

Minutes of the Meeting of Bardwell Parish Council held on
Tuesday 2nd April 2019, 7.30pm - The Tithe Barn, Up Street, Bardwell IP31 1AA

Present

Councillors: David Ruffles (Chair), Andrew Smith (Vice Chair and Ward Councillor), Ali Compton, John Babraff, Peter Sanderson, Tony Stokes, Jan Tomlinson,
Suffolk County Councillor Joanna Spicer MBE
Members of the public: 0
Clerk/RFO Pauline Smith

1. **Apologies and Approval of Absences** None received
2. **Declarations of Interests**
 - i. To receive declarations of interest relating to items on this agenda not previously declared: None.
Cllr Smith has an ongoing pecuniary interest re finance item – Clerk/RFO Salary
 - ii. To consider requests for dispensations: None
3. **To confirm the Minutes of the meeting held on Tuesday 5th March 2019**

The Minutes were unanimously approved as an accurate record by all councillors who were present during the March Meeting and duly signed by the Chair.
(Cllr Babraff was absent from the March Meeting)
4. **Public Participation** No members of the public were present.
5. **To receive a Report from the Suffolk County Councillor, Joanna Spicer MBE**
 - i. **Suffolk County Council Enforcement** Team is taking an interest in a site at Glassfield Road on which an enforcement notice currently exists: there appears to have been a recent resurgence in potential unlawful waste dumping/activity at the site.
 - ii. **Village Flooding Survey** Cllr Spicer is expecting a report from Suffolk County Council Following which she will look to arrange a meeting as previously proposed, with SCC, the Parish Council and the Bardwell Charity Trustees.
Cllr Spicer acknowledged her gratitude to Amanda Mayes, Suffolk Highways Asset Manager, for her assistance in this matter.
 - iii. **School Transport:** No major issues as a result of the changes have been reported to Cllr Spicer to-date.
6. **To receive a Report from the Ward Councillor, Andrew Smith**
 - i. **Non-working Street lamp**, opposite The Causeway, Low Street
UK Power Networks have completed the necessary work and the light is now working.
 - ii. **West Suffolk Council** With effect 1st April 2019 St Edmundsbury Borough and Forest Heath District Councils ceased to exist as legal entities. The combined authority is now West Suffolk Council (It is a District Council as opposed to a Borough Council)
 - iii. **Anti-social behaviour issues** – progress report from Havebury Housing: [see attachment, page 8.](#)
7. **Chairman's Report:** No separate report
8. **Highways Matters**

To note that the flooding survey has been completed: Awaiting outcome of report
See Item 5b
The Chairman noted gullies being cleared along Ixworth Road from Bardwell Hall.
Cllr Spicer explained that European legislation requires that routine gully clearing is carried

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out with fresh water. This results in the work being extremely expensive. Hence general routine maintenance is not carried out as regularly as parish councils would wish.

9. **Community Speed Watch**

- i. A visit of the mobile Safe Cam vehicle has been requested.
- ii. Speed Watch report – see below
- iii. Correspondence from resident regarding speeding in Low Street (previously circulated). *Copy attached with response*
To consider whether/what further action further action is required/can be taken and to take into account that similar issues exist across the village: see below.

Speeding through the village, including in Low Street, has been/is an ongoing concern.

If an easy solution existed it would have been previously implemented.

The speed watch team have a location close to Thatcher's End, Low Street. Due to the potential dangers to the team at this site and difficulties in siting the requisite warning sign, the location is not regularly utilized. However, the team will arrange a session here to monitor speeds in the near future.

It was discussed that that on occasion reports related to perceived antisocial/inappropriate driving speeds as opposed to speeding beyond the permitted limit.

Traffic calming measures and options were discussed in detail. However, the majority of options are inappropriate to Bardwell due to the narrow width of the village roads.

The mobile speed cam vehicle has been requested and will be attending Bardwell at a date to be confirmed. It was explained that prior to this, covert monitoring will be carried out.

Action: Cllr Spicer will investigate the possibility of speed roundels (painted onto the road).

