

**Minutes of Bawdsey Parish Council Meeting**  
**Held Thursday 1<sup>st</sup> December 2022 – 7.00pm**  
**Bawdsey Village Hall**

**Present:** - Cllr Andrew Rouse (AR) (Chair), Cllr Andrew Block (AB) (Vice-Chair), Cllr Brian Johnson (BJ), Cllr Chris Mann (CM), Cllr Clare Walker (CW), Cllr Richard Tricker (RT), Cllr Robin Johnson (RJ), Cllr Andrew Reid – Suffolk County (ARe), Cllr James Mallinder – East Suffolk (JM)

Tina Hughes (Parish Clerk), Neil Lister AONB (NL)  
 3 Members of the public in attendance

<b>1.</b>	<b>To receive Apologies for absence – Cllr Rob Thurkettle</b>
<b>2.</b>	<b>To receive any Declarations of Interest and any Applications for dispensation on Agenda Items (either pecuniary or non-pecuniary)</b> Cllr Brian Johnson – Shingle Street Settlement Cllr Chris Mann – 47 East Lane – planning application Cllr Rob Johnson – Village Hall Committee
<b>3.</b>	<p><b>Public Participation (10 minutes) – an opportunity for parishioners to briefly raise matters of concern</b></p> <p style="padding-left: 40px;">a. Reports or comments from public</p> <p><b>Request:- East Lane 20mph speed survey be done in August/Sept</b></p> <p>As discussed at previous meetings, the consensus of the Council was that the survey be best done at a quiet time of the year when results should more likely meet SCC requirements for introduction of speed restrictions. There is no intention to challenge current SCC design criteria, and the survey has now been arranged for 10/01/23 - 18/01/23. Cllr RJ proposed this stays as it is, seconded by Cllr RT, all were in agreement. A petition of Local residents supporting a 20mph limit for East Lane has also been done, this was offered to the council and gratefully accepted to help in support of the proposal.</p> <p><b>Question 1 – Email received raising the state of the verges and what can be done?</b></p> <p>Council feel this is a big issue and warrants a separate agenda item at next meeting.</p> <p><b>Question 2 – Email received asking about the removal of the bollards along Ferry Rd</b></p> <p>These were put in place by SCC highways for a set time period. SCC removed them of their own accord, and no charge has been made to BPC for these Temporary Traffic Management measure.</p> <p style="padding-left: 40px;">b. Reports from County and District Councillors</p> <p><u>Cllr ARe highlighted Nov '22 report from Suffolk County Council, - copy on website</u></p> <p><b>Funding for Ferry Road scheme - ARe</b> advised refined costings should be received shortly, and are expected to be between £35,000 to £40,000, ESC have offered funding of £27,000 (conditional on being spent this financial year), £5,000 has been offered from AONB and £2,000 from SCC highways budget. Cllr A.Re appreciated the urgency, would push to expedite this</p>

