#### **DRAFT**

## **Bardwell Parish Council**

Chair: David Ruffles. Vice Chair: Margaret Berrill

Minutes of the Meeting of Bardwell Parish Council held on Tuesday 6th June 2023, commencing at 7.00pm Venue: The Tithe Barn, Bardwell Village Hall, Up Street, Bardwell IP31 1AA

Present: Cllr David Ruffles (Chair), Cllr Mike Allum, Cllr Karl Ives, Cllr Lenka Lelakova,

Cllr Andrew Smith (also District Cllr), Suffolk County Cllr Joanna Spicer.

Clerk/RFO: Pauline Smith. Members of the public: 14

#### 1. Apologies

- 1.1 Apologies were received from Cllrs Witton (pre-existing arrangement); Cllr Berrill (Holiday).
- 1.2 Apologies from Cllrs Witton and Berrill were accepted/approved.

#### 2. Declarations of Interests

- 2.1 To receive and approve declarations of disposable pecuniary interests, other registrable interest and non-registrable interests as detailed in Appendix B of the LGA Model Code of Conduct:
  - Cllr Smith: Finance: Pecuniary interest re Clerk/RFO salary.
- 2.2 To consider requests, not already received and determined, for dispensations relating to matters on this agenda: *None received*.

# 3. To Approve minutes of Meetings

- 3.1 To Approve the Minutes of the Annual Parish Council Meeting held 16<sup>th</sup> May 2023

  The Minutes were taken as read and unanimously confirmed as an accurate record of the meeting: duly signed by the Chair.
- 3.2 To Approve Minutes of the Annual Village Meeting held Saturday 20<sup>th</sup> May 2023.

  The Minutes were taken as read and unanimously confirmed as an accurate record of the meeting: duly signed by the Chair.

## 4. Public Participation Session

To receive questions and comments from members of the public relating to items on this agenda.

Complaints/concerns were raised about

4.1 **Skinners Lane**: the poor surface/potholes.

Response: Enquiries will be made with Suffolk County Council Rights of Way Team.

### 4.2 Havebury land at Quaker Lane

A number of residents from Quaker Lane had attended the meeting to voice their concerns about work planned on the utility area by Havebury and the potential impact this may have on their future ability to park in front of the properties.

22 vehicles are associated with the properties and there is currently insufficient parking on the road. The properties are occupied by a mix of private owners and Havebury tenants. The owners acknowledge that they will be required to pay towards the costs of any permanent works carried out to enable them to continue to drive up to their properties and wish to be involved in the conversation with Havebury to ensure that the outcome is suitable for all concerned. A number of the residents present advised that they have been driving over the land for over 20 years.

Part of the intended urgent remedial work will be to bury an exposed blue pipe to an appropriate depth to avoid damage. It was suggested that any investment in the new scheme should consider the use of electric vehicles

## 5. Report from West Suffolk District Councillor, Andrew Smith

Following the May elections, the new WSC administration is a working partnership between the Progressive Alliance (Labour, Green and Lib Dem), together with the Independents. Since the meeting Cllr Smith has been elected as the Chair of WSC Development Control Committee.

## 6. Report from Suffolk County Councillor, Joanna Spicer MBE

There has been a lot of discussion within SCC about the bridge and Cllr Spicer is challenging the time scale, asking why it cannot be done during the Autumn?

# 7. Highways Matters for consideration

Complaints about substandard repairs (Chair)

# 7.1 Ruffles House, Lilac House and Mulberry House

The Chair highlighted complaints from residents regarding substandard repairs in front of Ruffles House, Lilac House and Mulberry House.

Cllr Spicer suggested that if the parish council wishes to submit a formal complaint that she requires more written detail and dates.

Chair to ask resident for more information and Clerk to submit details to Cllr Spicer Actioned

It was suggested that the road surface damage (in front of Lilac House and Mulberry House) is a consequence of poor workmanship during the construction stage of those properties by builder/contractor: Was the work carried out to SCC specification and was the work checked and passed by SCC after completion?

