

## Bardwell Parish Council

Chair: David Ruffles Vice Chair: Margaret Berrill

**DRAFT** Minutes of the Meeting of Bardwell Parish Council held on **DRAFT**  
Tuesday 7<sup>th</sup> November 2023, Commencing at 7pm  
Venue: The Tithe Barn (Bardwell Village Hall), Up Street, Bardwell IP31 1AA

**In attendance:** Cllr David Ruffles (Chair), Cllr Margaret Berrill (Vice Chair), Cllr Mike Allum, Cllr Karl Ives, Cllr Lenka Lelakova, Cllr Andrew Smith (also District Cllr); Suffolk County Cllr Joanna Spicer.  
Clerk/Responsible Financial Officer: Pauline Smith; Members of the Public (7).

### 1. Apologies

Apologies for absence were received and accepted from Cllr Witton

### 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.

Cllr Smith: ongoing re Finance item 17 – approval of Clerk/RFO salary

Cllr Ruffles: item 9.1 Planning application DC/23/1705/TCA

2.2 To consider requests, not already received and determined, for dispensations relating to matters on this agenda: None received

### 3. Approval of Minutes of the Meeting held on 3<sup>rd</sup> October 2023

The Minutes were unanimously approved and duly signed as an accurate record by Cllr Ruffles (Chair).

### 4. Public Participation Session

A member of the public raised concern about road markings which have been erased over time and require refreshing and also that the 'sharp bend' sign in Quaker Lane is missing.

The resident raised a need for a salt bin at the junction of The Croft where one was in situ many years ago: The resident's request has been previously considered and details for the refusal were provided at the time. However, the Chair agreed that the request will be included on the December agenda for consideration.

### 5. To receive reports from

#### 5.1 Suffolk County Cllr Joanna Spicer MBE

**A1088 Closure:** Cllr Spicer provided prior notice of a road closure along the A1088 at Stowlangtoft for approximately 3 months due to work on the bridge, wef May 2024 (date to be confirmed)

**Footbridge over River Black Bourn** at Church Meadow

Milestone have visited site, costings and design have been completed.

It is hoped that the new bridge will be installed during Spring 2024.

#### **Funding for road signs**

Suffolk County Council has secured additional funding to replace or repair missing or damaged signs. A significant amount will be allocated to signs on strategic routes.

Cllr Spicer has access to approximately £3,000 to replace road signs within the villages she represents. She anticipates she has sufficient funds to replace approx 1 or possibly 2 signs per village. In addition, 30mph stickers will be available for faded 30mph speed limit signs.

**Action: Councillors** to submit details of SCC signs across the village that they consider require repair or replacement, **to Clerk**

Cllr Spicer advised Cllrs that she is willing to join them in a work party cleaning existing signs.

**Yellow Lines** at School lane are 'still in the system' and will be implemented. Date not yet known.

5.2 **District Cllr Andrew Smith**

**Grounds Maintenance Review:** West Suffolk is asking for comments from Town and Parish Councils.

**Action: Clerk** Response to re-emphasise the requirement for a the three-weekly schedule to be maintained.

**Local Plan Group:** The 3<sup>rd</sup> and final public consultation will take place early 2024.

There is one potential site for Bardwell, at School Lane: Members of the community will have 6 weeks to submit their responses.

WSC Officers have allocated a site in School Lane in a different configuration to that previously discussed and agreed by the parish council with the landowner, Suffolk County Council.

**Action:** A site meeting is to be requested with WSC Planning Policy Officer Marie Smith, together with Suffolk County Council Officers, Suffolk County Cllr Joanna Spicer, West Suffolk District Cllr Andrew Smith, and Bardwell Parish Council representatives.

**Action** to arrange: Cllr Smith

**Update:** Meeting was held on Monday 20<sup>th</sup> November. Cllr Ruffles and Cllr Berrill were in attendance for Bardwell Parish Council.

**Bury St Edmunds Bus Station:** Antisocial behaviour had resulted in a decision that the waiting room at the bus station would be closing. However, due to opposition, this plan has been rescinded and the bus station will remain open with private security brought in.

**Mallard View:** No further details available for reporting at this time.

**6. Highways Matters**

6.1 **Recent Flooding update**

Work to prevent a future recurrence of the flooding issues to properties in Low Street and Up Street following heavy rain in September appears to have been largely successful.

A property on the corner of School Lane/Up Street, not previously affected, was flooded during the most recent heavy rainfall.