Cllr Spicer explained that the suggestion of a 20mph zone along Low Street would not receive Suffolk County Council approval, nor would the police be able to enforce 20mph zone at this location. The police had previously advised the Clerk similarly (see attached email.)

It is important to ensure that the Police are given the data obtained from the VAS unit, which provides evidence of speeding.

Action: Cllr Compton (for Speed Watch team) will investigate the possibility of another VAS location along Low Street.

Action: Clerk to respond to resident regarding speeding in Low Street (see correspondence and response on page 8/9)

Parking on pavements was highlighted as a traffic offence and causes difficulties and potential danger for pedestrians, particularly those with pushchairs, young children on bicycles, wheelchair users and people with restricted mobility, who may have to step out into the road to pass-by.

The speed watch team is delighted that another resident will be joining the team. More team members would be very welcome.

- 10. Planning Application Consultations received from West Suffolk Planning Authority
 - i. DC/19/0399/FUL Bardwell Primary School, School Lane, Bardwell IP31 1AD
Planning Application: Relocation of fence and replacement of existing gate.
Action Clerk: Parish Council Response - No objections raised

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- ii. DC/19/0381/TCA: Brook Cottage School Lane, Bardwell IP31 1AD
Trees in a Conservation Area Application: (i) 1 no. Willow fell and (ii) 1 no. Plum tree – prune by up to one third of the north-facing trunk.
[Action Clerk: Parish Council Response – No objections raised](#)
- iii. DC/19/0316/LB The Old Barn, Low Street, Bardwell IP31 1AS
Listed Building Consent application: Replacement windows and doors on front, side and rear of property.
[Action Clerk: Parish Council Response – No objections raised](#)
- iv. DC/19/0397/FUL | Planning Application - 2no. agricultural buildings | Pinn Field
Glassfield Road Stanton Suffolk IP31 2DS
[Action Clerk:](#) The Parish Council noted the inclusion of a hard standing on the plans not identified on the previous planning application, along with concerns regarding the previous application that had been raised by the Tree officer.
[In principle, subject to the aforementioned issues being satisfied/resolved, the Parish Council raises no objection to this application](#)
- 11. **Community Field**
 - i. **Maintenance arrangements and confirmation of first cut**
Graham Hunt will be carrying out the first cut imminently. The Clerk together with Cllrs Babraff and Smith will meet him on site after the litter pick (6th April) to discuss final arrangements.
 - ii. **Allotments** update, final tenancy agreement review, insurance arrangements
[Water Supply](#) – this will service the allotments, trees, wetland area: it was agreed to progress the first stage of the water supply, with the initial additional funding - to supplement grants confirmed by Cllrs Spicer and Smith - being provided by the parish council.
[The tenancy agreements](#) will be finalized in the near future.
[Insurance arrangements](#) were agreed: The Parish Council's public liability insurance applies to areas not covered by individual's own insurance.
The allotment fencing is covered by the Parish Council's insurance – the Clerk has checked these details with the insurance company.
 - iii. **Grant Applications** Progress is being made to submit grant applications to complete the project
 - iv. **Access to the new school sports field** The school's grasscutting contractor (Vertas) has been using the community field car park and then accessing the rear of the school via Skinner's Lane access from the community field.
[Action:](#) Clerk to explain the Parish Council's concerns to Andrew Berry, and request that alternative access arrangements are made. The suggestion was made that the school could install an appropriately sized gate into the boundary of the new sports field area, providing direct access to from the community field.
 - v. **Meeting with Tom Hoblyn/Steering Group Members** It was agreed that a meeting with Tom Hoblyn, to involved members of the former steering group, will be held after Chelsea.
[Action Clerk: Contact Tom Hoblyn to arrange a convenient date.](#)

12. Reports

- i. Bardwell Playing Field Association - see report attached on page 10. Cllr Sanderson
- ii. Tithe Barn Cllr Smith

The renewal of the lease agreement remains unresolved.

