

## Bardwell Parish Council

Chairman: David Ruffles Vice Chairman: Andrew Smith

### MINUTES OF THE MEETING OF BARDWELL PARISH COUNCIL HELD ON TUESDAY, 3RD NOVEMBER 2020, COMMENCING AT 7.00PM VIA ZOOM

#### PRESENT

**Parish Councillors:** Cllr David Ruffles (Chairman), Cllr Andrew Smith (Vice Chairman and Ward Councillor), Cllr Ali Compton, Cllr John Babraff, Cllr Peter Sanderson, Cllr Tony Stokes

**Suffolk County Councillor** Joanna Spicer MBE

**Clerk/Responsible Financial Officer:** Pauline Smith

**Members of the Public:** 2

#### 1. Apologies

The Chairman advised that he had received apologies for absence from Cllr Clough, who was unable to attend due to family matters. Apologies were accepted and approved.

#### 2. Declarations of pecuniary or non-pecuniary interest relating to items on the agenda:

Cllr Smith declared an on going pecuniary interest in item 11.2 approval of Clerk/RFO salary. (ongoing).

#### 3. To approve Minutes of the Meeting held on Tuesday 6th October 2020.

The Minutes of the meeting, previously circulated, were taken as read and unanimously approved as an accurate record.

#### 4. Public participation session

A member of the public expressed concerns or provided comments on three issues albeit not all during the public participation session. For clarity the details are contained within the relevant items.

Firstly: The pavilion as detailed in within this item, secondly speeding through the village, which they commented upon within the county councillors report, resulting in their making suggestions and asking questions during the discussion - see item 5. The member of the public also made a statement in relation to the details provided by the Ward Council about the Local Plan consultation at item 18.

#### Activity at the new pavilion

The resident highlighted concerns circulating within the village that there had been a breach of the 10pm curfew brought in as a result of Covid-19 restrictions. The understanding of the resident (from a number of sources) was that the police had been passing the pavilion at 10.10pm at which time people were still drinking in the bar.

**Response:** Cllr Sanderson, as Chairman of the BPFA (he is also one of two nominated parish council representatives to the BPFA), advised that there has not been any breach of the curfew. There had been an occasion when there were people on the premises after 10pm but they were clearing up and the premises were closed.

In relation to other concerns about inappropriate behaviour, Cllr Sanderson acknowledged that there had been an incident to which the police were called. However, by the time they had arrived those responsible had left.

Cllr Sanderson explained that matters relating to the pavilion are the responsibility of the Bardwell Playing Fields Association to whom any concerns should be directed. This is not a parish council responsibility.

In response: The resident acknowledged their understanding of this fact, however, they are concerned about the potential impact upon the reputation of the village should there be any untoward activity or breaches of the covid-19 regulations.

Cllr Sanderson advised that the BPFA/pavilion are adhering to all necessary covid-19 regulations/restrictions. In accordance with the forthcoming restrictions the pavilion will be closed from 5th November - 2nd December 2020. There may be a take-away food service in operation.

## 5 Report from County Councillor, Joanna Spicer MBE

### Local Schools' progress

Bardwell Primary School, whilst not at capacity there is an action plan in place and there are no concerns. Ixworth Free School is doing well. Year 7 is at capacity.

### Traffic management/Speeding issues

**Low Street Roundels :** Cllr Spicer agreed the order for the roundels for Low Street over 18 months ago at a cost of £800 which is being met from her locality budget.

SCC highways have now advised that they wish to remeasure the locations prior to implementing the work. It is hoped that this will not be delayed too much longer.

However, Cllr Spicer is unconvinced that the roundels will transform life for those in the area. As previously discussed Spring Road, particularly crossing from/to the playing field is of serious concern.

A member of the public asked re the possibility/costs of equipment that would record necessary details for prosecution compared to the existing equipment (ANPR cameras).

Response: Cllr Spicer explained that Suffolk County Council has 6 speed cameras/locations suitable to use for evidence of speeding, which are owned by/and the responsibility of the police at a cost of c.£250,000.

Cllr Spicer explained that speed cam vans are most appropriate but would not be feasible in Spring Road.

If willing to do so, the police could attend with their own hand held devices which enable them to stop motorists and issue fixed penalty notices.

As explained during the October meeting, the figures obtained during the official monitoring carried out during September, did not meet the criteria for intervention by the police enforcement speed cam team.

