

**Minutes of Bawdsey Parish Council held
Thursday 21st March 2024 –
7.00pm at Bawdsey Village Hall**

Present: Cllr Rob Thurkettle (RoTh)(Chair); Cllr Clare Walker (ClWa); Cllr Jackie Ferguson (JaFe); Cllr Mike Locke (MiLo); Cllr Tod Heyda (ToHe)

East Suffolk Cllr James Mallinder (JaMa) arrived at 8pm

Tina Hughes (Parish Clerk) and 1 member of the public

1.	<p>To receive Apologies for absence</p> <p>Cllr Andrew Rouse (AnRo); Cllr Sue Tappenden (SuTa)</p> <p>Suffolk County Cllr Andrew Reid (AnRe)</p>
2.	<p>To receive any Declarations of Interest and any Applications for dispensation on Agenda Items (either pecuniary or non-pecuniary)</p> <p>Cllr Mike Locke – CAS One Suffolk Cllr Clare Walker – DMC Cllr Tod Heyda - DMC</p>
3.	<p>Public Participation (10 minutes) – an opportunity for parishioners to briefly raise matters of concern and hear from County and District Councillors</p> <p>Cllr JaMa, newsletter circulated and added to website, prior to meeting, pleased to see Bawdsey Quay is due to get traffic wardens starting to patrol from Easter, not sure how often will visit, but if start seeing an issue, then flag to Cllr JaMa who will see what he can do. Have again spoken to officers about exemptions, no indications that they will make any, state free car park and parking at Café, compromise, is monitor and feedback to Cllr JaMa if any issues arise, will visit Café and discuss.</p> <p>Cabinet have stated they will be introducing household food collections by 2027, feel people should have option to opt out, would like to see massive push to reduce food waste, through big chains, restaurants, and supermarkets. Looking at changing all collections, talk about bottles going in recycling bins and green waste will be free, need to think, do we look at household sorting or have everything in one, which then goes to a central area to be sorted, some homes do not have enough space to do own sorting.</p> <p>ESC has bought in a motion for biodiversity, have articulated would like action rather than words.</p> <p>Cllr JaMa thanked for the daffodils for the churchyard, looks wonderful, invited to come down and see. Reminder from Cllr JaMa, money available if want to buy bulbs for other projects in village.</p> <p>Cllr JaMa thanked also for the money for the Grit Bin, which is now in place, just waiting for grit.</p>

4.	<p>To agree & sign Minutes of meetings dated 25th January 2024 as true record.</p> <p>Minutes agreed, proposed by Cllr JaFe, seconded by Cllr CIWa, all in agreement.</p>
5.	<p>Planning: To receive updates on current applications and consider applications received</p> <p>a. Consider the following application(s)</p> <p>DC/23/4831/ROC</p> <p>Proposal: Removal of Condition No. 3 of C/12/1204 - (Change of Use of existing Estate Office building to holiday let annexed to Manor Farm House. Works to involve alteration of the internal layout but no external alteration to the building.) - To use property as a second home.</p> <p>Address: The Owl Granary, The Manor House Estate, IP12 3AL</p> <p>Objected: Concerns permanent residence will set a precedence to other holiday lets, would need same conditions. Proposed by Cllr CIWa, seconded by Cllr ToHe, all in agreement.</p> <p>DC/24/0511/TPO</p> <p>Proposal: 1 x Holm Oak - Remove 1 large low limb overhanging the garden back to the back trunk. Prune upper crown overhanging garden. No height reduction. Balancing the canopy - the side of the crown will be reduced by 1.5m to 2m decreasing to 0m towards the top of the crown. The holm oak is heavily weighted towards the property, and we aim to reduce that weight and balance out the canopy.</p> <p>Address: 1 Martello Close, IP12 3FE</p> <p>No Objection, proposed by Cllr CIWa and seconded by Cllr MiLo, all in agreement.</p> <p>b. To consider any applications received after the publication of the agenda.</p>
6.	<p>Bawdsey Sign Bench – Discuss the positioning of the Bawdsey Sign Bench</p> <p>Feedback from residents is the preferred positioning of village sign bench, would be on the corner of Red House and The Street on the green. Councillors will monitor and report any anti-social behaviour, Cllr RoTh has agreed to mow the lawn and will look to plant wildflowers to make it a pleasant place to sit and rest, concerns around litter raised, again will monitor and if feel necessary will organise for a bin, one resident suggested the removal of the stump, will need to cost this and see if viable. Proposed by Cllr RoTh, seconded by Cllr ToHe, all in agreement.</p> <p>Also proposed that a bench be bought for the church by the council, especially as this is a lovely place to sit. Proposed by Cllr Ro Th, seconded by Cllr ToHe, all in agreement.</p>
7.	<p>Social Media Profile for Bawdsey – Discuss if needed and which platform to use.</p> <p>Cllr RoTh would like the council to look at new ways to communicate with the village, this has come about partly by wanting to advertise the litter pick and also a resident's email asking how they find out about recent events, such as the 'Road Closures' and 'Filming at East Lane'. Hollesley have the Grapevine, Sue Collins administers for Sutton, concerns about how much time this would involve and who would administer, feel there would not be many</p>

