

**Bardwell Parish Council**

Chairman: David Ruffles

**Minutes of the meeting of Bardwell Parish Council  
held on Tuesday 4<sup>TH</sup> April 2023, commencing at 7.30pm.**

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

**1. Apologies for absence**

Cllr Joanna Spicer

**2. Disclosure of interests**

Cllr Smith: Ongoing pecuniary interest item 19 (re approval of Clerk/RFO salary)

**3. Approval of Minutes of the meeting held 7<sup>th</sup> March 2023**

The minutes were taken as read, unanimously approved and signed as an accurate record by the Chairman.

**4. Public Participation Session**

1. **School Lane:** Concern about the damaged, muddy verge caused by vehicles being parked from Skinners Lane towards Church Road:

**Response:** Subject to the housing development that has been included within the Local Plan being approved and going ahead, during its informal discussions with SCC, the parish council has requested that a footpath and off-road parking be included within the plans. However, this is not imminent.

Possibly Highways (via Cllr Spicer) could be requested to lay some aggregate/crushed tarmac on the damaged area under discussion in the interim period.

Resident also highlighted similar damage in Church Road being caused in two locations due to building work at a residential property.

2. **Church Road:** Concern raised about mud from bank (nr church) reducing the width of the road in the narrow location.

**Response:** Parish Councillors who are attending the visit to the bridge on 6<sup>th</sup> April, will look at the area of concern.

3. **Quiet Lanes:** A resident raised concerns about speeding vehicles and asked whether Stanton Road could be considered for designation as a Quiet Lane.

**Response:** It is unlikely that this road would be considered appropriate.

Vehicles being driven at inappropriate speeds is regularly raised as a concern and discussed during parish council meetings.

4. **School Road/Skinners Lane:** Concrete has been left in the ground following removal of damaged sign by SCC. **Action: Clerk to notify SCC.**

5. **Mallard View:** Residents of Cleveland House stated that the building work is not in accordance with the plans and are in contact with the Enforcement Officer, who has been to visit. Residents also stated that the electricity supply for Mallard View is fed from their property (albeit separately assessed) and asked about usage by the fair, as they are concerned that the cables are close to the surface at their property – not at the requisite

depth. The residents advised that they are able to turn off the supply but would not want to if this would impact upon the fair and the community.

Chairman explained that he believes the fair has had an arrangement with the previous occupiers of the property (Cleveland House) for many years and most likely continue to have the same arrangement with the occupier of Mallard View.

Concern was also raised about cables being run across publicly accessible land (The Green and Highway) to the meter, by caravans/the fair. The cables are covered by a hard rubber safety shroud, but this is a matter that should be raised with the appropriate authorities on safety grounds if considered hazardous. A similar arrangement is in place elsewhere around The Green.

Residents advised that they have been in contact with UK Power Networks and that an Engineer has visited who apparently stated that the power supply is under the control of the residents as the meter is on their property.

**Response:** Whilst understanding that this is a frustrating situation, Cllr Smith expressed surprise at UK Power apparently not being concerned about the shallow depth of the power cable running across Cleveland House land and also the suggestion that UK Power had said that the residents could turn off the power to Mallard House. Cllr Smith advised against taking precipitous action and turning off the power, which in itself may cause a hazard, whilst suggesting that a further conversation should be held with UK Power networks.

Cllr Smith offered to follow up with UK Power Networks on behalf of the residents: If they wish him to do this, they were asked to forward the contact details of the engineer who had visited/with whom they had spoken at UK Power Networks to Cllr Smith.

*(Note: as 27th April 2023 the residents have not provided any further details)*

**5. Outcome following complaint about the condition of the church footpath during March meeting public participation session:**

To note that: Following investigation of this issue, the large stones which had been raised as a hazard have been removed during a working party organised by the church. Laying additional gravel on path is not considered essential at this time.