The solicitors intend to have a further discussion about the requirements with the Charity Commission

Forthcoming events in the Tithe Barn:

17 April: The Velveteen Rabbit – A children's production performed by Spinning Wheel Theatre Group

3 May: The Big Blind - A bewitching fusion of storytelling and Music

numbering corrected at this item

13. Reports on Meetings attended

- i. **6th March Allotments Management** Clerk
The Clerk reported that this had been an extremely useful training session, providing a lot of information about insurance and management arrangement generally. It was useful to have the opportunity to hear from/talk to other councils who already have allotments. (The parish council has not been asked to pay for this course)
- iii. **12th March Heritage Training** Cllrs Tomlinson/Smith
Venue: Lavenham Village Hall
Cllrs Tomlinson and Smith reported that this had been an interesting and useful course, with a knowledgeable speaker, who had highlighted the difficulties experienced in relation to curtilage listed properties.
(As members of the CPRE – organisers of this event – the Parish Council was entitled to send 2 delegates to this course at no cost)
- iv. **20th March Rural Transport Meeting** Cllr Compton
Venue: Bury St Edmunds Library
This had been an interesting workshop, which had involved councillors, users, bus drivers from community transport groups. The main users of community transport are in the age range of 65+, and whilst users are being encouraged to go 'on-line' to find out and book trips the best way of providing information to users remains word of mouth.
The WI is supporting a resolution to support local bus services.
It was noted that the Parish Council has not received any complaints regarding bus services recently.
(There was no cost to the parish Council for attendance at this event).
- v. **26th March SALC area meeting** Chairman/Clerk
Venue: Bardwell Tithe Barn
The Clerk and Chairman had attended this area meeting, during which the SALC CEO provided updates relating to the work of SALC on behalf of its members, including the new website due to come on stream imminently. Member exchange of information provided a useful insight into the activities of other parish councils.
Howard Singh was proposed as Chairman for St Edmundsbury Area and Tony Stokes (in his absence) as Vice Chairman: Both appointments were agreed unanimously.

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14. **Document Reviews** Clerk/RFO
 - i. Standing Orders – Reviewed November 2018
 - ii. Financial Regulations – Reviewed 2018
Document are kept under regular review: Next formal review date: November 2019.
15. **Finance** Clerk/RFO
 - i. **To receive financial report** – see attached
The financial report was noted: No questions were raised.
 - ii. **To approve payment of invoices** – £721.87 (inc vat £9.10) - see attached
Payment of all invoices were approved: Proposed PS Seconded TS
 - iii. **Audit arrangements**
The Clerk confirmed that she would be taking the 'books' to the internal auditor, with the intention of reporting back to the Parish Council at Annual Meeting on 8th May.
 - iv. **Salary increases** wef 1 April 2019: Litterpicker and Clerk/RFO
salary increases as detailed within the budget setting arrangements for 2019/20 to be effective 1st April 2019. Litterpicker: £750.00 (£62.50 per month);
Clerk/RFO £2,628.72 (£219.06 per month = 20 hours @ £10.953 per hour)
16. **Insurance arrangements/review** Clerk
The Clerk has received the renewal notice from the Insurance Company, Came and Company (previously circulated). The Clerk will go through the detail. Subject to no resulting queries, agreement was received to pay the premium requested £305.03.
17. **Freedom of Information request** - Progress Clerk
This relates to the document read out during the February meeting by the Chairman on behalf of Cllr Babraff (who was absent from the meeting) under the item Chairman's report.
The Clerk was asked to explain why this matter had not been dealt with as normal correspondence.
The Clerk explained that due to the nature of the request, and the specific detail contained within the letter it was necessary to deal with this as an FOI request. She had checked with Suffolk Association of Local Councils (SALC) before proceeding as well as speaking to the ICO. She had also researched the matter in depth through the ICO website, the National Association of Local Councils (NALC) library advice documents, The Society of Local Council Clerks advice library and other relevant sources.
The response sent to the correspondent, had explained that the document read out by the Chairman on behalf of Cllr Babraff in his absence was not available: a copy had not been provided to the Clerk, a copy had been requested. The response could not be delayed any longer than it had been due to FOI requirements.
Following the explanation: Cllr Babraff provided a copy of the document to the Clerk on the proviso that she did not post it on social media. Cllr Babaff confirmed that it could be sent to the correspondent. The Clerk confirmed that she would not post the document on social media.
18. **Clerk's Report**
 - i. **6th April:** Litterpick (in association with FairTrade Charity Breakfast).
Arrangements are in-hand. The Clerk/Cllr Smith have the necessary litter-pickers etc. The Breakfast will be available from 9.30am, Litterpick will commence at 10am