	<p>throughout the year, so may not be too onerous, currently any urgent messages the clerk will – email councillors to tell friends and neighbours, put a note on the noticeboard, note on website, if appropriate ask Alderton Stores to put a note in their window & email Hollesley Clerk to send a Grapevine email. People using social media is becoming less popular, especially Facebook. Whatsapp vs Email, need to look at pros and cons, need to think about people's private data, if people can respond, Cllr AnRo has raised concerns, feel need to investigate further and bring forward to next meeting and possibly do a trial to see how it works.</p>
8.	<p>Policies and Asset Register – Review and adopt: -</p> <p>a) Non-Financial Risk Assessment</p> <p>Non-Financial Risk Assessment circulated prior to meeting, additional items noted, and scores agreed, all agreed to adopt, proposed by Cllr CIWa and seconded by Cllr RoTh</p> <p>b) Asset Register</p> <p>Asset Register circulated prior to meeting, new assets added, all agreed to adopt, proposed by Cllr RoTh and seconded by Cllr CIWa.</p> <p>Clerk checked assets and all in order.</p> <p>c) Internal Control</p> <p>Internal Control circulated prior to meeting, all agreed to adopt, and Cllr RoTh agreed to undertake, proposed by Cllr CIWa and seconded by Cllr JaFe.</p>
9.	<p>Works on Ferry Road at Quay – Receive progress update.</p> <p>Enforcement for Bawdsey Quay will be starting Easter, signs will not be changed to 'No Parking Overnight', not sure how often will get visited by wardens, will have to monitor, and see what is happening, if want to report any violations this can be done online, Cllr JaMa would also like to be emailed so he can support and be kept informed. Parking exemptions, having no joy with obtaining these for people who work at the quay, part of the reason for this is that there is a free car park run by ESC and they feel this can be utilised, Ferrymen no longer go from Bawdsey Quay, which leaves café workers and ice cream van, again need to monitor, and see how this affects people. Snagging list – drainage is being monitored, request for PGL to raise bank, (by DMC, opposite Beech Ranger House) Cllr JaFe will discuss with manager of PGL.</p> <p>Cllr ToHe advised big oil drum by DMC, has been reported, but not collected yet, Cllr RoTh advised will collect an add to litter pick rubbish.</p>
10.	<p>Accessibility to Village Assets – Discuss village assets e.g. village hall, car park, quay, church and how accessible they are for all.</p> <p>Raised due to resident with limited mobility and difficulties encountered accessing the village hall. Need to look at assets and think about accessibility for all: -</p> <p>East Lane – Currently have slope to allow people access to the sea wall, need to ensure is maintained.</p> <p>Bawdsey Quay – Disabled Parking</p>

