

Bardwell Parish Council

Chairman: Peter Sanderson Vice Chairman: Andrew Smith

**Minutes of the meeting of Bardwell Parish Council held on
Tuesday 1st March 2016, commencing at 7.30pm Venue: The Tithe Barn, Up Street, Bardwell IP31 1AA**

Present

Parish Councillors: Peter Sanderson (Chairman), Andrew Smith (Vice Chairman), Walter Banes, Ali Compton, David Ruffles, Tony Stokes

County Councillor Joanna Spicer MBE

Visitor: Lauren White-Miller, Families and Communities Advisor, St Edmundsbury Borough Council

Clerk: Pauline Smith

Members of the Public: 10

16.033 Apologies for Absence: Cllr Babraff, Ward Cllr Wade

16.034 To receive Declarations of Interest relating to any item for consideration on this agenda and to consider requests for dispensations.

Continuing declarations of local non-pecuniary interests:

- Bardwell Playing Field Association – Committee of Management: Cllr Sanderson and Cllr Banes (*note: Cllr Sanderson is Chairman of BPFA, Cllr Banes is Vice Chairman – Both are PC representatives*).
Bardwell Tithe Barn - Management Committee: Cllr Smith (PC representative)
- Bardwell Tithe Barn - Management Committee: Cllr Stokes
- Bardwell Speedwatch Team: Cllr Compton
- No requests for dispensations were requested.

16.035 To confirm the Minutes of meeting held on Tuesday 2 February 2016
The Minutes were unanimously confirmed as a true record and duly signed by the Chairman.

16.036 To receive Questions or Comments from members of the public

School Lane Parking Issues: (See 16.037 i)

- Difficulties of parking in School Lane for parents dropping off their children
- Concerns raised by residents of School Lane who are affected by inappropriate parking
- A suggestion was put forward that teaching staff should be on duty at 'dropping off & picking up' times

Spring Road Ditch (See 16.037 i)

- The ditch in Spring Road, outside the affordable homes:
Ashley Ruffles handed a petition from the residents of the Hastoe properties to Cllr Spicer.

Planning Application at Old Baptist Chapel, Low Street, Bardwell (Trees)

- Notification of proposed works to trees in a conservation area: Mr Ray offered to answer any questions relating to this planning (See 16.044 iv.). No questions were raised.

16.037 To receive Reports from

i. **County Councillor Joanna Spicer MBE** (Please also see item 16.051)

Parking Problems continue to exist in School Lane.

- The additional parking created in front of the Havebury Homes has assisted in part with the problems.
- There is no money to create additional parking.
- The Zig Zags are in good condition and there is no excuse to park there
- Some parents from outside of the parish have chosen to bring their children to Bardwell, hence they have no option but to drive.
- The majority of children in Bardwell could walk to school, although for parents who drop their children off on their way to work this is not necessarily an option.
- There are pavements linking all areas of the village, so disappointing that more children do not walk to school.
- Cllr Spicer has spoken with the Chairman of the Governors: It is considered that there is nothing more the school can do.
- (The clerk has previously spoken with the School and reported that the school has been/is proactive in sending out letters to parents and liaising with the police.)
- Hopton School runs successful 'walking to school' initiatives.

It was resolved that the Chairman will write to the School and the Police

Action: Chairman

Spring Road Ditch

- As has been advised previously: Cllr Spicer had previously reached a verbal agreement to pipe the ditch, but new senior management at SCC reversed this decision.
- The work to clear the ditch during 2015, although well intentioned, has created additional potential problems and dangers: Some parts of the fencing require repair.
- Cllr Spicer is concerned that the existing fence is inadequate and there is a question about whether the ditch should be fenced on both sides.
- Cllr Spicer and the Parish Council have made every effort to resolve this ongoing situation and Cllr Spicer is continuing to do so.
- Simon Curl (SCC) has promised an onsite visit with Cllr Spicer and Parish Council

Davey's Lane (national speed limit) & Spring Road (30 mph) – Inappropriate Driving Speeds

- **Davey's Lane:** It has been suggested that the existing 30mph limit at The Green should be extended along Davey's Lane.
- Cllr Spicer explained that there is a legal process required to move speed limits, which costs in the region of £1500 - £2000.
- Moving the speed limit signs would not guarantee reduced speeds: This requires a change in driver behaviour.
- **Spring Road** continues to be a concern: It is very easy for motorists to drive at 40mph without realizing it.

