

**Minutes of Bawdsey Parish Council held  
Tuesday 21<sup>st</sup> May 2024 –  
7.00pm at Bawdsey Village Hall**

**Present:** Cllr Andrew Rouse (AnRo)(Chair); Cllr Clare Walker (CIWa); Cllr Jackie Ferguson (JaFe); Cllr Mike Locke (MiLo); Cllr Tod Heyda (ToHe); Cllr Sue Tappenden (SuTa)

Tina Hughes (Parish Clerk)

1 member of the public

<b>1.</b>	<p><b>To elect Chair of council and signing of the ‘Declaration of Acceptance of Office’</b></p> <p>Cllr Jackie Ferguson nominated Cllr Andy Rouse, who advised he was willing to be chair for another year, no one else stepped forward, Cllr Clare Walker seconded, all in agreement, Cllr Andy Rouse duly signed the declaration of acceptance as witnessed by the clerk.</p>
<b>2.</b>	<p><b>Welcome by chair and to receive apologies for Absence.</b></p> <p>Cllr Rob Thurkettle; Cllr Andrew Reid (SCC) &amp; James Mallinder (ECC)</p>
<b>3.</b>	<p><b>To receive any Declarations of Interest and any Applications for dispensation on Agenda Items (either pecuniary or non-pecuniary)</b></p> <p>Cllr Mike Locke – School Governor and Trustee of CAS Cllr’s Tod Heyda, Andy Rouse, Clare Walker - DMC</p>
<b>4.</b>	<p><b>Public Participation (10 minutes) – an opportunity for parishioners to briefly raise matters of concern and hear from County and District Councillors</b></p> <p style="padding-left: 40px;"><b>a. Reports or comments from public</b></p> <p><b>Recent road closures and notification</b>, circa 5 years ago residents received notification in the Bulletin and on the noticeboard, why is this not happening now?</p> <p>Council do not get enough notification to advertise in the bulletin regarding road closures and dates may change due to weather and work having to be rescheduled at short notice.</p> <p>Clerk will try to ensure that where SCC provide sufficient advanced warning, a notice will be added to the noticeboard, a note will be placed in the bulletin to this effect.</p> <p>Emergency Email system to be considered at next meeting.</p> <p><b>Board at Crocus homes</b> advertising properties coming soon, how much longer will this be in position?</p> <p>Clerk will contact Crocus to see if they can come and remove.</p> <p style="padding-left: 40px;"><b>b. Reports from County and District Councillors</b></p> <p>None</p>

5.	<p><b>To agree &amp; sign Minutes of meetings dated 21st March 2024 as true record.</b></p> <p>Minutes agreed, proposed by Cllr CIWa and seconded by Cllr MiLo, all in agreement.</p>
6.	<p><b>To elect Vice Chair</b></p> <p>Deferred to next meeting.</p>
7.	<p><b>To review and adopt the following: -</b></p> <ul style="list-style-type: none"> <li>• National Code of Conduct</li> <li>• Standing Orders</li> <li>• Risk Assessment (Financial)</li> </ul> <p>All sent prior to meeting and reviewed by councillors, all in agreement to adopt, proposed by Cllr AnRo and seconded by Cllr CIWa.</p>
8.	<p><b>Planning: To receive updates on current applications and consider applications Received</b></p> <p>a) Consider the following application(s)</p> <p><b>DC/24/0906/LBC</b>  Proposal: Listed Building Consent - replace the extant planning permissions due to expire on 31st May 2024. Extension of time for the temporary prefabricated kitchen units (as consented under planning applications DC/22/1134/FUL &amp; DC/22/1124/LBC), to remain on site until 31st May 2029</p> <p>Address: Bawdsey Manor, Bawdsey Manor Estate, Bawdsey, IP12 3BH</p> <p><b>DC/24/0905/FUL</b>  Proposal: Replace the extant planning permissions due to expire on 31st May 2024. Extension of time for the temporary prefabricated kitchen units (as consented under planning applications DC/22/1134/FUL &amp; DC/22/1124/LBC), to remain on site until 31st May 2029.</p> <p>Address: Bawdsey Manor, Bawdsey Manor Estate, Bawdsey, IP12 3BH</p> <p><b>DC/24/1287/FUL</b>  Proposal: Construction of rear extension and new Velux windows.</p> <p>Address: 2 Quay Cottages, Ferry Road, Bawdsey, IP12 3AY</p> <p>No objection to any of the above, proposed Cllr ToHe and seconded by Cllr CIWa, all in agreement.</p> <p>b) To consider any applications received after the publication of the agenda.</p> <p>None Received</p>

