

Bardwell Parish Council

Chairman: David Ruffles Vice Chairman: Andrew Smith

Minutes of the meeting of Bardwell Parish Council held on Tuesday 1st September 2020, commencing at 7pm (via Zoom)

Present: Cllrs David Ruffles (Chair), Andrew Smith (Vice-Chair and Ward Cllr), Ali Compton, John Babraff, Peter Sanderson, Tony Stokes, Geoff Clough, Suffolk County Cllr Joanna Spicer MBE.

Clerk/RFO: Pauline Smith

1 member of the public

1. **Apologies and approval for absences:** None
2. **Declarations of Interests:** Cllr Smith (ongoing pecuniary interest Finance item 10 – Clerk/RFO salary)
3. **To confirm minutes of the meeting held on 4th August 2020**
The Clerk highlighted two amendments that had been made to the minutes following which Councillors confirmed the minutes as a true record

The Clerk acknowledged a demand from Cllr Clough that the minutes should be issued within 2 weeks of meetings.

4. **Public Participation Session** (Please refer to notes on page 1)
 - 4.1 Resident – Mr S: Inappropriate driving/speeding along Quaker Lane (email previously circulated – appendix 1.)
The Clerk had received an email advising that (contrary to his original email/complaint) the resident would not be attending the meeting. This matter was discussed within the Bardwell Speed Watch report: item 5.
 - 4.2 Any other comments: None

5. **Bardwell Speed Watch: Cllr Compton**
Speeding/inappropriate driving along Quaker Lane (please refer to appendix 1 – email correspondence from resident) ref item 4.1
Cllr Compton explained that the resident has discussed the matter with a member of the Bardwell Speedwatch team.

Action Cllr Clough Cllr Clough stated that he would speak to the resident/driver concerned and highlight the dangers of his actions.

The view was expressed that in the event of driving causing danger to other road users, this should be reported by the witness directly to the police at the time.

Cllr Spicer explained that the majority of available traffic calming measures are unlikely to be appropriate for Quaker Lane i.e.

- Speed cushions or chicanes (one at either end). Antisocial drivers often disregard these measures. It was also highlighted that similar traffic calming solutions have previously been discussed and ruled out elsewhere in the village due to the resulting additional traffic noise.
- A traffic counter: Cllrs agreed that this would be an unnecessary expense that would not provide any more beneficial information than is already available.
- Traffic Cam Van: this is the best option to catch and prosecute speeding motorists. It is unlikely that this could be carried out on Quaker Lane. It would however be beneficial on Spring Road.

Roundels (30mph) have been ordered for Low Street: the Speed watch team consider that they may also be a good option for Quaker Lane and Spring Road.

The Safety Camera team installed monitoring equipment in Spring Road during the first week of lockdown, and as a consequence the results were not useful. They have promised to return but they have a lot of requests across the County. It is unlikely to be possible for the safety cam team to carry out a survey in Quaker Lane.

Bardwell Speed watch team will be carrying out a session on Friday 4th September and also during the following week.

6. **To receive report from Suffolk County Council, Joanna Spicer**
Bardwell School: Cllr Spicer spoke about schools reopening and reiterated her support for Bardwell School and asked that the parish council does likewise. Although the Tilian Trust runs the school, Suffolk County Council acts as the admissions authority.
As well as accepting pupils from Bardwell it is also acts as an overflow for other local schools.

7. To receive report from Ward Councillor, Andrew Smith – attached (appendix.2)

Cllr Smith had circulated his report relating to parking: Cllr Babraff, whilst acknowledging the work that had been carried out in producing the report he is not convinced that there will be sufficient parking provision in Bury St Edmunds to satisfy future demand.

Cllr Ruffles asked: What is the percentage of West Suffolk Council employees working from home.

Cllr Smith responded that he is unable to give a number but some people seem to be working both from home and the office very successfully.

Cllr Spicer advised that SCC staff have also been working very successfully from home. Whilst there is room for 1000 people in Endeavour House, only 30% of staff can be accommodated to comply with covid-19 restrictions.

Cllr Smith had received a report from Havebury confirming that they are continuing to monitor antisocial behaviour in Lammas Close and are working to resolve the situation. This is similar to the report from the police in item 9.

8. Chairman's report

Having read the parish council's response to planning application DC/20/1182/TPO – The Old Rectory, Bardwell, The applicant had contacted the Chairman to say that he had already planted additional trees elsewhere, hence has no plans to plant any more.

9. Police Report – Suffolk Constabulary reference CAD SC-08082020-593

An email was received from Suffolk Constabulary reporting a fight in Bardwell in the vicinity of Lammas Close on 8 August, following a 999 call. An arrest was made.

The police are reviewing the bigger picture of ASB and have requested residents to keep records and notify police for any concerns or crimes stoppers etc.

