

Bardwell Parish Council
Chairman: David Ruffles Vice Chairman: Andrew Smith

Minutes of the meeting of Bardwell Parish Council held on
Tuesday 5th March 2019 - 7.30pm – IP31 1AA

Present

Cllr David Ruffles (Chairman), Cllr Andrew Smith (Vice Chairman and Ward Councillor), Cllr Ali Compton, Cllr Peter Sanderson, Cllr Tony Stokes, Cllr Jan Tomlinson, County Cllr Joanna Spicer MBE (until 8.30pm)

Clerk/RFO: P Smith Members of the public: 0

1. **Apologies and approval of absences**
Apologies received from Cllr Babraff - Reason: Holiday *Approval granted*
2. **Declarations of interest relating to items on this agenda.**
 - i. Pecuniary Interests: Ongoing interest for Cllr Smith re item 16 Finance i. invoices for approval (Clerk's Salary)
 - ii. Requests for Dispensations: None
3. **Approval of Minutes of the Meeting held on 5th February 2019.**
The Minutes were unanimously approved and signed as an accurate record.
4. **Public Participation:** No members of the public were present,
5. **To receive a report from Suffolk County Councillor Joanna Spicer, MBE**
 - i. Village Flooding Survey/Investigation: The suggested meeting with SCC, to include representatives of the parish council and charity trustees, to receive and discuss details of the survey/investigation outcome, is likely to be arranged during the latter part of April 2019.
 - ii. **Schools/Transport:** Locally, all pupils in this area will receive their first choice of schools. Transport: Parents with concerns regarding transport options should be referred to Cllr Spicer.
 - iii. **Suffolk County Council Policy Development Panel** is reviewing County Farms Land. Cllr Spicer had outlined the many positive outcomes that have resulted from the liaison between County Farms and Bardwell over the years. It is understood that they will be writing to the parish council to request that a representative attends to provide a report. Cllr Spicer was asked to provide the feedback that the Policy Development Panel will be very welcome to visit Bardwell to see what has been achieved over the years. It was suggested that it would be a good idea to write a written report in the meanwhile.
6. **To receive a report from the Ward Councillor, Andrew Smith**
 - i. With effect 1st April 2019: St Edmundsbury Borough Council and Forest Heath District Council will cease to exist as separate authorities. The new combined authority will be known as West Suffolk Council.
 - ii. **Anti social behaviour:** Cllrs Smith and Ruffles attended a meeting with representatives of Havebury Housing Association and the Police to address concerns relating to the residents of a specific address. They were reassured with regards to the action being taken in this case and advice was provided explaining how residents are able to raise concerns directly with Havebury. ([appendix 1](#)).
Action: Cllr Smith will continue to follow up on progress
 - iii. **Planning and enforcement:** Cllr Smith advised that SEBC's Officers are currently dealing with 250 enforcement cases. At this time, no specific information is available regarding enquiries being undertaken re a property on Wyken Road.

7. Chairman's Report

It was noted that the 'new' Village Sign is now in situ. The original is currently stored at the Chairman's home

It was resolved to offer the 'old' sign to the Pageant Organisers *Actioned Clerk*

Since the meeting: The pageant organisers will contact the Chairman to arrange collection.

8. Highways

- i. The Flooding survey/investigation commenced on 4th March (details previously circulated), during which the contractors also undertook to try to clear blockages in several locations using root cutters and water jetting.

SCC Contractors were unable to access a property adjacent to The Green.

Since the meeting the Chairman has discussed the situation with the owner who has agreed temporary access subject to him (the owner) being present.

Another owner required prior agreement from SCC that they would pay if any damage was caused to his property as a result of works being carried out.

Action: Cllr Spicer to address concerns of rectification of any damage with SCC.

- ii. Street Light no.7: Opposite The Causeway, Low Street.

This outstanding issue is as a result of work required by UK Power Networks: Awaiting update.

Since the meeting: Report received from Richard Webster: SCC Street lighting Manager(appendix 2).

Subsequently: Since the Meeting: UK Power Networks have carried out the necessary work and the matter is resolved.

- iii. It was noted that the standard of pothole repairs has improved e.g. recent repairs at Wyken Road and Low Street

- iv. Outstanding Matter: Broken railings along Spring Road/community field car park (reported)
Action Clerk to follow up.

9. Antisocial behaviour issues

- i. Lammas Close – Progress report : See 6.ii

- ii. Councillors were made aware of vandalism carried out 16/17 February:

The Croft –Notice reminding owners to 'pick up ' after their dogs has been vandalized

Low Street – Several privately owned traffic 'safety' mirrors have been broken

10. Suffolk on-board – Connecting Communities: Rural Transport 'Conversation': 20th March

Cllr Compton asked for any comments and information that Cllrs may have in relation to this matter. She will include a request for comments and information on Next Door.

Cllr Spicer asked Cllr Compton – following the meeting - to advise her of any issues requiring her input/action.

Suffolk County Council is looking again at bus services with another potential round of 'cuts'.
(Cllr Spicer will be requiring evidence before cuts are implemented).

11. Community Field

- i. Water Supply to Allotments

The parish council is grateful to the Ward and County Councillors for funding from their locality budgets towards the first stage of the water supply, which will bring the water supply to a point within the allotments area. Additional funding is being sought for the distribution to other areas.