Following the recent flooding on Low Street, several residents have kindly worked to clear debris from Knox Lane which washes down to Low Street and into the drains during periods of heavy rainfall

6.2 **Hedge cutting**

It is expected that hedges in several locations will be carried out on 10<sup>th</sup> November (some of which are under private arrangements); work at the community field will be carried out at a later date when the ground is hardened by frost to avoid damage.

A number of residents have volunteered to assist in clearing up any debris following work in Low Street and Church Road.

**7. Traffic Calming**

7.1 **To review the information obtained regarding potential locations for Village Gateways and initial estimated costs, and to determine whether/how to proceed.**

Initial examples of costs were provided to councillors.

Cllrs Ruffles and Ives had identified possible locations but there is a common problem of insufficient space: Almost all of the areas identified would result in the gateways encroaching on private land.

If appropriate locations can be established and agreements reached, Cllr Spicer is willing to provide funding of up to £2,500 towards the costs of gates/installation/licence.

**Action: Further work on costs to be carried out: Action Clerk**

- 7.2 **Vehicle Activated Sign (solar powered)**  
**To review information obtained regarding potential for a permanent location plus additional location for existing mobile VAS** and to determine how/whether to proceed.

Ali Compton, Community Speed Watch Lead, explained the process of identifying suitable locations (similar information previously circulated) and explained that a location has not previously been considered for Stanton Road/The Green.

Cllrs Ives and Ruffles had identified a potential location for the stretch along Stanton Road/The Green.

Examples of costs from several suppliers have been received and circulated.

Councillors wish to continue to pursue this option.

Cllr Smith is able to provide £600 from his locality budget

**Action: Detailed costs to be obtained for 2 units. Action Clerk**

## 8. Chairman's Report

The Chairman congratulated Emma who has taken on the running of the coffee shop at The Grumpy Goat.

## 9. Planning Matters

- 9.1 **Consultation received from by West Suffolk Council, Planning Authority:**  
**DC/23/1705/TCA: The Old Rectory**, Up Street, Bardwell IP31 1AA  
Trees in a conservation area notification – One Yew (marked on plan) overall crown reduction by up to two metres. **Parish Council response: No objections Action Clerk**
- 9.2 **Consultation received from by West Suffolk Council, Planning Authority:**  
**DC/23/1683/TCA: Moat House**, Yoga Studio Spring Road, Bardwell IP31 1AB.  
Trees in a conservation area – a. one Ash (T1 on plan) overall crown reduction By up to three metres b.one Birch (T2 on plan) fell. **Parish Council response: No objections Action Clerk**
- 9.3 **Cllrs noted** the following decision by West Suffolk Council, Planning Authority  
**DC/23/1442/TCA: Booty Hall**, The Green Bardwell IP31 1AW  
Trees in a conservation area notification - one Ash (T1 on plan) reduce lowest branch on eastern aspect by 1.5 metres **Decision notice issued 10<sup>th</sup> October 2023/No objections**

## 10. Community Field:

- 10.1 **Fruit Tree Pruning event, 21<sup>st</sup> October 2023**  
This was a very successful event. Thanks to Tom Hoblyn for providing his time and expertise, and to everybody who participated.  
In addition to learning how to prune, resulting in our community orchard being greatly enhanced, participants helped in replacing tree supports and adding compost.
- 10.2 **Play area:** To note that the reports have been updated with recent photographs, although some items which have been rectified continue to be included.
- 10.3 **Woodland Area:** Tree pruning 3<sup>rd</sup> November: The parish council is grateful to the volunteers who spent time pruning trees in the woodland area, when it was identified that new tree supports were required.  
A proposal by the chairman to purchase new tree stakes (£246.00) for the woodland trees was agreed. **Action Clerk**

## 11. D Day 80<sup>th</sup> Anniversary Commemoration Plans: Progress report Cllr Berrill

An entertainment programme is in draft format.

Costings have been obtained for the proposed food element of the event: a fish and chip supper to be held in the Tithe Barn: food expected to cost between £8 - £10 per person.