Clerk will provide planning application number to Cllr Spicer to enable her to follow this up with SCC. **Actioned** 

- 7.2 **Knox Lane** is in a poor state of repair.
- 7.3 **Footpaths:** Cllr Smith raised a request from a resident requesting a footpath that could run from Bardwell to Ixworth.

Cllr Spicer advised that whilst this option is unlikely at this time, Ixworth have a circular footpath included within its neighbourhood plan which appears to come towards Bardwell, although it is unknown how far. If this does happen it may then be feasible to investigate a footpath from Bardwell to Ixworth to join this.

7.4 Cllr Spicer congratulated the Cars on the Green Committee organisers and voluteers on their very successful event.

# 8. Grass cutting

Complaints about overgrown grass/vegetation in various areas of the village.

All have been reported and some work has been carried out.

The Chairman has spoken to one of the WSC workers who explained that the new machinery they are using is not suited to the job.

Cllr Smith will pass the comment on to the appropriate person in the Parks Department

Actioned

**SCC Verges**: Cllr Spicer advised that verge cutting as commenced and contractors are working their way across the county. Long grass impacting visibility at corners/junctions should be reported via the SCC reporting page on their website.

#### 9. Chairman's Report

All matters dealt with elsewhere.

# 10. Planning Applications

To consider the Parish Council's response to planning application consultations received from West Suffolk Council

10.1 DC/23/0748/TCA | Bardwell CEVC Primary School, School Lane Bardwell Suffolk IP31 1AD Trees in a conservation area notification - one Caucasian Lime (41 on plan) overall crown reduction of up to 2.5 metres

The parish council unanimously resolved that it has no objections to this application.

10.2 DC/23/0800/TCA | Brook Cottage School Lane, Bardwell Suffolk IP31 1AD Trees in a conservation area notification - one Plum (circle on plan) overall crown reduction by 1.5 metres

The parish council unanimously resolved that it has no objections to this application

# 11. Havebury Housing: Damage to land at Quaker Lane

# Refer to public participation session

The Chair and other councillors have visited the site and met with the residents and understand their concerns.

The Clerk initially and latterly Cllr Smith (in his role as District Cllr) have had conversations with Shelly Barton (Havebury). There is to be a site meeting arranged by Havebury on 16<sup>th</sup> June at noon. Cllr Smith undertook to chair the meeting and other councillors who are available will also attend.

#### 12. Provision of Dedicated Parish Council Phone Number

A contact telephone number is required for publication on signage at the community field.

**Proposal:** That the parish council should purchase either an inexpensive PAYG mobile 'phone or use a virtual phone service such as Switchboard Free. Either would enable calls to be forwarded to another 'phone when necessary, but the benefits of the virtual phone service is that there would be no need to ensure that the mobile 'phone is charged or topped up.

This service would initially be for incoming calls only relating the community field but could become the parish council's published phone number.

It was resolved that a Virtual number is appropriate: Action Clerk

## 13. Community Field

### 13.1 Refurbishment of benches

To consider the results of work carried out to one of the benches on the community field.

**Proposal:** To decide whether to proceed to carry out similar work on the other three benches at the cost of £300.00.

Resolution: Cllr Smith Proposed that this proposal as detailed above should proceed. Seconded: Mike Allum Unanimous decision.

Chairman to advise Jeffrey Lewis of decision to proceed: Actioned

## 13.2 Wild flower area: Removal of Ragwort.

Advice has been received from Oliver Reynolds (The Country Life Landscapes) that the infestation is not as serious as initially thought and it will be feasible to pull it out. It was commented that the large swathe of daisies is making the area look very pretty. Wildflower area will receive its annual cut in late July.

13.3 **Carpark** Whilst unwanted visitors have been stopped from accessing the carpark in the evening a recognisable vehicle and motorbike have been noted there during the afternoon.

Cllrs are asked to remain vigilant.

- 13.4 The closure of the car park during the evening has had a noticeable effect on litter. There are a noticeable number of beer cans in the litter bin.
- 13.5 **Correspondence**: Concern raised by resident regarding football match taking place at the Community Field (Saturday 3rd June) and associated shouting, which went on beyond 6pm: Planning permission deadline is 5pm on Saturdays.