Grants: £1,250.00 has been promised by Cllr Smith

£500.00 has been promised by Cllr Spicer (*not £1,000 as stated by the Clerk*)

Quotation: £2,362.48 (plus £472.50 vat – recoverable) Shortfall: £612.48

Anglian Water has confirmed that it will honour the original quotations through to March 2020
The quotation and location will be rechecked. *

It was unanimously resolved that the first stage of the water supply (subject to the above*) should be ordered, and that the shortfall will be funded by the parish council

Subsequent to the meeting: In view of the Clerk's error this will be reviewed and details circulated to councillors prior to order being placed.

- ii. **Allotments Association AGM:** The Clerk and Cllr Smith will be attending the AGM on 7th March.

12. Bardwell Playing field Association

- i. Report: including Pavilion Project update, Tennis Coaching, Fete and AGM (**appendix 3**)
ii. To note: New Pavilion: the first invoice requesting the release of grant funds from Sport England has been submitted following scrutiny by the Architect and BPFA (Details previously circulated).

13. Bardwell Community Speed Watch

Cllr Compton will be contacting the Coeval Engineer to discuss the difficulties experienced in downloading data from the Vehicle activated sign (VAS).

Cllr Compton will contact the relevant person to request a visit of the mobile Speed Cam

14. Tithe Barn Report

Cllr Smith reported on the successful Tithe Barn AGM.

17th April: Spinning Wheel Theatre - The Velveteen Rabbit, suitable for children ages 4+

15. Planning Application Consultation received from Planning Authority for consideration

DC/19/0327/TCA: LOCATION Quaker Cottage, Quaker Lane, Bardwell IP31 1AJ

PROPOSAL Trees in a Conservation Area Notification - 2no. Plum and 1no. Crab Apple – fell.

Resolution: No objections Actioned Clerk

16. Finance – See attached (appendix 4)

17. Clerk's Report

- i. The Clerk has ordered a defibrillator signage £45.60 (inc vat) from Community Heartbeat Trust. She has also discussed the possibility of Defibrillator training: Cost £175.00 (up to 50 people).
ii. A SARS representative has kindly agreed to give talk at the Annual Village Meeting.

18. Information request received 17th March relating to meeting of 5th February

- i. The Clerk is required to respond imminently to an information request, due to specified deadlines. Currently, the Clerk does not have all of the information required. If necessary she will submit an incomplete response. *Clerk's note: Since the meeting an incomplete response has been submitted.*

19. Letters of appreciation from charities re S137 donations (£50 per charity)

At the time of the meeting, emails and letters of thanks had been received from:

Suffolk Age UK
East Anglian Air Ambulance
Friends of Ixworth Library
Ixworth Patients Association

Suffolk Ambulance Rescue Service
Victim Support
Since the meeting
Citizens Advice, Suffolk West

20. Correspondence of Note not previously circulated or discussed elsewhere

A letter (previously circulated) has been received from the Head of Bardwell School inviting the Chairman and or other Councillors to meet to discuss a proposed planning application for fencing in the school grounds.

It was resolved that a meeting is not necessary at this stage. The parish council will await the formal application following which, if considered necessary, a meeting will then be arranged.

Actioned Clerk (Head Teacher advised)

21. **Parish Council Election 2nd May**

To note that: Following attendance at the Local Election Briefing at West Suffolk House on Monday 11th February, the Clerk now has nomination packs for any eligible resident wishing to stand for election. These papers can also be downloaded from the West Suffolk website.

22. **Meetings/Training/Events**

i. **11 February: Election Briefing**, Bury St Edmunds *Clerk*

Elections 2 May: Guidance was given re completing nomination forms. See item 21

ii. **26 February: Pear Digital Mapping Technology**, Claydon *Clerk*

Pear Digital Mapping and Parish Online are now under the same ownership.

'Pear' is a more expensive but extremely useful resource for parishes with a large number of assets, cemeteries, allotments, neighbourhood planning. It is not financially viable for Bardwell.

The Clerk currently pays a subscription to Parish Online: this is adequate for current level of use.

iii. **26 February: Suffolk Design Parish & Neighbourhood Workshop**, Stowmarket *Cllr Stokes*

Suffolk Design is a non-profit making organization. It facilitates understanding between authorities, developers and communities.

Approx. 40 delegates: 2 were from West Suffolk, the others were from Mid Suffolk and Babergh.

Only 3 were not involved with a Neighbourhood Plan: All complained about the process.

Planning and design is not just about a building, many developers and authorities pay lip service to road design etc without taking into account how these affect communities. The event was most useful for parishes with larger developments. There was an overwhelming view that small parish councils and local residents are not represented and are totally ignored.

Suffolk Design is in the process of creating a portal/onestop shop. www.suffolksdesign.uk

23. **Questions to the Chair**

Stanton Masterplan for the airfield: An open forum had been held at Stanton for residents to view concept plans for up to 400 homes.

24. **Next Meeting Tuesday 2 April 2019, 7.30pm, Venue: The Tithe Barn**

The meeting closed at 9.10pm

Future meetings/training sessions/events

6 March	Allotments Management Training	SALC, Claydon	Clerk
12 March	Heritage Training	Lavenham	Cllr Tomlinson/Cllr Smith
20 March	Rural Transport 'Conversation'	BSE library	Cllr Compton
29 March	Clerks Information & Networking	SALC, Claydon	Clerk
6 April	Bardwell Litterpick (<i>in association with the Fairtrade Charity Breakfast organized by the Church</i>)		
2 May	Local Elections: Parish and Ward.		
Wed 8 May	First meeting of the new Parish Council: Annual Meeting		
14 May	Annual Parish Meeting		