It was highlighted that 25% of motorists passing through Spring Road during the monitoring period had been driving at speeds which could have been prosecuted (if the police or speed cameras had been present at the time of the offence).

It was highlighted that:

- Speeding in rural villages is not a police priority
- It is individual drivers' behaviour that needs to be addressed
- Without the assistance of the police we are limited in what we can do
- A problem exists with local traffic (not all residents) as well as those passing through.

A resident asked whether the village could do more/think creatively to help itself?

Suggestions put forward (many of which have previously been discussed included):

- Signs/stickers for bins (Cllr Smith highlighted that when he offered to fund these previously the parish council was not in favour). These are not expensive, but would residents be willing to display them on their bins?
- More road signs encouraging people to Slow Down
- Permanent flashing sign(s) as opposed to the VAS which is moved between locations
- APNR equipment (detailed previously)

Concern was raised about motorists regularly driving the wrong way at the Stanton Road/Up Street/Quaker Lane junction (The Green). Cllr Spicer asked whether clearer signage would help? However, it was generally agreed that the signage is already sufficiently clear.

Cllr Spicer advised that Suffolk Highways budget is already committed for the next 6 months. However, she suggested raising the issues relating to Spring Road and potential solutions early in the new year, and also asked whether the parish council could consider whether it would be able to contribute from its own budget to a solution.

Outcome of discussion/Resolution: To revisit the matter relating to potential traffic calming measures along Spring Road during early 2021.

**Action: Clerk - Agenda item February 2021**

For information, Hepworth traffic management scheme Cllr Spicer advised the parish council of an intended scheme being implemented in Hepworth at The Street, where chicanes and dragon's teeth will be installed. The monitoring period there (Hepworth) identified 56% of motorists traveling in excess of 53mph.

#### A143 - Ixworth through Stanton

An official consultation is due to commence relating to changes to the speed limits for a section of road through Stanton, with a proposal for the speed limit on the stretch of road from c. Duke Street junction - petrol station to be reduced to 30mph, and a stretch towards/from Ixworth to be reduced to 40mph. Stanton Parish Council is contributing £10,000 to the cost of implementing these changes.

Suffolk County Council household waste and recycling site, Bury St Edmunds : During 'lockdown', the site is fully operational but booking is required.

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

Overgrown/unkept area to rear of 36/38 The Croft Bardwell: The area owned by Suffolk County Council, will be included in the West Suffolk Council maintenance schedule under its contract with SCC once it has been returned to an appropriate state, at a cost of £450.00 Cllr Spicer has agreed to fund the necessary work from her locality budget. However, before the work can be carried out, assurances are required from residents affected that once remedied the area will not be used for parking.

*(The outcome to this matter is as a result of a neighbouring resident complaining to the Chairman regarding the poor state of the area, following which the owner was identified and the matter escalated in order to bring about a satisfactory resolution for all concerned.)*

**Action: Chairman will visit resident(s) concerned to explain proposed plan of action and to establish whether or not they are willing to agree not to park on the area (or otherwise damage the area which will be grassed) once remedial works have been carried out.**

Lockdown 2 Markets in West Suffolk will remain open subject to adhering to further guidance relating to what is considered essential (food is a critical issue).

Parish Councillors have been included in circulations of emails from WSC and other sources regarding Covid-19 and the requirements for the latest lockdown being put in place together with details of the Home but not Alone service for the most vulnerable members of our communities being reinstated.

Household Bins It is not envisaged that there will be any change to the regular bin emptying service, unless staff sickness becomes an issue.

7. Police Report: None received specifically for this meeting. However, regular email updates about a wide range of matters are regularly received and circulated from Sgt Angela Puiy to all councillors.

8. Antisocial behaviour reported to parish council: To consider appropriate action

8.1 Details of report from Chair to Police re evidence of nitrous oxide being used at the community Field.

For a second time, nitrous oxide canisters have been found at the community field.

The Chairman has reported the incident to the police: See emailed response attached.  
The police have provided an item for inclusion in Bardwell Village News: copy previously circulated.

8.2 Email received re inappropriate behaviour of footballer at community field. Details previously circulated. Copy attached.

In summary: Resident witnessed an adult football player urinating on community field, in close proximity to one of the new benches.