	<p>matter. Cllr AR was advised that funding needs to be in place before Legal Notices can be put up, and Natural England have requested interest in the scheme, should hopefully not hold it up.</p> <p><b>Tree planting scheme</b> – BPC expressed interest in Suffolk County Trees scheme and would like to plant around the village, Cllr AR requested email be sent and will provide a link for the scheme.</p> <p><u>Cllr JM highlighted Nov 22 newsletter from East Suffolk Council, copy on website.</u></p> <p><b>Comment to Cllr JM</b> – road between Alderton and Hollesley is treacherous. Cllr JM advised this is landowner's responsibility and all matters should be reported via SCC highways defects portal.</p> <p>Cllr JM also discussed funding available from ESC for Ferry Road scheme, and is pushing to get this started as soon as possible, money only available this financial year.</p> <p><b>Question to Cllr JM</b> – Felixstowe development has been built to "Passive House" standards, but how far is this from being the yardstick for future developments? The problem is Lack of statutory requirements from Westminster, local councils cannot enforce, but have to rely on builder's moral compass.</p>
4.	<p><b>To agree &amp; sign Minutes of meetings dated 29<sup>th</sup> September '22 as true record.</b></p> <p>No objection to minutes, proposed by Cllr CW and Seconded by Cllr AB, all in agreement</p>
5.	<p><b>To hear from Neil Lister AONB regarding volunteer wardens</b></p> <p>AONB works with volunteers to help monitor a nationally important, protected landscape which is also a living and working landscape. The AONB do not own any land, but organises volunteering which helps engage local communities in a variety of roles. Most volunteers are retired at moment, but are trying to make it more diverse by offering evening and weekend roles.</p> <p>Coastal and Estuary Volunteer role – benefits both AONB and the volunteer, Volunteers are asked to adopt one or two sections of coast or estuary to monitor. Suffolk Coast &amp; Heath AONB area runs from Kessingland to Felixstowe, Felixstowe inland to Ipswich, around Shotley Peninsular and up to Brantham, plus all estuaries could potentially be in scheme. One area currently in need of volunteer - Bawdsey Point up the Deben to Ramsholt, do not do Bawdsey Point to East Lane for safety reasons this stretch failed AONB's risk assessment. Due to their different issues each coastline stretch may have a different survey form. New Volunteers get an online induction covering the range of issues of interest. Reporting back to AONB is done online. 2022 captured nearly 100 reports, with thankfully no pollution results or dead creatures reported. A volunteer information pack was given to the Chair to circulate.</p>
6.	<p><b>Planning: To receive updates on current applications and consider applications</b></p> <p><b>a. Consider the following application(s)</b></p> <p><b>DC/22/4022/FUL:-</b> Windy Ridge Shingle Street Bawdsey, IP12 3BE Alterations to facades &amp; roof by enlarging or replacing existing windows &amp; external doors; remove a redundant brick chimney &amp; oil tank storage; install energy efficient air source heat pump; integrate photovoltaics on roof to provide renewable energy.</p> <p><b>DC/22/4461/FUL:-</b> 47 East Lane, Bawdsey, IP12 3AP Single storey extension to two storey brick semi-detached dwelling and external finishing works to South and West Elevation of existing house.</p>



**DC/22/4381/VOC:-** Martello Tower Aa, Shingle Street, Bawdsey, IP12 3BE  
 Variation of Condition 2 of C/11/2344 - Variation of Condition 3 and remove 4 of C/05/0333, to allow all year round use of accommodation and residential use of garage. - Condition 2 of the consent for which variation is sought via this application states: The accommodation shall not be used other than for purposes ancillary and incidental to the existing dwelling Martello Tower. - Variation to permit holiday lettings while retaining the linkage of the building with the main property, The Martello Tower. – To change to - The premises herein referred to as 'The Martello Boathouse', marked on drawing MT01 in red, shall be used as an 'annexe' or for holiday letting accommodation and for no other purpose. When in use as an 'annexe' the unit shall not be occupied or let as a separate dwelling but shall be used only for purposes incidental to the use of the Martello Tower to which it relates or for occupation by a guest, relative, employee or parent of the householder or their family. When the premises is in use as a 'holiday let', the duration of occupation by any one person, or persons, of the unit shall not exceed a period of 56 days in total in any one calendar year. The owners/operators of the holiday unit hereby permitted shall maintain an up-to-date Register of all lettings, which shall include the names and addresses of persons occupying the unit during each individual letting. The said register shall be made available at all reasonable times to the Local Planning Authority.'

No objections were raised on any of the above planning applications, proposed Cllr CW, seconded Cllr AB.

**b. To consider any applications received after the publication of the agenda**

None Received

**c. To consider support for a planning proposal for temporary parking at Shingle Street each year**

Views of Shingle Street Settlement Association (SSSA) representative were heard and the following points raised :

- There is not enough information provided on how it would operate, or what the main driver is behind proposal, is it just a commercial opportunity to charge for parking?
- Shingle Street is a wild AONB of SSSI status with no toilet or other visitor facilities available. The intention should be to keep it as such.
- The past few years has seen frequent gridlock situations at busy times and creating particular difficulty for residents to access as well as some public health issues. The proposal would very likely exacerbate this problem further, increasing foot-fall on an environmentally sensitive area, and could ultimately destroy the very flora & fauna that have earned Shingle Street its current environmental status in the first place.