	<p>Village Hall – Ramp is being organised at the car park entrance to make it easier for people to access the hall, with a threshold ramp to protect the door. Pavilion on Recreation Ground – Accessible ramps in place. Church – Threshold from tower into main church, need permission to change anything, could look at portable ramp, doors narrow, will take away and investigate to see what can be done. DMC – Accessible.</p> <p>When meeting held with Highways, he noted the dropped kerb by the road on the Orwell development may not be legal and would need to be altered, Clerk to contact Orwell to discuss and see if they can arrange for this to be looked at.</p> <p>If anyone sees anything and notices an issue to report to clerk to see if anything can be done to make it accessible for all.</p>
11.	<p>Councillor Email addresses – Discuss option for councillors to have a gov.uk email addresses.</p> <p>Background: by 2025 the UK government want all town and parish councils to run in a secure way. .gov.uk domains require registration and are therefore only available to government departments and agencies, benefits of having a gov.uk domain includes better protection from cyber harm and consistency on way information is handled and stored, enabling a more efficient way of handling Freedom of Information or subject requests, also easier when someone leaves, as all data is deleted, currently not possible with private email addresses. Negatives is the cost involved, currently circa £350 for the first year and all alternating years, with the years in between being circa £220.00 at current prices.</p> <p>Not budgeted for 2024/2025, look to put in forecast for next year, bring back to next meeting to ensure all in agreement to move forward with applying for gov.uk domain and email address for year beginning 2025/2026, proposed by Cllr RoTh, seconded by Cllr ToHe, all in agreement.</p>
12.	<p>Grit Bin – Outside School – Receive an update.</p> <p>Grit bin now installed, no grit in place yet, waiting for SCC to register on reporting tool, once everything in place will do a photo with Cllr JaMa, thanked him for organising the funding, School thanked everyone involved in organising,</p>
13.	<p>Neighbourhood Plan – Discuss if a separate meeting is needed to review need for plan.</p> <p>Following Ufford Clerk, Judi, coming along to last meeting to discuss work involved in a neighbourhood plan, noted a lot involved, Alderton advised they would be interested in doing a joint neighbourhood plan, this would help spread the workload and cost, gives council greater control, protects assets, Church, Tin Chapel, Post Box for example, could be potential for more houses to be built, would have a greater say, would need to get someone to organise and pay to administer, Agreed the next step would be to arrange a meeting with Alderton Council to discuss way forward and if both feel would be beneficial for all, Clerk to contact Alderton to arrange.</p>
14.	<p>East Lane Car Park – Receive an update.</p> <p>Have now managed to get the car park zero rated for business rates, have sent a lease agreement to Chris Mann, waiting to hear from him, if he agrees, will bring to next council meeting for agreement with council, did note a few pot holes, will need to fixed, have asked if Chris can offer any machinery to help with this, if we cover the cost of the materials.</p>

	Insurance company advised we have £12 million in public liability, so will be covered and SALC have advised need to add to assets register as leased community asset.
15.	<p>CIL – Receive an update.</p> <p>Cllr RoTh and Cllr AnRo held a meeting with the Suffolk County Council Highways Engineer, data from the speed survey showed we do not have an issue with speeding, less than 10% of traffic did over 30 mph, average speed recorded between 25-26mph, peak times during week days are 8am to 9am and again 3pm to 4pm, which would coincide with the school runs, need to get results of school survey which went out 20/3/24, to understand the reasons why people use their cars to transport children to school, but as data shows not a massive issue, so would not get any additional funding if wanted to look to put paths in, especially as cost would be substantial, with buying land and limited places to put paths in.</p> <p>Looked at how control minority who do speed, felt putting signs up would be ignored and do not make the village look good, identified key pinch points; entrance to village, where no footpath, SID is placed here, looking at having a post for a second SID, coming from the quay, outside the church, evidence does show people do react and slow down, also think about another couple of signs, warning pedestrians in road. Reminded SCC own 1.5 meters of verge from road, so if put anything on verge, these may be taken down. Currently signed up to ANPR, so people who are speeding will get letters, hopefully this will help, making people think twice, if caught three times, will get a visit from the police, data from these will give more insight. Also looked at putting white gates at entrance to village. Roundalls on road, will need to be logged to get these re-done.</p> <p>Discussed having bollards outside the church wall, but data does not support having these in place and main issue is roughly 3-4 weeks of year when farm machinery in operation, suggested as a practical solution, planting bulbs, helps with drivers seeing and deciding not to drive onto verge.</p> <p>Next steps, look at survey from school and cost everything, bring to next council meeting.</p>
16.	<p>Progress Reports</p> <p>a. Clerks Correspondence update</p> <p>Letter received from resident advising the change of times for the mobile Post Office van in Alderton, clerk has advised Alderton, notice on noticeboard and website, note will be going in Bulletin, clerk asked if anyone has Welcome Booklet to please amend times in these, will now be 11.30 to 12.30.</p> <p>Welcome Booklet, Jenny has agreed to hold these, if volunteers, who deliver Bulletin notice anyone new in village, will let Jenny know and arrange for leaflet to be posted.</p> <p>Kings Portrait, one has been ordered for the village hall, is free.</p> <p>CATS bus service, received email from Cllr MiLo, advising that they will not be running on a Monday and Wednesday as from April, this is due to funds and lack of use, will email Cllr JaMa to see if he is aware and if anything can be done, feel it is very expensive and not able to use bus pass, this may be reason for lack of use.</p>