9.	<p><b>To confirm following roles and advisory groups for 2024- 2025:</b></p> <p>a) Finance Councillors (Currently Cllrs Andy Rouse; Cllr Clare Walker &amp; Jackie Ferguson)</p> <p>No one else stepped forward, all agreed to continue.</p> <p>b) Village Hall Representative (Currently Cllr Tod Heyda)</p> <p>Cllr ToHe agreed to continue, all in agreement.</p> <p>c) Emergency Committee representative (Cllr Rob Thurkettle)</p> <p>No one else stepped forward, Cllr RoTh nominated, all in agreement.</p> <p>d) Tree Warden (Currently Richard Tricker)</p> <p>Cllr AnRo will contact Richard Tricker to establish if he would still like to continue, if would like to step down an alternative needs to be found.</p> <p>e) Internal Auditor (Currently Trevor Brown)</p> <p>All in agreement to continue with Trevor Brown.</p> <p>f) Responsible Finance Office (Currently the Clerk)</p> <p>All in agreement for clerk to continue as RFO.</p> <p>g) Defibrillator caretaker (Currently Cllr Clare Walker)</p> <p>Cllr ClWa agreed to continue, all in agreement.</p> <p>h) Coastguard representative (Currently Robert Thurkettle)</p> <p>No one else stepped forward, Cllr RoTh nominated, all in agreement.</p>
10.	<p><b>To discuss and agree PGL – DMC occupiers’ agreement and sign.</b></p> <p>One amendment made, stating will not claim any funds from PGL re decoration, requested notification to leave be extended from 1 week to 1 month, but this was declined, although may give longer notification. Pictures have been taken to show condition of building in and outside. Agreement agreed, proposed by SuTa and seconded by JaFe, and signed by Cllr AnRo as chair, Clerk to forward to PGL for their signature and copy to be held by clerk.</p>
11.	<p><b>Clerks Correspondence update</b></p> <p><u>Bawdsey Ferry Cards</u> Email received asking if we would fund the printing and laminating of 50 ferry cards at a cost of £6.10, proposed by Cllr AnRo, seconded by Cllr ToHe, all in agreement.</p> <p><u>Gradient of pavement at Manor Farm Gardens Development</u> Contacted Orwell and Suffolk County Council Highways, SCC advised have not been asked to adopt pavement and if was requested then would be declined due to the steep gradient, Orwell advised the builders stated it is within guidelines and Orwell declare they</p>

