

**DRAFT Minutes of the Meeting of Bardwell Parish Council held on
Tuesday 5th March 2024, commencing at 7.00pm
at The Tithe Barn, Bardwell Village Hall, Up Street, Bardwell IP31 1AA**

In attendance: Cllr Margaret Berrill (Chair), Cllr Mike Allum, Cllr Lenka Lelakova,
Cllr Andrew Smith (also West Suffolk District Cllr), Cllr Karen Witton
Clerk/Responsible Financial Officer: Pauline Smith
Members of the Public: 2

1. Apologies for absence

Apologies for absence were received from Bardwell Parish Councillor Cllr Ruffles and Suffolk County Cllr Joanna Spicer, MBE

2. Declarations of interest

Continuing personal pecuniary interest, Cllr Smith re Clerk Salary item 17.1

3. Approval of the minutes of the meeting held on Tuesday 6th February 2024

The minutes were unanimously confirmed as an accurate record and signed by the Chair.

4. Public Participation session

A resident reiterated previous concerns regarding encroaching verges along Church Road near Bell Cottage and white markings/warnings on roads that require reinstatement. He also suggested that several more 30mph roundels be painted.

5. To receive reports from:

5.1 Suffolk County Councillor, Joanna Spicer MBE

An email received by Cllr Spicer from the SCC Structures Assets Manager providing details about the new bridge across the river at Church Meadow has been previously circulated to councillors:

- A cost estimate for the ground investigation (GI) works has been received and an order raised. Milestone are planning to undertake the GI site work in week commencing 11th March, assuming ground/weather conditions permit, and consent is gained for access from the land owner.
- An order is already in place for preliminary design of the bridge, which will be concluded once the GI information has been obtained.
- A footbridge provider has been engaged by Milestone and they have visited site to look at access/constraints etc. – They have also provided some cost details. SCC plan to place an order with them as soon as we are able to, such that they can be engaged in the design, fabrication, and installation of the replacement bridge. (They are also being engaged on the three other footbridge replacement schemes that are being progressed alongside the one at Bardwell).
- SCC are trying to deliver a number of footbridge (and road bridge) schemes concurrently this year, which is placing a lot of pressure on our finite resources, and therefore the works at Bardwell are currently programmed to be started in September, rather than Spring/Summer as was indicated previously below.

Cllr Allum advised that the bridge is being built in kit form and constructed on site.

5.2 West Suffolk Councillor, Andrew Smith

Mallard View: Following a recent visit to site, the West Suffolk Enforcement Officer has reported that there has been little or no progress to-date. As previously reported, WSC must wait for the Breach of Conditions deadline prior to progressing to any further appropriate action. The neighbours are in direct contact with the West Suffolk Council Enforcement Officer.

Civil Parking Enforcement: School Lane

See attached email previously circulated to councillors.

Residents/those affected by inappropriate parking who consider that action is required are advised to submit reports to Civil Parking Enforcement via the West Suffolk Council website. For further information and link to the online reporting form visit:

<https://www.westsuffolk.gov.uk/parking/cpe/index.cfm>

Motorists causing obstruction should be reported via the Suffolk Police website.

Parking on school zigzags: It would seem reasonable that the school should be taking this up with parents.

Further discussion on this matter is detailed at item 8.

Ixworth Patients Association: Lilla Babraff has joined Ixworth Patients Association. She has kindly agreed to take on the role of Bardwell Community Representative. Cllr Smith will remain on the committee.

Mrs Babraff will be invited to provide feed-back to the parish council as necessary. **Action: Clerk**

Stanton Planning Application at Shepherds Grove. This application will be considered by the West Suffolk Council Development Control Committee on 6th March 2024.

There was acknowledgement by parish councillors of the need for a relief road for the residents of Stanton Village.

There is concern about the long-term cumulative impact resulting from this and future development along the A143 and the impact on neighbouring villages. Whilst Copart has withdrawn its interest in occupying the site, the existing plans remain unchanged, giving the impression that this leaves the door open for Copart (or a similar operation) to return.