Safer Neighbourhood Team: SNtburystedmunds@suffolk.pnn.police.uk www.suffolk.police.uk

See also police report email received on the date of the meeting 1st September, and circulated to councillors attached.

10. Finance

10.1 Financial report (See attached)

Bank account balances and detailed breakdown of available funds for Community Field project had been circulated to councillors. No comments or questions were received.

10.2 Invoices for approval (including retrospective approval for payments made between meetings) were included on the financial report circulated to councillors. No comments or questions were received.

Resolution: Invoices/payments totaling £2,898.28 were unanimously approved. This includes £150 honorarium to the internal auditor (see 10.4)

10.3 Details of expenditure to date against current budget for consideration were included within the financial report, preparation to consider future requirements in preparation for budget discussions at October meeting re financial year 2021/22. There were no questions or discussion at this meeting. Councillors were invited to review the details and inform the Clerk/RFO of any questions outside of the meeting.

10.4 AGAR/Internal Audit

The internal audit of the 2019/20 accounts has been completed. The Annual Internal Audit Report of the Annual Governance and Accountability Return 2019/20 (page 3 of part 3) has been duly completed and signed by Peter Chapman, Internal Auditor. No issues have been raised.

(Clerk's note: The AGAR and requisite documentation has been submitted to the external auditor PKF Littlejohn LLP)

Approval was requested for the annual honorarium of £150.00 to be paid to the Internal auditor

Resolution: Councillors unanimously authorized payment as detailed above.

Action Clerk/RFO

It was also agreed that Peter Chapman is to be asked whether he will continue as internal auditor.

Action Clerk/RFO

10.5 Scribe Accounting Software The Clerk/RFO advised that when the Scribe Accounting software is operational, the internal auditor will be provided with access to view the accounts. This will assist in adhering to financial regulations. There is not currently any additional cost involved.

11. Bardwell Community Field

- 11.1 To discuss the outcome of the meeting** between Tom Hoblyn, Graham Hunt, Cllrs: Sanderson, Babraff, and Ruffles, held at the Community Field on 22 August resulting in potential changes to original plan. (see details appendix 3)

The changes proposed to the plan discussed between Cllrs Sanderson, Ruffles, and Babraff, with Tom Hoblyn and Graham Hunt at a meeting (convened by themselves) at the community field, includes removal of the previously planned boardwalk across the faux wetland area, changes to/reduction in the intended hoggin pathways but more grass pathways to be cut. Wildflower meadow seed will be sown.

(The Clerk reminded Councillors that the area known as a wetland area had been changed a long while ago to be a faux wetland area - ie no water - with the intention that it would be planted up in such a way that it would represent water and a meandering river.)

Tom Hoblyn has a number of willow trees, which he will supply. Changes to the originally proposed hoggin paths are proposed, replaced with mown grass pathways.

The decision taken during the August meeting to use grant funding from the parish council's community field project account (subject to national lottery approval) to install fencing around the children's play area results in a shortfall of funding to carry out originally planned works to complete the community field project.

Cllr Babraff will be asking TCLL to provide a quotation to install a new/shorter length of hoggin footpath: Graham Hunt has agreed to dig the footings at no cost to the parish council.

Action: Cllr Babraff to obtain detailed quote plus detailed requirements for work to be carried out by Graham Hunt

- 11.2 Locality Grant from Ward Cllr: £950.00** In relation to work to be carried out at Community Field (appendix 4 - previously circulated) This funding is earmarked for specific purposes as detailed within the attached document/application.

Upon receipt of written confirmation of the intended use of the grant Cllr Smith will then consider whether the grant should be repaid or reallocated at his sole discretion.

His concerns relate to the fact that the changes to the plan result in a reduction in the original intended facilities at the community field for those who are disadvantaged by disability, for example those with sensory disabilities, as well as wheelchair users and others, as well as removing the educational element previously intended.

Action: Chairman Written confirmation identifying precisely the element/s of the project it is now intended that this grant is to be used for with costings -, and how the original brief will be satisfied.

- 11.3 Fencing around play area - Costs/funding and intended timescale.**

Cllr Sanderson had provided details of costs (previously circulated) which is being considered as one quote.

In accordance with financial regulations the Clerk has submitted requests for 2 additional quotations, one of which has been received and a second is expected imminently.

Action Clerk/RFO to follow up.

- 12. Seating for Community field:** To discuss and confirm additional requirements.

Information required in order to advise a resident who has recently moved and wishes to provide funding towards a new bench.

The two benches for which Mr and Mrs J Ruffles have provided funding, have been collected by the Chairman and await installation.

It was suggested that two similar additional benches could be purchased and that the resident may wish to contribute to these.

