

DRAFT MINUTES

Bardwell Parish Council

Chairman: David Ruffles Vice Chairman: Andrew Smith

**Minutes of the meeting of Bardwell Parish Council held on Tuesday 5 November 2019,
commencing at 7.30pm
Venue: The Tithe Barn, (Bardwell's Village Hall), Up Street, Bardwell IP31 1AA**

Present: Cllr David Ruffles (Chairman); Cllr Andrew Smith (Vice Chairman and Ward Councillor);
Cllr Geoff Clough; Cllr Ali Compton; Cllr Peter Sanderson; Cllr Tony Stokes; County Cllr Joanna Spicer
MBE (part)

Clerk/RFO: Pauline Smith
Members of the public 3

1. Apologies

- a. Apologies received from Cllr Babraff were noted.
- b. Parish Council to consent to accept reasons: None provided

2. Declarations of Pecuniary and Non Pecuniary Interests

Cllr Smith – ongoing pecuniary interest: item 17 Finance: Payments for approval re Clerk/
RFO salary.

3. Approval of Minutes of the Meetings held on

- i.. Tuesday 3rd September 2019: Minutes were unanimously approved and signed by the
Chairman as an accurate record.
- ii.. Tuesday 1st October 2019: Minutes were unanimously approved and signed by the
Chairman as an accurate record.

4. Public Participation Session:

- i. **Speeding along Quaker Lane:** Resident suggested that speedwatch team carry out an “off
the books” survey along Quaker Lane and then contact the police with results. He considers
that if a police car was present one night this would influence speeding drivers.
Response: Speedwatch team is only able to operate from prescribed locations.
As previously explained: the police speed cam team has previously been requested – and
agreed - to attend Bardwell. The first stage of this exercise is to install covert equipment to
record speeds in Low Street, which is now in situ and will remain for one week. Subject to
sufficient evidence being obtained during this exercise the police speed cam team will take
further action. Following the outcome of this there will be a request for other locations to be
monitored.
- ii. **Leak on highway at bend outside Booty Hall:** Is the Parish Council aware?
Response: The Parish Council is aware. There is a notice on the telegraph pole at the location
confirming that Anglian Water is also aware. AW advised that the matter is not currently
deemed a priority due to other more urgent issues that it is dealing with, but the Parish
Council is assured that it will be dealt with.
- iii. **River :** Potential of flooding at Church Meadow and at Hiams land due to dead trees which
have fallen into the river. The resident highlighted concerns that trees and weeds will act like
a natural dam and result in flooding. Can the Parish Council ask the Environment Agency to
do something about this.
Response : Landowners have riparian responsibilities for any watercourse flowing through
their land; they are responsible for removing their fallen trees.
Action: The Clerk will enquire for an update with regards to the work that the Environment
Agency had previously informed was to be carried out on the River Blackbourn (this does
not include tree clearing but the clerk will request advice on the issue.)

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- iv. **Tractor day and Bale Push:** A resident stated that the annual Bale Push was cancelled because somebody objected to the road being closed.
Response: This is not a Parish Council event.
In previous years, when the Parish Council has been asked to confirm whether or not it had any objections to the road closure for this event, it (the pc) has not objected.
The Parish Council was not approached in relation to the event this year and therefore made no comment.

- v. **Glassfield Road/The Birches** The owner and current resident of the former gypsy pitch attended the meeting and asked whether there has been anything heard regarding the planning permission concerns raised re the mobile homes on his land.
Response: As previously explained, neither the Parish Council nor the Ward Councillor has received any information, nor would they expect to. This is a matter to be resolved directly between West Suffolk Council (planning and enforcement) and the owner/resident.

5. **Report from Suffolk County Councillor, Joanna Spicer MBE**

i. **Boundary Review Briefing**

Boundary Commission for England is conducting a review of SCC division boundaries. There is cross party agreement that the number of councillors should be reduced to 70 from 75 councillors and that there should no longer be any 2-member wards.

There are various suggestions being considered at the current time in order to equalize the size of the divisions. Bardwell will remain within the Blackbourn division.

Councillors suggested that the existing boundaries work well. Why have a difference between county council and district boundaries?

The Electoral Boundary Division Consultation closes 20 January 2020. *(Deadline changed due to the General Election having been called)*

Cllr Spicer will provide further information to enable the Parish Council to submit an appropriate response.

- ii. **Flooding: The Green:** Cllr Spicer had driven by the Green and advised that the Pond looks still safe within its levels tonight. SCC is still hopeful of carrying out the necessary works this year.

Ixworth Equestrian Centre: Work carried out to-date appears to have improved the previous flooding issue.

- iii. **Traffic Calming:** Roundels in Low Street.

Cllr Spicer will not approve the expenditure until she knows what it will cost/she is required to pay. Prior to reaching that stage, there is a complicated process including a feasibility study to be carried out.