The information received by the parish council was passed to the BPFA who in turn have made the football club aware.

It was suggested that the most appropriate action in the first instance is for the witness to inform the police. It is acknowledged that although the police will record such incidents, they may not necessarily take any action.

Cllr Sanderson explained that the changing rooms are currently not in use (covid-19) however, the toilets are available to footballers when matches are being played. Footballers are made aware of this but there is little that can be done if they (footballers) ignore the advice/instruction.

Any action/activity carried out by footballers using the pitch at the community field would normally be considered as a football club/BPFA responsibility. However, it is feasible that antisocial behaviour could become an issue for the parish council as the landlord of the community field. Cllr Stokes highlighted a recent newspaper report of a resident suing a parish council elsewhere over antisocial behaviour on their land.

The facility is for a mixed age group and such antisocial behaviour by adults is not acceptable.

The original intention was that the pitch would be for youth football.

A suggestion was put forward that the facility of the football pitch for adult football should be withdrawn if they (adult footballers) are unable to behave appropriately.

**Outcome/Resolution:** That any witness to unsavoury antisocial behaviour should be advised to report the incident to the police.

9. Chair's report

Remembrance Service: 8 November 2020

Subject to necessary covid-19 restrictions there will be a pared down service at Bardwell Church.

Details as known at this time have been circulated, but are subject to change.

The Chairman will lay a wreath on behalf of Bardwell Parish Council.

10. Planning applications received from West Suffolk Council for consideration

10.1 DC/20/1582/FU Siting of shipping container for storage  
Bardwell CEVC School, School Lane, Bardwell IP31 1AD

Whilst not considered ideal for the location (a grade 2 listed building in the conservation area), the parish council wishes to support the school and therefore will not raise an objection to this application, which is identified as being for a temporary period (although no end date is provided).

Vote: In favour 5; Against 0 ; Abstained: 1

**Outcome/Resolution: No objection. Parish Council response attached.**

**Due to his position as Chairman of DCC, Cllr Smith abstained from voting on this application.**

10.2 Planning decisions by West Suffolk Council since previous meeting:  
DC/20/1560/TCA - No objections see attached.

10.3 Sunnica Solar Farm: Response Progress

See Proposal for progressing this application, and associated information, from Cllr Stokes previously circulated to councillors. Copy attached.

Cllr Spicer advised that West Suffolk and Suffolk County Councils are responding jointly to the consultation on 11th November 2020. It is understood that their response will contain many questions.

The consultation is currently from Sunnica itself.

The proposed site covers an area of 4.3 square miles.

The greatest expanse of panels will be facing Warren Hill, Newmarket, however this detail is not made clear within the documents.

Should the proposal be accepted, there will be a loss of 2,800 acres of farmland; 9%-18% drop in yield of crops and pork production: an alternative option could be to use the roofs of industrial/commercial units.

Time frame: The consultation with Sunnica closes on 2nd December 2020, and then if the application is accepted the parish council can register to respond to the Inspectorate. It is likely that Sunnica will submit a formal application c.March 2021 at which time having registered with the Inspectorate, the parish council will have the opportunity to put forward its detailed views.

As explained during the October meeting, this is a Nationally Significant Infrastructure Project which is determined by HM Inspectorate, a Government department, not by the local district council planning departments. As such, all local parish councils are invited/entitled to be consulted and respond with their views.

**Proposal:** Option 3 : That the parish council should submit its view to Sunnica by 2nd December, then register and submit a detailed response when it becomes an application, being aware that the inspectorate can put aside any subsequent submission if it repeats what has already been said, therefore the following submission should contain different points.

**Vote:**

In favour 5

Against: 0

Abstention: 1 Cllr Babraff does not wish to comment

**Decision: Option 3 agreed by the majority**

**Resolution/Action: Option 3 is approved. Cllr Stokes will progress the response accordingly.**

11. Finance

11.1 Financial Report: Details attached (circulated to councillors via email)

11.2 Invoices for approval: Invoices totalling £7,121.11

Payments had been made prior to meeting and were approved for payment retrospectively.

11.3 Budget: Details of the tax base were received from West Suffolk Council on the day of the meeting.

The tax base for 2021/22 is 301.64 (During 2020/21 the tax base was 310.84).

A copy of the details received from WSC has been circulated to councillors (copy attached).