For the above reasons the Council were accepting of SSSA's concerns and unanimously decided they would not support full planning proposal. None the less SSSA confirmed they were open to discussion.

**Action: - Clerk to pass on SSSA Representatives contact detail to landowner and advise landowner of decision.**

**7. CIL Monies – To discuss and gather ideas for the use of the money received**

Deferred to next Meeting, Cllr AR requested everyone forward their preferred ideas to the clerk

8.	<p><b>New Code of Conduct</b> – Discuss and decide if should adopt</p> <p>Discussed and no objection to adopting new code of conduct, proposed by Cllr RJ and seconded by Cllr AB, all in agreement</p>
9.	<p><b>Policy – Retention of Records</b> – Discuss and decide if should adopt</p> <p>Discussed and no objections to adopting Retention of Records policy, proposed by Cllr AR and seconded by Cllr AB, all in agreement</p>
10.	<p><b>Progress Reports</b></p> <p>a. Clerks Correspondence update</p> <p>Email received confirming PKJ Littlejohn had been reappointed as external auditors</p> <p>b. Village Hall and Recreation Ground Committee update (Cllr. R. Johnson)</p> <p>Cricket hut being dismantled on recreation ground. Asbestos found in roof needs professional removal. The plan is to replace it with a Green container unit, to create lockable storage space, and free up the pavilion to allow better use and be hired for events.</p> <p>Back of village hall – now have recycled picnic bench, Queens Jubilee bench, oak tree officially planted and picket fence around gas cylinder, available for people to use. Looking for a new gardener, two new conifers at front.</p> <p>Christmas tree now up, Christmas quiz, pop up pub, Carol singing 10/12/22 at 6.30pm</p> <p>c. Coastal Matters: Updates on</p> <p>i) Deben Estuary Partnership (Cllr. Block) – Nothing to Report</p> <p>ii) Bawdsey Coastal Partnership (Cllr. Rouse) – Nothing to Report</p> <p>iii) Coastguard report (Cllr. R. Thurkettle)</p> <p>Life Saving Equipment at Shingle Street</p> <p>Cllr JM had requested quote from Norse for installation, still waiting to hear and will chase on parish behalf. Questions remain on where equipment will be put, who owns the land and who would maintain it. Hollesley have advised they do not wish to be involved, but would share costs. Will need to be inspected on a monthly basis. Shingle Street residents to research best location, who owns the land, and will report back.</p> <p>iv) Deben Marine Centre (Cllr. Block)</p> <p>Centre was successful this year, comments in book very good, have applied for funding from DEFRA, hear early next year, grant to continue with coastal and estuary monitoring. Looking at covering the whole of the river to encourage similar projects and displays. Comments have been requested by people who run centre for ideas for future years.</p> <p>d. Scottish Power (Cllr. Tricker)</p> <p>Nothing to report</p>