**Action:** Cllr Berrill to arrange a meeting with all those who have volunteered to be involved.

**(Update:** A meeting has been arranged for Thursday 30<sup>th</sup> November at 1.30pm in the Dun Cow).

**Action: All** Any ideas to be sent to Cllr Berrill in advance of December meeting.

Funding? A sum will be allocated within the budget. **Action: Grants: Clerk to investigate**

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12. **Dog Fouling:** Arrangements for competition organised in association with Bardwell Primary School for children to design an anti-dog fouling poster for installation around the village:  
The Head Teacher and School Council will attend the December meeting and present their designs for councillors to make a decision.  
The meeting will commence at 6.30pm  
Prize money: Personal donations from councillors and others.  
Tool Box Marketing will create a header and footer for poster: format to be provided to December meeting (no charge).  
**Action: Chairman** to liaise with School and Toolbox Marketing  
Printing costs quote as provided by Chairman were agreed:  
Likely to be A3 but the final decision will be determined by the design.
13. **Thermal Imaging Project:** 28<sup>th</sup> November – 11<sup>th</sup> December 2023  
Councillors agreed to progress with this project.  
Cllr Ives will take the lead.  
**Action: Clerk** to provide further information and promote the project.
14. **Emergency Plan:** Progress Report. *Cllr Smith*  
1<sup>st</sup> draft copies of the emergency plan were circulated.  
**Action: All Councillors** to provide details for consideration for inclusion **to Clerk**
15. **Grant Application for consideration: £400.00 - Village Fun Day 23<sup>rd</sup> June 2024.**  
To consider the grant application received, for funding towards the costs associated with the Village Fun Day.  
It was highlighted that this request does not fulfil the provision of the original suggestion put to the committee by councillors who attended the meeting. However,  
**Decision:** Cllrs agreed to approve the grant for the village fund day 2024. This will be a 'one-off' grant only.  
**Action: Clerk will inform Chair** of the committee with the standard associated requirements/provisos.
16. **Clerk's Report:** Copy attached
17. **Financial Report and Payments for Approval:** approved as circulated:  
Payments totalling £704.55 unanimously approved.
18. **S137 – Consideration of Charitable donations:** deferred to December meeting **Action Clerk**
19. **Budget:** Draft details for consideration:  
Initial draft details were circulated. Concern was expressed about the potential for an increased precept to achieve all of the parish councils aims during 2024.  
Further review of budget will take place at December meeting.  
**Action: Clerk** to provide details of the level of income available if precept was increased by 5%.
20. **Reports from other organisations**
  - 20.1 **Bardwell Charity Trustees.** The Warm Spaces and Table Tennis Club for which the Bardwell Charities has provided grants, are doing well.  
Date awaited for the pond and long ditch to be flailed.
  - 20.2 **Bardwell Playing Fields Association.** Emma has taken over the running of the Grumpy Goat Coffee Shop.  
Cllr Smith has provided a contact at West Suffolk Council with whom BPFA is liaising, who may hopefully be able to assist in advising in ways to reduce the pavilion electricity running costs.
  - 20.3 **Bardwell Community Speedwatch.** Speed data had been previously circulated
  - 20.4 **Bardwell Tithe Barn.** Recent play in the Barn raised £462.00  
Warm Spaces and Table Tennis continue to be well supported.
  - 20.5 **Suffolk Association of Local Councils.** Cllr Berrill will attend the SALC conference in Ipswich on 29<sup>th</sup> November.

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21. **Training/Conferences for Clerk and Councillors**  
29<sup>th</sup> November SALC Conference to be attended by Cllr Berrill  
Cllr training: **Cllr Allum** to identify convenient dates
22. **Diary Dates:** the following dates were agreed  
Annual Litter Pick: 23<sup>rd</sup> March 2024  
Annual Parish Meeting: Saturday morning 27<sup>th</sup> April 2024  
**Action: Suggestions** to be provided **to Clerk** for speaker at APM in advance of December meeting  
Cllr Ruffles suggested SARS (has previously attended)  
**Other diary dates:** 4<sup>th</sup> December 2023, 7pm West Suffolk Civic Carol Service: Invitation previously circulated.
23. **Correspondence** requiring attention, not previously circulated: None
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.  
  
Clerk provided an overview of the advice received from SALC and ACAS in relation to establishing when a worker is to be considered as an employee or self-employed/contractor.  
  
**Action:** Clerk to meet with Vice Chair with the intention of concluding the matter at the December meeting.
25. **Questions to the Chair: None**
26. **Date of next meeting:** 5<sup>th</sup> December 2023, 6.30pm, Venue: The Tithe Barn

**The meeting ended at 10.15pm**

**Draft Minutes v2**  
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