The budget will be considered for agreement at the December meeting. A initial draft proposed budget has previously been circulated, this will be reviewed and recirculated for Cllrs consideration in advance of the December meeting.

12. Community Field progress

12.1 Fencing installation

Fencing installation is expected to be carried out week beginning 9th November

## 12.2 Public Space Protection Orders prohibiting dogs from children's play areas at the Playing Field and Community Field *(draft copies of signs previously circulated for information)*

Public Space Protection Order signs advising that dogs are not permitted within the 'fenced in' play areas have been approved (by the BPFA) and are being obtained via WSC. When available they will be installed by the WSC inspector during his monthly visits.

Cllr Ruffles advised that whilst awaiting the official signage, once the fencing has been installed around the community field play area, he will 'put up' temporary signs.

*(Note : the play area at the community field is the responsibility of the Bardwell Playing Field Association - not the Parish Council.)*

## 12.3 Grant applications: New

Cllr Sanderson has submitted a grant application to Havebury Housing Association.

He has also assisted the allotments association in submitting a grant application to West Suffolk Council for funding re sheds.

## 12.4 Ward Councillor locality Grant: Update/decision

Cllr Smith confirmed that the £950 currently ring fenced within the community account from his locality budget must only be used in line with the grant request i.e.:

For trees, shrubs and plants, or alternatively, the PC can use it for the provision of additional accessible footpath (adding to that which exists) in the quiet sensory area.

He emphasised that the grant cannot be used for any other purpose and that it must be used within the next 6 months ie before: 3 May 2021

## 12.5 Allotments: To note submission of planning application for sheds

The Clerk has had an informal discussion with a planning officer regarding the planning application for sheds prior to submitting the formal application.

## 12.6 Benches

To note that a third bench is on order from KDM to match the two recently installed (as per 15.3 October meeting).

Payment £268.80 (inclusive of vat) made 2nd November 2020; Due to be collected from Risby depot 4th November by the Chairman.

*(Note: It will not be possible for the pc to obtain additional benches from this supplier.)*

## 12.7 Spraying carried out/due to be carried out, when weather permits, by Harry Hoblyn

It was not possible for Harry Hoblyn to 'spray' the weeds at the community field on 24 October to prepare the relevant area for wild flower seed planting due to weather conditions (40mph winds).

Clerk advised that he will carry out the work asap when the weather permits.

Cllr Ruffles advised that he would ask Mr Hoblyn to confirm a date for when the work will be carried out.

*(Note - since the meeting: Spraying carried out 7/11/20 - spray record circulated to Cllrs 8/11/20)*

## 12.8 Other requirements for consideration

One of the mounds has been shaped into its final design: work on the second mound cannot move forward until the next path is dug-out.

## 12.9 For information: Within the play area (BPFA responsibility) the damaged scramble net on the play

equipment has been removed and the item of play equipment made safe, with welding having been carried out by Tony Ruffles.

## 13. Covid-19: Current situation - Any matters requiring consideration: None requiring discussion



#### 14. Energy agreement for pavilion with West Suffolk Council

Agreement signed by West Suffolk Council, Bardwell Playing field Association, and Bardwell Parish Council as Custodian Trustee.

To note that the Energy agreement for the pavilion has been signed on behalf of the Parish Council as Custodian Trustee of the Bardwell Playing Field, by Cllrs Ruffles and Compton who, together with Cllr Sanderson, met at Beech House, Bardwell on 23rd October 2020. The Clerk/Responsible Financial Officer witnessed the signing via zoom.

Cllr Sanderson advised that the relevant documents have been returned by the BPFA to WSC legal dept and copies will be provided to Bardwell PC in due course. A signed statement by the Clerk/RFO was emailed to Cllr Sanderson as BPFA Chairman confirming that she had witnessed the signing and this has been submitted with the documents. A copy of the statement is attached.

*(Note: BPFA had signed on a previous occasion: the parish council does not currently have copies of any documents. Until such time as hard copies are provided, a video recording of the zoom meeting/signing by parish councillors on 23rd October 2020, referred to above, exists.)*

#### 15. Reports

##### 15.1 BPFA

Pavilion Closure due to Covid-19 5 November - 2 December. As a result, as already detailed item 4: there will be a lot of food which will either have to be disposed of, or possibly the cricket club will implement a 'take-away' service.