<p>e. Quiet Lanes (Cllr R Thurkettle)</p> <p>One sign still to be put up in East Lane. Road into Shingle Street is to become a quiet lane, Hollesley is dealing with collection and erection of the signs.</p>
<p>f. Speedwatch (Cllr. R. Johnson)</p> <p>Sign now active, have volunteer to change batteries going forward. Have had 2 people come forward to be speedwatch volunteers, hoping to get this going when have speed gun</p>
<p>g. Update for Photo Post and Weather Station (Cllrs R Tricker/A Rouse)</p> <p>Post at Tide Mill sees little use, to be monitored and possibly moved if not being used</p> <p>Weather station (Cllr A Block) - metal work collected and placed in RADAR trust building, not heard from Norse, will email again get quote and hopefully start work, Cllr JM to be copied, so can chase too, everything else in place. To be solar powered</p>
<p>h. Emergency Committee (Cllr. R. Johnson)</p> <p>Discuss website and if should continue with, should Alderton be approached to share the cost</p> <p>First Aid Kit now in place. Tried to hold Meeting but not enough people attended. Will re attempt.</p> <p>Have spoken with Bawdsey Website manager and will amalgamate Emergency website onto Bawdsey website and have a separate page, should reduce costs. Will speak with Alderton about sharing cost of emergency planning and joint funding.</p>
<p>i. Bawdsey Quay – Bawdsey Ferry Approach Road</p> <p>Ferry Road scheme, discussed in detail in public participation section, see notes, parish should apply to AONB for grant and guidance for reseeding area. ESC are shortly planning to resurface part of the amenity carpark to increase capacity. Cllr JM advised that some dead and diseased trees had been felled and left in place for wildlife habitat.</p> <p>ESC advised no respondents yet for the Toilet Cleaner Vacancy.</p>
<p>j. Green Agenda – Trees and Hedges</p> <p>Funding may be available from Suffolk County for Tree &amp; Hedge planting. Cllr JM to look into. Cllr AB to contact Cllr CM to walk area and discuss possible planting spaces.</p>
<p>k. Highway Matters</p> <p>20 mph speed limit East Lane Fence at Bawdsey Hall</p> <ul style="list-style-type: none"> <li>• <u>20mph speed limit</u> - discussed under public participation, see 3.a above</li> <li>• <u>Bawdsey Hall Fence collapse</u> - Manager at the Hall said they were in discussion with Scottish Power regarding damage claims and plans to replace the fence. Outcome to be confirmed As matter is now becoming a highway hazard it should best be logged on SCC Highways defects portal. <b>Cllr AR to Action.</b></li> </ul>



**11. Finance****1. To note Bank Balances as of 30<sup>th</sup> October 2022:**

a) £48,247.23

Balance noted

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

£18.00 Poppy Appeal  
 £28.82 Admin Expenses - Copy Paper/Mileage for Wreath  
 £22.80 SALC 6 months payroll service  
 £17.69 East Suffolk Bulletin  
 £17.69 East Suffolk Bulletin  
 £23.39 East Suffolk Bulletin  
 £17.39 East Suffolk Bulletin  
 £27.60 Red Rocket Emergency Telephone and Website  
 £27.60 Red Rocket Emergency Telephone and Website  
 £34.80 Richard Tricker - Tetrapak sign and councillors mileage  
 £60.00 One Suffolk Annual Website Hosting

**b. Any new invoices since publication of agenda:**

£232.45 Payment to Keypal Weather Station, in replacement of lost cheque  
 £100.00 East Suffolk Council – Contribution to Quiet Lanes

All payments agreed, proposed by Cllr CW and seconded by Cllr AB, all in agreement

**c. Any new payments received since last meeting:**

£869.43 CIL20221031

Noted two further payments are due, similar amounts in next year and half, depending on when money received from builders.

**d. Finance meeting minutes, discussion around opening 3 new savings accounts and initial budget forecast 2023/24**

Finance minutes sent separately, full council in agreement of opening three separate saving accounts, proposed by Cllr RT and seconded by Cllr RB

Budget – estimated at finance meeting a £100 overspend, since have had notification clerks have been given a national pay rise so will need to adjust forecast. Next year will need to pay for election, minimum is £90.00, not sure who paid for defibrillator this year, alternate between council and VHRC, needs to be checked and budget amended.

Another Finance meeting planned for Tuesday 10/01/23 at 2pm in Village Hall, to finalise the budget.

	<p><b>e. National Salary Award for clerks, council to agree raise</b></p> <p>Council discussed national increase in clerks pay and agreed to the rise, proposed by Cllr AB, seconded by Cllr AR, all in agreement</p>
12.	<p><b>Any matters to be brought to the attention of the Council and to agree date for next meeting</b></p> <p>Next Parish Council meeting 26<sup>th</sup> January 2023 at 7pm</p>

Chairs Signature.....



Date.....