Action: Clerk/RFO to contact previous resident

Locations: It is suggested that the benches will be sited along the footpaths, with one possibly being sited outside of the children's play area and two within the area previously intended as the faux wetland area.

- 13. Planning Applications received by Parish Council as a consultee from West Suffolk Council**

None: at the time of issuing the agenda

- 13.1 Planning Application in Stanton Ward DC/19/2481/OUT**

Land East of Bury Road, Stanton: Outline Planning Application (Means of Access and Landscaping to be considered) – up to 244 no.dwelling, open space and associated infrastructure. As amended by details received on 31st July 2020.

Although not formally consulted by West Suffolk Council, Councillors discussed the adverse effects resulting from the cumulative number of housing applications such as those at Stanton and Ixworth, upon local villages as a consequence of already inadequate infrastructure (highways, surgeries, schools, transport etc).

Resolution: Bardwell Parish Council will respond objecting to this proposal.

Action Clerk/Cllr Stokes

14. Planning Applications - To note decisions by West Suffolk Council since 4 August:

DC/20/1007/FUL | Planning Application - 1no. detached tractor and trailer store | Pelham House Low Street
Bardwell IP31 1AS Approved 13th August 2020

15. BPFA: Grant application for £400 towards fireworks display to be held at Bardwell Playing Field on 31st October 2020, to be considered. Grant form has been completed by Cllr Sanderson as Chairman of BPFA (appendix 5 – previously circulated)

Proposal: That Bardwell Parish Council should provide £400 grant towards the cost of this event

Resolution: There was one objection: Cllr Smith continues to consider that it is too soon to hold this event.
The Parish Council approved a £400 grant towards the cost of this event, subject to Covid-19 regulations enabling it to go ahead. Funds will not be required until closer to the date.
The BPFA will reimburse the Parish Council in full within 1 month of the intended date of the event, scheduled for 31st October 2020, if the event does not proceed for any reason.

16. Clerk's report - No report – all matters dealt with elsewhere on the agenda or outside of meeting.

Questions raised :

SCC: Spring Road Ditch – adj Community Field – maintenance of overgrown vegetation - work due to be carried out by 17th August **Action: Clerk**

Hastoe: Cllr Clough requires information from Hastoe for the reasons why the waste treatment plant has failed twice in a short space of time. Is this as a result of inappropriate items being flushed through the system and if so are residents aware? **Action: Clerk**

35/36 The Croft: Ongoing issue - The Clerk has requested Cllr Smith's assistance to establish ownership and responsibility for maintenance of the area to the rear of these properties.

17. To receive reports from Village organisations

17.1 **BPFA** - See 15. No further report Cllr Sanderson

17.2 **Tithe Barn** (Bardwell Village Hall) Village hall remains closed due to Covid-19 -Nothing to report Cllr Smith

18. Correspondence not previously circulated. All correspondence of note had been previously circulated.
Councillors had not raised any comments or questions requiring decision at this meeting.

19. Bardwell Parish Council Meetings: To review the schedule for Parish Council Meetings, and to consider whether a change to bi-monthly meetings may be sufficient going forward.

Bardwell is unique (within the Ward) in holding monthly meetings, and for several months did not due so as a result of Covid-19, which has had no effect on the normal day-to-day work of the parish council. It is noted that Bardwell is the only parish council within the Ward that meets so regularly.

One councillor made an observation about the length of the minutes, suggesting that a move to bi-monthly meetings would cause the minutes to be longer in length.

Resolution: It was resolved that, for the time being, there will be no change to the current schedule of meetings i.e. First Tuesday of each month, with the exception of January and August.

20. Exclusion of Public and the Press: To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting due to the confidential nature of the business to be discussed.

20.1 To consider personnel matters

Litterpicker: Mrs M Endicott.

Mrs Endicott is greatly appreciated for all the work that she does. It was highlighted that Mr Endicott also assists her, which enables both to litterpick opposite sides of a road at the same time therefore reducing the time taken. Mr Endicott is not paid.

Mrs Endicott completes a time sheet each month advising locations litterpicked and time taken.

At present the community field is not included: Mrs Endicott is to be asked whether she would be prepared to include the community field and community field car park within her schedule. **Action: Clerk/RFO**

20.2 **Anti social behaviour – Lammas Close – CONFIDENTIAL ITEM**

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]

The parish council discussed anti-social behaviour at Lammas Close.

The matter is currently in the hands of Havebury Housing and the Police who are working to resolve the situation.

21. **Questions to the Chair**

Bardwell Village News: Cllr Compton, deputy editor, asked whether the October issue could include colour pages.

There will be an article on a Roman Road in Bardwell as well as a colourful poster advertising the fireworks display.

This request was agreed: No objections were raised.

22. **Date of next meeting: 6th October 2020, 7pm – via Zoom**