Bardwell Parish Council had not submitted a request to speak at the Development Control Committee meeting on 6th March 2024.

The Birches. Glassfield Road: On behalf of a resident, Cllr Allum asked about the high court judgement in relation to the use of this land. Apparently hard core is being laid and fences erected. Cllr Smith will discuss with Enforcement. **Action: Cllr Smith**

6. Chairman's Report

Cllr Berrill thanked Cllr Witton, and the volunteers for their hard work during the first village volunteer work party during February.

7. **Dogs without sufficient supervision/control:** See report circulated by Cllr Ives 11 Feb (attached). ***To receive update and consider whether there is anything further the parish council can/should do in relation to this matter.***

Councillors were concerned to hear of recent incidents causing distress to owners and their pets which has resulted in it being necessary for the police to become involved.

It was agreed that owners/those walking dogs should remain vigilant and ensure that their pets are kept under control at all times.

It is an offence to let a dog be dangerously out of control whether that is in public or private.

A dog is considered to be out of control if it:

- Injures someone
- makes someone worried that it might injure them

A court could also decide that a dog is dangerously out of control if:

- it attacks someone's animal
- the owner of an animal thinks they could be injured if they tried to stop your dog attacking their animal.

Resolution: Cllr Ives to provide text to Clerk for inclusion in social media/website/BVN

Action: KI/Clerk

Useful information available at:

<https://www.westsuffolk.gov.uk/environment/environmental-services/dogs.cfm>

<https://www.suffolk.police.uk/advice/advice-and-information/ac/animal-crime/>

8. Highways issues for consideration

School Lane Parking Issue: Double yellow Lines extending from the school zig zags to the previous extent at which the zig zags ended do not cover the entire width of the opposite access to Mill Paddock.

Inappropriate parking by motorists associated with the school in this location can result in obstruction to larger vehicles needing to access Mill Paddock during term time: mainly during setting down/picking up time, as well as by some customers visiting Wooster's Bakery.

To consider whether there is any action that the parish council can take to alleviate this problem.

There is a period of 20 minutes at the beginning and end of the school day when serious difficulties are experienced.

As well as parking on the double yellow lines, opposite dropped kerbs and access road to Mill Paddock and Skinners Lane, motorists are witnessed parked either partially or wholly on the kerb including outside Wooster's bakery, creating difficulties for residents and other road users, pedestrians and those with mobility issues. It is acknowledged that as well as parents/carers or others associated with the school, some of the inappropriate parking is likely to be caused by visitors to Wooster's bakery.

The request for the double yellow lines to be extended towards skinners Lane to ensure that they extend the full width of Mill Paddock is unfortunately not feasible due to the costs involved which would have to be funded/sourced by the parish council. (A Road Traffic Order is required which is a legal process together with all other associated costs estimated at c.£7.500 - £10,000.)

A suggestion of a white H marking would be unlikely to resolve the issues experienced by large vehicles/those with a trailer for example, wishing to access Mill Paddock. In addition, SCC stated that their requirements were unlikely to be met in this instance.

Cllr Lelakova described similar issues having been experienced at Great Barton Primary School: These were resolved over a period of about 6 months by a member of staff being present each day at the school entrance to reinforce the reasons for parking considerably and appropriately.

Resolution: The Parish Council will request a meeting with the Head Teacher of Bardwell Primary School. To include the Chair, Vice Chair, plus School Lane resident to be invited (Mr Babraff).

Action Clerk

9. Local Plan: Land at School Lane: To consider suggested response for submission.

Resolution: Councillors agreed the following response:

Bardwell Parish Council considers that the document is legally Compliant.
Bardwell Parish Council considers that the document is legally Sound

“A site of 0.7 hectares at School Lane, as shown on the policies map, is allocated for **around** 15 homes.”

1. Bardwell Parish Council asks that the reference to the site allocation be changed to read '**up to** 15 homes' as opposed to 'around 15 homes'.
2. School Lane currently experiences serious congestion and parking problems during term times due to a lack of parking provision, narrow road and existing multiple property accesses, which will be exacerbated by development unless appropriate measures are implemented.

