

Bardwell Parish Council

Chairman: David Ruffles Vice Chairman: Andrew Smith

**Minutes of the Meeting of Bardwell Parish Council
on Tuesday 1st October 2019 commencing at 7.30pm
Venue: The Tithe Barn (Bardwell's Village Hall), Up Street, Bardwell IP31 1AA**

Councillors in attendance:

David Ruffles (Chairman); Andrew Smith (Vice Chairman and Ward Councillor; Ali Compton, John Babraff, Geoff Clough , Tony Stokes, Joanna Spicer MBE (County Councillor)

Members of the public: 2

The Clerk was absent from this meeting due to a family bereavement. The meeting was recorded and the Clerk has subsequently used the recording to transcribe these Minutes.

1. **Apologies**
 - a. Apologies for absence were received from Cllr Peter Sanderson
 - b. The reason for apologies was accepted.
2. **Declarations of pecuniary and non-pecuniary interests:**

Item 18: Cars on Bardwell Village Green - Cllr Ruffles declared a pecuniary interest
3. **Approval of Minutes held on 3rd September 2019:** Deferred to November meeting due to clerk's absence.
4. **Public Participation Session:**
 - i. *Former Gypsy Pitch, The Birches, Glassfield Road:* [REDACTED] [REDACTED] attended the meeting to express his dissatisfaction that he had not been directly contacted by the parish council in regards to the query raised with West Suffolk Council to clarify the planning permission re the mobile homes now in situ on the former gypsy pitch at Glassfield Road. Had this happened he considered that the query could have been resolved without the need to involve West Suffolk Council: he considers that the necessary planning permission has been granted.

It was explained that as the matter had been raised with the Parish Council it (*the Parish Council*) was obliged to submit the query to West Suffolk Council as it has no jurisdiction in these matters. At his [REDACTED] request, Cllr Ruffles accompanied by Cllr Stokes had been present when the West Suffolk Officer visited the site (*an appointment had been made between West Suffolk and [REDACTED]*). As had been explained to [REDACTED] this was solely a fact finding visit for the Officer to establish what exactly is on the site, following which she would return to the office to review the relevant documents and assess whether or not any breaches of the original planning permission have occurred. If all is in order, as [REDACTED] believes, then this is the end of the matter,

[REDACTED] raised his previous attendance at a parish council meeting and subsequent site visit with Cllrs Sanderson and Smith ([REDACTED] request) 2 years ago following his discussion with an Officer at West Suffolk Council (*St Edmundsbury Borough Council as it was at the time*), who he had approached with a view to building a residential dwelling on the site. [REDACTED] opinion of the outcome of his meeting with the West Suffolk Council Planning Officer was that he had been advised that he would not get permission for a new dwelling but could get permission to convert the stable block, and he had approached the parish council for support. Whilst the parish council is always willing to listen to a resident's proposals, no individual representative of the parish council has the authority to offer an opinion or indication of how it (the parish council) would respond to a prospective planning application. Nor would the Ward Councillor agree to attempt to influence members of the development control panel.

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At the time (*c.2 years ago*) it had been understood that [REDACTED] would be submitting a planning application to convert the stable block, following which the parish council would be formally consulted.

No action is required by Bardwell Parish Council or Ward Councillor.

The outcome/decision relating to this matter will be provided by the Planning Authority, West Suffolk Council.

Cllr Ruffles gave a personal undertaking to [REDACTED] that if any future matters of concern are brought to the attention of the parish council in relation to his property, that are subsequently submitted to West Suffolk Council, that he will advise him directly.

- ii. A resident asked about progress re date for removal of the mobile homes at Sunnyside, Wyken Road.
As reported previously, these are temporary (unoccupied) mobile homes, which the owners intend remove from site. The Officer dealing with the case is currently on holiday. The Ward Councillor will advise at the November meeting if there is anything further to report.
- 5. **Report from Suffolk County Councillor, Joanna Spicer MBE**
 - i. *Pageant* Cllr Spicer congratulated everybody involved in the Pageant, which had been an excellent village activity.
 - ii. *Flooding*: All investigations relating to flooding at The Green, and in the vicinity of Bardwell Manor Stud are complete and designs have been drawn up for both areas for the remedial work to be implemented.
Subject to no other schemes overspending, sufficient funds have been allocated for remedial works at The Green to be completed during this financial year (i.e. by April 2020).
 - iii. *Parking restrictions/yellow Zig Zags outside Bardwell School*
All school parking restrictions are being reviewed in readiness for civil parking enforcement during 2020.

Resolution: To prevent inappropriate parking, the Parish Council favours double yellow lines in the areas that the zigzags have been removed.

Action Clerk/SCC notified see attached

Inappropriate parking such as parking on pavements, blocking driveways etc, requires more education: such actions cause difficulties and dangers eg for residents, delivery drivers emergency vehicles, vulnerable users, etc.