##### 15.2 Bardwell Community Speed Watch

It is hoped to carry out several sessions during December.

##### 15.3 Tithe Barn (Bardwell Village Hall)

The Tithe Barn remains closed: As advised during the October meeting, an extension to the lease until 2067 has been agreed and signed.

##### 15.4 Suffolk Association of Local Councils: update

A letter is to be sent to all councils advising of an additional meeting to elect members to the Board of Suffolk Association of Local Councils.

#### 16. Clerk's report

Overgrown hedges: A resident raised concern about one not previously mentioned, along Low Street near to Greystones:

**Action: The Chairman said he would have a look.**

#### 17. Correspondence requiring attention, not dealt with elsewhere on the agenda

Funding request from Headway: To be dealt with on a future agenda when consideration is given to S137 donations.

**Action: Clerk - Agenda item February meeting**

#### 18. Diary dates: All meetings via Zoom

18.1 4 November - Town and Parish Conference to be attended by Cllrs Smith, Stokes and the Clerk

18.2 8 November - Remembrance Service, Bardwell Church to be attended by the Chairman

18.3 12 November - A conversation about anti-social behaviour with the Suffolk Police and Crime Commissioner, Tim Passmore Nobody has advised that they will be attending

#### 18.4 12 November - West Suffolk local Plan and Issues to be attended by Cllr Sanderson

A discussion ensued in relation to the content of this meeting:

West Suffolk Local Plan Consultation: Deadline 22 December.

Three sites are currently in the plan for consideration - Knox Lane, Street Farm, Low Street and School Lane.

Cllr Smith highlighted the importance of responding to the West Suffolk Local Plan consultation.

It was fully supported that it is essential that the parish council submits a detailed and robust response totally rejecting the Knox Lane (indicative figure of 70 properties) and Street Farm proposed sites, together with a rejection of a large site at School Lane (5.3 acres with an indicative figure of 97 properties) as wholly unsustainable, but potential agreement in principle for a small site of no more than 10 properties, as detailed within the parish council's pre-consultation response, which has not been taken into consideration. (Copy attached).

Bardwell is designated as a local Service Centre.

**Action Cllr Sanderson** will report on meeting attended 12 November

**Action: Cllr Stokes** will provide a draft response for consideration at the December meeting.

**Action: Cllr Smith** will provide a summary of his correspondence/discussions with WS Officers will assist in the response.

*Councillors (and residents) are encouraged to visit the virtual exhibition <https://westsuffolk.exhibition.app>*

---

A member of the public put forward their view that it is important to protect the fabric of the village, but this does not mean that limited enhancement is not supported: The member of the public thanked parish councillors for supporting the village in their approach to this matter.

---

19. Questions to the Chair/Matters for consideration as agenda items for next meeting

**Agenda item for next meeting:** Response to West Suffolk Local Plan Consultation.

20. Next meeting Tuesday 1st December 2020 via Zoom

Meeting ended at 9.08pm



## Attachments

### 10.1: Planning: Bardwell Parish Council response to West Suffolk Council re consultation for:

DC/20/1582/FUL | Planning application - Siting of shipping container for storage | Bardwell Cevc Primary School School Lane Bardwell IP31 1AD

"Bardwell Parish Council wishes to be supportive towards the needs and requirements of Bardwell School and therefore raises no objection to the application on a temporary basis, providing it is appropriately screened from view. If permission is granted it is requested that this is to be for a defined temporary period, subject to an annual review as a minimum."

### 10.2 Decision by West Suffolk Council as planning authority since October meeting

DC/20/1560/TCA | Trees in a Conservation Area Notification - 1no. Poplar (marked on plan) overall crown reduction by 2 metres | Street Record The Green Bardwell Suffolk

**Decision: 21st October 2020 - No objection**

### Item 10.3 Sunnica Solar Farm: Response Progress

**From:** Tony BPC <tonystokes.bpc@btinternet.com>

**Subject:** Sunnica update

**Date:** 2 November 2020 at 16:08:53 GMT

**To:** Andrew Smith <andrew@lavenderbarn.co.uk>, bardwell parish council <bardwellpc@gmail.com>, Barbara & Peter Sanderson <peter.sanderson@btinternet.com>, 'John Babraff' <babraff@hotmail.com>, David Ruffles <david.ruffles@btinternet.com>, Ali Compton <comptonmurray@btinternet.com>, Geoff Clough <geoff@figclough.plus.com>

Dear Councillors,

A brief update on Sunnica, to save some time on Tuesday. which I will summarise even shorter on Tuesday. This consultation is a pre application sent out by a public relations company on behalf of the developer. Any comments or opinions expressed at this stage will be processed by them for the purpose of developing a more robust application. Sunnica will summarise any points that have been made along with a response on how they have addressed them.