Bardwell Parish Council **requests the inclusion** of the requirement for a Traffic Plan and Traffic Assessment for School Lane and the surrounding locality.

10. Planning Applications

10.1 To consider responses to planning application consultations received from West Suffolk Council: None

10.2 To note planning application decisions by West Suffolk Council as the Planning Authority since the February meeting.

DC/24/0071/TCA | Trees in a conservation area notification - one Ash (T1 on plan) fell | Chapel Cottage Ixworth Road Bardwell Suffolk IP31 1AU: Decided/Approved

DC/23/1965/TPO | TPO 549 (2014) tree preservation order - one Horse chestnut (T1 on plan, T2 on order) overall crown reduction by up to 1.5 metres; one Sycamore (T2 on plan, T1 on order) re-pollard | Valley View Low Street Bardwell Suffolk IP31 1AS
Approved: Details changed to show that the sycamore will be re-pollarded (not felled as in original application).

11. Village Voluntary Workforce and Annual Litter pick

11.1 Voluntary Workforce: Next working party 9th March Cllr Witton

The parish council acknowledged the success of the first event (February) and thanked Cllr Witton for organising it together with the volunteers who had participated.
Work included clearing the bank/verge along Low Street, church yard path, and litter picking.

Next work party 9th March: 10am – 1pm. Mr and Mrs Dunsdon were thanked for supplying spring bulbs for planting along Low Street verge. There are 24 volunteers for this event.

Question from Cllr Witton: Harling Bridge: Could the parish council paint the wooden fence with preservative?

Action: Clerk to establish ownership of/responsibility for the fence.

11.2 **Annual Village Litter pick 23rd March:** Arrangements

The work will be focussed on the roads into/out of the village.

To-date only 6 volunteers: This is unusual and the Clerk suspects that this is because volunteers are now participating in the monthly work parties however, councillors **Resolved** that it should proceed.

Cllr Witton will invite members of the volunteer workforce to participate **Action Cllr Witton**

Additional litter picking equipment has been booked with West Suffolk Council

Arrangements have been made with Chairman of BPPA for space in the community field car park to leave bags for collection by WSC on 25th March or as soon as possible thereafter.

Action: Clerk Additional Bags are required

12. Village D Day Commemoration Events. Next Meeting 7th March Cllr Berrill

The next meeting of those involved in organising the events will be held in the Dun Cow on 7th March.

Tickets are expected to be on sale soon.

The Clerk/RFO will attend to clarify a number of financial issues.

13. Speed Watch Report

Speed data has been circulated to councillors: To be uploaded to website. **Action:Clerk**

Speed watch volunteers have not been operational during February but are expecting to be carrying out sessions during March.

14. Speed Indicator Devices (solar) for consideration

14.1 New Device:

Details of three devices have been circulated to councillors, to consider options.

There are considerable differences in cost between the three units as well as differences in build quality and warranty periods.

Resolution: Councillors have chosen the cheapest unit – The Evolis by Elan City (£2,339.99 ex vat)

No order can be placed until confirmation as to whether or not the application for a grant (£2,000) to Suffolk Community Foundation – High Sherriff's Fund has been successful: To place an order prior to the grant decision would result in the funding – if successful – being withdrawn. The decision is expected 31st March 2024.

Note: £600 grant funding has been agreed by West Suffolk Cllr Smith: there are additional costs related to the application to SCC for supply and installation of a new pole.

14.2 Existing Coeval Device: To receive update regarding necessary repair.

(Information previously circulated).

The unit will need to be returned to the manufacturer in Scotland for investigation.

If it is not possible to repair, supplier may be prepared to provide a replacement at an attractive price.

Resolution: To establish costs of investigation before progressing. **Action Clerk**

15. Village Gateways: To consider the concerns raised about the construction of the proposed gateways and to determine how to progress. (Details previously circulated)

Clerk has spoken with Glasdon who do not believe that their current product will be affected by high temperatures and have provided relevant information which has been circulated.