<p>b. Village Hall and Recreation Ground Committee update (Cllr. Tod Heyda)</p> <p>Fete will be held on 27th May, planning meeting 15th April, all welcome. Rawdon to give report at Annual Parish Meeting 18th April. Village Jumble Sale – will no longer be held going forward, due to lack of interest. Will be holding a discussion/survey about other uses for village hall. Work being done on recreation ground.</p>
<p>c. Coastal Matters: Updates on</p> <p>i. Bawdsey Coastal Partnership (Cllr. Rouse)</p> <p>Bawdsey Coastal Partnership is closing and any monies donated will be returned, filed accounts couple of weeks ago, realised do not have any powers that will influence anything that happens on the coast – to be removed from agenda.</p> <p>ii. Coastguard report (Cllr. R. Thurkettle)</p> <p>Has been quiet, down on shouts, but coming up to busy season, currently have team of 11 soon to be 12. Border Force agency asking people to report anything suspicious, do not approach.</p> <p>iii. Deben Marine Centre (Cllr. Heyda)</p> <p>Had a big spring clean ready for opening March/April, looking much better around the area, mostly things that were washed up after high tides, much worse than previous year, volunteers still needed, Clerk advised has asked for a note to be placed in Bulletin, asking them to contact Richard. Giving a talk at the school to tell the children about the work of the DMC.</p>
<p>d. Speedwatch</p> <p>Never established, question if still needed with SID and ANPR, decision to remove and monitor, proposed by Cllr ToHe and seconded by Cllr RoTh all in agreement.</p>
<p>e. Melton, Woodbridge and Deben Peninsula Community Partnership (Cllr C Walker)</p> <p>Attending seminar 22nd March at Trinity Park for the whole of East Suffolk, unable to attend last meeting, will mention community transport issue at seminar.</p>
<p>f. Update for Photo Post and Weather Station (Cllrs T Heyda/A Rouse)</p> <p>Volunteers have visited all the photo posts to ensure all OK, plaques have been replaced, weather station is working well and sending out data.</p>
<p>g. Emergency Committee (Cllr. R Thurkettle)</p> <p>Have a filing cabinet in Village Hall, needs to be assessed, items are years out of date and need replacing, need to think what is really needed, survey needs to go out to all households, meeting was attended at Bawdsey Manor, UK Power have mentioned need to apply for a generator turnover point, this would ensure if power is knocked out for a certain period of time, a generator will be supplied to allow for electricity, clerk to look into.</p> <p>Still need to source anti-trip lights, clerk to liaise with Cllr SuTa</p>

