

Councillors are summoned to attend a meeting of
Bardwell Parish Council to be held on Tuesday 5th December 2023 commencing at 6.30pm
Venue: The Tithe Barn, Bardwell Village Hall, Up Street, Bardwell IP31 1AA

Members of the public and press are welcome to attend

Agenda

1. Apologies for absence

- 1.1 To receive apologies for absence
- 1.2 To approve apologies for absence if appropriate

2. Declarations of interest

- 2.1 **To receive and approve declarations** of disclosable pecuniary interests, and other registrable interests and non-registrable interests as detailed in Annex B of the LGA Model Code of Conduct.
- 2.2 **To consider requests**, not already received and determined, for dispensations relating to matters on this agenda.

3. Approval of Minutes of the meeting held on Tuesday 7th November 2023

4. Public Participation Session

- 4.1 **Bardwell School:** Presentation of posters designed by pupils of the school to encourage people to 'pick up' after their dogs.
The winning designs will be selected by Councillors and announced during the meeting. The first prize winner's design will be professionally produced and displayed around the village.
- 4.2 **Residents** are welcome to raise questions about **matters included on this agenda**. Questions raised about any other matters may be responded to outside of the meeting or, if considered appropriate, included on the agenda for the next meeting.

5. To receive reports from

- 5.1 **Suffolk County Councillor Joanna Spicer MBE**
- 5.2 **West Suffolk Councillor Andrew Smith**

6. Highways matters for consideration

- 6.1 To note details of damaged signs for consideration of replacement or repair forwarded to Cllr Spicer – see clerk's report (Nov minutes 5.1).
- 6.2 To consider request from resident for a grit bin to be sited at the corner of The Croft with the junction of Quaker Lane. See costs and SCC requirements within clerk's report.

7. Chairman's report

- 7.1 West Suffolk Local Plan - School Lane: Site meeting with representatives from Suffolk County Council (landowner) and West Suffolk District Council, held on Monday 20th November.
- 7.2 Hedge cutting

8. Speed Indicator Device/s: To review costs and proposed location/s and to determine how to proceed. See information within clerk's report

9. Village Gateways: To review costs and potential locations and decide how to proceed. See clerk's report. (Currently waiting an estimated installation cost from contractor.)

10. Planning Matters: Planning Application Consultations received from West Suffolk Council for consideration and response

10.1 DC/23/1841/TCA. Manor Farm, Spring Road, Bardwell

Trees in a conservation area notification

a. one Ash (T1 on plan) overall crown reduction by up to three metres and reduce the overextended limbs over the road by 3.5 metres. b. one Willow (T2 on plan) pollard at 9.5 metres

10.2 DC/22/2133/HH Beech Farm, The Green, Bardwell IP31 1AW

Householder planning application – a. single storey and two storey extensions including alternations to roof of existing two-storey rear projection. b. change roof tiles and alterations to exterior fenestration.

11. Finance

11.1 To receive financial update and approve invoices for payment

11.2 Bardwell Village News Advertising: To consider increasing the cost of advertising with effect 1st April 2024 to £60.00 (half page) currently £55.00; and £110 full page currently £100.

11.3 Budget 2024/25: To consider budget and precept request for 2024/25

12. Community Field

12.1 New stakes for trees in woodland area – progress report (Chairman)

12.2 Allotments: To note: Euston Estates have generously provided compost for the allotments.

12.3 Play area: To note receipt of November monthly report from WSC and any actions required.

13. S137: To consider S137 donations for the financial year 2023/24

To date: Updates and requests for donations have been received from:

Citizens Advice (West – Bury St Edmunds)

Suffolk Accident Rescue Service (SARS)

Headway

See clerk's report for further information

14. D-Day Commemoration Event: Progress report Cllr Berrill

15. Thermal Imaging Project: Progress report Cllr Ives

16. Emergency Plan: Cllr Smith

Cllrs are asked to respond to the clerk with the following information by 10 Dec 23:

i. Cllrs have been requested to submit details of additional relevant details for consideration (Nov item 14.)

ii. Cllrs are requested to confirm whether they are willing to be included within the EP.

The completed draft will then be submitted to WSC for consideration prior to being submitted to the parish council for final approval.

17. Reports from other organisations

17.1 Bardwell Charity Trustees: via clerk

17.2 BPFA: Cllrs Allum and Lelakova

17.3 Bardwell Community Speedwatch: data previously circulated via clerk

17.4 Bardwell Tithe Barn (Bardwell Village Hall): Cllr Smith

17.5 Suffolk Association of Local Councils: Cllr Berrill re Conference (29 Nov 2023).

18. Annual Parish Meeting

Councillors are asked to submit suggestions for a speaker or alternative suggestions for the format to clerk for consideration. See clerk's report

19. Correspondence

19.1 The Chair of West Suffolk Council, Cllr Roger Dicker, would appreciate an invitation to a future meeting of the Parish Council: To consider request/appropriate date.

19.2 Any other correspondence requiring consideration

19.3 To note content/update in email from a private household in Quaker Lane, following their recent communication with Havebury Housing, expressing gratitude for the parish council's assistance.

20. The Biodiversity Duty of Parish Councils (A statutory duty) Environment Act 2021.

To confirm, as required by the aforementioned act, that Bardwell Parish Council will identify what it can do to conserve and enhance biodiversity within the parish.
See clerk's report.

21. Clerk's report

22. Diary Dates

23. Questions to the Chair

24. Exempt item: 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.

Reason:

To consider employment matters, including salaries and contractual details for the Clerk/RFO and Litter picker.

25. Next meeting:

Tuesday 6th February 2024, 7pm

The Tithe Barn, Bardwell Village Hall, Up Street, Bardwell IP31 1AA

Issued 29 November 2023
P Smith Clerk/RFO
01359 221934
bardwellpc@gmail.com

Bardwell Parish Council

Chair: Cllr David Ruffles. Vice Chair: Cllr Margaret Berrill