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- ii. **14th May:** Annual Village Meeting Arrangements – 7pm
Guest speaker has been confirmed: Pam Crispin, SARS
- ii. **Defibrillator** – An item will be included in BVN inviting expressions of interest for training. Community HeartBeat Trust is well known and highly recommended for their training. Cost £170 +vat *No decision made.*
[Action Clerk: Review options - for a future agenda](#)
- iii. **Skinner's Lane :** To note acceptance of SCC's offer of road planings for potholes
- 19. **Correspondence of note not previously circulated** or dealt with elsewhere on this agenda
None
- 20. **The Next Meeting will be on Wednesday 8th May at 7.30pm**
This will be the Annual Meeting and the first of the New Parish Council following the local Elections on 2nd May 2019.

The meeting closed at 10pm

DRAFT

Ref item 6: Ward Councillor's Report

Lammas Close: Antisocial Behaviour

Throughout March 2019 Havebury received no further complaints of ASB. Existing complainants are encouraged to continue to report any concerns on the nuisance diary sheets issued and new complainants to contact Havebury directly (0300 3300 900, options 2 then 3 then 1 / myarea@havebury.com)

Havebury continue to have regular contact with their tenant to closely monitor concerns that have been raised by residents. Havebury will continue to liaise with other agencies such as the police to manage any issues going forward.

PC Paul Fox has been away from the office since the beginning of last week. Therefore, his update may be a little out of date, but to his knowledge there have been no further calls to the Police since our meeting at Havebury. Up to the time that he left the office he had not received any further completed ASB questionnaires from residents.

To summarise for the benefit of this meeting, he believes the report on 5th March 2019 is still valid i.e. 9 returned ASB police surveys 4 reporting ASB and 5 not. Clearly, if upon his return the numbers are different, he will provide an update for the next PC meeting.

There was an issue with the distribution of additional ASB surveys, which was a request during our meeting with Havebury, what appeared to have happened is that the Police only leafleted from Lammas Close along Church Lane towards the Church and omitted the properties on the opposite side of the public footpath. Upon request PC Paul Fox sent me a PDF of the ASB survey form and the PC Chairman printed and delivered to six additional properties.

Property -Wyken Road:

If the mobile home is not being used in conjunction with the renovations it will require either removal, relocation or permission as it is not in the curtilage, but the West Suffolk Officer will be speaking further to the owners in this regard, the 2 touring caravans are not being pursued at the moment as believed to be being used in connection with the dwelling and more information is required on the 3rd touring caravan which is (was) situated near to the mobile home.

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Item 9.iii: Speed Watch – Speeding Concerns, Low Street

Correspondence from Resident of Low Street re Speeding Concerns with response
Plus email from Police re 20mph zones

On 25 Mar 2019, at 16:51, Resident of Low Street wrote:

I was wondering if you could confirm where things currently stand with the requested traffic management on Low Street. I appreciate the community speed watch are sometimes in situ, as is the activated speed sign however these are positioned a fair distance from my house.

With being fairly central on Low Street, traffic coming from both directions is an issue. I kid you not, my house actually shakes when the larger vehicles pass at speed. In particular the morning & school busses are a problem, the road is barely wide enough for traffic to pass.

Has there been any requests for traffic calming / reduction in the speed limit to 20MPH, or any idea on the location of the speed cameras if we are to receive them?

With the road often used by runners, dog walkers, children, horse riders etc. and many driveways entering on to Low Street, I feel a reduction in speed is a must. Even outside yesterday painting my fence, I can count on 1 hand the cars that actually slowed down. Unfortunate really - the serious lack of common courtesy from the road users to the people that actually live here.