Cllr Spicer suggested that a speed counter could be arranged at these locations to establish the reality of the situation over a period of time: Parish Councillors were pleased to accept this suggestion.

Action: Cllr Spicer to arrange for a quantitative survey of traffic/speed at Davey's Lane and Spring Road

ii. **Borough Councillor Paula Wade – (summary of report)**

- Brown bin collection –All households should have received a letter outlining the Council's new policy for brown bin collection.
Since officers brought the plans before the Performance and Audit Committee, details of implementation have changes considerably. All residents wishing to use the brown bin service will have to opt in by registering and paying online for the service. Residents not registering will be allowed to keep their brown bins for alternative use.
- St Edmundsbury Council has agreed a 1.99% council tax rise for 2016/7 – the first rise in 6 years. Delivering a balanced budget is becoming increasingly difficult in the current economic climate and it is hoped that residents understand that the decision to increase council tax was taken to ensure the council can continue to deliver valuable frontline services. The agreed increase equates to an additional £3.49 to the £175.23 band D tax.
- Tonight you welcome Lauren White-Miller, our new Locality Officer, to the Parish Council. Lauren and I have arranged a ward tour for this coming Friday, so she will very quickly be up to speed with everything Bardwellian.
- As always please let me know if there is anything I can help with

iii. **Police Report received via email (summary – full details attached)**

- Three thefts were recorded between 1 Feb and 28 Feb 2016;

Following the Suffolk Police Review policing in Suffolk is to be redesigned to meet the demands of today and the challenges of the future. Immediate effects on Bardwell are:

- St Edmundsbury Rural North SNT (covers Bardwell) will merge with and become Bury St Edmunds SNT – based in Bury St Edmunds.
- The Police Office in the Ixworth Fire Station will be retained for police use as they continue to work in the rural community. The Front Desk, currently open Monday, Wednesday and Friday morning will be closed.
- PCSO's will not longer work after 6pm
- Bury St Edmunds will have a new locality Inspector Matt Dee, who will be hosting a presentation evening at the Morton Hall community Centre, Bury St Edmunds on Wednesday 30th March from 7pm.

16.038

Lauren White-Miller, Families and Communities Advisor (Locality Officer), SEBC

Lauren attended the meeting to meet Councillors, to find out what is going on in our community and to explain her role.

The role of the Families and communities Advisor is to:

- Help councillors and communities come together in order to identify projects and assets important to the local area.
- Supporting families and strengthening communities to help them be more resilient.
- Advise and/or 'signpost' parish councils and other organisations to appropriate and potential sources of funding for projects;
- Provide information about local initiatives/opportunities that will be of benefit to the community.

The Chairman thanked Lauren for her attendance and explanation. She remained until the end of the meeting in order to gain a better understanding about what is going on in Bardwell.

16.039 **Parish Land at Spring Road**

i. ***Drop in Session 27 February 2016 – Initial overview of responses.***

44 adults and 13 children attended this event.

Overall the responses have been positive. There are a number of questions, which will require answers.

Cllr Banes reported that during the event he had received very supportive responses from those people with whom he had spoken. He had not received any adverse comments.

Examples of questions asked: Will there be additional access to the field? Will dogs be permitted?

The Clerk is continuing to collate the details from the response forms and will circulate when complete.

ii. ***To consider and confirm next stages with regards to publication of responses and future public engagement/public meeting.***

5 April: A Public Meeting at which a summary of responses will be provided will be held in The Tithe Barn. This will be scheduled for 7pm – 8pm with the Parish Council meeting to follow on.

Details to be included in Bardwell Village News.

Action Clerk

iii. ***Planning application for land change of use – Progress report***

The planning application has been submitted by the Chairman.

iv. ***To report on meeting held 11 February*** attended by Cllrs Peter Sanderson, Andrew Smith, Ali Compton, County Cllr Joanna Spicer, Kit Wells (Bardwell School), Steve Larder (BPFA) & Clerk

This meeting was mainly to consider the arrangements for 27 February "Drop in Session".