An enquiry made to an alternative contractor resulted in being provided of 4 locations in Tostock to visit to see examples of Glasdon gates which have been in situ for approx. 5 years without a problem.

Resolution: Action: Clerk to obtain a quote for wooden gateways from Clarkes for further consideration at the April meeting.

Cllr Ruffles will obtain a quote for appropriate post shoes.

16. Community Field

16.1 **Landscaping Maintenance:** To confirm arrangements for grass cutting and consider other likely maintenance requirements during the season.

Resolution: (1). An action plan for the maintenance of the community field/specification of work required and (2) contract for the contractor, are required.

Action: Clerk

16.2 **Play area:** To determine an appropriate solution to repair the two gates. Both gates need attention.

Resolution: To obtain advice/quote from a contractor to fix the gates. **Action Clerk**

17. Finance

17.1 Report and payments for approval:

The financial report and request for payments were provided to councillors and payments totalling £335.61 were duly approved: See attached.

17.2 **It was confirmed** that Mr Peter Chapman has agreed to undertake the Internal Audit for 2023/24 accounts prior to submission to PKF Littlejohn.

18. Clerk's Report (See attached).

Defibrillator Cabinet: Cllr Smith and Mr Brien were thanked for installing the new defibrillator cabinet at the Tithe Barn and for repairing the litter bin at the community field.

Village Clock: Councillors have previously been advised that there are problems with the clock which are being investigated. Although located on the church, the clock is the village clock: the parish council is responsible for its maintenance and upkeep.

To-date apart from the annual service charge, there have been relatively few problems or additional costs. Awaiting further information.

Town and Parish Conference: 18th March – All Councillors welcome to attend: details have previously been circulated.

19. Annual Village Meeting: *Arrangements and Consideration of those businesses and organisations who could be invited to make presentations.*

Cllrs Witton/Berrill (see attached)

The Annual Parish meeting has previously invited reports from all organizations and charities of the village and as well as charities with whom the village has an association through its S137 donations. The legislation refers to organisations not businesses.

Cllr Witton and Berrill have new ideas and are keen to encourage local businesses who are part of the community to become involved and in so doing create an event which is interesting, informative and interactive.

Cllrs Berrill and Witton provided a list of suggested organisations and businesses to make presentations at the meeting – no longer than 5 minutes each – for consideration (report attached).

Precautions will need to be taken to ensure the new proposals are clearly explained to avoid offence being caused to any businesses and organisations not invited to make presentations.

Resolution: To continue along this course of action. **Action Cllr Witton/Berrill**

Action: Clerk to circulate the relevant legislation/documentary evidence to ensure that the purpose of the meeting is understood.

Reports will continue to be requested from organisations, collated and made available online. Reports will not be read out during the meeting. **Action Clerk**

Bardwell Parish Council

Chair: David Ruffles. Vice Chair: Margaret Berrill

Reports from other organisations

- 20. Bardwell Charity Trustees** Barry Felton/Chair Via Clerk
Following a winter of storms and record rainfall in February, two new ponds appeared on The Green and the drainage ditches were full to the brim. Contrary to popular belief, there isn't a problem with drainage around The Green, it was more a case of the main drainage being overwhelmed.
- 21. Bardwell Playing Fields Association** Cllrs Allum/Lelakova
Cllr Allum reported on a successful evening for Cricket Enrolment Funding applications have been submitted for a Petanque Court Quiz: 8th May 2024
- 22. Bardwell Village Hall:** Nothing further to report Cllr Smith
- 23. Suffolk Association of Local Councils:** No report Cllr Berrill
(SALC area meeting is being held this evening 5th March 2024)
- 24. Questions to the Chair:** None
- 25. Date of Next Meeting:** Tuesday 2nd April 2024, 7:00pm
The Tithe Barn, Bardwell Village Hall, Up Street, Bardwell IP31 1BA

The meeting ended at 9.06pm