Thanks for your time.

Name redacted/GDPR

On 26 Mar 2019, at 17:52, bardwell parish council <bardwellpc@gmail.com> wrote:

Dear NAME

I am writing to acknowledge receipt of your email received yesterday, and to advise that I aim to respond in detail on or before 4th April 2019.

In the meanwhile:

When I circulate your email to the parish councillors, do you have any objection to me providing your name and also providing the address of your property, which I believe is Hillfield Cottage?

Ali Compton (lead Councillor for the Community Speed Watch Volunteers Team) has advised me that there is a Community Speed Watch site on the pavement in Low Street, opposite Thatcher's End for traffic coming into the village from the A1088. They will include this site in one of their next sessions.

(For information: Locations/sites are limited because of the need to fulfil various criteria. Even if someone offers their driveway/gateway it can't be used as a new site without police approval. It is usually the lines of sight or overhead electricity cables that prove to be the problem. Ali is always willing to ask for potential new sites to be assessed.)

Kind regards

PaulinePauline Smith

Clerk to Bardwell Parish Council

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From: bardwell parish council <bardwellpc@gmail.com>
Subject: Response to your email of 25th March re Low Street, Bardwell: Traffic Speed
Date: 5 April 2019 at 13:01:22 BST
To: Resident
Cc: David Ruffles <david.ruffles@btinternet.com>

Dear Name

The concerns raised in your email of 25th March (previously circulated to Bardwell Parish Councillors and Joanna Spicer, our County Councillor) were discussed during the meeting held on Tuesday 2nd April.

The discussion focussed on traffic calming measures which are appropriate to the village, in Low Street and elsewhere, taking into account narrow winding roads and on street parking.

Cllr Spicer explained that a 20mph area limit along Low Street would not receive Suffolk County Council support or Police enforcement.
She has undertaken to investigate the feasibility and cost of painted speed roundels on the highway in appropriate locations.

The mobile Speed Cam vehicle is due to be in Bardwell shortly (hopefully within the next few weeks): This will be preceded by covert test monitoring.
In addition, the Bardwell Community Speed Watch team plans to carry out a session at the permitted location close to Thatcher's End, Low Street.

It is hoped that the presence of, and results from, the Speed Cam together with the ongoing work of the Bardwell Community Speed Watch volunteers, will encourage motorists to slow down and be more aware of their speed as they drive through the village. The resulting data/evidence will be considered at a future meeting.

Kind regards
Pauline
Pauline Smith
Clerk to Bardwell Parish Council

From: "ELLIS, Mark" <Mark.ELLIS1@suffolk.pnn.police.uk>
Subject: Your email to Suffolk Constabulary
Date: 28 March 2019 at 08:34:16 GMT To: "'bardwellpc@gmail.com'" <bardwellpc@gmail.com>

Good morning Pauline,
Please find attached a copy of the ACPO speed enforcement.
It talks about wherever 20MPH areas are introduced they should be self-enforcing by nature of their design.

We can monitor such areas but we cannot enforce.

Mark Ellis

Police Community Support Officer 3350

Bury St Edmunds

Safer Neighbourhood Team

DRAFT bardwellpc/MINUTES/020419
P Smith, Clerk 01359 221934 bardwellpc@gmail.com

9/10

Item 12.1 BPFA Report: Councillor Sanderson

BPFA Update
Parish Council Meeting 2 April 2019

1. Pavilion Project

Construction continues apace. The concrete floor joists have been laid and installation of blocks has commenced. The store building is being progressed quickly to permit equipment to be transferred from the container to make easier access to the field.

Two payments from the Football Foundation have been received. Payments from Sport England and the Playing Fields Legacy Fund are awaited.

2. Tennis Coaching

Coaching sessions will commence next week on four separate days. Emily Wharton will be running each session as last year.

3. Fete

Planning has commenced for the Fete on 22 June 2019. It will not be possible to hold it on the playing field so other venues are being considered including the Community Field/School. A decision will be made next week.

4. AGM

The AGM will be held in the Tithe Barn on Tuesday 21 May 2019.