- During the meeting Kit Wells offered to arrange for a large format plan outlining the proposals to be available for the 27 February.
- The school requires certainty relating to the availability of the relevant proportion of the field for its use due to the intent of the school to apply for academy status in the near future.
- Cllr Spicer had raised concerns that insufficient information was being included with the planning application for change of use.

v. ***Submission of grant application to Get Suffolk Moving Fund*** – deadline 1st March **Chairman**

The Chairman has submitted an application to this fund with a view to obtaining 'start up' funding for the project (maximum available £5,000).

16.040 **Bardwell Walks**

Cllr Compton

Cllr Compton had met with resident David Coe and identified a number of potential routes, which it is hoped it will be possible to reopen.

A very helpful and supportive meeting was then held to discuss the suggestions with the Suffolk Rights of Way Officer Claire Dickson.

Claire has a great deal of experience of approaching land owners with regards to providing access/reopening of paths, and will do this on Bardwell's behalf.

The leaflet will require easy walks as well as a couple of longer routes.

It is accepted that landowners are not always receptive to providing access over their land.

16.041 **Chairman's Report**

Bardwell went through a period of time when there were regular complaints about dog fouling in the village, which then appeared to have abated. Unfortunately, the problem has arisen again.

The majority of dog owners are responsible and do clear up after their pets, but unfortunately a minority do not and this is unacceptable.

Resolution: A short article will be submitted to Bardwell Village News

Action/Chairman

A suggestion of providing doggie bag dispensers was made: Lauren White-Miller said that she would enquire of the appropriate person at SEBC as to whether – where these have been installed – they have been cost effective/beneficial?

16.042 Review of Governance Documents

- i. Standing Orders
- ii. Financial Regulations – to ratify changes detailed in red
- iii. Suffolk Code of Conduct - No changes

All documents had been circulated to Councillors for review. No questions were raised.

It was resolved that where changes had been proposed, that these should be actioned accordingly. No additional amendments were suggested or made. Next review date 1 March 2017 Action Clerk

16.043 HM The Queen's 90th Birthday Celebrations: National events 11/12 June

All Councillors had been asked to consider whether the Parish Council should be providing an active lead in commemorating this event within the Parish and, if so, to provide suggestions.

No suggestions were put forward: Councillors are asked to consider this matter for review at the April meeting.

CLlr Spicer has offered £200 from her locality budget towards celebrations subject to qualifying criteria.

16.044 Planning Applications - New

- i. **DC/16/0158/FUL & DC/16/0159/LB: Barn 1 Barningham Park, Barningham, Suffolk**

Planning & Listed Building Applications - (i) Change of use with repairs and conversion of existing barn to dwelling (ii) glass extension to courtyard (iii) 4-bay garage with store (following removal of 1no outbuilding)

Resolution: The Parish Council does not object to this application

Action: Clerk

- ii. **DC/16/0126/HH: Keepers Meed, Low Street, Bardwell**

Proposal: Householder Planning Application – first floor rear extension including partial ground floor rear extension.

Resolution: The Parish Council does not object to this application

Action/Clerk

- iii. **DC/16/0284/TCA: Mayfield, School Lane, Bardwell**

Trees in a conservation area notification – (i) T1 – Corsican Pine – Fell to ground level (ii) T9 Scots Pine – of previously approved application DC/15/2425/TCA – Retain

Resolution: The Parish Council does not object to this application

Action/Clerk

- iv. Formal consultation reference not yet received: Details submitted to Parish Council by Mr D Ray – Owner: **Notification of proposed works to trees in a conservation area: Old Baptist Chapel, Low Street, Bardwell**

T1 - variegated holly - crown reduce by 20%: To improve the shape of the tree and to reduce the impact of this tree on light into the downstairs front room in the old chapel, and on the lawn/sitting out area in front of the building. Work to reduce scraggly branches on the tree was carried out in 2011 (TCA10/1997), and the tree has responded well with prolific re-growth, so we are confident that it will respond positively to the proposed works. T3 - sycamore - this tree has 3 trunks and it is proposed to fell the westerly one to T4 - sycamore - fell. This tree is the closest to the 'schoolroom' on the rear of the chapel and its removal is proposed to improve the light into the windows on the northern side. T5- yew - selectively crown lift, major branches only, to a height of 4m, to keep branches clear of 'schoolroom' roof, and improve light to windows. This work would be carried out after the work to T6.