- iv. *30mph roundels*: Progress update not available.
- v. *Schools Transport*: Cllr Spicer explained that there are spaces available on buses taking children to schools beyond their free transport area. Please direct any concerned parents to Cllr Spicer for advice.
- vi. *Suffolk County Council: Boundary Review*
Cllr Spicer hopes that Bardwell Parish Council will support the proposal to reduce the number of councillors from 75 - 70.
Cllr Spicer will provide a briefing to the parish council during the November meeting. This will provide sufficient time for a response to the consultation to be sent in advance of the deadline.
Action: Boundary Review to be an agenda item for November meeting

- vii. Question: Will there be a formal opening for the Community Field.
Cllr Spicer would like to invite a number of those from the County Council who have been helpful.
Response: Yes: During 2020.

6. **Report from Ward Councillor, Andrew Smith**

Rural Taskforce Survey The response deadline has been extended to 13th October 2019. Following the open meetings held and the SALC area meeting during which this was again discussed, Cllr Stokes has provided a detailed resume of many of the issues affecting rural communities – both negative and positive. These include matters which, whilst not District Council responsibilities, none the less it (the District Council) can have a role in encouraging and lobbying the County Council or other appropriate bodies to take the necessary action.

Areas for inclusion include, issues surrounding social isolation caused by insufficient transport, broadband – over reliance and assumption that everybody has access or is able to access it, lack of or reliance on, infrastructure, building, health service facilities, most rural areas rely heavily on oil – the price is not regulated and can result in fuel poverty for some.

Action: Cllr Stokes to forward his document to Chairman, who will collate and submit with responses from other councillors.

7. **Police report:** None.

8. **Chairman's report**

- i. As detailed during item 4.i, The Chairman and Cllr Stokes had been present during the visit of the West Suffolk Planning Officer to The Birches, Wyken Road at the request of the owner, Mr Ashford.

- ii. **Question:** Power Outage. It had been understood that in the event of a power cut the new system would take over. However, there have recently been several power cuts recently where the new system does not appear to have taken over.

Action: Cllr Smith will make enquiries to establish reason

9. **Planning Applications**

i. **New: DC/19/1809/LB | Mansard House Low Street Bardwell IP31 1AR**

| Application for Listed Building Consent - (i) remove internal walls in pantry and cloakroom and replace with new partitions (ii) remove 1no. window and replace with 1no. softwood glazed door (iii) remove utility room ceiling and repair loose and missing sections of original ceiling (iv) form new stud partitions to create 2nd floor bathroom including fit washbasin, WC, shower and extract fan (v) insertion of 1no. roof light (vi) remove existing staircase and form new staircase (vii) re fit existing cloakroom door in new position (viii) lift floor pannels in cloakroom/utility room and build up floor (ix) remove basement bar and counter tops

Consultation

Expiry Date 3rd October 2019

Resolution: No comments/no objection **Action:** Clerk WSC Notified/Clerk

ii. **Awaiting Decision: DC/19/1748/TCA | Knox Cottage Knox Lane Bardwell IP31 1AX**

Trees in a Conservation Area Notification - T1 - Cedar tree - (i) reduce height by 2.5 metres (ii) crown lift overall by 1.5 metres

Clerk responded no comments/no objections 12/ 9/19

WSC confirmed Delegated report/No objections 8/10/19

10. **Highways Matters** – Extension of Zig Zag lines outside Bardwell School
See document from SCC attached. See details under SCC report item 5.iii:
11. **Community Field**
- a. *Vehicular Access to Community Field.*
To note that vehicular access to the community field is for authorized vehicles only.
Permission had been requested (and given) for a fire engine to park close to the school fence during the fun day using access across the community field. A fire engine did not attend however a significant number of vehicles did access the field and parked alongside the school fence throughout the event.
Cllr Sanderson has written to the Head Teacher with regard to this incident.
No response has been received at the time of the meeting.
- b. *Football pitch: To note* Planning permission for Sundays: 10am – 2.30pm
There are occasions due to league fixtures when 2 matches are planned for the same day. Cllr Sanderson has confirmed with the football club (MB) that these will be timed to end by 2.30pm
- c. *Trim Trail equipment* – Annual Inspection: Details previously circulated.
No comments received.
Awaiting response from Fenland Leisure re site visit.
- d. *Water supply Update:*
Pipe Laying inspection by AWA: Passed
Inspection to satisfy water regulations: Passed - AWA accepted photos and did not consider a further visit necessary.

AWA hope to commence work 14 October – 21 October. (*Note: since the meeting deferred to 6 January 2020*)
The account holder will be the Parish Council. Next stage is to raise funds to separate the allotment usage from the Community Field area.
- e. *Boardwalk:* A formal quote for composite material as detailed by Tom Hoblyn is awaited: initial guideline estimate is c. £90 per sq metre: wood approx. 1/3rd of the cost however it is necessary to take maintenance costs into account.