	<p>Concerns raised about level of water in lake, incredibly high recently after heavy rains, reported residence meeting with PGL, has been lowered by about 2 feet, may need to think about this, as would cut off quay and any residents in area.</p> <p>h. Green Agenda – Trees and Hedges</p> <p>Gaps in hedges in East Lane have been filled in, Manor Farm drive has been completed.</p> <p>Need to think about where else trees and or hedges can be planted to benefit the community, note to be put in Bawdsey Bulletin in Summer/Autumn, asking residents for their thoughts.</p> <p>i. Highway Matters</p> <p>Flooding in East Lane, need to keep reporting. Cllr CIWa has reported School Lane, all needs resurfacing.</p>
17.	<p>Finance</p> <p>1. To note Bank Balances as of 29th February 2024:</p> <p>a) Current Account - £11118.13 b) Reserve Savings Account - £4096.30 c) CIL Funds Savings Account - £25823.49 d) Projects Savings Account - £7232.55</p> <p>Noted</p> <p>2. To authorise the following Invoices for Payment:</p> <p>a. New payments since last meeting:</p> <p>£15.00 Red Rocket Emergency Telephone Feb 2024 £18.00 Unity Trust Bank Charge £24.71 ESC – Bawdsey Bulletin Feb 24 £18.59 ESC – Bawdsey Bulletin March 24 £303.28 Photo Posts £407.30 PRE Shingle Street. £320.53 Grit Bin £450.00 Traffic Survey £50.76 Andy Rouse (Misc)</p> <p>All payments authorised, proposed by Cllr RoTh, Seconded by Cllr CIWa, all in agreement.</p> <p>b. Any new invoices since publication of agenda:</p> <p>c. Any new payments received since last meeting:</p> <p>£100.00 donation from Suffolk Screen re East Lane Car Park litter £350.00 Enabling Community Budget Scheme – Grit Bin £556.03 VAT refund claim £169.71 Hollesley PC – Contribution towards PRE</p> <p>Noted</p>

	<p>d. Red Rocket DDR – Name changed to Domino Design, discuss, and confirm continuance of DDR for Emergency Telephone with this company.</p> <p>Red Rocket partnership has now dissolved, new company opened by one partner in name of Domino Design, need to agree Domino Design will oversee the Emergency Telephone and all future DDR will come out under this company. All in agreement, proposed by Cllr RoTh and seconded by Cllr ToHe.</p> <p>e. Donation from Suffolk Screen – Discuss how money should be spent.</p> <p>Money received from Suffolk Screen due to resident noting the amount of litter left at East Lane Car Park after the rubbish had not been placed in the bin properly following the filming, resident did clean the place up, except the cigarette butts. Need to think what money should be spent on, suggestion equipment for litter picks, all in agreement, proposed by Cllr RoTh and seconded by Cllr CIWa.</p> <p>f. DMC Funding for first aid kit – Discuss funding a first aid kit for the DMC.</p> <p>Request from DMC for council to fund First Aid Kit, cost £35.00, all in agreement, proposed by Cllr RoTh, seconded by Cllr JaFe</p> <p>g. Deben Ferry Discount Card – Discuss and agree the funding of the cost of printing and laminating card.</p> <p>Good uptake received for the Deben Ferry Discount Card, ESC has agreed to print and laminate at a cost of £6.10, all in agreement to cover cost, proposed by Cllr RoTh and seconded by Cllr JaFe</p> <p>h. Donations – Discuss donations and decide beneficiaries.</p> <p>Agreed to make two donations for the sum of £100 each to SARS and CAB, all in agreement, proposed by Cllr RoTh and seconded by Cllr CIWa.</p> <p>i. Interest on CIL Funds – Discuss and decide if interest received in March and June 2023 being transferred to current account, should be transferred back to savings account: -</p> <p>£106.98 – March '23 £134.04 – June '23</p> <p>All in agreement interest should be transferred back to CIL savings account, proposed by Cllr MiLo and seconded by Cllr RoTh</p>
18.	<p>Any matters to be brought to the attention of the Council and to agree date for next meetings.</p> <p>Next meeting 23rd May 2024 Annual Parish Meeting 18th April 2024</p>