**6. Report from Suffolk County Councillor Joanna Spicer MBE**

**Closed/unsafe bridge over the River Black Bourn:** To note that a site meeting is scheduled for 6<sup>th</sup> April, 11.15am with Suffolk County Cllr Paul West. It is hoped that interested residents who regularly use the footpath will attend to show support.

*(Note: Following the visit described, it has been confirmed that a new bridge for Bardwell is included within the 2024/25 programme of works.)*

**7. Report from West Suffolk District Councillor Andrew Smith**

**Mallard View:** This was broadly discussed during the public session (4.4).

Cllr Smith had met with the neighbouring residents regarding their concerns, and at his request the following day the WSC enforcement officer also visited: The outcome of the enforcement Officer's visit and review of the plans is awaited.

**Glassfield Road:** Ward Cllr had been notified that 3 wheelie bins had not been emptied by WSC: This has now been done (the bins are Mid Suffolk bins).

**8. King's Coronation – Village Picnic at the Bardwell Playing Field (KH/MB)**

**a) Insurance arrangements:** To note that Cllr Sanderson for BPFA has confirmed willingness of BPFA to act as lead organisation for this event: BPFA Public Liability insurance will cover the event.

**b) Progress report:** MB

Plans are in hand, volunteers are being invited to attend a meeting at the Grumpy Goat on 18<sup>th</sup> April at 6pm.

Various items: including flags, medals for prizes have been ordered and are awaited.

*(Clerk reported that the Coronation lamp post plaques have arrived. These will be put up around the village.)*

**9. Chairman's Report**

A very successful surprise 'leaving do' was held at the Grumpy Goat for Cllr Sanderson, who has been a parish councillor for 23 years, and during much of this time as Chairman. He has also been at the forefront of the playing field progress and particularly the new pavilion in recent years. Many people were present representing the many village organisations.

In recognition of his work and achievements at the playing field the new pavilion has been named The Peter Sanderson Pavilion.

**10. Highways**

**a) School Lane: Double yellow lines.** To note: These are being progressed in accordance with the original Traffic Regulation Order.

**b) Any other highways issues for consideration.**

Tarmac section of road opposite Legion Rise in front of Lilac House and the neighbouring property is crumbling. This work was carried out by the builder of the 2 properties.

It is not known whether the builder/contractor was a registered SCC contractor/licenced to work on the highway.

**Action: Clerk to notify SCC**

**c) See 4.1 & 4.2**

**d) Request for removal of fencing along Spring Road:** Highways/SCC?

**Clerk has spoken to Hastoe and also contacted Suffolk County Farms to ascertain who is ultimately responsible for the fence.**

**11. Planning Application consultation documents for consideration (see attached)**

**a) DC/23/0310/HH Location Buzza Cottage Knox Lane Bardwell**

Proposal: Householder planning application - a. single storey extension on west elevation b. installation of solar panels on east elevation

Response: It was noted that the property is within the conservation area; that there is a discrepancy on the proposed plans relating to roof lights not shown on the original plans.

**Resolution:** That the parish council will include the details above within the comments and also advise that no objections were raised. **Action: Clerk**

**b) DC/23/0435/FUL Location Micro Light Landing Strip Wyken Road Stanton Suffolk**

Proposal Planning application - change of use of storage and ancillary building (sui generis) to general industrial use (class B2).

After a brief discussion, the parish council has no information to indicate the precise

proposed usage of the building, no objections were raised.

**Resolution:** A response of no objections will be submitted to WSC. **Action: Clerk**

## 12. Community Field

**a) Play Area:** To confirm arrangements for continuation of monthly visits by West Suffolk Council Inspector at no cost to the parish council.

**Resolution:** Continuation of the above arrangements were unanimously agreed. No further action is required. *(It is only necessary to inform WSC if the parish council choose not to continue with the arrangement.)*

Comments were received about the reports which continue to use old photographs. Whilst understanding that it would not be feasible to provide new photographs on each occasion, it is noted that the narrative is not always updated as it should be, despite work having been carried out.