The CountyLife Landscapes (contractor) is scheduled to commence work on the pathway mid November. This will extend from the current end of the 'hockey stick' to the school corner to the play area. This will create additional spoil for the landscaping.
- f. *Tree planting date:* In view of this timescale identified above (e) it was suggested that tree planning will be most appropriate at the end of November.
- g. *Proposal to purchase necessary items to secure new seating/table.* (DR)
Gravel boards, membrane, bark or shingle, posts to secure into the ground.
The estimated cost: c. £85.00.
Resolution: Purchase of necessary materials was agreed.

When received, the bench will be stored until March 2020. (GC)

h. *Any other matters requiring action.*

Metal Detecting: A person 'metal detecting on the community field on the day of the pageant was asked to cease (which he did). No damage has been caused. He was advised that if he wished to continue he must request permission in writing to the Parish Council. Nothing further has been heard.

A tv/video recorder put into the litterbin at the play area, which was subsequently smashed causing glass to be littered around the bin, was removed the same day and the glass cleared up.
No further action required

In another incident two people were noticed sitting on the children's swings, when approached they got up and left. There was a strong smell of cannabis (?) lingering in the location. *Vigilance required*

A considerable number of alcohol bottles are regularly left in the community field bin.
Vigilance required

11. **Bardwell Community Speedwatch**

A good item highlighting speeding through Bardwell was included in the October issue of BVN. Due to holidays there haven't been any sessions during September but will begin again during October/November.

12. **Bardwell Playing Field Report**

- i. **Pavilion Project** All external doors and windows apart from the front door have been installed. A temporary wooden door has been made so that the building is now wholly secure.

The old pavilion has been removed and drainage for both rainwater into a soak away and foul water into a klargestor has been completed. Internal plastering is now underway and both plumbing and electrical installations are ongoing. These include the air sourced heating system and solar panels that are being funded by West Suffolk Council under its Green Energy scheme.

- ii. **Tennis Coaching** A further session has been arranged during the autumn half term holiday in October.

- iii. **Annual Quiz** This has been arranged for Friday 11 October 2019. Teams of six.

- iv. **Safety Inspections** The annual inspection for both the Playing Fields and the Community Field have been completed. These supplement the monthly reports provided by West Suffolk Council. Both reports highlighted some minor issues but all equipment was in the Low Risk category.

14. **Tithe Barn Report:** No report

15. **Meeting/events attended**

- a. Ixworth Library: Reading Challenge Friday 20th September: (JB)

The reading challenge had been very successful again this year.

It is very impressive to see how many children are involved and read all 6 books.

Prizes were presented by Cllr Spicer.

- b. West Suffolk Rural Task Force - Stanton Village Hall (Clerk, TS, PS, AJS)
Nothing further to report – An overview of the event had been provided during item 6.

- c. 10th September SALC area Meeting (TS)
A serious issue raised following the external audit reviews is one of which all parish councils should be aware and demonstrates how essential it is to ensure that there is no room for doubt: we cannot afford to be anything other than 'spot on'.

As a result of queries raised by members of the public, a parish council has received a bill of £14,500 for the investigation that these queries caused. (*Expected bill £200*)

A survey has been circulated by SALC to Parish Council's requesting their opinions about the audit regime.

Cllr Stokes attended the Suffolk Community Awards evening in Stowmarket on 24th September.

Future Meetings/Events

- d. 10th November 2019 Remembrance Service: Bardwell Church (DR)
e. 12th October: Churchyard Workparty 10am – 1pm
e. 18th November: SALC Annual Conference: Shaping Suffolk
f. 26th November 2019 SALC – AGM Elmswell (TS – other Cllrs welcome to attend)

16. **Finance:** Clerk/RFO not present: Deferred to November meeting
It was resolved that should any payments requiring urgent settlement be received in the Clerk's absence, that Councillors will take appropriate action.

17. **Clerk's Report: None**
Spring Road Fence: It was noted that repairs have been carried out to the fence along Spring Road.
Ground in front of Hastoe Properties: Maintenance of ground in front of Hastoe Houses: AS reminded Cllrs that it was agreed between Hastoe and SCC that following the ditch being piped that Hastoe would maintain the land in perpetuity.
Fence along Spring Road Boundary remains responsibility of SCC

18. **Cars on Bardwell Village Green 2020**
Request from David Ruffles as Chairman of the COTG Committee
The COTG committee intend to apply for a road closure for the 2020 event.
The application form requires that relevant bodies are informed.
Does the Parish Council have any objection to the road closure as in previous years:
Quaker Lane – junction with Up Street/Stanton Road?
Resolution: No objection.

19. **Correspondence of note:** Not previously circulated or which requires further consideration
None

20. **Questions to the Chair**
As a member of the PCC, AS recorded his thanks to all who took part in the Pageant; it was a great success and there were many people from Bardwell as well as neighbouring villages. This is greatly appreciated.

21. **Next Meeting:** 5th November 2019
Meeting concluded at 8.55pm