

Bardwell Parish Council

Chair: Cllr David Ruffles Vice Chair: Cllr Margaret Berrill

**Councillors are summoned to attend the Annual Meeting of
Bardwell Parish Council to be held on Tuesday 7th May 2024,
commencing at 7.00pm.**

Venue: The Tithe Barn, Bardwell Village Hall, Up Street, Bardwell IP31 1AA

Members of the Public and Press are welcome to attend.

Please note: This meeting will be recorded.

Agenda

- 1. To elect a Chair for 2024/25**
To accept nominations and elect a Chair and for the Chair to sign the Acceptance of Office.
- 2. To elect a Vice Chair for 2024/25**
To accept nominations and elect a Vice Chair.
- 3. To receive apologies for absence**
- 4. To receive declarations of pecuniary and non-pecuniary interests** relating to items on this agenda and, if appropriate, to consider requests for dispensations. Councillors are reminded to ensure that their Registers of Interests are up-to-date.
- 5. Procedural matters**
 - 5.1 To approve and authorise the signing of the minutes of the meeting held on 2nd April 2024.
 - 5.2 To review Financial Regulations
 - 5.3 To review Standing Orders
 - 5.4 To review Insurance arrangements (Policy due for renewal 1st June 2024)
 - 5.5 To review asset register
 - 5.6 To review and confirm parish council representation to other organisations
 - 5.7 To ratify Biodiversity policy
 - 5.8 To confirm meeting dates 2024/25
- 6. Public Participation Session**
- 7. To receive reports from**
 - 7.1 Suffolk County Councillor Joanna Spicer MBE
To include [Devolution Detail for Suffolk](#) - please click on the link which will provide further information and access to the consultation document
 - 7.2 West Suffolk District Councillor Andrew Smith
- 8. School Lane Parking issues: Progress report**
- 9. Highways Matters**
- 10. Planning Application Consultation Documents received from West Suffolk Council**
 - 10.1 DC/22/1731/HH | Householder planning application - replacement front boundary wall /

fence and gates and widening of repositioned access previously approved under DC/19/2270/HH | The Warren School Lane Bardwell Suffolk IP31 1AD

10.2 DC/24/0457/TCA | Trees in a conservation area notification - one poplar (marked on plan) fell | Mayfield School Lane Bardwell Suffolk IP31 1AD

Planning consent has been granted for the following applications by West Suffolk Council since April meeting:

10.3 DC/24/0443/TCA | Trees in a conservation area notification - one Lawson Cypress (as on plan) reduce top and side by two metres to clear over-hang to driveway and adjacent Walnut | Vine Cottage Knox Lane Bardwell Bury St Edmunds Suffolk IP31 1AX

10.4 DC/24/0331/TCA | Trees in a conservation area notification - one Goat Willow (Salix caprea) (T1 on plan) pollard to five metres above ground level | The Chestnuts The Green Bardwell Suffolk IP31 1AW

10.5 DC/22/0445/FUL | Planning application - ground-mounted photovoltaic solar arrays together with substations, inverter/transformer stations, grid connection infrastructure, grid cable route, site accesses, access gates, internal access tracks, security measures, storage compound, and ancillary infrastructure, landscaping and biodiversity enhancements | Land East of Firsfield Bowbeck Bardwell Suffolk.

11. Annual Village Meeting: Report

12. D Day Commemoration Events: Update. (Cllr Berrill)

13. Community Field

13.1 To note work carried out since last meeting

13.2 Destruction of bench in children's play area

There have been two separate offers to assist with providing a new bench.
See attached details.

14. Village Voluntary Work force (Cllr Witton)

15. Annual Village Meeting: Report (Cllrs Berrill/Witton)

16. Suffolk Community Awards (Cllr Witton) (Nominations/closing date 14th July)

<https://www.suffolkcommunityawards.co.uk/the-awards/>

17. Speedwatch

17.1 Updates regarding speed indicator devices

17.2 To respond to issue raised at Annual Village Meeting regarding speeding traffic along Stanton Road.

18. Exempt item: To resolve that 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.

Village Gateways:

To consider the 3 Quotations received in relation to this work.

19. Finance

19.1 Financial report and invoices for approval authorisation

19.2 Draft accounts 2023/24

20. Training courses: Clerk/RFO

To consider payment of 50% towards the cost of the CILCA (Certificate in Local Council Administration) fees being undertaken by the Clerk/RFO.

One of the requirements for a parish council to be able to adopt the 'General Power of Competence' is that it employs a CILCA qualified clerk.

Full cost (2 elements): Qualification £450 (not vatable); Course fee £250 +vat)

21. Website and Emails addresses: Gov.uk Domain

To review and consider the costs and requirements for a gov.uk domain.

To determine whether or not the Parish Council wishes to progress.

22. Correspondence not previously circulated:

Email from resident regarding Muntjac Deer (following on from mention in the minutes of the April meeting and inclusion in Bardwell Village News.)

23. Clerk's Report

Reports from other organisations:

- 24. Bardwell Charity Trustees
- 25. Bardwell Playing Fields Association
- 26. Bardwell Village Hall
- 27. Suffolk Association of Local Councils

28. Questions to the Chair

29. Date of next meeting: Tuesday 4th June 2024, 7pm

Bardwell Parish Council
Agenda issued 1st May 2024
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