

Bardwell Parish Council

Chairman: David Ruffles Vice Chairman: Andrew Smith

Councillors are summoned to attend the Meeting of Bardwell Parish Council to be held on:

Tuesday 3rd September 2019 Time: 7.30pm

Venue: The Tithe Barn (Bardwell's Village Hall) Up Street, Bardwell IP31 1AA

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. Any member of the public who attends the meeting and objects to being filmed should advise the Clerk to the Council who will request that they are not included within the filming.

1. **Apologies for absence**
 - a. Parish Council to receive apologies for absence
 - b. Parish Council to consent to accept apologies received.
2. **Declarations of Pecuniary and Non-Pecuniary Interests**
3. **Approval of the Minutes of Meetings** held on
 - a. Tuesday 2 July 2019
 - b. Wednesday 3 July 2019 (re Community Field)
4. **Public Participation Session:** Members of the public are welcome to make comments and raise questions about issues on this agenda. Other matters may be raised at the Chairman's discretion.
5. **Report from Suffolk County Councillor** Joanna Spicer, to include:
 - a. Glassfield Road: Update from SCC re recent resurgence of potential unlawful waste dumping activity.
 - b. Traffic calming (progress re potential of roundels)
6. **Report from Ward Councillor** Andrew Smith, to include:
 - a. West Suffolk Rural Taskforce Survey
 - b. Updates re planning investigations re Glassfield Road and Wyken Road
7. **Police Report**
8. **Chairman's Report**
9. **Planning Applications** for consideration: None received at the time of issuing the agenda.
10. **Highways Matters.**

Winter Gritting arrangements 2019/20 (See information pack)

11. **Bardwell Community Speed Watch:** VAS traffic data update (see attached) Cllrs Compton/Stokes

12. **Bardwell Playing Field Association** Cllr Sanderson
Proposal submitted by Cllr Sanderson requesting that Bardwell Parish Council give consideration to contributing to the installation of a temporary provision of a WC at the Bardwell Community Field Car Park.

Details:

“It is proposed to demolish the old pavilion shortly to make way for the ground work necessary for foul drainage.

This means there will not be any toilet facilities on the site. A temporary toilet has been arranged for delivery to the construction site in the next few days.

At the BPFA meeting on Monday (*19th August*) we (*BPFA*) discussed the implications for football activity on the Community Field. In view of recent events we consider it would be prudent to provide one toilet there too, probably positioned in the corner of the car park.

The cost is £90/month which will probably be for 3 months and it was agreed that I should ask the PC if it would make a contribution towards this installation. Obviously, it would only be a temporary arrangement but available for use by the general public during that time.”

13. **Community Field**
- a. Provision of Water Supply update to include response from AWA Cllr Smith
 - b. Proposal: That the Parish Council should install appropriate signage at the location of the Water Pipe - identifying its location across the ditch - cost estimate c.£20 Chairman
 - c. Remodelling of wildlife/wildflower/sensory area - work carried out 17/18th August
Proposal: That grass seed should be purchased and the area previously covered by the soil heap should be seeded now. Chairman
 - d. To consider quotations/costs identified for work required to provide paths and boardwalk and to determine how to proceed. (details to be circulated separately in advance of meeting)
(*This item will be discussed during closed session - see item 19.*) Cllr Smith
 - e. Grounds maintenance - update - any matters requiring consideration.

14. **Community Field: Dogs - Review**

Contrary to the arrangements at the playing field, dogs have been permitted on the community field from the outset of the project.

The Parish Council has previously agreed that this arrangements is to be kept under review, with the provision that such permission could and would be rescinded or amended subject to circumstances.

15. **Bardwell Tithe Barn** (Bardwell's Village Hall) - **Report**

16. **Finance**
 - i. **Audit**
 - a. Audit 2018/19: Completion of Limited Assurance Review for the year ended 31 March 2019 - Letter dated 20 August 2019, received via email 21 August - previously circulated to Councillors.
PKF Littlejohn LLP (Auditor) has confirmed that the annual review of the Annual governance and Accountability Return (AGAR) has been completed.
 - b. The signed External Auditor Report Certificate (section 3) states that:
“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
Other matters not affecting our opinion which we draw to the attention of the authority: None”
 - c. In accordance with the Accounts and Audit Regulations 2015 (SI 2015/234) The Notice of Conclusion of Audit has been published on the Parish Council website www.bardwell.onesuffolk.net together with the certified AGAR (sections 1,2,3)
 - ii. **Financial Report**
 - iii. **Invoices** for approval/payment.
17. **Clerk’s Report:** to include request for financial support to attend training
18. **Correspondence** received requiring decision/action
 - a. To consider whether/how the Parish Council wishes to respond to the following surveys (previously circulated)
 - Rural Opportunities and Issues Survey (see item 6)
 - Car Park Users Survey
 - Affordable Housing Supplementary Planning Document 2019
 - b. VE Celebrations 2020: Request from Stanton PC asking Whether Bardwell pc plans to take part in the celebrations and if so what events it will be running.
 - c. Ben Lord: Atrial Fibrillation (AF)/Stroke Prevention programme (see attached)
 - d. SALC Area Meeting 10th September (details previously circulated)
19. **Closed session:** To resolve that Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting due to the confidential nature of the business to be discussed.
 - a. Community Field: to discuss quotes/costs
 - b. Staffing matters: Costs and contractual details
20. **Questions to the Chair**
21. **Next Meeting:** Tuesday 3rd October 2019