T6 - yew - fell. This tree is dominated and deformed by the adjacent larger yew (T5). Its removal would allow more light into the 'schoolroom' windows on the south and western sides. T7, T8, T9, T12. All hawthorns which have grown tall, with little lower growth as they have grown to seek light. It is intended to pollard them to a height of 2.5m to promote re-growth at a lower level.

Councillors agreed to consider this application prior to receipt of the formal consultation documents on the grounds that the decision reached at this meeting is based on the detail above.

Resolution: Subject to there being no variation to the above details when the official consultation document is received, the Parish Council will respond to SEBC in support of this application. **Action/Clerk**

DC/16/0384/TCA Since the meeting, the formal consultation documents have been received as detailed above. The Clerk has therefore responded to SEBC in accordance with the Parish Council's decision

- v. **DC/16/0315/TCA: Moat House, Spring Road, Bardwell**

Trees in a Conservation area Notification – G1 – Group of 3no. Lawson Cypresses – (i) Fell closest tree to driveway (ii) Reduce back in line with edge of driveway remaining 2no. trees

This application arrived after the agenda had been issued. Councillors resolved that that this application could be considered at the meeting.

No objections were raised to the application at the meeting.

*Subject to no concerns being raised prior to the deadline of 21st March the **Resolution is that the Parish Council does not object to this application** and the Clerk will respond to SEBC accordingly. **Action/Clerk***

16.045 Planning Applications – Notifications of Decisions since 2 February 2016 – None received

16.046 Planning Matters – Other – *for information*

Maple Cottage, Knox Lane: Unauthorized works – A retrospective planning application is expected within the next few weeks. (*Information SEBC 24Feb*)

16.047 Highways Matters

- i. **Blocked Drain Church Road** Report of constant running water from outside Bewley Cottage: Clerk visited but the could see no visible sign at that location. However significant water running from blocked drain at bottom of steps next to Bell Cottage. SCC has responded to report that this should be dealt with within 2 weeks.

Situation outside Bewley Cottage to be reviewed.

Action/Clerk

- ii. **Ash tree at end of Skinners Lane**

This tree (on Hiams land) is the subject of visibility concerns re pedestrians and traffic coming into the village. It has been trimmed back but is it enough?

Requires somebody to drive along at that location to establish current situation.

Action/Clerk

- iii **Bowbeck Crossroads**

Following the meeting with Cllr Spicer, SCC, Andrew Blenkiron (Euston Estate) and Andrew Smith (PC) Andrew Blenkiron arranged for the works to clear the ditch and road as promised swiftly soon after the meeting. SCC has not carried out its part of the work and as a consequence the flooding is continuing to affect the crossroads.

Action: Cllr Spicer to follow up with SCC

16.048 Bardwell Playing Field Association

Cllr Sanderson

Committee Meeting was held on 3 February 2016.

In view of the information provided by SCC that a lease on the Spring Road Field would be granted for 30 years the Play Area Sub group was now content to propose that a second new area would be viable in addition to the existing facility at the Playing Field. Previous advice from suppliers was that it is unwise to install equipment on land with only a short term lease. Hence its inclusion in the plans shown to the village on Saturday.

In order to minimize risk from cricket balls into the existing area protective netting is to be erected over the whole area before the cricket season commences. This will remain until the equipment is moved.

With reference to the letter sent to Parish Councillors in January the BPFA agreed the following minute “As this letter was not addressed to the BPFA committee it was agreed that we are unable to respond. All villagers are welcome to air their opinions and will be given the opportunity to discuss the plans at the open session on 19th March”.

Preparations are progressing for the consultation on the proposed new pavilion planned for Saturday 19 March 2016. A leaflet providing information is being prepared and will be delivered to every household in the Parish. The Committee has opened an account for funds to be accumulated for the project. Money that was committed by the BPFA and the Cricket Club to the Land Project but was not used due to savings that were made has been allocated to this fund. This amounts to £8,950. There was also £4,000 committed from the BPFA’s account held by the Parish Council and it is intended to ask for this money to be ring fenced for the BPFA’s Development Fund. A formal paper will be submitted at the next Parish Council Meeting for its approval.