- iv. **Hastoe Housing: Grounds maintenance of areas under their control along Spring Road.**

The grass has been cut. Regular maintenance is expected going forward
The fencing along the footpath is owned by SCC: Cllr Smith has spoken with the Hastoe Manager who advised that this is not considered to be an obstacle/problem with regard to access for maintenance.

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

Concerns were raised regarding the traffic congestion in the town (Bury St Edmunds), which is diabolical because of there being too many concurrent projects.

Action: Cllr Smith will pass these comments to the appropriate portfolio holder at West Suffolk Council.

Cllr Smith's report relates to/was dealt with at item 11.

7. **Matters arising from previous meeting (Actions taken/outstanding)**

The Clerk detailed the actions taken from previous meeting.

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8. Chairman's Report

The Chairman reported that a recent church yard work party has been held. (Not a parish council activity/responsibility, but mentioned in view of the fact that concerns about maintenance had been raised by a member of the public - again present - during previous pc meeting).

9. New Planning Application Consultation received from West Suffolk Council

DC/19/2071/TCA: Consultation expiry date 13 November 2019

Proposal: Trees in a Conservation Area Notification – 1no.Acacia and group of Hazel – overall crown reduction by 3 metres

Location: The Old Pottery, Low Street, Bardwell IP31 1AS

Resolution: *The Parish Council raised no objections nor did it make any comments.*

10. To Note Planning Application Decisions by West Suffolk Council: None

11. West Suffolk Council: Strategic Housing and Land Availability Assessment (SHELAA) 2019 Stakeholder Consultation – Details previously circulated to Councillors 14th October.

Details of sites include those deferred from previous consultation and new sites put forward at Knox Lane and School Lane. Documents available at: <http://www.westsuffolk.gov.uk/shelaaconsultation>

To consider/determine response to West Suffolk Council consultation: Deadline 26th November 2019

This is a pre consultation exercise where WS Council are looking at the accuracy of information they have gathered. It is not the site options they are adopting. There is no change in the village settlement boundary; the areas highlighted are just areas put forward to potentially be included in the consultation starting early next year.

Any comments regarding yield, time scale and constraints would be welcomed by West Suffolk Council. This is NOT site allocations at this stage. Cllr Smith in his role as Ward Councillor described what was being requested.

The Parish Council's views will be fed into the first phase of the consultation which is to determine whether or not sites are put forward.

Bardwell Parish Council is being asked to respond in relation to 2 sites at: School Lane and Knox Lane.

The land at School Lane is owned by Suffolk County Council, it is understood that at Knox Lane is in private ownership. (*Ownership is not relevant to this response.*)

Knox Lane

Serious concerns were raised due to Knox Lane already being considered as a 'rat run'

If 10 additional properties were permitted this would result in at least 20 cars. A lot of lorries and delivery vehicles use the lane, there is no drainage.

An area at the bottom of Knox Lane has been classed as unsuitable for a long period of time.

This site is one of the highest areas around the village, which would not be good from a general perspective.

Access roads are unsuitable.

Resolution: It was unanimously resolved that the parish council does not support the submission of this site for future development, and will respond accordingly. Action; Clerk

School Lane

Cllr Spicer had not been informed that the School Lane site was being submitted: Whilst not surprised that there is reference to the land at school lane was was taken aback that it was the whole field. Cllr Smith is trying to find out how many houses can be allocated, although the details against the plan indicate 10.

It was noted that this was one of the sites considered for the Hastoe properties which were eventually built along Spring Road.

Cllr Spicer explained that the School is very keen to have parking provision to remove staff cars off School Lane, however this would not include provision for parents' vehicles. In order to mitigate the loss of the visual amenity for existing residents, the parish council could enter into discussions with SCC to ensure that, if agreement for a small development is

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granted, improved parking arrangements and pavements along School Lane are implemented and that the new properties are appropriate for the village in style, and design eg single storey that will enable existing residents to downsize, whilst remaining in the village: "Homes for Life",

Resolution: At this stage Bardwell Parish Council acknowledges that there is merit in considering a small development on this site subject to specific parameters restricting the number (no more than 10 properties), style and design together with a resolution to offset additional parking issues.

Constraints: Parking issues along School Lane are an ongoing problem, particularly in relation to the school. However, the opportunity to create a suitable solution to this problem would arise.

Bardwell is designated as a Local Service Centre, similar as Cavenham, Chedburgh, Great Barton and Hopton. Whereas villages such as Barnham, Fornham St Martin St Martin are classed as infill villages. The designation of a village has a bearing on the level of development that can be expected.

The designations are being reviewed alongside the consultation. It was suggested that Bardwell should be redesignated as an infill village.