**Action: Clerk will monitor where this is happening and notify WSC accordingly.**

**b. Grass Cutting:** Chairman reported that Graham Hunt will be carrying out first 'cut' on 8<sup>th</sup> April subject to weather conditions permitting.

## 13. b) To note: The 'new' gate generously provided free of charge by West Suffolk Council has been installed.

District Cllr Smith was thanked for arranging for the gate to be provided and delivered and Cllrs Ruffles, Babraff, Clough and Sanderson were thanked for installing it.

**Action: Clerk Letter of thanks and photo to be sent to WSC**

**c) Benches:** To consider appropriate measures to prevent further water damage. (DR) It was suggested that the wood had not been seasoned properly during the production process, the wood is beginning to turn black in places and it is important to take action now to prevent the benches from rotting.

**Resolution:** It was agreed to ask Jeffrey Lewis to use a primer and paint on one of the benches initially in an appropriate colour for the environment, to see whether this will prevent deterioration. **Action: DR to confirm to JL**

**d) Spikes on top of swings have been broken by youngsters throwing swings over the top.**

## 14. Allotments

To note: Visit of Merit Sheds 29<sup>th</sup> March to assess and repair weather damaged roofing felt on one of the sheds.

**Action: Clerk to visit and ensure work has been carried out.**

## 15. BPFA (Cllr Sanderson)

To include update regarding the closure of the BPFA overflow/CF carpark overnight.

**Car Park:** Cllr Ruffles reported that: The arrangement to close the car-park appears to have had the desired effect of preventing late night access, and has also reduced the amount of litter significantly.

Cllr Sanderson advised that this is only a temporary measure for a period of c.3 weeks.

**Fete: 24<sup>th</sup> June** – Plans in progress.

**The Pavilion has been renamed "The Peter Sanderson Pavilion"**. In recognition of the huge amount of work, fundraising/sponsorship that he has been at the forefront of for over 20 years.

Cllr Sanderson had been Chairman of BPFA for many years, until his retirement from that role in 2022, and described how overwhelmed he had been and his surprise and gratitude when he had walked into the Pavilion to be greeted by so many people.

**16. Charity Trustees Report from Barry Felton, Chairman**

As reported previously, tree work on the Green is scheduled for the 19th April. There are slight concerns about the continued wet weather and hoping for a long spell of dry weather before the Fair arrives in May. The Trustees have opened discussions with Whitton & Frost about continuing to fill in The Pit, suspended during the Covid pandemic. When complete, the area will be covered in topsoil and planted with trees.

**17. Village Hall (Cllr Smith)**

**The planning application** has been submitted to West Suffolk Council which has resulted in an invoice from the architect which includes a 50% reduction on the planning fee. Once the application has been validated the consultation documents will be circulated.

**The Velveteen Rabbit (4<sup>th</sup> April)** was very well attended (70 tickets booked) and enjoyed by children and parents, including visitors from outlying villages.

It was a free event, made possible by generous donations from a number of residents and the village Hall, which was initially offered to children at Bardwell School, who accounted for c.50% of the tickets.

**18. Speed Watch (Cllr Compton):** No report

ANPR Project: Outcome/figures not yet received.

**Action:** Clerk/Cllr Compton to follow up.

**19. Suffolk Association of Local Councils (SALC) (Cllr Stokes)**

For the benefit of residents in the public gallery, Cllr Stokes outlined the purposes and benefits of SALC.

**20. Financial Report (Clerk/RFO)**

**1. Annual Governance Accounting Return:** The Clerk/RFO provided draft figures.

Additional details have been circulated via email. Councillors were invited to submit questions to the clerk once they have had the opportunity to study them.

The AGAR will be submitted to the internal auditor, following which the accounts will be provided at the May meeting to councillors for approval.