Councillors were provided with a copy of the planning permission for football games on the community field pitch (copy attached).

Cllr Allum explained that the game being played on this occasion was a social game following the football teams' end of year dinner held at the Grumpy Goat, where they also watched the FA Cup Final.

Once the FA Cup final had ended at 5pm, the footballers played a social game at the community field. It is understood that this was a one-off event.

# 14. Financial Report and payments for approval

See attached: Payments totalling £473.72 were approved

15. Insurance: Confirmation of renewal with Ansvar

The Clerk/RFO confirmed that the parish council's insurance has been renewed with Ansvar. Invoice and documentation awaited.

- **16. Annual Accounts:** To confirm a date for signing off the accounts from internal auditor. Clerk will circulate councillors outside of the meeting to arrange.
- 17. Clerk's Report (Attached/Previously circulated)
- 18. Allocating areas of responsibility to Parish Councillors: Deferred to July meeting
- 19. Communications Strategy: Engaging with residents: Deferred to July meeting

# 20. Reports from Village Organisations

## 20.1 **Bardwell Charity Trustees**

Having given consideration to the request from the parish council last month to sync period of trustees tenure with parish council term of office, the conclusion is that this is not realistically feasible. The most appropriate action is that the Charity Trustees inform the Clerk when the term of office is coming to an end. The reasoning for this and clarification of the role of the nominee to aid the Parish Councillors understanding will be provided separately.

This year's Fair was a fairly miserable event due to the inclement weather. The chairman of the Trustees expressed disappointment at the amount of litter that was left behind and the wooden blocks that were pressed into the Green's surface and abandoned. That said, he was surprised to find the Green in surprisingly good condition after their departure.

He thanked Mike Allum, David Ruffles and other helpers for their work rolling and repairing the Green.

The Trustees have agreed to provide a grant to the Tithe Barn to help with the running of the Warm Space (weekly event).

#### 20.2 **Bardwell Playing Fields Association** (see attached)

Cllr Allum thanked the Cars on the Green committee for a fantastic event that had provided an excellent boost of visitors to the Grumpy Goat during the day.

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A very successful half term cricket camp was held over 2 days, attended by c. 50 children The two football teams have won a FIFA Fair Play award.

MUGA: Only 6 families have renewed their membership, which is disappointing. Comments received at the meeting included that it needs to made clear how people can obtain membership and that the area often looks 'closed'; It is a wonderful facility at very low cost. Cllr Alum will discuss with the Chair of the BPFA.

## 20.3 **Bardwell Speed Watch**: No report

#### 20.4 Bardwell Village Hall

Cllr Smith advised that the determination date for the planning application has been delayed to 23<sup>rd</sup> June; the Warm Space event continues to be well attended.

8<sup>th</sup> October 2023 Common Ground theatre group will be performing Hellgate House.

## 20.5 Cars on the Green

Cllr Ruffles is Chair of the Cars on the Green Committee and reported an amazing turn out, with 1000's attending, although impossible to say with certainty how many as it is a free event/no tickets are sold.

Whilst outcomes were unknown at the time of the meeting, all the local organisations who participated were very busy and are believed to have been pleased with the financial outcome from their involvement.

The event is now a major event in the village calendar, which doesn't require any paid for advertising.

The show was set up and 'taken down' in record time this year.

Cllr Ruffles expressed his gratitude to the many willing Marshalls on whom the show is dependant.

Next year's show will be on May 26<sup>th</sup> 2024.

## 21. Correspondence

Concern raised by resident regarding football match taking place at the Community Field (Saturday 6<sup>th</sup> June) which went on beyond 6pm (planning permission deadline is 5pm on Saturdays). See response included at item 13.5

**22. Diary Dates:** 24<sup>th</sup> June: Fete at the Bardwell Playing Field

## 23. Questions to the Chair

#### 24. Next Meeting

Tuesday 4<sup>th</sup> July 2023, 7pm

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

#### Meeting ended at 8.5pm

P. Smith Clerk/RFO 01359 221934 bardwellpc@gmail.com