Those councils directly involved have formed a Parish Council Alliance and I am in contact with them. Correspondence that I have received from them concentrates on the poor quality of the preplanning consultation, and lack of details, but has not said anything regarding the planning issues.

Reading the guidelines on the Inspectorate's website, the wording implies that it is very difficult to make changes after this stage, and encourages comments. However, although not clear on the website, there is the opportunity to submit further information during the examination period. To do this we would need to register as an interested party. The inspectorate will then keep us informed and allow submissions to be given.

I see we have three options if we wish to respond:

- 1, Detail what we can at this point, and submit that to Sunnica to process by the 2<sup>nd</sup> Dec
- 2, Wait until the application is submitted, register as an interested party, and submit our view at that stage. This is likely to be around spring of next year.
- 3, A combination of both: 1) supporting the views regarding the consultation by the 2<sup>nd</sup> Dec. Then register and submit our detailed response when it becomes an application.

I should point out that the inspectorate can put aside any subsequent submission if it repeats what has already been said, therefore the following submission should contain different points.

I will outline this on Tuesday, and I would appreciate your views on our approach. Subject to your approval, I am happy to progress this and to keep you updated, until we can make a final submission.

--

Kind regards  
Tony Stokes

**Item 11.3: Finance - budget**

**From:** "Rolls, Michelle" <Michelle.Rolls@westsuffolk.gov.uk>

**Subject:** Parish/Town Precept Applications 2021/22

**Date:** 3 November 2020 at 14:39:43 GMT **To:** Undisclosed recipients;;

Dear Clerk,

**Precept forms for 2021 to 2022**

Please find attached the **Precept Form** for your completion by **25 January 2021**, requesting your precept for the 2021 to 2022 financial year.

To complete the form, you will need to select your council from the drop down box at the top of the page. The form will then populate the 2020 to 2021 data and some of the data for 2021 to 2022. Please enter your figures into the **yellow boxes only**, the form will then automatically calculate your precept and the resulting *provisional* band D council tax for your town or parish.

Please also remember to complete your contact/bank details and **sign the form** before returning by 25 January 2021.

Completed & signed forms should be returned to **Michelle Rolls** by email to

[michelle.rolls@westsuffolk.gov.uk](mailto:michelle.rolls@westsuffolk.gov.uk)

Also attached for your information is an explanation of how the tax base is calculated, and the council's Privacy Notice in line with GDPR.

**Tax base figures - COVID-19**

Most town and parish councils raise a precept to cover their own expenditure plans for the coming year. However, to gauge the effect of expenditure plans on local residents, it is necessary to divide your precept by your tax base in order to determine what the band D council tax will be.

West Suffolk Council is required to calculate the council tax base by 31st January at the latest for the financial year ahead. However, as in previous years, we have estimated the tax base during October 2020 with a view to formal ratification by Council in December 2020. The purpose of adopting an earlier timetable is to provide an element of certainty for all councils in their budget setting processes which will by and large have been completed by January 2021.

For the current year, the impact of the COVID-19 pandemic has had an adverse effect on the West Suffolk tax base provisional figures, although this will vary by Town or Parish. This is primarily because of a national increase in the number of individuals entitled to Local Council Tax Support (LCTS) which reduces the households available to pay council tax. LCTS numbers have already increased by 15 per cent from March 2020 to September 2020. For the purpose of estimating the tax base for 2021 to 2022 we have assumed that LCTS numbers will continue to increase throughout the remainder of the financial year, and at a faster pace given the planned changes to the current government job retention (furlough) scheme (beyond the recent extension period).

As this is a national trend, representations have been made to government for support but at this stage it has been assumed that no support will be given, and the provisional tax base has been calculated on that basis. It may be necessary to revisit the tax base figures in the light of any government announcements in the coming months.

If there are any changes to the provisional tax base figures as a result of any government announcements, or due to the council ratification process in December, we will let you know immediately.

