- 12.2 Financial report and invoices for payment/authorisation.
Financial report was circulated and payments for authorisation agreed (attached).

13. Tithe Barn, Bardwell Village Hall: Payment of invoices relating to refurbishment of Tithe Barn.

It has previously been agreed that when requested relevant invoices will be paid from the Bardwell PC Tithe Barn account, now Tithe Barn earmarked reserves. The first request has been submitted: Invoice total £1,903.20 (£1,586.00 + £317.20 vat) Details attached. Proposed: Cllr Smith.
(31 Aug22: Tithe Barn earmarked reserves balance: £6,065.25)

Cllr Smith described the purpose to which this invoice relates: 3D laser scan of Tithe Barn.

Resolution: Payment of this invoice was unanimously agreed. (Cllrs Smith and Stokes as members of the Village Hall Committee of Management and Trustees, did not vote.)

14. PKF Littlejohn External audit report: accounts 2021/22 Report awaited.

It was noted that Councillors had unanimously agreed to remain within the agreement for audit arrangements. Opting out – making its own arrangements – would undoubtedly lead to increased costs. Details attached.

15. River Black Bourn

- 12.1 Closed Bridge at Church Meadow: No further information see 5.2
- 12.2 River either side of Harling Bridge, Ixworth Thorpe Road

Landowners have riparian responsibilities.

It is not within the remit of the parish council to provide advice or permission to anybody to carry out work on the river: this must be arranged by/with the permission of the respective riparian landowner. There is significant information on line or contact can be made with the environment agency for additional advice and any queries, or to obtain permission for dredging.

Clerk is currently reviewing/confirming land ownership either side of the river.

16. Spring Road: Potential Lighting

Response from Suffolk County Council identifies that the potential cost of 2 street lighting columns located in the vicinity of the Hastoe properties would be circa £5,967.55 + vat. If it proceeds the parish council would be fully responsible for the street lights, including ongoing maintenance and insurance.

3 lighting columns had been the potential optimum number but 2 as a minimum.

Following brief discussion, it was agreed that the costs and additional responsibilities going forward are not currently affordable. The Clerk advised that coincidentally she had received a questionnaire, circulated to all parish councils reviewing about street lighting in their areas and future plans. She has responded detailing the parish council's potential plan subject to the decision of this meeting, and asked whether funding has become available.

It was resolved that: It is not feasible to proceed with this potential project due to the expense.

17. Emergency Planning: To consider draft revised emergency plan document (to follow) 'Is your emergency plan fit for purpose?' To consider whether the parish council would wish to take part in a tabletop exercise to test its community emergency plan to ensure that it is valid and fit for purpose. The exercise would be organised by the Joint Emergency Planning Unit.

It was resolved that: When the revised plan has been completed, the parish council would, in principle, wish to participate in a tabletop exercise. **Action: Clerk**

18. Reviewed Standing Orders, Financial Regulations Copies of documents as submitted for review in July to be signed. – To be circulated outside of meeting **Action: Clerk**

19. BPFA/PC/School Community Field Agreement: Confirmation of an amendment relating to fence to be agreed with school prior to this agreement being signed. – To be dealt with outside of meeting **Action: Clerk**

20. Clerk's Report.

Quiet Lanes: Awaiting receipt of signage.

Cllr Clough has volunteered to install signs with Chairman when received.

21. To receive reports from parish council representatives to other organisations

21.1 Bardwell Playing Fields Association

Electricity: BPFA extremely pleased that they were able to sign up to a 3-year fixed rate contract last year, at a lower tariff than they were previously paying. Additional solar panels have been installed on the roof of the pavilion: these belong to WSC and provide an additional 8KW of power.

Fireworks: BPFA will be organising a fireworks display similar to 2021, on 5th November.

Play area annual report: Carried out by inspector on same days that carried out at the community field: no major issues of concern.

Hedge adj to Spring Road has been growing well. BPFA will be taking advice on how it should be cut.

Grounds maintenance is progressing but is affected by the hot dry weather.

Likewise the weather has affected the implementation of improvement works to the football area on the community field (for which funding has been obtained).

21.2 **Bardwell Charity Trustees**

The willow that had fallen onto The Green has been removed by Mike Allum.

A second dead willow, on The Green, close to Booty Hall, is scheduled to be felled. As it is close to overhead powerlines, we are waiting on UK Power Networks to schedule a date.

The Lifebelt by the round pond has recently been vandalised. The Trustees thank Tony Ruffles for carrying out a quick repair: although the cover has been damaged it is believed that an effective repair can be carried out with a slight modification.

The Trustees have purchased a Jubilee Oak but are unable to plant it until the willow has been removed. However, West Suffolk Council has said they wish to see a black poplar planted in the location: ongoing.

21.3 **Bardwell Speed Watch**

ANPR project has carried out the first session in the village. It is expected to return for a further session. It is expected that the results of the sessions will be shared with the speedwatch team and parish council

21.4 **Tithe Barn: Bardwell Village Hall**

Cllr Smith hope to be in a position to make a presentation of the plans to modernise the Tithe Barn during the October PC meeting

22. **Correspondence requiring consideration**

22.1 **Suffolk Local History Council:** Bardwell has been without a Recorder since 2019. Information inviting a volunteer will be included in October issue of Bardwell Village News

Action: Cllr Compton.

Also to be included on social media **Action: Clerk**

22.2 **Correspondence from Green Ixworth** concerning the public Inquiry into the St Joseph's development between the Ortewell Road Roundabout, Bury St Edmunds and Great Barton. Councillors considers that the response by Green Ixworth contains some very valid points, although it could have been more focussed and summarised to better effect.

23. **Questions to the Chair: None**

24. **Next meeting: Tuesday 4th October 2022, 7pm in The Tithe Barn (Bardwell Village Hall).**

Minutes for signature 04/10/22