	<p>do not have funds to alter this now. Question if Orwell/builders were required to build the path to a certain spec and have this signed off? - Clerk to look for original plans to ascertain what was the requirements regarding the pavement, and to what supposed guide lines it was designed to.</p> <p><u>Free Bulbs</u> Cllr James Mallinder sent email regarding free bulbs available, Church has requested more, is there anywhere else in the village these could be placed. Suggested the green where the bench is to be placed. – Clerk to request bulbs</p> <p>Bench – Suggested we ask for quotes for bench to be fixed on the green and maintenance of area – Clerk to organise.</p> <p><u>Thank yous</u> Received letter of thanks from SARS and CAB</p> <p><u>Staff Boathouse Café Parking</u></p> <p>Complaint received regarding parking for staff who work at Boathouse Café, unfortunately although the council were promised exemptions for staff, ESC has decided that they are not issuing any more exemptions throughout ESC and no amount of pressure or persuasion will change their minds.</p> <p><u>Parish Council Vacancy</u> ESC advertised vacancy now available, no request was received for another election, who have confirmed we can co-opt, have had one person interested, not sure how long they have lived in the village, will advertise again in the Bulletin, that there is a vacancy.</p> <p><u>Inspection of Recreation Field Received</u> ESC advised an inspection had been carried out of the recreation ground and there are several kickboards at bottom of fences, that either need to be fixed or removed as deemed a hazard, have forwarded email to Chair VHRGC.</p>
12.	<p><b>Progress Reports</b></p> <p>a) CIL</p> <p>School survey completed and report sent to councillors ahead of meeting, main point highlighted: -</p> <ul style="list-style-type: none"> <li>• People feel unsafe walking, even on pavements, due to them being narrow in places, due to vegetation encroaching on pavements, feel there are somethings that could be done to make existing pavements wider and for people to feel safer, including additional highways work.</li> </ul> <p>Working group meeting to be arranged to put together a plan, looking at - report, highways walk through and way forward, circulate to councillors prior to bringing back to full council.</p> <p>Thank you to school parents for completing survey to be completed, Cllr MiLo</p>

	<p>b) Village Hall and Recreation Ground Committee update (Cllr. Tod Heyda)</p> <p>Fete – fewer people around to help set up and support, need more, question asked regarding how support for fete is communicated, perhaps need to look at different ways.</p> <p>Allotments are set up and running and now have 8-9 new people involved.</p> <p>Memorial bench not arrived yet.</p>
	<p>c) Coastal Matters: Updates on</p> <p>i. Bawdsey Coastal Partnership (Cllr. Rouse)</p> <p>To be removed from agenda, being wound up, residual money to be split between, DMC and Bawdsey Estuary Partnership</p> <p>ii. Coastguard report (Cllr. R. Thurkettle)</p> <p>Shingle Street team have just passed their Coastguard Emergency Response Care training (high end first aid), including cardiac arrest with de-fib. Have said goodbye to Ian Moore, retired after 25 years and Ryan Ashton, after 8 years. Has been quiet lately.</p> <p>iii. Deben Marine Centre (Cllr. Heyda)</p> <p>Special thank you to everyone who volunteers at the centre, including Alderton residents, Jim and Margaret, Sunday morning, roughly 30 people were at centre, going very well.</p>
	<p>d) Speedwatch</p> <p>Have three positions for SID, seems to be very effective at entrance to village. ANPR results were not valid, due to a problem with the machine, to be completed again.</p>
	<p>e) Melton, Woodbridge and Deben Peninsula Community Partnership (Cllr C Walker)</p> <p>All community partnerships met at Trinity Park for an event; local voluntary organisations were in attendance. Met parish councillor for Ufford, David Findley, who advised he is now coordinating testing the Deben water, recently tested at Queens Fleet, not tested after rain, but has been clean and clear.</p>
	<p>f) Update for Photo Post and Weather Station (Cllrs T Heyda/A Rouse)</p> <p>No more photo posts to be added, remove both photo posts and weather station from agenda.</p>
	<p>g) Emergency Committee (Cllr. R Thurkettle)</p> <p>Cllr SuTa to send information regarding lights used in a power cut.</p>
	<p>h) Green Agenda – Trees and Hedges</p> <p>AnRo checked recently planted trees and hedges, all seem to have taken.</p>