**West Suffolk Parish and Town Forum**

Rachael Mann, Assistant Director (Resources and Performance), will be speaking at the Parish and Town Forum on Wednesday 4 November and will be available to answer questions or concerns around the impact of COVID-19 on the tax base and precept setting process. An invitation to attend the forum, which will be held via Microsoft Teams, was sent to all clerks on 28 October 2020. If you wish to attend, and have not already registered your interest, please email: [families.communities@westsuffolk.gov.uk](mailto:families.communities@westsuffolk.gov.uk)

If you have any queries regarding the contents of this email or require assistance in completing your precept form, please do not hesitate to email me or **Lyn Cornish** ([lyn.cornish@westsuffolk.gov.uk](mailto:lyn.cornish@westsuffolk.gov.uk)).

Kind regards,

Supplier ID:  
500331



### Application for Parish/Town Council

#### Precept 2021/22

Please complete the following & return to the Chief Financial Officer by 25 January 2021

PARISH COUNCIL OF:

Bardwell

Please select your Parish Council from drop down list

Date of Parish/Town Council Meeting, approving the precept

Contact details of the Parish/Town Clerk

Name: EXAMPLE ONLY

Address: MINIMUM INCREASE- BASIC DRAFT figures as provided at meeting October 2020

Proposed increase 16745 To maintain same ctax as 20/21 the precept would ha

Tel No: E-Mail:

#### Bank Details:

Sort Code: Account Number:

The amount requested by the above mentioned Parish/Town Council by way of precept from West Suffolk Council for the year 1 April 2021 to 31 March 2022 is as follows:

The 2020/21 figures below are those submitted by Parishes in January 2020 and are included for information purposes only.

	2020/21	2021/22
Expenditure (excluding contributions to reserves)	£ 15,771	£ 16,745
Contribution to (+ve)/from(-ve) Reserves	£ -	
<b>Parish Precept</b>	<b>A</b> £ 15,771	£ 16,745
Tax Base (see explanatory note)	<b>B</b> 310.84	301.64
Parish Band D Council Tax	<b>A ÷ B</b> £ 50.74	£ 55.51
Increase/-Decrease		£ 4.77
Percentage Increase/-Decrease		9.40%

Signed by:-

Chairman of Parish Council:

Date:

Parish Clerk:

Date:

#### Explanatory Notes for Completion of Precept Application

- Please select your Parish/Town Council from the dropdown list. This will prepopulate the 2020/21 comparator figures and the Taxbase figures, which we have included to assist you in completing your 2021/22 application

**Item 14. Energy agreement for pavilion with West Suffolk Council**

Agreement signed by West Suffolk Council, Bardwell Playing field Association, and Bardwell Parish Council as Custodian Trustee.

Statement by Clerk/RFO as witness to parish councillors signing the document via Zoom.

**WEST SUFFOLK COUNCIL**

**And  
THE COMMITTEE OF MANAGEMENT OPERATING AS  
BARDWELL PLAYING FIELDS ASSOCIATION**

**And  
THE CUSTODIAN TRUSTEE OPERATING AS  
BARDWELL PARISH COUNCIL**

**CONTRACT FOR THE SUPPLY OF HEAT AND ELECTRICAL PLANT AND  
ENERGY TO THE BARDWELL PAVILION**

Contract between **West Suffolk Council** and **Bardwell Playing Fields Association** and **Bardwell Parish Council** for the supply of heat and electrical energy derived from Air Source Heat Pump and the Solar Photovoltaic systems installed on the Bardwell Pavilion, Bardwell.

**I confirm that I, Pauline A Smith, Clerk and Responsible Financial Officer to Bardwell Parish Council, witnessed the signing of this deed via a Zoom video meeting held at 4.00pm on 23<sup>rd</sup> October 2020, by:**

1. David Ruffles, Chair of Bardwell Parish Council, and
2. Alison Compton, Bardwell Parish Councillor,  
on behalf of The Custodian Trustee, Bardwell Parish Council.

Signed by Witness:

Position: Bardwell Parish Council, Clerk/Responsible Financial Officer

Date: 23<sup>rd</sup> October 2020

Bardwell Parish Council  
c/o Lavender Barn  
Bowbeck  
Bardwell  
Bury St Edmunds  
Suffolk IP31 1BA

(ref.v2)