**2. Bank reconciliation and invoices for payment** totalling £1,698.20 were approved.

**21. Quiet Lanes:** The quiet Lanes Signs have been installed (thanks to Cllr Smith).

A previous request for Ixworth Thorpe Road to be designated as a Quiet Lane has not been forgotten but at present there is no indication as to when, or if, new submissions will be invited (due to financial constraints).

**22. Litter pick:** 25<sup>th</sup> March 2023

This was a successful event. Thank you to all the volunteers who worked so hard during the morning. It is very disappointing to find so much rubbish discarded, which is not only unsightly but dangerous to wildlife.

**23. Annual Village Meeting:** Saturday 20<sup>th</sup> May 2023 - 10am – noon

Suffolk Wildlife Trust have not responded to request to attend as a speaker. Clerk is following up. Details to be circulated. **Actioned: Clerk**

**24. Local Elections:** 4<sup>th</sup> May 2023

To record sincere thanks and gratitude to all councillors for their service to the community at the end of the current 4 year term, and the many years of service prior to this.

The Chairman highlighted the work that the retiring Councillors have been involved in over many years and thanked them for their service to the community. Councillors highlighted the many achievements of the parish council.

Details of Candidates standing for Election will be known on 5<sup>th</sup> April: The official notice will be posted on the pc website and notice board.

**25. Correspondence**

Lighthouse Women's Aid: To note request for financial support (for consideration at the June meeting).

Cllr Sanderson asked that the parish council be aware that this is an Ipswich based charity: there is a more local Women's Aid charity in Bury St Edmunds.

Councillors agreed that supporting a locally based charity is more appropriate.

**26. Questions to the Chair**

**27. Next Meeting: Tuesday 16<sup>th</sup> May 2023, 7pm**

DRAFT Minutes *P Smith*, Clerk 27/04/23

[bardwellpc@gmail.com](mailto:bardwellpc@gmail.com)

[www.bardwell.onesuffolk.net](http://www.bardwell.onesuffolk.net)

01359 221934

**Clerk's update to minutes of Bardwell Parish Council meeting  
4<sup>th</sup> April 2023**

- 4.3. Quiet Lanes: Suffolk County Council will not be funding any further Quiet lanes projects.  
Parishes who wish to implement further QL's are advised to discuss with their County Councillor to see if they are willing to offer support.  
It has also been suggested that parishes may wish to collaborate.
- 4.4. School Lane/Skinners Lane: SCC were unable to find the lump of concrete. Has a resident removed it?
- 4.6 Closed bridge of river Black Bourn: Following the visit of Cllr Paul West arranged by Cllr Spicer, the outcome is that a new bridge is now in the programme of works for 2024/25.
8. b) Coronation plaques were put on lamp posts around the village by Clerk and Cllr Smith.
10. Highways:
- 10 b) Highways notified about crumbled/deteriorating work surface in Quaker Lane in the region of the frontages of Lilac house and neighbouring property. No response at present.
- 10 d) Hastoe and Suffolk County Farms have been contacted to request removal of fence in Spring Road between footpath and grassed area in front of Hastoe properties.  
No response from SCC but hastoe are visiting mid month and will advise response. Hastoe has also asked their contractor for their opinion.
11. a) DC/23/0310/HH and b) DC/23/0435/FUL Responses submitted to WSC as per minutes.
12. Community Field inspection reports: Clerk will continue to monitor responses/updates.
13. b). Thanks have been sent to Damian Parker for gate.
14. Allotment sheds: Merit Sheds (supplier) have replaced the torn roofing on the shed as reported.
23. Annual Village Meeting: Suffolk Wildlife Trust are unable to attend the meeting. A reports have been received from a number of village organisations and are being collated. Coffee and cake will be provided and residents will be invited to provide comments and suggestions for how they wish to see the village evolve.
25. Lighthouse Women's Aid: correspondence is included on May agenda for response.