	<p>i) Highway Matters</p> <p>Still an issue with flooding at East Lane – clerk to chase. Suggestion to organise a company to lift manhole and jet wash gulleys and then use a CCTV camera to ascertain where they come out, question if can use CIL money to pay, need to get an estimate and then bring to council AnRo.</p>
13.	<p><b>End of Year Accounts:</b></p> <p>i. To Receive and accept accounts as of 31st March 2024</p> <p>End of Year account summary received and accepted, proposed by Cllr ARo and Seconded by Cllr CWa, all in agreement, signed by Cllr Andy Rouse (Chair) and Tina Hughes (Clerk and RFO)</p> <p>ii. To accept Internal Auditors reports for year end March 2024</p> <p>Internal Auditors report and Annual Internal Audit Report accepted, proposed by Cllr CWa and seconded by Cllr ARo, all in agreement.</p> <p>iii. To complete sections 1 of part 3 of the Annual Governance and Accountability Return (AGAR) 2023-2024</p> <p>Section 1 of part 3 of AGAR accepted, proposed by Cllr ARo and seconded by Cllr CWa, all in agreement, signed by Cllr Andy Rouse (Chair) and Tina Hughes (Clerk and RFO)</p> <p>iv. To complete sections 2 of part 3 of the Annual Governance and Accountability Return (AGAR) 2023-2024</p> <p>Section 2 of part 3 of AGAR accepted, proposed by Cllr ARo and seconded by Cllr CWa, all in agreement, signed by Cllr Andy Rouse (Chair) and Tina Hughes (Clerk and RFO)</p> <p>v. To set a date for exercise of public rights.</p> <p>Dates set for public right to access accounts: - Monday 3<sup>rd</sup> June 2024 to Friday 12<sup>th</sup> July 2024, proposed by Cllr ARo and Seconded by Cllr CWa, all in agreement.</p> <p>vi. To agree CIL report for 2024 – 2025</p> <p>CIL return completed, proposed by Cllr ARo and seconded by Cllr CWa, all in agreement, clerk to send off to ESC.</p> <p>Council asked to approve <b>Certificate of Exemption</b> from Limited Assurance Review from PKF Littlejohn</p> <p>Exemption proposed by Cllr AnRo, seconded by Cllr CIWa all in agreement, signed by Cllr Andy Rouse as chair and Tina Hughes (Clerk and RFO)</p>

**14. Finance****1. To note Bank Balances as of 30th April 2024:**

- a) Current Account - £18665.75
- b) Reserve Savings Account - £4124.38
- c) CIL Funds Savings Account - £26241.67
- d) Projects Savings Account - £7282.14

Noted

**2. To authorise the following Invoices for Payment:****a) New payments since last meeting:**

£264.00 – Zurich Insurance  
 £200.00 – Trevor Brown (Internal Auditor)  
 £22.80 – SALC Payroll Service (6 months 2023-24))  
 £14.40 – HMRC (Quarter 4 2023-24)  
 £804.64 – Tina Hughes Clerk Salary (Quarter 4 2023-24)  
 £12.50 – Domino Design (Emergency Phone)  
 £24.34 – ESC Bulletin and Ferry Discount Cards  
 £12.50 – Domino Design (Emergency Phone)  
 £196.34 – SALC Membership  
 £28.99 – Richard Tricker (First Aid Kit DMC)  
 £68.61 – Tina Hughes (APM expenses and mileage to Auditor)

All payments agreed, proposed by Cllr AnRo, seconded by Cllr MiLo, all in agreement.

**b) Any new invoices since publication of agenda:****c) Note new payments received since last meeting:**

£8030.00 – Precept  
 £895.78 – CIL

**d) Payment Received since publication of agenda:**

£75.00 – Alderton Emergency Telephone

**e) d. To receive minutes from finance meeting held on 24th April 2024 and accept recommendations: -**

- a) Continue insurance policy with Zurich.

Agreed to continue with Zurich as insurance company.

- b) Accept Internal Control Report

Accepted Internal Control Report

	<p>c) Transfer underspend items to reserve account: -</p> <ul style="list-style-type: none"> <li>- £250.00 Highways/Speed Management</li> <li>- £425.00 Miscellaneous</li> <li>- £440.00 Green Issues</li> <li>- £412.00 Clerk Expenses</li> </ul> <p>Agreed to transfer funds from current account to reserve funds, proposed by Cllr AnRo, seconded by Cllr CIWa, all in agreement.</p>
<b>15.</b>	<p><b>Any matters to be brought to the attention of the Council and to agree date for next meeting.</b></p> <p>Date of next meeting – 25<sup>th</sup> July 2024</p>