12. Highways matters

Ixworth Road/Low Street - National speed limit sign has been re-erected but the 30mph sign on the reverse has not. Action Clerk

13. BPFA: Request for funds to be transferred from Bardwell PC BPFA Accounts re pavilion.

Background

The pavilion project is reaching the final stages. The building is secure and waterproof with only the cladding to be added on the outside shortly. Most of the plastering is complete and both the electrics and plumbing are well advanced. The klargestor, already on site, is due to be installed before the end of November.

There is some work to be done and equipment still required that was not included in the contract with HALL Contracts Ltd. The storage shed has been built although a specific allowance was not made for it and in particular the cladding required to match the main building. The main hall also needs to be fitted with furniture to suit the new building.

Proposal

It is proposed to meet the relatively small costs that will arise from such expenditure in the following manner:

Transfer funds currently held in the PC's BPFA A/cs - £5,000

Transfer funds remaining in the BPFA Capital reserves - £1,969 (see *separate application*).

Resolution: The proposal was unanimously agreed.

Action Clerk

14. Bardwell Community Field

i.. Footpaths and boardwalk updates: Date for commencement of work

A quote for boardwalk made from composite is awaited.

Installation of footpaths will be delayed because the hoggin has to be sifted and it is saturated – it needs a dry spell to dry out which will delay installation until spring 2020. The only alternative to progress at this stage is to change the 'medium' to type 1 stone. *Hoggin supply is limited locally. Transporting hoggin over a distance from an alternative supplier would be prohibitively expensive.*

Resolution: Hoggin is preferred: The PC will wait until spring 2020 for the installation of footpaths.

ii. Trees – Planting date – 23rd November 9am

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- iii. **Water supply** – Next stage: Anglian Water will be installing the supply on 6th January 2020. Originally the date was 14th October, however, following a road survey, AW requires a road closure which has delayed progress.
The Water supply will be to the stand pipe. The next stage is to establish funding for sub metering and to take the supply across the field.

- iv. **Trim trail** – Report following visit by Fenland Leisure Manager
Cllrs Ruffles and Sanderson met FLP representative. FLP will remove every other hurdle and respace them so that there is greater space between each.
FLP looked at the splits in the logs on the log stack as previously reported by the Clerk. He advised that he would email the Clerk with the outcome. Action: Clerk to follow up.

15. Speed-watch report

Speedwatch held 3 sessions during October. The new team member, Simone Newson, is now partially trained.

After 7 months the covert camera has been installed in Low Street. It will remain in situ for approximately one week following which the information gained will determine what/if any further action will be taken.

The Bardwell Speedwatch data from the VAS provides evidence to enable a dialogue– but the police require their own data to progress further.

Last year Ali told there were other locations and will refer to this when they come back after the report for this time. It was stated that the worst area for speeding is Spring Road.

16. Tithe Barn report

Tithe Barn Lease: Progress is being made. The PCC has passed a resolution to be sent to the solicitor that has to accompany his response to the charity commission.

17. Finance

- i.. **Financial report** and to approve invoices for payment: Details were provided to Councillors. Payments totalling £7290.56 were approved. Details attached
Resolution: Councillors approved the invoices/payments submitted for approval.
- ii. **To consider proposal to purchase of Scribe accounting software** wef 1st April 2020 in preference to current system of accounting using Excel spreadsheets.
Deferred: Action Clerk to provide information to future meeting.
- iii. **To consider initial budget proposals**
Deadline for confirmed Precept to West Suffolk Council: 24th January 2020.
Action: Councillors were provided with an initial draft proposal for consideration to be discussed at December meeting.

18. Clerk's Report - All matters dealt with elsewhere

19. Correspondence of note

The Tractor run and Bale Push organised by Lee Maddox over the years, has been extremely successful raising a very significant sum of money for various good causes. Previously it has started and ended in Bardwell. With effect 2019 there has been a change in the arrangements (from Bardwell to Stanton). It was agreed that recognition should be included within the editorial for the hard work and significant fundraising achievements over the years resulting from this event.
Action : Cllr Compton

A letter has been received from Ixworth Patients Association requesting a donation. S137 donations will be considered during the December meeting.

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20. Diary Dates 2019

10 November	Remembrance Service, Bardwell Church - Chairman
18 November	SALC Annual Conference: Shaping Suffolk -Cllr Stokes
26 November	SALC AGM- Elmswell - Cllr Stokes
10 December	Atrial Fibrillation Presentation in Tithe Barn, 7pm

21. Questions to the Chair:

The Atrial Fibrillation will be held in the Tithe Barn , with Dr Canon, Ben Lord and Martin Waterman, in association Bardwell Parish Council.

Details to be circulated and promoted by all councillors: Clerk to collect projector from school.

22. Next meeting: Tuesday 3 December 2019, 7.30pm: Tithe Barn.