A Work Party has been arranged for Saturday 6 March.

The next Committee Meeting has been arranged for 6 April and the AGM on Tuesday 17 May 2016 at 7.30pm in the Tithe Barn.

16.049 C/F 16.029 - Letter received by Councillors on 26 January 2016, concerning the

proposed new pavilion at Bardwell Playing Field. *To provide councillors, who did not have the opportunity to comment or raise relevant questions during the February meeting, with the opportunity to do so.*

- 16.049 cont. Cllr Smith reminded Councillors, and members of the public, that it is incumbent upon us all to treat each other with respect at all times. Individuals should be able to ask reasonable questions and expect reasonable answers. He hopes that those who are passionate and have strong opinions will in future listen carefully, to the views and concerns of others who may have differing opinions, so that in future we can progress and move forward in a positive and collaborative manner.
- Councillors agreed that the letter raised a series of concerns. However, it was further agreed that these are questions which relate to an event that is about to happen ie the BPFA event on 19th March at which proposed plans for the new pavilion at the Playing Field will be displayed.
- If the Parish Council wishes to make comments after the event on 19th March, having viewed the plans, it will be able to do so then.
- 16.050 Bardwell Charity Trustees – Report previously circulated to Councillors** Cllr Babraff
Pond Work: Saturday 6 Feb Kathie Bull, Keith Hayward and Cllr Babraff met with 2 separate ‘Pond Contractors’ to get their advice and quotes to dredge both the round pond next to ‘Cleveland House’, and the smaller one next to ‘Booty Hall’ including the ditch which feeds it and which runs along the length of the village green. Once the quotes have been received, the Trustees will decide on the preferred bidder and hopefully get the dredging done as soon as possible. The Trustees plan to carry out the tree work required at the smaller pond and along the ditch later in the year outside the bird nesting season.
- 16.051 Bardwell Community Speedwatch** Cllr Compton
Since the last meeting: A motorist was recorded driving at 38mph close to the playing field. However, it was pleasing to report that excessive speeding had not been generally noted. The speedwatch team expects to receive the VAS again during March.
- 16.052 Speeding Concerns: Davey’s Lane:** Request from a member of the public to extend the 30mph limit along the length of Davey’s Lane. This request is supported by the Parish Council. See item 16.037
- 16.053 Bardwell Tithe Barn** Cllr Smith
Work is currently in hand with the Diocese solicitors to finalise the agreement to the extended lease. During the AGM held in February an overview of the proposed improvements was provided. It is hoped that the public consultation will be held by late spring.
- 16.054 Finance** Clerk
i. Financial report
ii. Invoices for payment
iii. Internal Audit
Councillors were asked to consider the proposal that Peter Chapman be asked to continue as the Internal auditor for 2015/16. *Mr Chapman has carried out this work for Bardwell Parish Council since prior to 2011.*
The Clerk provided a copy of the financial report to Councillors, along with details of invoices for payment. *See copy attached.*
Approval to sign the cheques re invoices for payment proposed by Cllr Stokes and unanimously agreed.
It was unanimously agreed that Peter Chapman will be requested to audit the 2015/16 accounts prior to, and in preparation for, the annual return being submitted to BDO.
- 16.055 Clerk’s Report** - All details provided within other items
- 16.056 Footpath maintenance – Skinners Lane** Clerk
To note that wef May 2016: The Footpath maintenance will be carried out by SCC contractor: will be 4 cuts during the season at 6 week intervals. The Parish Council will be ‘billed’ for two cuts. SCC consider this frequency of cutting is sufficient for well-used footpaths.
Agreed with Claire Dickson SCC ROW – 18 Feb
- 16.057 Correspondence** of note – all correspondence has been previously circulated. Clerk
- 16.058 Questions to the Chairman**
Q. Should we adopt the approach that certain issues should be requested in writing and that the response should likewise be in writing?
A. This may be appropriate on occasion.
- 16.059 Diary dates**
i. 5 March 2016 Spring Litter-pick: Organised by Bardwell Parish Council
ii. 8 March 2016 SALC Area meeting - Newmarket 7pm
ii. 11 April 2016 Parish Conference - Stanton 6pm
- 16.060 To confirm date of next meeting:** 5 April 2016 **The meeting closed at 9.40pm**