

## **Bardwell Parish Council**

Chair: Cllr David Ruffles. Vice Chair: Cllr Karen Witton

Councillors are summoned to attend the  
Annual Meeting of Bardwell Parish Council  
to be held on Tuesday 5<sup>th</sup> May 2026 Time: 7.00pm – 9.00pm  
Venue: The Tithe Barn, Bardwell Village Hall, Up Street, Bardwell IP31 1AA

Members of the public and press are welcome to attend

### **Agenda**

- 1. Election of Chair**, including signing of the Declaration of Acceptance of Office
- 2. Election of Vice Chair**, including signing of the Declaration of Acceptance of Office
- 3. Apologies**
  - 3.1 To receive apologies for absence
  - 3.2 To consider approval of apologies for absence
- 4. Declarations of Interest**
  - 4.1 To receive declarations of disclosable pecuniary interests, other registerable interests and non-registerable interests as detailed in Appendix B of the LGA Model Code of Conduct for the Agenda under discussion.
  - 4.2 To consider requests for dispensations in relation to declarations of interests received.
- 5. Procedural matters**
  - 5.1 To approve and authorise the signing of the minutes of the Parish Council Meeting held on 7<sup>th</sup> April 2026
  - 5.2 To approve and authorise the signing of the minutes of the Annual Village Meeting held on 11<sup>th</sup> April 2026
  - 5.3 To Review Financial Regulations
  - 5.4 To review Financial Risk Assessment
  - 5.5 To Review Standing Orders
  - 5.6 To review Asset Register
  - 5.7 To review Biodiversity Policy
  - 5.8 To review Data Protection Policy
  - 5.9 To review IT policy
  - 5.10 To ratify H & S Policy
- 6. To confirm meeting dates 2025/26**
- 7 Allocation of Parish Council Roles and Responsibilities**
  - 7.1 Community Field (Maintenance)
  - 7.2 Footpaths Working Group - Chair
  - 7.3 Volunteer Workforce – Lead
  - 7.4 Emergency Plan Lead
  - 7.5 Planning Lead
  - 7.6 Defibrillator
- Rolls allocated by Parish Council - not necessarily to parish council members**
  - 7.7 Bardwell Village News Editor
  - 7.8 VAS – responsibility for data download
  - 7.9 Village Tree Warden
- 8. Parish Council Representatives to outside bodies**
  - 8.1 Bardwell Playing Fields Association (2 Charity Trustees)

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- 8.2 Support Our Buses Task Force - Chair
- 8.4 Bardwell Charity Trustees
- 8.5 Suffolk Association of Local Councils

### **9. Public Participation**

Members of the public may ask questions or make comments relating to items on this agenda. Other matters may be raised at the discretion of the Chair but may not necessarily be responded to during the meeting.

If considered appropriate, a response may be provided outside of the meeting or the matter considered for inclusion on a future agenda.

### **10. To Receive Report from West Suffolk District Councillor, Andrew Smith**

#### **11. Report: Handover Meeting with Cllr Spicer 22<sup>nd</sup> April (DR/Clerk)**

### **12 To Receive Chair's Report**

### **13. Planning Matters**

- 13.1 The Parish Council has been consulted on the following planning application by West Suffolk Council, the Planning Authority: To consider response.

**DC/26/0525/TPO**|TPO 302(1973) tree preservation order - one Poplar (T1 on plan and within G1 on Order) remove lowest limb which is impacting the overhead power cable and one Poplar (T2 on plan and within G1 on Order) crown raise to remove four lowest limbs which are impacting the overhead power cable  
Location: Land At The Green Bardwell Suffolk IP31 1AW

- 13.2 West Suffolk Planning Policy Consultation  
Barningham Neighbourhood Plan Basic Conditions Statement Addendum Consultation
- 13.3 Planning Enforcement Matters : Update if available
- 13.4 Planning application decisions since meeting of April 7<sup>th</sup> for noting.
- 13.5 School Lane: Proposed development – update

### **14. Highways Matters**

Suggestion received from resident for consideration by councillors:  
That speed bumps be considered for Knox Lane, approaching the 30mph sign, coming from Stanton. Over the years the volume and speed of traffic has increased exponentially.

### **15. Community Field - Report** DR

### **16. Councillor Reports**

- 16.1 Footpaths Working Group KW
- 16.2 Support Our Buses Task Force KW
- 16.3 Village Volunteers - Date of next activity KW
- 16.4 Bardwell Village News JG

### **17. Bardwell Allotments** Clerk

### **18. Clerk's Report** Clerk

### **19 Finance** RFO

- 19.1 Financial Report
- 19.2 Invoices for approval
- 19.3 Insurance policy review (Policy due for renewal 1<sup>st</sup> June)

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### **20. Reports from other organisations**

- |      |                                                          |       |
|------|----------------------------------------------------------|-------|
| 20.1 | Bardwell Charity Trustees – Written report received (BF) | Clerk |
| 20.2 | Bardwell Community Speedwatch                            | AC    |
| 20.3 | Bardwell Playing Fields Association                      | MA    |
| 20.4 | Bardwell Village Hall – Tithe Barn                       | AS    |

### **21. Correspondence requiring consideration by councillors**

Clerk

Complaint received regarding items being deposited on grass verge/The Green.

### **22. Diary Dates**

### **23. Questions to the Chair and items for consideration for next agenda**

### **24. Date of next meeting:** Tuesday 2<sup>nd</sup> June 2026

**Agenda issued 29<sup>th</sup> April 2026**

P Smith, Clerk/RFO

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